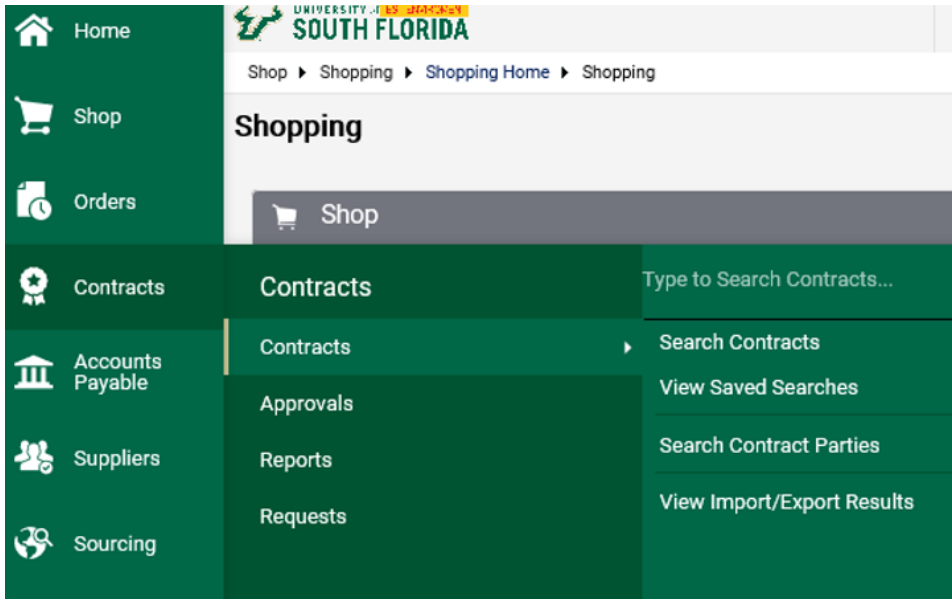
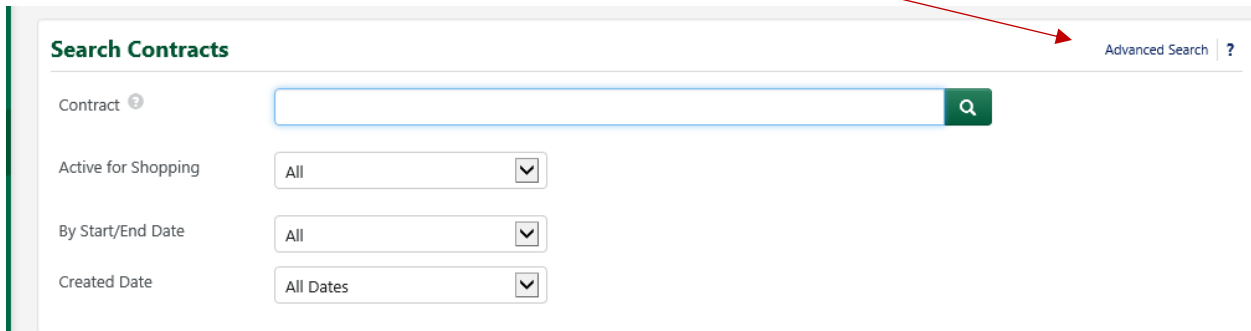


Q. How to search for Contracts?

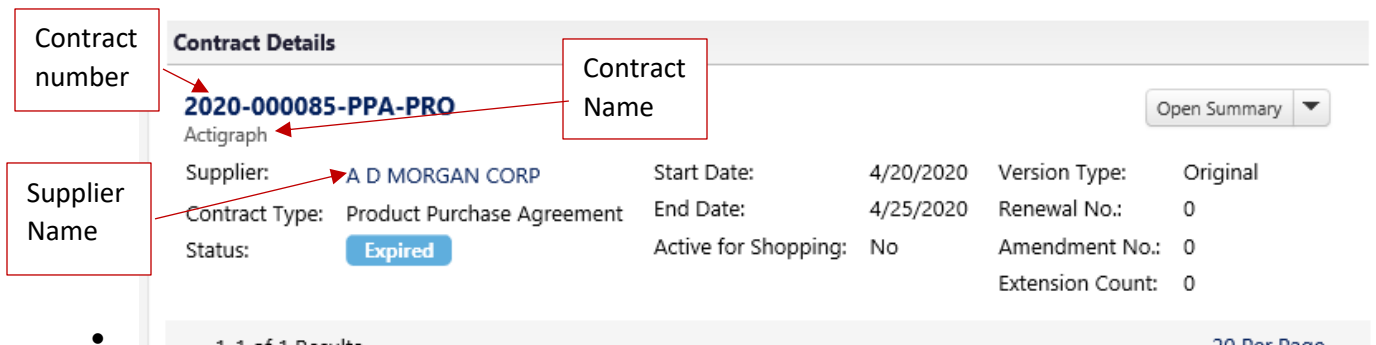
Answer – From the flyout menu go to Contracts > Contracts > Search Contracts



You can do Simple Search (like the illustration below) or Advanced Search



- You can search by contract name, contract number, supplier name, keyword from the summary



- You can refine your filter between Active or Inactive contracts. To get a more accurate result, we suggest to leave it at ALL.

Search Contracts

Contract ?

Active for Shopping

 Active
 Inactive

By Start/End Date

Created Date

- You also have the option to search by Start/Send Date. For better results you can leave it at ALL

Search Contracts

Contract ?

Active for Shopping

 By Start/End Date

By Start/End Date

 Effective
 Expired
 Future
 No Expiration
 Custom

Created Date

- You can also filter your search by the Creation Date. For best result, do All Dates.

The screenshot shows the 'Search Contracts' interface. It includes a search bar for contract names and numbers, and several filter options. The 'Created Date' filter is currently set to 'All', and a dropdown menu is open, showing various date-based filters. The 'All Dates' option is highlighted in blue.

Search Contracts

Contract ⓘ Search by contract name, number, summary, etc.

Active for Shopping All

By Start/End Date All

Created Date

Created Date

- All Dates
- Other
- Custom Date Range
- Last X Days
- Days
- Last 7 days
- Last 30 days
- Last 60 days
- Last 90 days
- Yesterday
- Today
- Last Week
- This Week
- Calendar
- Month-To-Date
- Year-To-Date














Advanced Search – gives you more search criteria.

The screenshot shows the 'Search Contracts - Advanced' interface, which lists various search criteria for contracts.

Search Contracts - Advanced

- Contract Number
- Contract Name
- Keywords
- Contract Type
- Contract Status
- Contract Version Type
- Contract Facilitator / Manager
- Work Group
- By Start/End Date
- Include Archived
- Jurisdiction
- Contract Parties
- Supplier
- Custom Contract Fields
- Renewal
- Contract Value
- eProcurement
- Communication Center
- Applies To
- Consortium

Search Contracts - Advanced

Contract Number	<input type="text"/>
Contract Name	<input type="text"/>
Keywords	<input type="text"/>
Contract Type	<input type="text" value="Type to filter..."/> 
Contract Status	<input type="text" value="Type to filter..."/> 
Contract Version Type	<input type="text" value=""/> 
Contract Manager	<input type="radio"/> Any <input type="radio"/> Me <input checked="" type="radio"/> Pick... <input type="text" value="Name, User Name, Email"/> 
Summary	<input type="text"/>
Supplier	<input checked="" type="radio"/> Any of <input type="radio"/> All of <input type="text" value="Type to filter..."/> 
Work Group	<input type="text" value="Type to filter..."/> 
By Start/End Date	<input type="text" value="All"/> 
Created Date	<input type="text" value="All Dates"/> 
Approvals Completed	<input type="text" value="All Dates"/> 
Scheduled Termination Date	<input type="text" value="All Dates"/> 
Contract Term Extended	<input type="text" value=""/> 
Contract Ended Early	<input type="text" value=""/> 
Reporting Commodity Code	<input type="text" value="Code, Description"/>  <input type="checkbox"/> Include Additional Commodity Codes

- Anybody can search for a Contact in the system. Using Advanced Search, user has the ability to search contracts by Department ID.

▼ eProcurement	
Active for Shopping	All <input type="button" value="▼"/>
PC Bus Unit	Type to filter... <input type="button" value="Q"/>
Initiative	Type to filter... <input type="button" value="Q"/>
Project / Activity	Type to filter... <input type="button" value="Q"/>
Budget Reference	Type to filter... <input type="button" value="Q"/>
GL Unit	Type to filter... <input type="button" value="Q"/>
Oper Unit	Type to filter... <input type="button" value="Q"/>
Fund	Type to filter... <input type="button" value="Q"/>
Account	Type to filter... <input type="button" value="Q"/>
Dept	Type to filter... <input type="button" value="Q"/>
Product	Type to filter... <input type="button" value="Q"/>