

Processing State Contract Orders

State contract orders are now processed through a new web-based ordering program called [TXSmartBuy](#). The new online ordering system from the Texas Comptroller of Public Accounts (CPA) provides improved searching and ordering functionality to state and local government purchasers when placing orders against current State of Texas term and TXMAS contracts. The TXSmartBuy system will allow state contract orders under \$5,000.00 to be ordered at the department level. The system allows viewing and ordering multiple items from multiple contractors in one system. Orders will also be placed immediately with suppliers/contractors when they are placed online, as an alternative to waiting for purchase orders to be mailed. New users should contact Noel Mason (anmason@ag.tamu.edu) with the AgriLife Purchasing Office to have a new profile setup. Please include the following information:

- Agency (07 or 06)
- First and Last Name
- Email Address
- Address
- Phone Number

Orders that exceed \$5,000.00 must be submitted through the Texas A&M AgriLife Purchasing Office with a requisition in FAMIS. The Purchasing Office will place these orders through TXSmartBuy.

Wish lists can be created through TXSmartBuy without a login. This can be a useful tool for end users to portray exactly what item(s) they want to the appropriate processing office.

As a reminder, the TXSmartBuy system will allow you to place multiple orders at a time. Please remember to place orders individually on separate purchase orders.

Online training media as well as system user guides are available online through <http://www.window.state.tx.us/txsmartbuy/help/>