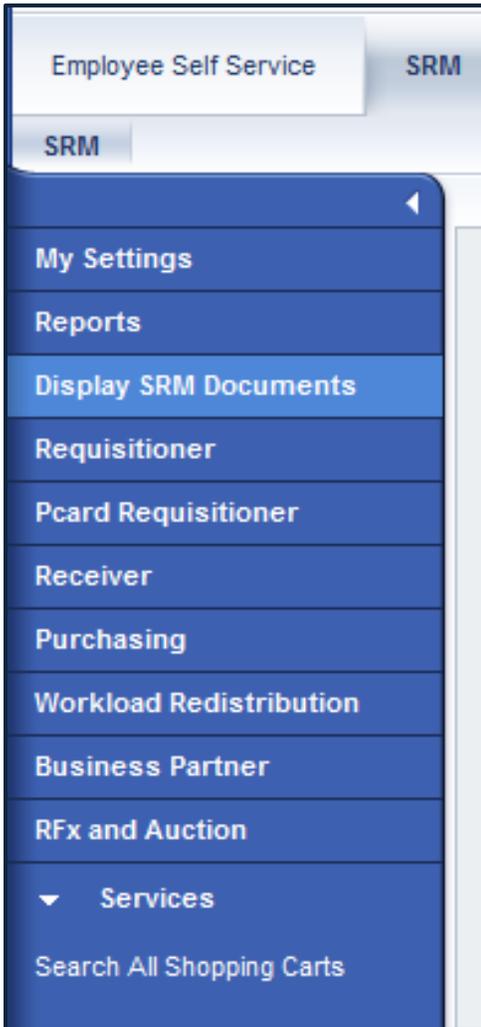


## Searching and Displaying Contracts in SRM

### Searching for Contracts:

1. Open the MyWorkplace website
2. Select the SRM tab at the top of the screen
3. In the detailed navigation, select Display SRM Documents



The Display SRM Documents screen will display.

4. **If the Contract Number is known:** Enter the contract number in the “Contract Number” field, and then select the SEARCH button
5. **If the Contract Number is unknown:** Enter additional criteria in the Search Criteria: Contract section
6. Once all applicable criteria has been entered, select the SEARCH button

**Advanced Search**

Close

Search For: **Contract** (dropdown menu open showing Auction, Contract, Purchase Order, Rfx)

Number: [ ] Search

**Search Criteria: Contract**

Search in:  System  Templates  Archive  Hierarchies

Contract Type: [ ]

Status: [ ]

Purchasing Organization: [ ]

Supplier: [ ]

Product: [ ]

Product Category: [ ]

Valid From: [ ]

Name: [ ]

Time Frame: [ ]

Purchasing Group: [ ]

My Contract:

Item Description: [ ]

Created By: [ ]

Valid To: [ ]

Parked:

Item Process Type: [ ]

Search

**Advanced Search**

Close

Search For: Contract

Number: [ ] Search

**Search Criteria: Contract**

Search in:  System  Templates  Archive  Hierarchies

Contract Type: [ ]

Status: Released

Purchasing Organization: [ ]

Supplier: [ ]

Product: [ ]

Product Category: [ ]

Valid From: [ ]

Name: [ ]

Time Frame: [ ]

Purchasing Group: [ ]

My Contract:

Item Description: \*Tire\*

Created By: [ ]

Valid To: [ ]

Parked:

Item Process Type: [ ]

Search

**Displaying a Contract:**

1. The contract search results are displayed. The “Status” column will immediately let you know if the contract is Released, Awaiting Approval, Held, etc. Select the contract number to display the contract.

Search Results: 14 Contracts						
Number	Name	Purchasing Organization	Valid From	Valid To	Supplier	Status
4400011517	7841240000 FY13 TIRE MOUNT/DISMOUNT REPA	PennDOT Purchasing Organization	07/01/2013	06/30/2014	BRIGGS TIRE SERVICE LLC	Released
4400008517	251710 - Tires, Auto, Truck, OTR & Farm	COPA Purchasing Organization	09/05/2011	08/31/2014	TITAN TIRE CORPORATION	Released
4400008516	251701 - Tires, Auto, Truck, OTR & Farm	COPA Purchasing Organization	09/05/2011	08/31/2014	MICHELIN NORTH AMERICA INC	Released
4400008515	251701 - Tires, Auto, Truck, OTR & Farm	COPA Purchasing Organization	09/05/2011	08/31/2014	GOODYEAR TIRE & RUBBER COMPANY INC	Released

**Note: Do NOT select any of the action buttons at the top of the contract as these action buttons are live.**

2. **Overview:** The contract will open in the Overview tab, General Header Data. In this screen you can view the:
  - a. Supplier
  - b. Validity Period – Start and End Date
  - c. Target Value – Estimated Contract Usage for initial contract period (without renewals)
  - d. Release Value – The current Value of Purchase Orders issued against the contract.
  - e. Line Items – Shows the Description, Product Category Number, Product Number (if applicable), Unit of Measure (if applicable), Target Quantity (if applicable), and Price (if applicable)

**Display SW Regular Contract 4400008515**

Close Release Edit Copy Check Renew Print Preview Related Links

Contract Number 4400008515 Smart Number 251701 - Tires, Auto, Truck, OTR & Farm Contract Type SW Regular Contract Status Released Supplier 161302

Overview Header Items Notes and Attachments Conditions Approval Tracking

**General Header Data**

Contract Number: 4400008515 Contract Owner: 814698 [Ralph Constance](#)

Smart Number: 251701 - Tires, Auto, Truck, OTR & Farm Target Value/ Currency: 12,000,000.00 USD

Smart Number is External Release Value: 4,609,246.76 USD

Contract Description: Basic Contract:

Supplier: \* 161302 [GOODYEAR TIRE & RUBBER COMPANY INC](#)

Valid From / To: \* 09/05/2011 - 08/31/2014

Purchasing Organization: \* COPA Purchasing Organization

Purchasing Group: \* YS4-1504-DGS BOP MAT [Show Members](#)

**Items**

Details Select Add Item Exercise Option Copy Paste Duplicate Delete

Line Number	Item Category	Item Number	Product ID	Description	Product Category	Target Quantity	Option Status	Unit	Target Value	Price	Curren
1	Product Category 1			TIRES, AUTO, TRUCK, OTR & FARM	25172504	0.000			12,000,000.00	0.00	USD
2	Product Category 2			TIRES, AUTO, TRUCK, OTR & FARM	25170000	0.000			12,000,000.00	0.00	USD

- i. Select the DETAILS button to view the line item details
- ii. PO released against the contract can be viewed on the Release sub-tab

**Details for Selected Item 1 : TIRES, AUTO, TRUCK, OTR & FARM**

General Data | Conditions | Notes and Attachments | Approval Preview | Payment | Release

**Basic**

**Identification**

Item Number: 1  
 Item Type: Material  
 Item Category: \* Product category  
 Product ID:  
 Description: TIRES, AUTO, TRUCK, OTR & FARM  
 Product Category: \* 25172504 AUTOMOBILE/LIGHT TRU  
 Reference Item Number: 0  
 Block Local Sourcing:

Further Properties

Supplier Product Number:

Target Value/ Currency: 12,000,000.00  
 Target Quantity/ Unit: 0.000  
 Price: 0.00 USD per: 1  
 Tax Code:

Release Quantity: 37,520.000  
 Release Value: 4,603,042.96 USD

Under/ Overdelivery Tolerance: 0.00 % / 0.00 %

**Status and Statistics**

Status: Active  
 Closeout Status:

3. **Header:** Select the Header tab to view the following:

- a. Alert Expiration for Validity Period – An alert that will notify the Responsible Employee when the Validity Period gets within a certain number of days of the expiration date
- b. Alert Release Value – An alert that will notify the Responsible Employee when the Target Value gets to a certain percentage of the Target Value
- c. Purchasing Organizations Authorized for Release – Agencies permitted to use the contract

Overview | **Header** | Items | Notes and Attachments | Conditions | Approval | Tracking

Basic Data | Condition | Hierarchy | Notes and Attachments | Output | Document Totals | Account Assignment | Payment | User-Specified Status

**Basic**

**Identification**

Smart Number: 251701 - Tires, Auto, Truck, O  
 Smart Number is External  
 Contract Number: 4400008515  
 Contract Type: SW Regular Contract  
 Basic Contract:   
 Reason Code:

**Organization**

Purchasing Organization: \* COPA Purchasing Organization  
 Purchasing Group: \* YS4-1504-DGS BOP MAT [Show Members](#)

**Dates**

Valid From / To: \* 09/05/2011 - 08/31/2014  
 Alert Expiration: 0 Day(s)

**Currency, Values and Pricing**

Currency: \* USD  
 Display Currency/ Exchange Rate Date:  
 Target Value: 12,000,000.00 USD  
 Alert Release Value: 0 %  
 Release Value: 4,609,246.76 USD

**Service and Delivery**

Under/ Overdelivery Tolerance: 0.00 % / 0.00 %

**Status and Statistics**

Created On: 07/05/2011  
 Created By: P00505753  
 Closeout Status: None  
 Contract Name:  
 Non Standard Terms & Conditions:

**Partner**

Details | Add | Send E-Mail | Call | Clear

Function	Exclude	Number	Name
Vendor	<input type="checkbox"/>	161302	<a href="#">GOODYEAR TIRE &amp; RUBBER COMPANY INC</a>
Responsible Employee	<input type="checkbox"/>	814698	<a href="#">Ralph Constance</a>
Purch. Org. Auth. For Release	<input type="checkbox"/>	300697	<a href="#">DMVA P-Org</a>
Purch. Org. Auth. For Release	<input type="checkbox"/>	300337	<a href="#">COPA P-Org</a>
Purch. Org. Auth. For Release	<input type="checkbox"/>	300340	<a href="#">COR P-Org</a>
Purch. Org. Auth. For Release	<input type="checkbox"/>	300342	<a href="#">DPW P-Org</a>
Purch. Org. Auth. For Release	<input type="checkbox"/>	300343	<a href="#">LCB P-Org</a>
Purch. Org. Auth. For Release	<input type="checkbox"/>	300345	<a href="#">PDT P-Org</a>

- Notes and Attachments:** Select the Notes and Attachments tab to view any text or attachments associated with the contract. This tab contains various types of information about the contract which has been manually entered by the purchaser, plus documents which have been uploaded into SRM. The main Notes and Attachments tab is a collection of all text fields and attachments from the Header and Item Notes and Attachments sub-tabs.

Overview Header Items **Notes and Attachments** Conditions Approval Tracking

▼ Notes Filter Settings

Add Clear

Assigned To	Category	Text Preview
Document Header	<a href="#">Header Text</a>	Goodyear is the Primary Awarded supplier for tires in th...
Item01 "TIRES, AUTO, TRUCK, OTR & FARM"	<a href="#">Item Text</a>	Most commonly used tire sizes and types are net priced a...

▼ Attachments Filter Settings

Add Attachment Edit Description Versioning Delete

Assigned To	Category	Description	File Name	Version	Processor	Visible internally only	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Legal Document	<a href="#">Reviewers checklist report</a>	Reviewers checklist report.html	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	htm	49	XIAPPLUSER	05/10/2011
Document Header	Legal Document	<a href="#">Responses Report</a>	Responses Report.html	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	htm	35	XIAPPLUSER	05/10/2011
Document Header	Standard Attachment	<a href="#">Terms and Conditions FB 6100018634.pdf</a>	Terms and Conditions FB 6100018634.pdf	1		<input type="checkbox"/>	<input type="checkbox"/>	pdf	98	P00505753	05/10/2011
Document Header	Standard Attachment	<a href="#">COSTAR PROGRAM QUESTIONNAIRE</a>	COSTARS PROGRAM QUESTIONNAIRE.doc	1		<input type="checkbox"/>	<input type="checkbox"/>	doc	43	DEBBIE FREAR	06/03/2011
Document Header	Standard Attachment	<a href="#">Goodyear Warranty Document</a>	Goodyear Warranty Document.pdf	1		<input type="checkbox"/>	<input type="checkbox"/>	pdf	3413	DEBBIE FREAR	06/03/2011