

Start Your Next Contract Using the NextGen Contract Management System (CMS)

The **NextGen Contract Management System (CMS)** is now live and available for use. The new Contract Request Form enables users to conveniently initiate a contract review by entering basic information into the CMS.

How do I start a new contract?

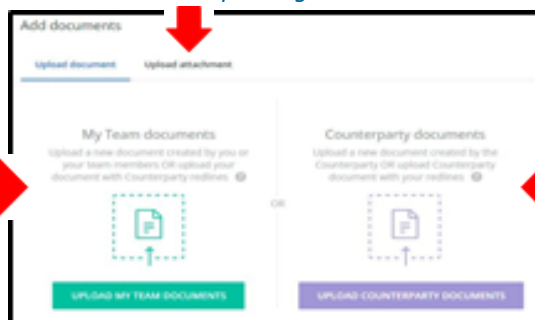
- First, please be sure to use the most recent template for the contract you would like to initiate found here: [Templates](#). If you are unable to access the template site please reach out to your Contracting Specialist or email conference-contracts@ieee.org for current templates prior to starting your negotiations.
- In the past, you may have emailed an IEEE team member or department mailbox to initiate a contract; now, you can do so directly in the [CMS](#) by clicking the '+NewRequest' button and completing a new Contract Request Form.



"Upload Attachment"

Supporting documents that do not require legal review should be uploaded in this tab.

"My Team Documents"
Documents for review that are on an IEEE template. Upload here.



"Counterparty Documents"
Documents for review that are NOT on an IEEE template. Upload here.

- All contracts for review should be provided in Word format, if/when possible.
- After submitting your form, a staff contact will be provided to you on CMS. This will be the contracting specialist assigned to your portfolio/group.
- Some areas that may need to be covered during the review of your contract include: vendor screening and set up, IT security review, as well as business and legal reviews.
- If you have any technical difficulties during the process, please contact the [IEEE support center](#).

Where can I find training?

IEEE invites you to receive training for the **NextGen Contract Management System (CMS)**.

Links to [Video Tutorials](#) and [Quick Reference Card \(Volunteers\)](#).

Below are some User Guides based on your role:

[Volunteer User Guide](#) - [Staff User Guide](#) - [Third Party Lead User Guide](#)

[Explore the CMS](#)



Revised January 2022