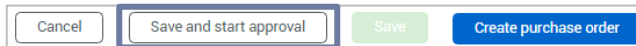## START APPROVAL WORKFLOW

1. If applicable once the Contract details are all complete an approval workflow may be required (Depending on the approval limits defined within the organization). If the **Save and Start Approval** button is displayed then this contract is subject to an approval workflow.


2. The required steps for approval will be displayed. If using Approval Groups an option to select the appropriate group will be displayed.
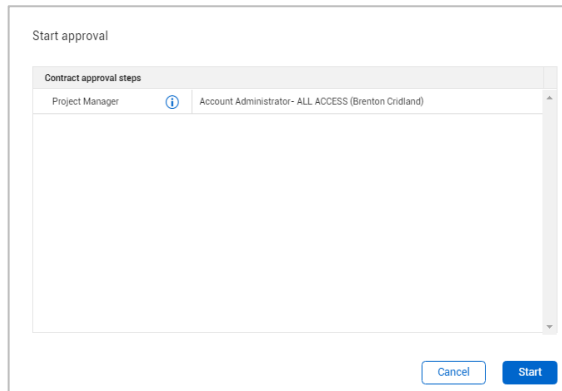

3. Pressing **Start** will trigger an Email to the approver for them to review. They can then choose to either Accept or Reject the contract. If Accepted the Contract will move to the next step in the approval process. Once fully approved the requester will be notified.

APPROVAL NOTIFICATION

1. The approver will receive an email displaying the details of the Contract to be approved
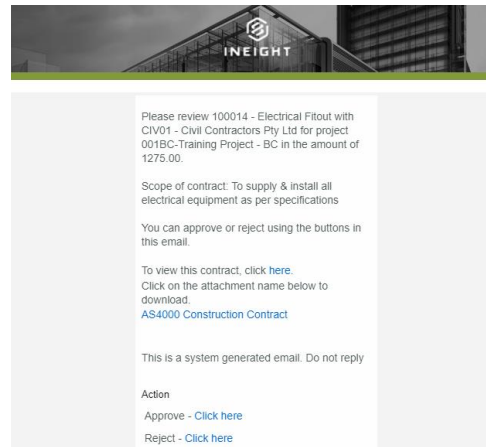
2. The option to either choose the click **Here** or approve directly via response email **Approve – Click Here**

3. If selecting the option to view the contract the approver will be taken directly to the page where they can review, then approve/reject the contract
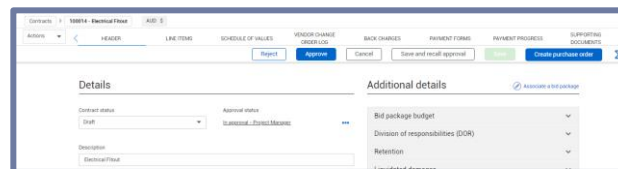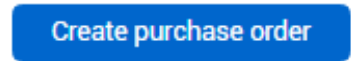

COMPLETION NOTIFICATION

1. Once all levels of approval have been completed a notification will be sent back to the originator informing them the contract is now approved
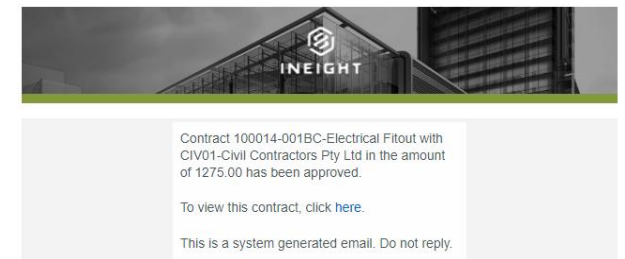
2. The contract can now be completed, and the **Create Purchase Order** button pressed. This process finalizes the process and if using Integration notifies the ERP of the requisition request.

NOTE: If using ERP Proxy this step is still required as it complete the process and initiates the Contract updating the committed value into Control if configured to do so.

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