



# TOTAL CONTRACT MANAGER

Training Resources [b2p.procurement.harvard.edu/contract-management](http://b2p.procurement.harvard.edu/contract-management)  
Support Email [contractmgt\\_procurement@harvard.edu](mailto:contractmgt_procurement@harvard.edu)

## CONTRACT STATUS DEFINITIONS

The status of the contract appears in the upper left corner of the contract record to indicate where in the contract lifecycle the contract is at. One or more status values can be searched on via the Advanced Search. Below is a list of contract status values broken down by In Progress, Active, and Inactive.

### In Progress (not yet executed)

Draft	The contract is in the process of being drafted and negotiated.
External Review	The contract is awaiting one or more external reviews by individuals outside of the system as requested via Review Rounds.
Internal Review	The contract is awaiting one or more internal reviews by users within the system as requested via Review Rounds.
Pending Approval	The contract is awaiting approval prior to obtaining signatures. Even contracts that don't require approval will show this status for a few moments after being submitted.
Pending Signature	The contract is waiting for the request for electronic signature to be sent via the 'Launch eSignature' Contract Action; or if not using the TCM eSignature feature, the contract is waiting to be signed outside of TCM and to then be uploaded via the 'Upload Fully Executed Contract' Contract Action.
Out for Signature	The contract is waiting for the TCM electronic signature process to complete.

### Active

Executed: Future	Not yet active but will be as of the Start Date.
Executed: In Effect	The contract can be transacted under by department(s)/school(s) covered by the contract. Active for Shopping, under eProcurement Set Up, is automatically set to Yes when a contract reaches this status.

### Inactive

Rejected	The contract was rejected by an approver prior to execution.
Terminated	The executed contract was terminated prior to its expiration or renewal date due to issues, breach, or the goods/services contracted for are no longer needed.
Expired	The executed contract is automatically marked as expired once its End Date has passed; or the contract was ended via the 'End Contract Early' Contract Action due to the contractual commitments being fully satisfied or the contract was replaced with a new contract.
Amended	One or more fields on the executed contract record were corrected via the 'Amend' Contract Action; e.g. incorrect Second Party, incorrect Start Date.
Complete	The contract expired or ended early, all goods and services have been delivered and close out of the contract has been completed.