

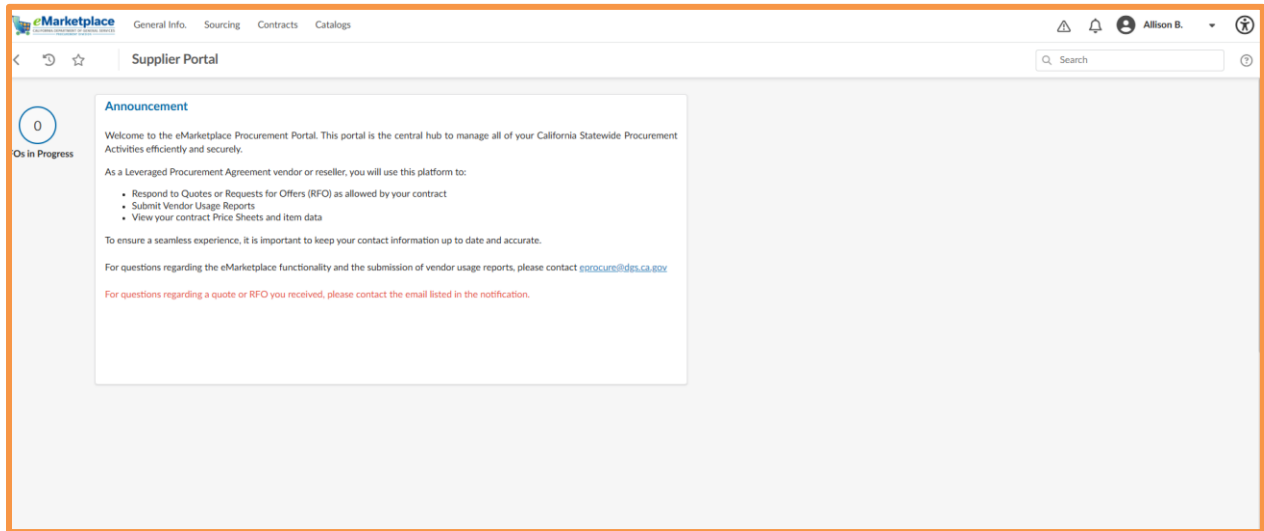
JOB AID

Reviewing Contracts

Purpose: This job aid helps suppliers review their contracts in the California eMarketplace (eMarketplace) Supplier Portal. It walks them through the “Contract” menu in a more in-depth fashion than the Getting Started in the Supplier Portal Job Aid.

Step 1: Welcome to the eMarketplace Supplier Portal.

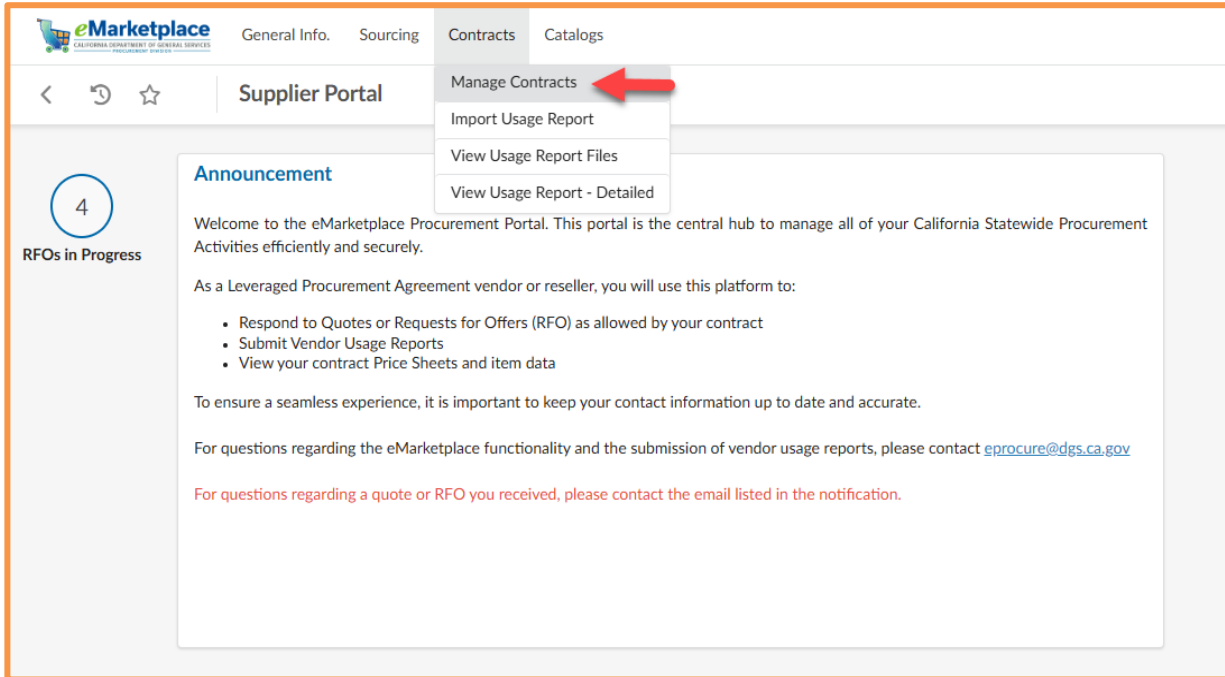
Start at the homepage of the Supplier Portal.



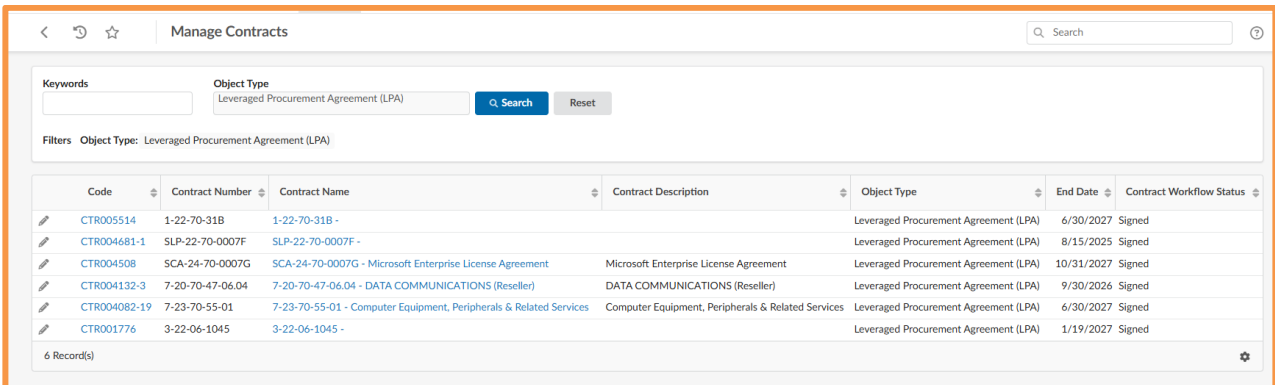
Step 2: Start reviewing your contracts and catalog information.

Review your Contracts

Select **Contracts** from the top navigation menu, then select **Manage Contracts**.



The **Manage Contracts** page displays the contracts associated with your supplier account. Review the **Contract Number**, **Contract Name**, **Object Type**, **End Date**, and **Contract Workflow Status** to confirm your contract information is accurate.

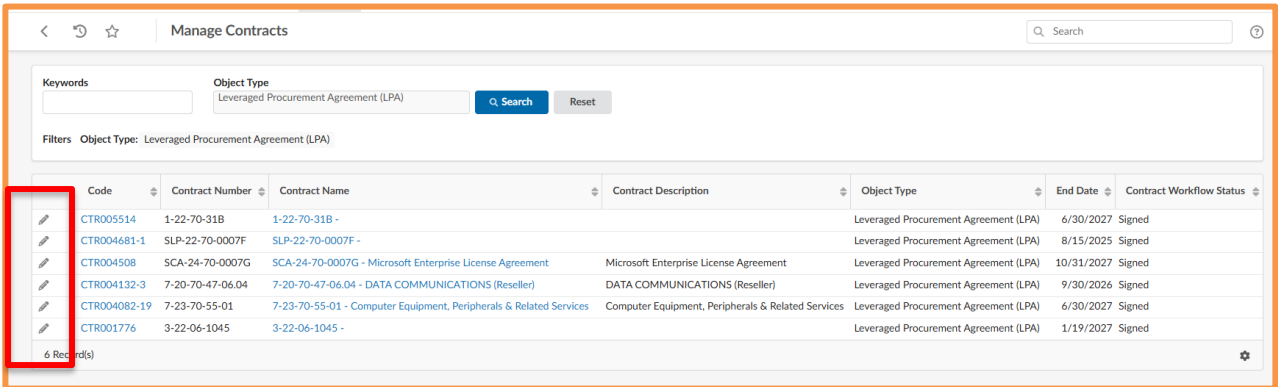


The screenshot shows the 'Manage Contracts' page with a search bar and a table of contracts. The table has columns for Code, Contract Number, Contract Name, Contract Description, Object Type, End Date, and Contract Workflow Status. There are 6 records displayed.

Code	Contract Number	Contract Name	Contract Description	Object Type	End Date	Contract Workflow Status
CTR005514	1-22-70-31B	1-22-70-31B -		Leveraged Procurement Agreement (LPA)	6/30/2027	Signed
CTR004681-1	SLP-22-70-0007F	SLP-22-70-0007F -		Leveraged Procurement Agreement (LPA)	8/15/2025	Signed
CTR004508	SCA-24-70-0007G	SCA-24-70-0007G - Microsoft Enterprise License Agreement	Microsoft Enterprise License Agreement	Leveraged Procurement Agreement (LPA)	10/31/2027	Signed
CTR004132-3	7-20-70-47-06.04	7-20-70-47-06.04 - DATA COMMUNICATIONS (Reseller)	DATA COMMUNICATIONS (Reseller)	Leveraged Procurement Agreement (LPA)	9/30/2026	Signed
CTR004082-19	7-23-70-55-01	7-23-70-55-01 - Computer Equipment, Peripherals & Related Services	Computer Equipment, Peripherals & Related Services	Leveraged Procurement Agreement (LPA)	6/30/2027	Signed
CTR001776	3-22-06-1045	3-22-06-1045 -		Leveraged Procurement Agreement (LPA)	1/19/2027	Signed

Step 3: View high-level information about your contracts.

Click the pencil icon next to the contract of interest.



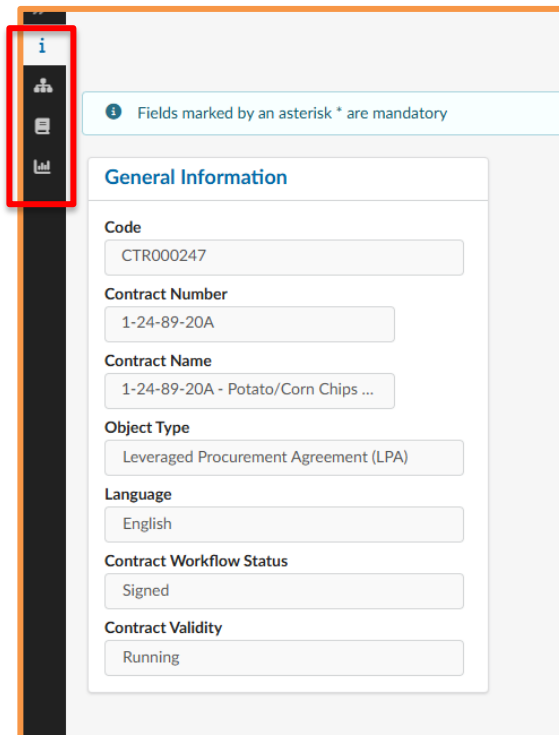
Manage Contracts

Keywords: Object Type: Leveraged Procurement Agreement (LPA)

Filters: Object Type: Leveraged Procurement Agreement (LPA)

	Code	Contract Number	Contract Name	Contract Description	Object Type	End Date	Contract Workflow Status
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	CTR004132-3	7-20-70-47-06.04	7-20-70-47-06.04 - DATA COMMUNICATIONS (Reseller)	DATA COMMUNICATIONS (Reseller)	Leveraged Procurement Agreement (LPA)	9/30/2026	Signed
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	CTR001776	3-22-06-1045	3-22-06-1045 -		Leveraged Procurement Agreement (LPA)	1/19/2027	Signed

6 Record(s)



i

General Information

Fields marked by an asterisk * are mandatory

Code
CTR000247

Contract Number
1-24-89-20A

Contract Name
1-24-89-20A - Potato/Corn Chips ...

Object Type
Leveraged Procurement Agreement (LPA)

Language
English

Contract Workflow Status
Signed

Contract Validity
Running

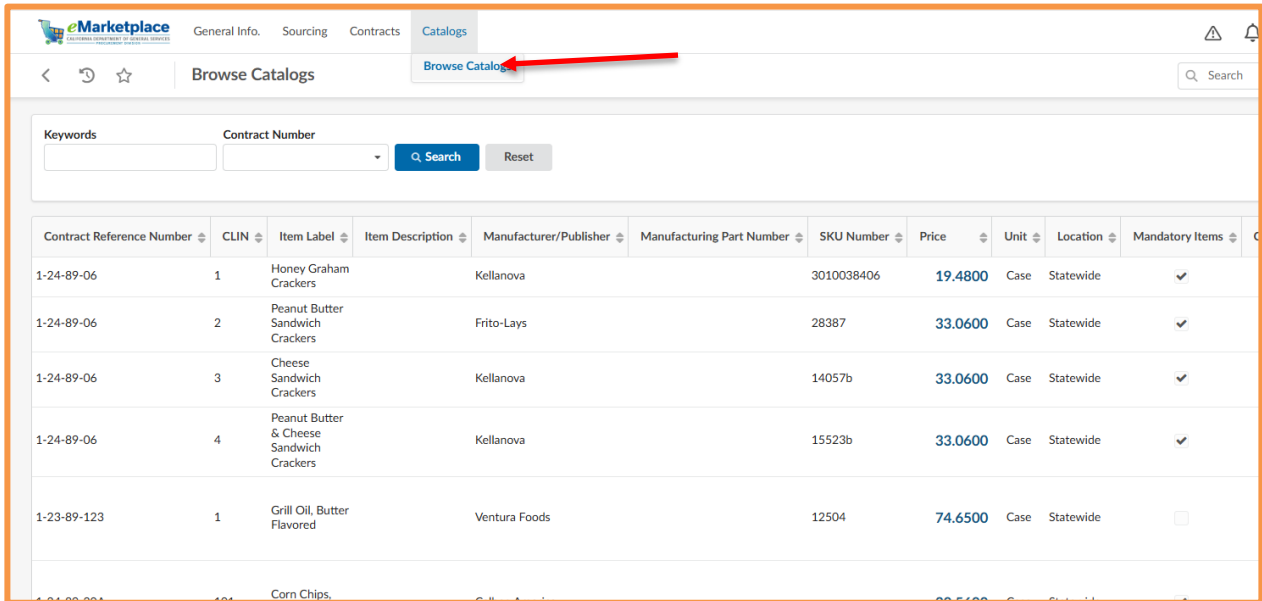
The four tabs on the left will provide additional information about your contract.

- “i” Tab: General information about your contract.
- Hierarchy Tab: Shows any association between your contract and others (ex. Portfolio groupings).
- Documents Tab: View any documents associated with your contract, as added by you (the supplier) and the DGS contract administrator.
- Usage Report Extranet Tab: View usage reporting information.

Step 4: View your contract catalogs in line-item detail.

Go to the “Catalogs” tab and click “Browse Catalogs.”

Use the “Keywords” field to search within the “Item Label” column. If you know your Contract Number, you can use the dropdown to search your own contracts.



The screenshot shows the eMarketplace interface. At the top, there's a navigation bar with tabs: General Info., Sourcing, Contracts, and Catalogs. The 'Catalogs' tab is selected, and a 'Browse Catalogs' link is highlighted with a red arrow. Below the navigation bar, there's a search section with 'Keywords' and 'Contract Number' input fields, a 'Search' button, and a 'Reset' button. The main content area displays a table of contract catalogs. The table has the following columns: Contract Reference Number, CLIN, Item Label, Item Description, Manufacturer/Publisher, Manufacturing Part Number, SKU Number, Price, Unit, Location, and Mandatory Items. The table contains several rows of data, including Honey Graham Crackers, Peanut Butter Sandwich Crackers, Cheese Sandwich Crackers, Peanut Butter & Cheese Sandwich Crackers, Grill Oil, Butter Flavored, and Corn Chips.

Contract Reference Number	CLIN	Item Label	Item Description	Manufacturer/Publisher	Manufacturing Part Number	SKU Number	Price	Unit	Location	Mandatory Items
1-24-89-06	1	Honey Graham Crackers		Kellanova		3010038406	19.4800	Case	Statewide	✓
1-24-89-06	2	Peanut Butter Sandwich Crackers		Frito-Lays		28387	33.0600	Case	Statewide	✓
1-24-89-06	3	Cheese Sandwich Crackers		Kellanova		14057b	33.0600	Case	Statewide	✓
1-24-89-06	4	Peanut Butter & Cheese Sandwich Crackers		Kellanova		15523b	33.0600	Case	Statewide	✓
1-23-89-123	1	Grill Oil, Butter Flavored		Ventura Foods		12504	74.6500	Case	Statewide	☐
1-24-89-06	1	Corn Chips		Doritos		285100	22.5100	Case	Statewide	☐

The **Browse Catalogs** page displays the catalog content and line-item information associated with your supplier account. **Review your catalog information frequently** to ensure your products, services, pricing (if applicable), and other catalog details are displayed correctly.



You now know how to manage your contracts in eMarketplace.

You have viewed your contracts, reviewed the information about those contracts, learned how to check your catalogs for accuracy.

Resources

For questions, contact the eMarketplace team at eMarketplace@dgs.ca.gov