










### 31 Locating State Wide Master Contracts (without registration in BidBuy)

**GOAL:** Find and access master contracts.

**WHO:** Any user not registered in BidBuy. Government entity users who are eligible to procure using state master contracts.

Screen	Task
To BidBuy Homepage	 <a href="https://www.bidbuy.illinois.gov/bsa/">https://www.bidbuy.illinois.gov/bsa/</a>
BidBuy Homepage	 Click <b>Contract &amp; Bid Search</b> at bottom of screen
Advanced Search	 Enter <b>Search Criteria</b> or enter nothing to receive all contracts  Select radio dial next to Contracts/Blankets  Enter <b>Search Criteria</b> or enter nothing to receive all contracts  Click <b>Find It</b>
	 Click on the underlined Contract/Blanket # to show contract information
To Exit	In BidBuy  Click <b>Exit</b> at bottom of screen
Advanced Search	 Click <b>Exit</b> at bottom of screen to return to BidBuy homepage