

## Supplier Contract Search Quick Start Guide

Contract opportunities are available to you 24 hours a day, 7 days a week, allowing you to access information wherever and whenever you want. The **Contract Search** function allows you to search for contracts which have appeared in **Contrax Online** over the past three months.

### Step 1

Once logged in, from the activity centre click on the Contract Search and choose **Quick Search** or **Advanced Search** links from the Search Screen

**Quick Search** allows you to search for contract opportunities by entry date, contract type, industry sector and keywords only. For additional search parameters select **Advanced Search**.



### Step 2

Click on the **Entry Date** dropdown box to search for contracts within your date range.

### Step 3

You can search for each industry sector. Please select your preference by choosing the option from the drop down menu.

### Step 4

You can tailor your search to receive information on contracts that are available for tender, contracts that have recently been awarded or both.

### Step 5

You can enter keywords and phrases applicable to the nature of the contracts you are interested in.



## Step 6

Once you have chosen your search criteria, click **submit**. The results will be displayed.

Click on the contract of your choice to view it in full. Any keywords you enter will be highlighted in yellow within the contract.

Description	Total
Contracts Available with Current Access	383
Contracts Available <a href="#">Via Upgrade</a>	27003
Total Contracts Returned	27386

  

### Search Results

Below you will find a list of the contracts available to you, search through the list and click the **read more** link to view the contract in full. Click on the tabs below to change between the Contracts available and the Contracts **NOT** available.

[New Search](#) | [Last Search](#) | [Today's Searches](#)

| 1 2 3 4 5 6 7 8 9 10 | [Next 20 >>](#)

Showing Contracts: 1 to 20 of 383

[11-SEP-06 - Audit & Payroll Services](#)

**UK - UNITED KINGDOM, URM - SCOTLAND, URM34 - Glasgow City**

Glasgow Community Planning Ltd is a charity with the remit to assist in developing the processes and structures for Community Planning in Glasgow. We are seeking tenders for audit services for the financial year end 3/2007 and for the following 2 yea. ...

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