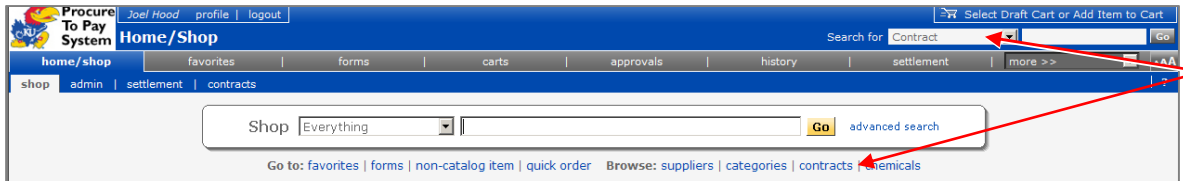


# CONTRACT REVIEW THROUGH KUPPS



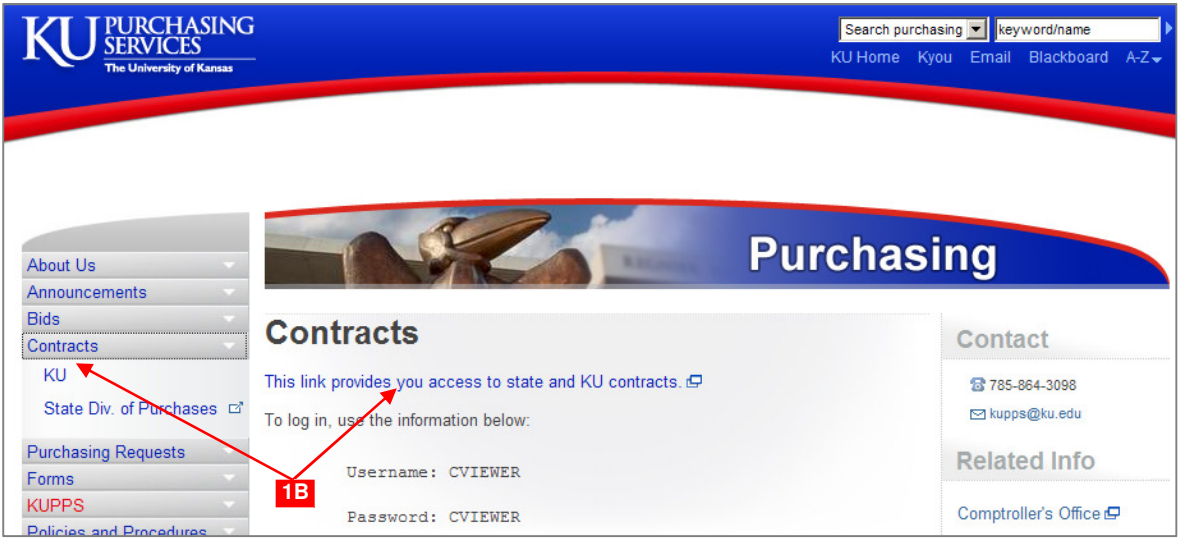
KU purchasing contracts are available for review through KUPPS. KUPPS users and non-KUPPS users can access this information.

**1A Access Contract Detail with Existing KUPPS Profile.**  
Login to KUPPS. From the homepage, click the [contracts](#) link or use the Search for Contracts tool. This opens the Contract Search page.

OR

**1B Access Contract Detail with CVIEWER.**  
Open the KU Purchasing Service website – [www.purchasing.ku.edu/](http://www.purchasing.ku.edu/). Click [Contracts-KU >>](#) This link provides you access to state and KU contracts.

This action opens the direct KUPPS **SIGN IN** page.



**2B Sign In to KUPPS with CVIEWER Profile.**  
From the KUPPS **SIGN IN** page type in CVIEWER in *both* the User Name and Password fields. Use ALL CAPITAL letters.

Click the **SIGN IN** button.

The KUPPS Contract Search page will now open.

# CONTRACT REVIEW THROUGH KUPPS



Procure To Pay System Contract Viewer | 0 item(s), 0.00 USD

Contract Search

Search for Contract [ ] Go

contracts more >> AAA

search | ?

- Search For Contract

4A Quick search office supplies  
Enter search terms, e.g., contract name, description, etc.

Search

advanced search options...

Procure To Pay System Contract Viewer | 0 item(s), 0.00 USD

Contract Search

Search for Contract [ ] Go

contracts more >> AAA

search | ?

- Search For Contract

4B Contract Number [ ]

Contract Type Kansas State Contract

Contract Keyword [ ]

Contract Status Active Contract

Supplier Name [ ]  
Select Supplier

Supplier Class Science Catalog Supplier

Search

show quick search...

**3 Choose Quick Search or Advance Search.** The KUPPS contract search tool allows users to search for contracts using a simplified **quick search** filter or the **advanced search options**. Click on the link to select the preferred search filter tool.

- 4A Quick Search options.** When using this filter:
1. Type in general search terms (supplier name, contract name, contract number, etc.)
  2. Click the **Search** button to create the contract search results list.

- 4B Advanced Search options.** When using this filter:
1. Refine the search options using any combination of the following filters:  
**Contract Number** – This is an exact filter – it only returns contract numbers that match the search string exactly.  
**Contract Type** – Select one of the drop-down options to locate contracts categorized as one of the following:  
A. Cooperative  
B. E&I Cooperative  
C. Kansas state contract  
D. KU contract  
**Contract Keyword** – This is an exact filter – the text entered must match a keyword exactly. For example the search string "photo" would not match the keyword "Photographer".  
**Contract Status** – Select one of the drop-down options to locate contracts categorized as one of the following:  
A. *blank (no filter)*  
B. Active  
C. Canceled  
D. Expired  
E. On Hold  
F. Under Negotiation  
**Supplier Name** – This filter is a starts with filter – it will return contracts whose suppliers' names begin with the search string.  
**Supplier Class** – Select one of the drop-down options to locate contracts categorized as one of the following:  
A. Catalog Vendor  
B. Green Supplier  
C. Preferred Supplier  
D. Punch-out Supplier supports cart copy  
E. Science Catalog Supplier

2. Click the **Search** button to create the contract search results list.

# CONTRACT REVIEW THROUGH KUPPS



Results per page: 200 Sort by: Best Match Page 1 of 1

Contract No.	Contract Name	Renewal No.	Supplier Name	Effective Date	Expiration Date	Active
10583	Office Supplies	0	STAPLES ADVANTAGE	12/31/2007	1/1/2012	✓
01054	Office Supplies	0	OFFICEMAX ENTERPRISE SOLUTIONS	8/11/2008	9/30/2015	✓
33943	State Use - Cartridge King	0	CARTRIDGE KING OF KANSAS INC	7/1/2010	6/30/2012	✓

5

**5 Select Contract from Contract Search Results List.** The KUPPS contract result page will list all contracts that meet the search criteria. Click on the contract number to open the contract summary.

**Contract Summary** ? X

**Contract:** 10583 (Office Supplies)  
**Supplier:** STAPLES ADVANTAGE

Contract Info		Controls	
<b>General</b>		<b>Owners</b>	
<b>Contract Number</b>	10583	Julie Bellucci	Email: jbellucci@ku.edu
<b>Contract Name</b>	Office Supplies		Phone: +1 (785) 864-3063
<b>Contract Type</b>	Kansas State Contract	Sherry Draper	Email: sldraper@ku.edu
<b>Supplier Name</b>	STAPLES ADVANTAGE		Phone: +1 (785) 864-5976
<b>Active</b>	✓	Joel Hood	Email: joelhood@ku.edu
<b>Apply Automatically</b>	✓		Phone: +1 (785) 864-3098
<b>Description</b>		Barry Swanson	Email: bswanson@ku.edu
<b>Effective Date</b>	12/31/2007 12:00 AM CST		Phone: +1 (785) 864-5978
<b>Expiration Date</b>	1/1/2012 11:59 PM CST	Gregory Swart	Email: gswart@ku.edu
			Phone: +1 (785) 864-6136
		Carla Swoyer	Email: cswoyer@ku.edu
			Phone: +1 (785) 864-5972
		<b>Applicability</b>	
<b>Hard copy location</b>		Grant access to this contract using Departments and Roles ✓	
<b>Contract soft copy</b>	• <a href="#">Contract</a>	Departments with access to this Contract	
<b>Supporting documents</b>		• Apply to All	
<b>Flex field 1</b>		Roles with access to this Contract	
<b>Flex list 1</b>		• Apply to All	
<b>Use this PO Number</b>		Users explicitly granted access to this contract	
		• None Assigned	
		<b>Applicable Fulfillment Centers</b>	
<b>Total Contract Budget</b>	0.00	Fulfillment Address(es) Assigned to this Contract	
<b>Actual PR Spend</b>	112,970.92	• Apply to All	
<b>Actual PO Spend</b>	112,970.92	<b>PO Clauses</b>	
<b>Actual Invoice Spend</b>	106,981.12	001 KU Standard Ts & Cs	
		<b>Non-Catalog Purchases</b>	
		There are no forms assigned to this contract.	

Close

6

**6 Review the Contract Summary – Open Full Contract Record.** Summary details are immediately provided as shown in the illustration. To access the full contract record, under **Details**, click on the Contract soft copy link, [Contract](#). The link will open as either:

- A PDF file of the actual KU contract.
- A PDF file of an external contract used by the University.
- A web page on an external site that provides access to the details of the contract. This includes State of Kansas purchasing contracts and some consortium contracts used by the University.