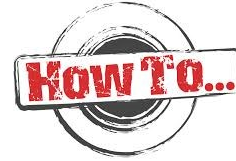


UNTS Quick Reference Guide
TOTAL CONTRACT MANAGER (TCM)
PRODUCT VERSION 24.3



Modified on 10/12/2024 for training purposes.

Submit a REQUEST	Search for REQUEST	Search for CONTRACT												
<ul style="list-style-type: none"> Navigate to Contracts > Contract Requests > Request Contract. Enter a name for the contract request. <ul style="list-style-type: none"> Select a Contract Request Template (Procurement Agreement or PCARD Agreement Request) Click Submit. The contract request opens to the Instructions page, which provides information regarding the contract request. Click Next. Click Save Progress, then Next. Add attachments. Click Next On the Questions page, complete the series of questions and complete the fields as directed. Click Save Progress, then Next. Click Review and Complete. A green check will display to the right if all required fields have been configured. If information is missing, return to the request and enter the missing data. Once the contract request is ready to submit, click the Complete Request button, then click Yes in the Confirmation window. <p style="text-align: center; color: red;">TCM will be the way to submit ALL business contracts to the UNTS Office of Contract Administration.</p>	<p>My Contract Requests page allows contracts requesters to see the requests created and the status of those requests.</p> <hr/> <ul style="list-style-type: none"> 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. <hr/> <p style="text-align: center;"><i>Contract Request Status Guide</i></p> <p>Approved OCA approved REQUEST, no contract yet</p> <p>Completed Contract REQUEST is complete and has been Submitted to OCA.</p> <p>Incomplete Request not yet submitted</p> <p>Rejected Request not approved</p> <p>Returned Returned to you for additional info</p> <p>Under Review OCA has received it, not yet processed</p>	<ul style="list-style-type: none"> 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 <hr/> <p style="text-align: center;"><i>Contract Record Status Guide</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0e0e0;">Pending Signature/Out for Signature</td> <td>Routing for signatures either "ink" signatures or eSignatures</td> </tr> <tr> <td style="background-color: #e0e0e0;">Internal Review/External Review</td> <td>Sent to a reviewer outside of the workflow process in TCM.</td> </tr> <tr> <td style="background-color: #e0e0e0;">Draft</td> <td>Under construction and has not been submitted for approvals or signatures</td> </tr> <tr> <td style="background-color: #e0e0e0;">Pending Approval</td> <td>Moving through the approval workflow</td> </tr> <tr> <td style="background-color: #e0e0e0;">Executed: In Effect/ Executed: Future</td> <td>Approved and active or will not be in effect until its scheduled start date</td> </tr> <tr> <td style="background-color: #e0e0e0;">Expired</td> <td>Automatically marked as Expired once the expiration date passes.</td> </tr> </table>	Pending Signature/Out for Signature	Routing for signatures either "ink" signatures or eSignatures	Internal Review/External Review	Sent to a reviewer outside of the workflow process in TCM.	Draft	Under construction and has not been submitted for approvals or signatures	Pending Approval	Moving through the approval workflow	Executed: In Effect/ Executed: Future	Approved and active or will not be in effect until its scheduled start date	Expired	Automatically marked as Expired once the expiration date passes.
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More questions, contact us: Office of Contract Administration Department Email: UNTScontractadmin@untsystem.edu

Currently the Office of Contract Administration has 2 instances of TCM:

UNTHSC	UNTS/UNT/UNTD
https://myunt.sharepoint.com/sites/HSCFinanceWebsite/SitePages/Total-Contract-Manager-(TCM).aspx	https://finance.untsystem.edu/contract-administration/total-contract-manager.php