



TCM: Communication Methods

1. Comments
2. Communication Center
3. Internal Review Round
4. External Review Round
5. Contract Notifications

1. Comments

- Contract's comments page is used to add internal notes regarding the contract for users. When entering comments or replies, one can select who to direct the comments to, and that person will receive an email notifying them that a comment or reply has been posted.

Pros

- The comments page is accessible in all stages of contracts.

Cons

- It doesn't automatically notify contract managers if they aren't selected as recipients.
- It cannot be used for external contacts
- No attachments can be made.
- The recipient will receive email notifying them that a comment but needs to have access to the contract at the time a message is created to view the contract.

2. Communication Center

- It is used to manage correspondence about a contract from one central location

Pros

- The communication center page is accessible in all stages of contracts
- Attachments can be made
- The recipient will receive an email and will be able to send an email back
- It can be used to communicate with external contacts as well.
- Allows to compare an email attachment to a contract attachment

Cons

- Might be challenging to use for some users.

3. Internal Review Rounds

- Allows contract managers and administrators to send a contract to selected internal users for review before it is approved.
- Contract managers need to create a manual review round and assign reviewers each time they send a contract for review. This is the standard option available for all systems.

Pros

- Reviewers are given temporary access to the contract, allowing them to check it out and make changes while the contract is in Internal Review status.

Cons

- It can only be used when the contract is in “Draft” status.

4. External Review Rounds

- The External Review Rounds option allows contract managers and administrators to send a contract to reviewers outside of JAGGAER Indirect.
- Contract managers need to manually manage the external review process by sending an email to external reviewers with the contract attached and make changes to the contract on their behalf

Cons

- It can only be used when the contract is in “Draft” status.

5. Contract Notifications

- Notifications are set up to "alert" or notify contract managers, stakeholders, or external contacts of important events related to a contract, such as start and end dates.
- Notifications can be sent to the contract managers, stakeholders, and external contacts defined on the Users and Contacts page of a contract. The notifications they receive are chosen on the Notifications page of the contract.

Pros

- Notifications can be set up at any stage of contracts by contract manager.