





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.

 UNIVERSITY of WASHINGTON FINANACIAL MANAGEMENT DATAGroup				
★ Favorites <input type="checkbox"/> Browse				
Home > Procurement > UW Contracts Search				
Supplier Name/Number (Optional): <input type="text"/>	Supplier Diversity: <input type="text" value="No Certifications, OMWBE , Federal SB"/>	<input type="button" value="View Report"/>		
Contract No./Contract Title (Optional): <input type="text"/>	<input checked="" type="checkbox"/> (Select All) <input checked="" type="checkbox"/> No Certifications <input checked="" type="checkbox"/> OMWBE <input checked="" type="checkbox"/> Federal SBA			
Keyword Search (Optional): <input type="text" value="Catering"/>				

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.

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This report allows departments to search for contracts to meet their purchasing needs. This is not an exhaustive list, so if you are unable to locate a contract to meet your needs, please consult a Procurement Services Subject Matter Expert.
* Search for contracts by supplier name, vendor number, contract number, and/or contract title
diversity classifications like OMWBE and Federal SBA classifications.
categories like "catering" or "hotels," or alternative business names that may not appear in a supplier name search.

Click the **plus sign** to expand the Contract

[Subject Matter Experts](#)

Subject Matter Experts hyperlink

Contract No.	Contract Title	Supplier Number	Contracted Supplier Name	Ariba Catalog
<input type="checkbox"/> CMS-UW-12-0038	Catering	204101	ON SAFARI FOODS INC	No
<input type="checkbox"/> CMS-UW-12-0038-11	Catering	269469	TERENTINO CATERING	No
<input type="checkbox"/> CMS-UW-12-0038-13	Catering	187504	RAVISHING RADISH CATERING INC	No
<input type="checkbox"/> CMS-UW-12-0038-16	Catering DAYOSENSE FOODS	258301	DAYO JONES	No
<input type="checkbox"/> CMS-UW-12-0038-18	Catering 12-0038 Ingallina's	182695	INGALLINAS BOX LUNCH INC	No

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	
☐ 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					SmallBusiness WomanOwnedBusEnt	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) year extensions for a total of 7 yrs	http://onsafarifoods.com/	
Contact Name	Contact Title	Contact Phone	Contact Cell	Contact Email		
Denise Campbell	Marketing			denise@onsafarifoods.com		