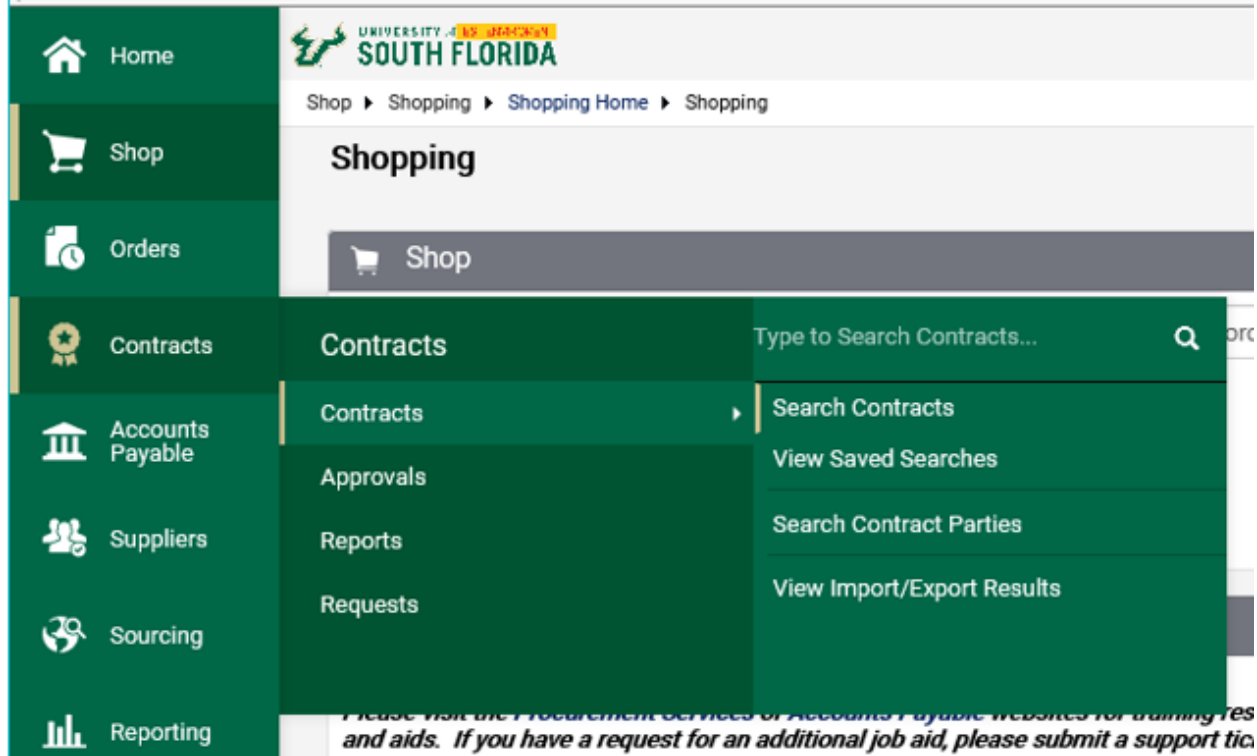


Q – How to check the status of my contract or my Contract Request?

Answer: From the flyout menu click Contracts > Contracts > Search Contracts



- Type the Contract number, or contract name in the Search field. Click “enter”. When your search comes up, it will look like this:

A screenshot of the 'Contract Search Results' page. The page title is 'Contract Search Results' with a help icon. Below the title, it shows '1-1 of 1 Results' and 'Sort by Best Match' with a dropdown arrow. The 'Contract Details' section is expanded for contract '2020-000085-PPA-PRO' by Actigraph. The details include: Supplier: A D MORGAN CORP, Start Date: 4/20/2020, Version Type: Original, Contract Type: Product Purchase Agreement, End Date: 4/25/2020, Renewal No.: 0, Status: Expired (highlighted in a blue box with a red arrow pointing to it), Active for Shopping: No, Amendment No.: 0, and Extension Count: 0. The page footer shows '1-1 of 1 Results' and '20 Per Page' with a dropdown arrow.

This contract is Expired.

- When searching using the Supplier Name, you will come up with several results.

2020-000085-PPA-PRO				Open Summary	
Actigraph					
Supplier:	A D MORGAN CORP	Start Date:	4/20/2020	Version Type:	Original
Contract Type:	Product Purchase Agreement	End Date:	4/25/2020	Renewal No.:	0
Status:	Expired	Active for Shopping:	No	Amendment No.:	0
				Extension Count:	0
<hr/>					
2020-000087-SPA-PRO				Open Summary	
Construction for Elzion					
Supplier:	A D MORGAN CORP	Start Date:	4/24/2020	Version Type:	Original
Contract Type:	Supplier Paper Agreement	End Date:	4/23/2021	Renewal No.:	0
Status:	Terminated	Active for Shopping:	No	Amendment No.:	0
				Extension Count:	0
<hr/>					
2020-000082-PPA-PRO				Open Summary	
42020PC Test Contract					
Supplier:	A D MORGAN CORP	Start Date:	4/22/2020	Version Type:	Original
Contract Type:	Product Purchase Agreement	End Date:	4/21/2021	Renewal No.:	0
Status:	Executed: In Effect	Active for Shopping:	Yes	Amendment No.:	0
				Extension Count:	0
<hr/>					
20200000009MSAPRO				Open Summary	
Disney Contract for Hotel Stay					
Supplier:	DISNEYTTC1	Start Date:	11/19/2019	Version Type:	Original
Contract Type:	DELETE (inactive)	End Date:	11/30/2019	Renewal No.:	0
Status:	Draft	Active for Shopping:	No	Amendment No.:	0
				Extension Count:	0
<hr/>					
2020-000055-PPA-PRO				Open Summary	
Adam Esign Test					
Supplier:	Dunder Mifflin	Start Date:	2/25/2020	Version Type:	Amendment
Contract Type:	Product Purchase Agreement	End Date:	No Expiration	Renewal No.:	0
Status:	Rejected	Active for Shopping:	No	Amendment No.:	1
				Extension Count:	0
<hr/>					
2020-000055-PPA-PRO				Open Summary	
Adam Esign Test					
Supplier:	Dunder Mifflin	Start Date:	2/25/2020	Version Type:	Original
Contract Type:	Product Purchase Agreement	End Date:	No Expiration	Renewal No.:	0
Status:	Executed: In Effect	Active for Shopping:	Yes	Amendment No.:	0
				Extension Count:	0
<hr/>					
2020-000053-PPA-PRO				Open Summary	
Adam Contract 2					
Supplier:	APEX OFFICE PRODUCTS	Start Date:	2/20/2020	Version Type:	Original
Contract Type:	Product Purchase Agreement	End Date:	No Expiration	Renewal No.:	0
Status:	Draft	Active for Shopping:	No	Amendment No.:	0
				Extension Count:	0

- To look at the status of a contract that is in "Draft" status

2020-000053-PPA-PRO Contract name [Open Summary](#)

Adam Contract 2

Supplier: APEX OFFICE PRODUCTS Start Date: 2/20/2020 Version Type: Original

Contract Type: Product Purchase Agreement End Date: No Expiration Renewal No.: 0

Status: **Draft** Active for Shopping: No Amendment No.: 0

Extension Count: 0

- Click on the Contract number. It will take you to the Contract Summary

Shop
Orders
Contracts
Accounts Payable
Suppliers
Sourcing
Reporting

Back to Results 8 of 48 Results

Draft Once done authoring, reviewing, and negotiating this contract, submit it for approval.

2020-000048-PPA-PRO
Adam 1

Checked out To: Adam Isa

Type: Product Purchase Agreement
2nd Party: APEX OFFICE PRODUCTS
Dates: 2/18/2020 - 2/20/2020
Version: Renewal 0, Amendment 0

Total Contract Value (TCV)
TCV: -

Lifetime Spend (USD)

Contract Summary

Header

Contract Name *	Adam 1
Contract Type	Product Purchase Agreement
First Party *	The University of South Florida Bc Trustees
Second Party *	APEX OFFICE PRODUCTS

- The blue ribbon on the top shows this contract is still under review. Draft status.
- The “Check out to” field indicates who is currently reviewing this contract.
- User (a.k.a. Stakeholders) can also look at “History” to see where in the process a particular contract is at.

https://usertest.sciquest.com/apps/Router/ContractAuditHistory?contractId=1230568&ParamAction=...

https://usertest.sciquest.com/apps/Router/ContractAuditHistory?contractId=1230568&ParamAction=Search&tmstamp=158

Timestamp	User	Action	Category	Details	Notes	Timestamp
4/24/2020 1:58 PM	Jeffrey Elliott	Added	eSignature	Settings	eSignature Account Used	DocuSign - jaggaer-docusign@usf.edu
4/24/2020 1:58 PM	Jeffrey Elliott	Contract Submitted	-	-	-	-
4/24/2020 1:58 PM	Jeffrey Elliott	Modified	-	-	Contract Status	Draft
4/24/2020 1:58 PM	Jeffrey Elliott	Modified	Approvals	Enter Message to Approvers	Enter Message to Approvers	Sign this
4/24/2020 1:58 PM	Jeffrey Elliott	Modified	eSignature	-	Status and Tracking	empty
4/24/2020 1:58 PM	Jeffrey Elliott	Added	eSignature	-	Signer	-
4/24/2020 1:55 PM	Sapana Shah	Checked In/Out	-	-	Check out Contract	empty
4/24/2020 1:55 PM	Sapana Shah	Checked In/Out	-	-	Check in Contract	Checked Out

Contract Actions

History ?

12:00 AM EDT

ott+sq@gmail.com

Q. How to search for a Contract Request?

Answer: Navigate to Contract > Requests > Search Contract Requests. If user is searching for Contract Requests he/she submitted in the system click “My Contract Requests”



- Under “My Contract Requests” user can use filters to narrow down their search.

My Contract Requests ?

Filter Contract Requests Create New Contract Request

Request Status * Approved
 Incomplete
 Rejected
 Returned
 Under Review
 Completed Apply

Page 3 of 4 21-30 of 38 Results 10 Per Page

Contract Request Name	Template	Requested By	Request Status	Workflow Step	Workflow Assignee	Status Last Updated	Created	
GC Test 9 IDI Consultant	USF Contract Request Form	Clifton James	Completed	-	-	4/20/2020 12:02 PM	4/20/2020 11:55 AM	Actions
Mikes Test 42020	USF Contract Request Form	Clifton James	Approved	-	-	4/30/2020 2:28 PM	4/20/2020 11:57 AM	Actions
42020PC - Test Contract	USF Contract Request Form	Clifton James	Completed	-	-	4/20/2020 12:15 PM	4/20/2020 12:00 PM	Actions
Sapana Assignment	USF Contract Request Form	Clifton James	Completed	-	-	4/20/2020 12:27 PM	4/20/2020 12:08 PM	Actions
Victoria test 7	USF Contract Request Form	Clifton James	Completed	-	-	4/20/2020 1:51 PM	4/20/2020 1:39 PM	Actions
Victoria test 8	USF Contract Request Form	Clifton James	Completed	-	-	4/20/2020 3:27 PM	4/20/2020 3:19 PM	Actions
Test case SR-11 (VO)	USF Contract Request Form	Clifton James	Completed	-	-	4/21/2020 8:05 AM	4/21/2020 7:45 AM	Actions

- To see where in workflow a Contract Request is at, click Contract Request Workflow. If you click "View Approvers" it will bring up the names of the Contract Administrators. One of the Contract Admin will review and approve the Contract Request and create a Contract Record.

Contracts > Requests > My Contract Requests

< Back to My Contract Requests

Contract job-aid VO

Form Number: 444388
Request Status: Under Review

Instructions
Details
Attachments **1**
Questions ✓
Header Information ✓
Departmental Information ✓
Background Information ✓
Supplier Contact Informat... ✓
Funding Information ✓
Sourcing Information ✓

Discussion

Contract Request Workfl...

★ Required

Contract Request Workflow

Submitted 5/4/2020 9:45 AM

Contract Request Review
Active
View approvers

Finish

Workflow Step Approvers (Contract Request Review) ? X

Approver Group : Contract Request Review

George Cotter	tsmusf+gcotter+sq@gmail.com	+1 813-974-3340
Jaggaer Admin	sciquestsolutionconsultant@gmail.com	
Jeffrey Elliott	tsmusf+jelliott+sq@gmail.com	
Sapana Shah	tsmusf+shah+sq@gmail.com	+1 813-974-3295

Close