

CMA (Contractor Management Application)

Quick Start Guide for Contractors

Overview

The **Contractor Management Application (CMA)** processes jobs that are sent for external services. It is used to manage the global roster of contractors, process contracts and orders online, provide and receive files to and from contractors, as well as to manage quality control. You can update your profile, provide information on your availability, as well as access all your contracts on-line.

The following sections of this quick start guide will show you how to:

- **log in to the Unite Conferences page;**
- **access the Contractor Management Application;**
- **view and accept your Terms and Conditions Package;**
- **work with Assignments;**
- **access and work with files;**
- **sign your Contract P.104 on-line.**

Please note that due to the constant improvement and further development of the application, some screen shots might show information that is slightly different from the view of the current release of CMA.

1. Accessing the Contractor Management Application (CMA)

To access CMA, please log in to the Unite Conferences portal (<https://cms.unov.org/uc/>) using the credentials provided to you by your Contractual team (these are the same as for the eConference Portal):



Please note that the user credentials are the same as for the eConference Portal.

Sign in

Username

Password

Sign In

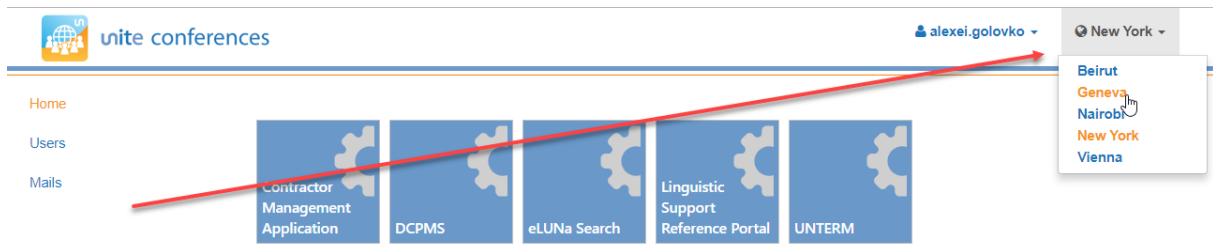
[Forgot your password?](#)

Sign in with your UNITE ID

Sign in with your UNESCO ID

Sign in with your ITU ID

If you are working for more than one location, you can toggle between locations using the Unite Conferences menu in the upper right corner of the screen:



Click the Contractor Management Application icon available in Unite Conferences Portal home page:



We recommend using **Google Chrome** to access CMA.

After opening the Contractor Management Application, the home screen of the application, referred to as "Dashboard", is displayed.

2. Terms and Conditions Package (T&C Package)

The **Terms and Conditions Package** is the first item in the "Dashboard Area" of CMA. This package replaces the **Standing Offer Package** which was previously sent to contractors working for CTU UNHQ, and now covers all Contractual Units at all four duty stations. You must read and accept the contents of the Terms and Conditions Package before any assignment can be offered to you in CMA.

A Terms and Conditions Package consists of the cover letter, a memorandum of understanding on the earning limits for UN retirees, general conditions of contract for the services of an individual contractor (translator/language), and the Secretary General's Bulletin on Special measures for protection from sexual exploitation and sexual abuse. The contents of the package is generated automatically in CMA, pulling all the information stored in the application.

A T&C Package has to be offered to each active contractor in CMA. A contractor has to accept a T&C Package in CMA in order to be able to accept assignments in the system. Currently the validity of all the offered T&C packages should be limited by the end of the next biennium (31.12.2017). T&C Packages are valid for all locations, so this package has only to be offered once (usually by the office that would like to offer the assignment first).

The Terms and Conditions package will be offered to you shortly before, or along with, the first assignment you receive in the new system.

To view the contents of the package, you will click the button shown below:

Contractor Dashboard

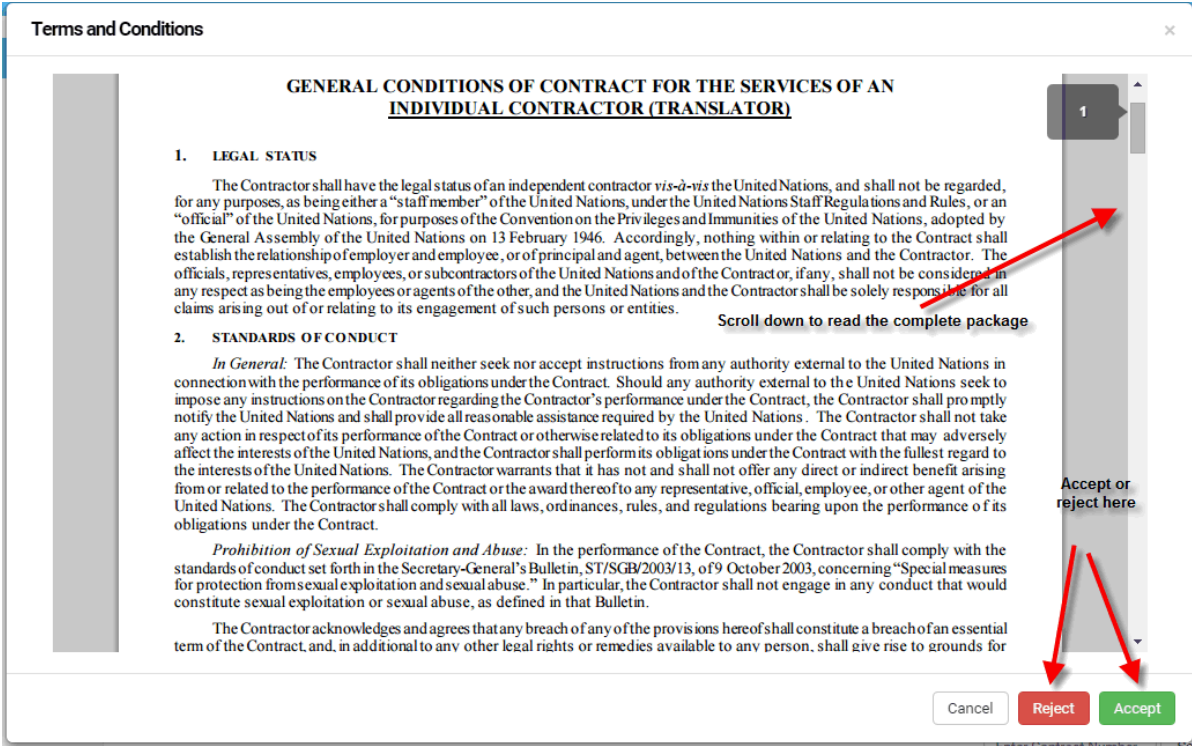
Terms and Conditions Click here to display the Terms and Conditions Package on your screen and to accept it.

Showing 1 - 1 of 1 (pg.1/1)

Terms and Conditions #	Valid From	Valid To	Status	Actions
TC-DGACM-2016-0001	01/01/2017 00:00	31/12/2017 00:00	Sent	Read and Accept/Reject

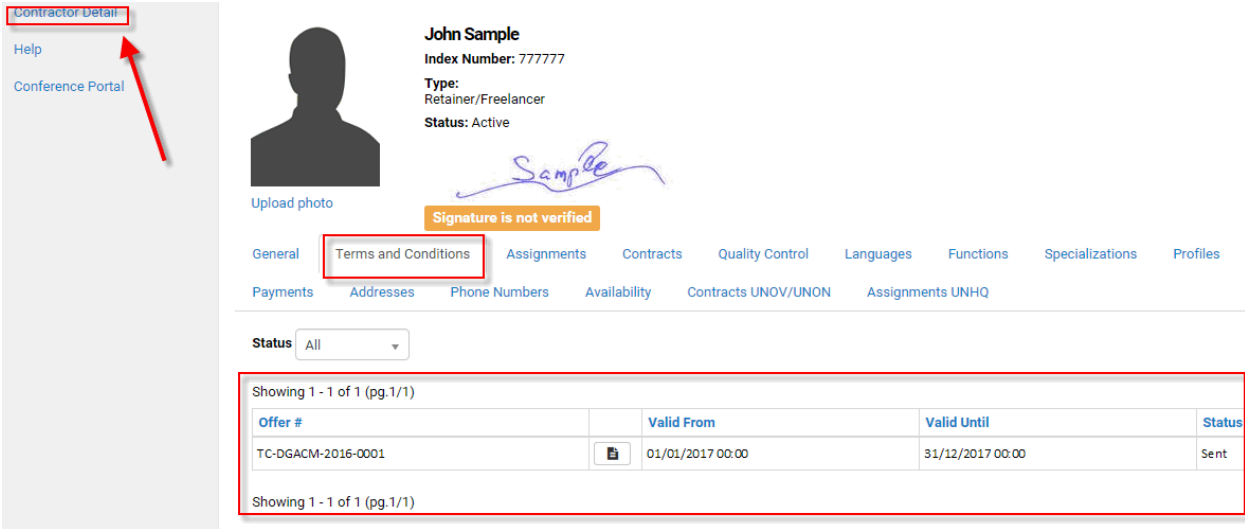
Click here to download the Terms and Conditions Package as a PDF file.

After pressing the "Read and Accept/Reject" button, the contents of the package will be displayed on your screen:



The "Accept" button is available in the PDF viewer pop-up window, as shown above.

After accepting the Terms and Conditions Package, it can be viewed here (**Contractor Detail** → **Terms and Conditions Tab**):



3. Assignments

All 4 duty stations are now using "Assignments" to offer new jobs to external contractors.

An automatic notification, similar to the one shown below, is sent out to the contractor as soon as the new assignment is available in CMA:



201601804 - new document from UNOV for Typing, Translation/Revision
CMT Applications to:
 Cc: CTU Vienna
 Please respond to CTU Vienna

Tue, 05/04/2016 12:04
[Show Details](#)

Dear Mr.

We would like to offer you a new document for **Typing, Translation/Revision**.

Remarks:

Dear Mr. , please click the link below to access the CMA. You'll find this assignment offer at the top of your dashboard. Please base your translation on the original document. Your deadline is 29 April. If you have any questions, just let us know. Many thanks, Christopher

Job Details:

Job Number: 201601804
Symbol: CTBT/ES/2015/5
Title: ANNUAL REPORT 2015

Services offered:

WordProcessing
Words Count: 22571
Reprise: 0
Deadline: 29/04/2016
Translation
Words Count: 22571
Reprise: 0
Deadline: 29/04/2016

Please [log in](#) to the eConference Portal to see the details

Thank you,

Sincerely, **CTU Vienna Team**

This email has been automatically generated by the Contractor Management Application 2.0. Please do not reply!

All new assignments will be listed on your **Dashboard** (in the **Offered Assignments** area) awaiting your acceptance or rejection:

Offered Assignments [Click here to view the available files](#)

Duty Station	Contract #	Job No	Service	Assignment Date	Deadline Date	Total Amount (estimated)	Currency	Status	Actions
UNOV	A-UNOV-2015-0022	2015-01203	Translation	11/09/2015 12:55	11/09/2015 12:55	64.04	US Dollar	Accepted	
UNOV	A-UNOV-2015-0023	2015-00436	Presentation	02/10/2015 17:34	02/10/2015 17:34	0.00	US Dollar	Rejected	

Showing 1 - 2 of 2 (pg.1/1) [Click here to view the details of the assignment](#)

After accepting, all your assignments will be listed here (**Contractor Detail** → **Assignments Tab**):

Contractor Detail

- Signature
- Help
- Conference Portal

External CONTRACTOR
 Index Number: 2726144
 Type: Freelancer
 Status: Active

My Signature
 Signature is verified

General Terms and Conditions **Assignments** Contracts Quality Control Languages Functions Specializations Profiles Banks Payments

Addresses Phone Numbers Availability Contracts UNOV/UNON Assignments UNHQ

Status: In Process

Showing 1 - 2 of 2 (pg.1/1) [Click here to complete](#)

Duty Station	Contract #	Job No	Service	Assignment Date	Deadline Date	Total Amount (estimated)	Currency	Status	Files	Actions
UNOV	A-UNOV-2015-0023	2015-00436	Presentation	02/10/2015 17:34	02/10/2015 17:34	0.00	US Dollar	Rejected		
UNOV	A-UNOV-2015-0022	2015-01203	Translation	11/09/2015 12:55	11/09/2015 12:55	64.04	US Dollar	Accepted		

Showing 1 - 2 of 2 (pg.1/1) [Upload your files here](#)

After **rejecting** an assignment, it will be removed from the “**Offered Assignments**” section of your **Dashboard**.

4. Accessing Files in CMA

File downloading and uploading of completed files is done using the **Documents Explorer** pop-up window, which is displayed by clicking the button as shown below:

Dashboard (Offered Assignments Section):

Please note that you do not have to accept the **Assignment** in order to preview its files. Click the Documents Explorer icon, as shown below, to get the full list of files available for the offered assignment:

Offered Assignments

Duty Station	Contract #		Job No	Service	Assignme
UNOV	A-UNOV-2015-0022		2015-01203	Translation	11/09/201!
UNOV	A-UNOV-2015-0023		2015-00436	Files available for download 1!	

After you have accepted the assignment, please go to the **Contractor detail** section and choose the → “**Assignments Tab**” to access the files available for your document:

Total Amount (estimated)	Currency	Status	Files	Actions
12.10	US Dollar	Offered		
931.57	US Dollar	Accepted		Complete

In the **Document Explorer**, you can download files available for a job and also upload your translation:

Document Explorer (#201501203)

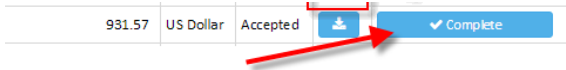
The “English final document(s)” option must be used, if available. If it is not available, the file under the “Edited document(s)” option (which also contains the any available editorial changes) may be used or, in the event the edited version is not yet available, the file under the “Original document” option should be used. Check if there are any documents available under the “Additional document(s)” option, as it may contain additional information or instructions for the offered document. Before downloading the document, always make sure that the edited version or the final English version has not arrived in the meantime. The reference material can be downloaded under the “Referenced document(s)” option. 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)” section.

Original documents	N/A		
Additional documents	N/A		
Edited documents	1501204_EC1.pdf	24/02/2015 16:42:45	66 KB
	1501204.doc	24/02/2015 16:59:41	121 KB
	1501204.pdf	24/02/2015 16:59:10	158 KB
Referenced documents	1501204.doc (pdf html)	27/02/2015 11:09:52	421 KB
Drafts from external	N/A		
Final documents	V1501203.doc	03/03/2015 14:10:03	127 KB
	V1501203.pdf	03/03/2015 14:10:12	241 KB
English final documents	N/A		
EPU’s documents	N/A		
Quality Control documents	N/A		
Contractor’s documents	N/A	Click here to upload your file	
	File Upload		
Miscellaneous documents	N/A		

[Close](#)

Please note that the **file upload is only available** when opening the document explorer from the “**Contractor Detail → Assignments tab**”.

After uploading your file, please do not forget to press the “**Complete**” button next to the assignment in question (**Contractor Detail → Assignments tab**):



5. Signing your Contract P.104 in CMA

After receiving an automatic email notification that your contract is ready to be signed, please log in to the eConference Portal and go to CMA. The contract that is awaiting your signature will be listed on the **Dashboard** under the **"Sent Contracts"** section, as shown below. To view your contract and sign it, please press the **"Review/Sign/Reject"** button:

Contractor Management Application john.sample ▾

My Dashboard ⌵

Contractor Detail

Signatures

Help

Conference Portal

Duty Station	Contract #	Job No	Service	Assignment Date	Deadline Date	Total Amount (estimated)	Currency	Status
UNOV	A-UNOV-2015-0060	2015-01613	Translation	09/11/2015 11:33	09/11/2015 11:33	720.00	US Dollar	Manifested
UNOV	A-UNOV-2015-0061	2015-01612	Translation	09/11/2015 11:50	16/11/2015 11:50	1,140.80	US Dollar	Manifested
UNOV	A-UNOV-2015-0112	2015-01542	Text processing	17/11/2015 10:14	20/11/2015 10:14	210.00	US Dollar	Manifested
UNOV	A-UNOV-2015-0123	2015-01604	Text processing	18/11/2015 11:32	23/11/2015 11:32	36.40	US Dollar	Accepted
UNOV	A-UNOV-2015-0124	2015-01606	Text processing	18/11/2015 11:34	23/11/2015 11:34	40.04	US Dollar	Accepted

Showing 1 - 5 of 10 (pg.1/2)

First Prev 1 2 Next Last

Sent Contracts

[Click here to view your contract and sign or reject it.](#)

Duty Station	Manifest #	Date From	Date To	Status	Amount	Remarks	Action
UNOV	C-UNOV-2015-0035	03/11/2015	01/03/2016	Approved	1860.80 USD		Review/Sign/Reject

Showing 1 - 1 of 1 (pg.1/1)

After pressing the **"Review/Sign/Reject"** button, a pop-up window will be displayed:

Contract P.104 # C-UNOV-2015-0035

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CONTRACT FOR THE SERVICES OF A CONSULTANT OR INDIVIDUAL CONTRACTOR

[Click here to scroll up and down](#)

CONTRACT TYPE: Consultant Individual Contractor IC Language (See Section 2 of ST/AI/2013/4)

Contract No.: C-UNOV-2015-0035	Status: Freelancer	Amendment No.:	Department: DGACM
Cost/Fund Center: 11821	BP#:	Nationality: AUSTRIA	

This Contract is entered into between the **United Nations** and SAMPLE, John, hereinafter referred to as **Contractor**

Address: Wagramerstrasse 4, 1220 Vienna, AUSTRIA

Telephone/Email: schuerer101@aol.com

1. TERMS OF REFERENCE (See Sections 3.1 to 3.4 of ST/AI/2013/4);
Travel details: **NOT APPLICABLE**

2. DURATION OF CONTRACT (See Sections 3.10(a) and 5.7 to 5.9 of ST/AI/2013/4):
119 **DAYS** within the period indicated below:
This Contract shall commence on 03/11/2015, and shall expire on the satisfactory completion of the services described above, but not later than 01/03/2016, unless sooner terminated under the terms of this Contract. This Contract is subject to the conditions on the following pages.

3. CONSIDERATION As full consideration for the services performed by the Contractor under the terms of this Contract, the United Nations shall pay the Contractor, upon certification that the services have been satisfactorily performed in accordance with the requirements of this Contract, as follows:

A fee of Daily Weekly Monthly Other **Currency: US Dollar** **Total Fee: 1,860.80**

Remarks

[Click here to sign](#)

Sign
Reject
Close

After your contract is signed, it will disappear from the Dashboard and can be viewed by going to **Contractor Detail** → **Contracts Tab**:

my dashboard | John Sample | Send email to Administrator

Contractor Detail | Signatures | Help | Conference Portal

John Sample
Index Number: 777777
Type: Freelancer
Status: Active

Upload photo | **Signature is verified**

General | Terms and Conditions | Assignments | **Contracts** | Quality Control | Languages | Functions | Specializations | Profiles | Banks | Payments

Addresses | Phone Numbers | Availability | Contracts UNOV/UNON | Assignments UNHQ

Status: All

Showing 1 - 6 of 6 (pg.1/1)

Duty Station	Contract #	Date From	Date To	Status	Amount	Remarks	Actions
UNOV	C-UNOV-2015-0134	25/11/2015	30/11/2015	Disbursed	11868.06 USD		View Assignments PDF of the Contract
UNOV	C-UNOV-2015-0042	19/11/2015	30/11/2015	Disbursed	941.96 USD		View Assignments PDF of the Contract

Should you require more information, please get in touch with your CTU Team.