Use the Supplier Contract Workbench

The Supplier Contract Workbench is a search tool to help manage contract-related transactions.

Contract administrators can perform related actions directly from the Workbench. They can access source transactions and authored documents. They can manage exceptions and take actions based on notifications, worklist items, and alerts. Contact administrators can use the Supplier Contract Workbench as the starting point for all contract administrator tasks.

This guide provides the steps to use the Supplier Contract Workbench.

Steps to complete

- Step 1: Access the Supplier Contract Workbench page and enter search criteria
- Step 2: Review the results

Steps to use the Supplier Contract Workbench

Step 1: Access the Supplier Contract Workbench page and enter search criteria

1. Navigate to the Supplier Contract Workbench page.

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
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SWIFT displays the Supplier Contract Workbench page.

2. Enter search criteria.

- Check the Include Contracts without Documents box.
- Enter search criteria that is helpful to you. Common search options could be “Buyer”, “Supplier ID”, “Contract Status”, or expiration dates.
- Press the Search button.
Step 2: Review the results

SWIFT displays the **Search Results** at the bottom of the page.

1. This search tool allows you to easily find and access individual contract information.
   - You can sort the list by selecting the title (e.g., *Transaction ID* or *Begin Date*).
   - You can select an individual *Transaction ID* and SWIFT will open a separate window with its *Contract Entry* page. You may only get an inquiry view based on your roles and permissions.
   - If you used SWIFT to create the contract document electronically, you can view that contract document by selecting the *Document Description* field.

2. If you select the **Expand Results** link, SWIFT provides access to see more details of that contract.
3. You can also press the **Save Search Criteria** button to keep reusing this criteria. You can also select **Clear Search Criteria** and start a new search.

You have successfully used the Supplier Contract Workbench.