UNTS Quick Reference Guide
TOTAL CONTRACT MANAGER (TCM)
PRODUCT VERSION 23.3
Modified on Friday, November 10, 2023 for training purposes.
This Quick Reference Guide is for both instances of TCM.

JAGGAER ONE
CONTRACTS+
HANDBOOK FOR USERS AND ADMINISTRATORS

General

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

hsc — THE UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER AT FORT WORTH

Enter all HSC Business contracts → Navigate to Contracts > Contract Requests > **(Contract Liaison Use) Request a Contract.**
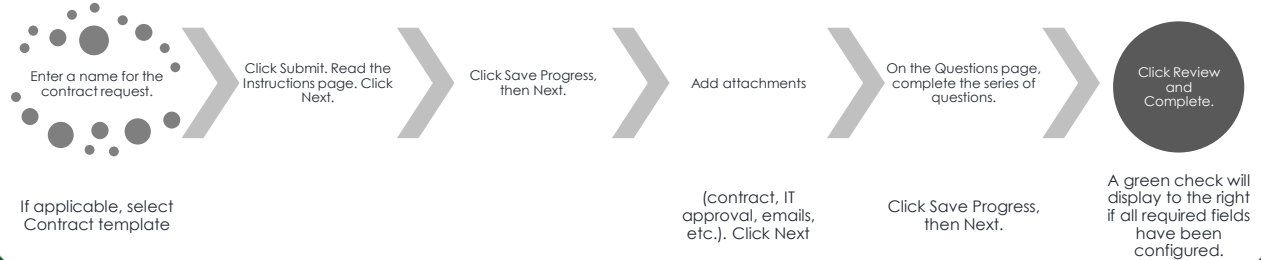
UNT SYSTEM — UNT / UNT DALLAS

Enter PCARD & Clickwrap Agreements → Navigate to Contracts > Contract Requests > **Request Contract**
• Select a Contract Request Template (Procurement Agreement or PCARD Agreement Request)

Enter a name for the contract request. → Click Submit. Read the Instructions page. Click Next. → Click Save Progress, then Next. → Add attachments → On the Questions page, complete the series of questions. → Click Review and Complete.

If applicable, select Contract template

(contract, IT approval, emails, etc.). Click Next

Click Save Progress, then Next.

A green check will display to the right if all required fields have been configured.

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

Incomplete	Under Review
• Request ≠ submitted	• OCA has received it

Approved	Completed
• OCA approved REQUEST, ≠ contract yet	• Contract REQUEST is complete ☑ RECORD

Rejected	Returned
• Request ≠ approved	• ʘ Returned to you
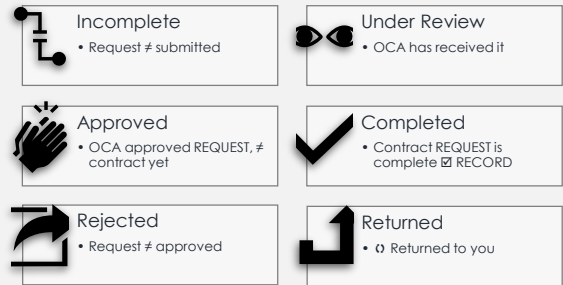
Contract RECORD Statuses

Status	Description
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.

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.

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