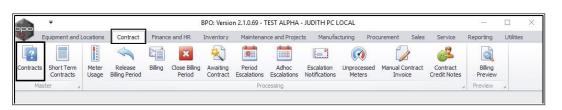


CONTRACTS

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.



Find Contract by Contract No.

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			MTC000008	HOP001	Hope Works	Sales Department	MTC	Maintenace Contract	Ma
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			CO0000147	DON0001	Dont Run with Scissors	Sales Department	CPC	Cost Per Copy	Ma
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SELECT FIND CONTRACT

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• 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.

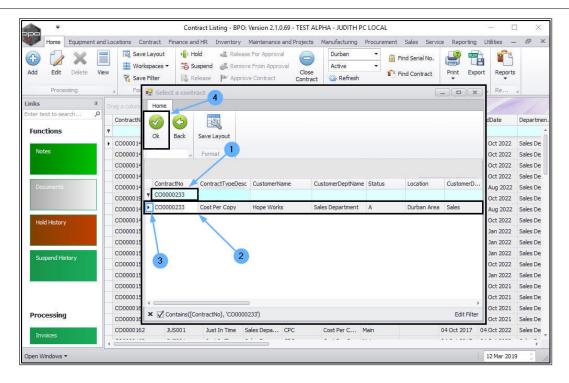
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	CO0000019	Cost Per Copy	Office Supplies Unli		A	BPO_TEL			28 Jul 2		
	CO0000020	Cost Per Copy	Hope Works	Technical	Α	Durban Area	Tech		01 Jan 2 -		
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Or,

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.



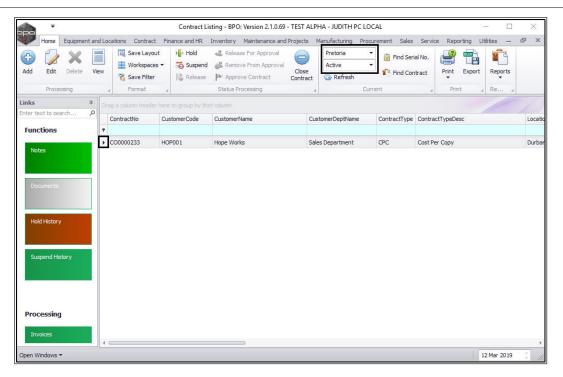


VIEW FOUND CONTRACT

- 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.



Find Contract by Contract No.



MNU.112.044

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