

Quick Reference Guide: Searching Standing Offers (MASH)



MASH users of Ariba often need to find Provincial Standing Offer contracts available to them. Enhancements to search functionality were recently implemented and this Quick Reference document outlines how to use the new search functions to view relevant Standing Offers in Ariba. These enhancements will allow MASH users to review a list of Standing Offer Contract Workspaces. This replaces the need for a separately maintained list of Standing Offers available to the MASH Sector. As a result, please note: **the listing of MASH Standing Offers accessible from Personal Workspace in Ariba will be removed as of June 30, 2020.**

Search MASH Accessible Standing Offers

1. Log in to Ariba and click on the Nova Scotia logo to reach the **HOME** page.
2. Ensure the Search box is set to **Contract Workspace (Procurement)** and press Enter or click the Magnifying Glass (Figure 1). This opens the Search page.

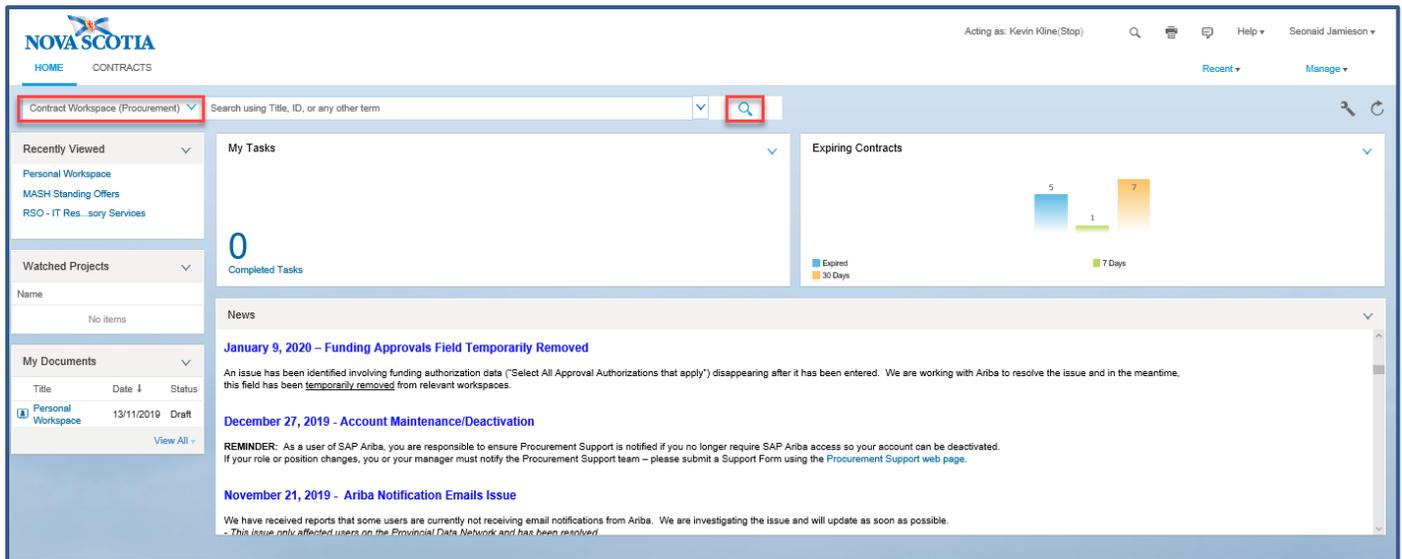


Figure 1

The Search page may display the most recently viewed projects only.

3. Click **Reset** > **Search** to view all projects.

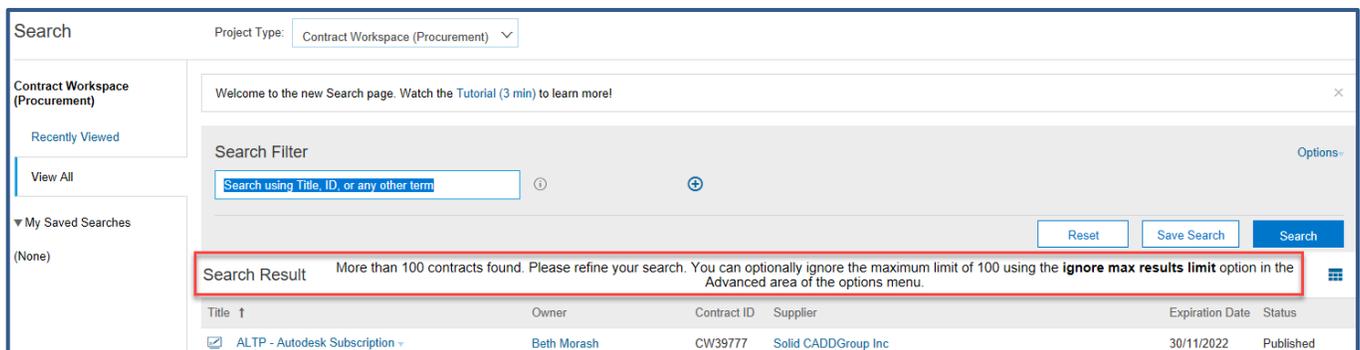


Figure 2

Now there may be over 100 contracts found (Figure 2). It is possible to go to **Options** > **Ignore Maximum Results Limit** and scroll through the many Standing Offers to find the correct one. However, this is time consuming; it is quicker and easier to use the Search Filters or keywords to narrow the search.

Search Filters

The first and quickest option would be to enter a keyword in the Search box and click **Search**, which may be enough and then scroll through the results. However, if too many results are returned, filters can be applied to further refine the search.

1. Click the plus (+) symbol to add a filter field.
2. Click the minus (-) symbol to remove a field.
3. Click the down arrow key beside a field to display other fields (Figure 3).

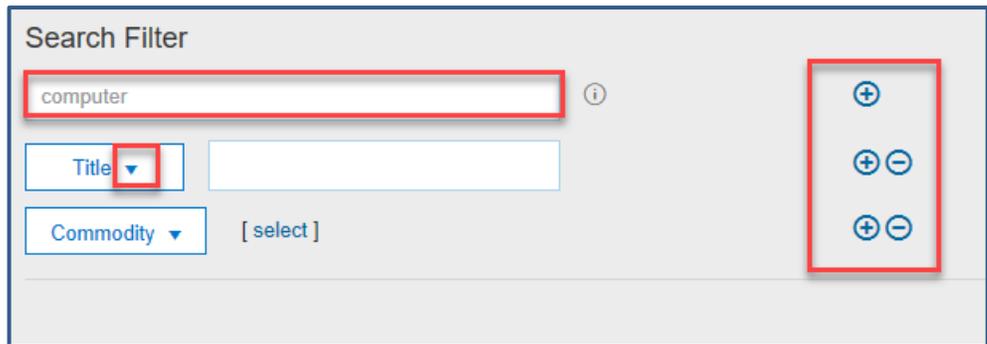


Figure 3

4. Click **Others** to display all available fields in the dropdown menu for additional Search filters (in alphabetical order).
5. Place a checkmark in the box beside each field to add (see Figure 4).

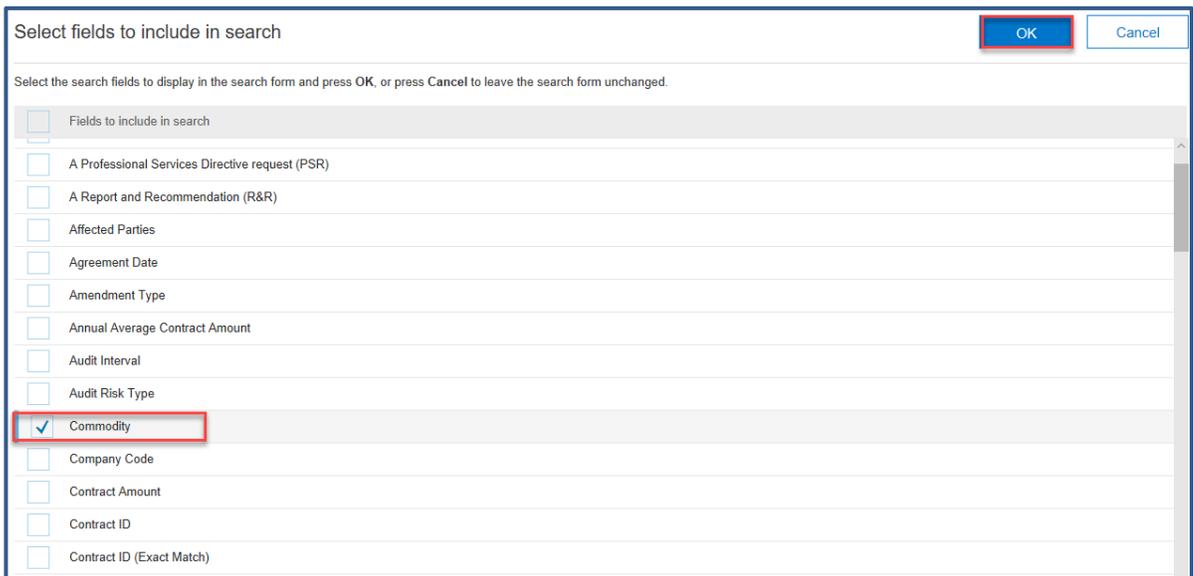


Figure 4

6. Click **OK**. Add more fields as required.

The added fields will either

- be freeform (e.g. *Title*) – type in the title or part of the title.
- have **[select]** to click and search from a list (e.g. *Commodity*) – click **[select]**; type in part of Commodity name; click **Search**; place a checkmark in box beside chosen Commodity; click **Done**.
- or have a dropdown selection to choose from (e.g. *Contract Status*) – click the dropdown arrow and choose from menu.

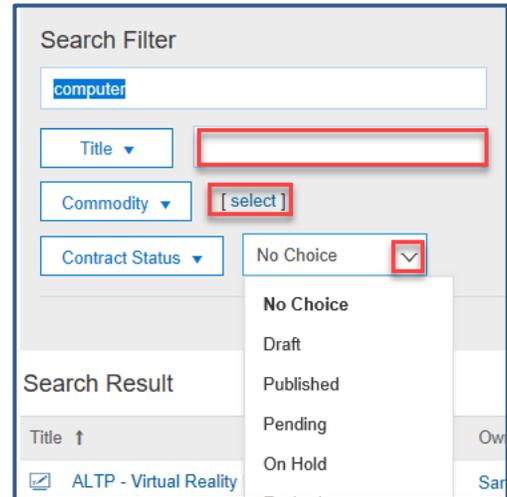


Figure 5

Figure 6 below displays the result of a search on keyword *chair*, Commodity *Office furniture*, and Contract Status *Published* (2 contracts).

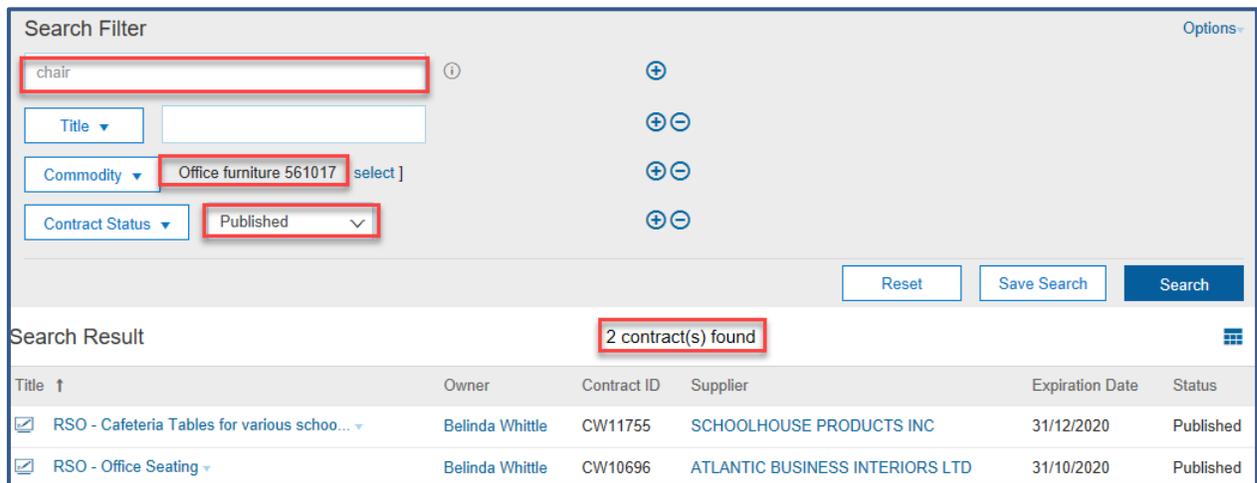


Figure 6

7. Click the **Reset** button to clear the current search and click **Search** again to view all.

Figure 7 below displays the result of a search on Titles beginning with RSO (Standing Offers) – add the **Title** field and type **RSO**; and Contract Status (Published) – add the **Contract Status** field and select **Published** from the dropdown menu. There are 94 contracts. These are all current. **NOTE: results will change daily.**



Figure 7

Save a Search

There are times when a Saved Search may be useful as it can be accessed from the Dashboard and from the Search page by just one click. For example, all current RSOs (Standing Offers) as in Figure 7 above. Or all current Standing Offers from Commodity *Office furniture* with the keyword *chair*, as in Figure 6 above.

To save a Search:

1. Carry out a Search as above using the [Search Filters](#).
2. Once you have your results, for example by Commodity (Figure 6), or all current RSOs (Figure 7), click **Save Search**.
3. In the **Save Search** box type an appropriate name for the Search (e.g. *Office furniture* or *Current RSOs*).
4. Click **OK**.

These saved Searches will now appear in the left margin of the Search page and they will also be available from the Dashboard. **NOTE: These are examples only; you can create your own Search.**

To view a saved Search:

1. From the Home Dashboard, ensure that **Contract Workspace (Procurement)** is selected at the Search bar.
2. Click the down arrow beside the Search box.

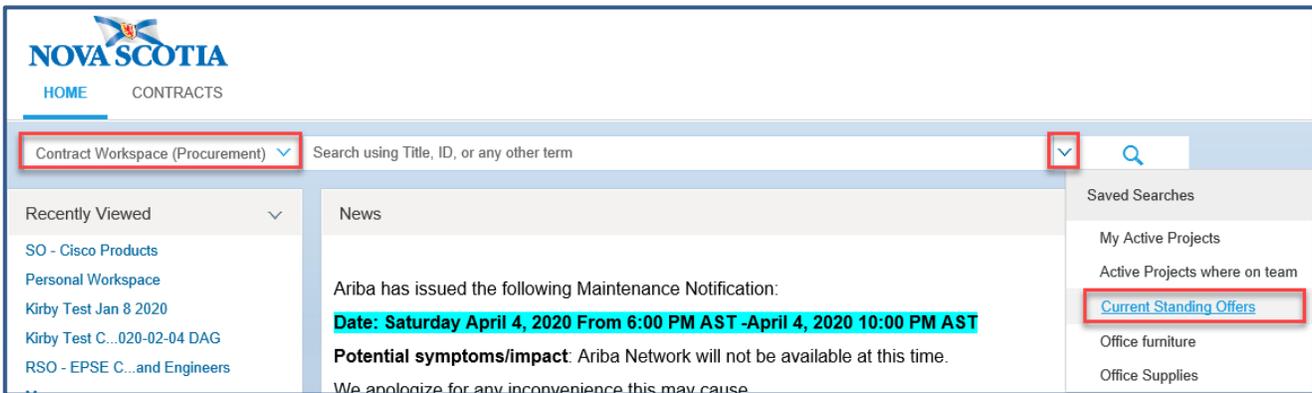


Figure 8

3. Click on the saved Search (Figure 8). This opens the Search page with the results of the saved Search.
4. From here click any of the saved Searches under **My Saved Searches** to change the results (Figure 9).

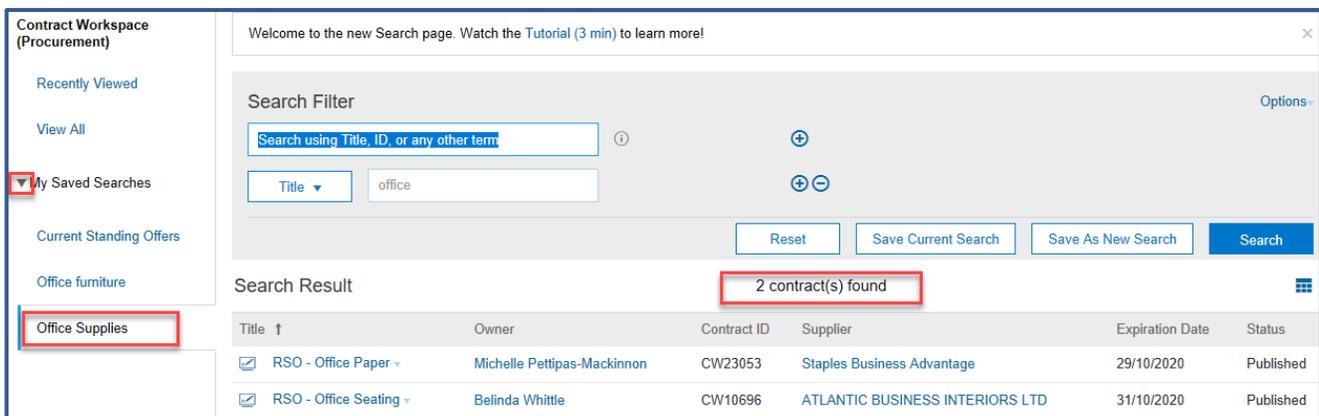


Figure 9

5. Click the **Reset** button to clear the current search and click **Search** again to view all to begin a new search.

NOTE: Contracts in **Draft Amendment** status can still be used, so when selecting **Contract Status**, it may be worth choosing **Draft Amendment** as another Search option to save. That is, you could have a Saved Search named **CWs in Draft Amendment** and one in **Published** status. Results in this list will change as the statuses are updated.

Available Information on the Standing Offer

The most useful information for MASH Clients is found on the **Overview** page or within the **Documents** tab. **If the Documents tab is not visible:**

- Click the **Actions** button next to the Overview heading.
- Select **Full View** (Figure 10). The **Documents, Tasks**, tabs etc. are now visible.

Overview Tab

The **Overview** tab provides a summary of the Workspace, such as, who the Project Owner is (typically a Procurement Specialist), the description and contract attributes and so on.

1. The **Owner** field displays the name of the Procurement Specialist, who is the Project Owner.
2. The **Description** field provides a brief outline of what products or services are offered and notes on who can access the contract, and often instructions on how to buy from it, or where to access the documents for information (Figure 11).
3. See the **Contract Attributes** area for information on the Supplier(s).
4. See the **Contract Term Attributes** area for information on effective dates and expiration dates of contract (Figure 12).

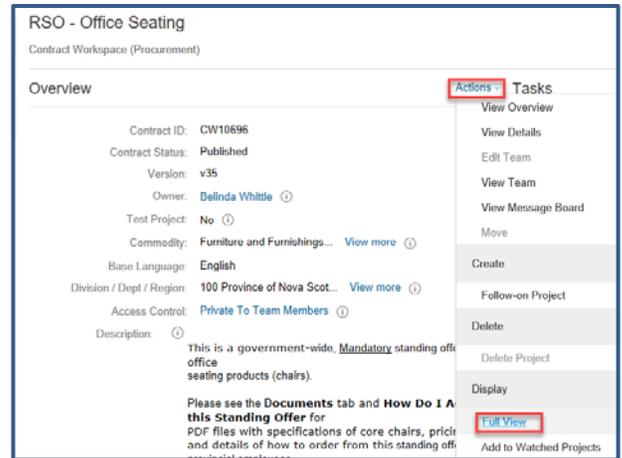


Figure 10

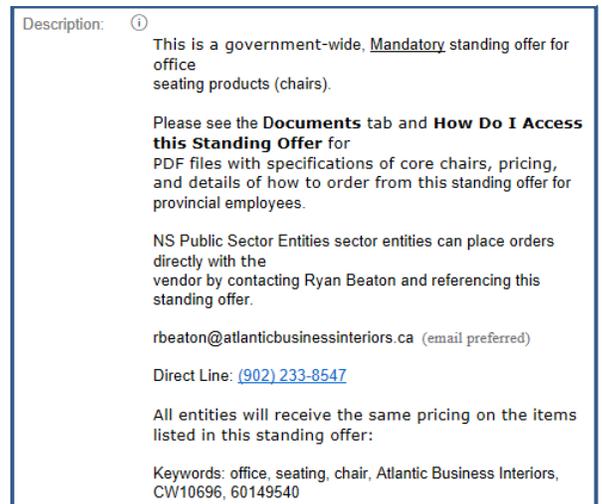


Figure 11

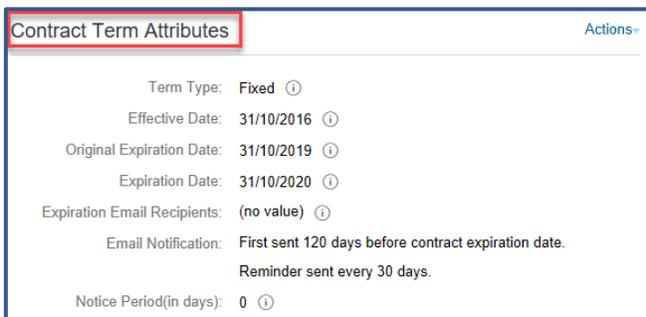


Figure 12

Documents Tab

The **Documents** tab houses the actual signed contract, the Outline Agreement documents, and other useful information on the products/services provided. Additionally, there will be further instructions on how to purchase off the Standing Offer agreement, if applicable.

1. Click the triangle icon to the left of each folder to expand it and see the files within.
2. Click the relevant file and select **Download**.

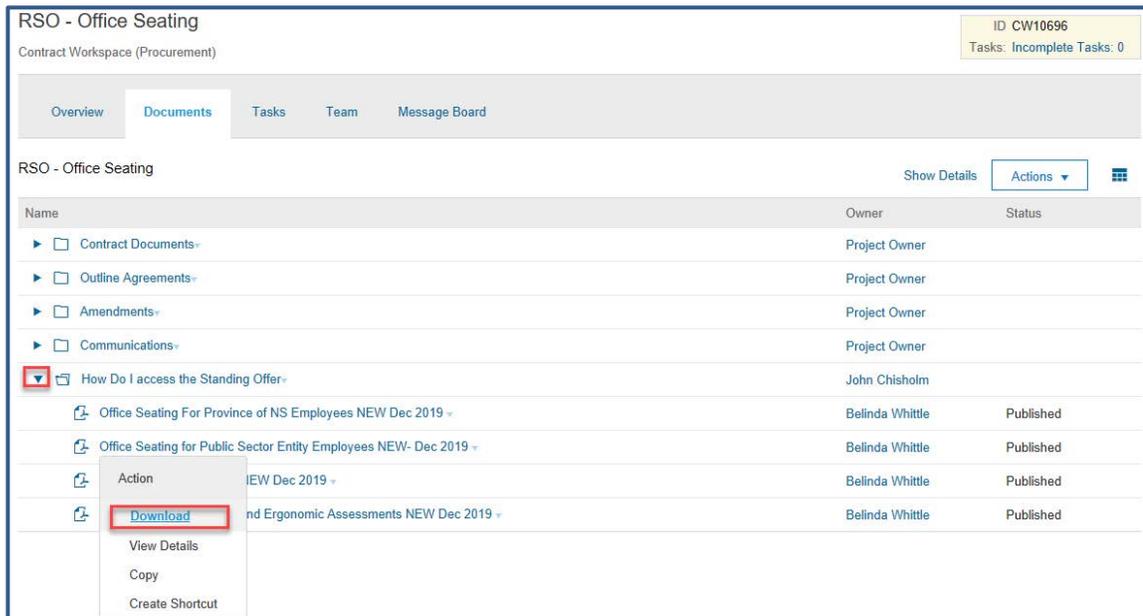


Figure 13

3. Select **Open** to open the document.

Additional Help

For additional help on MASH Standing Offers please contact [Procurement Support](#) to submit a ticket or call the support line 902-424-5770.