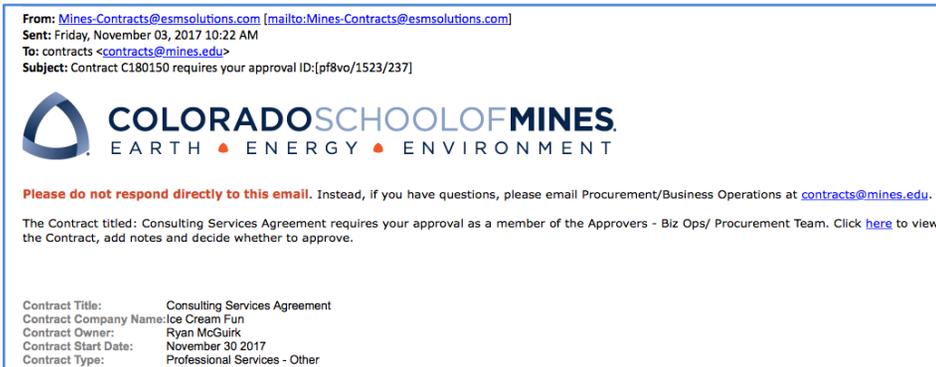


Approval Requests

Contract approvals are reviews of contracts for specific purposes (e.g. legal review). You will be requested to make an approval when you will receive an email like the following:



The email will be **From** Mines-Contracts@esmsolutions.com and the **Subject** will contain the Contract number and the request to approve. The email contains basic contract information and a link to open the Mines Contract & Research System (CRS) in order for you to perform the approval.

- Do not reply to this email. It goes back to the vendor.
- Do not forward this email. Contact Biz Ops instead (see Questions below).

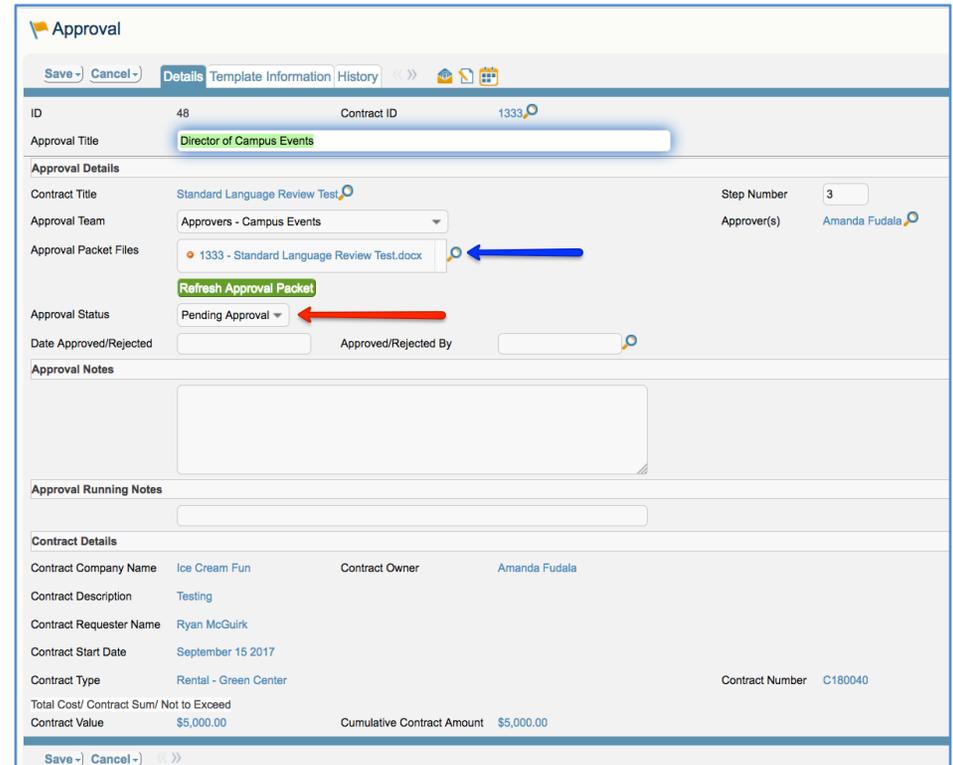
Review Contract Documents

To get started with the reviewing and approval process, click on the “*here*” hyperlink in the body of the email. You will be taken to the Approval screen shown at right. You can review contract documents as appropriate. Contract documents are listed in the Approval Packet Files section (blue arrow).

Make an Approval

As an Approver you have two options:

1. **Approve:** Change the Approval Status field (red arrow) to Approved. Add any Approval Notes you would like. Then click Save.
2. **Reject:** Change the Approval Status field (red arrow) to Rejected. When rejecting, you must provide an explanation in the Approval Notes. Then click Save.



Approval

Save - Cancel - Details Template Information History >> <<

ID: 48 Contract ID: 1333

Approval Title: Director of Campus Events

Approval Details

Contract Title: Standard Language Review Test Step Number: 3

Approval Team: Approvers - Campus Events Approver(s): Amanda Fudala

Approval Packet Files: 1333 - Standard Language Review Test.docx (blue arrow)

Refresh Approval Packet

Approval Status: Pending Approval (red arrow)

Date Approved/Rejected: Approved/Rejected By:

Approval Notes:

Approval Running Notes:

Contract Details

| | | | |
|---|-----------------------|----------------------------|---------------|
| Contract Company Name | Ice Cream Fun | Contract Owner | Amanda Fudala |
| Contract Description | Testing | | |
| Contract Requester Name | Ryan McQuirk | | |
| Contract Start Date | September 15 2017 | | |
| Contract Type | Rental - Green Center | Contract Number | C180040 |
| Total Cost/ Contract Sum/ Not to Exceed | | | |
| Contract Value | \$5,000.00 | Cumulative Contract Amount | \$5,000.00 |

Save - Cancel - >>

Once you complete your approval, the contract will proceed automatically to the next approver and you will be logged out of the system.