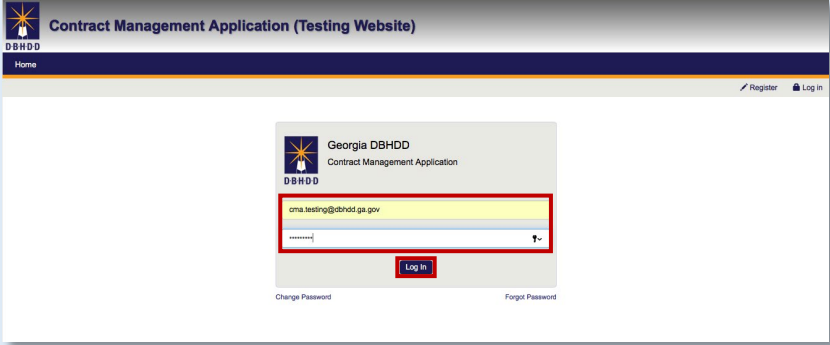
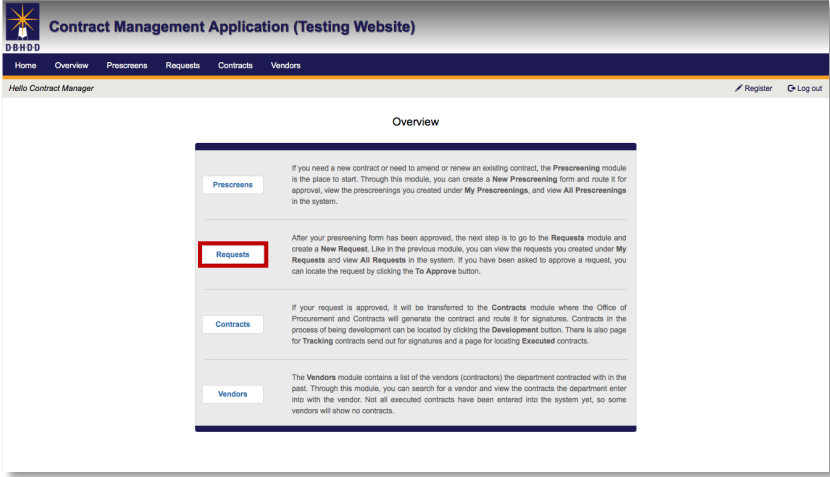
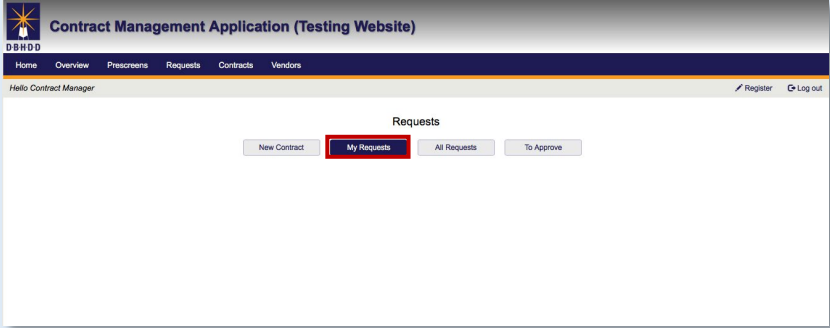


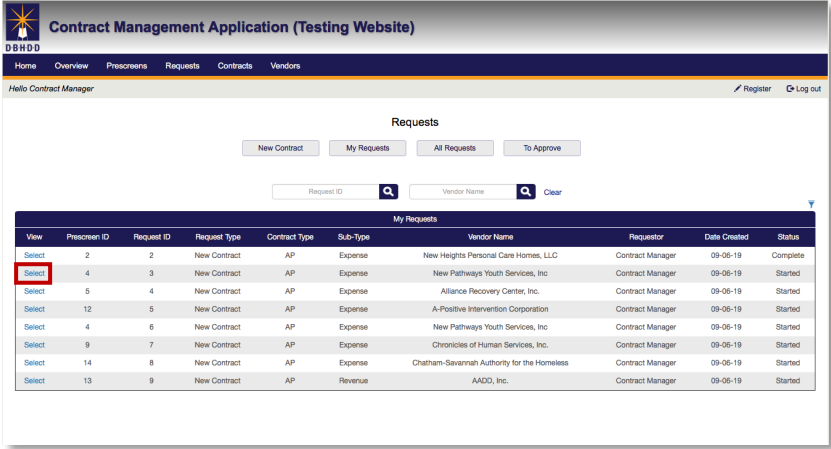

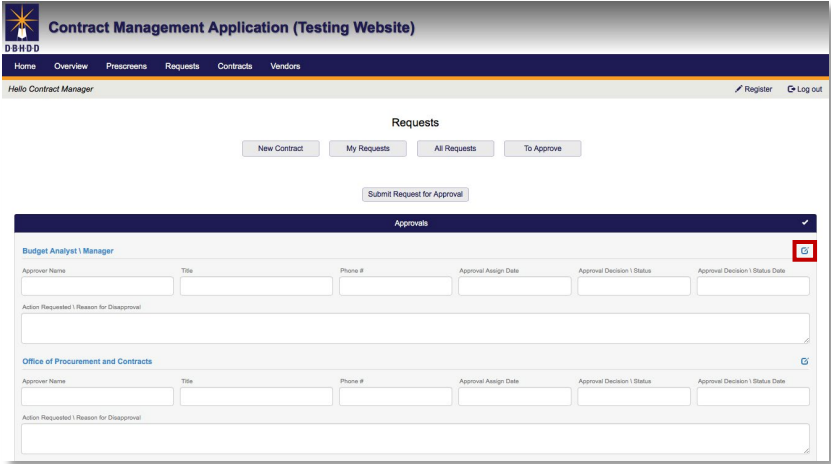


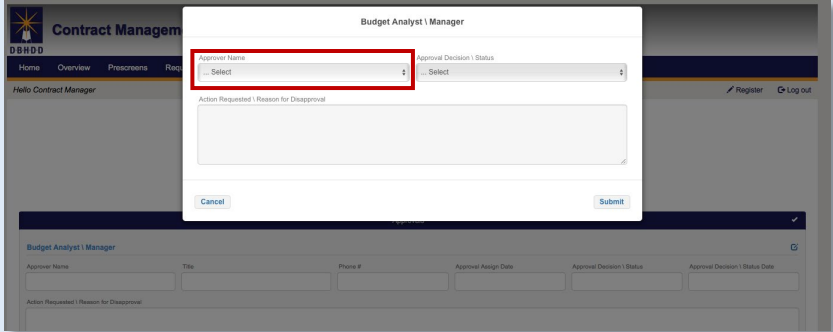

Assigning Approvers for Routing

SUMMARY

This job aid shows how to assign approvers to authorize the contract request.

Step	Action	Visual
1	To log in to Contract Management Application enter your User ID and Password , then select the Log In button.	
2	If entered successfully, the Overview page will open. Select the Requests button to open the Requests page.	
2a	Select the My Requests button. The Request(s) that you created displays.	

Step	Action	Visual
<p>2b</p>	<p>The My Requests list allows you to select any of your requests to start, complete, or edit. Approved requests will not display in the My Requests list.</p> <p>Select the Select link to left of the Request you wish to access. The AP Contract Initiation & Summary Form page displays.</p>	
<p>3</p>	<p>The AP Contract Initiation & Summary Form page includes all contract sections and statuses.</p> <p>Select the Select link to left of the Approvals section name. The Approvals page displays with the required approver roles listed.</p>	
<p>4</p>	<p>A Contract Manager may assign or reassign the named approver for the approver role on the Approvals page.</p> <p>Select the Edit icon on the top right corner of an approver role field to assign or reassign a named approver.</p>	

Step	Action	Visual
5	<p>The edit pop-up displays for the selected approver role to allow assignment changes.</p> <p>The Approver Name field may auto-populate from the information previously entered.</p>	
5a	<p>Select the Approver Name from the drop-down menu and select the name/role from the options.</p> <ul style="list-style-type: none"> • Select Submit and the named approver is assigned. • Select the Cancel button to prevent the edit from applying. <p> NOTE: The Contract Manager may edit the named approver assignment until the request is transferred to the Contract module. (i.e., Requisition Number/Transfer Request Section Status reads Transferred)</p>	