


Contract Request Quick Reference Guide

5/19/2021

Requisition Process for Contract Requests

Procurement Services will notify the contract requester when Procurement Services is ready for the requisition to be entered and will provide a contract number to be used on the requisition.

Login to AggieMart

- 1) Go to **my.nmsu.edu** → Enter your NMSU username and password.
- 2) On the left menu bar → Click the **AggieMart**  **AggieMart** icon.

Access the Contract Request screen

- 1) In the **Quick Links** section of the AggieMart home page → Click on **Request Contract** → A pop-up screen will appear.




Request Name & Template screen

- 1) On the pop-up screen → Enter a **Contract Request Name**
- 2) The **Template** field is already populated with correct template: **Vendor Contract**.
- 3) Click **Submit**.



Instructions & Details screens

- 1) Read the instructions carefully. They are subject to change without notice.
- 2) Click **Next**.
- 3) The **Details** screen appears (this allows for renaming the request) → Click **Next**.



Attachments screen

- 1) Click the **Add Attachments**  button.
- 2) Navigate to the file(s) → Click on the file name(s) to select → Click **Open** → Click the **Save Changes**  button. The file(s) are now uploaded.
- 3) To remove an attachment → Click the **Actions**  button → Click **Delete**.
- 4) Click **Next**.

Questions screen

- 1) Questions with a **star** ★ are required fields. Otherwise, they are optional.
- 2) Some questions have a **question mark** ?  icon → Clicking the icon will show information which may aid you with your answer.
- 3) Click the **Save Progress**  button.
- 4) Click **Next**.

Review and Complete

- 1) If all sections have a **green checkmark** ✓ , you are ready to submit your request.
- 2) Click the **Complete Request**  button.
- 3) When prompted to **Confirm** → Click **Yes**.