INFORMATION TECHNOLOGY
Vendor Management Office

A GUIDE TO FINDING CONTRACTS BY VENDOR

1

Level 1 Category

IT
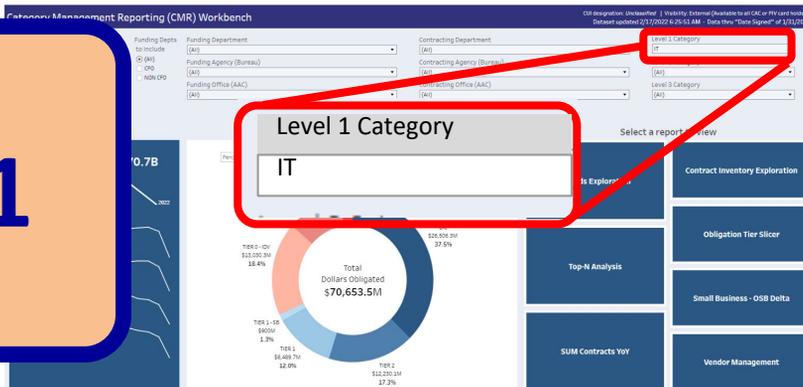
The [CM Reporting Workbench](#) has a variety of useful views available. Select 'IT' as the Level 1 category to improve performance while navigating the dashboard

Awards Exploration	Contract Inventory
Top-N Analysis	Obligation Tier
SUM Contracts YoY	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.

2

3

Vendor

CARAHSOFT TECH…

Vendor Name

CARAHSOFT TECHNOLOGY CORPORATION

Dollars Obligated	Actions	Awards	Contracts	Vendors
$72.0M	339	298	63	1

Instructions for Detail Export
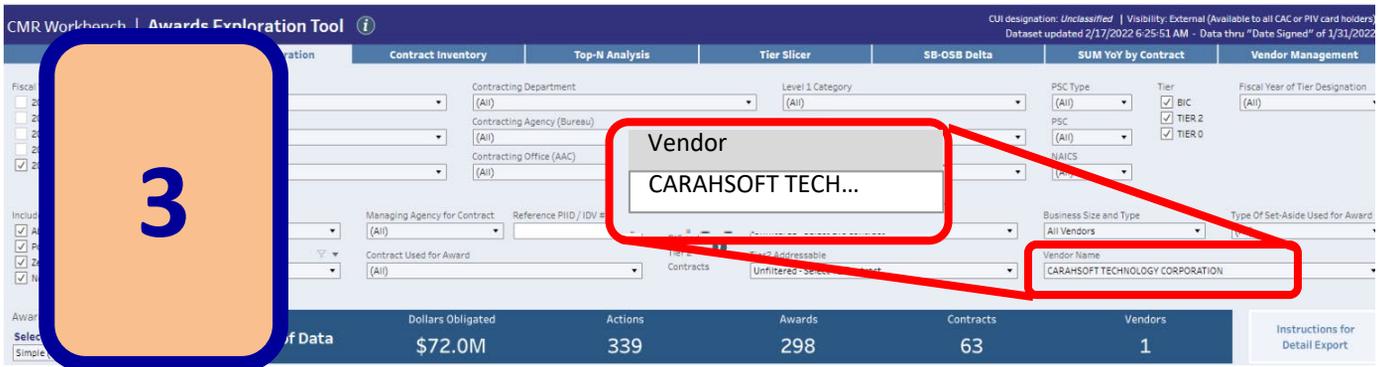
• **Click on the vendor selection field to select the vendor and view the results.**

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.