



SCM Approval Process

Version 17.04-06

An oversight/agency Approver will review an SCM Contract Document after it has been signed by the vendor, the State agency and any other Approvers that came before him/her.

The Approver can review the contract, insert Approvers and approve or deny the SCM Contract Document.

Document Management Page Continued

Main Menu >> Supplier Contracts >> Create Contracts and Documents >> Document Management

Below is the bottom half of the Document Management Page that is used to complete the approval process.

Read the information for each item.

▼ Signing Details

Internal Signature Status:	Signed	External Signature Status:	Signed
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[Werner,Jeania-061 2016-05-05-11.57.03.000000] Signed Document

[Werner,Jeania-061 2016-05-05-11.37.01.000000] Route for Internal Signatures initiated

[Kelly Garrett 2016-05-05-11.34.08.000000] External User Signed Document

[Werner,Jeania-061 2016-05-05-11.29.22.000000] Sent to Supplier for Signatures

[Werner,Jeania-061 2016-05-05-11.27.20.000000] Document Prepared for Signatures

View and Edit Options:	Review and Approval:	Other Document Actions:
<input type="button" value="View Document"/>	Clearance Check	
Add Supplemental Documents	Add External User	
Document Version History		

The **Signing Details** section provides information about actions completed by the Contract Administrator. These actions are displayed in reverse chronological order.

Click the **View Document** button to review the contract. Validate content including, but not limited to, Duties of Contractor, Consideration, Term, and Signatures.

Click the **Add or Edit Supplemental Documents** hyperlink to display documents added by the Contract Administrator. These may include, but are not limited to, documentation that explains the purchasing method and evaluation/award, minority or women business certification letters, clearance check results, email correspondence, research information and specifications/qualifications to consider. The documents can be accessed by clicking the **View** button on the corresponding line.

Click the **Document Version History** hyperlink to review the history of the contract. The history is displayed in reverse chronological order. It can be used to compare two documents at a time by clicking the checkboxes in the select column for the desired documents and clicking the **Compare Word Documents** button.

Click the **Clearance Check** hyperlink to display information affirmed by the Contract Administrator concerning the vendor passing the clearance requirements.

Review the Contract

Determine if the Contract should be Approved or Denied

Validate the contract content including, but not limited to, Duties of Contractor, Consideration, Term, and Signatures. Also verify that the tracked changes from the contract draft have not come forward to the final document.

1. Click **View Document**

A pop-up will open, prompting the user to open or save the document.

Document Management [Return to Document Search](#)

SetID:	STIND	Contract ID:	0000000000000000000014413
Vendor:	MILESTONE CONTRACTORS LP		
Document Type:	SOI Professional Services		
Description:	061 build a walking bridge		
Administrator:	Poole,Kyle-00061		
Sponsor:	Department:	039085	DOA - Management Info Systems
Version:	0.01	Created On:	05/05/16 11:21AM Document Details
Status:	Pending Approval	Last Modified On:	05/05/16 1:07PM

This document requires your approval. Review the document as directed, then click Approve or Deny.

View Document

Signing Details

Internal Signature Status:	Signed	External Signature Status:	Signed
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2. Click **Open**

Do you want to open or save STIND_0000000000000000000014413_0.pdf from devfs853.gmis.in.gov?

3. Review the Contract

It is recommended to verify the accuracy of this document. Examples of areas to be verified include, but are not limited to: that the Vendor on the first page of the document matches the Vendor signatory and that the Agency signatory is valid.

PROFESSIONAL SERVICES CONTRACT
Contract #0000000000000000000014413

This Contract ("this Contract"), entered into by and between Indiana Department of Administration (the "State") and MILESTONE CONTRACTORS LP (the "Contractor"), is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

1. Duties of Contractor
The Contractor shall provide the following services relative to this Contract: build a walking bridge

2. Consideration
The Contractor will be paid at the rate of \$2.50
Total remuneration under this Contract shall not exceed \$1,000,000.00.

3. Term
This Contract shall be effective for a period of 12 months and shall remain in effect through June 30, 2017.

By: Kelly Garrett Title: Kelly Garrett, Director Date: 05/05/2016 11:32:07 AM	By: Jeania Werner Title: Jeania Werner, Director Date: 05/05/2016 11:32:07 AM
Approved by: Department of Administration By: Jessica Robertson, Commissioner Date: 05/05/2016 11:32:07 AM	Approved as to Form and Legality: Office of the Attorney General By: Gregory F. Zoeller, Attorney General Date: 05/05/2016 11:32:07 AM

4. Close the Document

Return to PeopleSoft and log in if session timed-out.

Insert Ad hoc Approvers

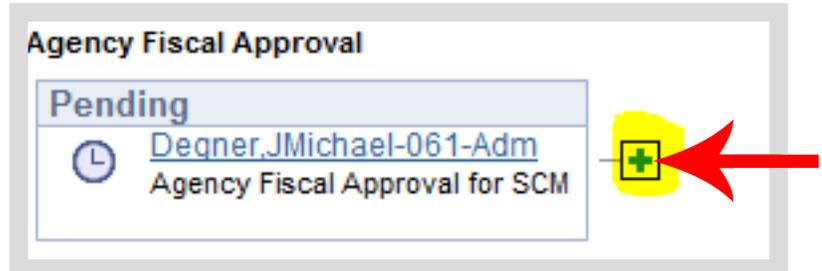
Adding Additional Approvers when Necessary

Ad hoc Approvers must have security to approve contracts. This is possible through either the Contract Administrator (SOI_CS_CONTRACT_AUTHOR) role or by requesting the SOI_CS_ADHOC_Approver role through a GMIS issue.

If an Ad hoc Approver needs to be added, the security must be set-up before you approve.

1. Click the Plus Sign

This must be done prior to approving the document.



2. Find the User ID

- Click the **Magnifying Glass**
- Change the Name: drop down to **Contains**
- Enter the **user's last name**
- Click **Search**
- Select the appropriate **User ID**



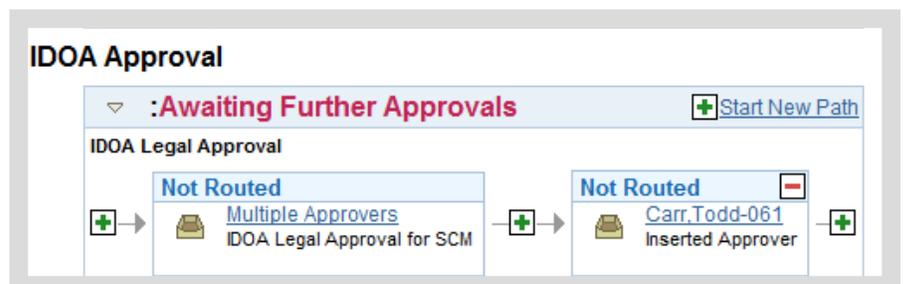
3. Select the Insert Status

Select Approver if the user will be required to take action or Reviewer if the user will need the ability to read the document, but not take action.

4. Click Insert



There is now an inserted Approver. Continue with the approval process instructions.



Approve or Deny the Contract

Submit the Decision

Prior to this section, review the contract and add any additional Approvers if the contract will be approved.

Approve the Contract

1. Click Approve

The Document Approval Status page will open.

Document ID: Poole, Kyle-00061
Department: 039085
Created On: 05/05/16 1
Last Modified On: 06/07/16 3
Pending Approval

requires your approval. Review the document as directed, then click Approve or Deny.

View Document **Approve**

2. Add Comments at the bottom of the page if necessary

Approval Alerts
Comment
Text
Approval Comments

[Redacted comment text]

3. Click Approve to confirm

The Contract Administrator will receive an email notification of this approval.

Warning: This is the last chance to cancel the approval process. Click Cancel if you want to return without approving.

Approve Cancel

Document Approval Status
SetID: STIND Contract ID: 0
Vendor: THE UNIFORM HOUSE

Review/Edit Approvers

Agency Fiscal Approval
:Approved Start New Path

IDOA Approval
:Pending Start New Path

IDOA Legal Approval
Pending
Multiple Approvers
IDOA Legal Approval for SCM

Deny the Contract

1. Click Deny

The Document Approval Status page will open.

Document ID: 0.01
Created On: 05/05/16
Last Modified On: 05/05/16
Pending Approval

requires your approval. Review the document as directed, then click Approve or Deny.

Document **Approve** **Deny**

2. Add Comments at the bottom of the page

Comments are required when denying.

Approval Alerts
Comment
Text
Approval Comments

You need to fix the contract Terms. Not appropriate

Message

Comments are required on contract denial.

The PeopleCode program executed an Error statement, which has produced this message.

OK

3. Click Deny to confirm

Deny Cancel

The Contract Administrator will receive an email notification of this denial.

Warning: This is the last chance to cancel the denial process. Click Cancel if you want to return without denying.

Agency Fiscal Approval
:Denied View/Hide Comments

Agency Fiscal Approval
Denied
Deqner, JMichael-061-Adm
Agency Fiscal Approval for SCM