18_Approve Supplier Contract or Contract Amendment

Purpose: The purpose of this task is to approve a new or amended Supplier Contract.

How to Access: Access your Workday **Inbox**, look for Actions beginning with "Supplier Contract", and the title is **Approve Supplier Contract**.

Audience: Approvers

Helpful Hints:
- Pending approvals show a number notification on **Inbox Worklet** icon. If no notification display, check with the creator of the **Supplier Contract**.
- Workday displays fields in this task that CMSD is not using, only the fields listed in this document require you to complete, review, and/or update.

Procedure: Complete the following steps to approve a Supplier Contract or a Contract Amendment.
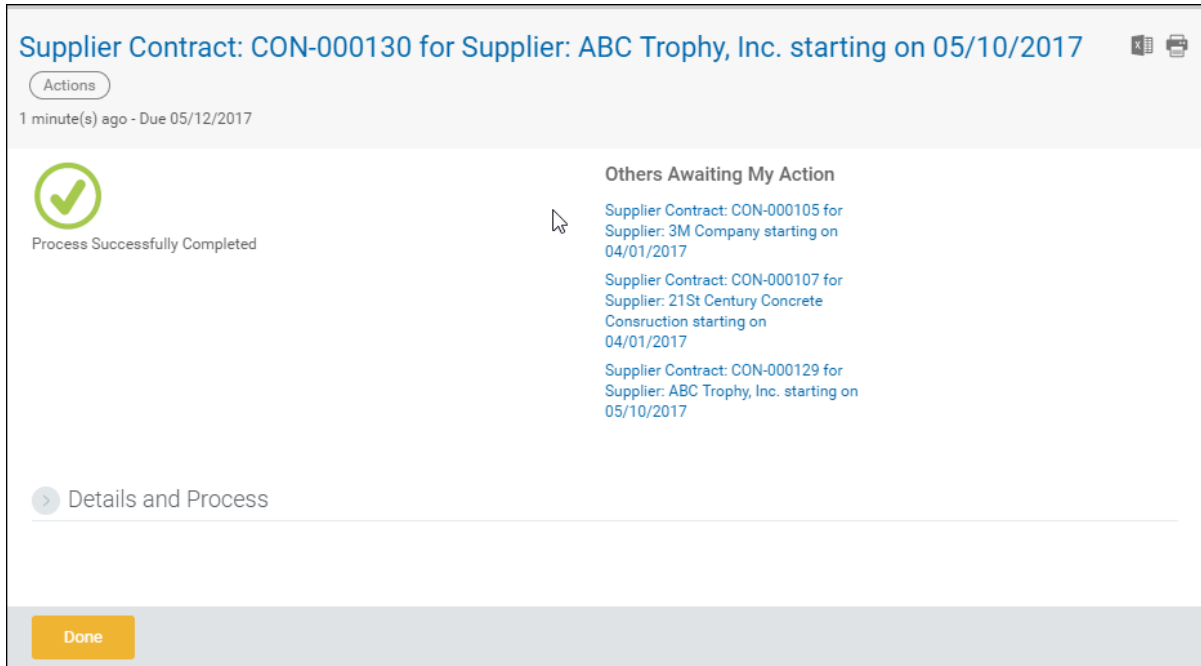
Inbox
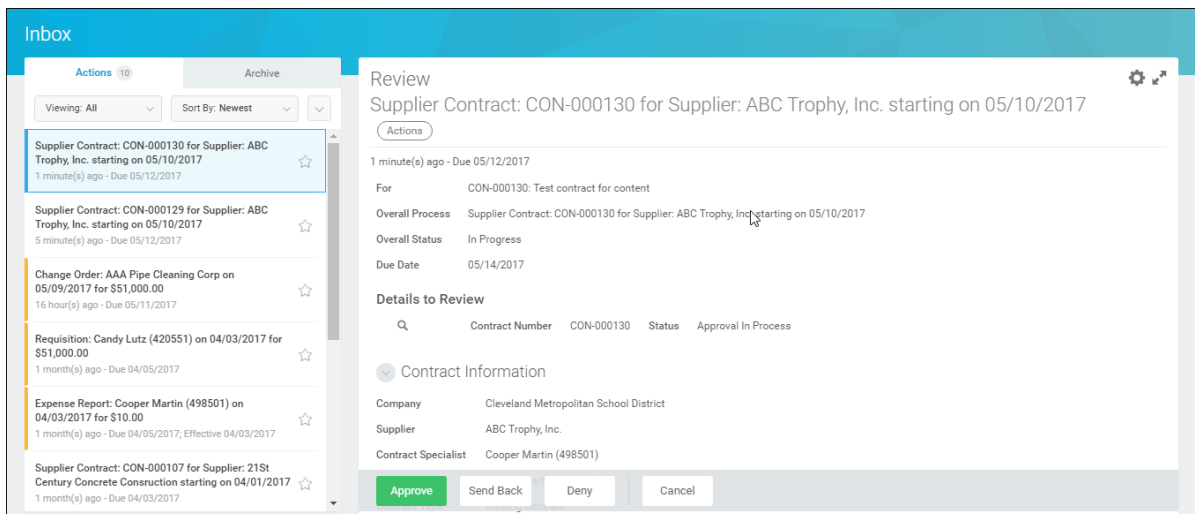
1. Select the required **Supplier Contract** task from the **Actions** tab.
   Note: For this work instruction, the required Supplier Contract task displays.
2. Review the Supplier Contract details to verify the information is correct.
3. Review the supporting documentation from the Attachments section.
   Note: All Supplier Contracts must have a Vendor Contract or Term Agreement document attached.
4. As required, add any notes in the **enter your comment** field.
5. As required, complete one of the following:

If you want to…	Then…	Go to
Approve the Supplier contract or contract amendment,	Click **Approve** .	Step 6

If you want to…	Then…	Go to
Return the Supplier contract or contract amendment to the initiator for updates,	Click Send Back .	Step 8
Reject the Supplier contract or contract amendment,	Click More > Deny.	Step 12

Inbox – Success
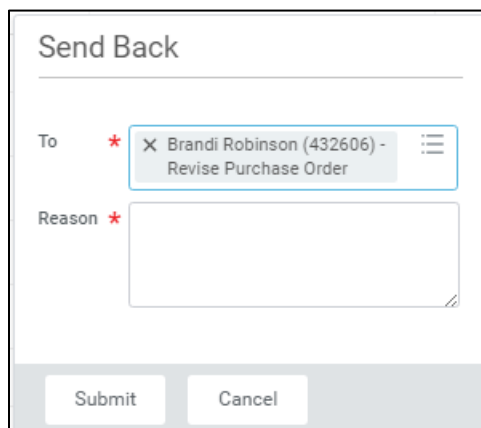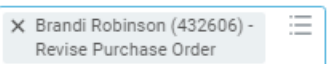

6. Review the displayed information.
7. Click **Done** to exit the task.
   Note: You have successfully approved the Supplier Contract or Contract Amendment. Continue to the *Results* section of this document.

Send Back
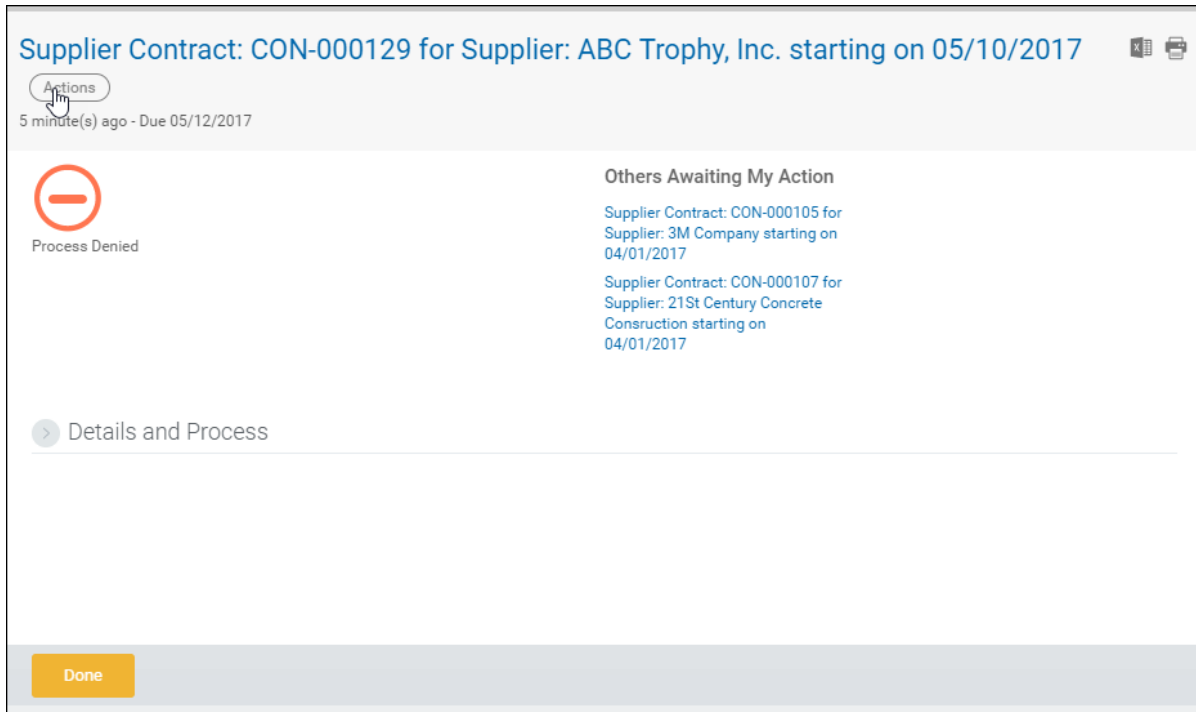
8. Complete the following fields:

Field Name	Required / Optional	Description
To	Required	Identifies who to return the supplier contract or contract amendment to for additional processing. Defaults to the initiator.
Reason	Required	Enter the reason why the supplier contract or contract amendment is being returned.

9. Click **Submit** to send the supplier contract or contract amendment back to the initiator for updates.

   Note: You have successfully returned the Supplier Contract or Contract Amendment to the initiator. Continue to the *Results* section of this document.

Inbox – Sent Back

10. Review *Details and Process* section to confirm who the contract was returned to.
11. Click **Done**.

    Note: The approval process is now on hold until the person updating the supplier contract or contract amendment resubmits it for approval. Continue to the *Results* section of this document.

Deny

Deny

Selecting Deny may terminate the entire business process. Please enter your reason for terminating the business process below.

Reason *

[   ]

Submit   Cancel

12. Complete the **Reason** field to enter why the supplier contractor or contract amendment is being denied.
13. Click Submit to deny the supplier contract or contract amendment.
14. Click **Done** to exit the screen.

Result:

You have successfully approved, sent back, or denied a supplier contract or contract amendment.