**Quick Search:**

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 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.
**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.

Make sure those circled in purple say “ALL”.

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.
How to Search for a Contract in AggieBuy (Contracts+)

Contract Status:

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.