



User Guide:

How To Search For Awarded Contracts in Insights

A step by step guide to help you find and view contract awards in Insights





How to Search for Awarded Contracts in Insights

Step 1: Log in with your credentials 🔑

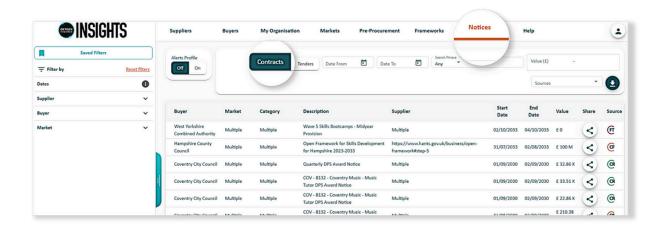
First things first, use your login details to sign in to your account. This ensures you can access all the amazing features we have for you.





Step 2: Look for the Notices tab

Once logged in successfully, look for the **Notices** tab at the top of the page in the navigation menu. Then ensure you have selected the **Contracts** option right below.



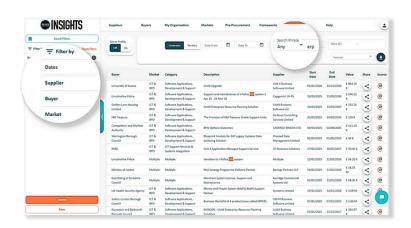
Step 3: Apply filters to narrow down your search 📝

Now, you'll see a list of filters available on the left-hand side of the page, each allowing you to refine your search with various options.

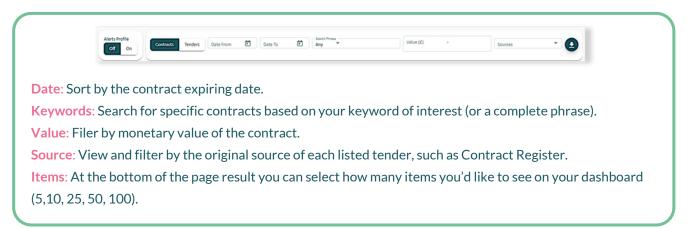
The first filter lets you search by **Supplier Name**. The second allows you to filter by **Buyer Level** - either by a specific **Buyer Name** or a broader selection by **Groups** (e.g., Local Government, NHS, Central Government) or **Regions**.

You can also apply filters for your desired **Market** and **Category**. Alternatively, you can use the **Search Phrase** bar on the main page to search directly for a contract using a keyword of your choice, such as "ERP."









Pro Tip:

You can also export the data based on your search results. Click on the **Export** button to download the data in your preferred format (Excel)

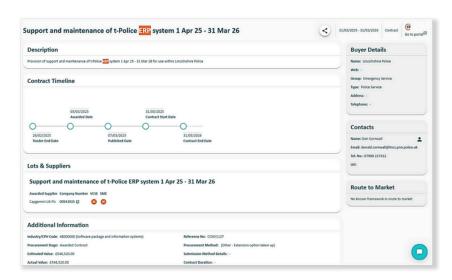


Step 4: Review the data

Once you find a contract that interests you, click on the title to view full details.



You'll then find more info on the contract page, such as the full description provided by the Authority, any relevant **contact** linked to this contract, a **contract timeline**, **lots & suppliers**, and additional details on **CPV codes**, **procurement method**, and more.





As you scroll back to the top of the page, you'll be able to 'Go to portal' and see the actual award published.



Step 5: Stay updated with notifications

To receive real-time updates about contracts expiring in the next 3 to 24 months that match your preferences, go to the **Profile icon > Settings > Contract Alert Profile** and set up your preferences using a wide range of filters.

