

Instructions for determining contract status:

Instructions for determining contract status are as follows:

- Search for the contract in AggieBuy using the Contract Request number or Contract number. You can find a Quick Reference Guide of how to find each by visiting the following links:
 - [How to Search for a Contract Request](#)
 - [How to Search for a Contract](#)
- Once you find the contract and have clicked on the contract number (*which will be linked in blue*), the contract status can be found at the top left of the AggieBuy screen. The contract statuses are defined as follows:
 - **Expired** – the end date of the contract has passed
 - **Executed: In Effect** – The contract is fully executed, and the term is active.
 - **Executed: Future** – The contract is fully executed but the term has not begun.
 - **Draft** – Contract Administration is reviewing the contract. **NOTE:** Please do not contact Contract Administration to request status unless the contract has not changed from *Draft* status for more than 14 business days, or the contract requires immediate review.
 - **External Review** – The contract has been sent to one of the following external reviewers outside of the Department of Contract Administration: vendor, A&M System Office of General Counsel (OGC), A&M System Real Estate Office, the responsible Texas A&M department, Procurement Services, HUB, Provost office, GDPR office, Environmental Health & Safety, IT Accessibility, IT Security, Export Control, Financial Management Office, and/or Risk Management/Insurance Services. **NOTE:** Contract Administration does NOT change this status until the contract has been returned from the external reviewer. Feel free to reach out directly to the external reviewer (except for OGC) should you require status during their review. You can see who is reviewing the contract while in the external review round by visiting the “Review Rounds” screen of the subject contract. If there has been correspondence back and forth between Contract Administration and the external reviewer, you are able to review the correspondence in the “External Communication Center” screen of the subject contract. If the contract has been in external review with OGC for more than 14 business days or continues to be in external review with OGC for more than 14 business days after your initial status inquiry, please feel free to contact the Contract Manager assigned to the contract.
 - **Pending Approval** – The contract is pending a workflow approval. You may view which step of the workflow the contract is in by visiting the “Approvals” screen of the subject contract. If the contract has been in the same workflow approval step for more than 14 business days, please feel free to contact the Contract Manager assigned to the contract.
 - **Out for Signature** – The contract is pending signature via DocuSign by Texas A&M, vendor, or both. **NOTE:** Once the contract is fully executed, the individual who is listed as the stakeholder on the subject contract (*see “Users and Contacts” screen of the subject contract*) will receive a notification email indicating that the contract has been fully executed. If needed, the stakeholder can then visit the “Attachments” screen of the subject contract to retrieve a fully executed copy of the contract. The stakeholder will only receive the notification email if their Contract Notification Preferences are set to “Email” under their AggieBuy profile.
- If the stakeholder of the subject contract has their contract Notification Preferences set to “Email” for every category, the stakeholder will receive an email each time the contract status is changed. You may visit the [How to Set Notification Preferences](#) quick reference guide to check your chosen preferences.
- You may also do a quick check of the status of the contract on the “Back Office” screen of the subject contract. You can see a standard contract status along with a corresponding date of when that status began.

If you have read all the information as provided above and are still unable to determine the status of the contract, please contact the Department of Contract Administration at contracts@tamu.edu.