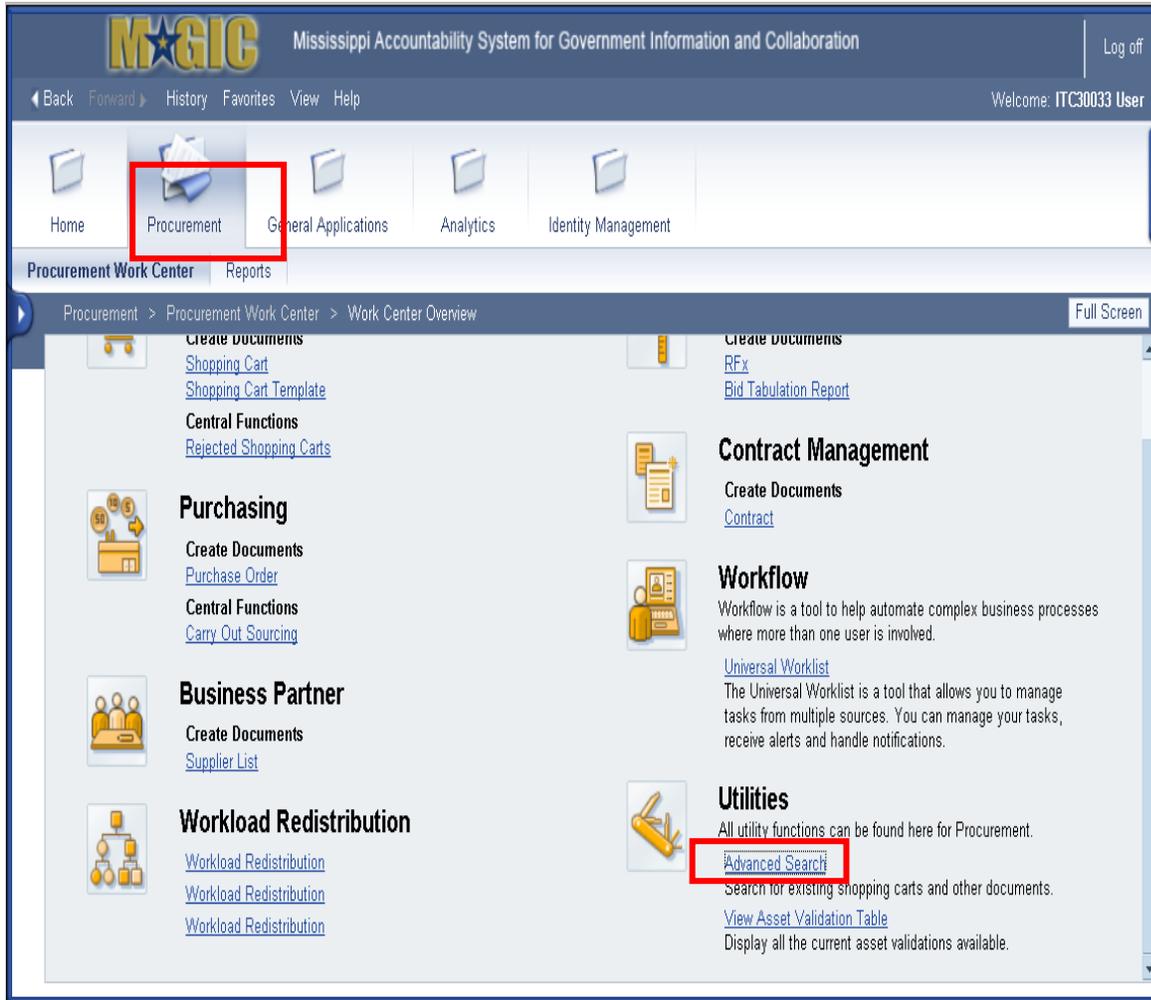


- (1) After you log into MAGIC:
 - a. Click the “Procurement” tab at the top of the screen
 - b. Then under **Utilities**, click **Advanced Search**



- (2) Once the Advanced Search page is displayed:
 - a. Select **Contract** from the Search For drop down box
 - b. Click in the **Reference Contract Number** field and type in the SAAS Contract Number of the first few characters of the number followed by * (for example, IT*)
 - c. Click the **Search** button

The screenshot displays the 'Advanced Search' interface. At the top, there is a 'Close' button. Below it, the 'Search For:' dropdown is set to 'Contract', and the 'Number:' field is empty. A 'Search' button is located to the right of the 'Number:' field. The 'Search Criteria: Contract' section includes radio buttons for 'System' (selected), 'Templates', 'Archive', and 'Hierarchies'. Various search criteria are listed with input fields, including Contract Type, Status, Purchasing Organization, Supplier, Product, Product Category, Valid From, Reference Contract Number (containing 'IT*'), User Specified Status on Header, Closeout, Termination, Name, Timeframe, Purchasing Group, My Contract, Item Description, Created By, Valid To, Parked, Item Process Type, User Specified Status on Item, Closeout, and Termination. A 'Search' button is located at the bottom left of the search criteria section. Below the search criteria, the 'Search Results: 0 Contracts' section shows an empty table with the following columns: Number, Name, Purchasing Organization, Valid From, Valid To, Supplier, Status, Closeout, and Termination.

(3) Contract information will be retrieved in the Search Results section.