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.
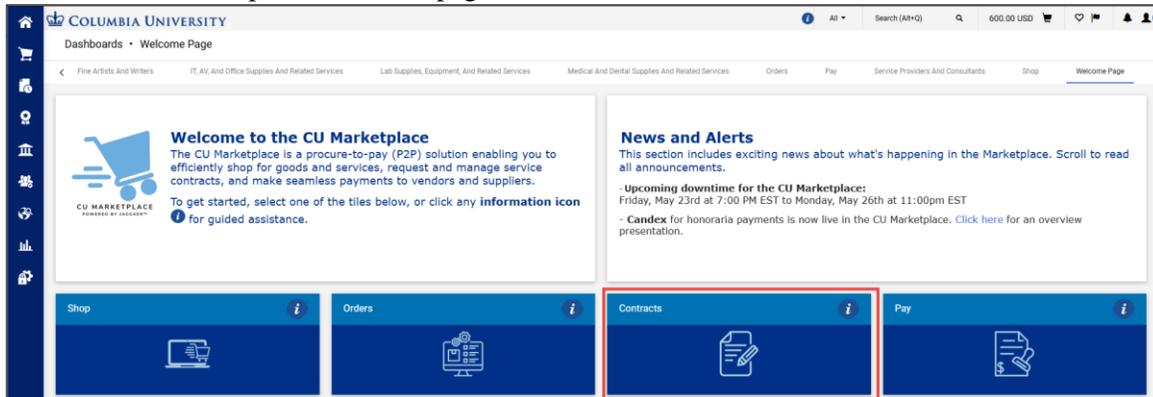
The Contracts dashboard appears.
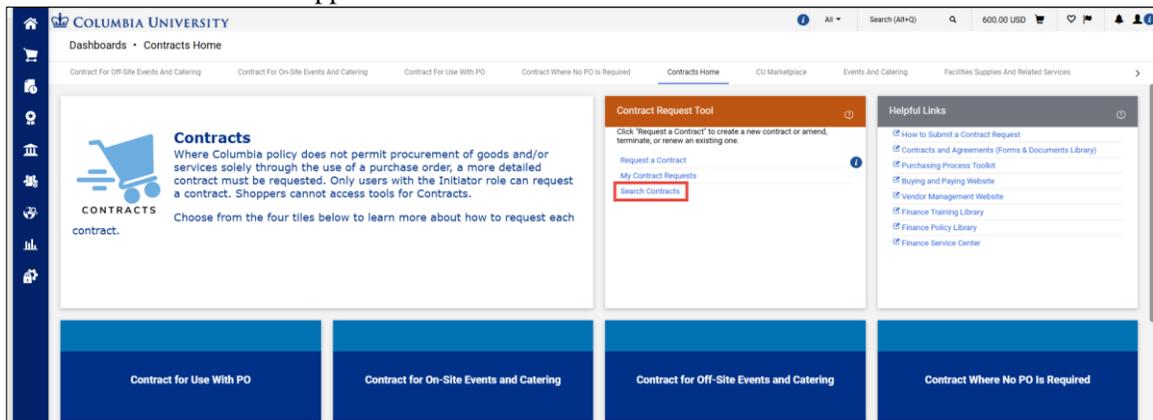
2. From the Contract Request Tool section, click the **Search Contracts** link. The Search Contracts page initially displays the Classic search.
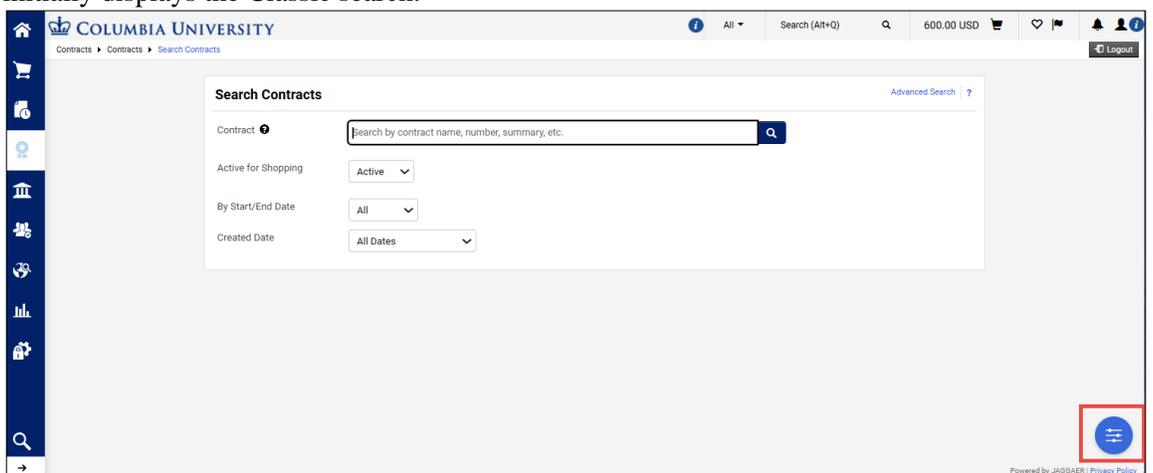
3. Click the toggle ⚙ icon in the lower right of the screen to **Choose your experience**.

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

⦿ New search

◯ Classic search

SAVE CANCEL
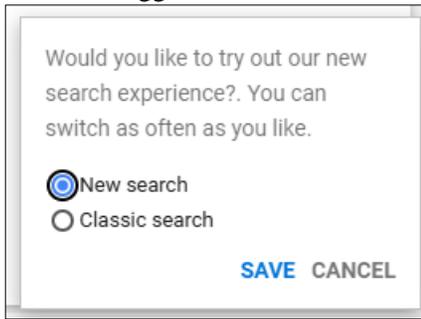
4. Select **New search** and click **Save**. The New search page displays showing your Contracts.
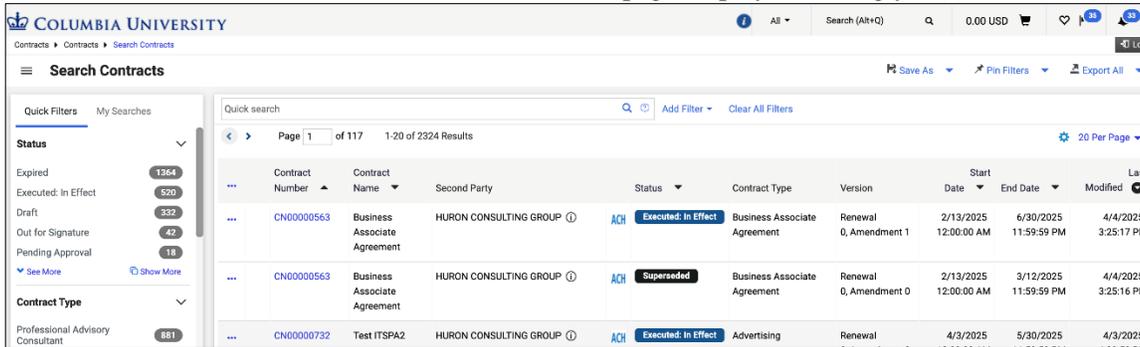
Use the CU Marketplace search page features to locate desired documents. Refer to the Searching for Documents and Running Reports in the CU Marketplace Training Guide to learn about these features.

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

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