State of Missouri
Office of Administration
Division of Purchasing & Materials Management
Public Record Search and Retrieval System
Navigation and Searching Instructions page

1. This site has been established to help the public search and retrieve public records containing bid/solicitation documents and contracts. This site contains only those documents that have been competitively bid by the State of Missouri, Office of Administration, Division of Purchasing and Materials Management.

2. Search mechanisms have been set up that will enable you to search by various keyword values, such as bid number, contract number, vendor number, etc. Please follow these steps in order to search and retrieve documents.

3. On the page titled AWARDED BID & CONTRACT DOCUMENT SEARCH is an icon called Get Acorde Plug-In located in the middle of the page. This plug-in needs to be downloaded in order that you may view and print documents from the system. If the Acorde Plug-in was downloaded and installed before June 23, 2008, the new version must be downloaded and installed. Any new users must also download and install this plug-in. You may need administrative rights to your PC in order to do this. The plug-in is installed correctly when a message pops up and says that the Plug-in has been installed for your version of the browser you are using.

4. On this same page, click on the link Please Enter Here . . . This link will automatically log you into our Public Search site, where you will see 2 drop down boxes, one for Saved Searches and one for Search Criteria.

5. There are 6 saved searches available under the drop down box. Once a search is selected the Criteria box will change so that specific criteria can be selected and submitted. You must click on Execute to execute the search that you have chosen.

6. If you chose the wrong search, you will be able to select another search criteria by using the dropdown box that is titled Select a saved search. When the query type is changed, then the search parameter that is to be filled in will change also. For example, if you use the Search by Bid Number query, then the parameter will be Bid =   . If the Search by Contract Number query is used, then the parameter will be Contract =   . The exact bid number must be entered in the bid search parameter including the b at the beginning (i.e., b1z00214). The search parameter is not case sensitive. If the contract number query is used, the exact contract number must be entered (i.e., c100214001).

   a. (Note: Preferred search would be to search by bid number or contract number. Other search parameters could result in a large volume of unwanted documents.)

7. If the correct information was entered, a listing of the documents available for viewing will be listed on your screen called Search Results. If no documents are available**,** the words **No Records** will appear above the column headings.

8. If a listing of documents appears, you will be able to view the pages that are included in different document types. To view information about the DOCTYPE information, please go to **Document Types**.

9. To view pages in the DOCTYPE listed, using the mouse, put a check mark in the box of the second column beside the row you wish to view, or you can click on the record number listed in the first column of the row you wish to view. If you place the check mark in the box, you will need to click on the **View** on the menu bar.

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      a. (Note: You can choose to view more than one document type a time, by clicking on the box whereby a checkmark is placed in the box.)

10. Use the Prev Page, Next Page links or arrow icons to navigate through the document. If you have chosen to view more than one document type, then Next Document in the menu bar will also be highlighted.

11. When using the Acorde Viewer you will be able to print the entire document. Click on the Printer icon on the menu bar. Printer options will appear about which printer to use and pages to print.

      a. Be aware that the default on the printer options is to print the current page. Be sure to select print document, if you want the whole document printed.

12. The image should appear in a different window, so if you need to go back to the Search Results grid, you can close out of the Image window or you can just choose the browser window that has the grid.

13. To return to the Saved Searches to search for another case, choose the Logout menu option at the right hand top of the page.

14. To log out of the system, simply close down the program.