



UNTS Quick Reference Guide

TOTAL CONTRACT MANAGER (TCM)

PRODUCT VERSION 25.1

Modified on 4/9/2025 for training purposes.



General

Submitting a Contract (please refer to the version for your campus) STEP-BY-STEP



VIEW ONLY ACCESS

If applicable, search for information about the previous contract. All records will be transferred to E-Pro TCM by end of FY 2025.

UNT SYSTEM™

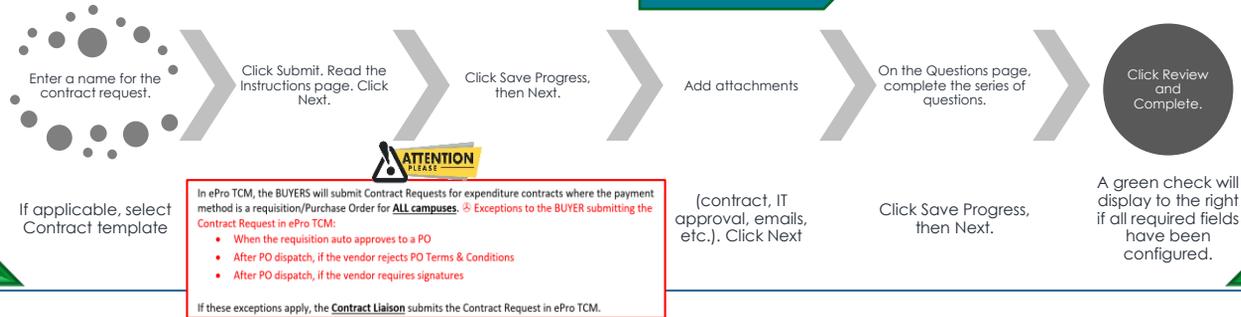


Enter PCARD & Clickwrap Agreements

HSC Enter Business Contracts

Navigate to Contracts > Contract Requests > Request Contract

- Select a Contract Request Template (Procurement Agreement or PCARD Agreement Request)



For assistance, training about using the updated Contract Request in E-Pro TCM to submit contracts, reference the [ePro TCM Contract Request \(FEB2025\) Quick Reference Guide MAR2025](#)

Search for a Contract Request (all campuses) STEP-BY-STEP

- Navigate to Contracts > Contract Requests > My Contract Requests
- Click Filter Contract Requests.
- Select the checkbox next to each status you want to display.
- Click Apply
- Click the Actions field next to an item to view or edit a contract request. Click on a contract request name to open the contract request.

Contract REQUEST Statuses



Contract RECORD Statuses



Search for a Contract Record (all campuses) STEP-BY-STEP

- Go to Contracts > Contracts > Search Contracts.
- Select the search type by clicking the Advanced Search or Simple Search link in the top-right corner.
- Enter search criteria. Expand the appropriate search type below to view additional information about that search type.
- Or select the search icon to search all contracts.



In UNTS Marketplace search for the Contract by entering the requisition # in the <Contract Name> field.

Contact the UNTS Office of Contract Administration for assistance or questions. ✉ > UNTScontractadmin@untsystem.edu
More training material is available to you on our website:

- UNTS OCA webpage: <https://finance.untsystem.edu/contract-administration/total-contract-manager.php>
- HSC Internal webpage: [https://myunt.sharepoint.com/sites/HSCFinanceWebsite/SitePages/Total-Contract-Manager-\(TCM\).aspx](https://myunt.sharepoint.com/sites/HSCFinanceWebsite/SitePages/Total-Contract-Manager-(TCM).aspx)