Overview

- This job aid is intended for employees who will need to:
  - Add a Contract Party in TCM

**Note:** This Job Aid will not be applicable for contracts where the Second Party has been registered as a Supplier in Oracle. The Supplier Registration process should occur prior to a Contract Request, and should apply to Goods and Services contracts. For non-goods and services contracts, the Contract Manager may need to add a contract party in TCM.
1. Accessing Total Contract Manager (TCM)

1. TCM Live Environment is accessible at: baylor.edu/tcm. Use this site to explore current contracts, add new contracts, or access the contract templates available for future contracts on behalf of Baylor University.

2. A Test and Training Environment is also available at: baylor.edu/tcmtest. Please use this site if you are new to TCM and need to practice navigating the system, entering contract requests, etc.

3. Both sites can be accessed using your Bear ID and Password.

2. Add a Contract Party

1. Verify that the Second Party is not already in TCM. From the Contract Manager Dashboard, click the Award icon, then select Search Contract Parties.

2. After verifying the entity or individual is not already in TCM, click Add Contract Party from your dashboard Quick Links OR from the dashboard, click the Award icon, select Contracts, then select Add Contract Party.
   a. **Is this Contract Party an “Owner” Type:** Always select **No**. Baylor is the only “Owner” contract party in TCM.
   b. **Select appropriate Contract Party Type:**
      i. **Customer:** Baylor is supplying the second party with goods or services.
      ii. **Other:** Second party does not fit into one of the other categories.
      iii. **Partner or Affiliate:** Second party is teaming with Baylor through a partnership or affiliation agreement.
      iv. **Supplier:** Supplier registration should be completed via Oracle; the supplier’s information will be automatically synced with TCM, and therefore a new second party should **not** be created.
   c. **Name:** Enter the legal name of the supplier. For example, if the second party is Roadrunner Charters, Inc., the second party should be entered as such, as opposed to shortened names or abbreviations, such as Roadrunner; or Roadrunner Charter.
   c. Select **Add Contract Party** when complete.

Add Contract Party

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**Is this Contract Party an “Owner” Type?**

- [ ] Yes
- [x] No

**Contract Party Type**

- [ ] Customer
- [ ] Other
- [ ] Partner or Affiliate
- [x] Supplier

**Name**

[Input field]

**Tax ID Number**

[Input field]

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* Required

[Submit] Add Contract Party [Close]
4. **Add Contact persons and Addresses** to the Second Party profile by selecting the **Contacts and Locations** tab. Click on the **Contacts** tab and then click **Add a Contact** and enter in the Second Party Contact information. Proceed in the same manner with **Addresses**. Once Contact and Address details have been added, click **Save**.

   a. It is important that both Contact information and Addresses are entered for the Second Party so that this information can be pulled into the applicable Baylor template.