

## 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.  
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.

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**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-**