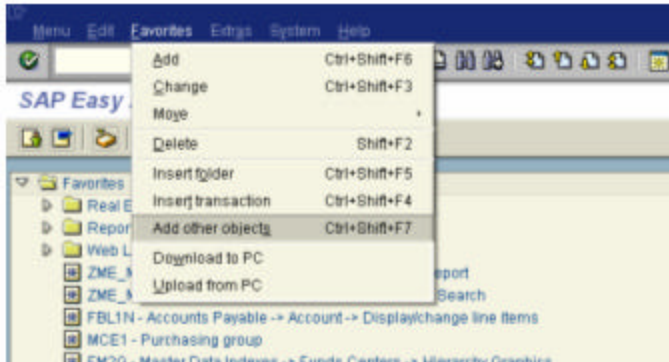


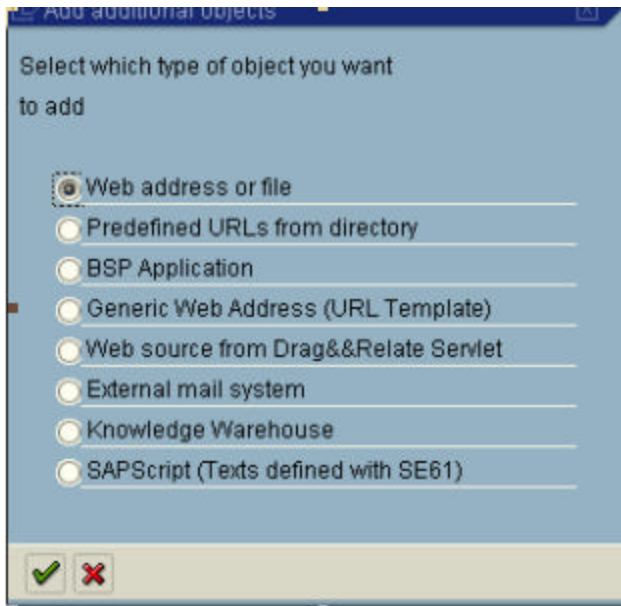
How to add a web address to your “favorites” in SAP start up menu

If you add a web address access point in your favorites, you will be able to access information on purchasing contracts/framework orders directly from your SAP startup menu.

From the SAP start up menu select the Favorite>>Add other objects command

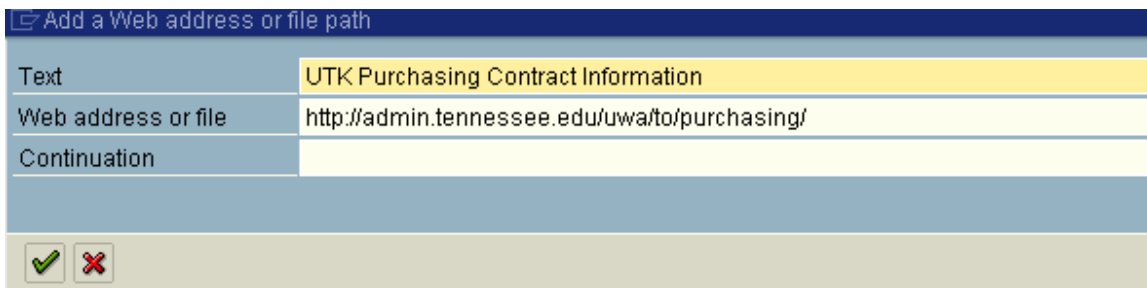


From the pop up box that appears select the “Web address or file” and then select the green check mark.



From the pop up box that will appear – enter a name for the favorite in the “Text” field and insert the web address in the “Web address or file” field. To create a favorite to view UTK purchase contract information, use the web address:

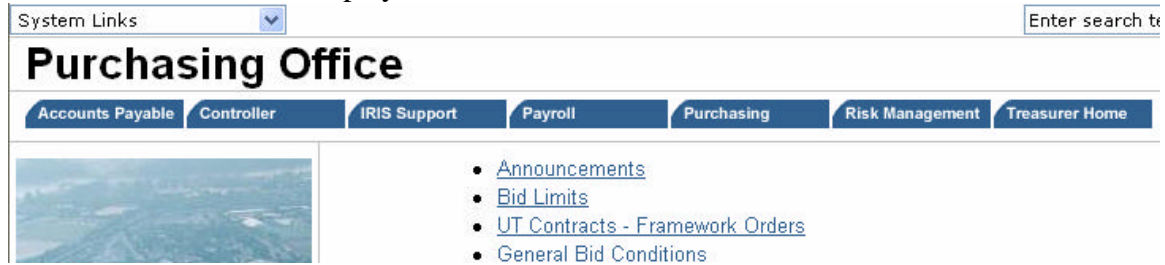
<http://admin.tennessee.edu/uwa/to/purchasing/>. When finished, select the green check mark.



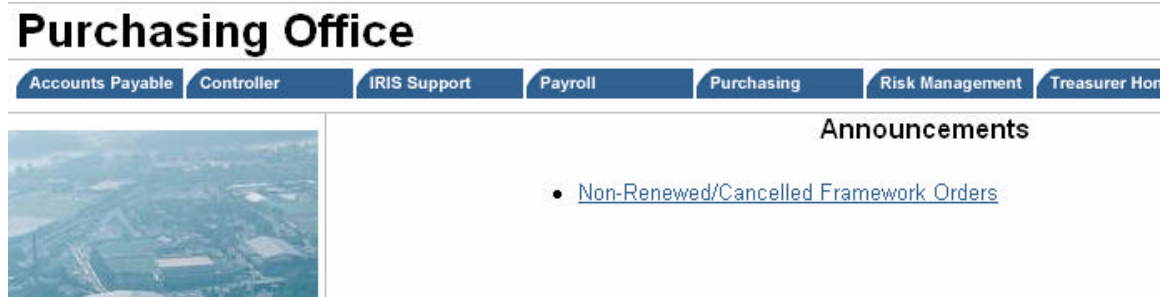
Once the favorite is saved, the link to the web address will be displayed on your start up menu in your favorites. To access the purchasing web site – select the favorite. If you create the favorite for UTK Purchasing Contract Information you will be forwarded to the web screens as shown below.



From the screen that is displayed, select the Announcements link



Select the Non-Renewed/Cancelled Framework Orders



Information on the status of purchase contracts/framework orders will be displayed

