**Contract Requestor:**

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

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+)

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.

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

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.

To search for a Contract Request, select “Requests” then “Search Contract Requests” from the Contracts fly-out menu.
**HOW TO CHECK STATUS OF A CONTRACT REQUEST IN AGGIEBUY (CONTRACTS+)**

- **Click the “arrows” to select filters.**
- **Your results will appear here.**
- **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”.**
- **You can select individual filters here. Once you have selected all appropriate filters select “Apply”.**
- **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.**
This is the result of a search for all Contract Requests that Frances (Noeline) Gunasekara has submitted.

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.