

Manage Agreements

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

Navigate to Tasks → Agreements → Manage Agreements

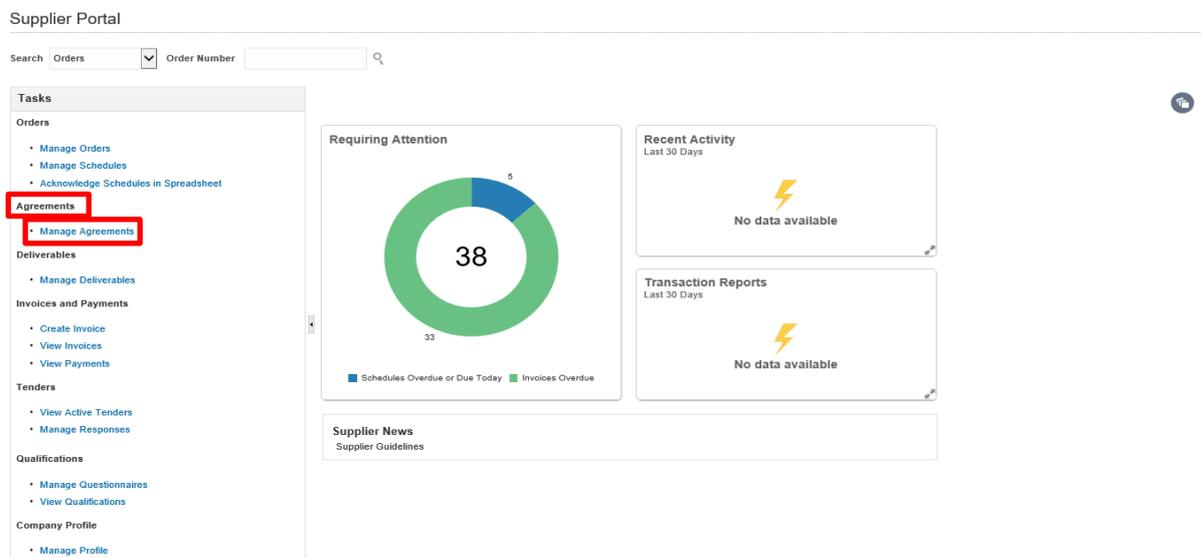


Figure 23

Click on Search to query all the agreements

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

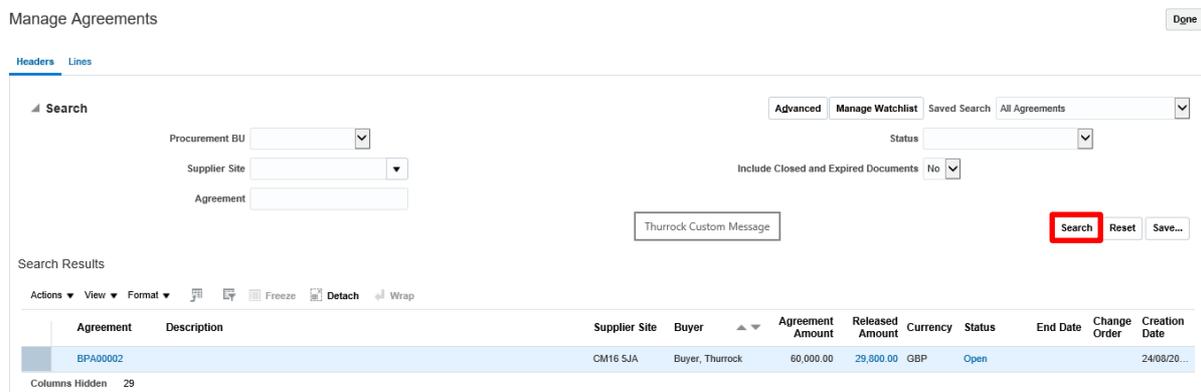


Figure 24

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

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date
BPA00002		CM16 SJA	Buyer, Thurrock	60,000.00	29,800.00	GBP	Open			24/08/20...

Columns Hidden 29

Figure 25

Blanket Purchase Agreement: BPA00002

View PDF Actions Done

Main

General

Procurement BU: Thurrock Business Unit
 Agreement: BPA00002
 Status: Open
 Buyer: Thurrock Buyer
 Creation Date: 24/08/2018

Supplier: FARM & COUNTRY LIMITED
 Supplier Site: CM16 SJA
 Supplier Contact:
 Supplier Agreement:
 Communication Method: E-Mail
 Email: aabbas@thurrock.gov.uk

Start Date: 24/08/2016
 End Date:
 Agreement Amount: 60,000.00 GBP
 Minimum Release Amount:
 Released Amount: 29,800.00 GBP
 Description:

Terms Notes and Attachments

Required Acknowledgment: None
 Payment Terms: Net 30
 Shipping Method: ___ Pay on receipt
 Freight Terms: ___ Confirming order
 FOB

Additional Information

Lyreco Delivery Location Number: Context Prompt

Lines

Line	Item	Description	Category Name	UOM	Price	Released Amount	Expiration Date	Status	Details
1		New Construction Service-1010002	Building Constr...		60,000.00	29,800.00		Open	

Columns Hidden 13

Figure 26

Open Agreements:

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

Manage Agreements Done

Search

Procurement BU: [Dropdown]
 Supplier Site: [Dropdown]
 Agreement: [Text]

Status: Open [Dropdown]
 Include Closed and Expired Documents: No [Dropdown]

Search Reset Save...

Search Results

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date
BPA00002		CM16 SJA	Buyer, Thurr...	60,000.00	29,800.00	GBP	Open			24/08/20...

Columns Hidden 29

Figure 27

Agreement Statuses:

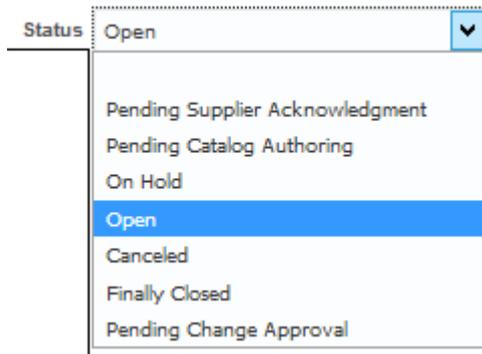


Figure 28

Advanced Search:

Manage Agreements

Done



Figure 29

Add Fields:

Manage Agreements

Done

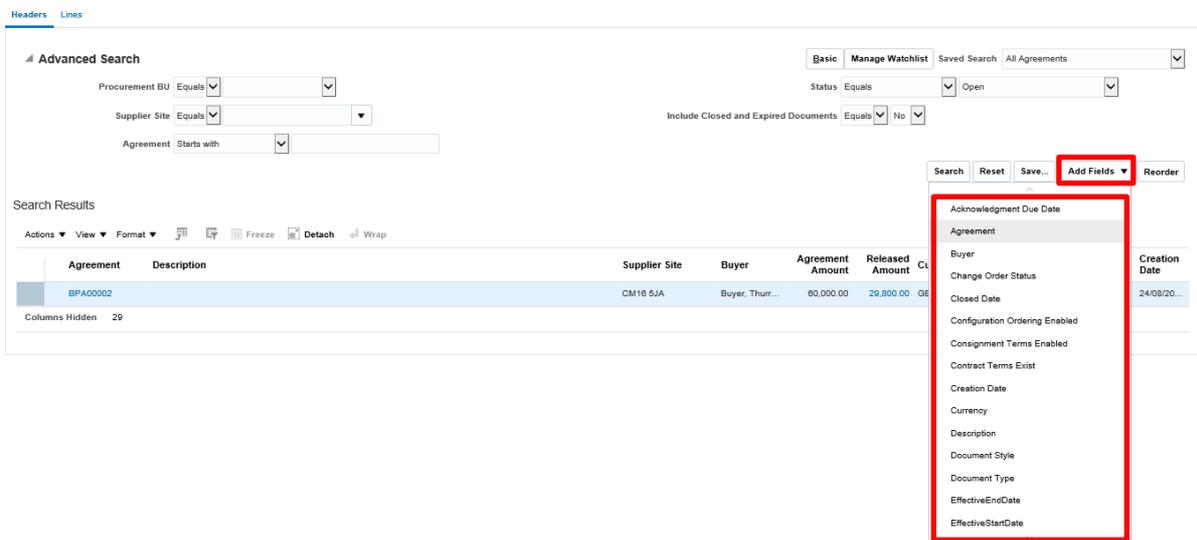


Figure 30