A GUIDE TO FINDING CONTRACTS BY VENDOR

The **CM Reporting Workbench** has a variety of useful views available. Select ‘IT’ as the Level 1 category to improve performance while navigating the dashboard.

**Awards Exploration**
- Contract Inventory
- Obligation Tier
- Small Business - OSB Delta
- Vendor Management

Navigation to the individual reports is in the lower right of the screen. Click on **Awards Exploration** to find contracts by vendor. Award Exploration can also find multiple contracts with the same vendor or expiration dates.

- Click on the vendor selection field to select the vendor and view the results.

Further filtering by Award Expiration or Funding Department can refine your results. Details shown at the bottom of the screen can be downloaded for further analysis.