How to use the UW Contracts Search Report

The UW Contracts Search Report is a tool that provides visibility into contracts that UW staff are able to leverage within their departments. The link to the UW Contracts Search Report is on the **Procurement Services home page** in the **Plan & Buy** section.

- 1. There are four fields available in the Report that allow users to search for Contracts in a variety of ways. You can search by:
 - > Supplier Name/Number (Optional)
 - Contract Number/Contract Title (Optional)
 - **Keyword Search** (Optional) Find contracts categories like "catering" or "hotels" or alternative business names that may not appear in a Supplier name search.
 - > Supplier Diversity certifications (OMWBE, Federal SBA). The drop-down menu defaults to all boxes checked, but the user can check or uncheck boxes to search by a particular certification if necessary.

After entering the Search criteria (Keyword "Catering" used in example below), click the **View Report** button to see the Contract(s) information results. You can also leave the optional fields blank, and the report results will display all of the Contracts available.



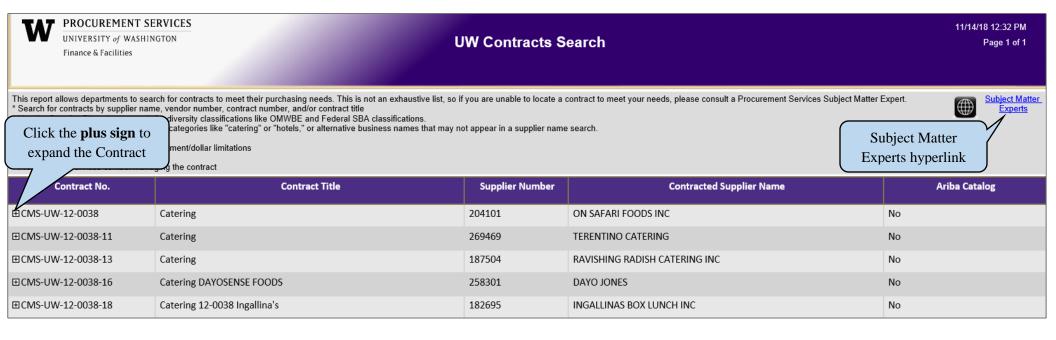
2. The results of the Contract search appears at the bottom of the page. In this example, the keyword "Catering" was entered, so the results will display all of the Caterers under Contract with the UW.

The following contract information is displayed in the columns below from left to right, as shown in the screenshot below:

- Contract Number
- Contract Title
- > Supplier Number
- Contracted Supplier Name
- Ariba Catalog

Located above the contracts list is a section containing helpful Contract related information and guidance. A link to the **Subject Matter Experts** (Procurement Services Contract Managers/Buyers) is located in the upper right hand side of the Report.

To view all of the Contract details, click on the **plus sign box** to the left of the **Contract Number** to expand.



3. The expanded Contract details will appear in the fields below each category, providing important information unique to that particular contract.

If you have questions regarding a particular UW Contract, or if certain contract category fields do not display information, please contact the **Contract Owner** (highlighted in red below) or the PCShelp customer service team at 543-4500 or pcshelp@uw.edu

| | Contract No. Contract Title | | | | Supplier Number | Contracted Supplier Name | | Ariba Catalog |
|---|--|----------------------------|--------------------|------------------|----------------------------|------------------------------------|---------------------------------------|---------------------------|
| Ε | CMS-UW-12-0038 | Catering | | | 204101 | ON SAFARI FOODS INC | | No |
| | Description | | | | | | Federal | OMWBE |
| | Pool? of prequalified caterers to meet the UW?s diverse catering needs on an as-needed basis. Catering, Food, Box Lunch, Dessert, Catered Events, Caterers | | | | | ed Events, Caterers | Small Business Woman Owned Bus Ent | WBE |
| | Contract Owner | Contract Owner Email | Current Term Start | Current Term End | | Term Notes | | Company Website |
| | Lake, Dawn | dawnlake@uw.edu | 7/1/2012 | 6/30/2019 | Extensions are 2 (Two) yes | ar extensions for a total of 7 yrs | | http://onsafarifoods.com/ |
| | Contact Name | Contact Name Contact Title | | Contact Phone | | Contact Cell | Contact Email | |
| | Denise Campbell | Marketing | | | | | denise@onsafarifoods.com | |