

Search Contracts

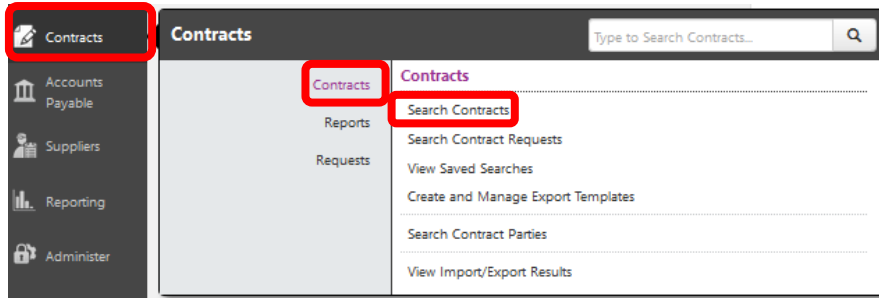
[*Searching My Requests](#)

[*Contracts Search](#)

[*Advanced Contract Search](#)

Search Contracts

1. Login to BennyBuy using your ONID ID and password.
2. From the BennyBuy home page, click the **Contracts**, go to **Contracts** and select **Search Contracts**.




3. Once you select **Search Contracts**, you will encounter a Simple Search menu. Simple Search bar allows you to enter a single search term (i.e. contract name, number, summary, ect.), and/or you can refine your search results based on Active for Shopping, By Start/End Sate, or Created Date drop down options.

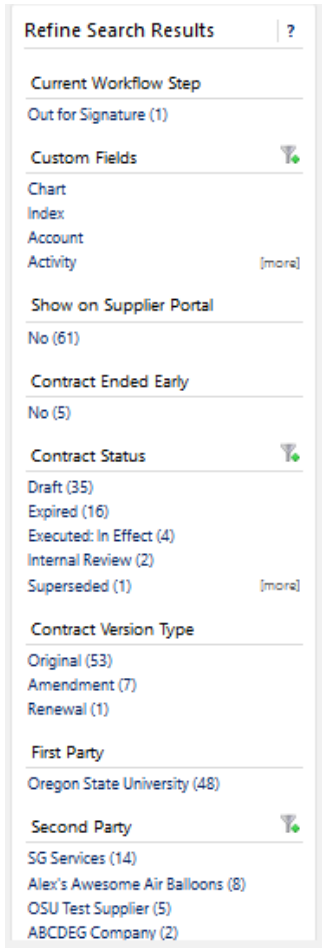
A screenshot of the 'Search Contracts' form. It features a search bar with the placeholder text 'Search by contract name, number, summary, etc.' and a magnifying glass icon. Below the search bar are three dropdown menus: 'Active for Shopping' (set to 'All'), 'By Start/End Date' (set to 'All'), and 'Created Date' (set to 'All Dates'). There is an 'Advanced Search ?' link in the top right corner.

4. Search results will appear including clickable links to further investigate each document. Click the **Contract Number** for more details.

A screenshot of the 'Contract Search Results' page. It shows a list of search results with columns for 'Contract Details', 'Second Party', 'Start Date', 'End Date', 'Version Type', 'Renewal No.', 'Status', 'Active for Shopping', 'Amendment No.', and 'Extension Count'. The first result is 'Today's Contract 5.4' with status 'Expired'. The second result is 'P&M123' with status 'Executed: In Effect'. The third result is 'P&M123' with status 'Draft'. Each result has an 'Open Summary' button.

Search Contracts

- To refine your search results, use the menu on the left to filter based on group header information. Clicking the field will either refine the search results immediately, or prompt you to enter a value to be applied as a filter. Documents can be filtered by document type, date range, supplier, department, owner, or product flags. By selecting the drop down boxes or the filter  icon, users can refine search results accordingly.

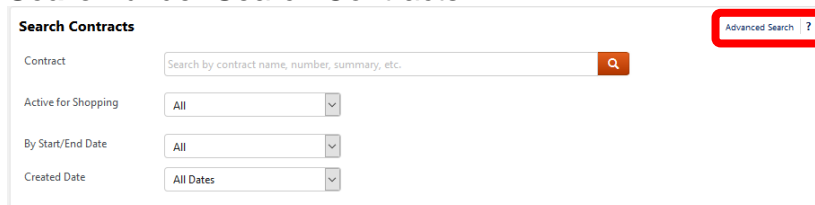


The screenshot shows a sidebar menu titled "Refine Search Results" with a question mark icon. It contains several filter categories, each with a list of options and a filter icon (a funnel with a green plus sign). The categories and their options are:

- Current Workflow Step**
 - Out for Signature (1)
- Custom Fields**
 - Chart
 - Index
 - Account
 - Activity [more]
- Show on Supplier Portal**
 - No (61)
- Contract Ended Early**
 - No (5)
- Contract Status**
 - Draft (35)
 - Expired (16)
 - Executed: In Effect (4)
 - Internal Review (2)
 - Superseded (1) [more]
- Contract Version Type**
 - Original (53)
 - Amendment (7)
 - Renewal (1)
- First Party**
 - Oregon State University (48)
- Second Party**
 - SG Services (14)
 - Alex's Awesome Air Balloons (8)
 - OSU Test Supplier (5)
 - ABCDEG Company (2)

Conducting an Advanced Search

- To conduct an advanced search follow steps 1-3 above and select **Advanced Search** under Search Contracts.



The screenshot shows the "Search Contracts" advanced search form. It has a search bar with the placeholder text "Search by contract name, number, summary, etc." and a search icon. Below the search bar are four dropdown menus for filtering:

- Active for Shopping: All
- By Start/End Date: All
- Created Date: All Dates

The "Advanced Search" link is highlighted with a red box.

Search Contracts

2. In the Search **Contracts-Advanced** screen you can select different sections to refine your search criteria. Enter the search criteria in the text fields, and click **Search**.

Search Contracts - Advanced Simple Search | ?

Contract Number Second Party Any of All of
Contract Name Type to filter...
Keywords Work Group Type to filter...
Contract Type Type to filter... By Start/End Date All
Contract Status Type to filter... Created Date All Dates
Contract Version Type Contract Manager Any Me Pick... Approvals Completed All Dates
Name, User Name, Email Scheduled Termination Date All Dates
Summary Contract Term Extended Contract Ended Early

Expand All | Collapse All


Contract Value
Contract Party Options
Custom Contract Fields
Renewal
eProcurement
Active for Shopping All Chart Type to filter...
Automatically Apply Purchases to this Contract Index Type to filter...
Account Type to filter...

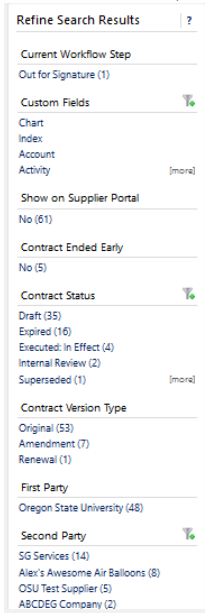
Search

3. Document results should appear, including clickable links to further investigate each document. Click the **Contract Number** for more details.

| | | | | | |
|---------------------------------------|---------------------------------------|----------------------|-----------|------------------------------|----------|
| 2019-000202 | | | | Open Summary | |
| Diana Software for Project Management | | | | | |
| Second Party: | | Start Date: | 4/24/2019 | Version Type: | Original |
| Contract Type: | PaCS - IT Software/Services/Equipment | End Date: | - | Renewal No.: | 0 |
| Status: | Draft | Active for Shopping: | No | Amendment No.: | 0 |
| | | | | Extension Count: | 0 |
| <hr/> | | | | | |
| 2019-000201 | | | | Open Summary | |
| Contract for Alex | | | | | |
| Second Party: | | Start Date: | 4/10/2019 | Version Type: | Original |
| Contract Type: | PaCS - Other | End Date: | - | Renewal No.: | 0 |
| Status: | External Review | Active for Shopping: | No | Amendment No.: | 0 |
| | | | | Extension Count: | 0 |
| <hr/> | | | | | |
| 2019-000199 | | | | Open Summary | |
| Testing Contract | | | | | |
| Second Party: | | Start Date: | - | Version Type: | Original |
| Contract Type: | PaCS - IT Software/Services/Equipment | End Date: | - | Renewal No.: | 0 |
| Status: | Draft | Active for Shopping: | No | Amendment No.: | 0 |
| | | | | Extension Count: | 0 |

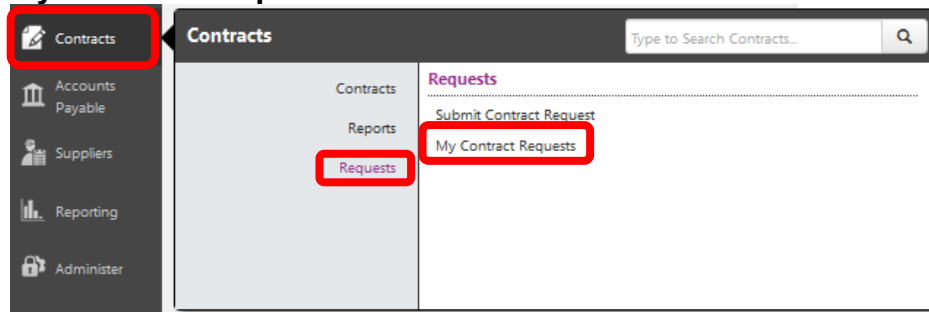
Search Contracts

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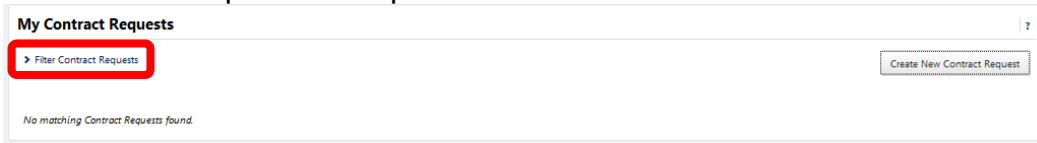
Searching My Contract Requests

- Login to BennyBuy using your ONID ID and password.
- From the BennyBuy home page, click the **Contracts**, go to **Requests** and select **My Contract Requests**.



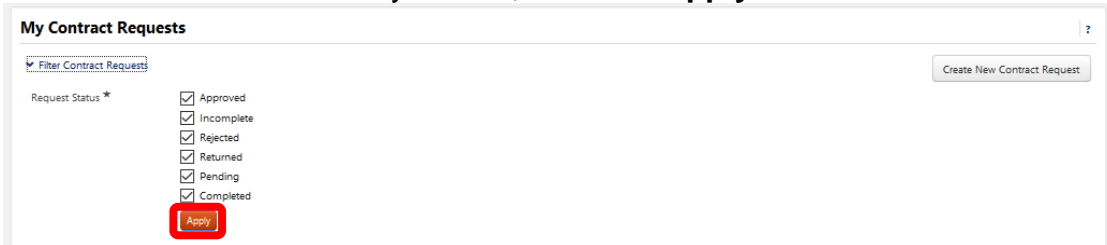
Search Contracts

- To filter your contract requests select the **Filter Contract Requests** link and the available filter options will open.



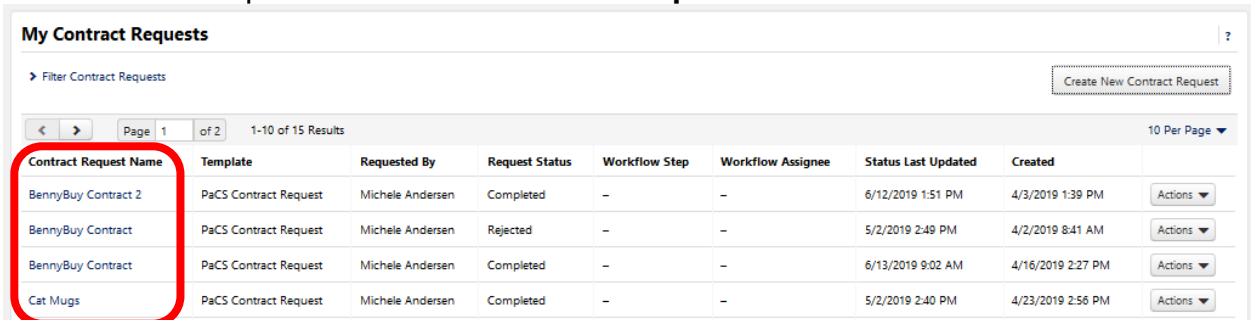
The screenshot shows the 'My Contract Requests' interface. At the top left, there is a link labeled '> Filter Contract Requests' which is highlighted with a red box. To the right of this link is a button labeled 'Create New Contract Request'. Below the link, the text 'No matching Contract Requests found.' is displayed.

- Select the desired search by criteria, and click **Apply**.



The screenshot shows the 'My Contract Requests' interface with the filter options expanded. Under the heading 'Request Status *', there are several checkboxes, all of which are checked: 'Approved', 'Incomplete', 'Rejected', 'Returned', 'Pending', and 'Completed'. Below these checkboxes is a red 'Apply' button.

- To look at the request click on the **Contract request name**.



The screenshot shows the 'My Contract Requests' interface with a table of results. The first column, 'Contract Request Name', is highlighted with a red box. The table contains four rows of data, each with an 'Actions' dropdown menu in the final column.

| Contract Request Name | Template | Requested By | Request Status | Workflow Step | Workflow Assignee | Status Last Updated | Created | |
|-----------------------|-----------------------|------------------|----------------|---------------|-------------------|---------------------|-------------------|---------|
| BennyBuy Contract 2 | PaCS Contract Request | Michele Andersen | Completed | - | - | 6/12/2019 1:51 PM | 4/3/2019 1:39 PM | Actions |
| BennyBuy Contract | PaCS Contract Request | Michele Andersen | Rejected | - | - | 5/2/2019 2:49 PM | 4/2/2019 8:41 AM | Actions |
| BennyBuy Contract | PaCS Contract Request | Michele Andersen | Completed | - | - | 6/13/2019 9:02 AM | 4/16/2019 2:27 PM | Actions |
| Cat Mugs | PaCS Contract Request | Michele Andersen | Completed | - | - | 5/2/2019 2:40 PM | 4/23/2019 2:56 PM | Actions |