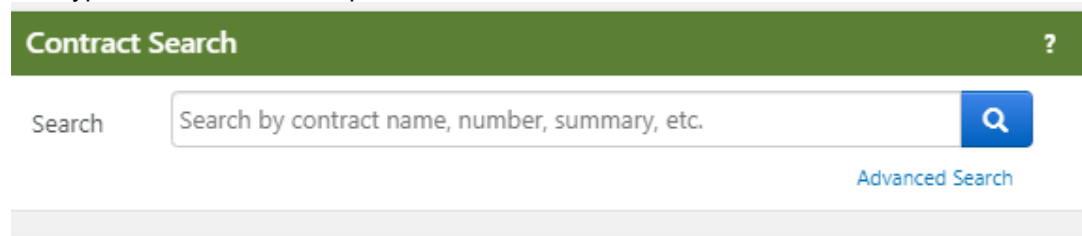# Contract Management: Search Contracts

There are two ways to find contracts: Simple Search and Advanced Search.
The type of search to use depends on the information needed.

Use **Simple Search** when you may not have all the information you need and want to search based on partial information. The system will search all contract fields for each keyword entered, providing you with a broad result set.

Use **Advanced Search** when you have exact data or a complex set of values that you want to search for, e.g., you have a contract number, or want to apply multiple search filters to limit the number of search results. The system only returns results that are an exact match to the values entered

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All users can search for contracts, but results and access will vary depending on your user permissions and system licenses.

Understanding the Search Results

To quickly find the contract or contracts you need, it helps to understand the search results. The image on the next page shows an example of the contract search results.

Note: Contracts that don't expire will display "No Expiration" in the End Date column on the Contract Search Results page. This is to distinguish them from contracts that are in Draft status and will not have an end date set until they are approved and active. Draft mode contracts that do not have start and end dates are indicated by a dash "-" in the Start Date and End Date fields on the Contract Results page.

1. Back to Search/Start Over - Selecting Back to Search will return you to the search page with all of our previous search criteria intact. Selecting Start Over takes you to a brand new search with no criteria entered.

2. Filtered by - This section displays the filters/values by which your search results are filtered. Initially, any search criteria you entered will be displayed. As you add filters, the Filtered by section will update -to reflect the new filters. From this section, you can also remove a single filter by de-selecting the associated checkbox or click the remove all link to remove all the filters. The Export Search button allows you to export the search results.

3. Refine Search Results - Search results can be refined by using the post-search filters. Below each filter, the available values display. The number of contracts associated with that value displays beside the value. Click on a value to filter the search results.

4. Contract Search Results - The search results display in a list and include the following information:
- **Contract No.** - The contract number. Click on the number to view the contract summary, open the contract for editing, view the associated items or shop from the contract. What you can do will depend on your permissions.
- **Contract Name** - The contract name.
- **Second Party** or **Supplier Name** - The second party or supplier on the contract, i.e., who the contract is with. **Note:** Click on the **name** to view information about the supplier or contract party, their contacts, and contact information.
- **Contract Type** - The contract type.
- **Status** - Indicates where the contract is in the contract workflow.
- **Start Date/End Date** - The start and end date of the contract.
- **Active for Shopping** - Yes or No indicates whether or not the contract is active for shopping.

- **Version Type** - Indicates whether the contract is the original contract, a renewal, or an amendment.
- **Renewal No.** - The number of times a contract has been renewed. A contract that has not yet been renewed is listed as 0.
- **Amendment No.** - The number of times a contract has been amended. A contract that has not yet been amended is listed as 0.
- **Extension Count** - The number of times the contract end date has been extended. A contract that has not yet been extended is listed as 0.

Note: This Search Contracts link toggles between the Advanced and Simple Search pages. If you are on the Advanced Search page, you will only see a Simple Search link. If you are on the Simple Search page, you will only see an Advanced Search link.