

Contracts Data

[illegible]

Overview

Before you start

Generated from Pams V2 docs · September 14, 2026

Steps

1. Select **Data** from the main navigation.
2. Review the records displayed in the Contracts Data list. Use the available columns to identify the record relevant to your work:
 - **Job No** identifies the related job.
 - **Client Name** identifies the customer.
 - **Supplier Name** identifies the supplier.
 - **Status** shows the record status.
 - **Date** shows the associated date.
 - **Product Type** shows the product classification.
 - **Offer Status** shows the status of the related Offer.
3. To locate a specific record, enter an identifying value in the **Search box**. For example, search using a job number, client name, supplier name, or product type.
4. Review the matching contract information and use the **Status** and **Offer Status** columns to understand the current position of the record.

Tip: Use a specific job number or client name in the **Search box** when several records have similar supplier or product information.

Note: Review both **Status** and **Offer Status** when assessing a record, because the list displays both the contract-related status and the related Offer status.

Troubleshooting

- A required record is not visible → The current list may contain many records → Enter the job number, client name, supplier name, or product type in the **Search box** to narrow the list.
- More than one record appears relevant → Similar client, supplier, or product information may be present → Compare **Job No**, **Date**, **Status**, and **Offer Status** before using the record for follow-up work.

Result

You have located and reviewed the required contract data record.

Related pages

- [Contracts Data — Overview](#)
- **Contracts Data — Learning Path**