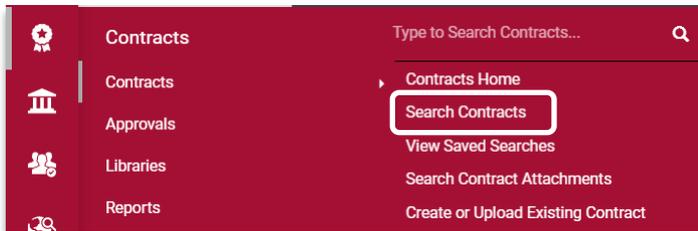


# Contract Search

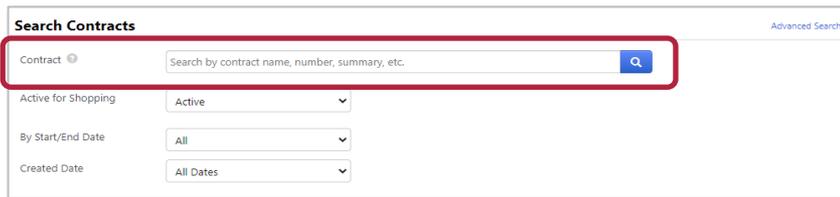
There are many reasons to search for a contract in Buy-to-Pay. Two of the most common reasons are: (i) utilizing an existing vendor's contract for your purchase or (ii) finding out more about the vendor's pricing and terms for similar services so that you can better negotiate your own contract.

**Who can search contracts in Buy-to-Pay?** Anyone who has access to the system can search contracts. You do not need to have the Contract Manager role.

1. Begin your search by navigating to **Contracts** → **Search Contracts**.



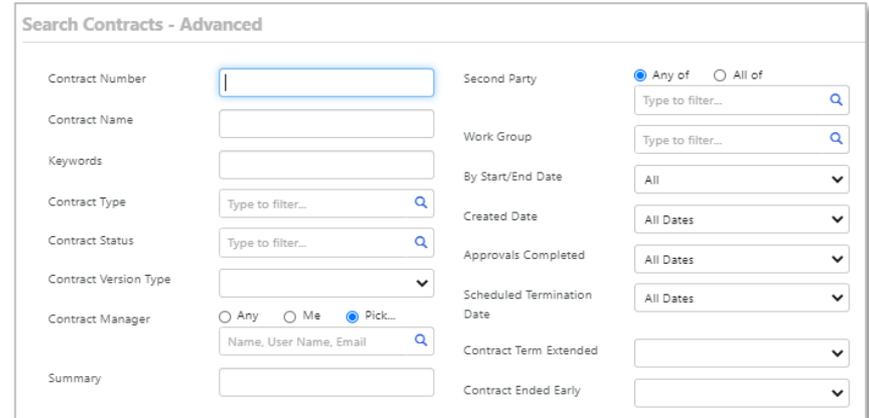
2. Use the **Contract** field to run a **Simple Search** by entering a vendor's name, contract name/number (if known), or other general information that may generate the results you are looking for. To run your search, click **Enter** or the **Magnifying Glass**.



3. Switch to **Advanced Search** in order to search using many criteria.

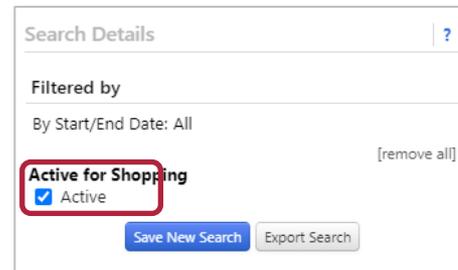


4. You can utilize the various search options to narrow your search and find the exact contract you are looking for.



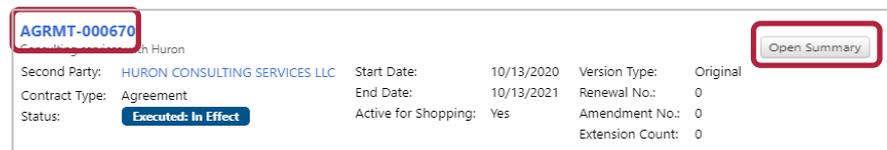
Note: **Second Party** refers to vendors or suppliers.

5. After entering the criteria for the **Advanced Search**, click **Search**.
6. Ensure that you are seeing all the contracts you are looking for by unchecking the **Active** box under **Active for Shopping**.\*



\*Contracts may not be **Active for Shopping** if they were migrated from another contract management system, or if the Contract Manager elected not to make the contract active.

7. To view the details of a contract, click the **Contract Number** or **Open Summary**.



# Contract Search

8. Once you find the contract you were searching for, reach out to the **Contract Manager(s)** to receive more information.

Dates And Renewal

Start Date	2/28/2020 12:00 AM EST
End Date	2/27/2021 11:59 PM EST

**Contract Managers**

Kari Krengel	<a href="mailto:kari_krengel@harvard.edu">kari_krengel@harvard.edu</a>
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9. You can also export your search results into an Excel sheet by clicking **Export Search**.

Search Details

Search Terms

**Contract**

Example 123

Filtered by

By Start/End Date: All

[Save New Search](#) [Export Search](#)

10. To save this search for ease of access in the future, click **Save New Search**.

Search Details

Filtered by

By Start/End Date: All [remove all]

**Contract Manager**

Me (Wohlfarth, Rob)

**Active for Shopping**

All

[Save New Search](#) [Export Search](#)

11. If you don't already have a saved search folder, click **Add New** to create a folder. You can now add a **Nickname** for the search and click **Save**.

Add to Saved Searches

Step 1: Edit Saved Document Search Details

Nickname \*

[Add Description](#)

Step 2: Select Destination Folder

[Add New](#)

- Personal
  - Rob's Favorite Reports
- Shared
  - AP Reports
  - B2P Reports
  - Cash Management
  - FAS Reports
  - Harvard Saved Supplier Searches
  - Invoice Error Reports
  - Supplier Searches

Step 3: Select Export Template

Action:

\* Required

[Save](#) [Close](#)