

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

The screenshot displays the AggieBuy (Contracts+) interface. On the left, a dark red sidebar contains navigation icons and labels. The 'Contracts' section is expanded, showing options: 'Contracts', 'Approvals', 'Requests', and 'Consortium Settings'. The 'Requests' option is highlighted with a yellow box. An orange arrow points from this box to a search fly-out menu. This menu has a search bar and lists 'Request Contract', 'Search Contract Requests', and 'My Contract Requests'. The 'Request Contract' option is also highlighted with a yellow box. A green callout box with a black border contains the text: 'To initiate a Contract Request, select “Requests” then “Request Contract” from the Contracts fly-out menu.' The main content area shows a search bar with 'Everything' selected, a 'Go' button, and navigation links for 'Go to' and 'Browse'. Below this are sections for 'Showcased Suppliers' and 'Computers / Technology', each containing logos and names of various suppliers.

TEXAS A&M UNIVERSITY

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▼ Showcased Suppliers (Suppliers recently added to the MarketPlace)

TEJAS
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Office Depot HUB Partner

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Steelcase HUB Partner

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Business Cards & S

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Summus Industries
Dell HUB Partner

Avinext
HUB - Downloadable Quotes

12TH MAN
TECHNOLOGY
HUB Reseller Apple/ PC Products

shi
HUB - Computers & Electronics

B.H
Audio Visual Equ

CDW HUB Partner

newegg
Computers & Electronics

▼ MRO / Facilities

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

Shop Everything Go

Go to: advanced search | favorites | fo

Enter a name for your Contract Request and "Submit".

Create Contract Request

Contract Request Name * Texas A&M Demo

Select a Contract Request Form * Contract Request

* Required Submit Close

The Contract Request Form field will default to "Contract Request" – do not change or delete.

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

The screenshot displays the Texas A&M University AggieBuy interface. At the top, the university name and navigation options like 'Contracts' and 'Requests' are visible. A privacy policy banner is present. The main content area is titled 'Texas A&M Demo' and shows a 'Form Number: 3716413' and a 'request status: incomplete'. A sidebar on the left contains navigation links such as 'Departmental Information', 'Back Office', 'Review and Complete', 'Discussion', and 'Contract Request Workflow'. The central 'Instructions' section contains several key messages:

- 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.**
- A W9 is REQUIRED** to be attached to the Contract Request if the contract is an expense contract of any kind, AND the Second Party (Contractor/Supplier) does not already have an active profile in AggieBuy. A W9 is not required if the contract is 1) a non-monetary contract (no money involved), 2) a revenue contract (money being paid to the A&M System Member), or 3) the Second Party already has an active profile in AggieBuy. If a W9 is required but is not attached to the Contract Request, the Contract Request will be returned to the requestor and not processed until the W9 is provided.

Additional instructions include filling out fields, attaching quotes, and reviewing the request. A 'Next >' button is located at the bottom right of the instructions area.

The AggieBuy system will automatically assign a number to your Contract Request Form.

NOTE: If your contract request includes an expense contract and the Second Party does not have an active profile in AggieBuy a W9 is required and should be attached to the contract request. A W9 is not required if the contract is a non-monetary contract, the contract is a revenue contract, or the Second Party already has an active profile in AggieBuy. If you do not attach a W9 when it is required, your Contract Request will be returned.

NOTE: The Contract Request Form cannot yet be integrated with FAMIS. If you wish to ENCUMBER the funds, DO NOT use the Contract Request Form, create a requisition instead and choose to route to Procurement Services. Procurement Services will then submit your contract to Contract Administration for review.

Click the "Next" button to proceed.

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

The screenshot displays the 'Texas A&M Demo' contract request form. The left sidebar contains a navigation menu with sections: 'Instructions', 'Details', 'Attachments' (0), 'Questions' (with sub-items 'Contract Information', 'Routing Determination', 'Departmental Information', 'Back Office'), 'Review and Complete', 'Discussion', and 'Contract Request Workflow'. The main form area shows 'Contract Request Name' as 'Texas A&M Demo', 'Template' as 'Contract Request', and 'Contract Type' as '-'. At the bottom right, there are three buttons: '< Previous', 'Save Progress', and 'Next >'. The 'Next >' button is highlighted with a red box. A green callout box points to the 'Contract Request Name' field, and a blue callout box points to the 'Next >' button.

Unless you wish to change the Contract Request Name, this screen requires no action.

Clicking the “Next” button advances the screen through the sections of the Request Form as they appear on this menu. You may also navigate the Request Form by clicking the individual section names on the menu or the “Previous” button.

NOTE: Clicking the “Next” button automatically saves any changes you make on the current screen before it advances you to the next screen. Use the “Save Progress” button when you make a change on a screen but then wish to leave the Request Form or navigate to another screen via the menu. Anytime you need to leave the Request Form without completing it be sure to **SAVE PROGRESS!**

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

The screenshot displays the Texas A&M University AggieBuy Contracts+ interface. The main content area shows the 'Attachments' section for a 'Texas A&M Demo' contract request. The 'Add Attachments' button is highlighted with a red box. An orange arrow points from this button to a modal window titled 'Add Attachments'. The modal window allows users to select the attachment type (File or Link) and upload a file. The 'File' option is selected, and the 'File *' field is highlighted with a red box. The modal also includes a 'Select files...' button, a 'Drop files to attach, or browse.' instruction, and a 'Maximum upload file size: 50.0 MB' note. The modal has 'Save Changes' and 'Close' buttons.

Depending on the type and scope of the Contract you are requesting be reviewed, you may be advised and/or required in a subsequent screen to add an attachment to the Request Form. Attachments may include: a W9, vendor quote, vendor contracts, documentation, etc. The system will accept virtually any file format, but in the unlikely event that the total size of all the attachments exceeds 25MB please contact the Department of Contract Administration office.

The 'Next >' button at the bottom right of the main interface is also highlighted with a red box.

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

The screenshot displays the Texas A&M University AggieBuy Contracts+ interface. The top navigation bar includes the university logo and the text "TEXAS A&M UNIVERSITY". Below this, a breadcrumb trail shows "Contracts > Requests > My Contract Requests". A dark banner at the top contains a privacy policy notice: "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." Below the banner, a link reads "< Back to My Contract Requests".

The main content area is titled "Texas A&M Demo" and shows form details: "Form Number: 3716413" and "Request Status: Incomplete". A left sidebar menu lists various sections: "Instructions", "Details", "Attachments" (with a "0" indicator), "Questions", "Review and Complete", "Discussion", and "Contract Request Workflow". The "Questions" section is expanded, showing a sub-menu with "Contract Information", "Routing Determination", "Departmental Information", and "Back Office". The "Contract Information" item is highlighted with a red box. A red bracket groups the "Contract Information", "Routing Determination", and "Departmental Information" items in the sidebar, with a callout box stating: "The 'Questions' section is the heart of the Contract Request Form. It may be navigated by either the Menu, the blue links found on the Questions screen, or the 'Next' button." The "Questions" section itself has a "Progress" table:

Overview	Progress
Contract Information	☐ Incomplete
Routing Determination	☐ Incomplete
Departmental Information	☐ Incomplete
Back Office	☑ Required fields complete

At the bottom right, there are "Previous" and "Next" buttons. The "Next" button is highlighted with a red box. A callout box on the right side of the screen states: "All 'checks' will turn green once the Contract Request is complete." The "Questions" section also includes links for "Print Request", "History", and a help icon.

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

TEXAS A&M UNIVERSITY

Contracts > Requests > My Contract Requests

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< Back to My Contract Requests

Texas A&M Demo

Form Number: 3716413
Request Status: Incomplete

- Instructions
- Details
- Attachments 0
- Questions
- Contract Information**
- Routing Determination
- Departmental Information
- Back Office
- Review and Complete
- Discussion
- Contract Request Workflow

Questions - Contract Information

Print Request | History | ?

On This Page

- Monetary Information (8)
- Contract Summary (8)

Monetary Information

Is this a Monetary Contract? *

Yes No

Contract Summary

If the detailed description/scope of this Contract will not fit in the field provided below, please enter "see attached" and then attach in the "Attachments" section a Word document containing the description/scope.

If the scope of this Contract includes products and/or services that should be itemized, please [use this template](#) to list each of them separately. Attach the completed template to this Contract Request in the "Attachments" section.

Enter a brief Summary of this Contract's Scope *

2000 characters remaining

Is this a New or Existing Contract?

Start Date *

mm/dd/yyyy

Update Start Date Upon Execution

End Date *

Expires On No Expiration

Has the Contractor/Supplier furnished a Contract document? *

Yes No

* Required

< Previous Save Progress Next >

Many of the questions in the Contract Request are "conditional". This means that depending on how you answer a question, additional questions and/or sections may appear.

If the detailed description/scope of this Contract will not fit in the field provided below, please enter "see attached" and then attach in the "Attachments" section a Word document containing the description/scope.

If the scope of this Contract includes products and/or services that should be itemized, please [use this template](#) to list each of them separately. Attach the completed template to this Contract Request in the "Attachments" section.

Here is an example of an instruction to add an Attachment as mentioned on p. 5.

Required fields are designated by a star * icon.

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

First half of Contract Information screen – Different Scenarios:

Scenario 1: Monetary Expense contract encumbering funds

TEXAS A&M UNIVERSITY

Contracts > Requests > My Contract Requests

< Back to My Contract Requests

Texas A&M Demo

Form Number: 3716413
Request Status: Incomplete

Instructions

Details

Attachments 0

Questions

Contract Information

Routing Determination

Departmental Information

Back Office

Review and Complete

Discussion

Contract Request Workflow

Questions - Contract Information

Print Request | History | ?

On This Page

- Monetary Information (8)
- Contract Summary (8)

Monetary Information

Is this a Monetary Contract? *

Yes No

Estimated Total Contract Value *

\$10,000 - \$24,999

Is this a Revenue Contract? *

Yes No

Does the Total Estimated Value of this Contract exceed your Member's delegated spend limit? *

Yes No

Member Funds Required? *

Yes No

Do you wish to encumber the funds? *

Yes No

Currently, the Contract Request Form does not fully integrate with FAMIS and therefore CANNOT trigger an encumbrance. If you wish to encumber the funds for this contract, please discontinue utilizing this Contract Request Form and instead complete and submit an AggieBuy Requisition. Select the applicable response below. *

- I understand that I must use an AggieBuy Requisition.
- I have already completed a Requisition but am using this Form to submit my contract.**

Answer is YES here because the contract is valued at over \$10K. **NOTE:** When you answer YES to this question there will be additional questions on the next screen which require you to identify if the purchase is exempt or a sole source purchase. If the purchase is within your delegated spend you will not be required to answer those questions on the next screen.

NOTE: If you submit a requisition and attach a contract be sure to select **"ROUTE TO PROCUREMENT SERVICES"** – especially if your contract is valued at under \$10K. Procurement WILL submit the contract to Contract Administration for review/approval. You **DO NOT** need to submit the contract through a Contract Request Form.

If you stop at this point and go do a requisition instead probably best to delete your contract request.

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

Scenario 2: Monetary Expense contract NOT encumbering funds

TEXAS A&M UNIVERSITY

Contracts > Requests > My Contract Requests

< Back to My Contract Requests

Texas A&M Demo

Form Number: 3716413
Request Status: Incomplete

Instructions
Details
Attachments 0
Questions ✓
Contract Information ✓
Routing Determination ✓
Departmental Information ✓
Back Office ✓
Review and Complete
Discussion
Contract Request Workflow

Questions - Contract Information

Print Request | History | ?

On This Page

- Monetary Information (8)
- Contract Summary (8)

Monetary Information

Is this a Monetary Contract? *

Yes No

Estimated Total Contract Value *

\$10,000 - \$24,999

Is this a Revenue Contract? *

Yes No

Does the Total Estimated Value of this Contract exceed your Member's delegated spend limit? *

Yes No

Member Funds Required? *

Yes No

Do you wish to encumber the funds? *

Yes No

NOTE:
Member = Texas A&M

Because you are not encumbering funds a requisition is not needed and a Contract Request would be required.

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

Scenario 3: Monetary Revenue contract

TEXAS A&M UNIVERSITY

Contracts > Requests > My Contract Requests

< Back to My Contract Requests

Texas A&M Demo

Form Number: 3716413
Request Status: Incomplete

Instructions

Details

Attachments 0

Questions ✓

Contract Information ✓

Routing Determination ✓

Departmental Information ✓

Back Office ✓

Review and Complete

Questions - Contract Information

Print Request | History | ?

On This Page

- Monetary Information (8)
- Contract Summary (8)

Monetary Information

Is this a Monetary Contract? *
 Yes No

Estimated Total Contract Value *
\$10,000 - \$24,999

Is this a Revenue Contract? *
 Yes No

Scenario 4: Non-monetary contract

Texas A&M Demo

Form Number: 3716413
Request Status: Incomplete

Instructions

Details

Attachments 0

Questions ✓

Contract Information ✓

Routing Determination ✓

Departmental Information ✓

Back Office ✓

Review and Complete

Questions - Contract Information

Print F

On This Page

- Monetary Information (8)
- Contract Summary (8)

Monetary Information

Is this a Monetary Contract? *
 Yes No

Contract Summary

If the detailed description/scope of this Contract will not fit in the field provided below, please enter "see attached" and then attach in the section a Word document containing the description/scope.

If the scope of this Contract includes products and/or services that should be itemized, please [use this template](#) to list each of them. Attach the completed template to this Contract Request in the "Attachments" section.

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

Second half of Contract Information screen – Different Scenarios:

Scenario 1: NEW contract with vendor supplied document

Do you wish to encumber the funds? *

Yes No

Contract Summary

If the detailed description/scope of this Contract will not fit in the field provided below, please enter "see attached" and then attach in the "Attachments" section a Word document containing the description/scope.

If the scope of this Contract includes products and/or services that should be itemized, please [use this template](#) to list each of them separately. Attach the completed template to this Contract Request in the "Attachments" section.

Enter a brief Summary of this Contract's Scope *

DEMIC

1996 characters remaining

Is this a New or Existing Contract?

New

Do you know the name of the Second Party (i.e. Vendor/Contractor/Suggested Source) to the contract? *

Yes No

Start Date *

05/01/2021

Update Start Date Upon Execution

End Date *

Expires On No Expiration

04/30/2022

Auto-Renew

Yes No

Renewal Term

Renewals Remaining

Has the Contractor/Supplier furnished a Contract document? *

Yes No

* Required

< Previous Save Progress Next >

When you answer YES to this question the Second Party Information screen will appear in the menu. If you do not know the name of the Second Party and answer NO to this question the Second Party Information screen will not appear.

NOTE: If you are attaching a contract for review (*which was received from the Second Party*) to the contract request or are requesting a template be created in order for you to contract with a Second Party, you should know the name of your Second Party.

NOTE:

- If it is a 1-day contract your start date and end date will be the same.
- If you will be making a pre-payment of any kind your start date should be the day you are required to make the payment.
- Be sure to include the expiration date of the contract.

If the contract includes renewal information you may add that information here. Otherwise you can leave these questions blank since they are not required.

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

Scenario 2: NEW contract with Member award document

Contract Summary

If the detailed description/scope of this Contract will not fit in the field provided below, please enter "see attached" and then attach in the "Attachments" section a Word document containing the description/scope.

If the scope of this Contract includes products and/or services that should be itemized, please [use this template](#) to list each of them separately. Attach the completed template to this Contract Request in the "Attachments" section.

Enter a brief Summary of this Contract's Scope *

DEMO

1996 characters remaining

Is this a New or Existing Contract?

New

Do you know the name of the Second Party (i.e. Vendor/Contractor/Suggested Source) to the contract? *

Yes No

Start Date *

05/01/2021

mm/dd/yyyy

Update Start Date Upon Execution

End Date *

Expires On No Expiration

04/30/2022

mm/dd/yyyy

Auto-Renew

Yes No

Renewal Term

1 Years

Renewals Remaining

4

Has the Contractor/Supplier furnished a Contract document? *

Yes No

Contract Award Document - A&M System Member

By choosing an A&M System Member Award Document here, it is no longer necessary for you to draft a contract by using one of the online templates. By completing this section, it allows Contract Managers to draft the correct award document on your behalf.

Select Award Document: *

Presentation-Speaker Agreement

★ Required

< Previous Save Progress Next >

When you select NO indicating that the Contractor/Supplier has not furnished a Contract document, you will have the opportunity to choose a Texas A&M Award Document.

When you click on the magnifying class under "Select Award Document" a search box will appear that allows you to search and pick the appropriate award document. Depending on which award document you pick additional questions will show up on a separate screen which provide for the "fill in the blank" in the award document.

If you need a "go by" for context the award documents can also be found on our website (contracts.tamu.edu/resources). We will have links posted to each of the documents when selected within the Contract Request soon.

Select Award Document:

Search

< > Page 1 of 6 1-10 of 51 Results 10 Per Page

Name	
Athletic Contest Agreement	Select
CVMS-Stepstone Renewal Form	Select
CVMS-Stepstone Software Subscription Agreement	Select
CVMS-Subscription & License Agreement	Select
CVMS-Subscription Renewal	Select
CityCentre Three Facility	Select
Confidential Nondisclosure Agreement	Select
Construction Contract	Select
Consulting or Professional Services	Select
Distribution Agreement	Select

< > Page 1 of 6 1-10 of 51 Results 10 Per Page

Selected Value

General Use Agreement

Close

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

Scenario 3: Amendment to Contract

Contract Summary

If the detailed description/scope of this Contract will not fit in the field provided below, please enter "see attached" and then attach in the "Attachments" section a Word document containing the description/scope.

If the scope of this Contract includes products and/or services that should be itemized, please [use this template](#) to list each of them separately. Attach the completed template to this Contract Request in the "Attachments" section.

Enter a brief Summary of this Contract's Scope *

DEMO

1996 characters remaining

Is this a New or Existing Contract?

Existing

Contract Number *

2021-38150 OR C2021-2905

Amendment or Renewal/Extension *

Amend/Modify

Amend/Modify

Renew/Extend

05/01/2021

mm/dd/yyyy

Update Start Date Upon Execution

End Date *

Expires On No Expiration

04/30/2022

mm/dd/yyyy

NOTE: When "Existing Contract" is selected the Second Party Information screen will not appear. Because the contract is an amendment/renewal to an existing contract the Second Party information will already be in the system.

The Contract Number will be the number of the contract that this Amendment/Renewal is amending/renewing. This may be a contract number from our old contract database (*i.e.* 2021-38150) or from the new Contracts+ system (*i.e.* C2021-2905)

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

Routing Determination screen – Exempt Categories Different Scenarios:

Scenario 1: Exempt Purchase

Back to My Contract Requests

Texas A&M Demo

Form Number: 3716413
Request Status: Incomplete

Instructions

Details

Attachments 0

Questions ✓

Contract Information ✓

Routing Determination ✓

Award Documents ✓

Electronic Information Re... ✓

Departmental Information ✓

Back Office ✓

Review and Complete

Discussion

Contract Request Workflow

Questions - Routing Determination

Print Request | History | ?

On This Page

- Exempt Categories (7)
- Electronic Information Resources (EIR) (1)

Exempt Categories

Texas A&M System Policies and Procedures allow certain purchases with a dollar value exceeding the A&M System Member's delegated spend limit to be exempted from competitive bidding requirements. Each A&M System Member determines their own delegated spend limits and exemption categories.

Do you believe that this Contract is an Exempt Purchase as defined by A&M System Policies and Regulations? *

Yes No

My A&M System Member is: *

02-Texas A&M University

Select Texas A&M University's Exempt Service or Product category applicable to this Contract. *

- Classified Advertising
- Conference Expenses - related to on-site services
- Direct Publications - available only from the publisher
- Freight
- Goods/Services provided by other State of Texas Agencies, TAMUS Members, or other Local Governments
- Goods and Services provided by the Texas Department of Criminal Justice
- Goods and Services provided by WorkQuest (formerly TIBH)
- Internal Repairs
- Lecturers/Guest Speakers/Entertainers (one-time basis only)**
- Legislative Information Services - bill analysis services
- Library Materials - specifically for an A&M Member Library
- Membership Fees and Dues
- Moving Expenses - Employee, institutional funds only
- Payments to Accrediting Organizations
- Purchases from Federal Agencies
- Purchases from Institutions of Higher Education
- Purchases made directly through the AggieBuy Marketplace
- Registration Fees and associated books and materials
- Rental of Exhibit Space (booths for display purposes)

NOTE: If your purchase does not fall into one of these exempt categories then you will need to choose the next scenario – Sole Source Purchase or contact Procurement Services about bidding out the purchase.

will be returned.

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

Scenario 2: Sole Source Purchase

REAL ESTATE:

[< Back to My Contract Requests](#)

Texas A&M Demo

Form Number: 3716413
Request Status: Incomplete

Instructions
Details
Attachments 0
Questions ✓
Contract Information ✓
Routing Determination ✓
Award Documents ✓
Electronic Information Re... ✓
Departmental Information ✓
Back Office ✓
Review and Complete

Questions - Routing Determination

[Print Request](#) | [History](#) | [?](#)

On This Page

- [Exempt Categories \(7\)](#)
- [Electronic Information Resources \(EIR\) \(1\)](#)

Exempt Categories

Texas A&M System Policies and Procedures allow certain purchases with a dollar value exceeding the A&M System Member's delegated spend limit to be exempted from competitive bidding requirements. Each A&M System Member determines their own delegated spend limits and exemption categories.

Do you believe that this Contract is an Exempt Purchase as defined by A&M System Policies and Regulations? *

Yes No

Do you believe that this Contract should be awarded based on a "Sole Source" determination? *

Yes No

Is this a real estate contract prepared and approved by the A&M System Real Estate Office? *

Yes No

If your contract is a Real Estate purchase and the contract has been prepared and approved by the A&M System Real Estate Office you will select NO to exempt purchase, YES to Sole Source contract, and YES indicating that the A&M System Real Estate Office has prepared and approved the contract. No additional questions/answers are needed.

If the contract is not an exempt purchase and not a Real Estate purchase, then you will need to choose NO to the real estate question and proceed as provided on page 16 below.

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

OTHER SOLE SOURCE PURCHASES:

← Back to My Contract Requests

Texas A&M Demo

Form Number: 3716413
Request Status: Incomplete

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Contract Request Workflow

Questions - Routing Determination

Print Request | History | ?

On This Page

- Exempt Categories (7)
- Electronic Information Resources (EIR) (1)

Exempt Categories

Texas A&M System Policies and Procedures allow certain purchases with a dollar value exceeding the A&M System Member's delegated spend limit to be exempted from competitive bidding requirements. Each A&M System Member determines their own delegated spend limits and exemption categories.

Do you believe that this Contract is an Exempt Purchase as defined by A&M System Policies and Regulations? *

Yes No

Do you believe that this Contract should be awarded based on a "Sole Source" determination? *

Yes No

Is this a real estate contract prepared and approved by the A&M System Real Estate Office? *

Yes No

Sole Source Questions

In order to assist the A&M System Member's Procurement Office in making a Sole Source determination, please complete the following questions. NOTE: The price of a product or service is not a factor in Sole Source considerations, as pricing can be determined only by competitive solicitation.

The Sole Source Supplier is a: *

Manufacturer
 Publisher (including software)
 Other

Will the Sole Source Supplier be providing a Product or a Service? *

List any source, other than your suggested source, that manufactures or sells a similar Product, or provides a similar Service: *

2000 characters remaining

Why wont the Products or Services available from one of these other sources satisfy the requirements of the Contract? *

2000 characters remaining

If applicable, provide the U.S. Export Control Classification for each item. Enter the U.S. Munitions List (USML) category if International Traffic in Arms Regulations (ITAR)-controlled, or Export Control Classification Number (ECCN) if Export Administration Regulations (EAR)-controlled, etc. Example: Item 1, 9B006

2000 characters remaining

If all items are subject to Export Administration Regulations under the U.S. Department of Commerce, but are not listed on the Commerce Control List, EAR99, please select yes. (For further information, contact the Texas A&M Export Controls Office: <https://vpr.tamu.edu/resources/export-controls>)

Yes No

Provide any additional information you feel may aid the Department of Procurement Services in processing this request:

2000 characters remaining

Can you, as the Preparer of this Form, certify that, to the best of your knowledge, the information provided above is true and accurate and that no other material fact or consideration offered or given has influenced this recommendation for a Sole Source/Proprietary purchase? *

Yes No

For all other Sole Source Purchases, you will select NO to exempt purchase, YES to Sole Source contract, and NO to the real estate question. The Sole Source Questions will then appear. The answers to these questions will later be reviewed by Procurement Services to determine if this purchase qualifies as a sole source purchase.

NOTE: Need to complete these questions as completely and accurately as possible. You must answer all questions with a "*". Those that do not have an "*" do not require an answer in order to proceed. Should you have questions concerning these Sole Source Questions please reach out to Texas A&M's Procurement Services.

REMEMBER: The Exempt Purchase and Sole Source questions ONLY appear when the contract is an *expense* contract that exceeds the Member's delegated spend (i.e. over \$10K). These questions will not appear when a contract is 1) within the department's delegated spend; 2) a revenue contract; 3) a non-monetary contract.

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

Routing Determination screen – Electronic Information Resources (EIR):

[Back to My Contract Requests](#)

Texas A&M Demo

Form Number: 3716413
Request Status: Incomplete

Instructions

Details

Attachments 0

Questions ✓

Contract Information ✓

Routing Determination ✓

Award Documents ✓

Electronic Information Re... ✓

Departmental Information ✓

Back Office ✓

Review and Complete

Discussion

Contract Request Workflow

Questions - Routing Determination

[Print Request](#) | [History](#) | [?](#)

On This Page

- [Exempt Categories \(7\)](#)
- [Electronic Information Resources \(EIR\) \(1\)](#)

Exempt Categories

Texas A&M System Policies and Procedures allow certain purchases with a dollar value exceeding the A&M System Member's delegated spend limit to be exempted from competitive bidding requirements. Each A&M System Member determines their own delegated spend limits and exemption categories.

Do you believe that this Contract is an Exempt Purchase as defined by A&M System Policies and Regulations? *

Yes No

My A&M System Member is: *

02-Texas A&M University

Select Texas A&M University's Exempt Service or Product category applicable to this Contract. *

Lecturers/Guest Speakers/Entert

Electronic Information Resources (EIR)

EIR Definitions:

Computer Software: includes digital information such as i) multimedia resources like videos, podcasts, or associated interfaces; and ii) websites, web applications, or web portals (also includes access to data through one of those means).

Computer hardware: includes i) digital signage or information kiosks; ii) office equipment like printers, copiers, scanners, or fax machines; and iii) research or laboratory equipment with embedded information technologies and/or associated software.

Cloud computing services: storing and accessing data and programs over the Internet via externally managed infrastructure, platforms, or software; refer to NIST Special Publication 800-145.

Electronic and Information Resource ("EIR"): information resources and any equipment or interconnected system of equipment that is used in the creation, conversion, or duplication of information resources. The term includes telephones and other telecommunications products, information kiosks, transaction machines, Internet websites, multimedia resources, and office equipment, including copy machines and fax machines.

Medical Equipment with embedded information technologies: includes digital displays, electronic input, data transfer, etc.

Research tools: includes some microscopes and appliances which collect, transmit, or require data delivery, transfer, or output.

User Interface: a way to interact with the technologies and/or resulting output or data; this includes command line, graphical representations like websites or mobile apps, form-based, spoken, or menu-driven interfaces, as well as access to any electronic support documentation; APIs and middleware are NOT considered user interfaces.

WARNING: If you do not attach the documentation requested in this section, this Contract Request will be returned.

If you have any questions concerning Electronic Information Resources, please contact your Member's IT Accessibility Office.

If this Contract Request involves an EIR, please select which of the following EIR's will be purchased under this Contract. If the request does not involve an EIR, select "This purchase does not involve an EIR." *

Computer software or software .

- Computer software or software applications (includes managed services Contracts)**
- Computer hardware
- Cloud computing services
- Medical equipment with embedded information technologies
- Research tools
- Audio, video, or multimedia component
- Telephones or telecommunications products
- Websites, web/mobile applications, and/or web development services to create and modify them
- Other technologies not listed above
- More than one EIR listed above is involved with this purchase
- This purchase does not involve an EIR listed above

[Previous](#) [Save Progress](#) [Next >](#)

NOTE: Instructions and/or definitions are provided, as needed, at the beginning of different sections throughout the Contract Request. These instructions provide guidance in determining if your purchase involves and EIR.

NOTE: It is important to remember that if there is information that should be attached to the request and you do not attach it, the Contract Request will be returned to you.

Select "Next" to proceed to the next screen

If your purchase involves an EIR as defined in the definitions, you will need to identify that EIR here.

If your purchase does not involve an EIR then select "This purchase does not involve an EIR listed above."

NOTE: when you indicate that your purchase does involve an EIR , the "Electronic Information Resources" screen will appear in the menu. This screen will ask additional questions related to the EIR.

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

Award Documents screen:

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Texas A&M Demo

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Contract Request Workflow

Questions - Award Documents

Print Request | History | ?

Presentation-Speaker Agreement

Is the Speaker being represented by an Agent? *

Yes No

Major Presentation Title *

COVID-19

Description of Services: *

How COVID-19 has affected Texas universities

1956 characters remaining

Date of Presentation: *

05/01/2021

mm/dd/yyyy

Beginning Time of Presentation (include a.m. or p.m.): *

6:00 p.m.

Length of Presentation (include Hours or Minutes): *

1 hour

Location of Presentation: *

Rudder Theater

Additional activities included in Speaker's schedule: *

Dinner with student group

1975 characters remaining

Member also agrees to Provide (e.g., Airfare, Hotel, Transportation, etc.): *

airfare, hotel, and transportation

1966 characters remaining

Additional Terms & Conditions, if any. If none, enter 'none' in this field. *

none

1996 characters remaining

What is the total \$ value that will be paid to the Second Party associated with this Presentation-Speaker Agreement? *

12,000.00 USD

Make Check Payable to: *

Joe Smith, Ph.D.

1984 characters remaining

★ Required

< Previous Save Progress Next >

Answering these questions will allow Contract Administration to draft the award document you have requested. If you need to see the document for context of the questions being asked you can find the documents on our website – contracts.tamu.edu/resources.

We will soon have links posted to each of the award documents. *Those documents should be used for reference purposes only and should NOT be attached to the Contract Request.*

NOTE: This screen only appears if you have answered “NO” to the question “Has the Contractor/Supplier furnished a Contract document?” and chosen a Texas A&M Contract Award Document as your contract. These questions are based upon the award document you choose.

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

Electronic Information Resources screen:

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Request Status: Incomplete

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Contract Request Workflow

Questions - Electronic Information Resources (EIR)

Print Request | History | ?

On This Page

- Select your A&M System Member ID (1)
- Electronic Information Resources (EIR) (7)
- Additional EIR info (2)
- Additional EIR info - Cloud Services (2)

Select your A&M System Member ID

My A&M System Member is: *

02-Texas A&M University

Electronic Information Resources (EIR)

[Single User EIR Guidelines](#)

Has IT Accessibility completed a review/approval of this contract? If yes, please attach ALL documentation of IT Accessibility's review/approval in the Attachments section. *

Yes No

Does the EIR involve a user interface? *

Yes No

Will the EIR be used by only one individual? *

Yes No

Please indicate how the EIR will be used: *

Utilized for purposes other than

Please indicate which of the following conditions apply, if any, with respect to the EIR: *

Neither condition applies

Additional EIR info

If you have any questions concerning the COVID-19 EIR Accessibility Exception Register or the Supplemental EIR Exception Register, please contact Texas A&M's IT Accessibility Office at 979.862.6834 or itaccessibility@tamu.edu

Additional EIR info - Cloud Services

[Approved Cloud Services Providers List](#)

If the vendor of the cloud computing service has been approved by the CIO, please enter the vendor's reference number found on the list of Approved Cloud Service Providers (linked above). If the vendor has not been approved by the CIO, please enter "not required" and attach documentation from the IT Risk Assessment office that confirms this purchase does not require approval by the CIO.

WARNING: If your response to a question in this section requires documentation to be attached but the documentation is not attached, this Contract Request will be returned.

If you have any questions about the Approved Cloud Services Providers List or obtaining documentation from the IT Risk Assessment Office, please contact Texas A&M's IT Risk Assessment Office at ra@tamu.edu

★ Required

< Previous Save Progress Next >

There are many conditional questions on this screen. Depending how you answer one question may or may not result in additional questions.

Clicking this link will take you to the Texas A&M IT Accessibility page for additional information.

NOTE: This screen only appears if you previously indicated that your contract involves an EIR and have designated which EIR on the Routing Determination screen. If you answer "This purchase does not involve an EIR listed above" on the Routing Determination screen, this Electronic Information Resources screen will not appear.

NOTE: If you know your contract involves an EIR it is more efficient to work with the IT Accessibility office to have your EIR approved prior to submitting the contract to our office for review. If you have not had your EIR approved and the Contract Request routes to the IT Accessibility office, it could cause delays.

Should you have any questions related to how to answer these questions please contact the IT Accessibility office at 979-862-6834 or itaccessibility@tamu.edu

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

Departmental Information screen:

Back to My Contract Requests

Texas A&M Demo

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Request Status: Incomplete

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Review and Complete

Discussion

Contract Request Workflow

Questions - Departmental Information

Print Request | History | ?

Departmental Contact Info

After selecting the applicable A&M System Member ID, follow these steps:

1. Click the *spyglass* icon in the Department Name field
2. From the list of Work Groups, drill down to your specific department or unit name **beginning with the applicable A&M System Member ID prefixed with "CLM"**
3. Continue to drill down by clicking the arrows (>) until your specific department/unit name appears and click the circle (o) to select it

WARNING: Although they appear to be selectable, **DO NOT SELECT ANY COLLEGE, DEPARTMENT, OR UNIT NAME THAT IS PRECEDED BY AN (>)**. Doing so will result in your Request Form being returned to you. Your selection should only be preceded by a circle (o).

Example for choosing Petroleum Engineering at Texas A&M University:

- Select 02-Texas A&M University
- click the > next to CLM - Texas A&M University
- click the > next to College of Engineering
- click the O next to Petroleum Engineering

A&M System Member ID *

02-Texas A&M University

Department Name *

Admin - Dean

Department Code (include Member Number and Department abbreviation [EX: 02-PURS]) *

02-CLED

Primary Contact's Name: *

Jill M. Hobbs

Primary Contact's Address: *

4222 TAMU

Primary Contact's City/State/Zip: *

College Station, TX 77843-4222

Primary Contact's Email Address *

jilhobbs@tamu.edu

Primary Contact's Phone Number (xxx-yyy-zzzz) *

979-845-1111

Primary Contact's Fax Number (xxx-yyy-zzzz)

979-845-6129

★ Required

< Previous Save Progress Next >

Be sure to read and follow these instructions when picking your department in the "Department Name" section below.

Work Groups

AgriLife - Extension

AgriLife - Research

CLM - Health Science Center

CLM - TAMU-Galveston

CLM - Tarleton State University

CLM - TEEX

CLM - Texas A&M University

Academic Affairs - Executive VP & Provost

Administration- Other

Athletic Department

Bush School of Government & Public Service

College of Ag & Life Sciences

College of Architecture

College of Education & Human Development

Admin - Dean

College of Ed & Human Development Research

Ctr for Research & Development In Dual

Educational Adm & Human Resource Development

Educational Psychology

Health & Kinesiology

Teaching, Learning, & Culture

Texas Center for the Advancement Literacy/Learning

This should be the person who knows the most about the contract. If Contract Administration has questions concerning the contract this is the person who will be contacted.

When you select the magnifying glass under "Department Name" this "Work Group" box pops out. The steps to choosing the Dean's Office under College of Education & Human Development are as follows:

- Click the "triangle" next to CLM-Texas A&M to open the options
- Click the "triangle" next to "College of Education & Human Development" to open further options
- Mark the appropriate department.

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

Second Party Information screen:

Be sure to read this instruction!

Questions - Second Party Information

Second Party (Contractor/Supplier) Name and Contact Info

The **Second Party** is the individual or organization with whom the First Party (i.e., the A&M System Member) is entering into the Contract.

A W9 is REQUIRED to be attached to the Contract Request if the contract is an expense contract of any kind, **AND** the Second Party (Contractor/Supplier) **does not** already have an active profile in AggieBuy. A W9 is **not** required if the contract is 1) a non-monetary contract (no money involved), 2) a revenue contract (money being paid to the A&M System Member), or 3) the Second Party already has an active profile in AggieBuy. If a W9 is required but is not attached to the Contract Request, the Contract Request will be returned to the requestor and not processed until the W9 is provided.

Second Party Name *
Joe Smith, Ph.D.

If this contract is an expense contract, please enter the last four digits of the Second Party's Federal Tax ID Number or SSN. Otherwise, enter "none". *
0063

Second Party Contact's Name *
Joe Smith, Ph.D.

Second Party Contact's Address *
123 Smith Way

Second Party Contact's City/State/ZIP *
Houston, TX 77002

Second Party Contact's Email Address *
jsmith@smithway.com

Second Party Contact's Phone Number (xxx-yyy-zzzz) *
713-555-2626

Second Party Contact's Fax Number (xxx-yyy-zzzz)
713-555-2727

Will more than one Contractor/Supplier be participating in this contract? *
 Yes No

★ Required

The last four digits of the Second Party's Federal Tax ID Number or SSN **MUST** be entered for ALL EXPENSE contracts wherein the Second Party *does not have* an active profile in AggieBuy. If you submit an expense contract wherein the Second party does not have an active profile in AggieBuy and you do not provide the last four digits, or you enter "none" or "otherwise", the Contract Request will be returned to you and not processed until the correct information is received.

NOTE: Fax number is not required. Only provide if you have it.

If you choose "YES" indicating that there is more than one Contractor/Supplier participating in this contract, you will be asked to fill out the same information for the additional Contractor/Supplier. It will look like this.

NOTE: This Second Party Information screen will not appear if you select that your contract is an Existing Contract on the Contract Information screen. Because the contract is an amendment/renewal to an existing contract the Second Party information will already be in the system.

Multiple Contractors/Suppliers

If more than one additional, please attach (in the "Attachments" section) a document containing the same contact information (including "Contract Notice Contact" information) for each additional Contractor/Supplier as you have provided above for the Second Party.

Additional Contractor/Supplier Name *
[Text Box]

Additional Contractor/Supplier Primary Contact's Name *
[Text Box]

Additional Contractor/Supplier Address *
[Text Box]

Additional Contractor/Supplier City/State/ZIP *
[Text Box]

Additional Contractor/Supplier Email Address *
[Text Box]

Additional Contractor/Supplier Phone Number *
[Text Box]

Additional Contractor/Supplier Fax Number:
[Text Box]

< Previous Save Progress Next >

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

Back Office screen:

Questions - Back Office

Print Request | History | ?

NOTE THIS

FOR USE BY PROCUREMENT SERVICES, CONTRACT ADMINISTRATION, and FMO ONLY.
Department representatives should **NOT** complete any section of this page.

Confirm the Second Party
Buyer or Contract Administrator:
Use the Second Party field below to search for and determine whether additional Second Parties are already in the system.
If the Preparer has not provided Second Party Name and Contact information, you must complete the "Second Party Information" section of this Request Form before approving the Form.
If the Contractor/Supplier is not already in the system, enter/select "New Supplier" into the Second Party Name field.
 Contractor/Supplier is in the system
 Contractor/Supplier is NOT in the system

Second Party
Type to filter...

Administrative Routing
Procurement Services Confirmation
Route to Contract Administration?
 Yes No

★ Required

< Previous | Save Progress | Next >

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

Review and Complete screen:

[Back to My Contract Requests](#)

Texas A&M Demo

Form Number: 3716413
Request Status: Incomplete

Instructions
Details
Attachments **0**
Questions **✓**
Contract Information **✓**
Routing Determination **✓**
Award Documents **✓**
Electronic Information Re... **✓**
Departmental Information **✓**
Second Party Information **✓**
Back Office **✓**

Review and Complete

Discussion
Contract Request Workflow

Review and Complete

[Print Request](#) | [History](#) | [?](#)

✓ Required fields complete

Section	Progress
Instructions	✓ No Required fields
Details	✓ No Required fields
Attachments	✓ No Required fields
Questions	✓ Required fields complete
Contract Information	✓ Required fields complete
Routing Determination	✓ Required fields complete
Award Documents	✓ Required fields complete
Electronic Information Resources (EIR)	✓ Required fields complete
Departmental Information	✓ Required fields complete
Second Party Information	✓ Required fields complete
Back Office	✓ Required fields complete

[← Previous](#) [Complete Request](#)

The “Review and Complete” screen indicates the overall completion status of the Contract Request Form. When all sections of the Contract Request Form are complete, the “Complete Request” button becomes active and all “checks” are green.

When you select the “Complete Request” button the Contract Request is submitted to Contract Administration.

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

Discussion screen:

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.

< Back to My Contract Requests

Texas A&M Demo

Form Number: 3716413
Request Status: Incomplete

Instructions

Details

Attachments 0

Questions ✓

- Contract Information ✓
- Routing Determination ✓
- Award Documents ✓
- Electronic Information Re... ✓
- Departmental Information ✓
- Second Party Information ✓
- Back Office ✓

Review and Complete

Discussion

Contract Request Workflow

Discussion Print Request | History | ?

[Start New Thread](#)

There are no message threads in for this request.

The "Discussion" screen allows you to post messages to, and receive replies from, anyone who has access to the Request Form, such as the approvers and Procurement Services and/or Contract Administration personnel. Clicking the "Start New Thread" button pops up this "Post a New Message" box.

Post a New Message ×

Subject *

Message *

4972 characters remaining

[Add Attachments](#)

* Required Post Message Close

NOTE: Attachments can be added to a message.

< Back to My Contract Requests

Texas A&M Demo

Form Number: 3716413
Request Status: Incomplete

Instructions

Details

Attachments 0

Questions ✓

- Contract Information ✓
- Routing Determination ✓
- Award Documents ✓
- Electronic Information Re... ✓
- Departmental Information ✓
- Second Party Information ✓
- Back Office ✓

Review and Complete

Discussion

Contract Request Workflow

Discussion Print Request | History | ?

[Start New Thread](#)

Texas A&M Contract Demo
This is a demo/test message.

[Edit](#) Added 5/3/2021 at 4:35 PM by Lyndi Beasley

[Reply To This Thread](#)

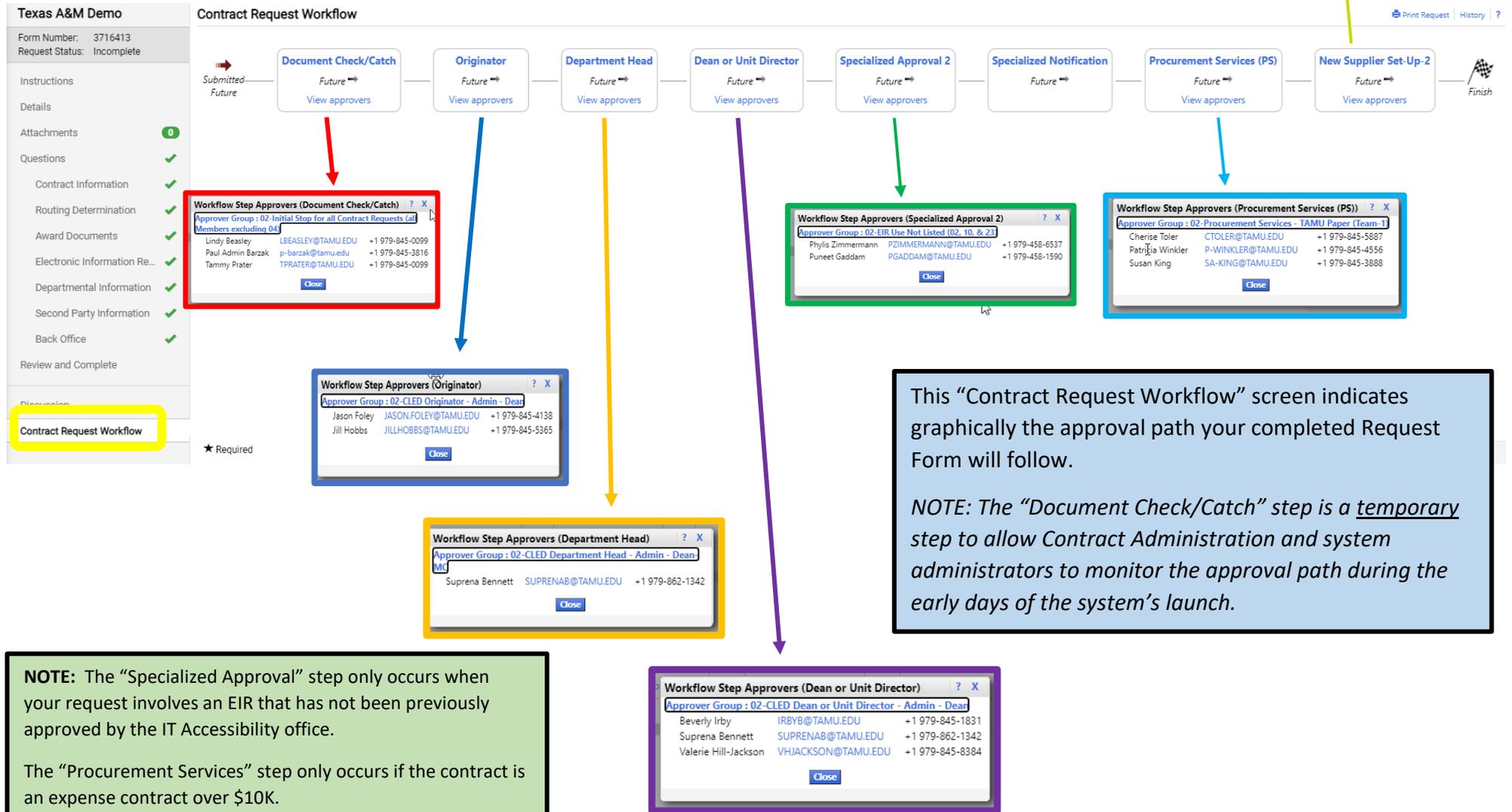
This is where, how, and by whom messages and replies are posted. The person who posted the message also can Edit the message after it's posted.

The person to whom you send the message to will receive a notification either in their email inbox or in the "notifications" section of AggieBuy depending on how they have their notifications set.

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

Contract Request Workflow screen:

Think of this screen as the Transmittal Form



This "Contract Request Workflow" screen indicates graphically the approval path your completed Request Form will follow.

NOTE: The "Document Check/Catch" step is a temporary step to allow Contract Administration and system administrators to monitor the approval path during the early days of the system's launch.

NOTE: The "Specialized Approval" step only occurs when your request involves an EIR that has not been previously approved by the IT Accessibility office.

The "Procurement Services" step only occurs if the contract is an expense contract over \$10K.

The "New Supplier Set-Up" step only occurs when the Second Party does not have an active profile in the AggieBuy System.

HOW TO CREATE A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)

Contract Request Notifications:

The following are examples of Notification emails that the contract requestor will receive if they have their Notifications preferences set to “email”:

This is an example of a notification email received by the contract requestor when a step in the Contract Request Workflow has been completed. If the requestor has their notification preferences set to email they will receive an email each time a step is approved.

This is an example of a notification email received by the contract requestor when the Contract Request has been completed and is ready to be converted to a Contract.

From: JAGGAER Support <aggiebuy@scquest.com>
Sent: Wednesday, February 17, 2021 11:02 AM
To: Lynce, Loria D <lynce@tamu.edu>
Subject: Form Request Workflow for 21-02-18-Cuero Regional Hospital has been Approved

 TEXAS A&M UNIVERSITY

RE: Form Request Workflow for 21-02-18-Cuero Regional Hospital has been Approved

Dear Loria Lynce,

Your request for 21-02-18-Cuero Regional Hospital has been approved.

[Click here to view the request in your organization's site](#)

Thank You,

Texas A&M University

Support Team Contact Information:

AggieBuy@tamu.edu

When you receive this email, clicking this link will take you directly to the Contract Request. You can then click on the “Contract Request Workflow” screen to see what step the Contract Request is in.

From: JAGGAER Support <aggiebuy@scquest.com>
Sent: Thursday, February 11, 2021 2:53 PM
To: Lynce, Loria D <lynce@tamu.edu>
Subject: Form Request Workflow for 21-02-10-Mark Tabarrok, MD has been Completed

 TEXAS A&M UNIVERSITY

RE: Form Request Workflow for 21-02-10-Mark Tabarrok, MD has been Completed

Dear Loria Lynce,

Your request for 21-02-10-Mark Tabarrok, MD has been completed.

[Click here to view the request in your organization's site](#)

Thank You,

Texas A&M University

Support Team Contact Information:

AggieBuy@tamu.edu

When the Contract Request is complete this **DOES NOT** mean that the Contract review/approval by Contract Administration is complete. Think of the Contract Request as the transmittal form. When the Contract Request is complete that means the Contract Transmittal form has been completed and signed and is now ready to be submitted along with the contract to the Department of Contract Administration for review. Once the Contract Request is complete the following will occur:

1. Contract Administration will convert the Contract Request into a Contract
2. The Contract will receive a “C” number (i.e. C2021-2970)
3. The Contract will be reviewed and approved and sent out for signature by Contract Administration
4. The contract requestor (who is also known as the department stakeholder) will receive a notification when the contract has been approved by Contract Administration and is fully executed.