



Using State of Utah Purchasing Contracts

A Purchasing Tool to Help You
Save Time and Money

A Dixie State University Training Presentation
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Begin by Logging on

- The URL for the State of Utah's Purchasing Office is –
- <http://www.purchasing.state.ut.us/>
- Now click on the “State Contracts” box on the top left.



Searching for Contracts

- You may search for a contract in several ways. Perhaps the easiest is the “Keyword Search.”
- Use this option when you are looking for a specific commodity and don’t know what vendors have contracts for the item you need.

Keyword Search

- Type in a word that describes what you're looking for. You may have to try a few. Let's look for a Ford Expedition. After typing in Ford Expedition, hit the enter key or hit the "Submit" button on the bottom of the screen. You'll notice that no records can be found with the description Ford Expedition. Press the back arrow on your browser. Try being less specific and type in "car" instead.

Keyword Search Continued

- Now you see several contracts listed. There are contracts for cars and “car”pet, and credit “car”ds, etc – any commodity with the letters “car.” Scan down the list of vendor names until you see the contract for Ford vehicles. Click on the link in the column entitled “Contract Summary” on the right side of the screen. Now you’ll be able to see the contract itself.

Parts of the Contract

- Notice several important parts of the contract:
 - **The contract number is listed top center. It is bold and includes 2 letters and then 3 or 4 numbers.**
 - **Telephone and Fax Numbers for the vendor**
 - **Contact name and e-mail address for the vendor**
 - **Effective Dates of the Contract**
 - **Days required for delivery (estimated)**
 - **Minimum Order required when purchasing**
 - **Possibility of multiple awards for this item**
 - **Pricing Information (can be listed as a discount off catalog or retail pricing or may be listed by item)**



Other Search Options

- In addition to the keyword search, you may want to search by “Contract Number” if you have it.
- Or you may want to search by “Vendor Name.” This is helpful if you’ve been told by a vendor that they have a contract. Ask for the contract number to check it out.



Other Search Options

- When searching, be careful to delete the info you've typed in one box before you type in another to avoid restricting your search!



No Bidding Required!

- State contracts make life easier because bidding is not required if you're using a contract for your purchase, no matter what the cost of your order.



Identify Items Covered by Contract

- Most contracts cover only specific items rather than everything a vendor sells. We need to verify that the item you need is covered by the contract. If not and the order is over \$3,000, we will have to perform the appropriate bidding procedure.



Ordering your Item

- Simply fill out a requisition form and forward it to Purchasing so we can place the order for you. Attach the contract if possible, but if that's inconvenient just list the contract number and fill in the vendor name, quantity, description, pricing, and write "State Contract" somewhere on the requisition. We'll take it from there.



Need More Info?

- Should you require more information on State Contracts, feel free to contact Jackie Freeman at extension 7612.