

Viewing the status of 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.

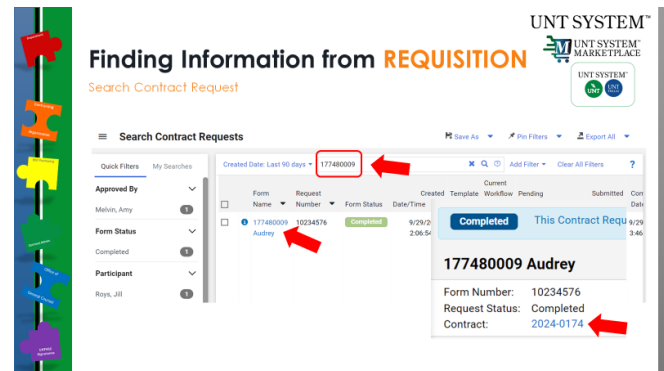
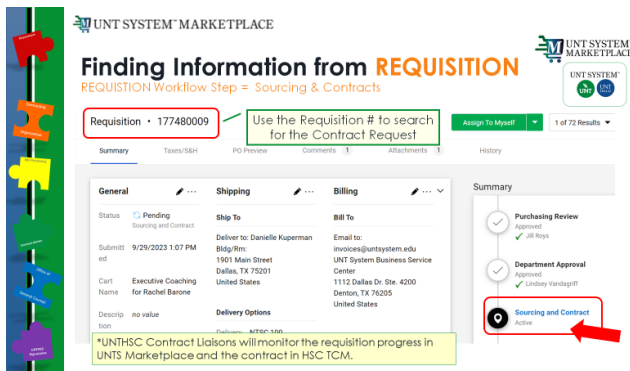
ACCESS TO RECORDS IN TCM

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.



Finding Information from the REQUISITION

UNT/UNT/UNT campuses in UNTS Marketplace will see the requisition workflow on the "Sourcing & Contract step and know that the BUYER has submitted the associated contract to the OCA in UNTS Marketplace TCM. Use the requisition number to search for the Contract Request & Record.



UNTHSC Contract Liaisons will monitor the requisition progress in UNTS Marketplace and the contract in HSC TCM. If you see the requisition workflow on the "Sourcing & Contract step, the BUYER has sent a message to you reminding you to submit a Contract Request in HSC TCM.

Searching for Contract Request in TCM

Step-by-Step

1. Navigate to *Contracts > Contract Requests > Search Contract Requests*
2. In the search bar, enter the keyword criteria
3. Click *Apply*. Contract requests that match the filter criteria are listed.

Contract status = DRAFT | Internal Review | External Review

Finding Information on the Contract RECORD

Status = Draft, Internal Review, External Review

When the status is in draft status, OCA will leave notes, status updates, questions, and/or instructions in the Comments Section or the Communication Center.

Finding Information on the Contract RECORD

Status = Draft, Internal Review, External Review

Summary of Contract # 2021-139

The Comments section appears like this when you have a Summary view of the Contract Record. OCA will leave notes, status updates, questions, and/or instructions in the Comments Section.

Check the “Review Round”, “Comments” and/or “Communication Center” for status updates for the contract.

Comments

The Header in bold will highlight the topic of all of the messages in the thread.

The messages (notes, status updates, questions, and/or instructions) will be under the header.

The messages will be time stamped, listed in chronological order, and list the person that posted the message.

Communication Center

The Communication Center will contain emails OCA sends from the Contract Record.

Here is an example of an email.

From: Patrice Victor **Sent On:** 10/9/2018 11:35 AM
Sent To: Patrice Victor
Subject: Testing 18.2 Release Features - EMAIL_UserTest
 & TEST FILE.pdf
 Hello, Take a look at the latest version of this agreement. Thanks.
 University of North Texas Health Science Center
 Office of Contract Administration
 3500 Camp Bowie Blvd (EAD) Suite 830
 Fort Worth, TX 76107-2699
 Office Phone: 817.735.3227
 Department Email: contractadmin@unthsc.edu
 Website: https://www.hsc.unt.edu/Steps/OfficeofContractAdministration/index.cfm

Contract status = Out for Signature

Finding Information on the Contract RECORD

Status = Out for Signature

When the contract status is “Out for Signature”, OCA has launched the contract for signature via DocuSign. You can view the recipients of the contract, if they have viewed the contract and if they have signed.

To open the section, select the “eSignature” link.

Finding Information on the Contract RECORD

Status = Out for Signature

Signers

Signing Order	Status and Tracking	Name	Email	Mobile Phone Number	Title	Contract Party
1	Sent	charlotte moore	cmoore1@lsu.edu	-	-	Louisiana State University
2	Created	Patrice Victor	Patrice.Victor@unthsc.edu	-	Director, Contract Admin	University of North Texas

Here you can see the signers, the order that the signers will sign, the information icon will show if the signer has viewed and/or signed the contract.

Finding Information on the Contract RECORD

Status = Out for Signature

Here is the view after you select the information icon.

Sent: 1/17/2023 2:36:01 PM
 Viewed: -
 Signed: -

DIRECTIONS TO TCM GUIDES AND JOB AIDS

HSC Campus	UNTS/UNT/UNT D campuses
https://myunt.sharepoint.com/sites/HSCFinanceWebsite/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>