



Browse for a Contract Number

Overview


The Contract Number Browse process allows searching for stored contract numbers in the ELMS catalog.

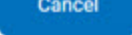
Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* >  > Contract Browse pop-up window

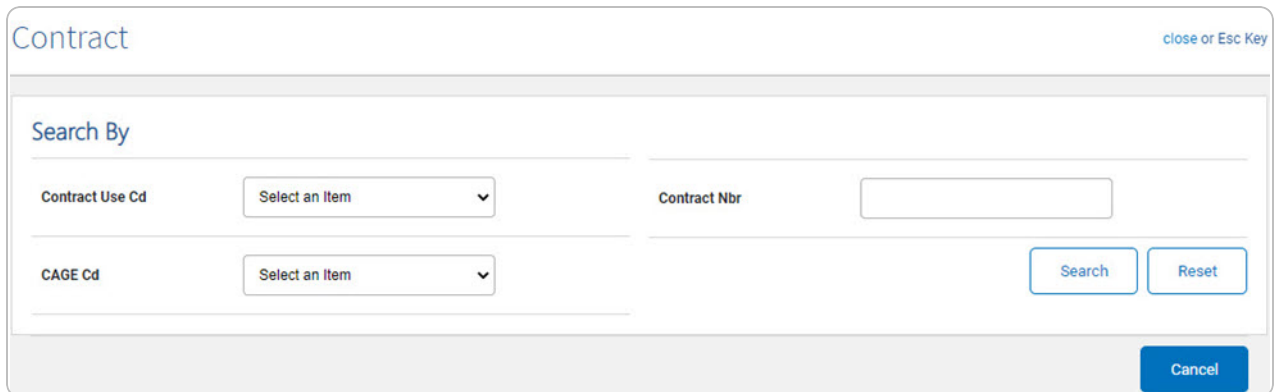
Procedures

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One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Contract Browse** pop-up window appears.



The image shows a screenshot of the 'Contract Browse' pop-up window. The window has a title bar 'Contract' with a 'close or Esc Key' button. Below the title bar is a 'Search By' section. It contains two rows of search criteria: 'Contract Use Cd' with a dropdown menu showing 'Select an Item', and 'Contract Nbr' with a text input field. Below these are 'CAGE Cd' with a dropdown menu showing 'Select an Item', and a 'Search' button. To the right of the 'Search' button is a 'Reset' button. At the bottom right of the window is a 'Cancel' button.

2. Select . The results display in the Contract Search Results Grid below.





Help Reference Guide

Contract close or Esc Key

Search By

Contract Use Cd	Select an Item ▼	Contract Nbr	12345678A0133
CAGE Cd	Select an Item ▼	Search	Reset

Select	Contract Nbr	Contractor Name
Select	12345678A0133	ACME INC

Cancel

- Click the Select hyperlink next to the desired contract. *The pop-up window closes and the selected contract number appears in the previous screen.*

