# Contracts Register

This document has been designed to assist you in the use of the Contracts Register.
The guide will show you how you can search for current contracts, as well as run and export reports using Excel.

## 1. Using the Contracts Register

Here is a screenshot of the Contracts Register screen. From here you are able to search for current contracts using various filters.
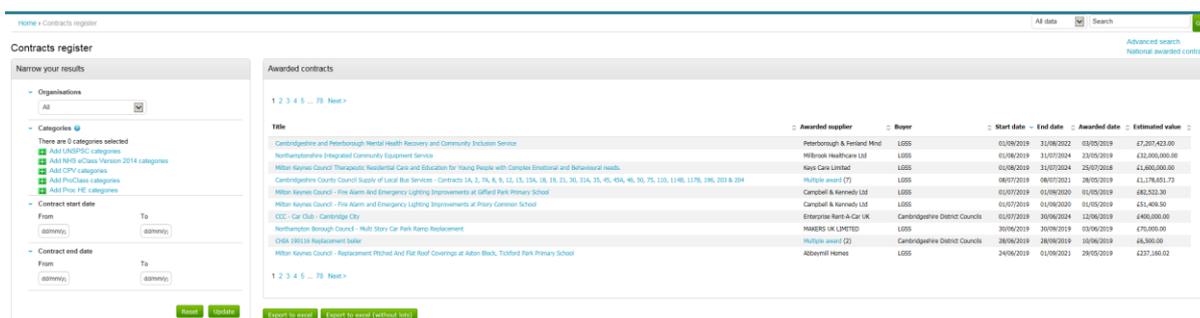


## 2. Narrowing your results

You can narrow (in increase) your results by the following:-

- **Organisation**: Choose between All; LGSS which includes all LGSS partners & customers, Northamptonshire Health Care Foundation Trust and the Cambridgeshire District Councils (Cambridge City, Huntingdonshire District & South Cambridgeshire District Councils)
- **Categories**: You can narrow your results by selecting from standard categories. CPV codes are categories used by procurement such as 'Education' or 'Computer Equipment'.
- **Contracts date filter**: Find contracts that start or finish between the dates you choose.

## 3. Searching the Contracts Register

A basic search box can be found to the upper right of the contract register. This will search most items such as title, description, but not names. Type in your key word(s) and click Go. Any changes you've made to Narrow your results will still apply.
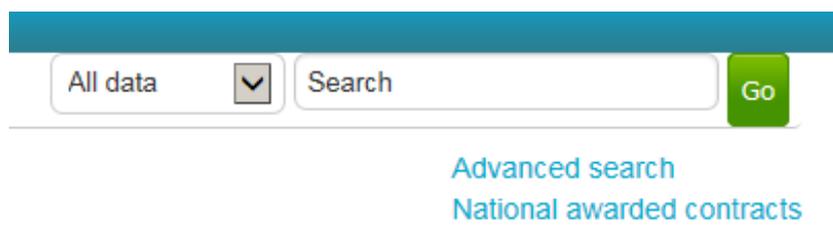


Clicking on **Advanced Search** at any point takes you through to a page where you can search by;

- **Portal**: Select LGSS

- **Organisations**: Choose between All; LGSS which includes all LGSS partners & customers, Northamptonshire Health Care Foundation Trust and the Cambridgeshire District Councils (Cambridge City, Huntingdonshire District & South Cambridgeshire District Councils)
- **Organisation department contains**: Type in a word or a part of a word in the department name.
- **Title contains**: Type in a key word likely to be in the contract title
- **Description contains**: Type in a key word or phrase likely to be in the description
- **Description of geographical coverage contains**: Type in an area e.g. Cambridgeshire
- **Framework**: Choose from N/A, Framework or DPS.
- **Is open to other organisations**: Can other organisations besides the contracting organisation use the contract? Select yes or no.
- **Process used**: Choose between contracts that were procured by RFQ (request for Quotation), ITT (Invitation to Tender) or Other
- **OJEU**: Choose to filter by contracts that went through an EU compliant process (typically contracts with c£181,000 or more).
- **Start date is between**: Search by contracts that started after, between or before a chosen date.
- **End date is between**: Search by contracts that ended after, between or before a chosen date.
- **Awarded date is between**: Search by contracts that were awarded after, between or before a chosen date.
- **Estimated total value is between**: Search for contracts with a total value above, between or below a given value.
- **Estimated annual value is between**: Search for contracts with an annual value above, between or below a given value.
- **Key words**: Choose key words to help refine your search. Key words are not a set list and not mandatory so this will be of limited use unless you know the contract you are looking for have these key words.
- **Company contains**: Type all or part of the company name.
- **Contact contains**: Type all or part of the name of the company contact person.
- **Classification**: select whether to filter by SME (Small or Medium Enterprise) and VCS (Voluntary Community Sector)
- **UNSPSC**: United Nations Standard Products and Services Code is a list of categories defined by the UN.
- **NHS eClasses**: is a list of categories used by NHS England
- **CPV**: is a list of categories used across the EU. We use CPV as standard and is the best one to search with of all the category types available.
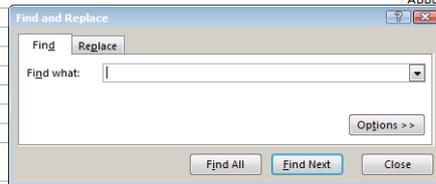- **ProClass**: is a list of categories used by local governments in the UK.

When you are done, click **Search**.

## 4. Exporting from the Contracts Register

You can export from any page that displays the Export to excel and have two options for doing this:

1. Export to Excel – this export will show the Suppliers on a separate tab on the workbook allowing you to Ctrl+F to find a specific supplier. The DN numbers on each tab can be used to correlate the supplier to the contract.



2. Export to Excel (without lots) – this export will show the Suppliers within one cell on the same sheet in the workbook. As there could be multiple suppliers this may make it more difficult to search by Supplier. When using the filter on the Supplier tab you can search for key words which may narrow down your search.



**Please Note**: When filtering by Authority once the data has been exported, you will need to filter the '**Central Purchasing Body'** field. This field will show the Authority the contract belongs to.