



## **TCM: Contract Obligations**

Obligations are tasks or actions that need to be completed for a contract, such as documentation that must be provided, reviews that must be completed, or compliance criteria that a contract must fulfill.

You can create, manage, track, and report on contract obligations throughout the lifecycle of a contract to stay in compliance with its terms and conditions. Contract stakeholders can be included in notifications, providing complete visibility to your obligations and total transparency of upcoming contract milestones and deadlines.

### **Sections**

- A. [Adding Obligations to a Contract](#)
- B. [Edit A Contract Obligation](#)
- C. [Complete A Contract Obligation](#)

## A. Adding Obligations to a Contract

Obligations can occur before, during or after a contract's start and end dates. There are two ways to add obligations to a contract:

- Add an obligation to a contract from the Obligation Library, which contains a set of frequently used or standard obligations that you can copy into a contract and modify as needed.
- Add obligations that are specific to the **contract**. These are unique obligations that only apply to the contract they are added to. They are sometimes referred to as ad hoc obligations.

### Steps

1. Navigate to **Contracts > Contracts > Search Contracts** (or **Contracts Home** if you have the appropriate permissions).

The screenshot displays the 'myFIUmarketplace' interface for searching contracts. On the left, there is a sidebar with navigation icons and a search filter panel. The search filter panel includes 'Search Details', 'Search Terms', 'Contract Number' (621), and 'Filtered by' options. The main content area shows 'Contract Search Results' with '1-1 of 1 Results'. The search results table contains one entry with the contract number 'PUR-00621' highlighted in a red box. Below the contract number, the details are as follows:

Accessible Communication Services II II			
Second Party:	RFQ test	Start Date:	8/18/2020
Contract Type:	Purchase of Goods or Services	End Date:	-
Status:	Draft	Active for Shopping:	No
		Version Type:	Original
		Renewal No.:	0
		Amendment No.:	0
		Extension Count:	0

2. Search for and open the **contract** you want to update. Check out the contract if it is not checked out to you.

**Draft** Once done authoring, reviewing, and negotiating this contract, submit it for approval. This contract must be in a Fully Executed status before it can be made active for shopping. Both a Start and End Date are required to make this contract active for shopping. Contract Actions

**PUR-00621**  
Accessible Communication Services II II

**Checked out To:** You

Type: Purchase of Goods or Services  
2nd Party: RFQ test  
Dates: 8/18/2020 -  
Version: Renewal 0, Amendment 0

**Total Contract Value (TCV)**  
TCV: 0.00 USD

> Lifetime Spend (USD)  
Upload Main Document

**Contract Header** View XML History ?

Contract Number \* PUR-00621  
Contract Name \* Accessible Communication Services II II  
Contract Type \* Purchase of Goods or Services  
Work Group \* Procurement FIU  
Summary \* test Edit Summary

Parent Contract Type to filter...  
Use eSignature for this contract? \*  Yes  No  
Show on Supplier Portal  Yes  No  Inherit From General Contract Settings – Current Setting: No  
Value 0.00

3. Click **Obligations** in the left menu.

**PUR-00621**  
Accessible Communication Services II II

**Checked out To:** You

Type: Purchase of Goods or Services  
2nd Party: RFQ test  
Dates: 8/18/2020 -  
Version: Renewal 0, Amendment 0

**Total Contract Value (TCV)**  
TCV: 0.00 USD

> Lifetime Spend (USD)  
Upload Main Document

Summary  
Header   
Product Items 2  
Commodity Codes  
Alternative Language (Do ... 0  
Attachments 0  
**Obligations** 0

**Obligations**

Add Obligation

Show Recurring Obligations As Occurrences

Due Date Between   More Options  
mm/dd/yyyy hh:mm a mm/dd/yyyy hh:mm a

Clear Search

No results found

4. Click **Add Obligation** and choose one of the following options

- Click **Add New Obligation** to add an obligation that is unique to the contract.

- Click **Add Obligation from Library** to add an obligation from the library.

The screenshot shows the 'Obligations' form. At the top left, there is a dropdown menu labeled 'Add Obligation' with a red box around it. The dropdown menu is open, showing two options: 'Add New Obligation' and 'Add Obligation from Library'. Below the dropdown, there is a text input field with a calendar icon and a dropdown menu labeled 'Occurrences'. Further down, there are two date input fields labeled 'Due Date Between' with calendar icons and a 'More Options' link. At the bottom right, there are 'Clear' and 'Search' buttons.

5. If you are adding an obligation from the **library**, search for and select an **obligation** using the type ahead feature or click the search icon twice to display a list of obligations available, then click **Select**.

The screenshot shows a 'Select Values' dialog box. At the top, there is a search input field with a search icon. Below the search field, there is a table with two columns: 'Name' and 'Select'. The table contains two rows: 'Performance Bond' and 'Certificate of Insurance'. The 'Select' button for 'Performance Bond' is highlighted with a red box. Below the table, there is a 'Selected Value' input field with the text 'No Value Selected'. At the bottom right, there is a 'Close' button.

- Add or modify the **Properties** of the obligation as follows and click **NEXT**.

**Add Obligation from Library** [Close]

**Properties** Step 2 of 3

Name \* Certificate of Insurance

Description \* Insurance  
247 characters remaining

Tags insurance X

Options  Documentation Is Required  
Prompt to Create Invoice When Marked as Complete

Frequency \* One Time

When \* Before Contract Start Date

5 Days

Due \* 11:59 PM  
hh:mm a

Time Zone \*  Same as Contract (EST)

\* Required Previous **Next** Close

6. Under the **Owners and Stakeholders** heading, add or modify owners and stakeholders:
  - Click **Add New** to add an owner or stakeholder or **Actions > Properties** to change existing settings.
  - Complete or modify the following fields:
    - **Role** - Select **first party owner** to add the person responsible for marking the obligation as complete.
    - Select **first party stakeholder** or **second party stakeholder** to add individuals who will only receive notifications regarding the obligation. Second party stakeholders must be listed as a second party contact on the contract header.
  - **Task/Notes** - Enter notes or a description of the task for the owner or stakeholder. For second party stakeholders, text entered here will appear in their email notifications.

- **Send Notifications** - Select the checkbox next to each type of notification you want sent to the individual selected above. Second party stakeholders **do not** receive **Completed** notifications.
- Click **Save** or **Save and Add Another** to save the record and immediately create another.

**Add Obligation from Library**

**Owners and Stakeholders** Step 3 of 3

**Add New**

Role	Person	Task/Notes	Send Notifications	Actions
First Party Owner	Contract Manager	-	Advance Notice, Due Date, Past Due Notice, Completed	

**Advance Notice Settings**

Advance Notice #1 (in Days)	Advance Notice #2 (in Days)	Advance Notice #3 (in Days)
<input type="text"/>	<input type="text"/>	<input type="text"/>

\* Required

Previous Save Changes Close

**Add Owner or Stakeholder**

Role \*

Second Party Contact \*

Task/Notes

1000 characters remaining

Send Notifications

Advance Notice

Due Date

Past Due Notice

Completed

\* Required

Save Save and Add Another Close

7. In the **Advance Notice Settings** section, add or modify when advance notifications are sent as follows. A maximum of three advance notifications can be sent from 1-90 days prior to the obligation due date:

Enter the number of days prior to the obligation due date that advance notifications will be sent to owners and stakeholders in the Advance Notice #1, #2 and #3 fields. You do not need to complete all three fields. Click **Save Changes**.

### Add Obligation from Library ✕

**Owners and Stakeholders** Step 3 of 3

Add New

Role ▲	Person ▼	Task/Notes	Send Notifications	
First Party Owner	Contract Manager	-	Advance Notice, Due Date, Past Due Notice, Completed	Actions ▼
Second Party Stakeholder	test (Primary Sales)	-	Advance Notice, Due Date, Past Due Notice	Actions ▼

**Advance Notice Settings**

Advance Notice #1 (in Days)	Advance Notice #2 (in Days)	Advance Notice #3 (in Days)
14 ▲▼	7 ▲▼	1 ▲▼

\* Required

Previous
Save Changes
Close

8. For recurring obligations, each occurrence within a series is displayed when the Show Recurring Obligations As filter is set to Occurrences. Each occurrence is identified by a recurring obligation icon. If the recurring obligation is based on the contract start date, the occurrences will only be shown once the contract has a start date.
  
9. If you are adding a **new obligation**, then follow the steps as described below.
  - **Name** - Enter a name that clearly identifies the obligation. This is the name you will see throughout the application and will also appear in the Subject line on emails sent regarding the notification.
  - **Description** - Enter a description of the obligation under 256 characters.
  - **Tags** (optional) - Select the tags that apply to the obligation by using the type ahead feature or click the blank field and then **Search** to display a list of tags you can select. Click **Save Changes**. These labels can be used when searching for obligations. Tags appear in the order chosen.
  - **Options** (optional) - If the obligation involves providing documentation of any type, select the **Documentation Is Required** checkbox. If the checkbox is selected the

obligation owner will need to upload a file to the obligation before it can be completed. If this checkbox is left blank, attachments can still be added to the obligation, but the obligation can be completed whether or not there is an attachment.

- **Frequency** - Select **One Time** or **Recurring** and enter due dates as follows. **Note:** The frequency type cannot be changed once the obligation is saved:
- If you chose **One Time**, enter the **due date** of the obligation in the calendar field.
- If you chose **Recurring**, set the schedule of occurrences. You can find detailed instructions for setting up a schedule in **Obligations**.
- If the **Time Zone** of the obligation is different from the one used by the contract, clear the **Same as Contract** checkbox and select the appropriate time zone. The time zone of the obligation is the same as the contract by default. Click **Next** and follow the same steps to from Steps 6 to 7.



### Add New Obligation

Properties Step 1 of 2

Name \* Annual review of clauses

Description \* The clauses of this contract should be internally reviewed every 12 months  
182 characters remaining

Tags clauses x review x

Options  Documentation is Required  
 Prompt to Create Invoice When Marked as Complete

Frequency \*  One Time  Recurring

Repeats Every \* 5 Years  
in January  
on Day 1

Start \* On Contract Start Date

End \* By Contract End Date

Due \* 11:59 PM  
hh:mm a

Time Zone \*  Same as Contract (EST)

\* Required

Next Close

**Obligations** View XML | History | ?

Add Obligation

Show Recurring Obligations As Series

1-5 of 5 Results 10 Per Page

Obligation Name	Obligation Id	Status	Due Date	Complete Date	First Party Owner	
Certificate of Insurance	116864	Upcoming	One time on 1/31/2020 3:05 PM EST (2 days after contract start)		-	Actions
Performance Bond	116868	Upcoming	One time on 1/31/2020 11:59 PM EST (2 days after contract start)		-	Actions
Annual Review of Clauses	116872	Future	Every 1 year in January on the 10th of the month at 11:59 PM Start on 1/29/2020 EST (contract start) End on 3/30/2020 EST (contract end)		-	Actions

## B. Edit A Contract Obligation

Contract managers have full control of obligations on their contracts – they can view, edit, and mark them as complete. Changing information on an obligation that has already been added to a contract depends on several factors:

- In general, obligations on contracts can be changed if the contract is in an editable status and checked out for editing. Obligations can be added, edited, or cancelled when a contract is any of the following statuses: Draft, Internal Review, External Review.
- Once the contract reaches Executed: In Effect, Executed: Future, Expired, or Superseded status, you can add or cancel obligations, but the ability to edit an obligation will depend on the obligation settings, what information you want to change, and the status of the obligation or contract. For example, if an obligation series is based on the contract start date and that date has occurred, you cannot change the start date of the series, but you can change the description or owners and stakeholders. Cancelled or completed obligations cannot be changed.
- Obligations cannot be added, edited, or cancelled when a contract is any of the following statuses: Terminated, Complete, Pending Approval, Out for Signature, Pending Signature.
- Changes to obligations in the Obligation Library do not affect contracts that already have the obligation added to them.

## STEPS

1. Navigate to Contracts > Contracts > Search Contracts (or the Contracts Home if you have the appropriate permissions).
2. Search for and open the **contract** that has the obligation you want to change. Check out contract if it is not checked out to you.
3. Click Obligations in the left menu. You can change one-time obligations and recurring obligation series in the Series view. If you are changing an occurrence in a recurring obligation series, select Occurrences in the Show Recurring Obligations As field.

The screenshot shows the 'Obligations' interface. At the top, there is a search bar and a filter dropdown set to 'Series'. Below this is a table with two rows. The first row, 'Certificate of Insurance', has a status of 'Upcoming' and a due date of 'One time on 8/17/2020 11:59 PM EST (1 day before contract start)'. The second row, 'Annual review of clauses', has a status of 'Future' and a due date of 'Every 1 year in January on the 1st of the month at 11:59 PM'. The 'Actions' menu for the first row is expanded, showing options: 'Properties', 'Owners and Stakeholders', 'Cancel Obligation', and 'Delete Obligation'.

Obligation Name	Obligation Id	Status	Due Date	Complete Date	First Party Owner
Certificate of Insurance	141606	Upcoming	One time on 8/17/2020 11:59 PM EST (1 day before contract start)	-	-
Annual review of clauses	141607	Future	Every 1 year in January on the 1st of the month at 11:59 PM Start on 8/18/2020 EST (contract start) End on 10/14/2021 EST (contract end)	-	-

- Expand the **Properties** menu for the **obligation** you want to change, then select **Properties** or **Owners and Stakeholders**, depending on the information you want to change. Change field values as needed. The fields that are open for editing will depend on the obligation settings, what information you want to change, and the status of the obligation or contract. Click **Save Changes**. The change is saved. If you are editing a recurring obligation series, all occurrences in the series will be changed.

The screenshot shows the 'Properties' dialog box. It is divided into two main sections: 'Owners and Stakeholders' and 'Advance Notice Settings'. The 'Owners and Stakeholders' section has an 'Add New' button and a table with columns: 'Role', 'Person', 'Task/Notes', 'Send Notifications', and 'Actions'. The first row is 'First Party Owner' with 'Contract Manager' as the person and 'Advance Notice, Due Date, Past Due Notice, Completed' as the notifications. The second row is 'Second Party Stakeholder' with 'test (Primary Sales)' as the person and 'Advance Notice, Due Date, Past Due Notice' as the notifications. The 'Advance Notice Settings' section has three input fields for 'Advance Notice #1 (in Days)', 'Advance Notice #2 (in Days)', and 'Advance Notice #3 (in Days)', with values of 14, 7, and 5 respectively. At the bottom, there is a 'Save Changes' button and a 'Close' button. A legend indicates that a star symbol (\*) denotes a required field.

### **C. Complete a Contract Obligation**

The obligation owner is responsible for ensuring that the task or action required by the obligation is done and marking it as complete. Contract managers have full control of obligations on their contracts and can mark them as complete if the owner is unable to do so.

There are two places where an obligation can be completed:

- From the Obligations page on a contract.
- From the Obligations Across Contracts report.

Obligation owners who have access to the contract can mark obligations as complete on the contract or from the Obligations Across Contracts report. Obligation owners who do not have access to the contract must complete obligations from the Obligations Across Contracts report.

#### **STEPS**

1. Navigate to Contracts > Contracts > Search Contracts (or the Contracts Home if you have the appropriate permissions).
2. Search for and open the contract that contains the obligation to complete. Check out the contract if it is not checked out to you.
3. Click Obligations in the left menu.
4. Select Occurrences in the Show Recurring Obligations As field. Expand the Properties menu for the obligation you want to complete, then select Mark as Complete. The Mark as Complete window opens.

**Obligations** View XML | History | ?

[Add Obligation](#)

Show Recurring Obligations As: Occurrences

Due Date Between:   More Options

Clear Search

1-2 of 2 Results Occurrence in a Series

10 Per Page

Obligation Name	Obligation Id	Status	Due Date	Complete Date	First Party Owner	Actions
Certificate of Insurance	141606	Upcoming	8/17/2020 11:59 PM EDT		-	<ul style="list-style-type: none"> <li>Properties</li> <li>Owners and Stakeholders</li> <li style="border: 1px solid red; padding: 2px;">Mark as Complete</li> <li>Cancel Obligation</li> <li>Delete Obligation</li> </ul>
Annual review of clauses	141607	Future	1/1/2021 11:59 PM EST		-	

[Previous](#)

5. Complete the following fields:

Completed Date - Enter the date and time the obligation was completed. The current date and time are displayed by default.

(optional) Notes - Enter notes about completing the obligation.

Attachments - Add any **attachments** required by the obligation. Click **Mark as Complete**.

**Mark as Complete**

Obligation Name: Certificate of Insurance

Status: Upcoming

Due Date: 8/17/2020 11:59 PM EDT

Completed Date \*: 08/14/2020 01:09 PM

Notes: Completed

Attachments \*: New Microsoft Word Document.docx 100%

Maximum upload file size: 50.0 MB

\* Required [Mark as Complete](#) [Close](#)

**Obligations** [View XML](#) | [History](#) | [?](#)

[Add Obligation](#) ▾

Show Recurring Obligations As  ▾

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Due Date Between   [More Options](#)

Clear [Search](#)

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Occurrence in a Series

1-2 of 2 Results [10 Per Page](#) ▾

Obligation Name ▾	Obligation Id ▾	Status ▾	Due Date ▾	Complete Date ▾	First Party Owner	
Annual review of clauses	141607	<span style="background-color: #ADD8E6; padding: 2px;">Future</span>	1/1/2021 11:59 PM EST		-	<a href="#">Actions</a> ▾
Certificate of Insurance	141606	<span style="background-color: #90EE90; padding: 2px;">Complete</span>	8/17/2020 11:59 PM EDT	8/14/2020 1:09 PM EDT	-	<a href="#">Actions</a> ▾