1. Access the Contract Gateway at: [http://cipag.jmu.edu/cipag/](http://cipag.jmu.edu/cipag/)
   (Please note the Contract Gateway may be accessed in any web browser but does not function at its optimum in IE)

2. Select a **Search By** method: **Contractor Name, Contract Number, Contract Name/Commodity, or by Buyer** and either use the drop down menu or start typing in the search box.

3. Once you have selected a Search By feature, click **Search Records**.
4. The results of the search will be returned. You may then Click **View** to view the contract record details.

5. All relevant contract details will be listed on the contract details page.
6. Once you find a contract you are interested in utilizing you may contact the vendor and request a quote/estimate with contract pricing. You are still required to submit requisitions with contracted vendors in eVA. If you cannot find a specific contract or you have any questions/concerns please contact Procurement Services at 540.568.3145 or the buyer listed on the Contract Details page.