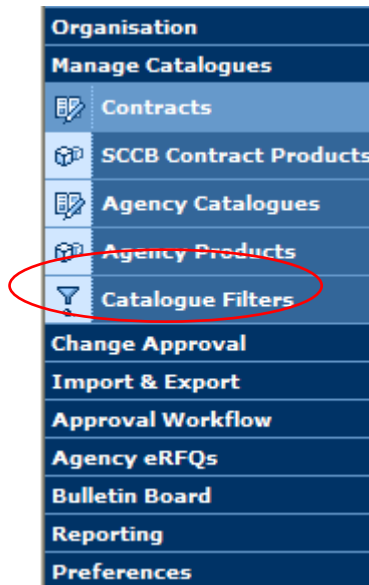


## ADDING CONTRACTS TO FILTER

1. Login into smartbuy®.
2. From the menu, click on **Manage Catalogues**. *The submenu is displayed.* From the submenu click on **Catalogue Filters**. *A list of catalogue filters display.*



3. Click on the filter name hyperlink to view the catalogue filter details. *The General tab will display by default.*

Catalogue Filters				
Select All	Name	Description	Status	Last Publish
	<a href="#">Standard Agency Catalogue Filter</a>	A standard catalogue filter that makes every SCCB contract visible for all users of the organisation.	Default	05/05/09 11:22:15
Refresh			New	Publish Delete

4. Click on the **SCCB / Agency Specific Contract Categories** tab.

Catalogue Filters > [Standard Agency Catalogue Filter](#) - Contracts

General	SCCB / Agency Specific Contract Categories	Agency Catalogue Categories	Roles		
Standard Agency Catalogue Filter - Contract Categories					
Contract categories listed here determine to which contracts and products this filter is applied to. Including / excluding a contract means that all products that reside in the contract or one of its subcategories are visible / not visible to all users represented by the assigned roles.					
Select All	Contract ID	Included Contract Category Name	No. of online products	Start Date	End Date
<b>SCCB Contracts</b>					
<input type="checkbox"/>	123	<a href="#">OFFICE FURNITURE [contract root]</a>		01-01-2006	31-05-2009
<input type="checkbox"/>	206	<a href="#">AIR CONDITIONING UNITS &amp; EVAPORATIVE COOLERS [contract root]</a>		01-06-2005	30-06-2009
<input type="checkbox"/>	247	<a href="#">EXECUTIVE FURNITURE [contract root]</a>		01-06-2003	31-05-2009
<input type="checkbox"/>	259	<a href="#">SURGICAL DRESSINGS [contract root]</a>		01-07-2006	30-06-2009
<input type="checkbox"/>	278	<a href="#">ELECTRICAL,GAS &amp; OTHER APPLIANCES [contract root]</a>		01-10-2005	30-09-2009
<input type="checkbox"/>	295	<a href="#">FLOOR COVERINGS &amp; WINDOW FURNISHINGS,SUPPLY &amp; INSTALLATION [contract root]</a>		01-07-2005	30-06-2009
<input type="checkbox"/>	366	<a href="#">FUEL &amp; ASSOCIATED PRODUCTS [contract root]</a>		01-07-2006	30-06-2009
<input type="checkbox"/>	381	<a href="#">CLOTHING &amp; FOOTWEAR,GENERAL &amp; SPORT [contract root]</a>		24-11-2003	30-06-2009



5. Scroll down to the bottom of the contract list. Click on **New**. A list of contracts is displayed.

<input type="checkbox"/>	1618	<a href="#">HOUSEKEEPING PRODUCTS-FLOOR,LAUNDRY &amp; WASHROOM [contract root]</a>		01-04-2005	30-06-2009
<input type="checkbox"/>	2007	<a href="#">PERSONAL COMPUTERS, NOTEBOOK COMPUTERS, SERVERS &amp; ASSOCIATED SERVICES [contract root]</a>		01-05-2007	30-04-2010
<input type="checkbox"/>	2390	<a href="#">IMAGING DEVICES &amp; DOCUMENT SOLUTION [contract root]</a>		01-01-2006	31-12-2009
<input type="checkbox"/>	F801V	<a href="#">FOOD SUPPLIES - VEGETABLES &amp; FUNGI [contract root]</a>		01-04-2008	31-03-2011
<input type="checkbox"/>	MS264	<a href="#">MEDICAL SUPPLIES-WOUND CARE PRODUCTS [contract root]</a>		01-01-2008	31-12-2009
<input type="checkbox"/>	NSWBUY	<a href="#">NSWBUY CATALOGUE [contract root]</a>		28-03-2008	31-03-2011
<input type="checkbox"/>	OMEH	<a href="#">OFFICEMAX ( QSTORES )-EXTERNALLY HOSTED CATALOGUE [contract root]</a>		21-05-2006	20-05-2010
<input type="checkbox"/>	QP681	<a href="#">RENTAL OF MOTOR VEHICLES [contract root]</a>		01-01-2007	31-12-2009
<input type="checkbox"/>	UF02	<a href="#">UTILITIES &amp; FACILITIES [contract root]</a>		01-01-2008	31-12-2011

6. Select the radio button next to the contract you wish to add. You can only add one contract at a time.

<input checked="" type="radio"/>	100	CONTINGENT WORKFORCE		20/04/09	19/04/12
<input type="radio"/>	123	OFFICE FURNITURE		01/01/06	31/05/09
<input type="radio"/>	206	AIR CONDITIONING UNITS & EVAPORATIVE COOLERS		01/06/05	30/06/09
<input type="radio"/>	247	EXECUTIVE FURNITURE		01/06/03	31/05/09
<input type="radio"/>	259	SURGICAL DRESSINGS		01/07/06	30/06/09
<input type="radio"/>	278	ELECTRICAL,GAS & OTHER APPLIANCES		01/10/05	30/09/09
<input type="radio"/>	295	FLOOR COVERINGS & WINDOW FURNISHINGS,SUPPLY & INSTALLATION		01/07/05	30/06/09

7. Click on **Next**. The standard categories and sub-categories for the contract are displayed.

<input type="radio"/>	LIC	LAND INFORMATION CENTRE	0	01/03/92	30/09/04
<input type="radio"/>	QS	QSTORES	0	01/01/91	31/12/07
<b>Agency Specific Contracts</b>					
Select	Contract ID	Contract Name	No. of online products	Start Date	End Date
There are no Agency Specific Contracts available.					
<input type="button" value="Next &gt;&gt;"/>					<input type="button" value="Cancel"/>

8. Under **Standard Categories**, select **Apply** beside the root category of the current contract. The root category is the first item under the Standard Categories heading.

Catalogue Filters > Standard Agency Catalogue Filter - Contracts > Add Included Contract > Select Included Contract Category

**Selected Contract: CONTINGENT WORKFORCE**

Click the category name to browse the sub-categories of the selected category.  
Click Apply to add the selected contract category to the current catalogue filter.

**CONTINGENT WORKFORCE**

**Standard Categories**

<input checked="" type="button" value="Apply"/>	<b>CONTINGENT WORKFORCE</b>	Add root category of current contract to catalogue filter.
<input type="button" value="Apply"/>	<b>CONTINGENT WORKFORCE</b>	Add current category to catalogue filter.

**Sub-Categories of CONTINGENT WORKFORCE**

<input type="button" value="Apply"/>	<b>TEMPORARY STAFF</b>	There is no description available
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<< Previous

Showing 1 - 1 of 1 Sub-Categories.

9. You will automatically return to the **Contract Categories** page. To add another contract repeat steps 5 to 7.