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:

➢ Select AggieBuy

➢ The next screen you will most likely come to is the default Home Screen that looks like this:
➢ 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:

On this screen:

1. Click on the contract ribbon.
2. Click on approvals.
3. Click on Contract Requests to Approve.
To get a LIST view (instead of FOLDER view) of the contract requests, click here on “Group Results By” and change it to LIST. The list view will look like this.
➢ 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:

1. Click on the little “person” at the top right of the screen.
2. Click on “Set My Home 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:

   1. Check the boxes to the right side of the screen for those Contract Requests that you want to approve
   2. Click the drop down at the top right and select Approve/Complete
   3. Click GO and this will approve/complete your approval step for all contracts you have checked
2. If you wish to review the Contract Request and the documents attached to the request follow these steps to approve the Contract Request:

Click on the Contract Request number that is highlighted in blue and the contract request will open. It will look something like the screen shot on the next page.
From this page you can review all the parts of the Contract Request. To review the contract click on Attachments.

**Attachments**: provides a link to the documents which have been attached which should include the contract that is requested be reviewed by our office.

To see who has approved the contract request before you or who will approve after you click on Contract Request Workflow. It will look something like this:

Your step will be highlighted like it is here. If you click on the “View Approvers” link in any step you can see who will approve that step. If a step has already been approved you will see the name of the individual who approved that step.
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. You are then finished with your approval of the Contract Request.

- 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:

After you have reviewed all that you need to review in the Contract Request you have 3 options:
1. Add AD-Hoc Step
2. Approve/Complete
3. Assign to Myself

You get to these three choices by Clicking on the blue “Form Request Actions” arrow.
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.