1. Access the Contract Gateway at: https://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.