## Contract Search Concepts

Many of the contracts that the University of California San Francisco (UCSF) and the University of California system campuses create are available for review. The University of California Office of the President (UCOP) has a contract database called CalUSource. UCSF also has some contracts available for review in BearBuy as well. This guide provides instruction on how to access UCOP's CalUSource as well as how to search for contracts in BearBuy.

### Obtaining access to CalUSource

1. Contact UCOP support at support@ucprocure.zendesk.com to request access to CalUSource.
2. Once you receive access from UCOP, log into CalUSource at: https://www.ucop.edu/procurement-services/procurement-systems/calusource.html
3. Review the UCOP training materials on the website above to learn how to search for contracts in CalUSource.

### Searching BearBuy Contracts

#### Navigating to Contract Search

1. From the side navigation bar, go to 📝 Contracts > Search Contracts.
2. Contract search boxes display on the page.



#### Searching for Contracts

1. Enter criteria for the contract (i.e. contract number, supplier name, keyword, etc.) in the Contract field.
2. Ensure that the Active for Shopping dropdown menu has Active selected.
   a. This option ensures that your search results only contain contracts that are active for purchases.
3. Ensure that the By Start/End Date dropdown menu has Effective selected.
   a. This option ensures that your search results only contain contracts that are not expired.
4. Click the magnifying glass icon 🔍 to search for contracts.

## Contract Search Results & Filtering

1. The search results appear.
   a. The *left-hand side* shows Search Terms and Filters that are used to Refine Search Results.
   b. The *right-hand side* shows a list of the Contract Search Results.



| Search Terms, Filters, and Refinements. | Search Results: List of contracts meeting the specified criteria. |

2. Use the Refine Search Results options to filter by criteria such as *Supplier*.

## Open and Review Contracts

1. Click on a contract number in the contract search results to open a contract.

2. The contract summary page shows basic information about the contract such as the supplier and the contract end dates. Click on the View Summary link on the right side to view a summary of the contract, if available.

3. Click on the Attachments heading to review any available supporting documentation such as the fully signed agreement.

   a. Click on the attachment name next to the ⬇ icon to open the document.