



Last Revised: 6/6/2010

## Viewing Revision History

You may need to view the list of changes to the contract or to the pricing terms document. This document will help you to access both.

Documents	Actions
tax_certification_affidavit	Draft
Pricing Terms	Activating

1. To view the revisions or changes for the Pricing Terms Document. You will need to start from the Contract Workspace and click on the link to the Pricing Terms.

2. You will see a screen similar to the one below. If you click the **History** tab, you will see a listing of changes to the pricing terms. This is useful to see approvals, changes, and start/end for the contract's pricing terms.

Date	User	Action	Summary
Today, 3:45 PM	<a href="#">Antoinette Goins</a>	<a href="#">Changed</a>	Contract Request properties were changed. Line items were changed. Previous version: <a href="#">CR394-V2</a> .
Fri, 4 Jun, 2010	<a href="#">aribasystem</a>	Contract processed.	<a href="#">C438-V2</a> processed.
Fri, 4 Jun, 2010	<a href="#">Marshall James</a>	Approved	<a href="#">CR394-V2</a> approved.
Fri, 4 Jun, 2010	<a href="#">Antoinette Goins</a>	<a href="#">Changed</a>	Contract Request properties were changed. Line items were added. Previous version: <a href="#">CR394</a> .
Fri, 4 Jun, 2010	<a href="#">aribasystem</a>	Contract processed.	<a href="#">C438</a> processed.
Fri, 4 Jun, 2010	<a href="#">Marshall James</a>	Approved	<a href="#">CR394</a> approved.
Fri, 4 Jun, 2010	<a href="#">Antoinette Goins</a>	Submitted	<a href="#">CR394</a> submitted for approval.

See the next page to view how to manage your contract revisions.



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**SPEND MANAGEMENT**

Home | Help | Logout

Welcome Antoinette Goins

Notifications | Print

Home | Sourcing | **Contracts** | Suppliers

Create | Search | Manage | Recent | Preferences

Tasks:  Incomplete Tasks: 0

**Related Knowledge**

All Knowledge Areas  
Search Knowledge

**Newspaper Space-Children's Illustrations**  
Contract Workspace (Procurement)

**Overview** | Actions | Tasks | Actions

Contract ID: CW5870  
Contract Status: Publishing  
Version: v3  
Version Comment:  
Buyer: [Antoinette Goins](#)  
Commodity: Newspaper and Publication...  
Access Control: (no value)

**Description:**  
Print Space in Washington Post

**Team:**  
Antoinette Goins

**Contract Attributes** | Actions

View Overview  
View Details  
Edit Team  
View Team  
Move  
Create  
Copy Project  
Follow-on Project  
Delete  
Delete Project  
Display  
Full View  
Add to Watched Projects

No Items

red task

ation\_affidavi  
Draft

ms  
Activating

ts  
New Details

Welcome to the project!  
6/4/2010  
Antoinette Goins

1. Starting at the Contract Workspace of the contract you wish to review, click on **Actions** then select **View Details**. The screen below gives the current version details of the Contract Workspace.

**Newspaper Space-Children's Illustrations** Done

Listed below are the details of this Contract Workspace (Procurement), including **Tasks** associated with it. You can **Edit** the overview, **Copy** or **Move** the document, and **Publish** it for use by other team members by clicking ...

**Newspaper Space-Children's Illustrations**

Overview | Documents | Version History

**Properties** | Actions

Contract Status: Publishing  
Version: v3  
Version Comment:  
Commodity: Newspaper and Publication...

Contract ID: CW5870  
Buyer: [Antoinette Goins](#)  
Access Control: (no value)

2. Click on the **Version History** to see all of the activities associated with the Contract Workspace. Notice that the listing has the Title, the version and a list of the amendments & reasons.

**Newspaper Space-Children's Illustrations** Done

Listed below are the details of this Contract Workspace (Procurement), including **Tasks** associated with it. You can **Edit** the overview, **Copy** or **Move** the document, and **Publish** it for use by other team members by clicking ...

**Newspaper Space-Children's Illustrations**

Overview | Documents | **Version History**

Title	Version	Status	Modified By	Last Modified	Amendment Type	Amendment Reason	Create Date	Amendment Type	Amendment Reason
Newspaper Space-Children's Illustrations	v3	Publishing	<a href="#">Antoinette Goins</a>	06/06/2010 03:39 PM	Amendment	1/4 Sheet no longer available	06/06/2010 03:39 PM	Amendment	1/4 Sheet no longer available
Newspaper Space-Children's Illustrations	v2	Published	<a href="#">Antoinette Goins</a>	06/04/2010 11:29 AM	Amendment	1/4 Page Advert Available	06/06/2010 03:39 PM	Amendment	1/4 Page Advert Available
Newspaper Space-Children's Illustrations	v1	Published		06/04/2010 11:02 AM			06/04/2010 11:02 AM		