

HOW TO SEARCH FOR A CONTRACT IN AGGIEBUY (CONTRACTS+)

Quick Search:

The screenshot shows the Texas A&M University AggieBuy Contracts+ interface. At the top right, there is a search bar with a dropdown menu set to 'Contract' and the value '3274'. A yellow box labeled '1' highlights this search bar. Below the search bar, there is a 'Shop' dropdown menu set to 'Everything' and a 'Go' button. A yellow box labeled '2' highlights the search input field in the 'Contracts' fly-out menu, which contains the text 'Gabrielle Sodek'. The fly-out menu is open, showing options like 'Contracts Home', 'Search Contracts', 'View Saved Searches', etc. A yellow arrow points from the search bar to the fly-out menu search box.

For this search we are searching for Contract Number C2021-3274 with Gabrielle Sodek. There are two quick ways to search:

1. Type the number of the contract or the Second Party Name in the search box at the top right of the screen.
2. Type the number of the contract or the Second Party Name in the search box found under the Contract fly-out menu (*select Contracts and the box appears*).

The screenshot shows the search results page for contract C2021-3274. The search terms are 'Contract 3274'. The results show '1-1 of 1 Results'. The contract details are displayed, including the contract number 'C2021-3274', the second party 'SODEK GABRIELLE MATOCHA', and the status 'Expired'. A yellow box labeled '1' highlights the contract number 'C2021-3274'. A yellow arrow points from the contract number to the 'Contract Search Results' section. A yellow arrow also points from the 'Active' checkbox in the 'Filter by' section to the 'Contract Search Results' section.

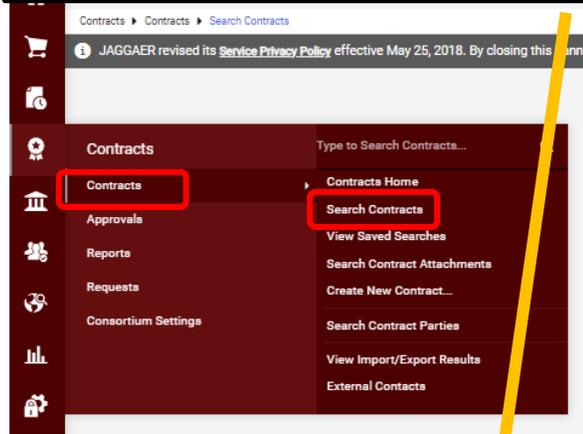
The initial search brought back no results. This is because contract C2021-3274 is an expired contract. Notice that the "Active" box is checked. Uncheck the box and this screen will appear showing the expired contract.

From here you click on the contract number (which is linked in blue) and it will open the contract.

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Detailed/Advanced Search:

Select "Contracts" then "Search Contracts" from the Contracts fly-out menu and it will take you to this screen



Select "Advanced Search" here and it will take you to this screen.

On this "Advanced Search" screen it is probably best to search by one of the following:

1. Contract Number if you know the exact number
2. Second Party Name
3. Work Group (Department)

Put as much information as you know in the different search fields. Once all information is completed select "Search" and your results will appear like on p. 1.

Make sure those circled in purple say "ALL".

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Contract Status:

Expired This contract expired on 4/30/2021 at 12:00 AM CDT. Contract Actions

C2021-3274
Supervisor Services Agreement Spring 2021 - Gabrielle M Sodek

Type: SA - Unclassified Services
2nd Party: SODEK GABRIELLE MAT...
Dates: 1/19/2021 - 4/30/2021
Version: Renewal 0, Amendment 0

Total Contract Value (TCV)
TCV: 1,200.00 USD

Lifetime Spend (USD)
View Contract

Summary

Header ✓

- Contract Summary ✓
- Departmental Contact Inf... ✓
- Second Party Name and ... ✓
- Back Office** ✓
- Reporting Info ✓
- Supervisor Agreement ✓
- Alternative Language 0
- Attachments 3
- Obligations 0
- Review Rounds 0
- eSignature 2
- Approvals

eProcurement Setup
Budget and Spend
Applies To
Goods and Services
PO Clauses
Comments 0

Communication Center 0

★ Required

Contract Header

Contract Number * C2021-3274 Parent Contract -

Contract Name * [Link]

Contract Type * [Link]

Work Group *

Summary

Contract Parties

Name
Texas A&M University
SODEK GABRIELLE MATOCH

Dates and Renewal

Time Zone *

Start Date *

End Date *

Additional Details

Monetary Information

Is this a Monetary Contract * Yes

Estimated Total Contract Value * \$0 - \$4,999

Is this a Revenue Contract? * No

Member Funds Required? * No

Do you wish to encumber the funds? No

< Previous Next >

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History ?

After you have clicked on the contract number (which is linked in blue) and the contract opens this is what you will see. The contract status can be found at two different places:

1. Top of Contract
The contract statuses that will appear here are as follows:
 - Expired
 - Executed: In Effect
 - Executed: Future
 - Draft (Contract Administration is still reviewing the contract)
 - External Review (Contract Administration has sent the contract to an external reviewer – i.e. the Second Party)
 - Pending Approval (Contract is pending an internal approval)
 - Terminated
 - Out for Signature
2. Under “Back Office” – Contract Status Date and Contract Status

You can see everything that a Contract Manager can see but in “read-only” format. You can navigate through the entire contract to see what work has been done by the Contract Manager. The History link (outlined in purple) at the top right of each screen gives the most detail. The Communications Center (outlined in green) shows all communications between the Contract Manager and internal and external contacts.

Back Office 2

Select the Team * Contract Admin

Contract Admin Team Members * Patrick Severance

Will the department obtain the Supplier's signature? * No

Dispute Resolution Officer * University Contracts Officer

Destruction Date * 4/30/2021

Enter PO Number (if applicable) -

Enter Requisition Number -

Contract Status Date 4/26/2021

Contract Status Revised Contract Forwarded to Second Party for Review