

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.

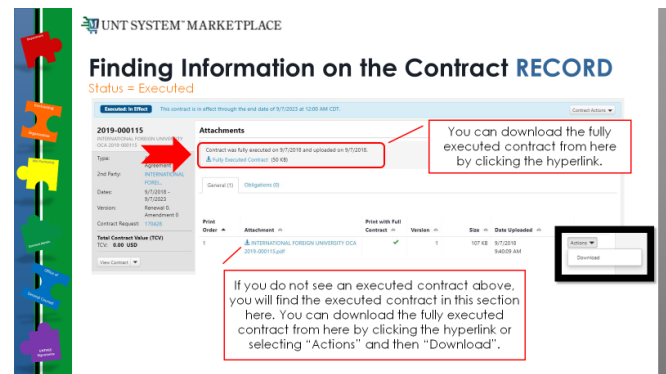
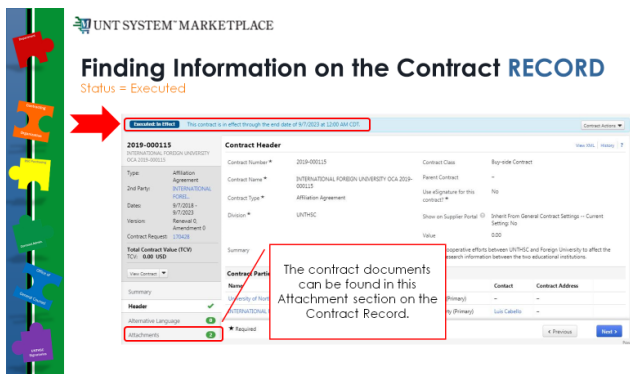
The UNTS Office of Contract Administration can assist with questions and negotiations but only **officially** begins working a contract when received via a Contract Request in TCM.

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



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

DIRECTIONS TO TCM GUIDES AND JOB AIDS

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