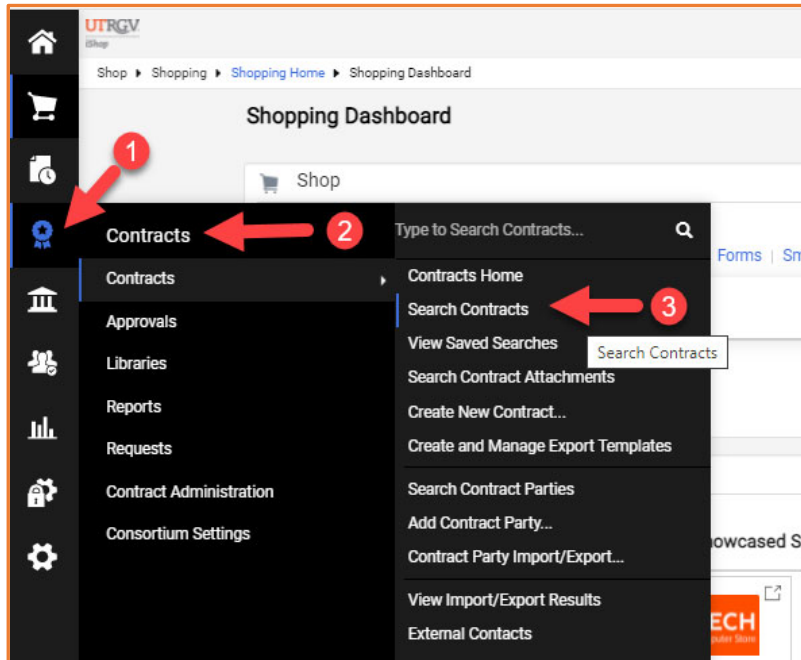


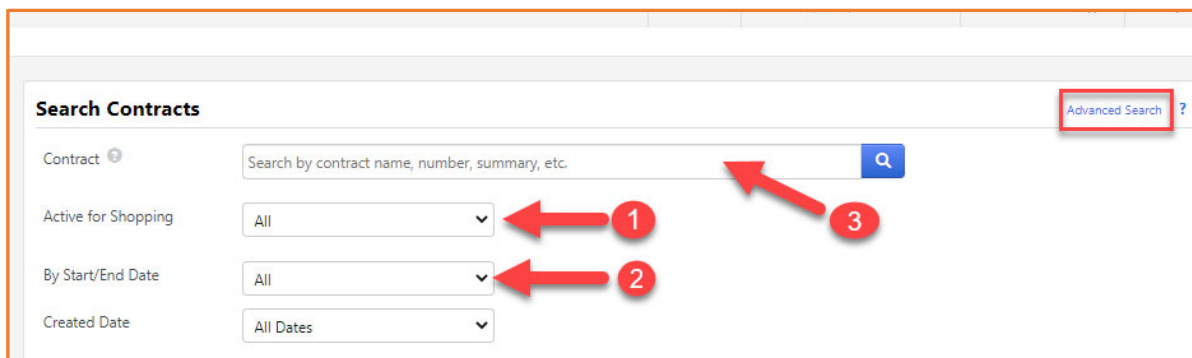
iShopUTRGV Quick Reference Guide

Contracts + HOW TO SEARCH FOR A CONTRACT IN CONTRACTS +

- 1) Navigate to the Contracts Icon > Contracts > Search Contracts



- 2) You will see the Simple Search Fields, to see All contracts available, select All on Active for Shopping and By Start/End Dates and All Dates on Created Date, on the Contract Field you can type In any word that the contract record might contain as the contract number, contract name, description. You can also click on Advanced Search to search by specific fields.



- 3) By clicking on Advanced Search, you can search by Contract name, Contract number, Second Party (Party to the Contract/vendor). Ensure all pre-populated fields show “All” Selected and on e-procurement select All under Active for Shopping

Simple Search ?

Search Contracts - Advanced

Contract Number

Contract Name

Keywords

Contract Type

Type to filter...

Contract Status

Type to filter...

Contract Version Type

Contract Manager

Any

Me

Pick...

Name, User Name, Email

Contract Stakeholder

Any

Me

Pick...

Name, User Name, Email

Summary

Second Party

Any of

All of

Type to filter...

Work Group

Type to filter...

By Start/End Date

All

Created Date

All Dates

Approvals Completed

All Dates

Scheduled Termination Date

All Dates

Contract Term Extended

Include Archived

No

Contract Ended Early

eProcurement

Active for Shopping

All

Automatically Apply Purchases to this Contract

Budget Status

Has Price Set

Requires Price Set

Uses Notification Tiers

Approaching PR Tier Notification

Speed Chart

Type to filter...

Account

Type to filter...

Fund

Type to filter...

Function

Type to filter...

GL Unit

Type to filter...

Department

Type to filter...

Cost Center

Type to filter...

Project-Activity

Type to filter...

TIBH

Type to filter...

Will confidential/HIPAA/FERPA data be exchanged with Supplier?

Type to filter...

Page 2 of 3

Last Revised 6/27/2025

- 4) If your department is selected on the contract record, you can search by selecting your department on APPLIES TO

Communication Center

Conversation started by ☒ Any ☐ Me ☐ Pick...

Communication ☐ Sent to ☐ Received From ☒ All

Name

Email Address

Communication Date

Applies To

Departments

Consortium

Consortium Contract

Include Unavailable Consortium Contracts ☐

Status Flags

☐ With Errors

- 5) If any results are populated, you will see them as in the below screenshot, to open the contract record, click on the contract number in blue

Contract Search Results

1-2 of 2 Results

Sort by Best Match 100 Per Page

Contract Details

[PROCUR-ILOCAL-928-2025](#)

Interlocal Agreement

Second Party: [UTRGV PROCUREMENT](#)

Contract Type: Interlocal Cooperation Contract

Status: **Executed: In Effect**

Start Date: 9/13/2024

End Date: No Expiration

Active for Shopping: Yes

Version Type: Original

Renewal No.: 0

Amendment No.: 0

End Date Change Count: 0

PROCUR-FACILITY-1165-2025

Facilities Use Template

Second Party: [UTRGV PROCUREMENT](#)

Contract Type: Student Union Facility Use Agreement

Status: **Draft**

Start Date: 5/16/2025

End Date: No Expiration

Active for Shopping: No

Version Type: Original

Renewal No.: 0

Amendment No.: 0

End Date Change Count: 0

1-2 of 2 Results 100 Per Page