MARYLAND JUDICIARY

GEARS
General Enterprise And Resource Support

Quick Reference Tip Sheet

LAST REVISED DATE: 05/01/2017

General Information

Task	Process Information
How to View and Adjust Procurement Contract Information **(Field User Access)** **NOTE:** If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.	The Contracts - Field User Access page allows field users view-only access to contract information including: • Contract begin/end/renewal dates • Maximum/Remaining dollar amounts • Contract Documents (attachments) **NOTE**: Please contact the Procurement Manager in the Department of Procurement, Contract and Grant Administration to request contract revisions, or to add additional documents that should be retained as part of the contract file - such as licenses, mods, staffing, and budgets. If approved, the attachments will be added to the contract documents. You can email: dpcasupport@mdcourts.gov

GEARS Navigation

Procurement Contracts > Contracts - Field User Access	Favorites ▾ Main Menu ▾ > Procurement Contracts ▾ > Contracts - Field User Access

Process

STEP	ACTION	DETAILS
1.	**Enter a Contract ID and/or other criteria, and then click** Search **.**	**Contracts - Field User Access** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value ▼ Search Criteria SetID = ∨ SHARE 🔍 Contract ID begins with ∨ K17 Contract Version = ∨ Version Status = ∨ Contract Process Option = ∨ Short Vendor Name begins with ∨ 🔍 Supplier Name begins with ∨ 🔍 Master Contract ID begins with ∨ 🔍 ☐ Case Sensitive Search Clear Basic Search 🔍 Save Search Criteria

2.	The Search Results grid will contain contracts that meet your search criteria. Click on a Contract ID to view the contract. NOTES: 1. Only contracts with POs containing PCAs for which you have security access are included. 2. Only the most current version of the contract is included. 3. Contracts without a PO are not included. 4. Blanket Purchase Orders (BPOs) are not included.	**Search Results** View All | SetID	Contract ID	Contract Version	Version Status	Contract Process Option	Vendor ID	Short Vendor Name	Su
SHARE	K17-TEST-PC	1	Current	General	0000013112	CANTONGROU-001	CANTO
SHARE	K17-0011-29	1	Current	General	0000004865	VERIZON-002	VERIZO
SHARE	K17-0007-29	1	Current	General	0000008542	OFFICESTOR-001	OFFICE
SHARE	K17-0006-29	1	Current	General	0000008648	INFOJINIIN-001	INFOJIN
SHARE	K17-0001-29	1	Current	General	0000001051	SETACONSUL-001	SETA C	
3.	The Contracts - Field User Access page is displayed with contract information, such as: • Vendor ID/Name • Begin/End Dates • Renewal Date • Buyer Name • Maximum, Total Released and Remaining Amounts • Contract Attachments	**Contracts - Field User Access** SetID SHARE Contract ID K17-0007-29 Contract Status Approved Buyer APRIL.MOLLEY **Contract Version** Version 1 Version Status Current Approved Date 07/13/2016 **Header** Contract Process Option General Vendor ID 0000008542 OFFICE STORE DEPOT Begin Date 07/01/2016 Extend Opt 4 Expire Date 06/30/2017 Ext Remain 4 Renewal Date 06/30/2017 Contract Source RFB Currency Code USD Requestor/End User Barbara Hansman Description Plotter Maintenance Services **Amount Summary** Maximum Amount 8,655.00 Line Item Released Amount 0.00 Category Released Amount 2,885.00 Open Item Released Amount 0.00 Total Released Amount 2,885.00 Remaining Amount 5,770.00 Remaining Percent 66.67 **Attachments** Personalize	Find	View All	🔁	🔢 First ◄ 1-2 of 2 ► Last | Attached File	View
1 K17-0007-29_IFB.PDF	View
2 K17-0007-29_PO.PDF	View	 ⟲ Return to Search ↑ Previous in List ↓ Next in List ✉ Notify
4.	Click on [View] to open a contract attachment.	**Attachments** Personalize	Find	View All	🔁	🔢 First ◄ 1-2 of 2 ► Last | Attached File	View
1 K17-0007-29_IFB.PDF	View
2 K17-0007-29_PO.PDF	View	
5.	<u>**NOTE**</u>: Please contact the Procurement Manager in the Department of Procurement, Contract and Grant Administration (DPCGA) to request contract revisions, or to add additional documents that should be retained as part of the contract file - such as licenses, mods, staffing, and budgets. If approved, the attachments will be added to the contract documents. You can email: **dpcasupport@mdcourts.gov**	

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