How to make the "Contract Requests to Approve" page your home page in AggieBuy:

Log into AggieBuy by going to:

sso.tamus.edu

> Put your UIN and password in and submit. You will come to this screen:

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Home My Managers My Employees My Roles Profile Log Blocked Could Applications you have access to Name : Beasley, Lindy M UIN : 806000196 ADLOC : 02120038	untries Contact
SSO Menu AggieBuy Canopy Canopy (Training) Concur HRConnect Legacy Maestro MyEvive PATH Portal Access Total Html ServiceNow Time & Effort TrainTraq Workday Workday Help Manage Menu	Recent Logon Activity Help Date/Time Activity 03/11/2021 Successful Logon. 03/11/2021 Successful Logon. 03/11/2021 Successful Logon. 03/11/2021 Successful Logon. 03/10/2021 Successful Logon. 03/10/2021 Successful Logon. View Security Log What should I report? Report Problem Eport Problem

- Select AggieBuy
- > The next screen you will most likely come to is the default Home Screen that looks like this:

TEXAS A&M UNIVERSITY				Purchase Orders 👻	Search (Alt+Q) Q	0.00 USD 👻 🗢 🍋
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3 JAGGAER revised its <u>Service Privacy Policy</u> effective May 25, 2018. By closing this banner, yo	u acknowledge that when you use our Solution, we	process your personal information as d	escribed in our Service Privacy Policy.			:
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		My Resources AggieBuy@tamu.edu AggieBuy.tamu.edu				

From this screen you will select the Contract ribbon on the left-hand side. Looks something like this:



> The next screen that will come up will look like this:

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JAGGAER revised its Service Privacy	y Policy effective May 25, 2018. B	y closing this banner, you acknowledge that when	you use our Solution, we process y	your personal information as desc	ibed in our Service	Privacy Policy.							
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To make this "Contract Requests to Approve" page your home page (i.e. the first page you come to every time you log into AggieBuy) do the following steps while on "Contracts Requests to Approve" page:





To Approve a Contract Request from the "Contract Requests to Approve" page:

- > There are two ways to approve Contract Requests from this List View page
- 1. **QUICK approval** if you do not wish to review any part of the Contract Request or the documentation and just want to approve straight from this page follow these steps:

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2. If you wish to review the Contract Request and the documents attached to the request follow these steps to approve the Contract Request:

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Results Fei Fage 20 V		Results Per Pa	age 20 v						to beyon react to consider Admini-Roberty Community Her		🗶 Page 1 of 1 🛃



21-03-12-Andy H. Chen MD, PLLC	Add AdHoc Step
Form Number: 3522389	Currently, this Cont instead of using the Approve/Complete
Request Status: Under Review	-Please fill out Assign to Myself vest will not be returned for incomplete information.
Instructions	-Attach any que Delete Ad-Hoc Step mentation, etc. in the Attachments section.
Details	-Even if the pur Edit Ad-Hoc Step pt it may After you have reviewed all that you need to review in the Contract
Attachments	2 -Once you have Reviewed and Completed your Reque Request you have 3 options:
Questions	Iower-left corner of the screen.
Contract Information	-By approving this Request you are also affirming that 2. Approve/Complete
Routing Determination	-By approving this Request you are also approving/aft 3. Assign to Myself
Award Documents	You get to these three choices by Clicking on the blue "Form
Departmental Information	Request Actions" arrow.
Second Party Information	
Back Office	
Discussion	
Contract Request Workflow	
	Next >

If the Contract Request looks good and you are ready to approve all you need to do is click the "Approve/Complete" link and the Contract Request will be approved and move to the next step. <u>You are then finished with your approval of the Contract Request.</u>

If you would like to include another individual in the approval workflow who is not already named in the workflow then you use the "Add Ad-Hoc Step" (see orange circle above). When you click on the Add Ad-Hoc Step you get this screen:

Add Ad-Hoc Step	Work	Add Ad-Hoc	Step	×
Ad-Hoc Approvers Departu Comments * Dean o Ad-hoc Ad-hoc Contrac		nf A After Step Ad-Hoc Approvers Comments *	Dean or Unit Director gibbs Gibbs, Shawn Gibby Valeri 1000 cr aracters remaining Save	Close
Here you choose where you w	vant that Ad Hoc step to appear	Here you select t	he individual you want in th	nat Ad Hoc approval step.
	Here you make notes to the individual Request indicating why you are reque complete select SAVE and the new Ad in the green square 2 pages above.	sting their approval.	Once those items are	

After you have completed this Ad Hoc step you then need to approve the Contract Request as instructed 1 page above (see yellow highlighted information). You are then finished with your approval of the Contract Request.

If you need to make any revisions to the Contract Request then you select "Assign To Myself" (see step circled in page above in pink). Once the Contract Request is assigned to you this allows you to make any necessary changes. If you make a change be sure to SAVE your change made to that particular page. You will see the blue SAVE button at the bottom of each page.

After you have made any necessary changes and saved those changes you then need to approve the Contract Request as instructed 1 page above (see yellow highlighted information). You are then finished with your approval of the Contract Request.