

Conducting a Contract Search

Quick Reference Card

Selecting an Activity

Within Contract Manager, you may perform several types of searches for both contracts and products. To access records within the Supply Chain Advisor Catalog, you must first select the appropriate activity.

To select an activity:

1. From the **Navigation Bar**, select **Search**.
The Select Activity window will display.
2. In the **Select Activity** field, choose **View Master Contracts**.



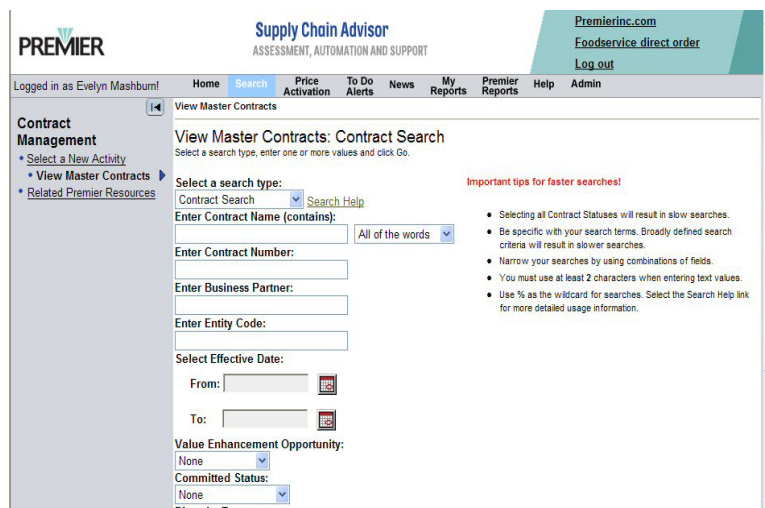
3. Within the **Act on behalf of** area, your primary entity will display. For the purposes of searching Master Contracts, it is not necessary to change this entity. Click **Continue** to proceed. *The View Master Contracts: Contract Search screen will display.*

★ You may return to this screen at any time by clicking on the link "Select a New Activity" located in the Left Navigation Bar.

Conducting a Contract Search

To enter search criteria:

1. Within the **Select a Search Type** field, click the down arrow and select **Contract Search**.
2. Narrow your search by using any or all of the fields for the search type you are performing. The following tables define the criteria fields for each of the types of searches.




Conducting a Contract Search cont.

Field	Description
Enter Contract Name	<p>Enter one or more words from the contract name as it exists on the Master Contract. The drop-down list to the right of the Enter Item Description field allows you to look for matches containing all of the words, any of the words or an exact phrase.</p> <ul style="list-style-type: none"> • <i>When searching for All of the words or Any of the words the search will return matches for closely related words. The words can be in any order and the percent sign (%) wildcard can be entered if you only know part of a word. (For example, if you enter "laboratory" it will also return matches containing "laboratories".)</i> • Important! <i>Exact phrase only looks for exact matches for the phrase entered. If you included a "%" it will look for that character rather than treat it as a wildcard. The words must be in the exact order and it will not return closely related words.</i>
Enter Contract Number	<p>Enter full or partial Master Contract number. <i>It is not necessary to enter the dashes. (Acceptable entry examples: pp-la-000, pp-la000, pp la 000).</i></p>
Enter Business Partner	<p>Enter the full or partial name of a specific business partner with whom a contract may exist.</p>
Enter Entity Code	<p>Enter the alpha/numeric code used to designate each member and business partner in Premier's system. (Premier Entity Code)</p>
Select Effective Dates	<p>Select the effective dates of the contract using the calendar buttons to the right of the From and To fields. A calendar will display in a separate window.</p> <ul style="list-style-type: none"> • <i>To select a date: click the actual date.</i> • <i>Move the calendar forward or backward one month at a time using the buttons with the single arrows.</i> • <i>Move the calendar forward or backward one year at a time using the double arrow buttons.</i>
Only Contracts With	<p>Viewable only by users acting on behalf of or logged in with</p>
DSH Pricing Tiers	<p>authorization to view DSH pricing. Use this option to limit search results so only contracts with DSH Pricing are shown.</p>
Value Enhancement Opportunities	<p>Select either None (returns all options), Group Buy, Portfolio Plus, or Rational Choice RX.</p>
Committed Status	<p>Select either None (returns all options), Committed, Preferred, or Combination.</p>
Diversity Type	<p>Select a diversity type of No Preference (returns all options), Minority Owned, Women Owned, Veteran Owned, or Small Business Enterprise.</p>
Contract Review Status	<p>Select to see contracts within a specific review status only. Statuses include: Activated, Not Reviewed, Under Review, Approved for Activation, Decline Action, and ALL (default).</p>
Contract Status	<p>Select to see either Active (currently available for purchasing or future contracts), Inactive (expired contracts) or All.</p>

- ★ *For additional search help, click the Search Help Link to the right of the Select a Search Type field. A pop-up window will display and provide examples of search entries and their results.*

Conducting a Contract Search cont.

- After entering information into the search parameters, execute the search by clicking the  button or press the **Enter** key on the keyboard. *The Master Contract Search Results screen will display.*

Master Contract Search Results
Click on a contract or business partner link to view details. Sort results by clicking on a column heading.
Search terms used: Contract Number = "pp", Status = "Active", Diversity Type = "No Preference", Contract Review Status = "All"
[Search Again](#)

Diversity Type Key: Minority [M], Women Owned [W], Small Business Enterprise [S]

Contract Name	Contract Number	Effective Date	Expiration Date	Status	Business Partner	Diversity Type	Contract Review Status
Wound and Skin Care Products	PP-AB-001	04/01/2002	03/31/2010	Active	Med Supply Corp		Activated
Surgical Care Products	PP-AC-001	02/01/2004	03/11/2011	Active	Med Supply Corp		Activated
Chemistry Analyzers, Reagents,	PP-CC-002	07/01/2002	05/09/2013	Active	Med Supply Corp		Activated
Pharmaceutical Products	PP-ZZ-002	07/01/2003	08/08/2010	Active	Chemical Company	M	Not Reviewed

Terms to Know when Selecting Criteria

Value Enhancement Opportunities

Search contracts by value enhancement criteria to locate contracts that give you the most purchasing power with valuable insights into cost-effective strategies. These value enhancement choices include: Group Buy, Portfolio Plus, and Rational Choice Rx.

- Group Buy:** Coordinated, limited-time, volume driven purchasing opportunities. A short term Premier contract that offers pricing significantly better than the regular Premier contract or regular street pricing. For example, Premier may negotiate special pricing for hospital beds purchased in the month of June. Hospitals planning to purchase beds may realize significant savings by making the purchase in June rather than outside the term of the Group Buy contract.
- Portfolio Plus:** Provides financial incentives for performance based on volume and market share. A multi-tiered pricing model that rewards members with additional pricing discounts based on predefined performance options. In today's market, most Premier contracts are multi-tiered and may be defined as Portfolio Plus.
- Rational Choice Rx:** A voluntary drug formulary strategy designed to enhance quality of patient care and reduce acquisition costs of pharmaceuticals. Rational Choice Rx provides programs to address appropriate utilization of medications and better manage pharmaceutical expenditures. The program supports the highest quality standards of pharmaceutical care to optimize patient wellness and outcomes; minimize therapeutic duplication; promote clinically appropriate utilization; maximize value in contracting opportunities; and reduce the net cost of targeted medication classes.

The program has both a therapeutic interchange component and drug utilization management series component. A complete clinical and contract package is offered within the therapeutic interchange piece of the program. For the drug utilization management series, members are provided a module/toolkit that contains the necessary tools for facilities/institutions to create their own comprehensive strategy to appropriately manage the clinical utilization and financial impact of a particular medication class or drug.

All of the supporting program material is available on Supply Chain Advisor, and most of the material also can be accessed on the Premier Web site. For more information, see [www.premierinc.com/Solutions/Supply Chain/Group Purchasing/ Pharmacy](http://www.premierinc.com/Solutions/SupplyChain/GroupPurchasing/Pharmacy). Select Rational Choice Rx from the listing on the left.

Committed Status

Supply Chain Advisor contracts are searchable by the committed status requirements as follows:

- Committed:** Members cannot elect to purchase "like" or the same products from a non contracted supplier, but their purchases can be from a non-contracted supplier only for the items that are above and beyond their committed purchasing levels. For example, 80% Commitment for Widget from Vendor A; member buys 20% of their widgets from any other vendor they chose.
- Preferred:** The items on contract are not committed, meaning a member can elect to purchase products from any vendor they choose. Off contract products do not count toward member distribution payments. A member is better off purchasing from a "preferred" vendor because Premier has evaluated that vendor and determined they are a valued supplier.
- Combination:** Some of the products on the agreement are part of the commitment program and some are not part of the commitment program. Product determination is on a per contract basis and members should refer to the Contract Information Sheet on the catalog for specific purchasing regulations.