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):

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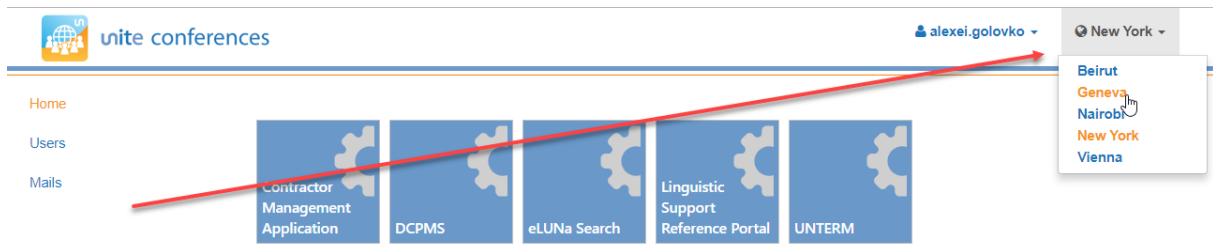
Click the Contractor Management Application icon available in Unite Conferences Portal home page:

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:

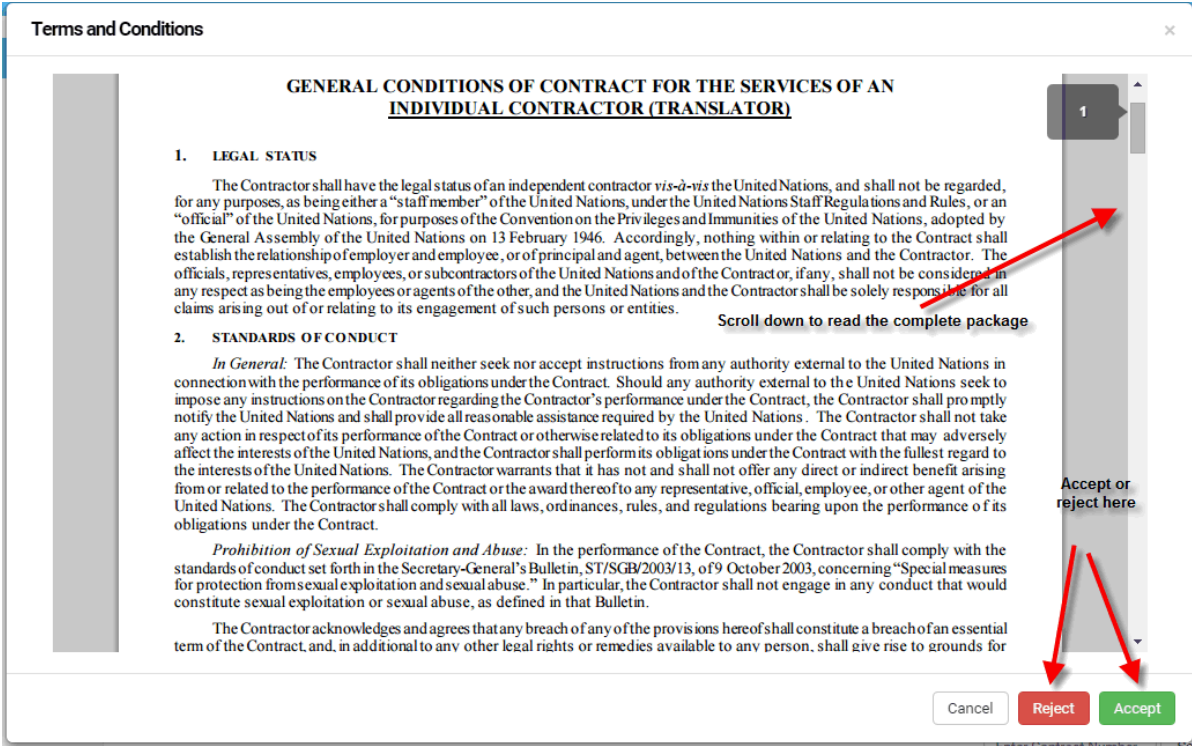After pressing the "Read and Accept/Reject" button, the contents of the package will be displayed on your screen:

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**):
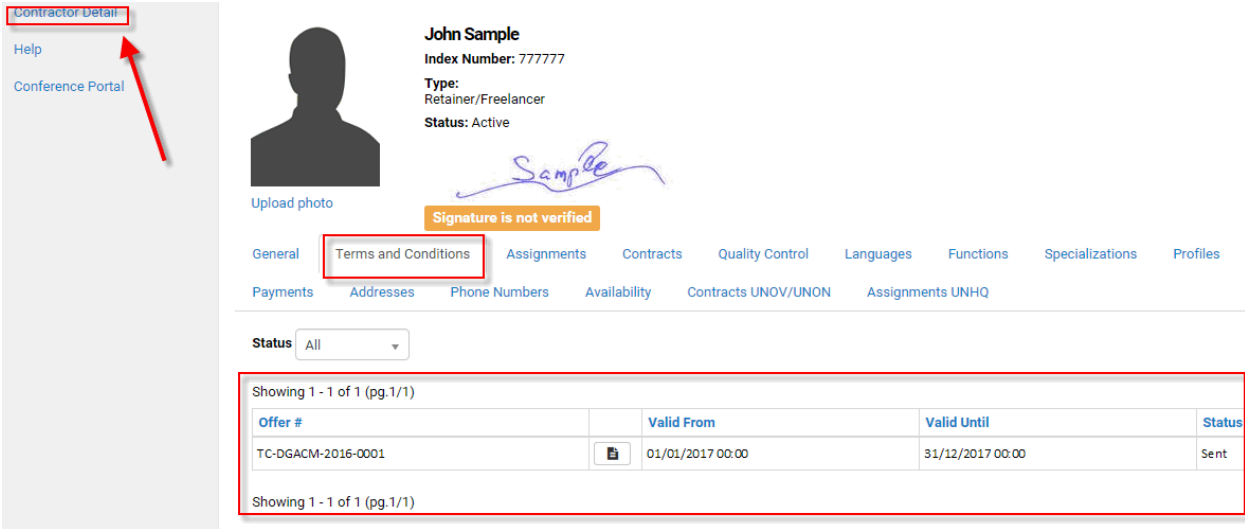
3. Assignments

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:

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

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:

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:

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

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**):
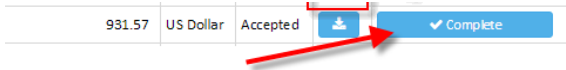
5. Signing your Contract P.104 in CMA

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:

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

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

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