

How do I search for Contract Requests?

Problem

How do I find my submitted contract request?

Solution

1. Go to **Contracts -> Requests-> Search Contract Requests**
2. At the top of the page, you can apply filters to limit the results

Created Date: Last 90 days Quick search Add Filter Clear All Filters								
Page 1 of 2 1-200 of 249 Results								
<input type="checkbox"/> Form Name	Request Number	Form Status	Created Date/Time	Template Name	Current Workflow Step	Pending Approver	Requestor	
<input type="checkbox"/> Christina K. Hey	3598852	Under Review	4/8/2021 2:52:03 PM	Request for Independent Personal Services or Guest Speaker Contract	First Review	-	Leah McManus	
<input type="checkbox"/> Watermark Insights -TK20 contract	3597877	Under Review	4/8/2021 1:26:38 PM	Purchasing Contract - 3rd Party	First Review	-	Michelle Hoag	
<input type="checkbox"/> Patterson April 12 2021	3590712	Approved	4/7/2021 11:41:22 AM	Request for Independent Personal Services or Guest Speaker Contract	-	-	Michele Williams	

Once you have found the contract request

1. Click on the **contract request number** to open the request
2. At the top of the page is the status of the request
3. The Contract Request Number and its current status will be displayed
4. An **Approved** status means that all approvals are complete and the contract is waiting for **contract creation**
 - a. Contact your contract manager for more information
5. A **Completed** status means that a contract has been created
 - a. click on the [APPSTATE-YEAR-XX-YYYYYY](#) link from the header on the left side of the page for more information
6. A **Rejected** status means that the contract was rejected - no changes can be made
 - a. click on the [History](#) link located at the top-right of the page for more information
7. A **Returned** status means that the contract has been returned to the requester for edits or more information
 - a. click on the [History](#) link located at the top-right of the page for more information
8. An **Under Review** status means it is currently in the approval status
 - a. To view its approval step, click on the **Contract Request Workflow** link from the menu on the left

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