Contractor Management Application (CMA) – Quick Start Guide

Contractors Edition

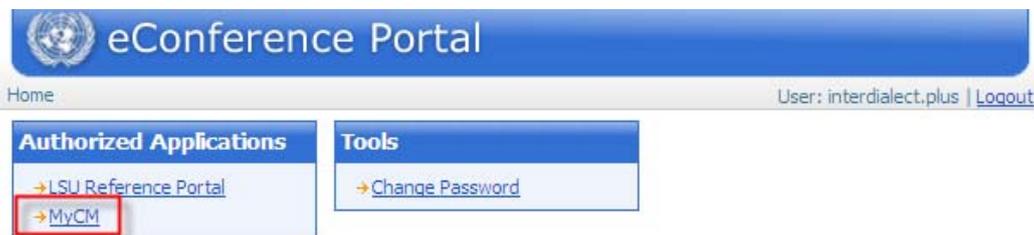This guide will show you the main functions of the Contractor Management Application (CMA). The application can be accessed at http://cms.unov.org Should you be logging in to the portal for the first time, please go to page 9 for further instructions.

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 a 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.

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	▣	**09-86026**	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	▣	**09-86026**	⬇	Translation	

(*) Estimated amount only!

Files available for download: ✕

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

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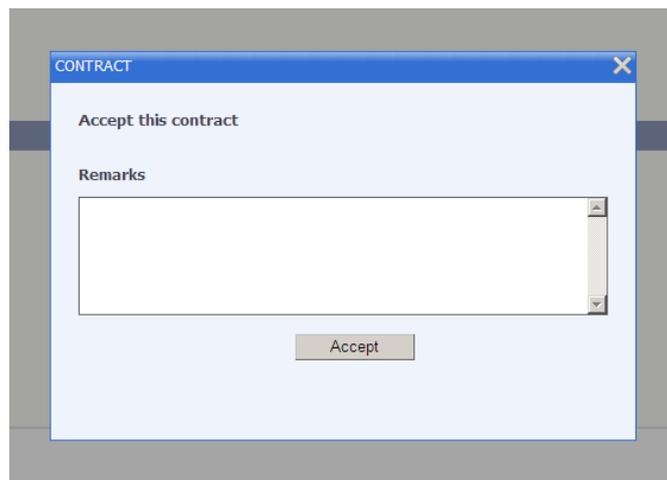
Once you press the "Accept" button, the status of the document will change to "Accepted".

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:

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:

Signing Your Contract

Once your contract is approved at the 2nd 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:

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:

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:
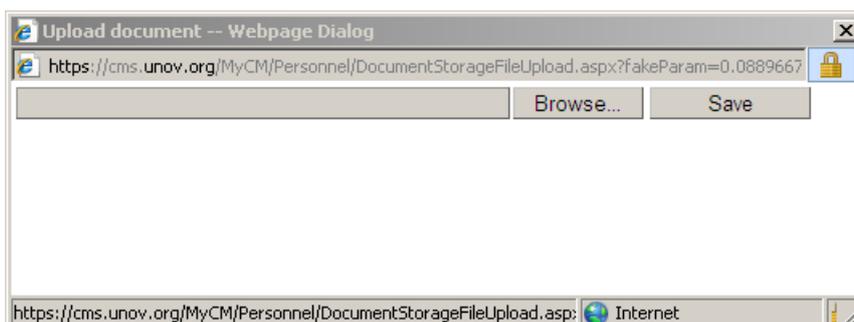
Select the file containing your translation using the "Browse…" button and then press "Save". You will get a confirmation once the upload is complete:
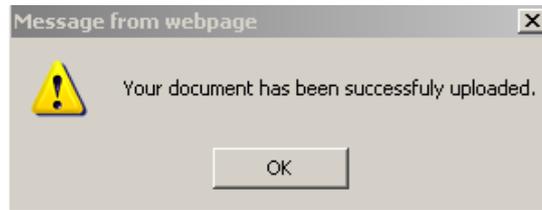
Should you decide to replace your uploaded translation, please use the green up arrow button again. In this case an additional dialogue window will appear asking you to confirm your action:

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.
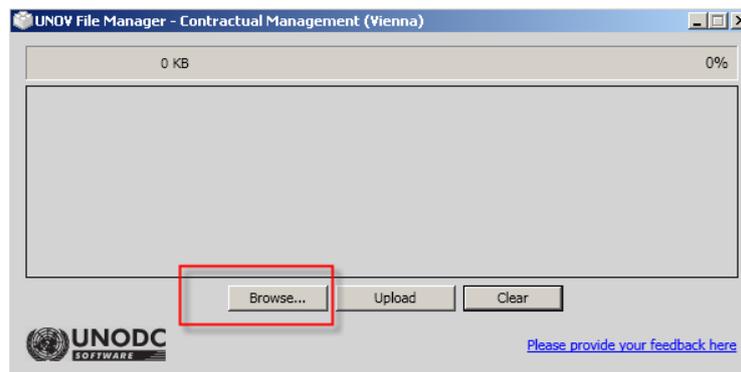

A warning message will appear reminding you to refresh your page after an upload is complete. Press "OK" to continue.
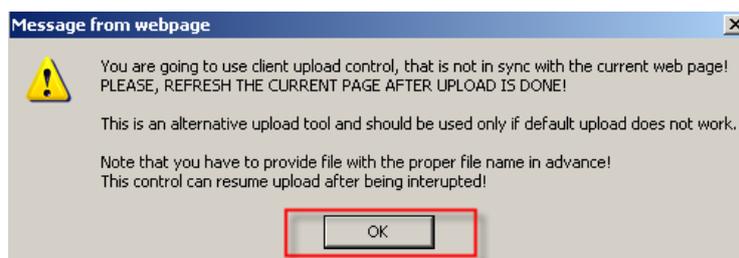

An extra application will be downloaded to your PC. Please press "Run" to start it.

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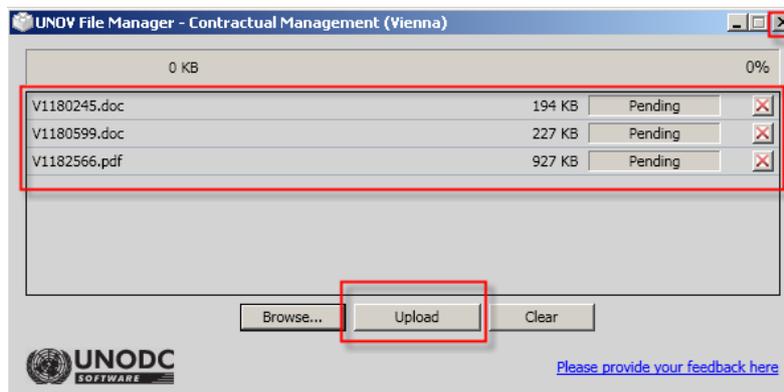
To check if all files were uploaded correctly, refresh your page, locate the job and press the blue down arrow. Your files should appear under the "My document(s)" section.

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:

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:

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

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:

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:

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:

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 the press the "Open" button:

To complete the process, please press the "Open Scanned Signture" 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:
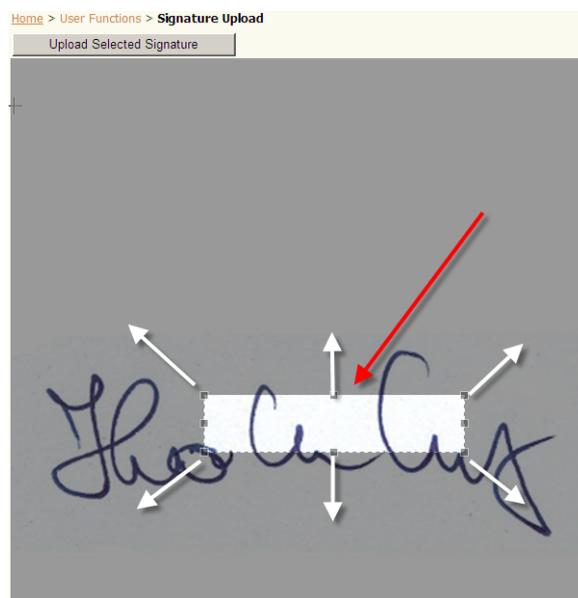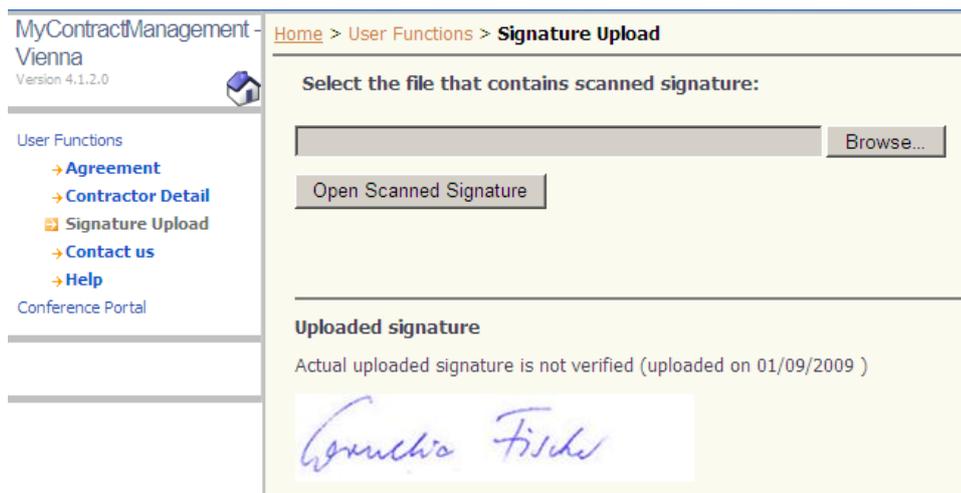
After adjusting the capture area, it should look like this:
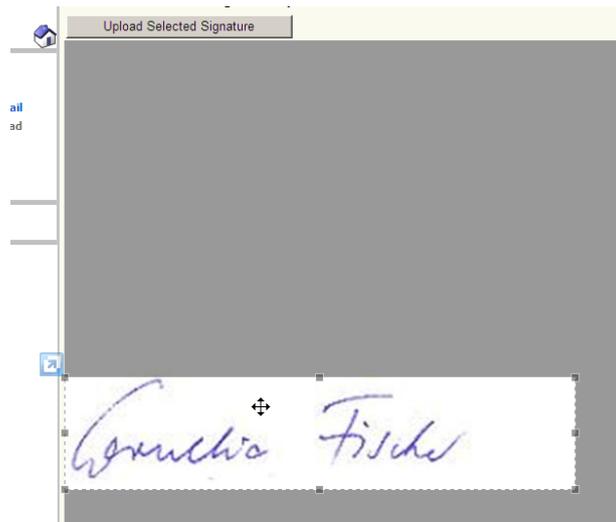
Please press the "Upload Selected Signature" button to finish this process.

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:
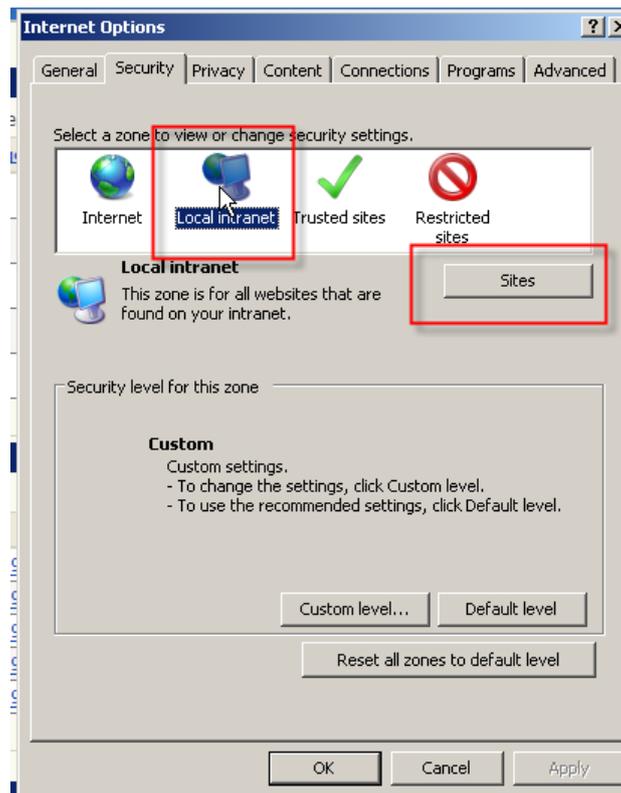
While in the CMA click on the "Tools" menu of your Internet Explorer and click on the "Internet Options":
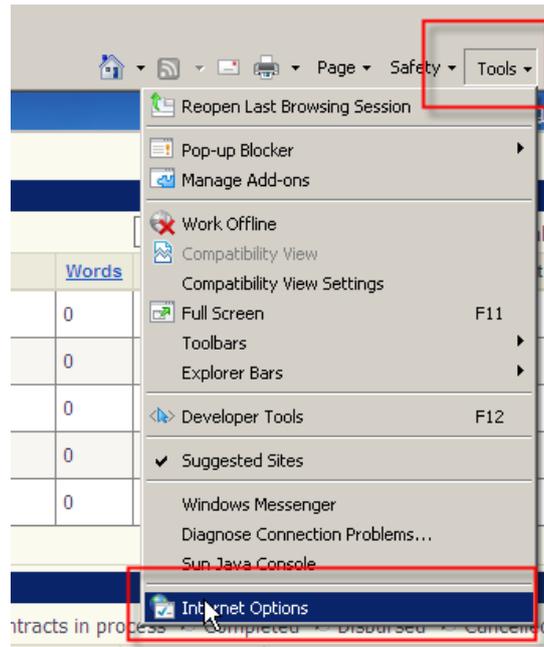
An pop-up window will appear. Please click on the "Security" tab:
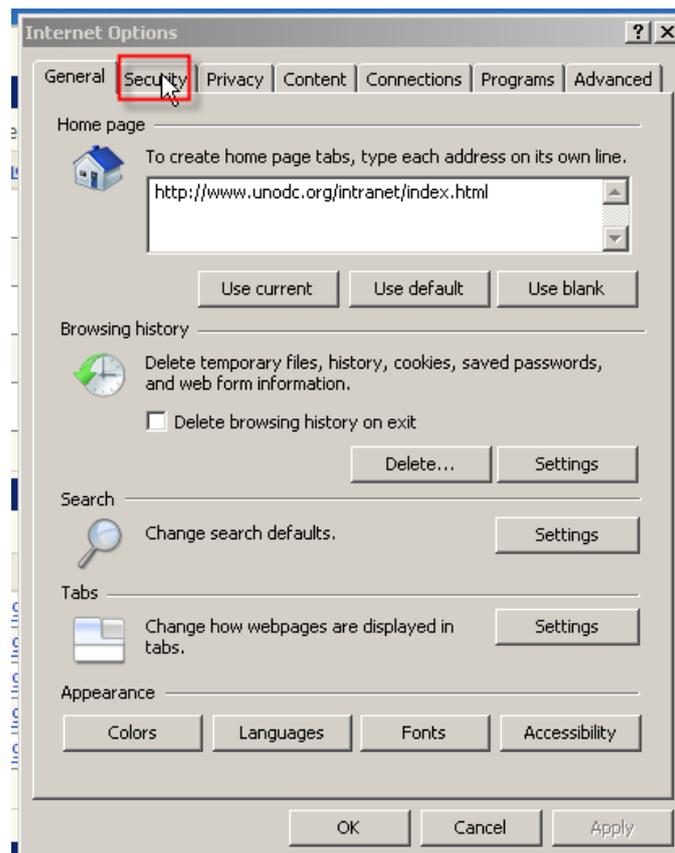
Under the "Security" tab, make sure that the Local intranet is selected and then press the "Sites" button:

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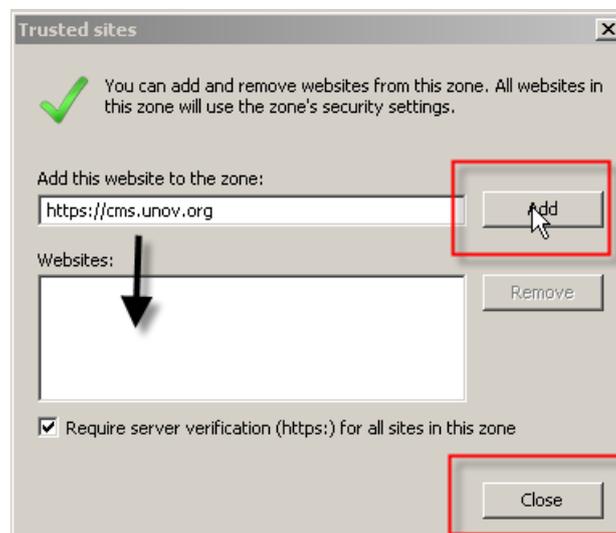
You are now back to the "Internet Options". Please press the OK button to save your settings.

Should you have any further questions, please send us an e-mail at ctu@unvienna.org