

Routing for Supplier and Team Review

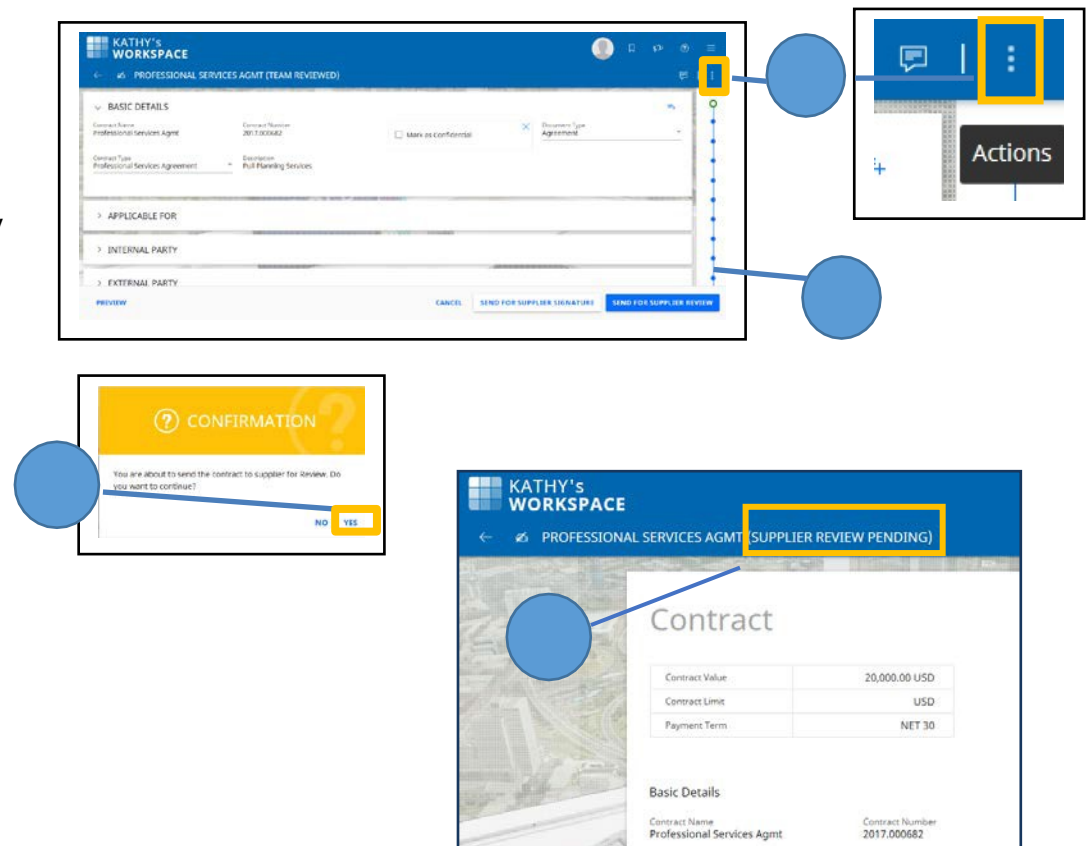
During the contracting process, you have the option of sending the contract to the supplier and/or the contract's designated internal team member(s) for review.

How to route the contract for Supplier review

1. From within your draft contract, click **Send for Supplier Review** or **Send for Team Review**.
2. If the review option you need is not displayed, open the **Action** menu (upper-right corner) and select.
3. Click **Yes** on the Confirmation message.
 - Once you click this button, the supplier or team member will receive an email notification that they have a contract to review.
4. The contract status will change to **Supplier Review Pending** or **Team Member Review Pending** at the top of the contract screen.
5. After the supplier or team member has reviewed the contract, the **Accept** button displays in the contract document.

Before accepting, go into the contract document and check if there is a new version of the contract. Make sure the changes are acceptable to you before you accept the document.

When accepting the document, be sure to add a comment in the **Comment** field.



Tips for Routing for Team Member Review

- All team members set up as evaluators will receive their notifications at the same time, but only one person can check out and edit the contract document at a time
- You can use the **Withdraw** option on the **Action** menu to withdraw a contract from team member review. This can be helpful if you resend a document to a team member for a second time by accident. When withdrawing, include a comment reason (e.g. "Routed by accident") in the **Comment** field.
 - Check the *Withdrawing and Republishing an Event Quick Reference Guide* for instructions on withdrawing an event. (Coming in May)!

Tips for Routing for Supplier Review

- Review all contract changes made by the supplier before accepting their review.
- Click **Compare** to compare the supplier's version to your version.
- If you don't accept the supplier's change you can **Withdraw** the contract from the **Action** menu and edit to your satisfaction.
 - At this point you may choose to re-route the contract for additional review.
- Select **Audit Trail** in the **Action** menu to view who has edited the document.