

# Supplier Guide: Contracts Register Review

## Welcome

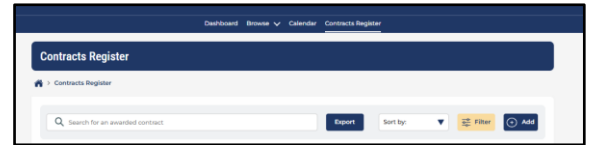
This training guide has been developed to help suppliers understand how to review the Contracts Register in Open.



1

You can access the **Contracts Register** on the Open homepage: <https://open-uk.org/>

You don't need to be logged in to access this. Using your top navigation bar, click on the Contracts Register tab.

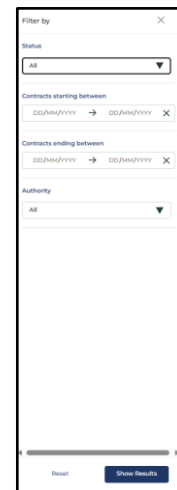
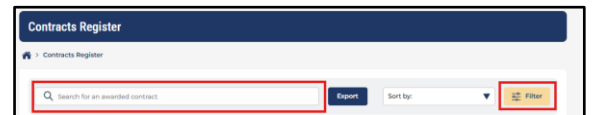


2

To find specific contracts you might be interested in, use the **search and/or filter** options.

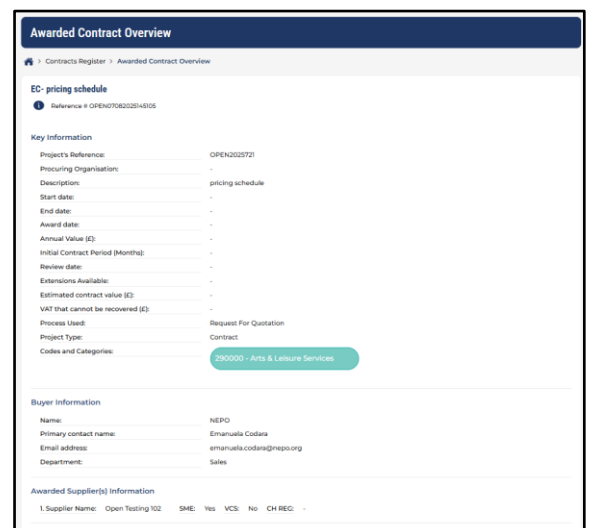
Filters include:

- Status – All / Active / Cancelled
- Contract Starting and End dates



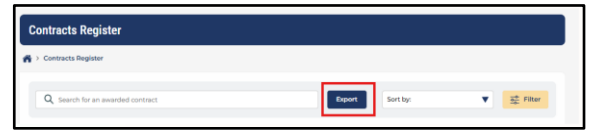
3

Click **on the Contract icon** to review the contract, buyer, and awarded supplier information.



4

You can **export** a spreadsheet with all the contract details for further reference. This will be exported to your downloads as an Excel spreadsheet.



5

Now that you know how to review the Contracts Register, check out the next step by step guides on how to **search for an opportunity, register interest and submit a bid** and how to **manage a Contract**.

## Get Support

For more information and support about Open please visit the [Open Hub](#).

