# **Manage Agreements**

This section provides steps to inquire Contract information awarded to you by the council.

Navigate to Tasks → Agreements → Manage Agreements

Supplier Portal			
Search Orders V Order Number	Q,		
Tasks			
Orders   Manage Orders  Manage Schedules in Spreadsheet  Agreements  Manage Agreements  Deliverables  Manage Deliverables  Invoices and Payments  Create Invoice  Vew Payments  Tenders  More Setty Fundame	Requiring Attention	Recent Activity Last 30 Days No data available Transaction Reports Last 30 Days No data available	
View Active Fetners     Manage Responses Qualifications     Manage Questionnaires     View Qualifications Company Profile     Manage Profile	Supplier News Supplier Guidelines		



### Click on Search to query all the agreements

The User can click on the Search Button to query all agreements.

Manage Agreements								Done
Headers Lines								
✓ Search				A <u>d</u> vanced	Manage Watchlist	Saved Search	All Agreements	~
Procurement BU	<b>Y</b>				Status		$\sim$	
Supplier Site	-		Include	Closed and	Expired Documents	No 🗸		
Agreement								_
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Agreement Description		Supplier Site Bu	uyer 🔺 🔻	Agreemen Amoun	t Released Cu t Amount Cu	rrency Status	End Date C	Change Creation Order Date
BPA00002		CM16 5JA Bu	uyer, Thurrock	60,000.0	0 29,800.00 GB	P Open		24/08/20
Columns Hidden 29								

Figure 24

The user can open the Agreement by clicking on the Agreement number.

Agreement Descr	iption		Supplier Site	Buyer 4	Agreement Amount	Amoun	t Currency	Status	End Date	Change Order	Creatio Date
BPA00002			CM16 5JA	Buyer, Thurrock	60,000.00	29,800.0	GBP	Open			24/08/2
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				_							
		Fig	ure 25								
ket Purchase Agreeme	nt: BPA00002								View PDF	Actions	•
1									1	- h	
General											
Procurement BU	Thurrock Business Unit	Supplier	FARM & COUNT	RY LIMITED			Start E	ate 24/08/2018			
Agreement	BPA00002	Supplier Site	CM16 5JA				End E	ate			
Status	Open	Supplier Contact				A	greement Amo	unt 60,000.00	GBP ()		
Buyer	Thurrock Buyer	Supplier Agreement				Minimum	Release Amo	unt			
Creation Date	24/08/2018	Communication Method	E-Mail				Released Amo	unt 29,800.00	GBP		
		Email	aabbas@thurrock	c.gov.uk			Descrip	ion			
erms Notes and Attachments											
Required Acknowledgment	None	Shipping Method						Pay on r	eceipt		
Payment Terms	Net 30	Freight Terms						Confirmi	ng order		
		FOB									
Additional Information											
Lyreco Delivery L	ocation Number				Context Pron	npt					
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Line Item	Description				Categor	y Name l	IOM F	rice Release	d Expiration	Status	Det
								Anitour	Duto		_

Figure 26

#### **Open Agreements:**

To search for all OPEN agreements, on the search parameter STATUS select OPEN and click Search.

Manage Agreements								Done
Headers Lines								
Search			Advanced M	anage Watchlist	Saved Search	All Agreements		$\sim$
Procurement BU				Status O	pen	~		
Supplier Site		Include Cl	osed and Expire	d Documents N	• 🖌			
Agreement							_	
						Sear	h Reset	Save
Search Results								
Actions View V Format V 🞢 📴 Freeze 🔛 Detach 📣 Wrap						_		
Agreement Description	Supplier Site	Buyer	Agreement Amount	Released Amount Cu	irrency Statu	s End Date	Change Order	Creation Date
BPA00002	CM16 5JA	Buyer, Thurr	60,000.00	29,800.00 GB	8P Open			24/08/20
Columns Hidden 29								

Figure 27

## **Agreement Statuses:**





Actions View View Format View Format View Format View Wrap

Agreement Description

BPAO

Columns Hidden 29

#### Advanced Search:

Manage Agreements										Done
Headers Lines										
Search					Adva	nced Manage Watchlis	Saved Search	All Agreemer	nts	~
1	Procurement BU	~				Status 0	ipen		~	
	Supplier Site		•		Include Closed a	nd Expired Documents	• 🖌			
	Agreement									
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				Figure 29						
				Ū.						
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Manage Agreements										Done
Headers Lines										
Advanced Search					E	asic Manage Watchlis	Saved Search	All Agreemer	nts	~
Procurement BU	Equals V	×			s	tatus Equals	V Open		~	
Supplier Site	Fouals ¥			Include	e Closed and Expired Docum	ents Fausis V No V				
Agreement	Starts with									
							Search Res	et Save	Add Fields 🔻	Reorder
Castale Desuits							_	л. ^		,
Search Results							Acknowledg	ment Due Date	•	

Acknowledgment Due Date

Configuration Ordering Enabled Consignment Terms Enabled Contract Terms Exist Creation Date Currency Description int Style Document Type EffectiveEndDate EffectiveStartDate

Creation Date

24/08/20..

Agreement Buyer

Closed Date

Change Order Status

Agreement Released CL Amount Amount CL

60,000.00

Figure 30

Supplier Site

CM16 5JA

Buyer

Buyer,