

The purpose of this Job Aid is to assist Buyers and Cost Center Managers to locate Supplier Contracts that were created from an AS400 Services Purchase Order.

All AS400 transactions using an Objection Code from the 400s (Purchased Services lines) will be a **Services Obligating Supplier Contract** in Workday. To find your new Services Obligating Supplier Contract in Workday, complete the following steps:

1. Enter **Find Supplier Contract** in the Workday **Search** field (Located at the top left corner of the Workday screen)

Note: This is how you access the **Find Supplier Contract** report.

2. Enter **CMSD** in the **Company** field
3. Enter the name of the required Supplier in the **Supplier** field.

Note: Be sure to enter the name of the supplier you entered when creating the AS400 Purchase Order.

4. Enter the AS400 Purchase Order # in the **Contract Name** field.

5. Click **OK**.

Note: The report generates a list of all Supplier Contracts that meet the entered selection criteria. The new Supplier Contract Number displays in the second column of the report.

Supplier Contract	Contract Number	Contract Name	Supplier Contract Type	Status	Company	Supplier	Start Date
Q	CON-1000005	PO 0436138	Construction Contract - Retainage	Approved	Cleveland Metropolitan School District	Emod LLC	06/09/2013
Q	CON-1000006	PO 0438416	Construction Contract - Retainage	Approved	Cleveland Metropolitan School District	Higley Bowen Construction	07/30/2013
Q	CON-1000007	PO 0438420	Construction Contract - Retainage	Approved	Cleveland Metropolitan School District	Higley Bowen Construction	07/30/2013
Q	CON-1000008	PO 0438421	Construction Contract - Retainage	Approved	Cleveland Metropolitan School District	Icon Construction Solutions LI	07/30/2013
Q	CON-1000009	PO 0438430	Construction Contract - Retainage	Approved	Cleveland Metropolitan School District	Higley Bowen Construction	07/30/2013
Q	CON-1000010	PO 0438431	Construction Contract - Retainage	Approved	Cleveland Metropolitan School District	Higley Bowen Construction	07/30/2013
Q	CON-1000011	PO 0457103	Construction Contract - Retainage	Approved	Cleveland Metropolitan School District	Emod LLC	07/18/2014

Note: If you do not know your AS400 PO number, you still have access in AS400 to view all the POs you created for previous fiscal years. Please log-in to AS400 and find your Services PO numbers (those using any spend category from the 400 purchased services budget lines) from previous fiscal years. After you find the PO numbers and the supplier name, you will be able to use this information to complete the steps above to find your Workday Supplier Contracts.