How to View Signed Contracts in ConnectCarolina

1. Navigate to the Purchase Order screen:

Main Menu ▾ ▾ Finance Menu ▾ ▾ Purchasing ▾ ▾ Purchase Orders ▾ ▾ Review PO Information ▾ ▾ Purchase Orders

2. Use the Search Criteria fields to search for your PO ID

Select your PO from the Search Results

3. From the Purchase Order Inquiry, select the “Header Comments…” link

4. Select the “View” option at the bottom of the screen to open the signed contract