

QUICK REFERENCE GUIDE

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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. Contract 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.

Navigation Options	Navigation Path
Navigation Collection	Procurement, Supplier Contract, Supplier Contract Workbench, Supplier Contract Workbench page.

SWIFT displays the **Supplier Contract Workbench** page.

2. Enter search criteria.
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 - 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.

