


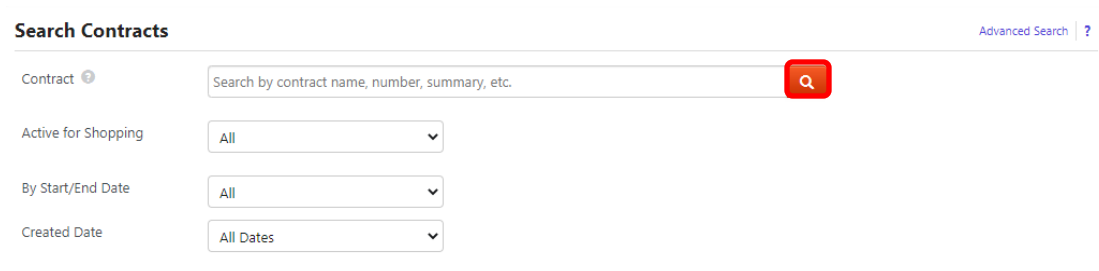
Search Contracts

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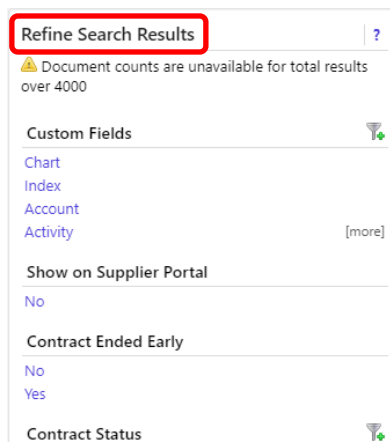
1. From the BennyBuy home page, select the **Contracts** tab on the left hand side menu, go to **Contracts** and select **Search Contracts**.



2. When you select search contracts, you will encounter a Simple Search menu. Simple Search allows you to enter a single search term (i.e. contract name, number, summary, etc.). You can also refine your search results based on other filters such as **Active for Shopping**, **By Start/End Date**, or **Created Date**. Once your search criteria has been entered, click the  symbol to execute your search.



3. To narrow your search results, use the **Refine Search Results** menu on the left to apply filters. Selecting a field will either refine the search results immediately, or prompt you to enter a value to be applied as a filter.



Search Contracts

- Once you have found the desired contract, select the **Open Summary** tab for more details about the contract.

Contract Search Results ?

1-61 of 61 Results Sort by: Best Match 200 Per Page

Contract Details

Today's Contract 5.4 [Open Summary](#)

Today's Contract

Second Party:	Testing Supplier	Start Date:	5/4/2017	Version Type:	Original
Contract Type:	-	End Date:	5/31/2017	Renewal No.:	0
Status:	Expired	Active for Shopping:	No	Amendment No.:	0
				Extension Count:	0

P&M123 [Open Summary](#)

Printing and Mailing

Second Party:	OSU Test Supplier	Start Date:	4/4/2017	Version Type:	Original
Contract Type:	-	End Date:	4/4/2099	Renewal No.:	0
Status:	Executed: In Effect	Active for Shopping:	Yes	Amendment No.:	0
				Extension Count:	0

P&M123 [Open Summary](#)

Printing and Mailing

Second Party:	OSU Test Supplier	Start Date:	4/4/2017	Version Type:	Amendment
Contract Type:	-	End Date:	4/4/2099	Renewal No.:	0
Status:	Draft	Active for Shopping:	No	Amendment No.:	1
				Extension Count:	0

- This will open the summary box. If you need to download a copy of the contract, scroll down to the **Attachment** tab and select the link titled **Fully Executed Contract**.

> **Additional Details**

> **Contract Information**

▼ **Attachments**

Contract was fully executed on 2/28/2020 and uploaded on 2/28/2020.

[Fully Executed Contract](#) (841 KB)

Search Contracts

Conducting an Advanced Search

1. To conduct an advanced search follow step 1 above and select the **Advanced Search** tab.

The screenshot shows the 'Search Contracts' interface. At the top right, the 'Advanced Search' tab is highlighted with a red box. Below the search bar, there are four filter options: 'Active for Shopping' (All), 'By Start/End Date' (All), and 'Created Date' (All Dates). The search bar contains the placeholder text 'Search by contract name, number, summary, etc.' and a search icon.

2. The advanced search will allow you to add multiple filters before executing your search. Once your filters have been added. Click the **Search** button.

The screenshot shows the 'Search Contracts - Advanced' interface. It features a grid of search filters including: Contract Number, Contract Name, Keywords, Contract Type, Contract Status, Contract Version Type, Contract Manager (with radio buttons for Any, Me, Pick...), Summary, Second Party, Work Group, By Start/End Date, Created Date, Approvals Completed, Scheduled Termination Date, Contract Term Extended, and Contract Ended Early. There are also radio buttons for 'Any of' and 'All of' and a search icon. At the bottom right, there is a red 'Search' button. The interface also includes expand/collapse controls for sections like 'Contract Value', 'Contract Party Options', 'Custom Contract Fields', 'Renewal', and 'eProcurement'.

Search Contracts

3. Search results will appear. Once you have found the desired contract, select the **Open Summary** tab for more details about the contract.

Contract Search Results ?

1-61 of 61 Results Sort by: Best Match 200 Per Page

Contract Details

Today's Contract 5.4 [Open Summary](#)

Today's Contract

Second Party:	Testing Supplier	Start Date:	5/4/2017	Version Type:	Original
Contract Type:	-	End Date:	5/31/2017	Renewal No.:	0
Status:	Expired	Active for Shopping:	No	Amendment No.:	0
				Extension Count:	0

P&M123 [Open Summary](#)

Printing and Mailing

Second Party:	OSU Test Supplier	Start Date:	4/4/2017	Version Type:	Original
Contract Type:	-	End Date:	4/4/2099	Renewal No.:	0
Status:	Executed: In Effect	Active for Shopping:	Yes	Amendment No.:	0
				Extension Count:	0

P&M123 [Open Summary](#)

Printing and Mailing

Second Party:	OSU Test Supplier	Start Date:	4/4/2017	Version Type:	Amendment
Contract Type:	-	End Date:	4/4/2099	Renewal No.:	0
Status:	Draft	Active for Shopping:	No	Amendment No.:	1
				Extension Count:	0

4. This will open the summary box. If you need to download a copy of the contract, scroll down to the **Attachment** tab and select the link titled **Fully Executed Contract**.

> **Additional Details**

> **Contract Information**

▼ **Attachments**

Contract was fully executed on 2/28/2020 and uploaded on 2/28/2020.

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