

To locate Active Contract Information

- Click on the “Contracts: Commodity, Services & Unit Price” link
 - This will take you to the Ionwave Login Screen. *You do not need to login.
- Click on the “Active Contracts” link
 - This will take you to Contract Management. Here you can search for the Contract you want to review.
 - Select a field to search on
 - Contract Number (ie: 16-001)
 - Title (Can search on all or part of the Contract title if known. ie: Cleaning)
 - Supplier (Search by Supplier name, or part of the Supplier name)
 - Type (ie: Annual Service, Sole Source, etc.)
- Once you locate the contract you want to review, select that contract.
 - Under “Attachment List” you can view the Contract and any Amendments as well as the Bid attachments from the Bid.

If you need additional assistance, feel free to contact Purchasing at 402-441-7410 or 402-441-7416