



## Contractor Management Application (CMA) – Quick Start Guide

### Contractors Edition

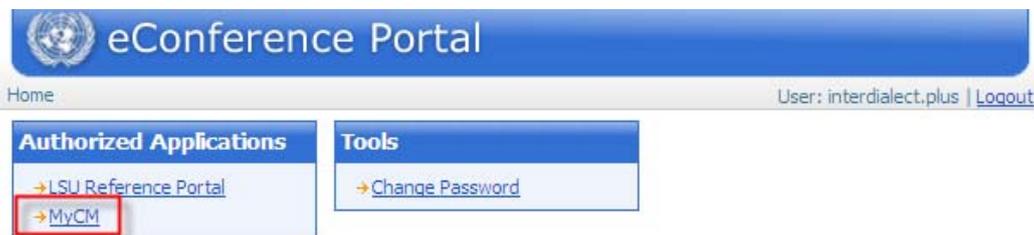
This guide will show you the main functions of the Contractor Management Application (CMA). The application can be accessed at <http://cms.unov.org> Should you be logging in to the portal for the first time, please go to page 9 for further instructions.

### Accepting a New Job

One of the features of the CMA is the automatic e-mail notification, which is sent to the contractor's default e-mail address once a new document is offered through the application.

After receiving a notification, please go to the portal and log in using your user name and password.

After logging in you will see a list of authorised applications. Please click on MyCM to get to your in-tray.



Your Home screen (<https://cms.unov.org/MyCM/Default.aspx>) will contain all the documents offered to you.

Thursday, 28 July 2011 - 16:32 User: external.contractor

MyContractManagement - Vienna  
Version 5.0.0.0

User Functions  
 → Agreement  
 → Contractor Detail  
 → Signature Upload  
 → Contact us  
 → Help  
 Reporting  
 → Reports  
 Conference Portal

**Home**

**Offered Contracts**

Duty station	Contract #	Job No	Service	Contract date	Deadline date	Total amount(*)	Currency	Status
UNHQ	20110001	<a href="#">10-71341X</a>	Translation	11/01/2011	31/01/2011	112.0400	US Dollar	Accepted
UNHQ	20110004	<a href="#">10-70662X</a>	Translation	27/01/2011	31/01/2011	209.0600	US Dollar	Accepted
UNHQ	20110005	<a href="#">10-70661X</a>	Translation	27/01/2011	31/01/2011	806.3600	US Dollar	Accepted
UNHQ	20110006	<a href="#">11-21627X</a>	Translation	28/01/2011	01/02/2011	180.2800	US Dollar	Accepted
UNHQ	20110007	<a href="#">10-61580X</a>	Translation	28/01/2011	04/02/2011	1610.5400	US Dollar	Accepted

(\*) Estimated amount only!

**Current Contracts**

Passed deadline only

Duty station	Contract/Invoice	Job No	Service	Contract date	Deadline	Total amount(*)	Currency	Status
UNOV	20100294	<a href="#">10-50278H</a>	Translation	06/05/2010	20/05/2010	760.1000	US Dollar	Signed

The list contains the information on the contract number, job number, the nature of service, the date of your contract, the deadline for the service and the amount of your contract.

By pressing the  button next to the contract number, you can preview your contract for the offered document.

By clicking the job number link, you can get additional information on the document:

Home

**Offered Contracts**

Contract #		Job No		
20090517		<a href="#">09-86026</a>		Tr

(\* ) Estimated amount only!

Job Details

Job:	200986026
Languages:	from E to A
Title:	COUNTRY REPORT - MAURITIUS
Symbols:	UNODC/HONLAF/19/CRP.5
No. of Words:	638
No. of Pages:	2

Close

By pressing the blue down arrow button you can download the offered document for preview purposes:

Home

**Offered Contracts**

Contract #		Job No		Service
20090517		<a href="#">09-86026</a>		Translation

(\* ) Estimated amount only!

Files available for download:

	<a href="#">ANNEX.xls</a>	02/06/2011 16:07:29	133 KB
	<a href="#">Figs1and2ofExS 2012-2013 post PBC 31 May.xls</a>	02/06/2011 16:08:18	50 KB
<b>Original document:</b>	<a href="#">Body.xls</a>	02/06/2011 16:07:53	106 KB
	<a href="#">ExecutiveSummary.xls</a>	02/06/2011 16:08:09	125 KB
	<a href="#">idb39_13e - version comparechangesaandb.doc</a>	02/06/2011 16:08:52	4 MB
<b>Additional document(s):</b>	<a href="#">idb39_13rev1changes.doc</a>	07/06/2011 17:00:33	2 MB
	<a href="#">idb39_13rev1changes2.doc</a>	15/06/2011 11:34:50	3 MB
<b>Edited document(s):</b>	N/A		
<b>Referenced document(s):</b>	<a href="#">1183437.doc</a> <a href="#">pdf</a> <a href="#">html</a>	02/06/2011 17:49:10	5 MB
<b>English final document(s):</b>	<a href="#">V1183437.doc</a>	08/06/2011 15:59:12	4 MB
	<a href="#">V1183437.pdf</a>	08/06/2011 15:58:52	859 KB
<b>EPU's document(s):</b>	N/A		
<b>My document(s):</b>	<a href="#">V1183439.doc</a>	16/06/2011 10:06:24	4 MB

Close

You must use the **English final document**, if available. If it is not available, you may use the file "edited document" (containing editorial changes available) or, in the event the edited version

is not yet available, the file "original document". Before uploading your document, always make sure that the edited version or the final English version has not arrived in the meantime.

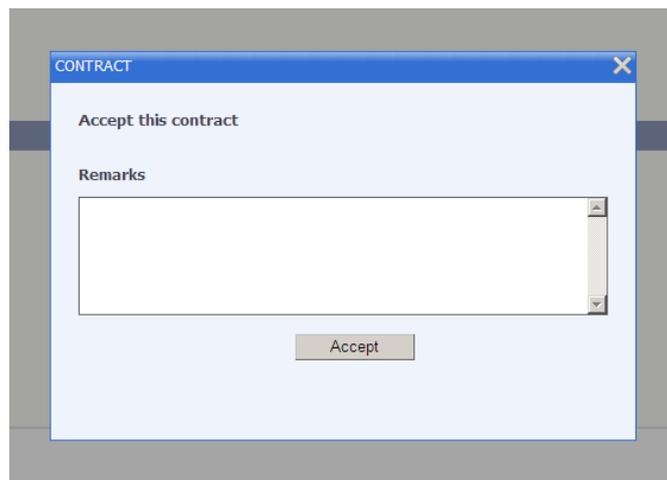
The references can be downloaded under "Referenced document(s)". We recommend using the PDF version of eRef files.

For typesetting jobs, please download the files provided by the Electronic Publishing Unit (EPU) under the "EPU's document(s)".

At this point you can accept or reject the offered document. Should you decide to accept this document, please press the "Accept" button.

	Currency	Status
.6100	US Dollar	Offered
		<input type="button" value="Accept"/> <input type="button" value="Reject"/>

An additional dialogue box will pop up asking you to confirm your acceptance. You can also add your remarks. Please note that you can cancel this action by pressing the "X" button in the upper-right corner of the dialogue box. The same procedure applies in case you decide to reject a document offered to you.



Once you press the "Accept" button, the status of the document will change to "Accepted".

After approval of your contract, your document will be listed under "Contractor Detail". Please see the "Working With Your Document" section on page 3 for more details.

You can always return to the Home screen by pressing this button:



It is located in the right upper corner of the screen.

## Working With Your Document

The "Contractor Detail" screen will list all your pending documents with accepted contracts under the "Contracts" tab. Please make sure that the "In process" radio button is selected:

Thursday, 10 September 2009 - 15:35 User: contractor1 | Logout

MyContractManagement Vienna Version 4.1.2.0

Home > User Functions > Contractor Detail

Personal Details: CONTRACTOR, One

Index# 777777 Type Freelancer

Last Name Contractor Gender Male Female

First Name One

Nationality CUBA Mother tongue French

Date of Birth 01/01/1975 UN Experience Former Staff Member

Place of Birth Vienna, Austria Years of Experience 7

Email mile.kragulj@unvienna.org

Change photo Signature is not verified! Email to Admin

Highlights: -

Contracts Quality control Languages Functions Specializations Profiles Banks Payments Addresses Phone Numbers Availability

In process  Completed  Finished  Canceled Search

Contract/Invoice	JobNo	Service	Contract date	Deadline	Total amount(*)	Currency	Status
20090517	09-86026	Translation	01/09/2009	30/09/2009	60.6100	US Dollar	Accepted

You can sort the list of jobs by clicking on the "Contract/Invoice", "JobNo" or any other header. Click on the header twice to have all your latest documents listed first.

The blue down arrow will open a dialogue box containing all the files available for this document including the eRef file and the English final version, exactly like in your home screen.

You can also use the search function to look for a particular job. Just type in a job number in the search field and click the "Search" button:

Specializations Profiles Banks Payments Addresses Phone Numbers Availability

0986026 Search

Contract date	Deadline	Total amount(*)	Currency	Status
01/09/2009	30/09/2009	60.6100	US Dollar	Accepted

## Signing Your Contract

Once your contract is approved at the 2<sup>nd</sup> level in Contractual, you will receive an automatic notification via e-mail. It is now time for you to sign it. Should you need to upload your signature first, please go to page 10 for detailed instructions. A "Sign" button will appear in the "Status" field:

Highlights: -

Contracts Quality control Languages Functions Specializations Profiles Banks Payments Addresses Phone Numbers Availability

In process  Completed  Finished  Canceled Search

Contract/Invoice	JobNo	Service	Contract date	Deadline	Total amount(*)	Currency	Status
20090517	09-86026	Translation	01/09/2009	30/09/2009	60.6100	US Dollar	Approved (2nd level) Sign

Before signing your contracts please make sure that your address and bank details are entered into the system. You can update this information by clicking on "Addresses" and "Banks" tabs in the "Contractor detail" section. The system allows you to have several bank accounts stored.

To sign your contract on-line, please preview your contract by pressing the  button next to your contract. Should your contract be correct, please press the "Sign" button.

A pop-up window will ask you to select your bank account and confirm your action:



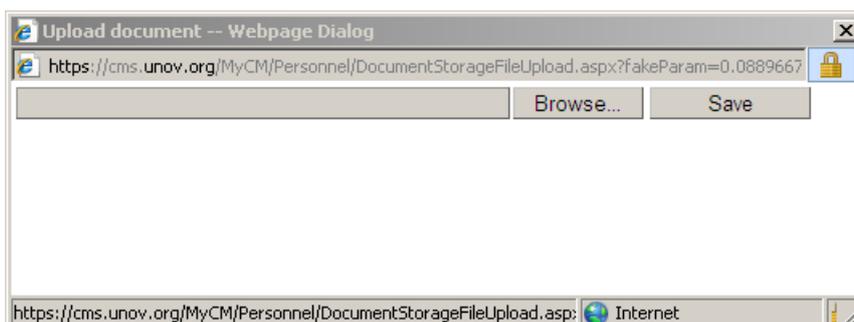
After signing your contract electronically, the status of your document will change to "Signed" and a new button titled "Complete" will appear. Please do not press the "Complete" button until you uploaded your document to our system:



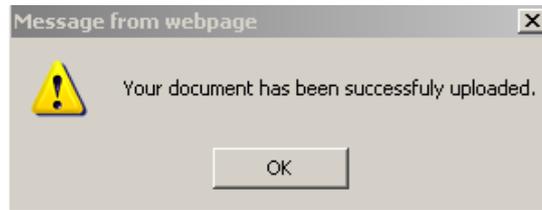
Contract/Invoice	JobNo	Service	Contract date	Deadline	Total amount(*)	Currency	Status
20090355	09-84785	Translation	6/29/2009	7/1/2009	81.1800	US Dollar	Signed Complete

## Uploading Your Document

Once you finish your translation, please use the green up arrow button to upload your translation. This will open an additional dialogue box:



Select the file containing your translation using the “Browse...” button and then press “Save”. You will get a confirmation once the upload is complete:



Should you decide to replace your uploaded translation, please use the green up arrow button again. In this case an additional dialogue window will appear asking you to confirm your action:



Please mark the “Override” option and select your new file again. Press “Save” to confirm your action.

Please note, that there is no limitation on the number of files that can be uploaded under one contract. The only limitation is the size – all files should be less than 100 MB.

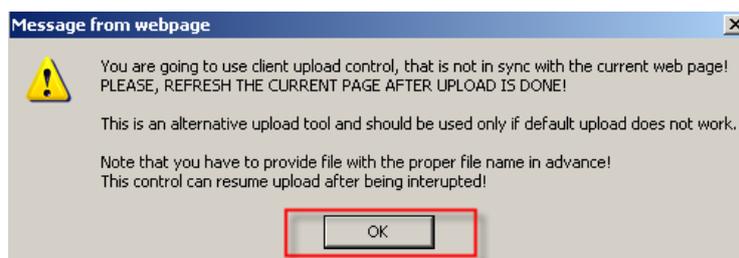
### Using Advance Upload Control

Should you need to upload several big files (more than 20 Mb each) to one of your jobs, you can use the advance upload control tool. Please follow these simple steps. Locate the job required by following the steps describe in the previous section. After locating your job, please put a check mark into the “Use advance upload control” box and press the green up arrow.

Order/Invoice	Duty station	Job/No	Service	Status	Order date	Deadline	Total amount(*)	Currency	Invoice upload
INTD+/2010/616/050	UNOV	11-82488	Transcription of tapes	Job completed	20/04/2011	01/08/2011		US Dollar	<a href="#">Upload</a>

Use advanced upload control

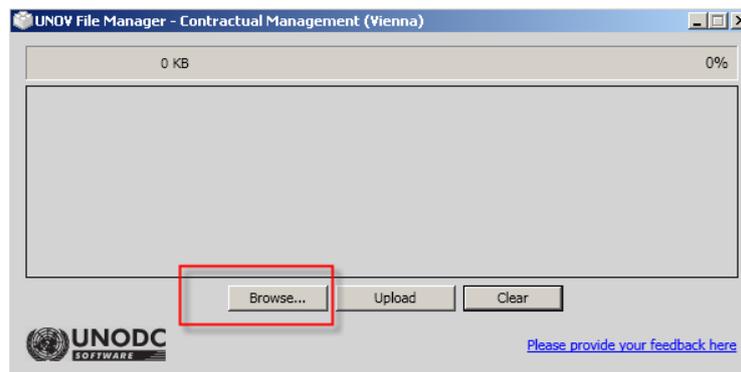
A warning message will appear reminding you to refresh your page after an upload is complete. Press “OK” to continue.



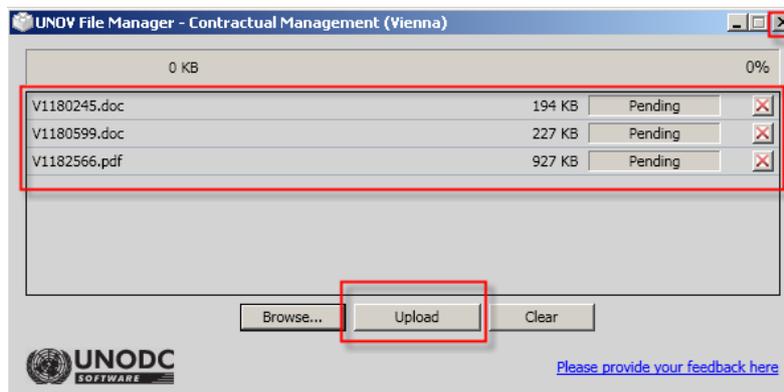
An extra application will be downloaded to your PC. Please press “Run” to start it.



After the application is ready, you will see it in a new pop-up window.



Press the "Browse" button and select your files one by one. After the list of files is complete, please press the "Upload" button. To remove a file from the list, please press the red cross button next to the file in the list. You will see a green check mark next to each file, after a download is complete. Please press the X button in the top right corner of the window to close this application.



To check if all files were uploaded correctly, refresh your page, locate the job and press the blue down arrow. Your files should appear under the "My document(s)" section.

### Completing Your Job

To submit your document to Contractual, you will have to press the "Complete" button. This will change the status of your document:

Contract/Invoice	JobNo	Service	Contract date	Deadline	Total amount(*)	Currency	Status
20090355	09-84785	Translation	6/29/2009	7/1/2009	81.1800	US Dollar	Signed <b>Complete</b>

After pressing the "Complete" button, a pop up window will appear asking you to confirm your action. It will also provide you space for any comments. Please confirm your action by pressing the "Complete" button or cancel it by clicking on the X symbol in the right upper corner:

CONTRACT X

Complete contract! The document was uploaded!

Remarks

**Complete**

Your document is now complete and will be listed under completed documents of the "Contracts" tab:

Contract/Invoice	JobNo	Service	Contract date	Deadline	Total amount(*)	Currency	Status
20090355	09-84785	Translation	6/29/2009	7/1/2009	81.1800	US Dollar	Completed

### Checking the Status of Your Payments

Once your contract is passed on to the Finance Section, it will be listed under "Finished" contracts. Once the payment was transferred by our Finance Section to your account, your contract will appear under the "Payments" tab:

Contract/Invoice	JobNo	Service	Contract date	Deadline	Total amount(*)	Currency	Status
There are no payments available for this contractor.							

## Logging in to CMA for the First Time

When logging in to CMA for the first time, you will be asked to change your temporary password to the permanent one. To change your password, please enter the password sent to you via e-mail under "Old Password" and enter your new preferred password under "New Password" and "Confirm New Password" and press "Change Password".

Your second step should be reading the agreement. The agreement can be found under MyCM → Agreement:

Tuesday, 30 June 2009 - 14:42 User: john.sample | Logout

MyContractManagement Vienna Version 4.0.0.0

Home > User Functions > Agreement

User Functions

- Agreement
- Contractor Detail
- Signature Upload
- Contact us
- Help

Conference Portal

Dear colleague,

The United Nations Department for General Assembly and Conference Management is creating a single roster of contractual translators, text processors and other contractors working for conference services at the UN Headquarters in New York, as well as offices at Geneva, Vienna and Nairobi. Establishing a common database of contractors will enable conference management at all duty stations to have access to a global pool of highly qualified resources and to quickly locate the required contractor based on his/her area of expertise, language combinations and other criteria. Contractors will also benefit from wider work opportunities and the possibility of having a more even distribution of assignments throughout the year. The system will have a Web user interface and it is currently planned that the contractors will be able to update their personal profiles and availability via Internet access, view recent payments, etc. Confidentiality of data is a prime consideration in the development of the system. It is not planned to go beyond the level of detail already contained in the rosters of the individual UN duty stations, namely function (translator, text processor, etc.), languages, specialization, contact details, bank account number for payment, etc. A combination of filters and access rights will guarantee that personal details of contractors will be accessible only to those UN staff members at each duty station who are involved in issuing contracts, effecting payments, etc. In addition, contractors themselves will be invited at the outset to check the correctness of their personal data and will be in a position to review it later.

I do agree  I do not agree

I want to work exclusively for:

- United Nations Office at Vienna
- United Nations Office at Geneva
- United Nations Office at Nairobi
- United Nations Headquarter at New York

Submit

Please choose the "I do agree" radio button. Should you decide to work exclusively for one or several duty stations, please put a check mark next to your preferred duty station(s). If you decide to work for all the duty stations, please leave this options blank. Click on "Submit" to save your changes.

Your next step is to complete your personal information. Please go to "Contractor Detail" and feel out all the tabs:

Tuesday, 30 June 2009 - 14:47 User: john.sample | Logout

MyContractManagement Vienna Version 4.0.0.0

Home > User Functions > Contractor Detail

User Functions

- Agreement
- Contractor Detail
- Signature Upload
- Contact us
- Help

Conference Portal

Personal Details: SAMPLE, John - UN Vienna

Index# 777777

Last Name Sample

First Name John

Nationality AUSTRIA

Date of Birth 1/1/1975

Place of Birth Vienna, Austria

Email ctu@unvienna.org

Type Freelancer

Gender  Male  Female

Mother tongue French

UN Experience Former Staff Member

Years of Experience 7

Change photo

Signature verified!

Email to Admin

Highlights: English>French,German>French - Translation/Revision

Contracts Quality control Languages Functions Specializations Profiles Banks Payments Addresses Phone Numbers Availability

In process  Completed  Finished  Canceled

You are now set to work with the eConference Portal!

## Uploading Your Signature\*

To upload your signature, please click on the "Signature Upload" link:



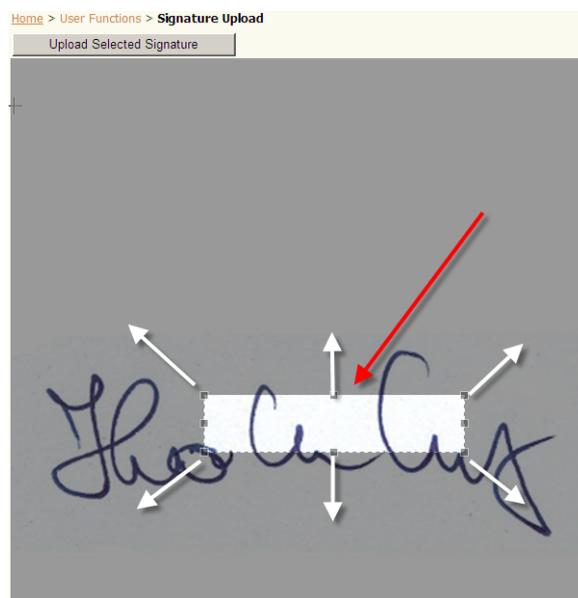
Please prepare a file containing your signature. We recommend scanning your signature (in thick blue ink) placed in the middle of an A4 white piece of paper and saving it in JPG, TIF or BMP format.

Please click on the "Browse..." button to find and select your signature file and then press the "Open" button:

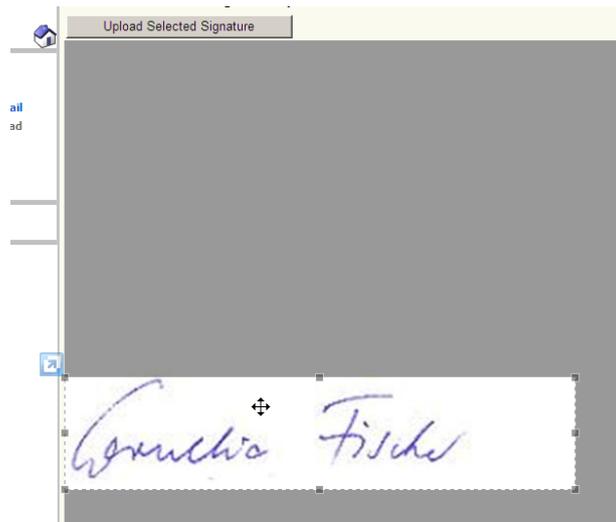


To complete the process, please press the "Open Scanned Signature" button.

Your signature file will be uploaded and you will be able to preview it on your screen. The white rectangle is the capture area and it can be adjusted accordingly. To adjust it, please hold the left button of your mouse pressed while keeping the cursor within the white rectangle. You can resize the capture area by dragging it in its corners:

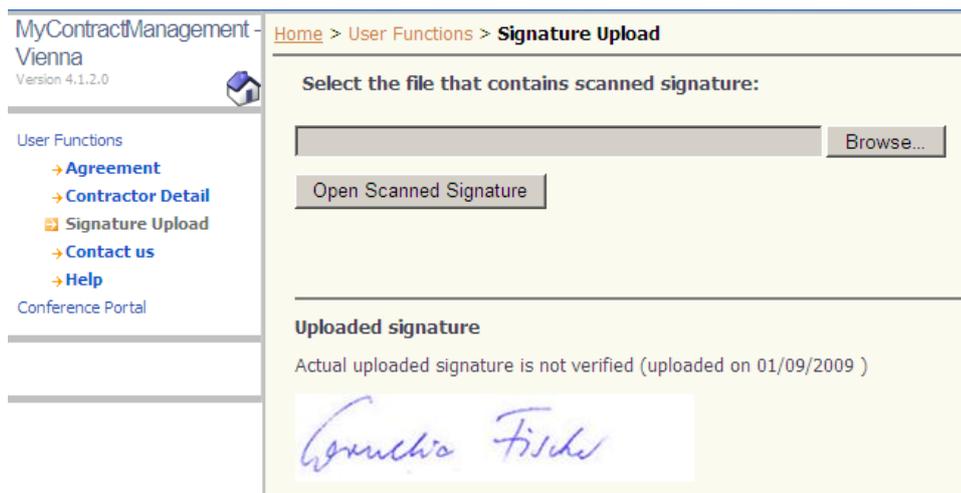


After adjusting the capture area, it should look like this:



Please press the "Upload Selected Signature" button to finish this process.

You will see your uploaded signature and a message, that it is not verified. Please send an e-mail to CTU, to inform us that you have uploaded your signature. We will then verify it right away.



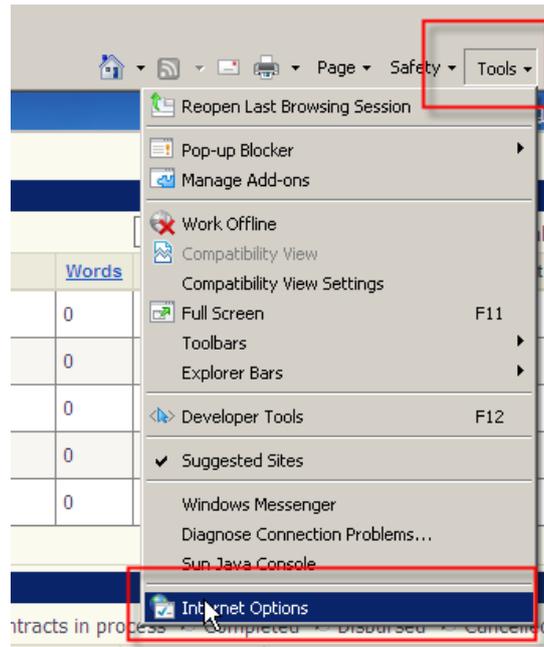
You can now use the "Sign" button in the CMA to sign your contracts on-line!

\* Should you have difficulties in adjusting the capture area, please refer to the "Advanced Settings" section below.

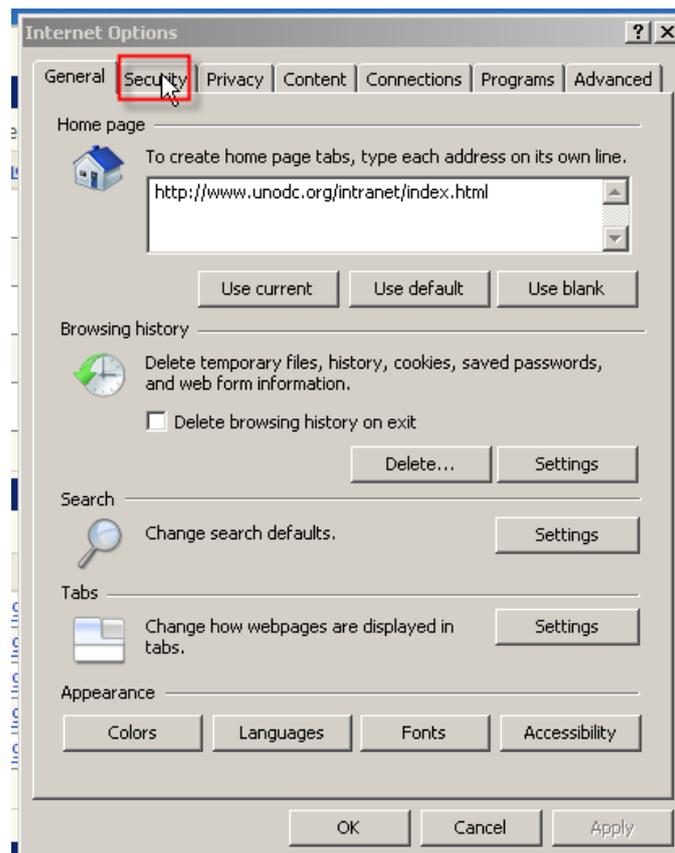
### Advanced Settings in the Internet Explorer

In some cases it might be necessary to change one of the security settings in your Internet Explorer in order to have access to all the functions of the CMA. Please log in to the CMA and follow these steps:

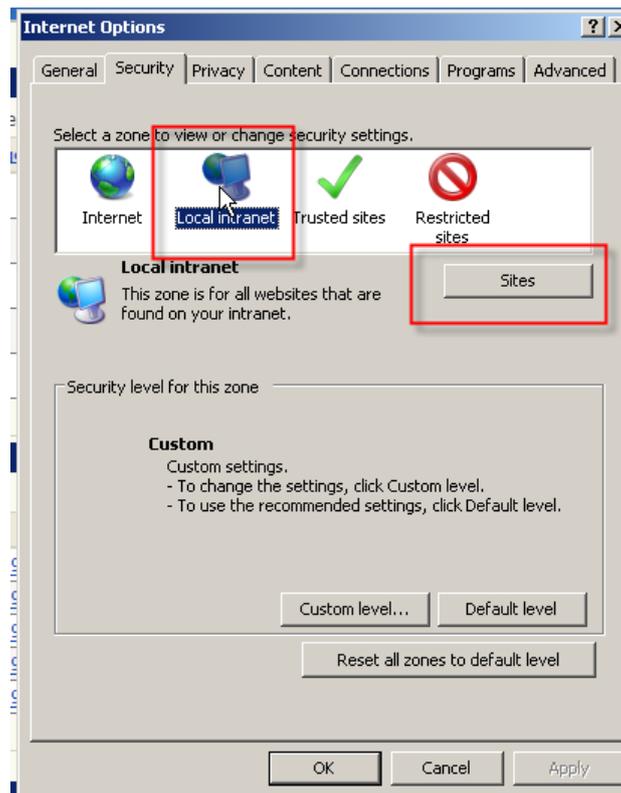
While in the CMA click on the "Tools" menu of your Internet Explorer and click on the "Internet Options":



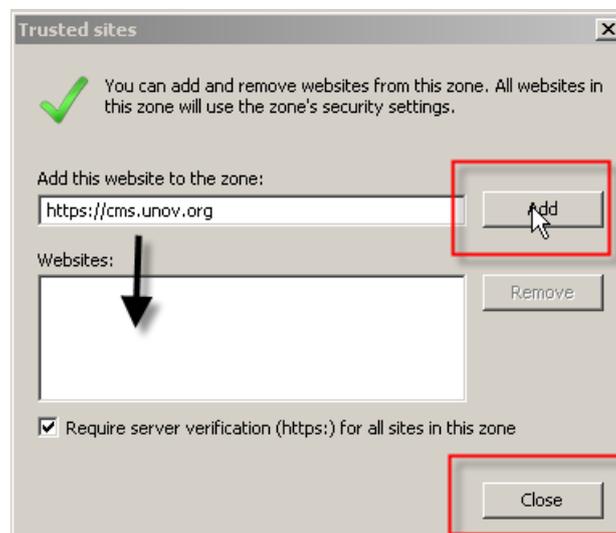
An pop-up window will appear. Please click on the "Security" tab:



Under the "Security" tab, make sure that the Local intranet is selected and then press the "Sites" button:



A new pop-up window will appear. You will see the <https://cms.unov.org> in the address field. Please press the "Add" button to add it to the "Local intranet" sites list. It should then be listed under the "Websites" list. You can now press the "Close" button to save it.



You are now back to the "Internet Options". Please press the OK button to save your settings.

Should you have any further questions, please send us an e-mail at [ctu@unvienna.org](mailto:ctu@unvienna.org)