

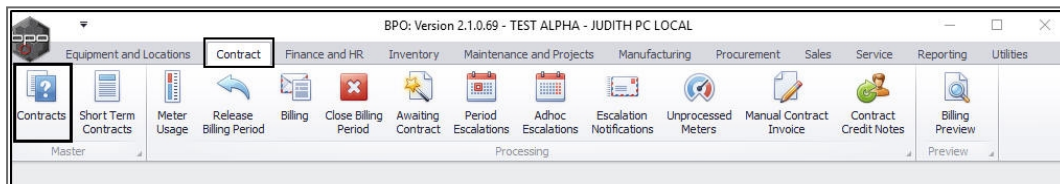
We are currently updating our site; thank you for your patience.

## CONTRACTS

### FIND CONTRACT BY CONTRACT NO.

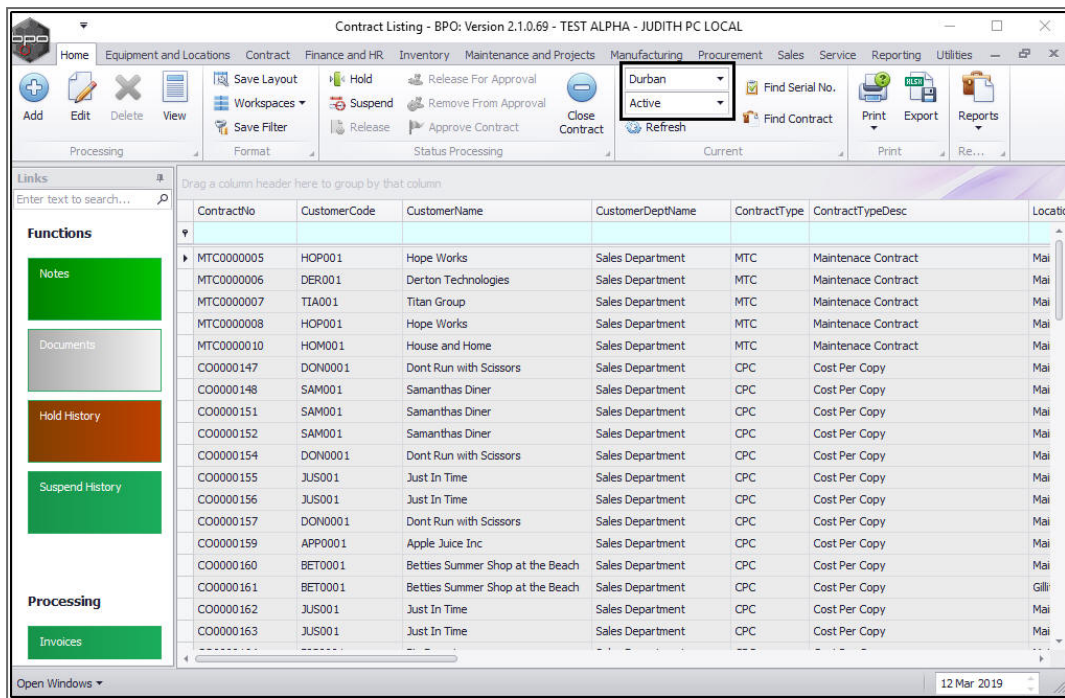
This functionality helps you to find a contract by searching for the contract across multiple sites and states if, for example, you do not recall the site and or status of the contract.

**Ribbon Access:** Contract > Contracts



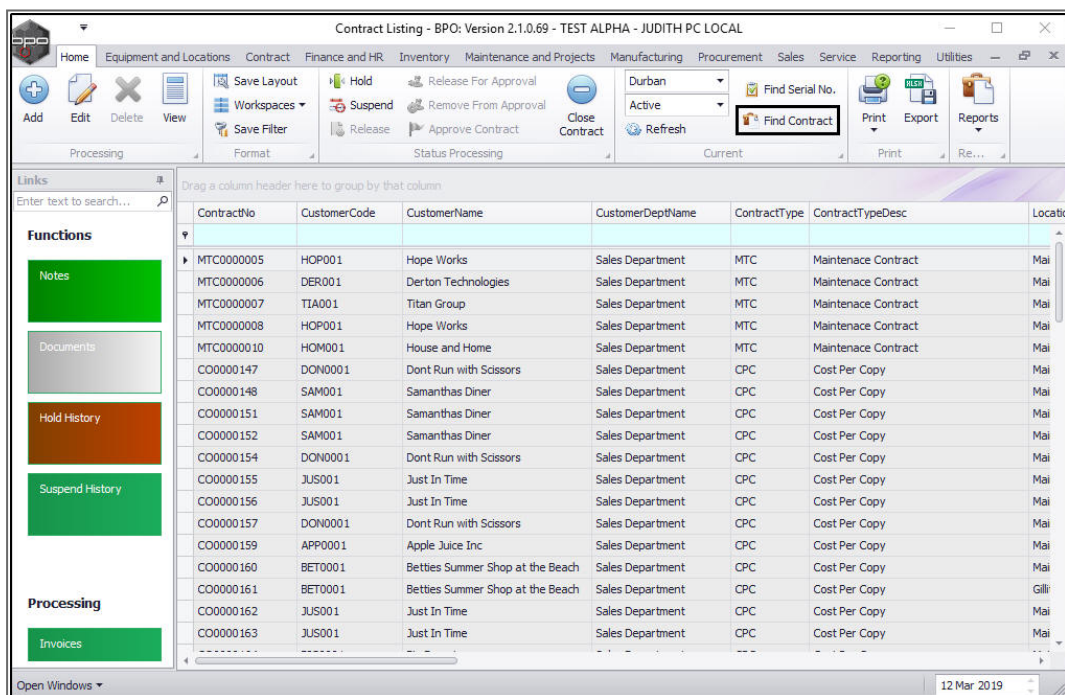
The **Contract Listing** screen will be displayed.

- The **Site** field will either auto populate with **All Sites** or the last Site that you selected when you worked in this screen. Upon opening this screen, the **Status** field defaults to the **Active** status.
  - **Note:** You do **not** need to change the **Site** or **Status**, the system will search for the contract number across **all** sites and states.



## SELECT FIND CONTRACT

- Click on **Find Contract**.

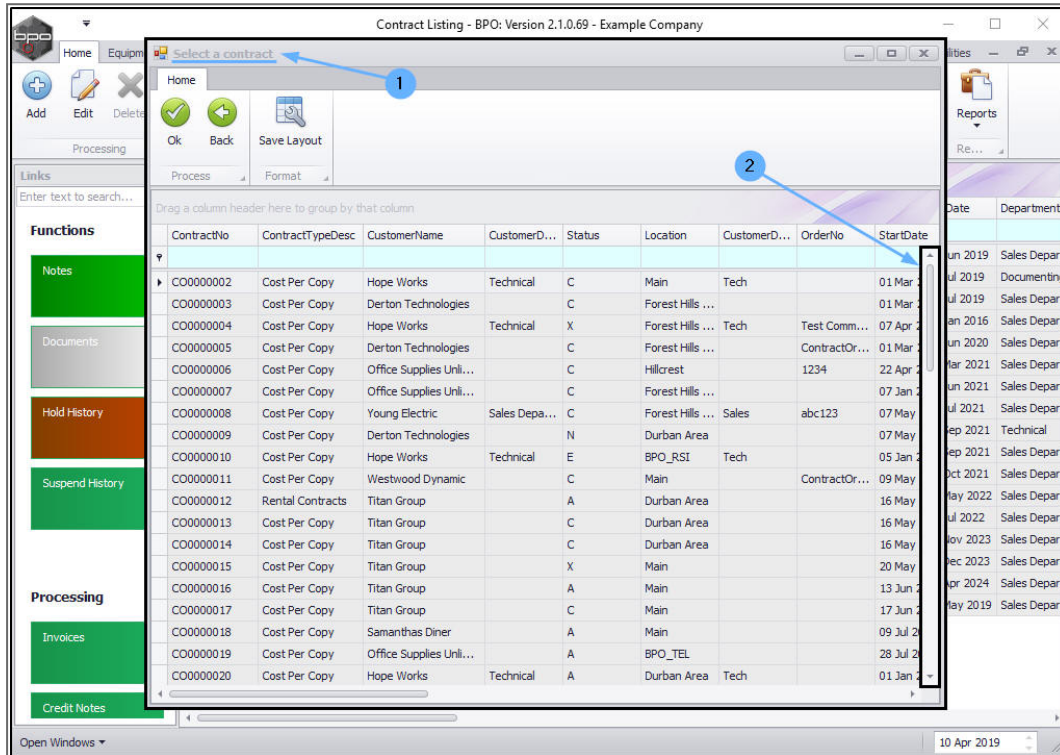


1. The **Select a contract** screen will pop up.

## SCROLL TO FIND

Either,

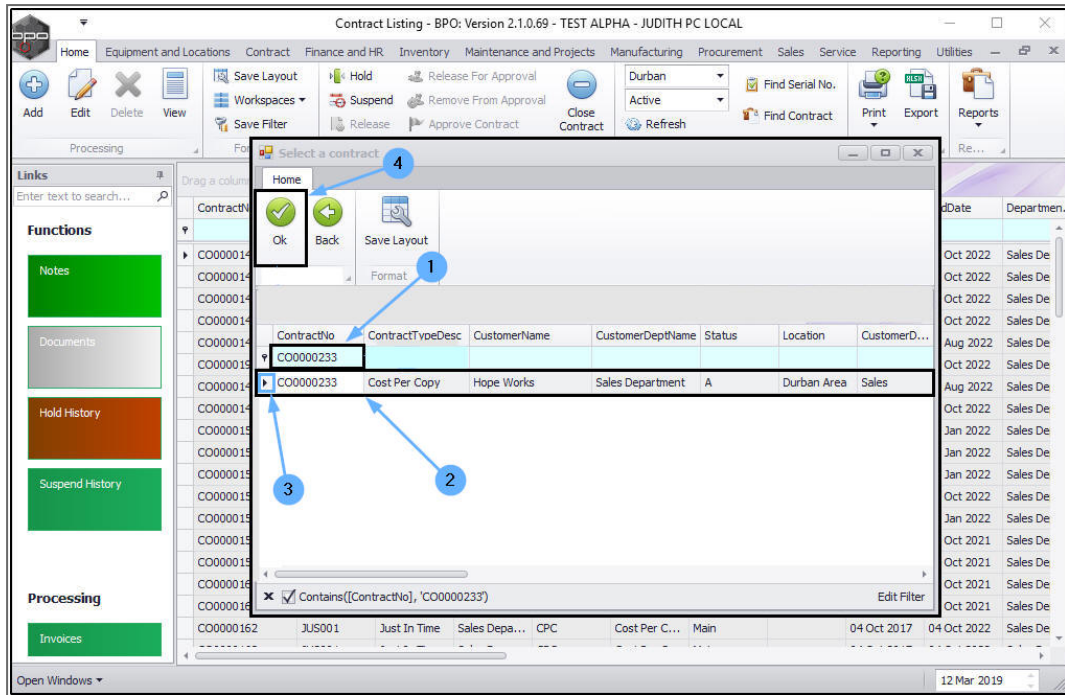
2. **Scroll up** or **down** the data grid until you find the contract.



Or,

## USE THE FILTER ROW

1. **Type in** the contract number you are looking for in the **filter row** below the **Contract No** header.
2. As you type, the system will search for the contract number and display the correct **row** in the data grid.
3. Ensure that the row is selected.
4. Click on **Ok**.



## VIEW FOUND CONTRACT

- The selected contract will be displayed in the **Contract Listing** screen.
  - **Note:** The Listing screen will adjust the Site and Status fields according to the location of the found contract.
    - In this example, contract **CO0000233** was found in the **Pretoria** site under the **Active** status.

Contract Listing - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Save Filter Hold Suspend Release Remove From Approval Approve Contract Close Contract Refresh Find Serial No. Find Contract Print Export Reports

Processing Format Status Processing Current Print Re...

Links Enter text to search...

Functions

Notes

Documents

Hold History

Suspend History

Processing

Invoices

Drag a column header here to group by that column

ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location
CO0000233	HOP001	Hope Works	Sales Department	CPC	Cost Per Copy	Durban

Open Windows 12 Mar 2019

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