

CONTRACT SEARCH

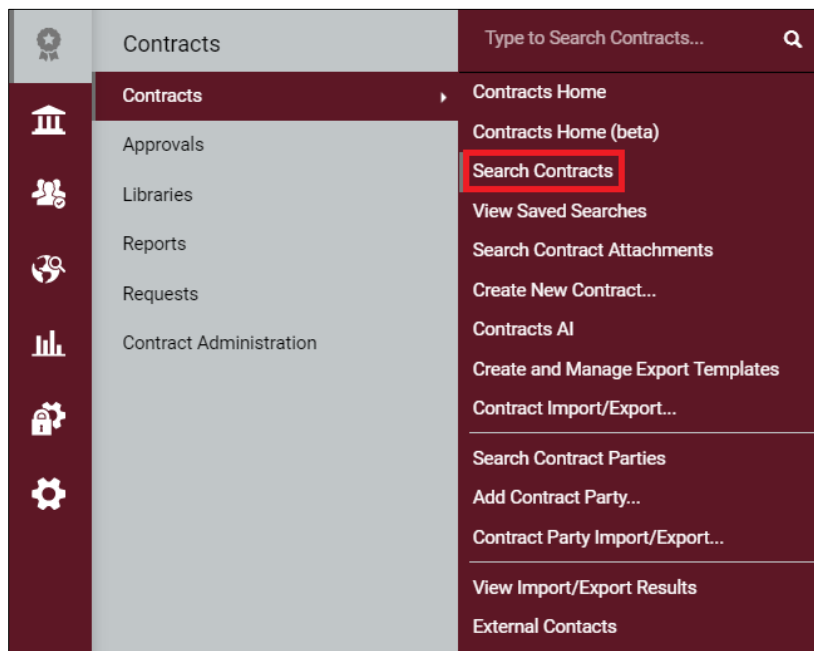
HELPFUL HINTS

There are two search options available – a simple search and an advanced search.

- **Simple Search:** Simple Search is helpful if you're searching for a certain contract and you know the basic contract information, such as title, number, or summary. The system will search all contract fields for keyword(s) entered, providing broad results.
- **Advanced Search:** The Advanced Search is helpful for searching for exact data or a complex set of contract fields. The system will only return results that are an exact match to the values entered.

PROCEDURE – SEARCH FOR CONTRACTS: SIMPLE SEARCH

1. Select the Search Contracts link via the Contracts icon within the left navigation bar.



- The system defaults to Simple Search, with optional access to the Advanced Search criteria via the link at the top-right corner.

Search Contracts [Advanced Search](#) ?

Contract

Active for Shopping

By Start/End Date

Created Date

- Enter the desired criteria and click the search button.
- The Contract Search Results page will display all contracts that match the criteria entered. Results can be filtered, sorted, and refined utilizing the options in the left menu panel of the page.
 - Refine Search Results**
 - Search results can be refined by using the post-search filters. Below each filter, the available values are displayed. The number of contracts associated with that value is displayed beside the value.
 - Click on a value to filter the search results. Note: The filters and values displayed will vary based on your organization's set up and your individual permissions.

Contract Search Results

1-2 of 3 Results

Contract No.	Contract Name	Start Date	End Date	Version Type	Renewal No.	Amendment No.	End Date Change Count
MSU-GS-000075	MSU Shopping Services	2/14/2024	2/14/2025	Original	0	0	0
GG-CONST-000067	Providence Painting Company	3/28/2024	3/27/2025	Original	0	0	0
PM-GS-000071	Boole and Services (Incma)	2/14/2024	No Expiration	Original	0	0	0

Refine Search Results

- Custom Fields
- Proprietor
- Supplier
- Show on Vendor Portal
- Contract Ended Early
- Contract Status
- Contract Version Type
- First Party
- Second Party
- Primary Second Party Class
- Contract Terms Extended
- Auto-Renew

- Contract Search Results** - The search results display in a list and include the following information:
 - Contract No.** - The contract numbers. Click on the number to view the contract summary, open the contract for editing, view the associated items or shop from the contract. What you can do will depend on your permission.
 - Contract Name** - The contract name.
 - Second Party or Supplier Name** - The second party or supplier on the contract, i.e., who the contract is with. Note: Click on the name to view

information about the supplier or contract party, their contacts, and contact information.

- iv. Contract Type - The contract type.
- v. Status - Indicates where the contract is in the contract workflow.
- vi. Start Date/End Date - The start and end date of the contract.
- vii. Active for Shopping - Yes or No indicates whether or not the contract is active for shopping.
- viii. Version Type - Indicates whether the contract is the original contract, a renewal, or an amendment.

5. The contract can be opened by clicking the link of the contract number. Specific details on the contract are available based on users' permissions. A summary of the contract can be viewed by clicking on the "Open Summary" button.

Contract Search Results ?

1-3 of 3 Results Sort by Best Match 20 Per Page

Contract Details

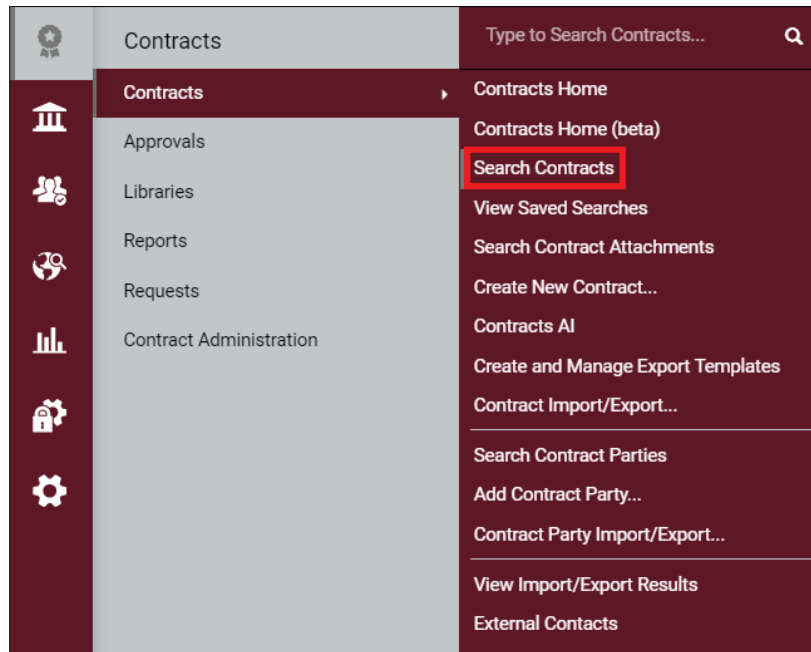
MSU-OS-000075 Open Summary
Script 4.4
Second Party: [Robert L. Alford](#) Start Date: 2/14/2024 Version Type: Original
Contract Type: MSU Obtaining Services End Date: 2/14/2025 Renewal No.: 0
Status: **Executed: In Effect** Active for Shopping: Yes Amendment No.: 0
End Date Change Count: 0

GC-CONST-000097 Open Summary
jc sample contract 3/28/2024
Second Party: [Pounders Painting Company](#) Start Date: 3/28/2024 Version Type: Original
Contract Type: Construction Contracts Under \$100,000 End Date: 3/27/2025 Renewal No.: 0
Status: **Executed: In Effect** Active for Shopping: Yes Amendment No.: 0
End Date Change Count: 0

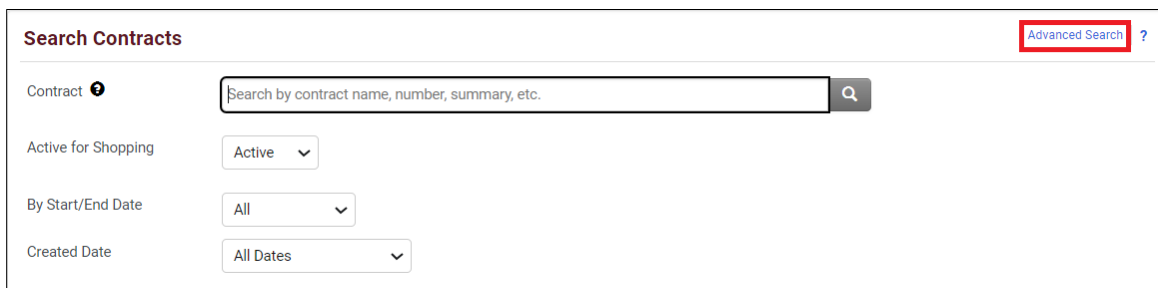
FM-GS-000071 Open Summary
Script 4.2
Second Party: [Dr Robot Inc.](#) Start Date: 2/14/2024 Version Type: Original
Contract Type: Goods and Services (inactive) End Date: No Expiration Renewal No.: 0
Status: **Executed: In Effect** Active for Shopping: Yes Amendment No.: 0
End Date Change Count: 0

PROCEDURE – SEARCH FOR CONTRACTS: ADVANCED SEARCH

1. Select the Search Contracts link via the Contracts icon within the left navigation bar.



2. The system defaults to Simple Search, with optional access to the Advanced Search criteria via the link at the top-right corner.

A screenshot of the 'Search Contracts' interface. The title 'Search Contracts' is at the top left. In the top right corner, there is a link labeled 'Advanced Search' with a question mark icon, which is highlighted with a red box. Below the title, there is a search bar with the placeholder text 'Search by contract name, number, summary, etc.' and a magnifying glass icon. Underneath the search bar, there are three filter sections: 'Active for Shopping' with a dropdown menu set to 'Active', 'By Start/End Date' with a dropdown menu set to 'All', and 'Created Date' with a dropdown menu set to 'All Dates'.

3. Enter information in one or more fields to search for contracts based on that criteria. Leaving a field blank will return all results for the field, for example, all contract types. Some search filters use the type-ahead feature. For these fields, begin entering text in a field to see a list of values that match the text, or click the search icon to see a list of all the values that you can select.