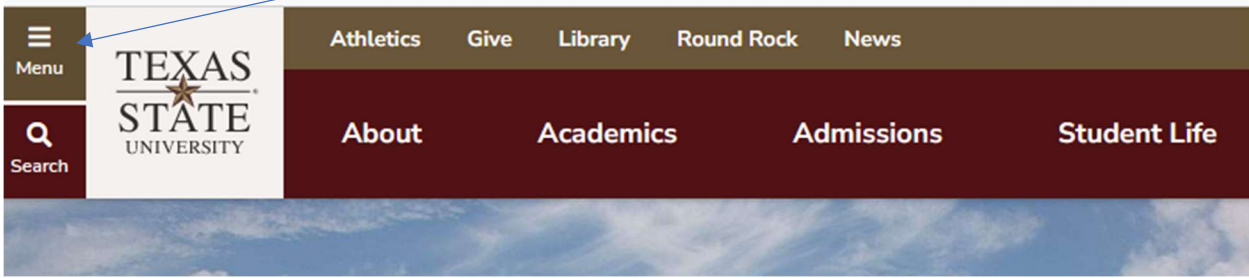
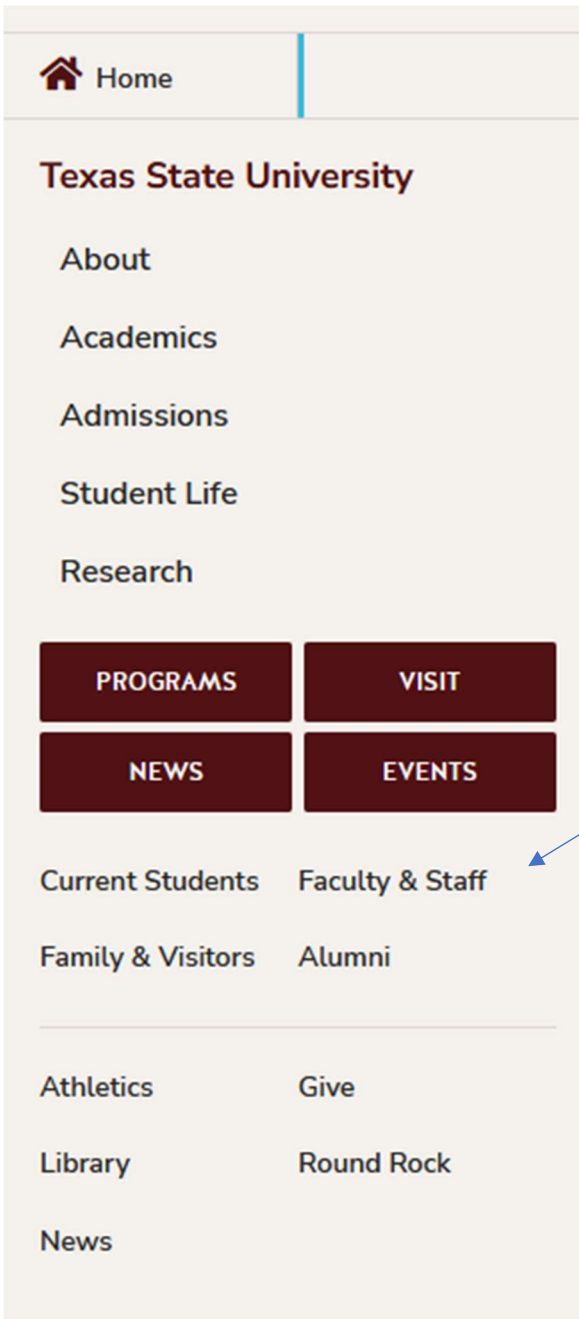


Instructions on how to look up a contract in TSUS Marketplace:

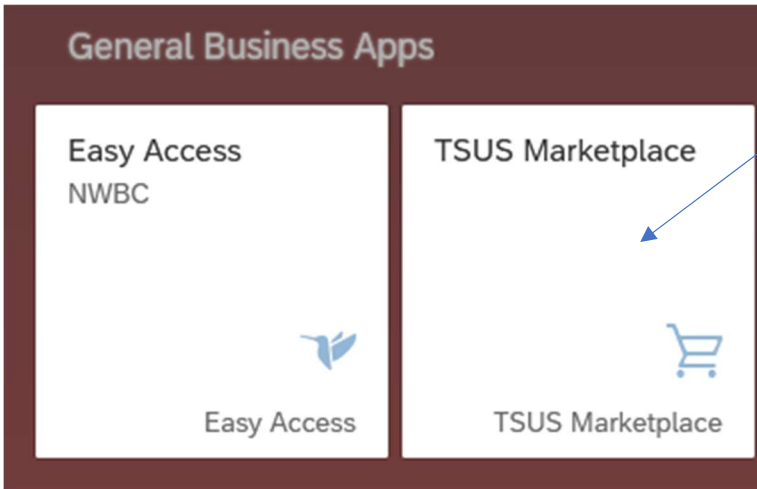
Log in to the TXST Portal and select MENU.



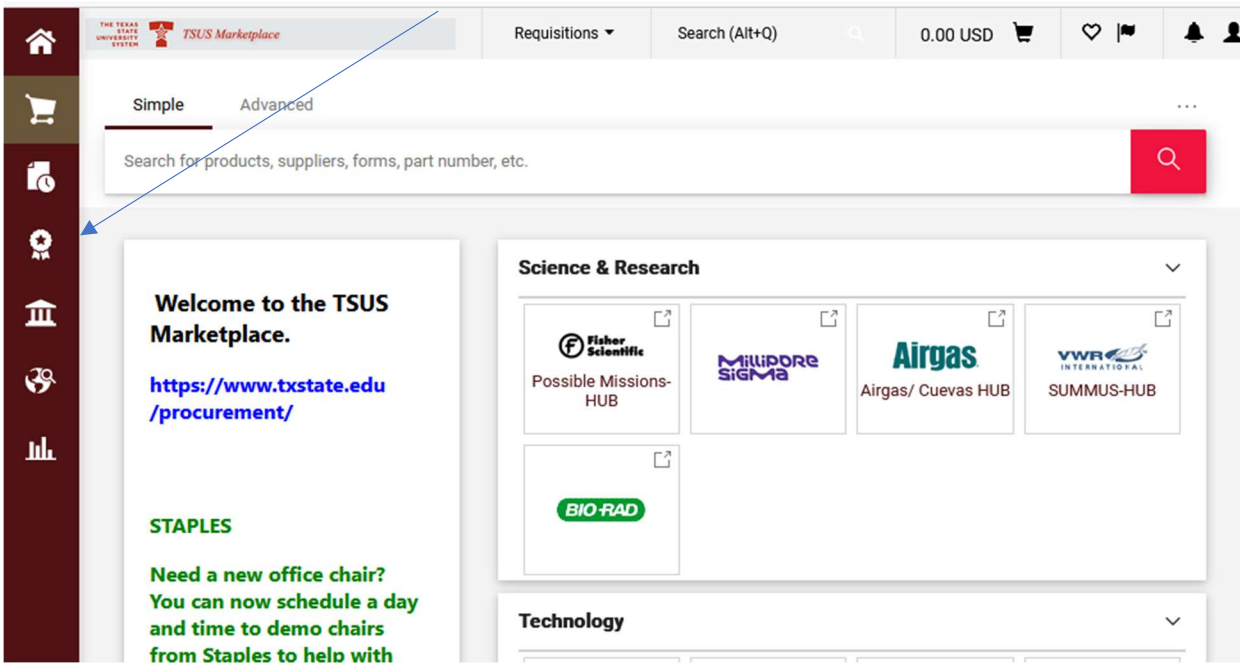
The screen will expand and select Faculty and Staff



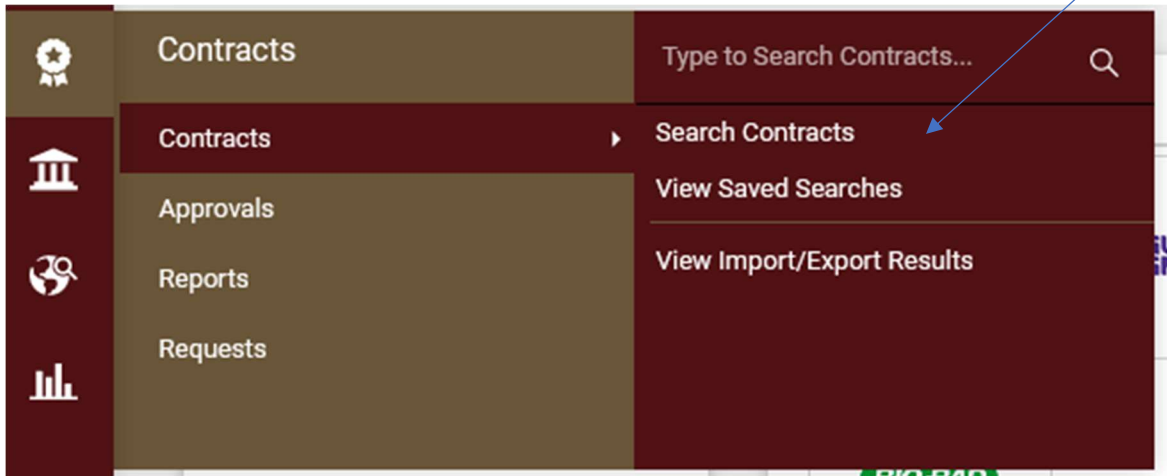
The General Business Apps Tiles will come up, select TSUS Marketplace



The main screen will come up and select the Contracts Icon



When hovering over the contracts ICON you will see Search Contract and Select It



You will see down in the screen **SECOND PARTY** – Type in the vendor’s name and select the magnifying glass.

Second Party

Any of All of

Jones Lang

A search input field with the text 'Jones Lang' and a magnifying glass icon to its right. Above the field are two radio buttons: 'Any of' (selected) and 'All of'. A blue arrow points to the magnifying glass icon.

The vendor’s name should populate, if not enter again.
In this example, 2 contracts are available.

Press the “select” button on both contracts and save changes.

Second Party ×

Jones Lang More Options

Name	Select
JONES LANG LASALLE AMERICAS, INC. <small>i</small>	<input type="button" value="Select"/>
JONES LANG LASALLE AMERICAS, INC. <small>i</small>	<input type="button" value="Select"/>


Selected Values

No Values Selected


A screenshot of a 'Second Party' selection screen. At the top, there's a search bar with 'Jones Lang' and a magnifying glass icon, and a 'More Options' link. Below is a table with two columns: 'Name' and 'Select'. The table contains two rows, both with 'JONES LANG LASALLE AMERICAS, INC.' and an information icon. Each row has a 'Select' button. At the bottom, there's a 'Selected Values' section with 'No Values Selected' and a 'Save Changes' button (highlighted in red) and a 'Close' button. Three blue arrows point to the 'Select' buttons and the 'Save Changes' button.

The vendor will populate in the Second Party and Select Search


Second Party Any of All of

JONES LANG LASALLE AMERICAS, INC. × 

JONES LANG LASALLE AMERICAS, INC. ×

Work Group 

By Start/End Date ▾



There are 2 contracts for the respective Department Projects/Events for this vendor.

TXST-UNIVSOL-2023-8658-FSS	Open Summary	
Hotel Feasibility Project		
Second Party: JONES LANG LASALLE AMERICAS, INC.	Start Date: 12/12/2022	Version Type: Amendment
Contract Type: University Contract/Solicitation	End Date: 2/28/2024	Renewal No.: 0
Status: Executed: In Effect	Active for Shopping: Yes	Amendment No.: 1
		Extension Count: 0
<hr/>		
TXST-UNIVSOL-2023-8374-STAR	Open Summary	
Muller Solar Project		
Second Party: JONES LANG LASALLE AMERICAS, INC.	Start Date: 10/12/2022	Version Type: Amendment
Contract Type: University Contract/Solicitation	End Date: 2/28/2024	Renewal No.: 0
Status: Executed: In Effect	Active for Shopping: Yes	Amendment No.: 1
		Extension Count: 0
<hr/>		
1-2 of 2 Results	20 Per Page ▾	

To verify if the vendor is good, click into the contract and then select the 2nd party.
 You are verifying they have a 10-digit vendor number and active in the system (green check mark)

TXST-UNIVSOL-2023-86...
 Hotel Feasibility Project

Type: University Contract/Solicitation
 2nd Party: JONES LANG LASALLE ...
 Dates: 12/12/2022 - 2/28/2024
 Version: Renewal 0, Amendment 1

Total Contract Value (TCV)
 TCV: -

▶ Lifetime Spend (USD)

Contract Summary ?

Header		Dates And Renewal	
Contract Name *	Hotel Feasibility Project	Start Date	12/12/2022 7:50 AM CST
Contract Type	University Contract/Solicitation	End Date	2/28/2024 11:59 PM CST
Work Group *	VPFSS Division	Contract Managers	
First Party *	Texas State University	Ilona J Rhymer	jig2@txstate.edu +1 512-245-7008
Second Party *	JONES LANG LASALLE AMERICAS, INC.		
Summary	View Summary		

Summary

JONES LANG LASALLE AMERICAS, INC.

Supplier Contracts

JONES LANG LASALLE AMERICAS, INC.

Address	JONES LANG LASALLE AMERICAS, INC. JONES LANG LASALLE AMERICAS, INC.: 1703 W. 5th Street, Suite 850 Austin, Texas 78703 United States
DUNS No.	-
SQ Supplier Id	1006623335
Supplier Number	0000023803
Active for Shopping	✓
Phone No.	+1 312-228-2222
Toll-Free Phone No.	-
Fax No.	-
E-mail	-
Tax Identification Number	-
Commodity Code	-

Technical Contact ?

Name	
Phone No.	
Toll-Free Phone No.	
Fax No.	
E-mail	

Go back to results to the main screen; Select the contract that is for your event.
 Make certain to type the contract number on your Requisition Header Notes in SAP and attach to the Requisition in Marketplace.

Procurement will need to know the contract for University Justification.