

BASIC NAVIGATION – SEARCHING


SAP Ariba has a comprehensive search feature that is easy to use. This Quick Reference walks you through the popular topics *basic searching*, *saved searches*, and *searching within contract documents*.

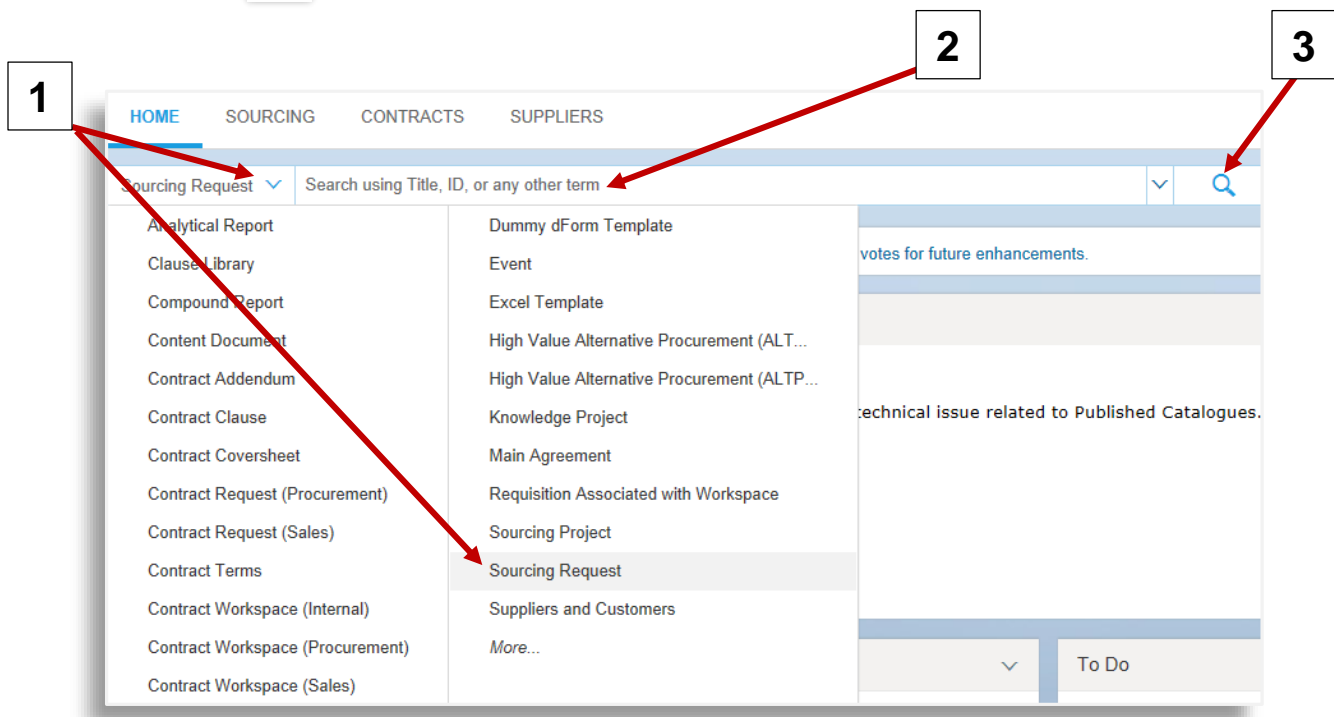
Basic Searching

SAP Ariba gives you the option to run an open search for all related results, or to create an advanced search that filters for specific sourcing, contract, or supplier information.

Open Search


In three steps, you can run a quick open search directly from the main search bar at the top of any dashboard.

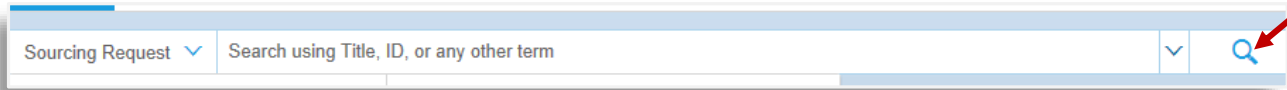
1. From the dropdown menu on the left side of the search bar, select the **activity** or **project type** you want to search within.
2. Enter a **search term**
3. Click  (**search**) to display results on a new page.





Advanced Search

From the search page, you can search more strategically by adding search fields to narrow the results.

1. Click  (**search**) from the main search bar at the top of any dashboard to open the search page.



2. Select **project type**
3. Enter a **search term**
4. Use the  buttons to add fields and narrow the search
5. Use the  buttons to delete fields
6. Click **Search**
7. **Results** display at the bottom of the page.¹

Project Type: Sourcing Request

Welcome to the new Search page. Watch the [Tutorial \(3 min\)](#) to learn more!

Search Filter

Justice Centre

Division / Dept / Region 119 Transportation and Infrastructure Re... [select]



Procurement Type Construction

Applicable Trade Agreements Atlantic Procurement Agreement (APA) Add more

Reset Save Search Search

Search Result

2 project(s) found

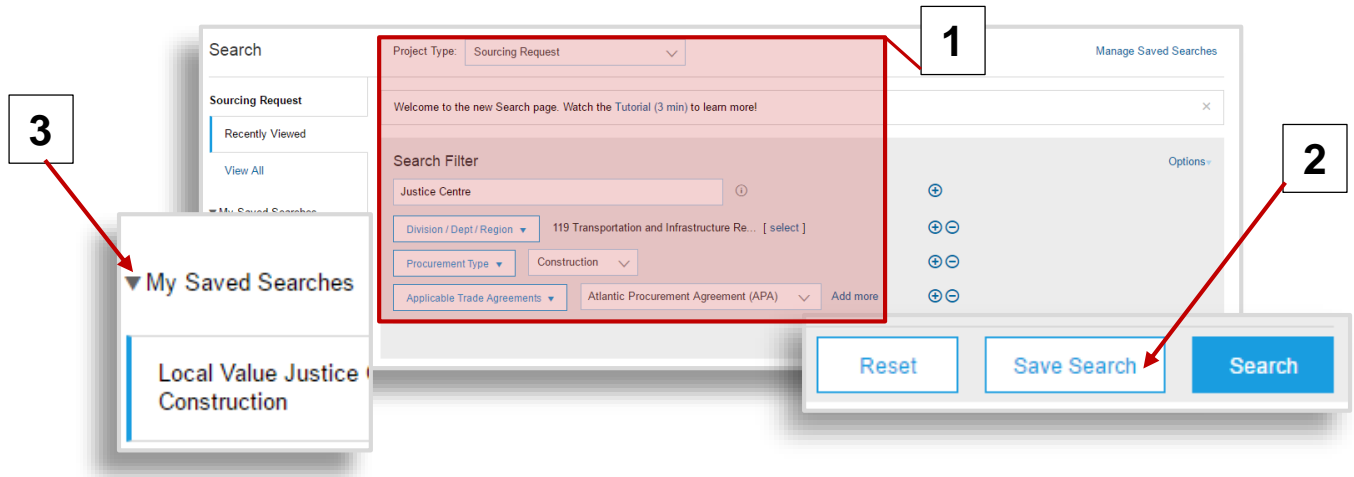
Time ↑	Owner	Commodity	Project Id	Target Savings	Event Type
 Amherst Justice Centre Security Systems ...	Jane MacConnell	General building construc...	View more	SR20319124	0
 Port Hawkesbury Justice Centre - Heat Up...	Ashley Moore	General building construc...	View more	SR18881510	0%

¹ The above image shows possible search criteria to find out how many justice centre construction projects qualify for local preference treatment. The search term **Justice Centre** is filtered through the Division/Dept./Region field **Transportation and Infrastructure Renewal (TIR)**, the Project Type field **Construction**, and the Applicable Trade Agreement field **Atlantic Procurement Agreement (APA)**.

Saved Searches

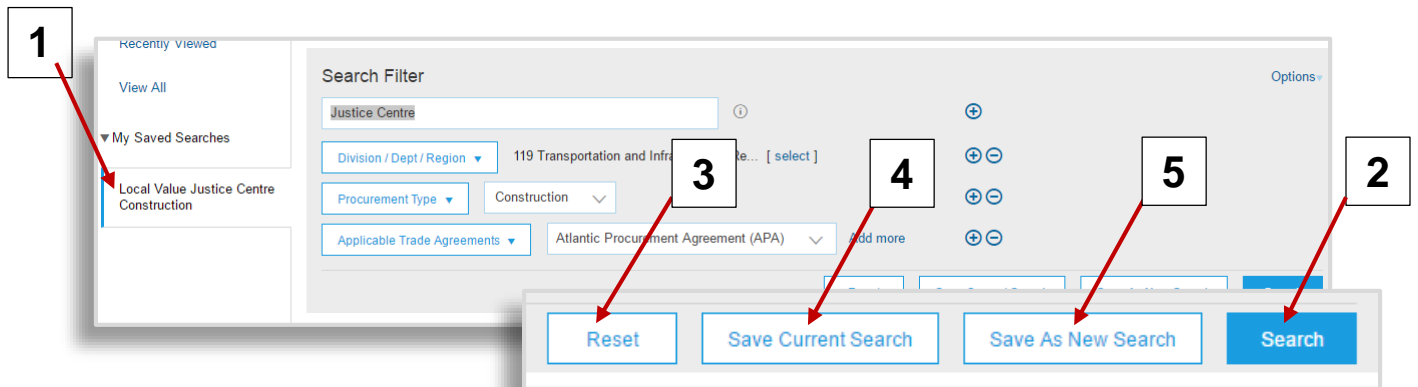
For fast, consistent results, SAP Ariba allows you to save and manage your searches. If you run a specific search frequently, it's probably a good idea to save it.

1. Enter **search criteria**
2. Click **Save Search**
3. Searches are saved in the left-hand panel under **My Saved Searches**.



Each time you return to a saved search, you are given three options to update it: **Reset**, **Save Current Search**, and **Save As New Search**.

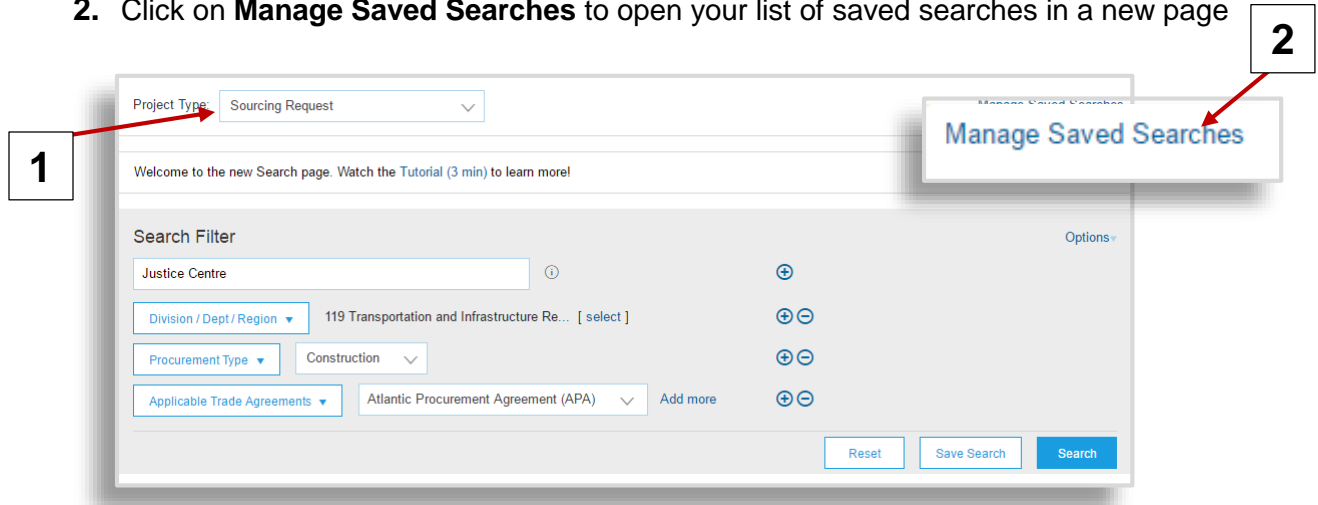
1. Select a search from the **My Saved Searches** dropdown
2. Click **Search** to execute
3. Click **Reset** to update the search criteria
4. Click **Save Current Search** if you need no changes
5. Click **Save As New Search** to save the search under a new name



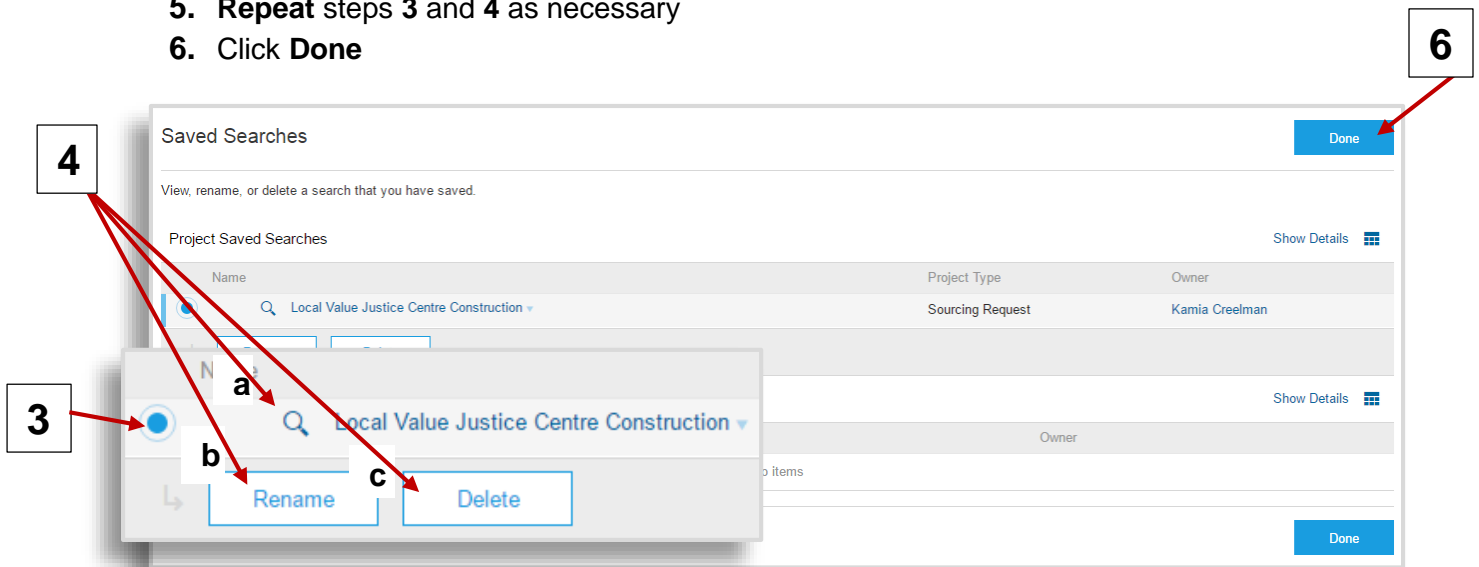
Manage Saved Searches

SAP Ariba allows you to see and manage your list of saved searches all at once.

1. From the search page, select a **project type**
2. Click on **Manage Saved Searches** to open your list of saved searches in a new page



3. Click the **radio button** to select a saved search
4. **Execute** one of the three options
 - a. **View**
 - b. **Rename**
 - c. **Delete**
5. **Repeat** steps 3 and 4 as necessary
6. Click **Done**

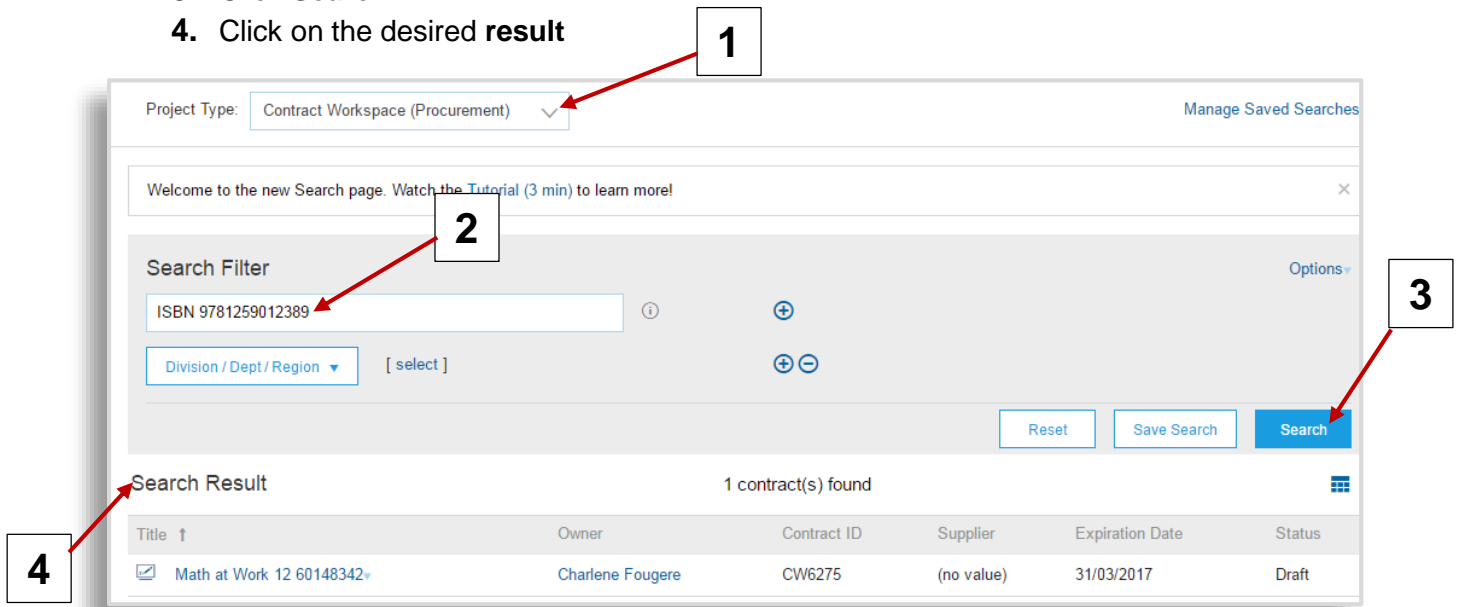


Searching Contracts

It's mandatory to use the Province's existing standing offers. Before you buy *anything*, search **Contract Workspace (Procurement)** to see if there's already a contract in place for it.

The example below shows how to use the ISBN number to search for a specific text book on a standing offer.

1. Select Project Type **Contract Workspace (Procurement)**
2. Enter **search term** ISBN 9781259012389
3. Click **Search**
4. Click on the desired **result**

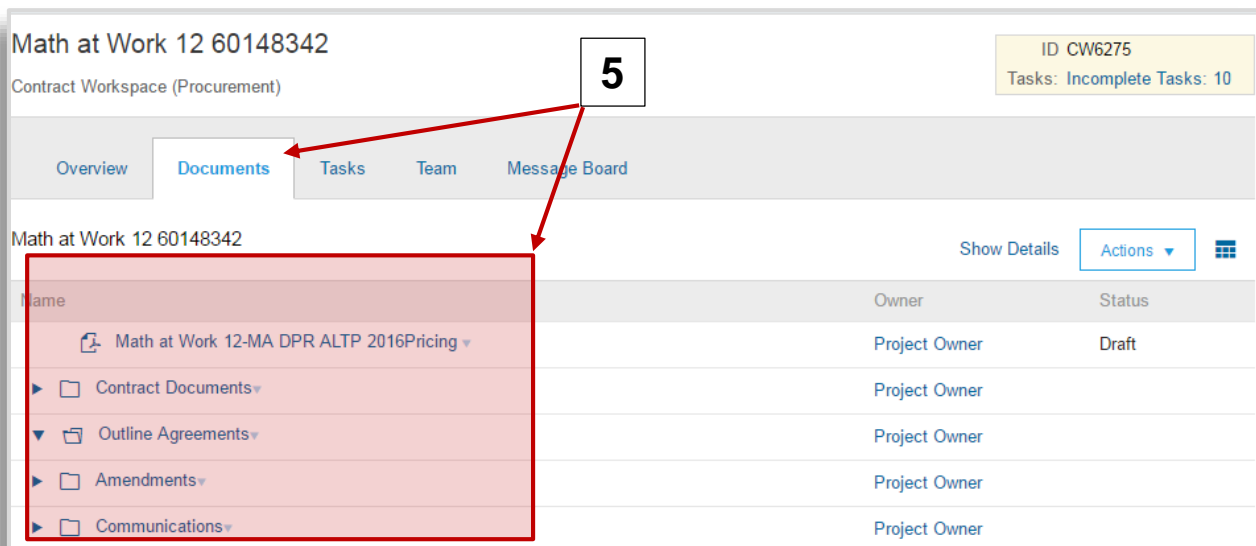


The screenshot shows the search interface with the following elements:

- 1**: Project Type dropdown menu set to "Contract Workspace (Procurement)".
- 2**: Search Filter input field containing "ISBN 9781259012389".
- 3**: Search button.
- 4**: Search Result table showing one result.

Title ↑	Owner	Contract ID	Supplier	Expiration Date	Status
Math at Work 12 60148342	Charlene Fougere	CW6275	(no value)	31/03/2017	Draft

5. Under the Documents tab, explore the **specific folders** for the information you need, such as the Outline Agreement Number or pricing lists.



The screenshot shows the contract details page for "Math at Work 12 60148342" with the "Documents" tab selected. A red box highlights the document list:

Name	Owner	Status
Math at Work 12-MA DPR ALTP 2016Pricing	Project Owner	Draft
Contract Documents	Project Owner	
Outline Agreements	Project Owner	
Amendments	Project Owner	
Communications	Project Owner	