Total Contract Manager Glossary

Alternative Language-This page is available to organizations using the authoring feature. It is displayed only when a contract's main document is using alternative language clauses. The page provides a summary of the alternative language clauses in use on the contract main document, and also provides an option to change settings and fallback positions on alternative language clauses.

Applies To- Defines the departments, products etc. that can be applied to the contract.
Users and Contacts- Defines who has access to the contract. For organizations with CLM, the organization's work groups will define which users have access to a contract by default. If you are creating a confidential contract, this is where to add the individuals who can access the contract.
Notifications- Determines which notifications are sent to contract managers, stakeholders, and external contacts.

Attachments- Attachments include a "soft copy" of the contract and other supplemental information. The document that contains the contract text is an attachment designated as the **Main Document** and is indicated by an icon next to it. This page can also be used to manage obligation attachments and compare two versions of the main contract document or two versions of a contract attachment.

Budget and Spend- Allows you to configure the contract budget and define how it will be enforced. It is also a key page for reviewing all contract spend information.

Contract End Date- end date of contract

Contract Family- Displays a list of all contracts connected to a contract, grouped by parent/child relationships, and amendments/renewals. You can also add a contract to a family in this screen.

Contract Start Date- start date of contract

Contract Type-the contract category to which you are submitting a contract under. Dependent upon the contract type selected, it will drive which main template is attached to your contract workspace.

Communication Center- the Communication Center is used to record and monitor email correspondence about a contract from one central location within it. It displays emails sent via the Send Email contract action and emails sent during an external review round, along with all replies in the email conversation. In addition, this area can be used to compare an email attachment to the latest version of a contract main document or another contract attachment, as long as both files are Microsoft Word files attached to the same contract in a .docx format.

Goods and Services- In addition to catalog items, organizations are able to associate other types of items to the contract. This is the section of the contract where the user can access the non-catalogue form or check request form dependent upon which form is assigned to the contract.

Obligations- Obligations are tasks or actions that need to be completed for a contract, such as documentation that must be attached to the contract, a review that must be completed each year, or compliance criteria that a contract must fulfill. You can add obligations from the Obligation Library or create one specific to the contract you are creating (an ad hoc obligation).
Review Rounds-This is where to send a contract in Draft status for internal or external review before it is submitted for approval.

Parent Contract- Select a parent contract if you want the contract you are creating to be underneath it in a parent-child hierarchy. The contract will be linked to the parent. This can also be done from the Contract Family screen.

PO Clauses- Contains a set of standard clauses that represent special conditions the supplier should reference regarding the order. When PO clauses are included with contracts, they will display on the purchase order each time a PO is generated from the contract.

Renewals Remaining- Enter the number of times the contract can be renewed.
This value decrements each time the contract is renewed. Once it becomes 0, the contract can no longer be renewed. If a number is entered in this field, you will also need to select Yes or No in the Auto-Renew field to indicate whether renewal contracts will be created manually by a contract manager (via the Contract Actions menu), or automatically by the system.

Reviews Remaining- Enter the maximum number of times that contract should be reviewed once it is approved. This value decrements each time a review date is reached. Once it becomes 0, the review date is no longer updated and users will no longer receive contract review notifications (if enabled). If this field is left blank and there is a review term, the review date is updated and notifications are sent on the intervals indicated by the review term until the contract ends.

Renewal Term- If a number is entered in the Renewals Remaining field, select a number and time period that reflects the length of time that renewal contracts will be in effect. The term you enter allows the system to calculate the end date for renewal contracts. For example, if you choose to set a renewal term of one year, the contract end date of next renewal will be set to a year from its start date.

Review Date- Enter date of the first review that occurs after the contract is approved. When the review date is reached, the field value resets to the next scheduled review date, as defined by the review term and the number of reviews remaining **.Note:** The Review Date Passed notification, if enabled, is sent when each review date occurs.

Review Term- Enter a review term. This is the interval between review dates, for example, 1 day or 1 year.

Total Contract Value- this fields tracks the value on the contract and updates as PO's or check requests are submitted against the contract.

Value- the monetary amount associated with the contract.

Workgroup- the division the user belongs to. This access is granted to the user by the System Administrator.