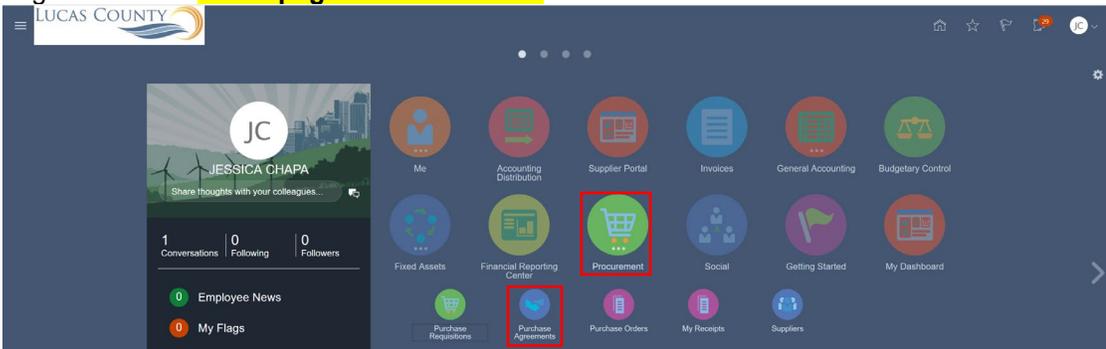
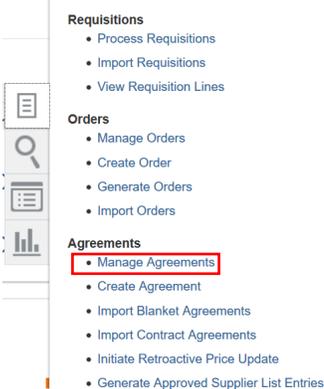


## View Contract Purchase Agreement

**Audience:** Buyer, Procurement Manager

**Purpose:** You can view the Document History page. Open the page from the Purchase Orders work area, Manage Orders task, or the Purchase Agreements work area, Manage Agreement task. In the search results, click the document's Status link. On the document view or edit pages, click the document's Status link, or select the View Document History action.

Use the Document History page to view a comprehensive audit trail of all actions taken, changes proposed, and changes implemented on the document. You can also view action details for the document. This job aid will assist you with viewing a contract purchase agreement.

| Step | Action  |
|------|---|
| 1    | Log into Oracle. <b>Home page -&gt; Procurement</b><br>                  |
| 2    | Click the <b>Purchase Agreement</b> icon.   |
| 3    | Click the <b>Tasks</b> icon.  |
| 4    | Click the <b>Manage Agreements</b> link under the <b>Tasks</b> icon.<br> |
| 5    | Click the <b>Advanced</b> button.   |

6 Click on the **Status Field** list of values drop down.

7 Select the **Equals -> Open** list item.

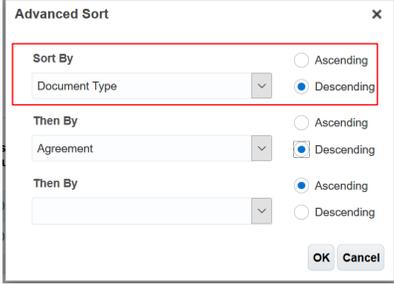
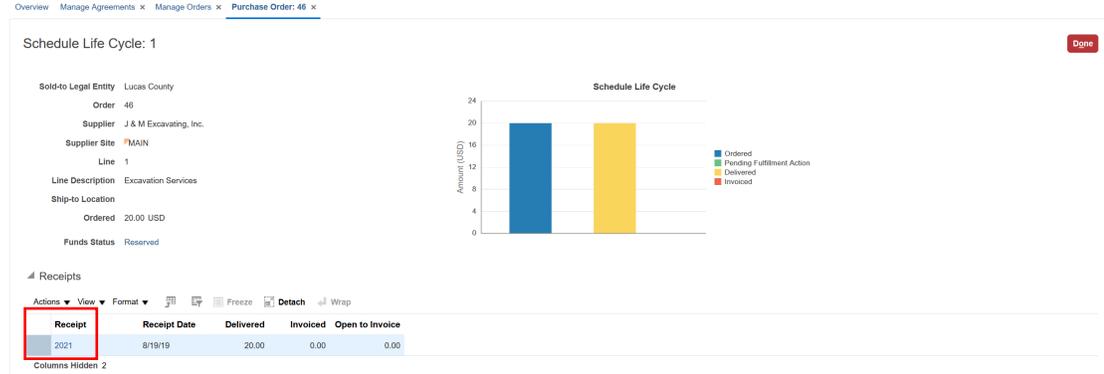
8 Click on the **Buyer Name** field. Remove the Buyer name.

9 Click in the **Agreement Field** drop-down list. Select **Starts With**.

10 Click in the next field. Enter a partial number to search for any agreements that begin with the numbers you entered.

11 Click the **Search** button.

12 Click the **View** drop-down menu.

|    |  |
|----|--|
| 13 | Select <b>Sort -&gt; Advanced</b> menu item.   |
| 14 | Click in the <b>Sort By</b> drop-down list and select <b>Document Type</b> from the drop-down list.<br> |
| 15 | Click the <b>Descending Radio</b> button.  |
| 16 | Click on the <b>Then By</b> drop-down list and select <b>Agreement</b> from the drop-down list.  |
| 17 | Click the <b>Descending Radio</b> button.  |
| 18 | Click the <b>OK</b> button.  |
| 19 | Highlight a <b>Contract Agreement</b> row where Released Amount is greater than 0.00.<br>              |
| 20 | Click the <b>Released Amount</b> link.   |
| 21 | Highlight row 1 of the <b>Releases</b> .   |
| 22 | Click on the <b>Life Cycle</b> icon for the <b>Standard Purchase Order</b> .<br>                      |
| 23 | Click the <b>Receipts</b> number link.<br>   |
| 24 | Click the <b>View Transaction History</b> button.  |



