

How to make the "Contract Requests to Approve" page your home page in AggieBuy:

- Log into AggieBuy by going to:

sso.tamus.edu

- Put your UIN and password in and submit. You will come to this screen:

TEXAS A&M UNIVERSITY SYSTEM
SINGLE SIGN ON

HELP SSO Logof

Home My Managers My Employees My Roles Profile Log Blocked Countries Contact

Applications you have access to

Name : **Beasley, Lindy M** UIN : **806000196** ADLOC : **02120038**

SSO Menu

- ▶ AggieBuy
- ▶ Canopy
- ▶ Canopy (Training)
- ▶ Concur
- ▶ HRConnect Legacy
- ▶ Maestro
- ▶ MyEvide
- ▶ PATH Portal Access Total H
- ▶ ServiceNow
- ▶ Time & Effort
- ▶ TrainTraq
- ▶ Workday
- ▶ Workday Help

Manage Menu Refresh Menu

Recent Logon Activity Help

Date/Time	Activity
<input type="checkbox"/> 03/11/2021	Successful Logon.
<input type="checkbox"/> 03/11/2021	Successful Logon.
<input type="checkbox"/> 03/11/2021	Successful Logon.
<input type="checkbox"/> 03/10/2021	Successful Logon.
<input type="checkbox"/> 03/10/2021	Successful Logon.

[View Security Log](#)

What should I report?

[Report Problem](#)

- Select AggieBuy

- The next screen you will most likely come to is the default Home Screen that looks like this:

TEXAS A&M UNIVERSITY

Purchase Orders Search (Alt+Q) 0.00 USD Logout

Shop Shopping Shopping Home

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Shop Everything Go

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [non-catalog item](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#) | [chemicals](#)

AggieBuy
...purchasing made easy

Welcome to
Texas A&M University's Purchasing and e-Commerce Website!

Get the latest NEWS about AggieBuy at AggieBuy.tamu.edu

Get the latest TRAINING information at AggieBuy.tamu.edu/Training

Showcased Suppliers (Suppliers recently added to the MarketPlace)

integ Business Cards & Stationary WorkQuest

Office Supplies / Furniture / Books

TEJAS Staples HUB Partner Office Depot HUB Partner HBI Steelcase HUB Partner Complete Bank HUB

Computers / Technology

Summa Industries Dell HUB Partner Avinext HUB - Downloadable Quotes 12TH MAN TECHNOLOGY HUB Reseller Apple/ PC Products shi HUB - Computers & Electronics BH Audio Visual Equipment Connection Computers & Electronics

CDW HUB Partner Computers & Electronics

MRO / Facilities

BURGOON GRAINGER Grainger HUB Partner Fastenal HUB Partner Graybull

Scientific & Medical Supplies

VWR SUMMUS/VWR POSSIBLE FISHER Fisher Scientific HUB Partner mavich Medline HUB Partner HENRY SCHENB Athletic / Medical Supplies BIO-RAD CAROLINA

My Resources
AggieBuy@tamu.edu
AggieBuy.tamu.edu

➤ From this screen you will select the Contract ribbon on the left-hand side. Looks something like this:

On this screen:

1. Click on the contract ribbon.
2. Click on approvals.
3. Click on Contract Requests to Approve.

➤ The next screen that will come up will look like this:

TEXAS A&M UNIVERSITY

Contract Requests | Search (Alt+Q) | 0.00 USD | 91 | 658 | Logou

Contracts > Approvals > Contract Requests to Approve

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Group Results By: **Folders**

Filtered by
Type: Form Request
View Approvals For: Lindy Beasley

Filter My Approvals
Type: Contract Requests

Total Results Found: 24

All Dates | Sort by: Submit date newest first | Assign to Myself | Go | Results per folder: 20

expand all | collapse all

- My Form Request Approvals [3 results]
 - 02-Catch - Parent Workgroup Selected-01 [1 result]

Form Number	Name	Template Name	Requester	Assigned Approver	Request Date/Time	Folder Details	Action
3521557	Bloomberg	Contract Request	Harper, Pamela	Not Assigned	3/22/2021 4:25 PM	0 Days in folder [02-Catch - Parent Workgroup Selected-01] 0 Days in folder [02-Catch when "No Expiration" is selected (02,10,23)] 0 Days in folder [02-Initial Stop for all Contract Requests (all Members excluding 04)]	Assign
 - 02-Catch when "No Expiration" is selected (02,10,23) [1 result]

Form Number	Name	Template Name	Requester	Assigned Approver	Request Date/Time	Folder Details	Action
3521557	Bloomberg	Contract Request	Harper, Pamela	Not Assigned	3/22/2021 4:25 PM	0 Days in folder [02-Catch - Parent Workgroup Selected-01] 0 Days in folder [02-Catch when "No Expiration" is selected (02,10,23)] 0 Days in folder [02-Initial Stop for all Contract Requests (all Members excluding 04)]	Assign
 - 02-Initial Stop for all Contract Requests (all Members excluding 04) [1 result]
 - 23-Catch - Parent Workgroup Selected [2 results]
 - 23-Contract Admin-College of Medicine - Supplier Paper [1 result]
 - 23-Contract Admin-Finance & Admin. - Routed by PS - B1 [1 result]
 - 23-Contract Admin-Irma Lerma Rangel Coll. of Pharm. - Routed by PS - B3 [1 result]
 - 23-Contract Admin-Irma Lerma Rangel Coll. of Pharm. - Supplier Paper [1 result]
 - 23-Contract Admin-Rural & Community Health - Bypass PS - B2 [3 results]
 - 23-Contract Admin-Rural & Community Health - Revenue Contracts - B2 [3 results]
 - Catch when Work Group from Member that does not utilize Contracts+ [1 result]

To get a LIST view (instead of FOLDER view) of the contract requests click here on "Group Results By" and change it to LIST. The list view will look like this.

TEXAS A&M UNIVERSITY

Contract Requests | Search (Alt+Q) | 0.00 USD | 91 | 658 | Logou

Contracts > Approvals > Contract Requests to Approve

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Group Results By: **List**

Filtered by
Type: Form Request
View Approvals For: Lindy Beasley

Filter My Approvals
Type: Contract Requests

Showing 1 - 14 of 14 Results

All Dates | Sort by: Submit date newest first | Assign to Myself | Go | Page 1 of 1 | Results Per Page: 20

Form Number	Name	Template Name	Assigned Approver	Requester	Request Date/Time	Folder Details	Action
3522929	JSID Media, LLC dba Association Revenue Partners & School Revenue Partners	Contract Request	Todd, Janet	Not Assigned	3/23/2021 8:44 AM	0 Days in folder [02-Initial Stop for all Contract Requests (all Members excluding 04)]	Assign
3522389	21-03-12-Andy H. Chen, MD, PLLC	Contract Request	Lynce, Loria	Not Assigned	3/23/2021 6:50 AM	0 Days in folder [02-Initial Stop for all Contract Requests (all Members excluding 04)]	Assign
3494104	TAMU-K INTRASYSTEM COOPERATION CONTRACT	Contract Request	Fruge, Bryan	Not Assigned	3/22/2021 5:04 PM	0 Days in folder [02-Initial Stop for all Contract Requests (all Members excluding 04)]	Assign
3521557	Bloomberg	Contract Request	Harper, Pamela	Not Assigned	3/22/2021 4:25 PM	0 Days in folder [02-Catch - Parent Workgroup Selected-01] 0 Days in folder [02-Catch when "No Expiration" is selected (02,10,23)] 0 Days in folder [02-Initial Stop for all Contract Requests (all Members excluding 04)]	Assign
3520377	Barbara J. Risman - WGST Webinar - 04-19-2021 - \$700	Contract Request	Harms, Joshua	Not Assigned	3/22/2021 2:31 PM	0 Days in folder [02-Initial Stop for all Contract Requests (all Members excluding 04)]	Assign
3497506	21-03-02-Norma Perez dba Mind, Body & Life Connection	Contract Request	Lynce, Loria	Not Assigned	3/16/2021 1:53 PM	1 Days in folder [23-Contract Admin-College of Medicine - Supplier Paper - B1]	Assign
3495514	Complio by American DataBank	Contract Request	Cuellar, Dolores	Not Assigned	3/16/2021 10:40 AM	4 Days in folder [23-Contract Admin-Irma Lerma Rangel Coll. of Pharm. - Routed by PS - B3] 4 Days in folder [23-Contract Admin-Irma Lerma Rangel Coll. of Pharm. - Supplier Paper-non-Monetary - B3]	Assign
3453733	TAMU CORE Amendment	Contract Request	Mcclenton, Carletta	Lindy Beasley	3/8/2021 12:59 PM	14 Days in folder [My Form Request Approvals] 14 Days in folder [02-Initial Stop for all Contract Requests (all Members excluding 04)] 14 Days in folder [Catch when Work Group from Member that does not utilize Contracts+]	Assign
3438571	Providence Park Lease-700	Contract Request	Foster, Kyle	Lindy Beasley	3/3/2021 12:17 PM	19 Days in folder [My Form Request Approvals]	Assign
3438328	OGC College Park, LP	Contract Request	Foster, Kyle	Not Assigned	3/3/2021 12:12 PM	19 Days in folder [02-Initial Stop for all Contract Requests (all Members excluding 04)] 19 Days in folder [23-Catch - Parent Workgroup Selected]	Assign
3438693	Providence Park Lease-710	Contract Request	Foster, Kyle	Lindy Beasley	3/2/2021 4:22 PM	19 Days in folder [My Form Request Approvals] 20 Days in folder [02-Initial Stop for all Contract Requests (all Members excluding 04)] 20 Days in folder [23-Catch - Parent Workgroup Selected]	Assign
3425668	PARMER MEDICAL CENTER - PPR	Contract Request	Wishkoski, Darla	Not Assigned	2/26/2021 4:34 PM	20 Days in folder [23-Contract Admin-Rural & Community Health - Bypass PS - B2]	Assign
3425666	KRISTIN JANELLE KELLER - KSTAR NURSING	Contract Request	Wishkoski, Darla	Not Assigned	2/26/2021 4:29 PM	20 Days in folder [23-Contract Admin-Rural & Community Health - Bypass PS - B2]	Assign
3425610	KIMBLE HOSPITAL - PPR	Contract Request	Wishkoski, Darla	Not Assigned	2/26/2021 4:17 PM	20 Days in folder [23-Contract Admin-Rural & Community Health - Revenue Contracts - B2]	Assign

Results Per Page: 20 | Page 1 of 1

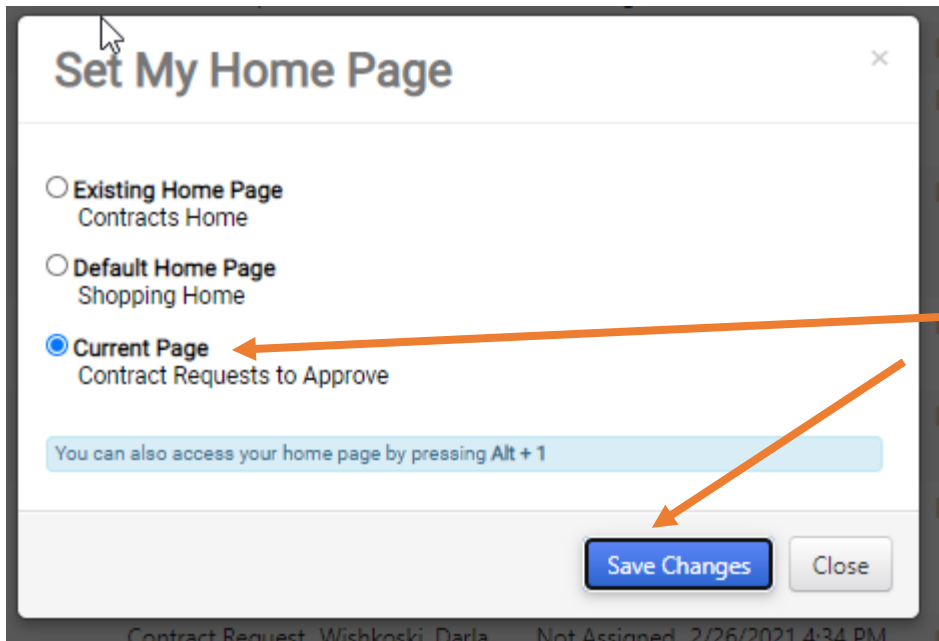
- To make this “Contract Requests to Approve” page your home page (i.e. the first page you come to every time you log into AggieBuy) do the following steps while on “Contracts Requests to Approve” page:

The screenshot shows the 'Contract Requests to Approve' page in the AggieBuy system. A red box highlights the user profile 'Lindy Beasley' at the top right, which includes a 'Set My Home Page' option. An orange arrow points from the profile to the 'Set My Home Page' option. A yellow box with a red border contains the following instructions:

1. Click on the little “person” at the top right of the screen.
2. Click on “Set My Home Page”

The main content of the page is a table of contract requests. The table has the following columns: Form Number, Name, Template Name, Assigned Approver, Requester, Request Date/Time, and a column for folder information. The table shows 14 results, with the first row being '3522929 JS/D Media, LLC dba Association Revenue Partners & School Revenue Partners'.

Form Number	Name	Template Name	Assigned Approver	Requester	Request Date/Time	Folder Information
3522929	JS/D Media, LLC dba Association Revenue Partners & School Revenue Partners	Contract Request	Todd, Janet	Not Assigned	3/23/2021 8:44 AM	Folders 0 Days in folder [02-Initial Stop f
3522389	21-03-12-Andy H. Chen, MD, PLLC	Contract Request	Lynce, Loria	Not Assigned	3/23/2021 6:50 AM	Folders 0 Days in folder [02-Initial Stop f
3494104	TAMU-K INTRASYSTEM COOPERATION CONTRACT	Contract Request	Enye, Ryan	Not Assigned	3/22/2021 5:04 PM	Folders 0 Days in folder [02-Initial Stop for all Contract requests (all members excluding 04
3521557	Bloomberg	Contract Request	Lindy Beasley	Lindy Beasley	3/8/2021 12:59 PM	Folders 14 Days in folder [My Form Request Approvals]
3520377	Barbara J. Risman - WGST Webinar - 04-19-2021 - \$700	Contract Request	Foster, Kyle	Lindy Beasley	3/3/2021 12:17 PM	Folders 19 Days in folder [My Form Request Approvals]
3497506	21-03-02-Norma Perez dba Mind, Body & Life Connection	Contract Request	Foster, Kyle	Not Assigned	3/3/2021 12:12 PM	Folders 19 Days in folder [02-Initial Stop for all Contract Requests (all Members excluding 04)]
3495514	Compilo by American DataBank	Contract Request	Foster, Kyle	Lindy Beasley	3/2/2021 4:22 PM	Folders 19 Days in folder [23-Catch - Parent Workgroup Selected]
3453733	TAMU CORE Amendment	Contract Request	Mcclenton, Carletta	Lindy Beasley	3/8/2021 12:59 PM	Folders 14 Days in folder [23-Contract Admin-Irma Lerma Rangel Coll. of Pharm. - Supplier Paper-non-Monetary - B3]
3438571	Providence Park Lease-700	Contract Request	Foster, Kyle	Lindy Beasley	3/3/2021 12:17 PM	Folders 19 Days in folder [My Form Request Approvals]
3438328	OGC College Park, LP	Contract Request	Foster, Kyle	Not Assigned	3/3/2021 12:12 PM	Folders 19 Days in folder [23-Contract Admin-Finance & Admin. - Routed by PS - B1]
3438693	Providence Park Lease-710	Contract Request	Foster, Kyle	Lindy Beasley	3/2/2021 4:22 PM	Folders 19 Days in folder [My Form Request Approvals]
3425668	PARMER MEDICAL CENTER - PPR	Contract Request	Wishkoski, Darla	Not Assigned	2/26/2021 4:34 PM	Folders 20 Days in folder [02-Initial Stop for all Contract Requests (all Members excluding 04)]
3425666	KRISTIN JANELLE KELLER - KSTAR NURSING	Contract Request	Wishkoski, Darla	Not Assigned	2/26/2021 4:29 PM	Folders 20 Days in folder [23-Catch - Parent Workgroup Selected]
3425610	KIMBLE HOSPITAL - PPR	Contract Request	Wishkoski, Darla	Not Assigned	2/26/2021 4:17 PM	Folders 20 Days in folder [23-Contract Admin-Rural & Community Health - Bypass PS - B2]



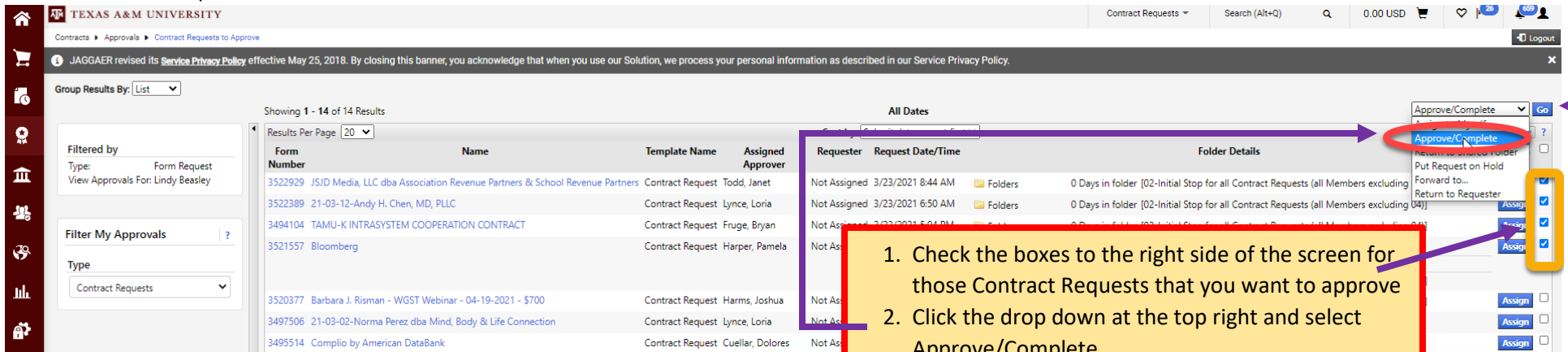
This box will appear. Select "Current Page" and click Save Changes.

Each time you login to AggieBuy you will now always come to the Contract Requests to Approve page first.

To Approve a Contract Request from the "Contract Requests to Approve" page:

➤ There are two ways to approve Contract Requests from this List View page

1. **QUICK approval** – if you do not wish to review any part of the Contract Request or the documentation and just want to approve straight from this page follow these steps:



1. Check the boxes to the right side of the screen for those Contract Requests that you want to approve
2. Click the drop down at the top right and select Approve/Complete
3. Click GO and this will approve/complete your approval step for all contracts you have checked

2. If you wish to review the Contract Request and the documents attached to the request follow these steps to approve the Contract Request:

TEXAS A&M UNIVERSITY

Contracts > Approvals > Contract Requests to Approve

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Group Results By: List

Showing 1 - 12 of 12 Results

Results Per Page: 20

Sort by: Submit date newest first

Assign to Myself

Form Number	Name	Template Name	Assigned Approver	Requester	Request Date/Time	Folder Details	Action
3525565	STONEHEARTH OPEN LEARNING OPPORTUNITIES, INC dba SOLO WILDERNESS MEDICAL SCHOOL	Contract Request	Waldron, Michael	Not Assigned	3/23/2021 1:08 PM	Folders 0 Days in folder [02-Catch - Parent Workgroup Selected-01] 0 Days in folder [02-Initial Stop for all Contract Requests (all Members excluding 04)]	Assign
3522389	21-03-12-Andy H. Chen, MD, PLLC	Contract Request	Lynce, Loria	Lindy Beasley	3/23/2021 6:50 AM	Folders 0 Days in folder [My Form Request Approvals] 0 Days in folder [02-Initial Stop for all Contract Requests (all Members excluding 04)]	Assign
3520377	Barbara J. Risman - WGST Webinar - 04-19-2021 - 3	Contract Request	Harms, Joshua	Not Assigned	3/22/2021 2:31 PM	Folders 0 Days in folder [02-Contract Administration - Bypass PS] 0 Days in folder [02-Contract Administration - Routed by PS (02, 10)]	Assign
3497506	21-03-02-Norma Perez dba Mind, Body & Life Connection						Assign
3495514	Compro by American DataBank						Assign
3453733	TAMU CORE Amendment						Assign
3438571	Providence Park Lease-700						Assign
3438328	OGC College Park, LP	Contract Request	Foster, Kyle	Not Assigned	3/3/2021 12:12 PM	Folders 19 Days in folder [02-Initial Stop for all Contract Requests (all Members excluding 04)] 19 Days in folder [23-Catch - Parent Workgroup Selected]	Assign
3438693	Providence Park Lease-710	Contract Request	Foster, Kyle	Lindy Beasley	3/2/2021 4:22 PM	Folders 19 Days in folder [My Form Request Approvals] 20 Days in folder [02-Initial Stop for all Contract Requests (all Members excluding 04)] 20 Days in folder [23-Catch - Parent Workgroup Selected]	Assign
3425668	PARMER MEDICAL CENTER - PPR	Contract Request	Wishkoski, Darla	Not Assigned	2/26/2021 4:34 PM	Folders 20 Days in folder [23-Contract Admin-Rural & Community Health - Bypass PS - B2] 20 Days in folder [23-Contract Admin-Rural & Community Health - Revenue Contracts - B2]	Assign
3425666	KRISTIN JANELLE KELLER - KSTAR NURSING	Contract Request	Wishkoski, Darla	Not Assigned	2/26/2021 4:29 PM	Folders 20 Days in folder [23-Contract Admin-Rural & Community Health - Bypass PS - B2] 20 Days in folder [23-Contract Admin-Rural & Community Health - Revenue Contracts - B2]	Assign
3425610	KIMBLE HOSPITAL - PPR	Contract Request	Wishkoski, Darla	Not Assigned	2/26/2021 4:17 PM	Folders 20 Days in folder [23-Contract Admin-Rural & Community Health - Bypass PS - B2] 20 Days in folder [23-Contract Admin-Rural & Community Health - Revenue Contracts - B2]	Assign

Results Per Page: 20

Page 1 of 1

Click on the Contract Request number that is highlighted in blue and the contract request will open. It will look something like the screen shot on the next page.

TEXAS A&M UNIVERSITY

Contracts > Requests > My Contract Requests

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< Back to Contract Requests to Approve

21-03-12-Andy H. Chen, MD, PLLC

Form Number: 3522389
Request Status: Under Review

Instructions Form Request Actions

Currently, this Contract Request Form is not intended to be used as a Contract Request Form.

- Please fill out all fields to ensure
- Attach any quotes, vendor contracts, documentation, etc. in the Attachments section.
- Even if the purchase is classified as "exempt", it may still require additional review from the Department of Procurement Services and/or the Department of Contract Administration prior to approval.
- Once you have Reviewed and Completed your Request, you can follow its progress through the Approval Workflow by clicking the "Contract Request Workflow" link in the lower-left corner of the screen.

ATTENTION THOSE WHO WILL BE APPROVING THIS REQUEST!

- By approving this Request you are also affirming that no conflict of interest exists with the Contractor/Supplier.
- By approving this Request you are also affirming that you are not a conflict of interest with the Contractor/Supplier.

Attachments Form Request Actions

Add Attachments

Attachment	Size	Actions
21-03-12-Andy Chen (Contract).pdf	711 KB	Actions
21-03-12-Andy Chen (Sole Source).pdf	94 KB	Actions

Request Attachments

Contract Information ✓
Routing Determination ✓
Award Documents ✓

Details
Attachments **2**
Questions ✓
Contract Information ✓
Routing Determination ✓
Award Documents ✓
Departmental Information ✓
Second Party Information ✓
Back Office ✓

Discussion
Contract Request Workflow

From this page you can review all the parts of the Contract Request. To review the contract click on Attachments.

Attachments: provides a link to the documents which have been attached which should include the contract that is requested be reviewed by out office.

To see who has approved the contract request before you or who will approve after you click on Contract Request Workflow. It will look something like this:

TEXAS A&M UNIVERSITY

Contracts > Requests > My Contract Requests

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< Back to Contract Requests to Approve

21-03-12-Andy H. Chen, MD, PLLC

Form Number: 3522389
Request Status: Under Review

Contract Request Workflow Form Request Actions

Submitted 3/23/2021 6:50 AM

Document Check/Catch Active
Lindy Beasley View approvers

Department Head Future View approvers

Dean or Unit Director Future View approvers

Ad-hoc 1 Future View approvers

Ad-hoc 2 Future View approvers

Contract Administration Future View approvers

Finish

Contract Information ✓
Routing Determination ✓
Award Documents ✓
Departmental Information ✓
Second Party Information ✓
Back Office ✓

Discussion
Contract Request Workfl...

Your step will be highlighted like it is here. If you click on the "View Approvers" link in any step you can see who will approve that step. If a step has already been approved you will see the name of the individual who approved that step.

Contracts ▶ Requests ▶ My Contract Requests

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[← Back to Contract Requests to Approve](#)

21-03-12-Andy H. Chen, MD, PLLC

Form Number: 3522389
Request Status: Under Review

Instructions

Details

Attachments **2**

Questions **✓**

- Contract Information **✓**
- Routing Determination **✓**
- Award Documents **✓**
- Departmental Information **✓**
- Second Party Information **✓**
- Back Office **✓**

Discussion

Contract Request Workflow

Form Request Actions

- Add Ad-Hoc Step
- Approve/Complete
- Assign to Myself
- Delete Ad-Hoc Step
- Edit Ad-Hoc Step

Instructions

Currently, this Contract Request is not fully integrate with FAMIS. If you wish to encumber the funds for this Contract, please create and submit a Requisition instead of using this Request.

- Please fill out the Request Form. The Request will not be returned for incomplete information.
- Attach any questions or comments in the Request Form. Documentation, etc. in the Attachments section.
- Even if the purpose of the Request is for information only, it may require approval.
- Once you have Reviewed and Completed your Request, click on the lower-left corner of the screen.
- By approving this Request you are also affirming that the Request is accurate.
- By approving this Request you are also approving/affirming the Request.

After you have reviewed all that you need to review in the Contract Request you have 3 options:

1. Add AD-Hoc Step
2. Approve/Complete
3. Assign to Myself

You get to these three choices by Clicking on the blue "Form Request Actions" arrow.

[Print Request](#) | [History](#) | [?](#)

[Next >](#)

If the Contract Request looks good and you are ready to approve all you need to do is click the "Approve/Complete" link and the Contract Request will be approved and move to the next step. **You are then finished with your approval of the Contract Request.**

- If you would like to include another individual in the approval workflow who is not already named in the workflow then you use the "Add Ad-Hoc Step" (see orange circle above). When you click on the Add Ad-Hoc Step you get this screen:

Here you choose where you want that Ad Hoc step to appear

Here you select the individual you want in that Ad Hoc approval step.

Here you make notes to the individual you are Ad Hoc'ing into this Contract Request indicating why you are requesting their approval. Once those items are complete select SAVE and the new Ad Hoc approval step will appear. *See the steps in the green square 2 pages above.*

After you have completed this Ad Hoc step you then need to approve the Contract Request as instructed 1 page above (see yellow highlighted information). You are then finished with your approval of the Contract Request.

- If you need to make any revisions to the Contract Request then you select "Assign To Myself" (see step circled in page above in pink). Once the Contract Request is assigned to you this allows you to make any necessary changes. If you make a change be sure to **SAVE** your change made to that particular page. You will see the blue **SAVE** button at the bottom of each page.

After you have made any necessary changes and saved those changes you then need to approve the Contract Request as instructed 1 page above (see yellow highlighted information). You are then finished with your approval of the Contract Request.