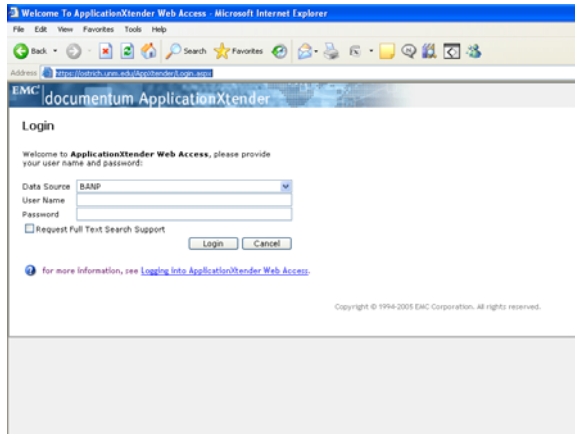


Purchasing

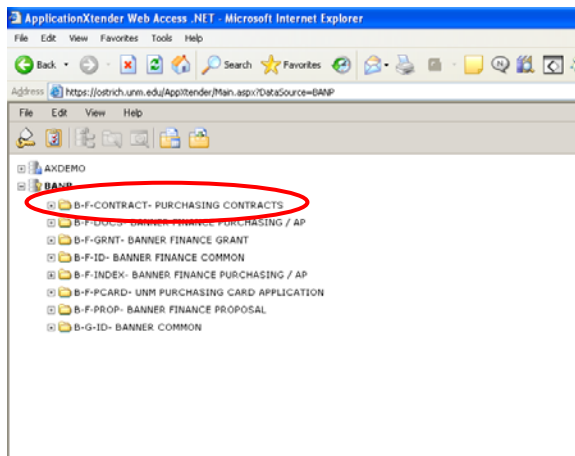
Date: 3/19/2010

Searching for UNM Contracts in Web Xtender FSJA-083

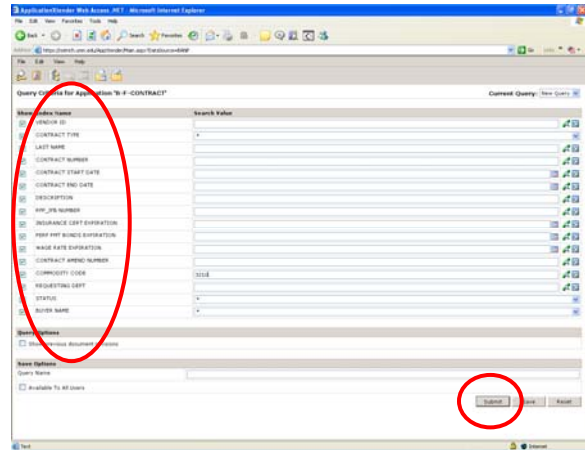
1. Access Web Xtender at <https://ostrich.unm.edu/AppXtender/Login.aspx>



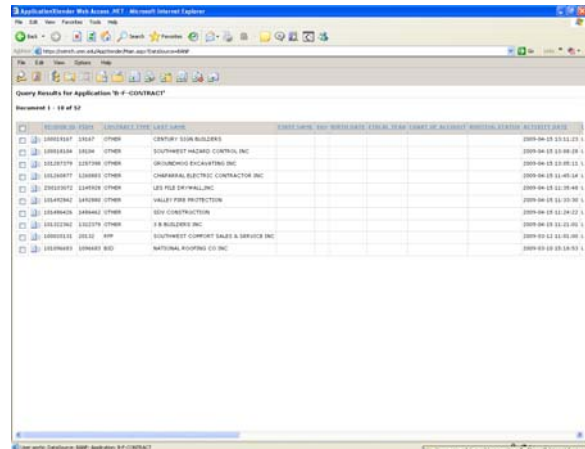
2. Login using your NetID and Password.



3. Double click on the **B-F-CONTRACT- PURCHASING CONTRACTS** folder.



4. Enter your search parameters. You can search by Vendor ID, Name, Description, Commodity Code, etc. Once you have entered your search parameters, click on the **Submit** button.



5. A list of matching contracts will be returned. You can drill into any contract in the list to view the associated documents. Scroll to the right and you will see the UNM Contract Number. This number should be referenced in your Purchase Requisition in the **Supplier/Purchasing Dept Instructions** note.