COLORADOSCHOOLOFMINES.

QUICK START GUIDE Contract Approvals

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:

From: Mines-Contracts@esmsolutions.com [mailto:Mines-Contracts@esmsolutions.com] Sent: Friday, November 03, 2017 10:22 AM To: contracts < <u>contracts@mines.edu</u> > Subject: Contract C180150 requires your approval ID:[pf8vo/1523/237]
Please do not respond directly to this email. Instead, if you have questions, please email Procurement/Business Operations at <u>contracts@mines.edu</u> . The Contract titled: Consulting Services Agreement requires your approval as a member of the Approvers - Biz Ops/ Procurement Team. Click <u>here</u> to vie
Contract Title: Consulting Services Agreement
Contract Company Name:lce Cream Fun Contract Owner: Ryan McGuirk Contract Start Date: November 30 2017 Contract Type: Professional Services - Other

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

Save J Cancel J	Details Template Informat	tion 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 Even	ts 👻		Approver(s)	Amanda Fudala 🔎
Approval Packet Files	• 1333 - Standard Langu	age Review Test.docx			
	Refresh Approval Packet]			
Approval Status	Pending Approval 👻 🗲				
Date Approved/Rejected		Approved/Rejected By	Q		
Approval Running Notes					
Contract Details					
Contract Company Name	Ice Cream Fun	Contract Owner	Amanda Fudala		
	Testing				
Contract Description					
Contract Description Contract Requester Name	Ryan McGuirk				
Contract Description Contract Requester Name Contract Start Date	Ryan McGuirk September 15 2017				
Contract Description Contract Requester Name Contract Start Date Contract Type	Ryan McGuirk September 15 2017 Rental - Green Center			Contract Number	C180040

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