



ADDING CONTRACTS TO FILTER

1. Login into smartbuy.
2. From the menu, click on **Manage Catalogues**. *The submenu is displayed.* From the submenu click on **Catalogue Filters**. *A list of catalogue filters display.*



3. Click on the filter name hyperlink to view the catalogue filter details. *The General tab will display by default.*

Catalogue Filters				
Select All	Name	Description	Status	Last Publish
	Standard Agency Catalogue Filter	A standard catalogue filter that makes every SCCB contract visible for all users of the organisation. This filter is mandatory, however additional filters can be used to override this one. Additional filters can limit the complete view generated by this one.	Default	04/04/04 23:52:21

4. Click on the **SCCB / Agency Specific Contract Categories** tab.

Catalogue Filters > [Standard Agency Catalogue Filter](#) - Contracts

General [SCCB / Agency Specific Contract Categories](#) Agency Catalogue Categories Roles

Standard Agency Catalogue Filter - Contract Categories

Contract categories listed here determine to which contracts and products this filter is applied to. Including / excluding a contract means that all products that reside in the contract or one of its subcategories are visible / not visible to all users represented by the assigned roles.

Select All	Contract ID	Included Contract Category Name	No. of online products	Start Date	End Date
SCCB Contracts					
<input type="checkbox"/>	44AK	NSW IT ASSET MANAGEMENT FACILITY [contract root]	0	10-02-2000	09-02-2004
<input type="checkbox"/>	213	WASTE AND STORAGE BAGS, GENERAL AND MEDICAL [contract root]	0	01-08-2002	31-07-2004
<input type="checkbox"/>	217	HOSPITAL FURNITURE [contract root]	0	01-10-1999	30-09-2004
<input type="checkbox"/>	218	INTRAVENOUS (IV) ADMINISTRATION EQUIPMENT [contract root]	0	01-10-2003	30-09-2006
<input type="checkbox"/>	220	BLINDS AND AWNINGS [contract root]	0	03-07-2000	02-07-2004
<input type="checkbox"/>	239	CLEAN N CARE PRODUCTS [contract root]	0	01-08-2000	31-07-2004

Adding Contracts to Filters

5. Scroll down to the bottom of the contract list. Click on **New**. A list of contracts is displayed.

<input type="checkbox"/>	0102161	E-Marketplace for NSW Government [contract root]	1	29-07-2002	28-07-2007
<input type="checkbox"/>	CMS	GOVERNMENT PRINTING SERVICE [contract root]	0	01-03-1992	30-09-2004
<input type="checkbox"/>	CMS-P	CMS-PAPER [contract root]	0	01-11-2001	31-10-2004
<input type="checkbox"/>	CR	CURRICULUM RESOURCES [contract root]	0	01-06-1992	30-09-2004
<input type="checkbox"/>	DET-CR	CURRICULUM RESOURCES [contract root]	0	01-06-1992	30-09-2003
<input type="checkbox"/>	DET-LIC	LAND INFORMATION CENTRE [contract root]	0	01-03-1992	30-09-2003
<input type="checkbox"/>	LIC	LAND INFORMATION CENTRE [contract root]	0	01-03-1992	30-09-2004
<input type="checkbox"/>	QS	QSTORES [contract root]	0	01-01-1991	31-12-2007

6. Select the radio button next to the contract you wish to add. You can only add one contract at a time.

<input type="radio"/>	630	COURIER AND OTHER DELIVERY SERVICES	0	01/06/00	30/11/04
<input type="radio"/>	637A	HEALTH PERSONNEL UNIFORMS	0	01/07/00	30/06/04
<input type="radio"/>	646	LABORATORY CONSUMABLES	0	01/09/01	31/08/04
<input checked="" type="radio"/>	653	MOTOR VEHICLES ACQUISITION	0	01/04/04	31/03/07
<input type="radio"/>	653-C	MOTOR VEHICLES ACQUISITION	0	01/04/04	31/03/07
<input type="radio"/>	653-N	MOTOR VEHICLES ACQUISITION	0	01/04/04	31/03/07
<input type="radio"/>	657	HIRE OF VEHICLES WITH DRIVERS	0	01/08/03	31/07/06
<input type="radio"/>	660	RENTAL CARS AND COMMERCIAL VEHICLES	0	01/01/03	31/12/05
<input type="radio"/>	682	SANITARY NAPKINS AND NAPPY WASTE DISPOSAL UNITS,HIRE,MAINT AND SERVICE	0	01/06/02	31/05/04

7. Click on **Next**. The standard categories and sub-categories for the contract are displayed.

<input type="radio"/>	LIC	LAND INFORMATION CENTRE	0	01/03/92	30/09/04
<input type="radio"/>	QS	QSTORES	0	01/01/91	31/12/07

Agency Specific Contracts

Select	Contract ID	Contract Name	No. of online products	Start Date	End Date
There are no Agency Specific Contracts available.					

8. Under **Standard Categories**, select **Apply** beside the root category of the current contract. The root category is the first item under the Standard Categories heading.

Catalogue Filters > Standard Agency Catalogue Filter - Contracts > Add Included Contract > Select Included Contract Category

Selected Contract: MOTOR VEHICLES ACQUISITION

Click the category name to browse the sub-categories of the selected category.
Click Apply to add the selected contract category to the current catalogue filter.

MOTOR VEHICLES ACQUISITION

Standard Categories

<input checked="" type="button" value="Apply"/>	MOTOR VEHICLES ACQUISITION	Add root category of current contract to catalogue filter.
<input type="button" value="Apply"/>	MOTOR VEHICLES ACQUISITION	Add current category to catalogue filter.

Sub-Categories of MOTOR VEHICLES ACQUISITION

<input type="button" value="Apply"/>	VEHICLE, COMMERCIAL	There is no description available
<input type="button" value="Apply"/>	VEHICLE, PASSENGER	There is no description available
<input type="button" value="Apply"/>	VEHICLE, UTILITY, SPORT	There is no description available

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Showing 1 - 3 of 3 Sub-Categories.

9. You will automatically return to the **Contract Categories** page. To add another contract repeat steps 5 to 7.