



HOW DO I FIND THE FULLY EXECUTED CONTRACT?



ISSUE: How do I find the signed (fully executed) contract in Total Contract Manager (TCM)?

ANSWER: In Total Contract Manager (TCM) in there are several ways you can find a contract.

NOTE: The search features are the same for HSC-TCM and TCM in UNTS Marketplace.



When the configuration is different, I have included the appropriate logo to communicate which system (HSC-TCM or UNTS Marketplace-TCM)

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ACCESS TO RECORDS IN TCM

The UNTS Office of Contract Administration is managing access to information in TCM by permissions and roles. If you do not have access to the information or receive an error message, you may not have a User role or be listed within the department that permits access. Contact the UNTS Office of Contract Administration for assistance: Email: UNTScontractadmin@untsystem.edu.

1. In Total Contract Manager (TCM), the *Search Contracts* page is key to locating the contracts you need.
2. In the navigation menu on the left of the screen, select the Contracts icon, then Contracts, then Search Contracts.

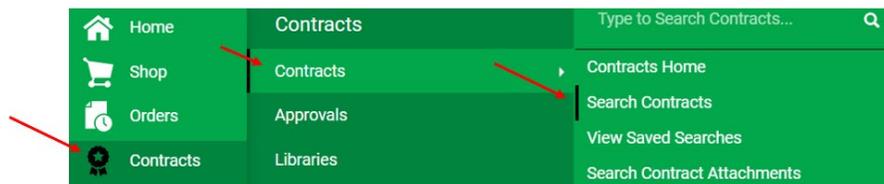


Figure 1

3. There are two ways to search, and which type to use depends on what you're looking for:



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For Contract Liaisons - Total Contract Manager (TCM) module

- Use [Simple Search](#) when you may not have all the information you need and want to search based on partial information. The system will search all contract fields for each keyword entered, providing you with a broad results set.

Figure 2

- Use [Advanced Search](#) when you have exact data or a complex set of values that you want to search for, e.g., you have a contract number, or want to apply multiple search filters to limit the number of search results. The system only returns results that are an exact match to the values entered.

Figure 3

All users can search for contracts, but results and access will vary depending on your user permissions and system licenses.

If you often search for the same things, you can save your search settings in a saved search to use again. To learn how to save a search, see the [Quick Reference Guide - Reports & Searches](#).

SUGGESTIONS FOR SEARCHING

4.  In UNTS Marketplace, you can search for the requisition # or the Vendor (external party) name in the "Contract Name" field

VIEW IN SIMPLE SEARCH	VIEW IN ADVANCE SEARCH
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Search Contracts Advanced Search ?

Contract

Active for Shopping:

By Start/End Date:

Created Date:

Figure 4

Search Contracts - Advanced

Contract Number:

Contract Name:

Keywords:

Figure 5

5. To search by the Vendor (external party) name, search the "Second Party" field on Advanced Search

Search Contracts - Advanced Simple Search ?

Contract Number:

Contract Name:

Keywords:

Contract Type:

Contract Status:

Contract Version Type:

Contract Manager: Any Me Pick...

Contract Stakeholder: Any Me Pick...

Summary:

Second Party: Any of All of

Department:

By Start/End Date:

Created Date:

Approvals Completed:

Scheduled Termination Date:

Contract Term Extended:

Include Archived:

Contract Ended Early:

Reporting Commodity Code:

Include Additional Commodity Codes Expand All | Collapse All

Figure 6

6.  In HSC-TCM, you can search for your Contract REQUEST and access the Contract RECORD hyperlink.

-  In UNTS Marketplace, you can also use these steps if you submitted the Contract REQUEST.

LOCATING EXECUTED CONTRACT ON THE CONTRACT RECORD

2016-1048
2017 Renewal of Gavras PSA

Type: Purchasing
2nd Party: The CG Group, LLC
Dates: 8/31/2016 - 8/30/2017
Version: Renewal 0, Amendment 0

View Contract

Summary

Header

Alternative Language

Attachments 2

Obligations 0

Review Rounds 0

eSignatures 0

Attachments

Contract was fully executed via eSignature on 9/1/2016.

[Fully Executed Contract](#) (222 KB)

General (1) Obligations (0)

Main Document

Print Order	Attachment	Print with Full Contract	Version	Size	Date Uploaded	Actions
1	2016-1048_CG Group_2017 Renewal_Main.pdf	<input checked="" type="checkbox"/>	1	137 KB	8/31/2016 9:27:51 AM	<input type="button" value="Actions"/>

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Note: Contracts executed before TCM will be in this section.

Figure 7

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For Contract Liaisons - Total Contract Manager (TCM) module



Any contracts that were executed prior to the implementation of Total Contract Manager (contracts executed prior to 2015 (HSC) or 2020 (UNTS Marketplace)) will contain the fully executed version of the contract in the Attachments section.

- HSC - The fully executed contract will include “Executed” in the file name.
- UNTS Marketplace – The fully executed contract will have number at the front of the file name (ex: 1.0, 1.2, 1.3, etc.) and the highest number will most likely be the fully executed contract.

NEED HELP MORE WITH THIS TOPIC?



Contact:

UNTS Office of Procurement, Office of Contract Administration

Department Email: UNTScontractadmin@untsystem.edu

HSC Internal webpage: <https://insite.unthsc.edu/division-of-finance/contract-administration/>

UNTS OCA webpage: <https://finance.untsystem.edu/contract-administration/index.php>