

Shopping – Contract Order

How to Order from a Contract

Quick steps:

1. Enter Contract Number, Supplier Name, or Keyword in shop search box
2. Enter Quantity next to the item and add to cart
3. View the cart and adjust any applicable optional fields
4. Click “Submit Order”

1. A contract has been set up by Procurement Services and you need to purchase items from this contract. You or someone in your department should know the contract number.

The screenshot displays the Texas A&M University AggieBuy website. At the top, the header includes the university logo, navigation links (All, Search (Alt+Q)), and user account information (10,000.00 USD, 3,540 items, 10 notifications). Below the header, there are tabs for 'Simple' and 'Advanced' search, and a navigation menu with links like 'Go to: Non-Catalog Item', 'Favorites', 'Forms', 'Shop', 'Trade-In', 'Quick Order', and 'Browse: Suppliers', 'Categories', 'Contracts', 'Chemicals'. A search bar is prominently featured, containing the contract number 'C8022089'. A red box highlights the search bar with the text 'Enter the contract number, supplier name or an item from the contract'. Below the search bar, the page is divided into sections: 'Showcased Suppliers (Suppliers recently added to the MarketPlace)' featuring 'WorkQuest'; 'Office Supplies / Furniture / Books' featuring 'TEJAS', 'Office Depot HUB Partner', 'HBI', 'Complete Book HUB', and 'integ'; 'Computers / Technology' featuring 'Summus Industries', 'Avinext', '12th MAN TECHNOLOGY', 'shi', 'BH', and 'Connection'; and 'Scientific & Medical Supplies'. A vertical sidebar on the left contains various icons for navigation. The footer includes the text 'Powered by JAGGAER | Privacy Policy'.

TEXAS A&M UNIVERSITY

Search (Alt+Q) 0.00 USD

Simple Advanced Go to: Non-Catalog Item | Favorites | Forms | Shop | Trade-In | Quick Order Browse: Suppliers | Categories | Contracts | Chemicals

Hide C8022089

You can change the sort method, screen layout and settings

Search Results: 16

Compare PART NUMBER

- Best Match
- Part Number
- Description
- Size
- Packaging UOM
- Supplier
- Price: Low to High
- Price: High to Low

By Supplier

- Sterling Infosystems/Sterling Talent Solutions/Sterling Backcheck (16)

By Category

- Reference or background check services (16)

By Commodity Code

- 80111702 (16)

Social Security Number Trace from Sterling Infosystems/Sterling Talent Solutions/Sterling Backcheck Part Number 01

National Criminal Search with Aliases from Sterling Infosystems/Sterling Talent Solutions/Sterling Backcheck Part Number 02

County Criminal 7 years of SSN Trace, Felonies and Misdemeanors. Given Name. - Based on Social Security Number Trace from Sterling Infosystems/Sterling Talent Solutions/Sterling Backcheck Part Number 03

2. Add all items needed to your cart

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Search (Alt+Q) 0.00 USD

Simple Advanced Go to: Non-Catalog Item | Favorites | Forms | Shop | Trade-In | Quick Order Browse: Suppliers | Categories | Contracts | Chemicals

Hide C8022089

Search Results: 16

Compare PART NUMBER

By Supplier

- Sterling Infosystems/Sterling Talent Solutions/Sterling Backcheck (16)

By Category

- Reference or background check services (16)

By Commodity Code

- 80111702 (16)

By Packaging UOM

- EA (16)

By Result Type

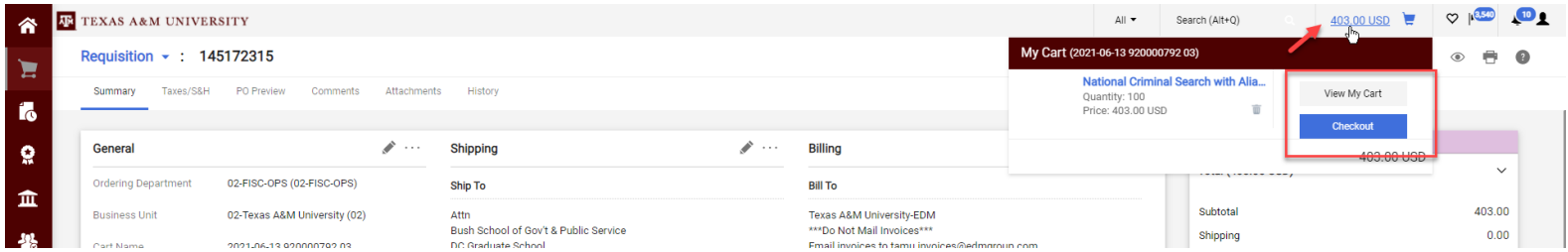
- Products (16)

Social Security Number Trace from Sterling Infosystems/Sterling Talent Solutions/Sterling Backcheck Part Number 01 0.77 USD 1 Add To Cart

National Criminal Search with Aliases from Sterling Infosystems/Sterling Talent Solutions/Sterling Backcheck Part Number 02 4.03 USD 10 Add To Cart

County Criminal 7 years of SSN Trace, Felonies and Misdemeanors. Given Name. - Based on Social Security Number Trace from Sterling Infosystems/Sterling Talent Solutions/Sterling Backcheck Part Number 03 12.24 USD 1 Add To Cart

3. View my Cart



The “Pre-Pay & Add” checkbox may be used on local funds only for up to \$50

- a. Check with your dept’s business office on usage of this field
- b. Cannot be used with state funds

Business Unit	02-Texas A&M University (02)	Pre-Pay & Add	<input checked="" type="checkbox"/>
Cart Name	<input type="text" value="Wire Connectors for Lab 101"/>		
Share cart	No user groups available		

The “Cost Receipt Required” checkbox is normally left blank.

- c. Please check with your department’s business office on how to use this field.

Cart Description/Purpose	<input type="text" value="Wire Connectors for Lab 101"/>
Order Category	<input type="text" value="1 - Regular"/>
Report Reference A	<input type="text"/>
Report Reference B	<input type="text"/>
Cost Receipt Required	<input type="checkbox"/>

Once this screen has been completed you may click “Proceed to Checkout”

The screenshot shows a procurement cart interface. On the left, there are fields for Business Unit (02-Texas A&M University (02)), Cart Name (Wire Connectors for Lab 101), Prepared by (Kyle Metcalf), and Prepared for (Kyle Metcalf). A search bar at the top contains the text "Search for products, suppliers, forms, part number, etc.". On the right, a "Details" panel shows an "Estimate (114.00 USD)" with a subtotal of 114.00, shipping of 0.00, and handling of 0.00. A blue button labeled "Proceed To Checkout" is highlighted with a red arrow.

Click “Submit Order”

The screenshot shows a requisition summary page for Texas A&M University. The requisition number is 83429443. The page is divided into three main sections: General, Shipping, and Billing. The General section includes fields for Ordering Department (02-FISC-OPS (02-FISC-OPS)), Business Unit (02-Texas A&M University (02)), Cart Name (Wire Connectors for Lab 101), and Prepared by (Kyle Metcalf). The Shipping section includes fields for Ship To (Attn: Financial Management Operations, GSC, Suite 3101, 750 Agronomy Rd, 6000 TAMU, College Station, TX 77843-6000, United States). The Billing section includes fields for Bill To (Texas A&M University-EDM, ***Do Not Mail Invoices***, Email invoices to tamu.invoices@edmgroun.com, PO BOX 3687, Scranton, PA 18505, United States). On the right, a "Draft" panel shows a "Total (114.00 USD)" with a subtotal of 114.00, shipping of 0.00, and handling of 0.00. A blue button labeled "Submit Order" is highlighted with a red arrow.