Quick Reference for Accessing Contracts in SOARFIN

To look up an existing contract in SOARFIN:

1. Navigation Bar: Menu ➡ Procurement Contracts ➡ Add/Update Contracts

2. Click on Find an Existing Value
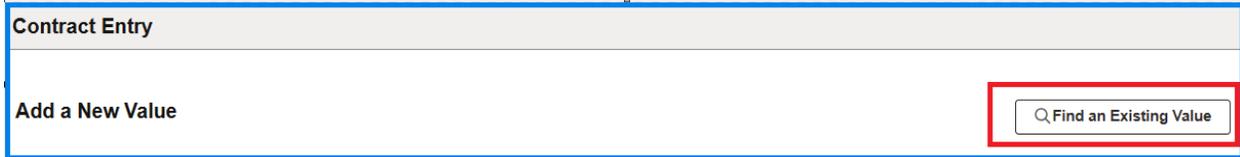
Contract Entry

Add a New Value   🔍 Find an Existing Value

3. Enter Contract ID (if the ID is unknown, contact the Procurement Department). Click Search.
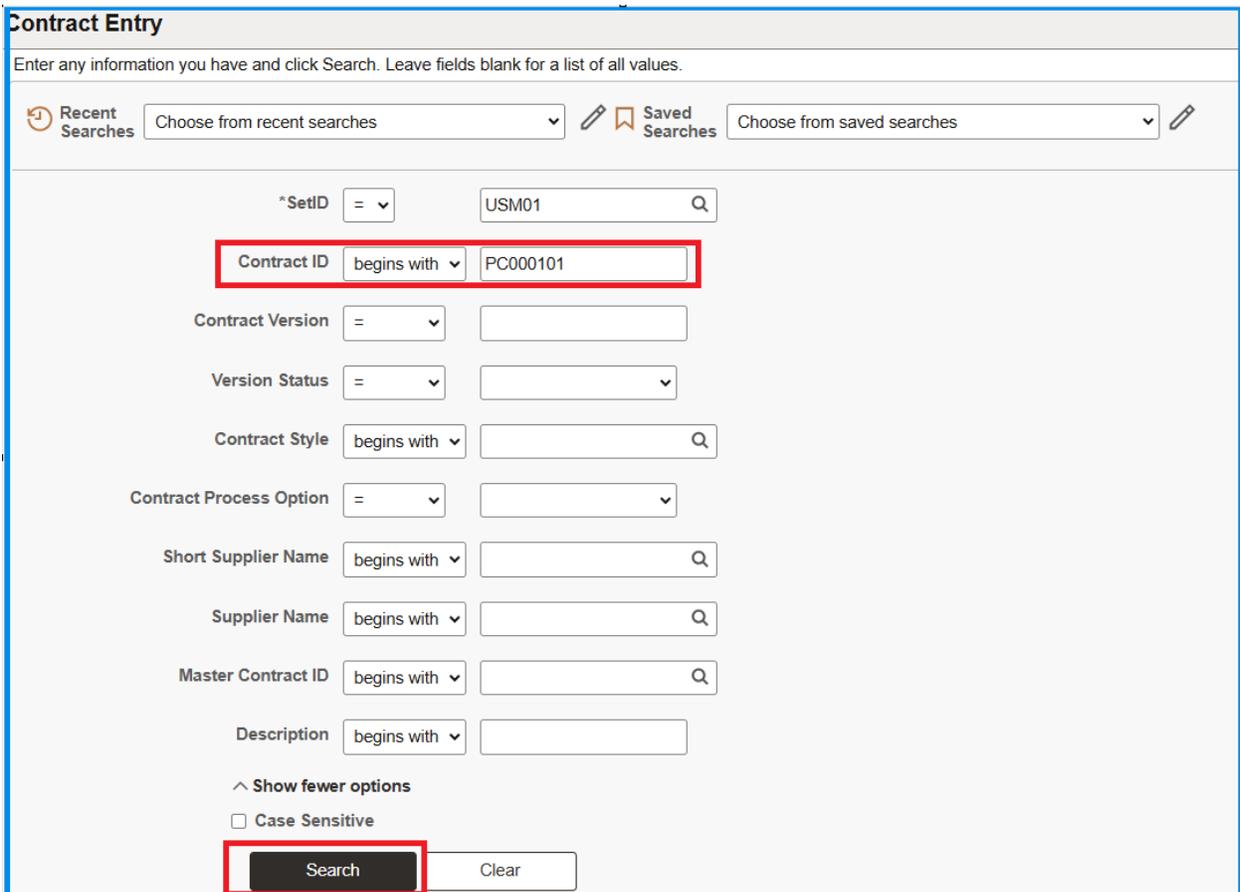
Contract Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕘 Recent Searches [Choose from recent searches ▾] ✏ 🔖 Saved Searches [Choose from saved searches ▾] ✏

*SetID	= ▾	USM01 🔍
Contract ID	begins with ▾	PC000101
Contract Version	= ▾	
Version Status	= ▾	▾
Contract Style	begins with ▾	🔍
Contract Process Option	= ▾	▾
Short Supplier Name	begins with ▾	🔍
Supplier Name	begins with ▾	🔍
Master Contract ID	begins with ▾	🔍
Description	begins with ▾	

∧ Show fewer options

☐ Case Sensitive

[Search]   [Clear]

4. This will bring up a screen where you can view the Supplier, Beginning and Expiration Dates, Renewal Date if applicable, Comments or Attachments, Amount Summary – Maximum Amount and Remaining Amount, and Contract Lines/Details

Contract Version

SetID	USM01	Version	1
Contract ID	PC000101	Approved Date	12/04/2024
*Status	Approved ▾	Status	Current

New Version

Administrator/Buyer

∨ Header ⓘ

Contract Style	Purchase Order
Process Option	Purchase Order
Supplier	RJYOUNGCOM-002
Supplier ID	0000049134 R J YOUNG COMPANY
Primary Contact	
Supplier Contract Ref	
Description	Copier for General Counsel
Master Contract ID	
Begin Date	09/01/2024
Expire Date	08/31/2028
Renewal Date	

☑ Auto Default
☐ Lock Chartfields

Dispatch

*Dispatch Method Print ▾

Edit Comments
Contract Activities
Primary Contact Info
Contract Header Agreement
Contract Releases

Activity Log
Document Status
Thresholds & Notifications
Price Adjustment Template
View Changes
Purchase Order BU Defaults

☑ Corporate Contract

Currency USD
Rate Date 12/04/2024 CRRNT
☐ Must Use Contract Rate Date
☑ Allow Multicurrency PO

∨ Amount Summary ⓘ

Maximum Amount	5,280.00	USD
Line Item Released Amount	1,100.00	
Category Released Amount	0.00	
Open Item Released Amount	0.00	
Total Released Amount	1,100.00	
Remaining Amount	4,180.00	
Remaining Percent	79.17	

Lines

Details | Order By Amount | Item Information | Default Schedule | Release Amounts | Release Quantities | Line Groupings | Spend Threshold ⠿

1-5 of 5 ▾ View All

Line		Item	Description		UOM	Category					Include for Release	Status
1	🗒		FY25	🔍	MO	COPY	💬	🏷	📊	⟱	☐	Active
2	🗒		FY26	🔍	MO	COPY	💬	🏷	📊	⟱	☐	Active
3	🗒		FY27	🔍	MO	COPY	💬	🏷	📊	⟱	☐	Active
4	🗒		FY28	🔍	MO	COPY	💬	🏷	📊	⟱	☐	Active
5	🗒		FY29	🔍	MO	COPY	💬	🏷	📊	⟱	☐	Active