

How do I search for Contracts?

Problem

I need to know the status of a contract.

Solution

You can search and view contracts that are within your organizations access

1. Go to **Contracts -> Contracts -> Search Contracts**
2. If you are in **Simple Search** (only 4 fields to search by) click the **Advanced Search** link on the right hand side of the page
3. The easiest way to search for contracts is by Supplier/Vendor/Second Party (these all mean the same thing)
 - a. Enter the vendor name in the **Second Party** field
4. Click **Search**
5. The Contract Number and its current status will be displayed
6. A status of **Executed: In Effect** means the contract is complete and can be payed against
7. A status of **Out for Signature** means the contract is complete and is waiting for signatures
 - a. To resend a DocuSign, contact your YoMart Admin

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