

New Contract Received

New Contract Entered into CMM

CMM Ref. Guide

Contractor has W#?

No

Email Contractor W-9 or W-8

Note in System that Form has been sent

Yes

Change from Draft to Submit for Review

Review by Contract Admin.

Approve & Route through Workflow

Amendments needed?

Yes

Contract Admin updates

No

Approved thru WWU workflow?

No

Yes

Create & Send DocuSign Contract

Procedure

Signed? (1 week check)

No

Email Follow Up w/Vendor

Email Template

Response Received?

No

Follow up with Contract Owner

Yes

Contract Active

Yellow = Contract Submitter  
Green = Contract Admin  
Purple = Approval Team

