



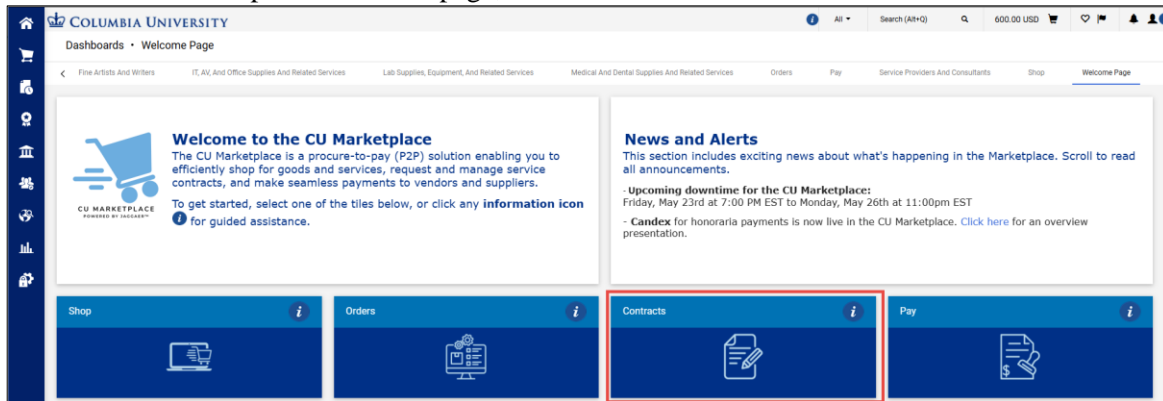
CU Marketplace Pilot Pro Tip: Use the New Search Mode on the Contracts Page

What is it?

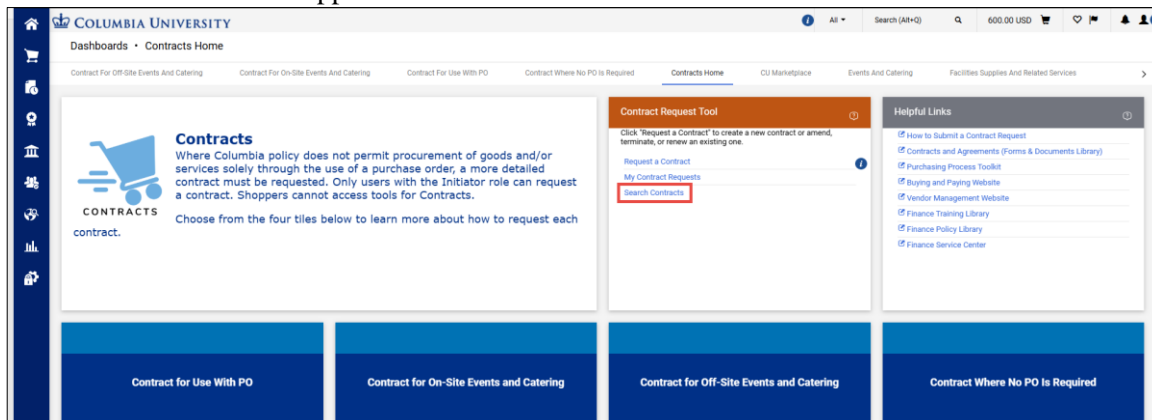
To view all Contracts in the CU Marketplace, go to the Contract Search page. The page initially opens in Classic search mode, where you must enter search parameters to see results. You can switch to the New search mode, which automatically displays all available Contracts and offers a consistent experience with other Marketplace search pages.

Viewing the New Search Contracts Page

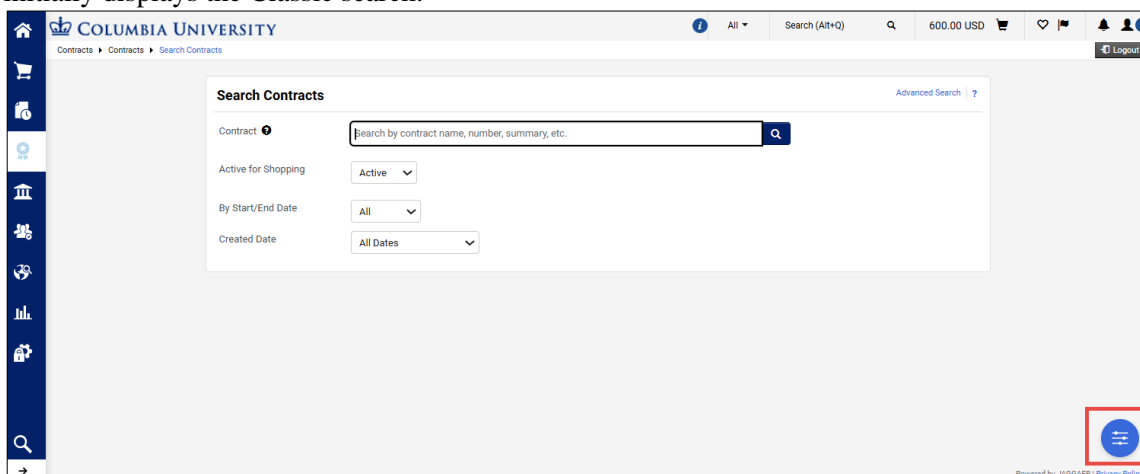
1. From the CU Marketplace Welcome page, click the **Contracts** tile.



The Contracts dashboard appears.



2. From the Contract Request Tool section, click the **Search Contracts** link. The Search Contracts page initially displays the Classic search.



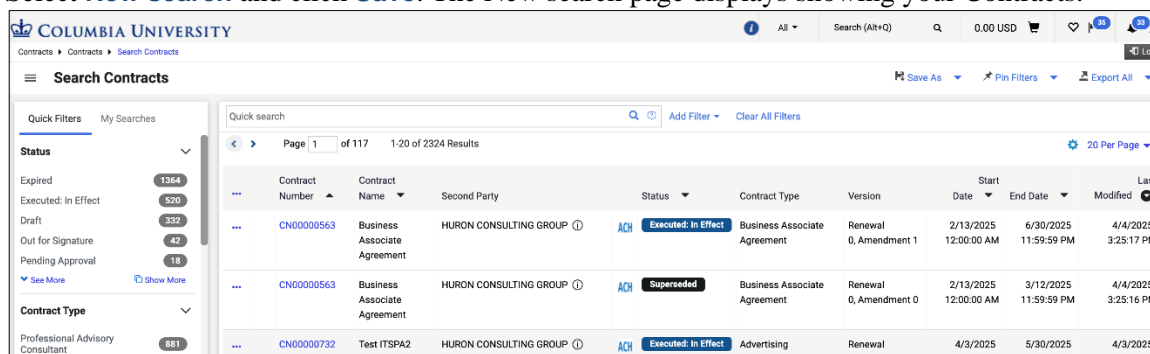
3. Click the toggle  icon in the lower right of the screen to **Choose your experience.**

Would you like to try out our new search experience?. You can switch as often as you like.

☒ New search
☐ Classic search

SAVE **CANCEL**

4. Select **New search** and click **Save**. The New search page displays showing your Contracts.



Contract Number	Contract Name	Second Party	Status	Contract Type	Version	Start Date	End Date	Modified
CN00000563	Business Associate Agreement	HURON CONSULTING GROUP	ACH Executed: In Effect	Business Associate Agreement	Renewal 0, Amendment 1	2/13/2025 12:00:00 AM	6/30/2025 11:59:59 PM	4/4/2025 3:25:17 PM
CN00000563	Business Associate Agreement	HURON CONSULTING GROUP	ACH Superseded	Business Associate Agreement	Renewal 0, Amendment 0	2/13/2025 12:00:00 AM	3/12/2025 11:59:59 PM	4/4/2025 3:25:16 PM
CN00000732	Test ITSPA2	HURON CONSULTING GROUP	ACH Executed: In Effect	Advertising	Renewal	4/3/2025	5/30/2025	4/3/2025

Use the CU Marketplace search page features to locate desired documents. Refer to the [Searching for Documents and Running Reports in the CU Marketplace Training Guide](#) to learn about these features.

Where do I get help?

Contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

Log an incident or request a service via Service Now

<https://columbia.service-now.com>