

HOW TO CHECK STATUS OF A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

Contract Requestor:

*Instruction on how to search for a Contract Request that you created as a Contract Requestor.

The screenshot displays the AggieBuy website interface. The top navigation bar includes the Texas A&M University logo, a 'Contract' dropdown menu, a search bar with the text 'Search (Alt+Q)', a currency indicator '0.00 USD', and a 'Logout' button. Below the navigation bar is a banner for a 'Service Privacy Policy' update. The main content area features a search bar with the text 'Shop Everything' and a 'Go' button. A fly-out menu is open, showing options: 'Contracts', 'Contracts', 'Approvals', 'Reports', 'Requests', and 'Consortium Settings'. The 'Requests' option is highlighted with a yellow box, and an arrow points to a sub-menu where 'My Contract Requests' is also highlighted with a yellow box. A green callout box with a black border contains the following text: 'If you do not complete your Contract Request Form during a login session or need to check status of a completed Contract Request Form, you may do so by selecting “Requests” then “My Contract Requests” from the Contracts fly-out menu.'

HOW TO CHECK STATUS OF A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

TEXAS A&M UNIVERSITY

Contract ▾ Search (Alt+Q) 🔍 0.00 USD 🛒 ❤️ 🚩 🔔 9 👤

Contracts ▸ Requests ▸ My Contract Requests

Logout

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy. ✕

My Contract Requests

Filter Contract Requests

Create New Contract Request

Request Status ★

- Approved
- Incomplete
- Rejected
- Returned
- Under Review
- Completed

Apply

Be sure to click the arrow next to “Filter Contract Requests” and select the filters that determine which Contract Requests you want to see.

NOTE: If you want to see ALL Contract Requests you have created all boxes will need to be checked.

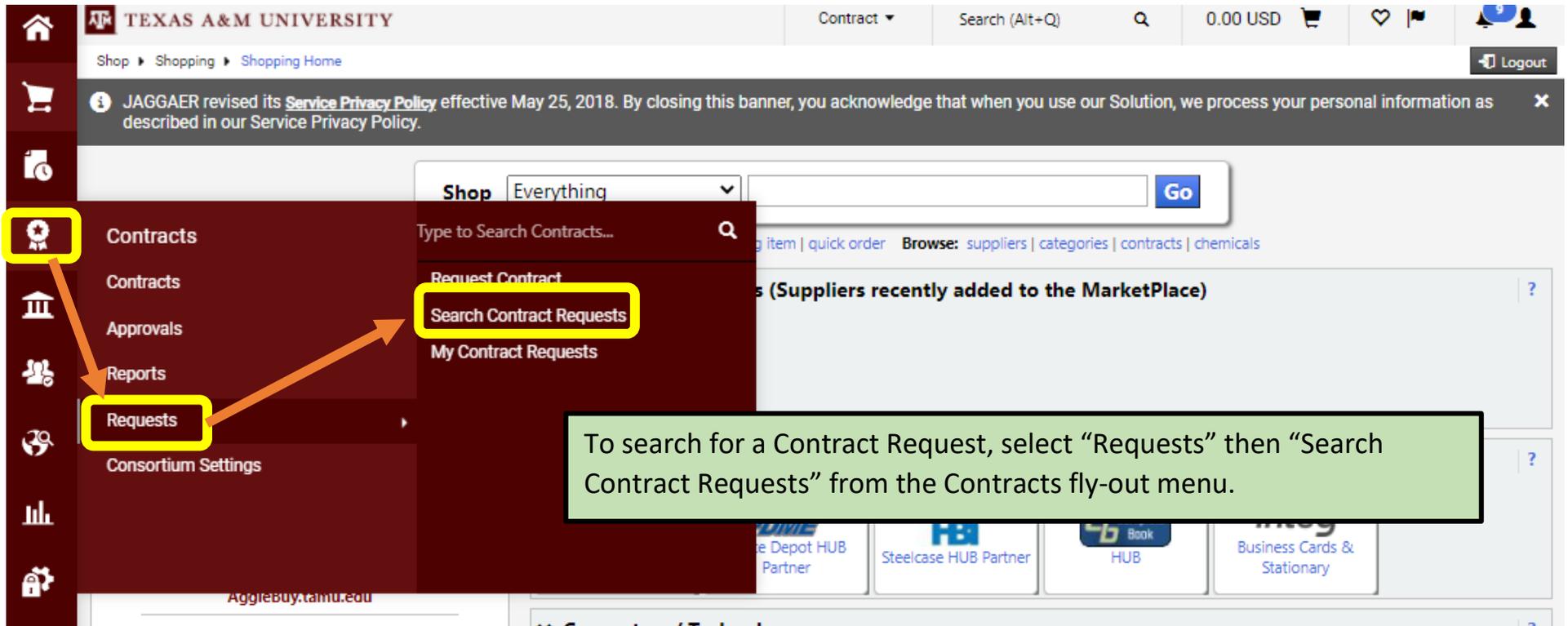
Contract Request Name	Template	Requested By	Request Status	Workflow Step	Workflow Assignee	Status Last Updated	Created	
Texas A&M Demo	Contract Request	Lyndi Beasley	Incomplete	-	-	4/30/2021 5:07 PM	4/30/2021 5:07 PM	Actions ▾
Texas A&M Demo 2	Contract Request	Lyndi Beasley	Incomplete	-	-	5/4/2021 10:19 AM	5/4/2021 10:19 AM	Actions ▾

This is where all of your Contract Requests will be listed. Click on the Contract Request Name (*linked in blue*) and it will take you directly to the Contract Request.

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Others in same Parent Work Group (Division):

NOTE: You are ONLY able to see a Contract Request and check its status if you are listed as a Contract Approver within your Parent Work Group.



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Click the "arrows" to select filters.

Your results will appear here.

Form Status	Form Name	Request Number	Form Status	Created Date/Time	Template Name	Current Workflow Step	Pending Approver	Requestor	Submitted Date	Completed Date
Incomplete	Texas A&M Demo 2	3728495	Incomplete	5/4/2021 10:19:37 AM	Contract Request	-	-	Lyndi Beasley	-	-
Incomplete	Texas A&M Demo	3716413	Incomplete	4/30/2021 5:07:29 PM	Contract Request	-	-	Lyndi Beasley	-	-

Created Date: Last 90 days

All

within Last 90 days

Between [] and []

more options >

Apply Cancel

Suggestion to select "ALL" unless you are looking for Contract Requests created within a certain time frame. Once you have made your selection in this filter select "Apply".

Add Filter Clear All Filters

Available Filters

- Approved By
- Approved Date
- Completed Date
- Current Workflow Step
- Form Status
- Form Name
- Last Modified
- Participant
- Pending Approver
- Request Number
- Requestor
- Status Flags
- Submitted Date

You can select individual filters here. Once you have selected all appropriate filters select "Apply".

Requestor: All

Prater, Tammy

- Prater, Tammy
- Prater, Kelsey
- Prater, Linzy
- Prater, Austin
- Guajardo, Tammy
- Bage, Tammy
- Bueti, Tammy
- White, Tammy
- Rivas, Tammy
- Tull, Tammy

Search 43 More

Apply Cancel

If you select to filter by Participant or Requestor above another box will appear which will allow you to name the Participant or Requestor you want to search by. Select the individual and select Apply.

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TEXAS A&M UNIVERSITY

Contracts > Requests > Search Contract Requests

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Search Contract Requests

Quick Filters | My Searches

Approved By: Prater, Tammy (59), De Miranda, Michael (58), Bennett, Suprena (57), Williams, Andrea (56), Watson, Brandie (2). [See More](#) [Show More](#)

Form Status: Completed (58), Rejected (1). [Show More](#)

Requestor: Gunasekara, Frances (59)

Created Date: All | Quick search

Participant: Gunasekara, Fr...

1-59 of 59 Results | 200 Per Page

Form Name	Request Number	Form Status	Created Date/Time	Template Name	Current Workflow Step	Pending Approver	Requestor	Submitted Date	Completed Date
Jennifer Brusenhan	3592268	Completed	4/7/2021 12:56:24 PM	Contract Request	-	-	Frances Gunasekara	4/7/2021 1:07:25 PM	4/27/2021 2:49:09 PM
Gabrielle Sodek - Teaching Supervisor Contract	3591871	Completed	4/7/2021 12:39:10 PM	Contract Request	-	-	Frances Gunasekara	4/7/2021 12:50:43 PM	4/19/2021 3:53:46 PM
Leslie Novosel - Teaching Supervisor Contract	3591941	Completed	4/7/2021 12:24:39 PM	Contract Request	-	-	Frances Gunasekara	4/7/2021 12:33:55 PM	4/16/2021 9:30:11 AM
Taylor Jensen - Teaching Supervisor Contract	3591506	Completed	4/7/2021 11:50:24 AM	Contract Request	-	-	Frances Gunasekara	4/7/2021 12:10:29 PM	4/16/2021 9:29:27 AM
Ashley Monahan - Teaching Supervisor Contract	3590583	Completed	4/7/2021 10:27:39 AM	Contract Request	-	-	Frances Gunasekara	4/7/2021 11:47:18 AM	4/16/2021 9:28:53 AM
Deborah F Walker - Teaching Supervisor Contract	3557421	Completed	3/30/2021 5:11:47 PM	Contract Request	-	-	Frances Gunasekara	3/30/2021 5:16:30 PM	4/16/2021 9:27:49 AM
Patricia L Unruh - Teaching Supervisor Contract	3557311	Completed	3/30/2021 5:04:59 PM	Contract Request	-	-	Frances Gunasekara	3/30/2021 5:11:20 PM	4/16/2021 9:27:31 AM
Carmen Tejeda-Delgado - Teaching Supervisor Contract	3557381	Completed	3/30/2021 4:55:27 PM	Contract Request	-	-	Frances Gunasekara	3/30/2021 5:04:37 PM	4/16/2021 9:26:55 AM
Janet L Solomon - Teaching Supervisor Contract	3557363	Completed	3/30/2021 4:48:11 PM	Contract Request	-	-	Frances Gunasekara	3/30/2021 4:52:23 PM	4/16/2021 9:26:08 AM
Sue L Schuelke - Teaching Supervisor Contract	3557285	Completed	3/30/2021 4:43:26 PM	Contract Request	-	-	Frances Gunasekara	3/30/2021 4:47:29 PM	4/16/2021 9:25:43 AM

This is the result of a search for all Contract Requests that Frances (Noeline) Gunasekara has submitted.

Back to Results | 2 of 59 Results

Completed This Contract Request has been Completed. [Request Actions](#)

Gabrielle Sodek - Teaching Supervisor Contract

Form Number: 3591871
Request Status: Completed
Contract: [C2021-3274](#)

Instructions

Currently, this Contract Request Form does not fully integrate with FAMIS. If you wish to encumber the funds for this Contract, please create and submit a Requisition instead of using the Contract Request Form.

- Please fill out all fields to ensure your request will not be returned for incomplete information.
- Attach any quotes, vendor contracts, documentation, etc. in the Attachments section.
- Even if the purchase is classified as "exempt", it may still require additional review from the Department of Procurement Services and/or the Department of Contract Administration prior to approval.
- Once you have Reviewed and Completed your Request, you can follow its progress through the Approval Workflow by clicking the "Contract Request Workflow" link in the lower-left corner of the screen.

ATTENTION THOSE WHO WILL BE APPROVING THIS REQUEST!

- By approving this Request you are also affirming that no conflict of interest exists with the Contractor/Supplier.
- By approving this Request you are also approving/affirming any "Sole Source Justification" that is included.

[Next >](#)

Click on the blue link for "Gabrielle Sodek" and this box appears. This is the Contract Request that Noeline originally submitted. From here you will find the contract number assigned to this Contract Request for Gabrielle Sodek. Click the Contract Number (blue link) and it will take you to the contract.