Contract Training Guide

This training guide will assist you in locating and viewing contracts in Techbuy. Procurement Services is moving towards using this contract database for 100% of the University’s contracts (excluding Facilities Planning & Construction and grant contracts). We estimate a full compliance date of September 1, 2012. If you have trouble locating a contract, email techbuy.purchasing@ttu.edu.

On many purchases, you can locate the contract number on the requisition (when it is automatically applied) or PO (applied automatically or by Purchasing). See the screenshot below.

Contracts have a contract number in the format of C00000. Contracts can be located by the vendor name, the contract number, or a contract description from the contract search page.

Tips: You may need to toggle to all or inactive on the active status of the search screen. You may also need to change the contract status to expired, future, or custom.
After you conduct the search, it will provide a listing of all contracts that apply to the search criteria (this search was conducted for “Promotional” items.)

Click on the red link to view the details of the contract.
The detail screen will provide a quick view of the contract details.

You can click on the links for the contracts if they are open to the campus (some contracts will not be open due to confidentiality provisions).

We have loaded purchasing contracts (such as Scarborough, Grainger, Copy Craft, etc). These are pricing agreements that apply to the entire University. We also have loaded general business contracts. Once the contract is returned from the vendor (signed), we will attach it to the contract record and associate and purchase order with it.
For example, C01284 is a contract for a maintenance agreement to Ion Resources Ltd. You could search either for the contract number, if known, or for the vendor name.
By clicking, under the Details section – contract soft copy, you will be able to view a copy of the completed contract.

If you were to lookup PO # P0040957, you would see this PO is associated with that contract. You can click on the link on the PO to also access the contract information.

As a reminder, not all historical information will be fully compliant with this process. We are moving towards 100% compliance. If you have any questions on a contract or have trouble locating the information that you need, please email techbuy.purchasing@ttu.edu.