



Note: Some screenshots and link labels may differ from what you see today. As development continues, these items will be tracked and updated.

Contract/Sourcing WorkCenter

The Contract/Sourcing WorkCenter is designed to be a navigational center for end users. The Core-CT functionality provides ways to organize and navigate to some of your most commonly used pages. This job aid walks users through the basic functionalities of the Contract/Sourcing WorkCenter.

***Important Note*:** Users must have their Filters defined to see results in the **My Work** section. For more information on how to define **Filters**, refer to the [WorkCenter Personalization](#) job aid.

Contract/Sourcing WorkCenter

Navigation:

Nav Bar > Menu > Core-CT Financials > Procurement Contracts > Contract/Sourcing WorkCenter



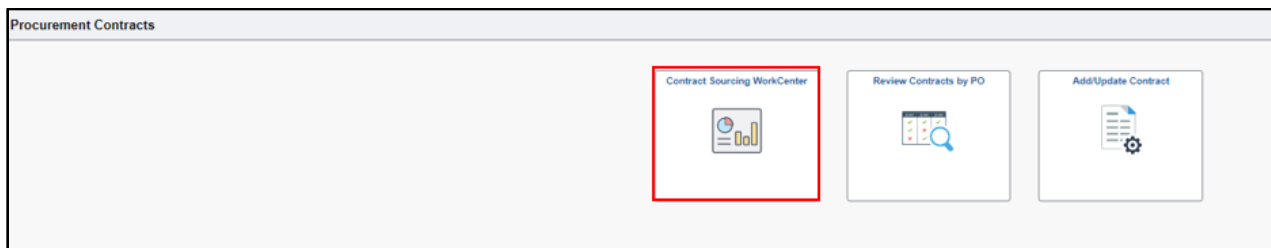
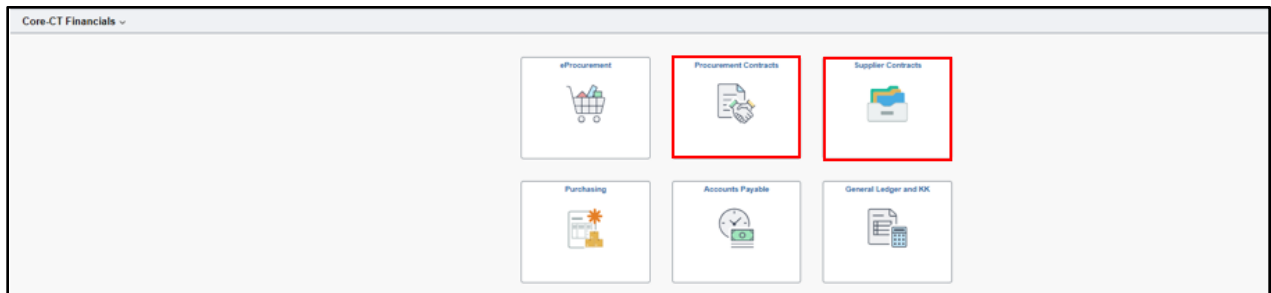
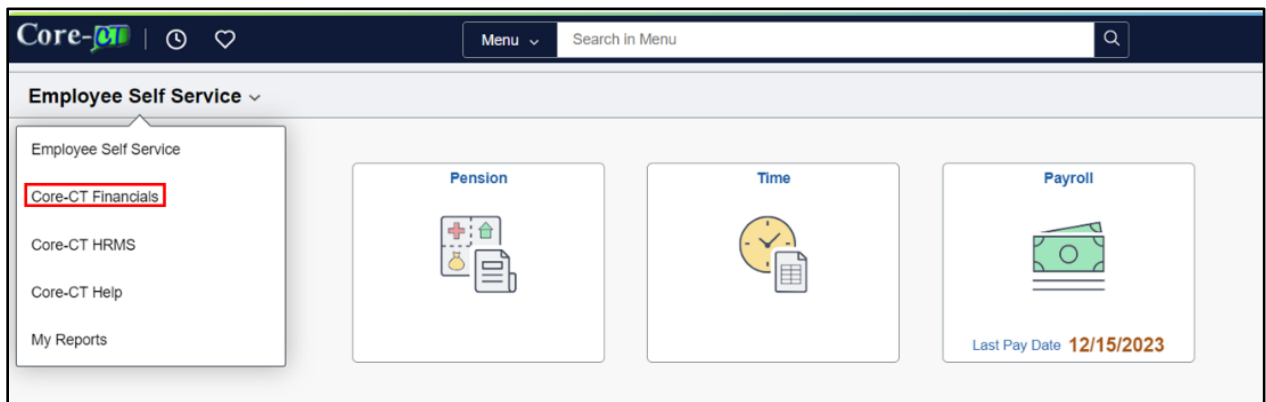
Or

Click on **Employee Self Service** for the **Homepage Selector Dropdown list**

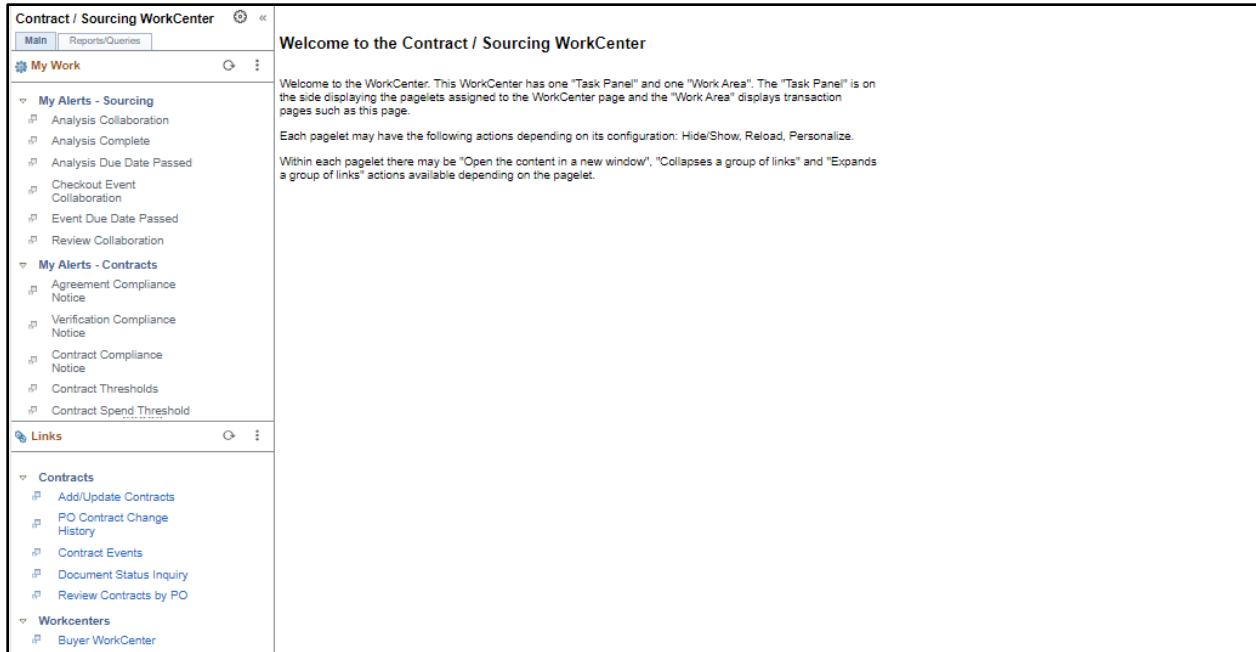
Select **Core-CT Financials**

Click the **Supplier Contracts or Procurement Contracts Tile**

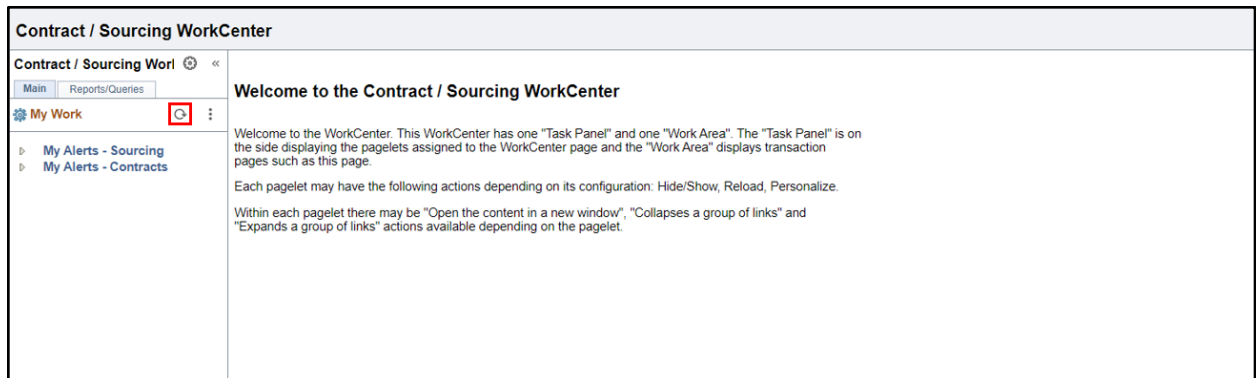
Click **Contract/Sourcing WorkCenter Tile**



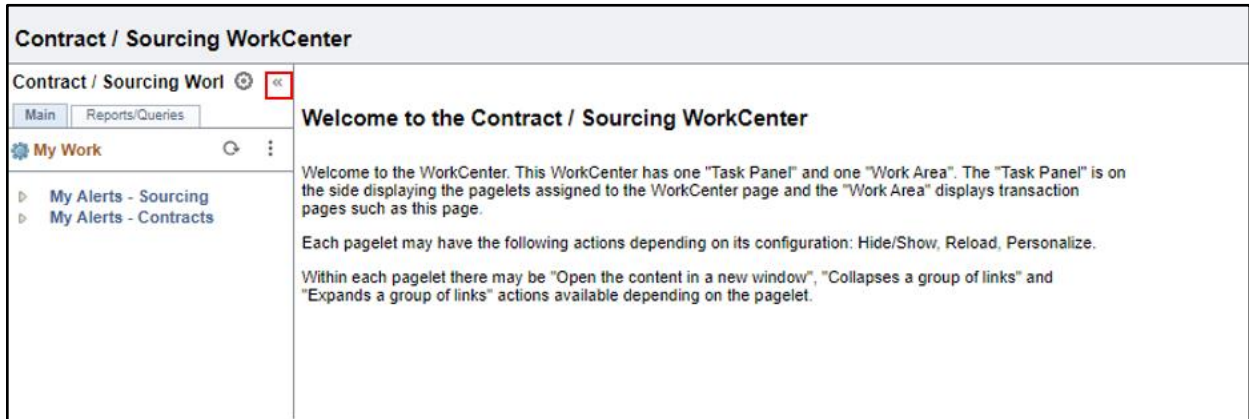
- **Using the Contract/Sourcing WorkCenter**
- The Contract/Sourcing WorkCenter includes two tabs: Main and Reports/Queries.



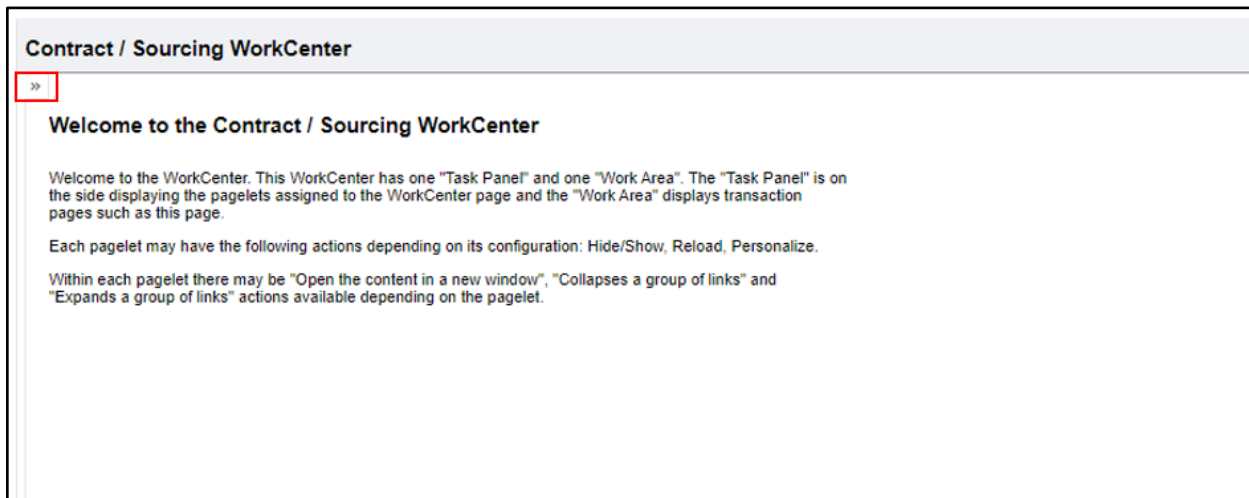
- To refresh the page, click the **Refresh** button located in the upper left-hand corner.



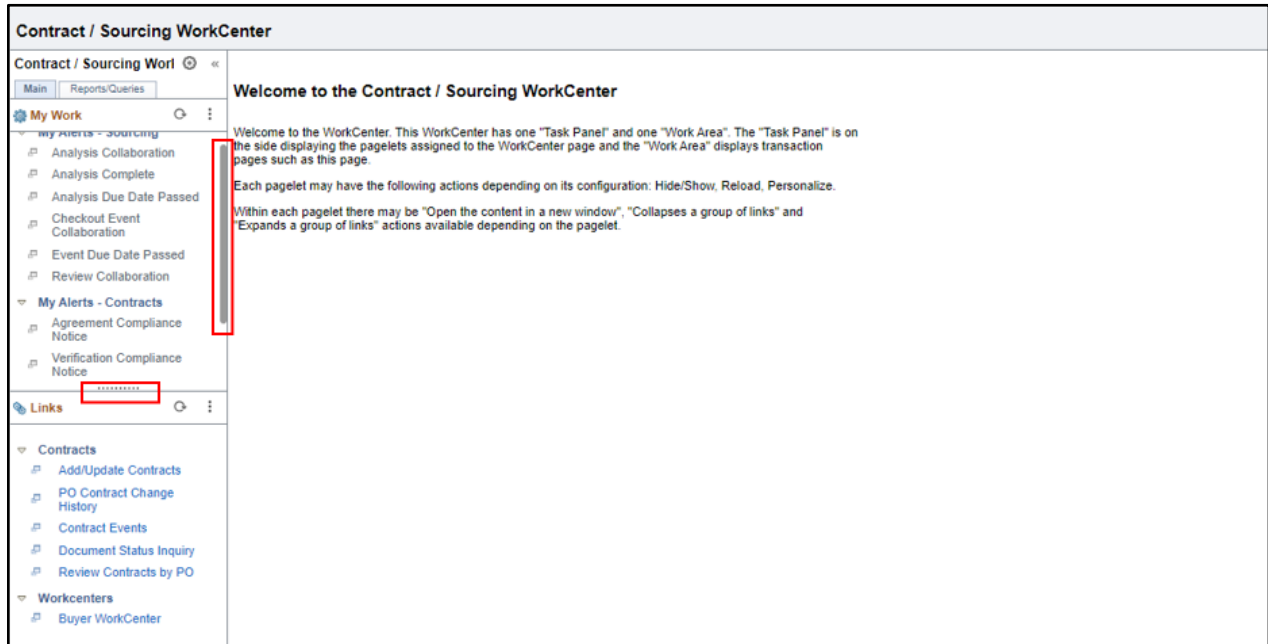
- To hide the **Contract/Sourcing WorkCenter**, click the (<<) button located next to the **Settings** button.



- To restore the WorkCenter click the Show (>>) button.



- Use the Scroll Bar to view all options with a particular section.
- Use the Expand (.....) function to change the size of a section.



- The Main Tab contains two sections: My Work and Links
- **My Work.**

The **My Work** includes exceptions and alerts, where the user must take action.

- **My Alerts – Sourcing and My Alerts – Contracts.**
 - Sourcing Alerts are for Strategic Sourcing
 - Contracts Alerts are for Procurement Contracts

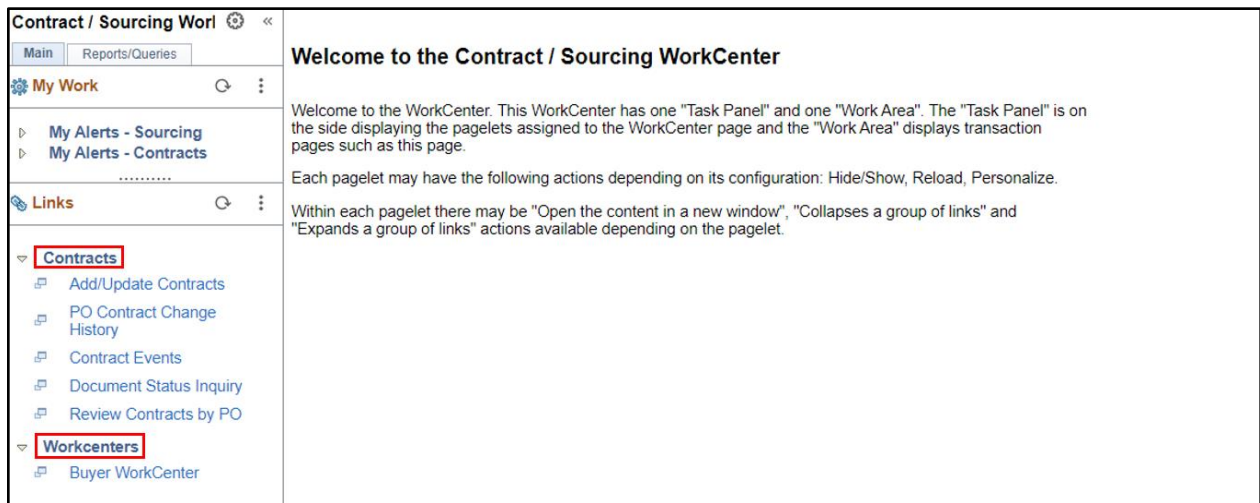


➤ **Links.**

The **Links** dropdown includes links to frequently used pages, or other areas of interest, for the user.

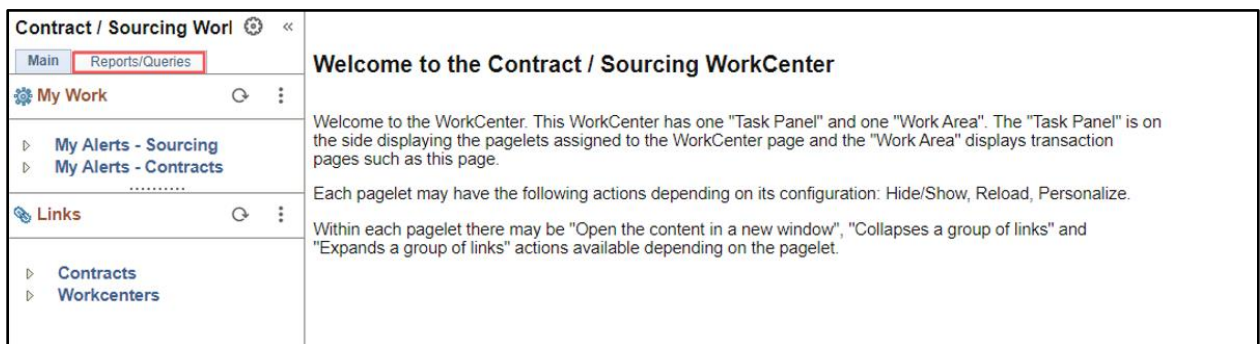
➤ **Contracts and WorkCenters.**

- Click on the Contract link to open the corresponding page
- Note: The Buyer WorkCenter link will open in a new tab



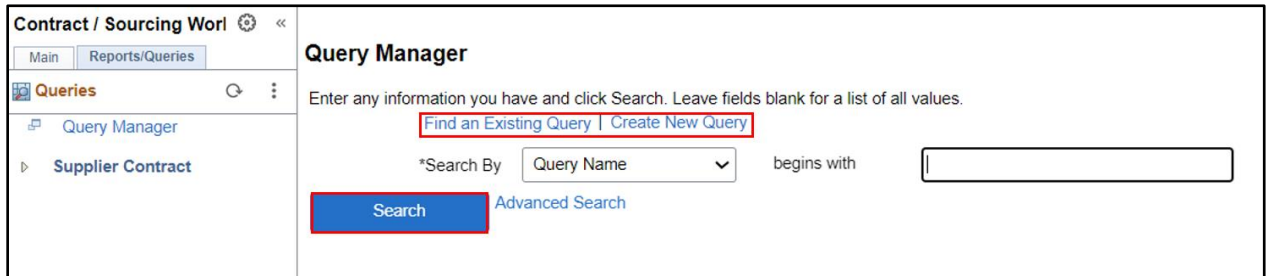
The Reports/Queries tab contains two sections: Queries and Report/Processes

➤ Click the **Reports/Queries** tab.



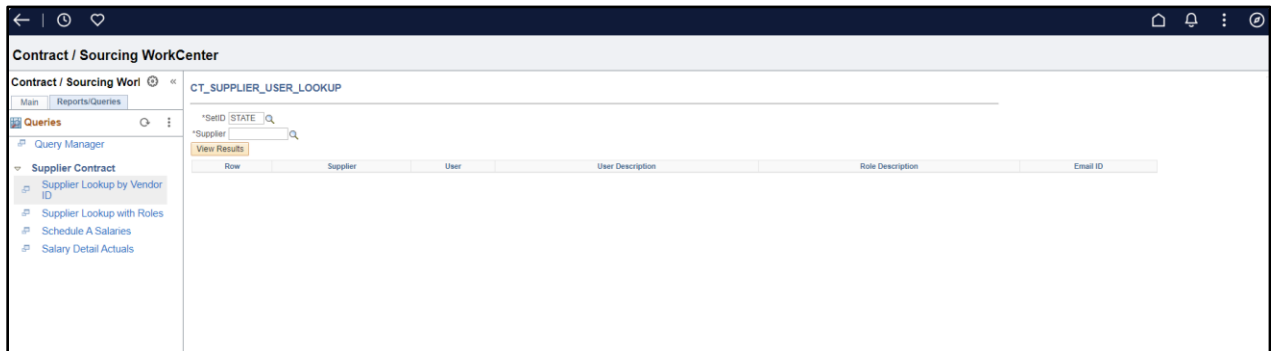
The **Queries** section includes links to **Query Manager**, public and private queries, and pivot grids.

- Click **Query Manager**.
- Using the **Search** function, users can pull up existing queries.



- **Supplier Contract**.

The **Supplier Contract** dropdown includes queries pertaining to the **Budget Workbook**.



- **Reports/Processes**

The **Reports/Processes** dropdown includes reports and processes users may need to perform daily.

