

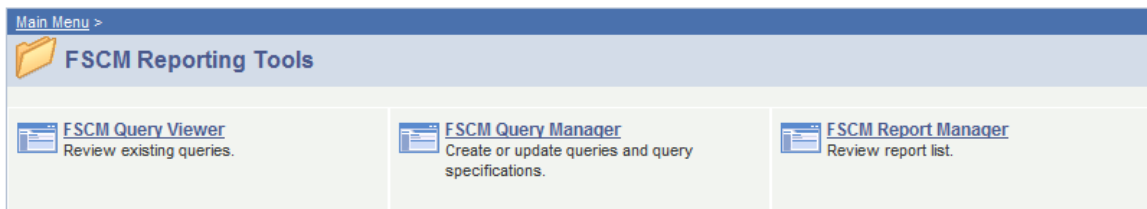
Finding and Accessing Contracts in Edison

To search for Contracts in Edison, you will be running a “Query” to pull up the Contract information. **You will need the old 7-digit TOPS Contract Number (example: 4031234) to perform this search**

1. Log in to Edison, as normal.
2. Click the “FSCM Reporting Tools” link, on the left-hand side of the page.



3. Click the “FSCM Query Viewer” link.



4. This will bring you to the Query Viewer screen.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: begins with

[Advanced Search](#)

5. Type **TN_PU_CN_LEGACY_CONTRACT** into the “begins with” field. Then press the Search button.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: begins with

[Advanced Search](#)

Finding and Accessing Contracts in Edison

6. Pressing the Search button will bring up the “Search Results” shown below.


Search Results

*Folder View:

Query				Customize	Find	View All	First	1 of 1	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites		
TN_PU_CN_LEGACY_CONTRACT	Xref Legacy Contract w/ Edison	Public		HTML	Excel	Schedule	Favorite		

7. Hold down the Control key (Ctrl) on your keyboard, and while holding, click the blue HTML ([HTML](#)) link under the “Run to HTML” column.

Run to
HTML
[HTML](#)

8. This opens up a new window with a search field. Maximize the window using the Maximize icon at the far top right of the window (.

TOPS/STARS Contract #:

[View Results](#)

TOPS/STARS Contract ID	Edison Contract ID	Contract Status	Edison Vendor ID	Contract Description	Begin Date	End Date	Contract Maximum Amount
------------------------	--------------------	-----------------	------------------	----------------------	------------	----------	-------------------------

9. Type in the 7-digit TOPS contract number (4030338 in the example), then press the View Results button. [View Results](#)

TOPS/STARS Contract #:

[View Results](#)

TOPS/STARS Contract ID	Edison Contract ID	Contract Status	Edison Vendor ID	Contract Description	Begin Date	End Date	Contract Maximum Amount
------------------------	--------------------	-----------------	------------------	----------------------	------------	----------	-------------------------

10. This will bring up the contract information in the table, including the Edison Contract ID and the TOPS/STARS Contract ID.

TOPS/STARS Contract ID	Edison Contract ID	Contract Status	Edison Vendor ID	Contract Description	Begin Date	End Date	Contract Maximum Amount
1 4030338	000000000000000000000000003601	Approved For Purchasing	0000000051	JUICE 100% 4 & 6 OZ. SRV 70 PE	12/01/2003	09/30/2009	250000000.000

Finding and Accessing Contracts in Edison

11. Now you have the Contract ID.

- ❖ You can set this Query as a “Favorite” so that it will show up in your “Favorites” list on the main FSCM Query Viewer page. To do so, click the [Favorite](#) link under the “Add to Favorites” column after you pull up the Query.

*Folder View: -- All Folders --

Query							
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
TN_PU_CN_LEGACY_CONTRACT	Xref Legacy Contract w/ Edison	Public		HTML	Excel	Schedule	Favorite

- ❖ From there on, any time you go to FSCM Query Viewer, the Query will be shown. You can click “[HTML](#)” to run it at any time.

▼ My Favorite Queries

My Favorite Queries							
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	
TN_PU_CN_LEGACY_CONTRACT	Xref Legacy Contract w/ Edison	Public		HTML	Excel	Schedule	

Contracts in TOPS were transferred over to Edison, with a few exceptions due to errors. If you are unable to find the contract you are looking for by using this guide, send an e-mail to content.group@state.tn.us with the contract number for more information. Edison and Purchasing are working to get all TOPS contracts entered into Edison as time permits.

For items that are on contract and are not APCAT, search the Catalog in eProcurement. **[The “Catalog Tab and Contract Release Orders” section of the Guide to Agency Purchasing, starting on page 8, explains how to search.](#)** The Guide can be found in the **Edison Information** section of the General Services’ Purchasing website, at <http://state.tn.us/generalserv/purchasing/edison.htm> .