


Process Name: Approving a Contract

STEP	DETAIL																								
**	<p>The Approval Workflow in iContracts replaces the TCNJ Contract Routing Form. Approvers may have to approve in the iContract’s workflow & sign the contract using Adobe Sign.</p>																								
1	<p>Email Notification Approvers will receive an email once the contract has entered their approval stage in the workflow. Either click the link in the email or sign in to iContract directly.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>[UCM] ContractID: 1080745, Meyri Test, Workflow Template Name: ICR - Under \$2500, Stage: Budget Review</p> <p style="font-size: small;">External Inbox x</p> <hr/> <p> iContracts Admin <donotreply@icontracts.com> 11:07 AM (3 hours ago) ☆ ↶ to me ▾</p> <p>This is an automatic notification from iContracts' Universal Contract Manager (UCM) for a Contract which has moved into a Stage in its Workflow that is assigned to you.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Company Name:</td> <td>TCNJ</td> </tr> <tr> <td>Contract Name:</td> <td style="background-color: #f0f0f0;">[REDACTED]</td> </tr> <tr> <td>Contract Type:</td> <td>Vendor Consultant (Individual Below \$2500)</td> </tr> <tr> <td>Current Stage:</td> <td>Budget Review</td> </tr> <tr> <td>Description/Instructions:</td> <td>Please Review and Approve this Contract.</td> </tr> <tr> <td>Assignee(s):</td> <td>Devon Manfredo</td> </tr> <tr> <td>Approval Type:</td> <td>ALL of the assignees above must Approve before the Workflow is advanced.</td> </tr> <tr> <td>Contract Owner:</td> <td>Devon Manfredo (dibella@tcnj.edu)</td> </tr> <tr> <td>Updated On:</td> <td>10/13/2022 11:05 AM</td> </tr> <tr> <td>Updated By:</td> <td>Devon Manfredo</td> </tr> <tr> <td>Previous Stage:</td> <td>0</td> </tr> <tr> <td>Days in Previous Stage:</td> <td>0</td> </tr> </table> <p style="font-size: small; margin-top: 10px;">This Contract requires follow-up/attention. To access the contract container, please Click Here</p> </div>	Company Name:	TCNJ	Contract Name:	[REDACTED]	Contract Type:	Vendor Consultant (Individual Below \$2500)	Current Stage:	Budget Review	Description/Instructions:	Please Review and Approve this Contract.	Assignee(s):	Devon Manfredo	Approval Type:	ALL of the assignees above must Approve before the Workflow is advanced.	Contract Owner:	Devon Manfredo (dibella@tcnj.edu)	Updated On:	10/13/2022 11:05 AM	Updated By:	Devon Manfredo	Previous Stage:	0	Days in Previous Stage:	0
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	<p>Sign in to iContracts through https://ucm.icontracts.com/</p> <p>Click Company Single Sign-On Username: TCNJ login Password: your password</p>																								

By clicking the link in the email notification, you will be taken directly to the Approval Scorecard. Cancel that to review the Contract.

Review the Contract's documents

- Click the **Documents** tab
- Open each file by click on the Document Name

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Edit	Delete	eSign	eSignStatus	AttachmentType	FileType	DocumentName	AttachmentState	VersionNumber	CurrentFile	Description	AddedOn	AddedBy
		<input type="checkbox"/>		Support...	docx	Meyri Test	Draft	1.00	Independent Contract (Below \$2500).docx	ICR For guest speaker	10/13/2022 11:03:08 AM	Devon Ma
		<input type="checkbox"/>		Primary	docx	Meyri Test - Final Version	Draft	1.10	Independent Contract (Below \$2500).docx	ICR For guest speaker	10/13/2022 11:08:33 AM	Devon Ma
		<input type="checkbox"/>		Support...	docx	Sole Source	Active	1.00	Sole Source Justification.docx	Sole Source	10/13/2022 11:05:28 AM	Devon Ma
		<input type="checkbox"/>		Support...	pdf	W(Active	1.00	W(.pdf		10/13/2022 11:03:50 AM	Devon Ma

4 Click the clipboard next to the workflow stage

The screenshot shows a contract management interface. On the left, contract details for '2023-0102' are listed, including description, contract type, primary document, and related contract. In the center, a 'FIXED' status is shown with start and end dates. On the right, the 'Current Stage/Change Stage' dropdown menu is open, showing 'Budget Review' for 0 days. A pink arrow points to a clipboard icon in the menu.

5 Choose whether to Approve or Reject the Contract on the Approval Scorecard.

- Add your Initials, the date & an optional note
- Click Save

The screenshot shows an 'Approval Scorecard' for the 'Budget Review' stage. It indicates that 1 more approval is needed. Under 'Approver names', 'Devon Manfredo' is listed with a 'Pending' status. Below, 'Devon Manfredo' is shown with radio buttons for 'Pending', 'Approved', and 'Rejected'. The 'Approved' radio button is selected and circled in pink. A pink arrow points to the 'SAVE' button at the bottom.

The contract will automatically move on to the next approval stage in the workflow.