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## Contract Search Help

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Introduction

The contracts search function enables you to locate contract summaries, contracts, and other documents (such as purchase orders and amendments) in the Pennsylvania Contracts e-Library.

The search function can be found by clicking the “TRANSPARENCY > Contracts e-Library” button on the Home page (http://www.patreasury.gov), or by going directly to (http://contracts.patreasury.gov/search.aspx).

Search Contracts

Clicking on the TRANSPARENCY > Contracts e-Library” button will bring up the “Contract e-Library” page where you will click on the button “E-LIBRARY SEARCH”. This button will direct you to the search page (Fig. 1). Documents may then be retrieved using the “Search Contracts” search feature or by using the “Date Range” feature.

Figure 1: Contract Search Page

Please use Agency login to upload contracts.

Search Contracts

Contracting Party(s)

Type in at least 3 characters

Amount of Contract ($)

Date Range

Execution Date

from to or within last days

Begin Date

from to or within last days

End Date

from to or within last days

Subject Matter Contains

Agency

--Search All Agencies--

Contract Number

Reset Search
Search Contracts Detail

The search using “Contracting Party(s),” “Agency” and “Amount of Contract” features (Fig. 2) provide drop-down lists. These lists present all of the contracting parties, all of the agencies, and a set of ranges for contract amounts that are in the Contracts e-Library. Only one term may be selected from each of these lists. “Date Ranges” or searches “within last x days” are available for all three kinds of date information (execution date, begin date and end date) that agencies provide when they file contracts with the Treasury Department. You can enter dates either manually or by selecting them using the Calendar option. Note, however, that some contracts may not contain begin dates or end dates and therefore cannot be searched for using these terms. “Contract Number” is a textbox in which specific text must be entered. (An expanded description for each of these options is provided below.)

Clicking on the “Search” button initiates the search function. Clicking on “Reset” will delete all entries, allowing the user to enter terms for a new or edited search.

Figure 2: “Search” Options
Search by Contracting Party(s) and/or Agency

These two search features (Fig. 3) offer dropdown lists of all agencies and contracting parties in the e-Library. You may search for only one agency and/or one contracting party at a time.

Figure 3: Search Close-up

Clicking on either of the drop-down arrows will provide an alphabetical listing of all entries available to search (Fig 4.). When you begin to type the name of a specific agency or contracting party, the textbox will auto-fill with any matches it finds within the lists. In the example shown, typing in the letter “J” in the Agency textbox brings up the list of all agencies who have submitted contracts and whose name begins with the letter “J.”

Figures 4: Auto-Fill Example

Search by Amount of Contract ($)

The “Amount of Contract ($)” search feature (Fig. 5) is also a textbox that provides a drop-down list, in this instance with contract dollar value ranges. You may only select one range at a time for a search. The available ranges are shown in the example.

Figure 5: Amount of Contract ($) close-up
Search by Contract Number

The “Search by Contract Number” feature (Fig. 6) can be used to locate a contract with the exact contract number that has been entered in this textbox. After the number is entered, clicking on the search button will retrieve only the specified contract. It is important to note that there is no universal numbering system for Commonwealth contracts utilized by agencies whose contracts are available from the Contracts e-Library. Thus, it is very possible that different contracts, entered into by different agencies, can bear the same number. Users can avoid having to review search results that contain multiple contracts from different agencies with the same number by using both the “Contract Number” and “Agency” search features when possible to narrow the search results.

**Figure 6: Contract Number close-up**

![Image of Contract Number close-up]

Search by Date Range

The date ranges or searches “within last x days” (Fig. 7) are available for all three kinds of contract date searches that can be performed (Execution Date, Begin Date or End Date). As with searches employing other contract terms, users can combine any of the three date ranges to narrow their searches.

**Figure 7: Date Range Search**

![Image of Date Range Search]
You may enter dates manually using either standard date format (mm/dd/yy or mm/dd/yyyy) (Fig. 8). Using the Date Range feature will only retrieve documents that fall within the specified date range(s).

Figure 8: Search by Execution Date example

![Date Range example](image)

You can also enter dates using the Calendar box shown to the right of each date’s textbox (Fig. 9). Clicking on any date on the calendar popup will place that date in the selected textbox.

Figure 9: Execution Date Search with calendar popup

![Calendar popup example](image)
Documents may also be searched using the “within the last x days” feature (Fig. 10). Entering an amount in this box will retrieve documents with dates that fall within this range. Again, after filling in the desired information, clicking on the “Search” button will initiate the search function.

**Figure 10: Execution Date Search “within last x days” close-up**

![Date Range](#)

**Contract Search Results**

Results from either a “Keyword” search or a “Search Using Other Terms” will provide the “Contract Number,” “Agency,” and a brief description of the subject matter of all contracts fitting the search terms (Fig.11) Clicking on either the “Contract Number” or the “View” button on the “Contracts Search Results” page for a specific document will bring up the full “Contract Summary” related to the contract provided to the Treasury Department by the agency.

**Figure 11: Example of Search Results**

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Subject Matter</th>
<th>Agency</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>4500461059</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4500461061</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4500461063</td>
<td></td>
<td></td>
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<td>4500461064</td>
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<td>4500461065</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4500461066</td>
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</tr>
</tbody>
</table>
**Contract Summary**

The “Contract Summary” page lists important information regarding each contract (Fig. 12). The information includes the “Contract File(s),” which are links to one or more files that contain the contract and any appendices, exhibits, tables or other attachments. The “Contract Summary” page also includes links to “Related Documents” to the contract, which are amendments, purchase orders, and other documents that relate to or have been issued against the contract.

**Figure 12: Contract Summary page**

![Contract Summary Table](image)

**Viewing Documents**

You can click on the link in “Contract File(s)” to view the contract (Fig. 13). If multiple links are displayed, click individually on each link to view the entire contract.

**Figure 13: Document Link close-up**

![Document Link Close-up](image)

Clicking on this link (Fig. 13) will bring up a copy of the contract (Fig. 14). As the example shows, some documents may have had sensitive or non-public information removed by the agency prior to submitting it to the Treasury Department. A description of redaction, or removing sensitive or non-public information, can be found in the FAQs section of the Contracts e-Library.
Clicking on any “Related Documents” (Fig. 15), will bring up the “Contract Summary” page for that related document. A copy of the related document can then be viewed by clicking on the link in “Contract File(s)” on the Contract Summary page for that related document.

**Figure 15: Related Documents Link on Contract Summary page**
Documents Not Available For Immediate Viewing

If a contract or related document is not currently available to be viewed, the system will display the “No files found” message (Fig. 16). You can request that a copy of the contract or related document be added to the Contracts e-Library by clicking on the “Request contract” button.

Figure 16: Request Documents Button

![Request Contract Button](image)

The system will then display a message advising that the document will be available for Public Viewing within five days (Fig. 17).

Figure 17: Document Request Response

![Document Request Response](image)