

SIRE WEBCENTER – How to Use It and Where to Find It

1. Go to the Employee Connect, click on “Internal Websites”. Then scroll down to “Contracts & Procurement” OR to “Purchasing”, click on “View Current Contracts”, which will bring-up the SIRE WebCenter.



2. At the SIRE WebCenter, put your cursor in the “Simple Search”, under “Cabinet”

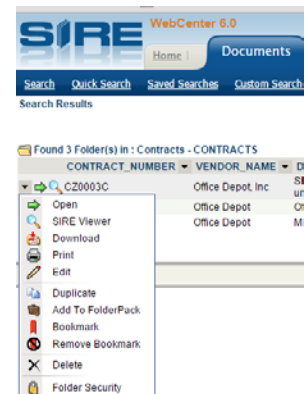


3. In the “Search Text” box type the name of the Supplier/Customer you would like, or, if you know the Contract number, put in the contract number, and click on “Search”.
4. When the Contract information displays: Search Results – Found 1(or more) Folder(s) in: CONTRACTS.

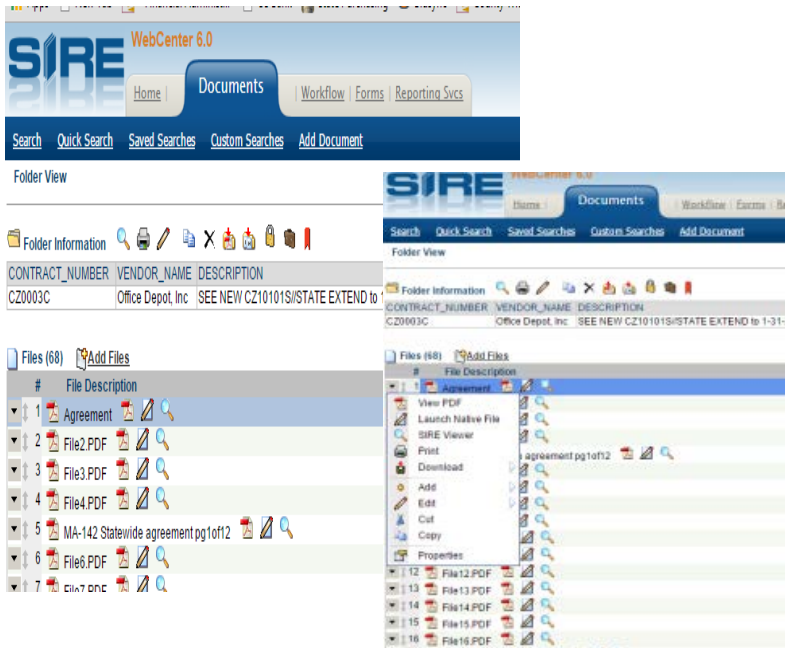


5. As you hover over the file’s pull down-black arrow, there will be Folder Information showing:

- Open
- Sire Viewer
- Download
- Print
- Add to FolderPack -for a saved search
- Bookmark – which will be held in the WebCenter list on the SIRE WebCenter, until deleted.

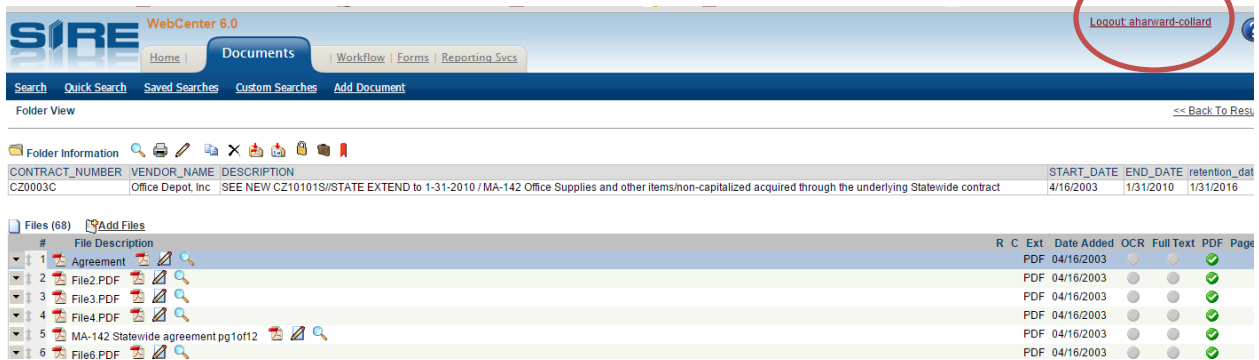


Green Arrow (Open) will display the folder Information = Contract Number, Supplier Name, Brief Description, Start Date, End Date and [retention date=how long after expired before we can destroy the document]. You may then click on pdf icon to open the full file.



Magnifying Glass to see the contract through SIRE viewer. You can open the contract in its *entirety*. You will also see the thumbnail view.

6. Make sure to **LOG OUT-Public User**, in the upper right hand corner of page, once you have completed your search – there are only 25 licenses for viewing and there are over 1,000+ employees that have access.



Please be sure to call if you have any questions 385.468.0300