

Locating Executed Contracts



WHAT IS TOTAL CONTRACT MANAGER (TCM)

Total Contract Manager (TCM) is a web-based tool to assist with contract administration and is designed to enable organizations to manage the complete lifecycle of contracts from authoring to approval.

The UNTS Office of Contract Administration can assist with questions and negotiations but only *officially* begins working a contract when received via a Contract Request in TCM.

ACCESS TO RECORDS IN TCM

Access to contract records in TCM is granted by roles and permissions. You may have limited access to certain sections of Contract Records depending on your role. If you don't find a contract or information you would like access to, contact the Office of Contract Administration for assistance.



Contract status = Executed

Finding Information on the Contract RECORD
Status = Executed

The contract documents can be found in this Attachments section on the Contract Record.

Finding Information on the Contract RECORD
Status = Executed

You can download the fully executed contract from here by clicking the hyperlink.

If you do not see an executed contract above, you will find the executed contract in this section here. You can download the fully executed contract from here by clicking the hyperlink or selecting "Actions" and then "Download".

- To find the executed contract, select "Attachments" in the gray navigation menu on the left.

DIRECTIONS TO TCM GUIDES AND JOB AIDS

HSC Campus	UNTS/UNT/UNT D campuses
https://myunt.sharepoint.com/sites/HSCFinanceWebs/ite/SitePages/Total-Contract-Manager-(TCM).aspx	https://finance.untsystem.edu/contract-administration/total-contract-manager.php

For additional help, contact:

UNTS Office of Contract Administration | UNTS Office of Procurement

Department Email: UNTScontractadmin@untsystem.edu

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

HSC Internal webpage: <https://myunt.sharepoint.com/sites/HSCFinanceWebsite/SitePages/Contract-Administration.aspx>

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