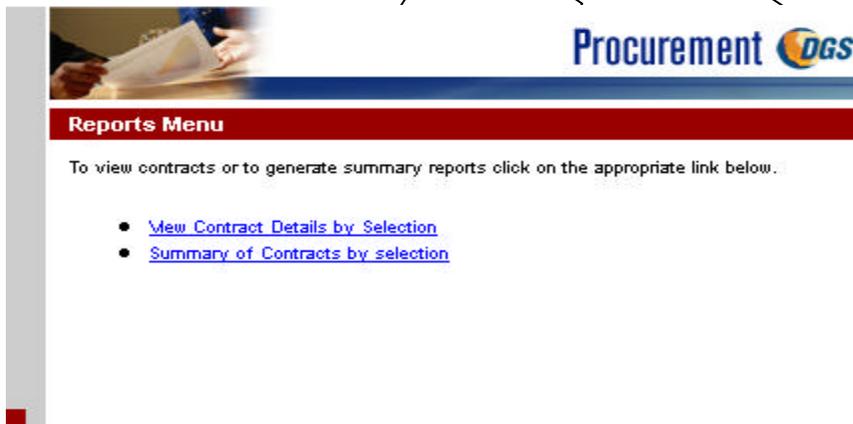


Reports SCPRS

Procurement Division, DGS
February 18, 2003

When you click on the link for [Reports](#) you will see the Contract Registration Reports Menu screen shown below. *Please be aware that you will only be allowed to view your own department/agency's contracts.*

Note: Once the system has been in operation and has stored a large volume of data that is multi-year, a search capability for date ranges will be added to allow the user to search more efficiently.



Searching for Contracts

The screen above offers two ways to retrieve a previously entered contract.

1. *View Contract Details by Selection.*
2. *Summary of Contracts by Selection.*

View Contract Details by Selection.

Click on this link to see the drop down box shown on the screen below.



- a. Once an item from the drop down box is selected, a new screen appears that requires the user to enter specific criteria to search by for Contract Number, Description or Contractor Name.

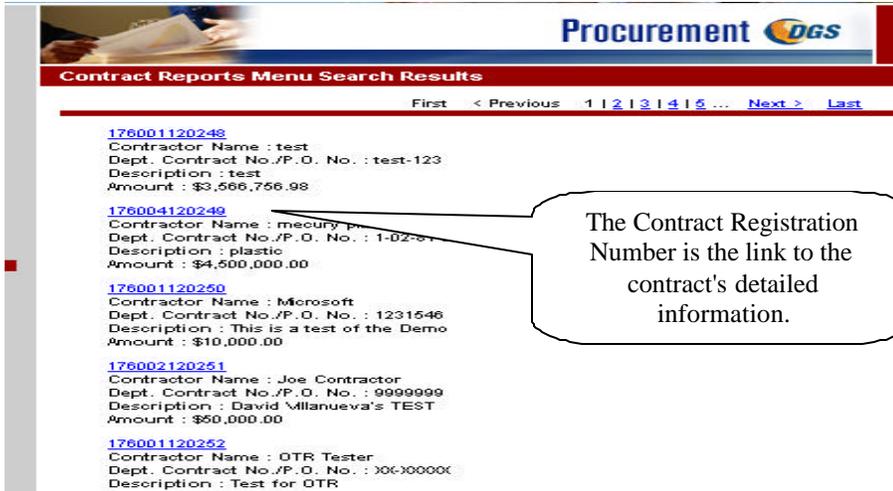
The screen below shows what appears when the Search by Contract Number is selected from the drop down box. Enter any part of the SCPRS Contract Registration Number into the box. This is the unique number assigned by the SCPRS when a contract is first entered. Any part of the number, such as 4-digit organization number, type or date will return those contracts that match your entry. (See Users Guide Section 3a for more information on the SCPRS registration number.) If the number is invalid, the SCPRS will ask you to enter another number.

The screenshot shows the 'Contract Reports Menu Search' interface. At the top, there is a header with 'Procurement OGS' and a 'My CA' link. Below the header, a red bar contains the title 'Contract Reports Menu Search'. The main content area includes a paragraph: 'To search for a contract select options below and click on the search button. This will provide you a list of criteria.' Below this, there is a label 'Select the type of search you want to run' followed by a dropdown menu currently set to 'Search by Contract Number'. Underneath is a text input field labeled 'Enter your search term' and a 'Search Now' button.

- b. If the drop down item selected is Contract Type or Contracting Method, the following screen will provide another drop down box. The items in this search are limited to valid Contract Types or Methods. (Note: item 7 – Categorically Exempt will be changed to 'Special Category NCB'.)

This screenshot shows the same 'Contract Reports Menu Search' interface, but the dropdown menu is now set to 'Search by Contract Method'. A second dropdown menu is open, displaying a list of contract methods. The items are: 1 - Competitive Bid (CB), 2 - Non-Competitive Bid (NCB), 3 - Master Agreements (MA), 4 - CMAS, 5 - Emergency, 6 - Statutorily Exempt, 7 - Categorically Exempt (highlighted in blue), 8 - CB-GC 14838.5, 9 - CB-Formal, 10 - CB-Informal, and 11 - CB-Request for Qualifications (A&E). The 'Search Now' button is visible below the dropdowns.

If a match is made from any of the above selections, the screen below appears that lists pertinent information for all contracts that match.



The Contract Registration Number is the link to the contract's detailed information.

Notice the links on the top of the screen of the matched items. These links allow maneuvering between page numbers and from the beginning to the end of the return matched list.

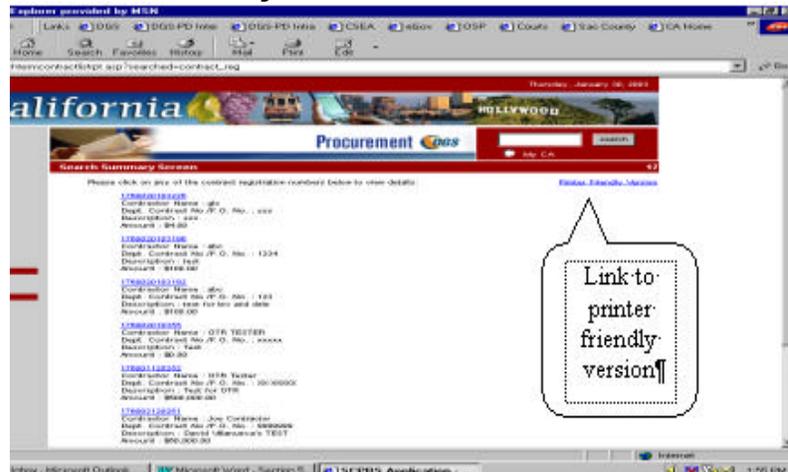
Each contract listed on the screen above includes the following pieces of information:

- SCPRS Registration No.: Generated by SCPRS and created when the contract is first entered into SCPRS.
- Contract Name: Provided by the user.
- Dept. Contract No./P.O. No.: Provided by the user.
- Description: Provided by the user.
- Amount: **This is the Initial contract amount and does not include any amended dollars.**

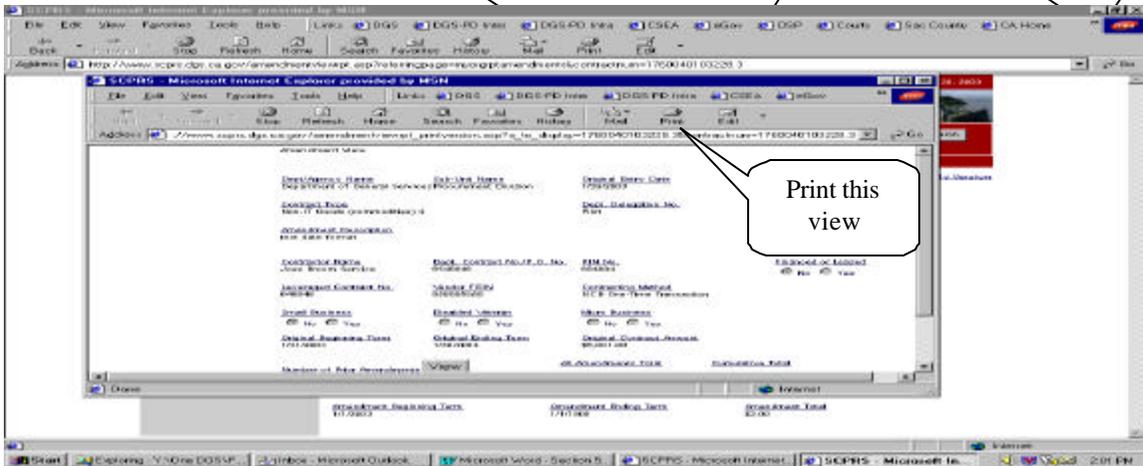
Once you have identified the contract to be amended, click on the registration number (in blue) on the first line of contract information (see screen above).

Finding and viewing contract or amendment information will be the same as that used in the **Add Amendment** section. Either click on the top blue line of the Registration Number of the contract's 5-line summary or click on a gray **View** button. A number of screens throughout the SCPRS will have a blue link that states [Printer Friendly Version](#) in the upper right side of the screen.

Printer Friendly Version



If you click on the blue link for the Printer Friendly Version as show above, a new window will open that does not include the colors and additional text that is part of the state's web page standard. See below.



To print this view, click on the gray **Print** browser button that is on the top of the new inside window. (You can also use the print selection on the File Menu on the inside window.)

Go to Section 5a to continue the **Reports** part of the User Manual