How do I log into Liberty?

1. You must log into Liberty through Internet Explorer.
2. Type in the site: http://libertynet.pace.edu
3. Select: System: Contracts & Purchasing
4. Type in your username and password. [A username and password is assigned by Contract Management]

This is the home screen that will appear:
FINDING A CONTRACT

There are twelve pre-determined searches designed to allow the User to search for contracts using variables of information. The User may find a contract if it has the Contract Name, Vendor Name, or the name of the Originating Unit.

How do I find a contract if I do not have the contract ID number?

1. Log into Liberty. [See above]
2. Click “SEARCH” Button.
3. Click “Pre-Defined Search” Tab.
4. Click the drop down menu ---select a pre-determined search---
5. Click on “Search OU”
6. Select your Originating Unit.
7. Click “Submit Query”
8. Your results will list all of the contracts that are pending in the originating unit selected.
9. To view a selection, either click on the highlighted selection or click on the blue-page icon next to the selected contract.
How to find a contract if I have the contract ID number:

1. Log into Liberty. [See above]
2. Click “SEARCH” Button.
3. Click “Pre-Defined Search” Tab.
4. Click the drop down menu
   ---select a pre-determined search---
5. Click “Search by Contract ID”
6. Type in the Contract ID number (14 characters)
7. Click “Submit Query”
8. To see the contract, either double click on the result contract information or click the blue-page icon to the left of the contract information.
How do I find out if a contract has been approved?

By Legal:

1. Log into Liberty
2. Click “SEARCH” Button.
3. Select “Pre-determined Search”
4. Select “Pending Legal Approval”
5. Select the originating unit from the drop down menu.
6. Click “Search Query”
7. The results will be all contracts from the originating unit that have not yet been approved by legal counsel.
How do I find out the general status of a contract?

NOTE: Each contract has an index which outlines all of the characteristics of the contract: Name, OU, Contract ID number, University Counsel approval date, F&A sign off date; etc.

1. Log into Liberty.
2. Click “SEARCH” Button
3. Click “Pre-determined Search”
4. Follow the instructions regarding “How do I find a Contract?”
5. Once the contract information has been pulled up: Click the “Index/View” Button on the Left Menu.

THIS MAY OR MAY NOT RESULT IN THE VIEW/INDEX PLEASE CONFIRM THIS OPERATION.