

# TOTAL CONTRACT MANAGER

B2P Training Resources  
Support Email

[b2p.procurement.harvard.edu/contract-management](https://b2p.procurement.harvard.edu/contract-management)  
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## STAKEHOLDER DESIGNATION

Anyone who has access to Buy-to-Pay (B2P) can be designated as a Stakeholder on any contract record by the Contract Manager (CM) for that contract record.

Stakeholders can perform the following tasks:

- a. Confirm all required contract documents are uploaded in [Total Contract Manager](#) (TCM).
- b. View contract information and receive contract notifications.
- c. Download the contract and attachments.
- d. Oversee your Department's contract development and enforce Harvard's principles of integrity and compliance throughout the contract management process.
- e. Keep the CM informed of situations that could affect contract expiration, renewal, termination, performance, vendor compliance, or risk.

As a Stakeholder, it is strongly recommended that you attend the [Buy-to-Pay: Total Contract Manager and General Contract Review Training](#) as established by the Harvard University Strategic Procurement Contracts team.

Please contact [contractmgt\\_procurement@harvard.edu](mailto:contractmgt_procurement@harvard.edu) if you have any questions regarding TCM.