



Internal Collaboration

Security Levels

The access granted is set-up by the contract administrator

View Access

This provides the ability to review the SCM Contract draft and provide comments to the contract administrator.

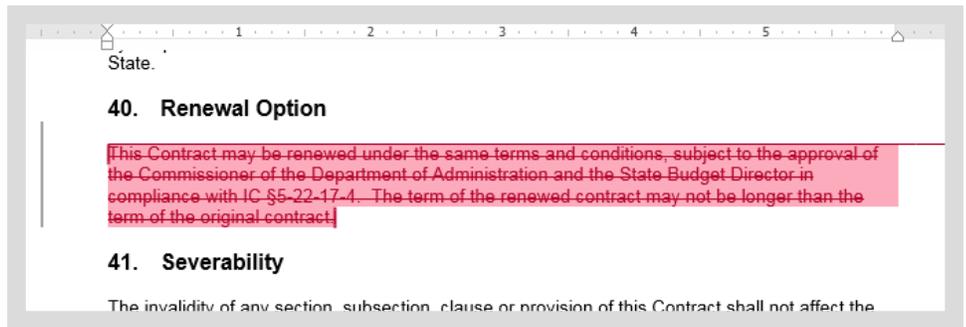
Edit Access

This provides the ability to review and edit the SCM Contract draft and provide comments to the contract administrator.

5. Review/Edit Document

Make changes as necessary per the instructions provided by the contract administrator.

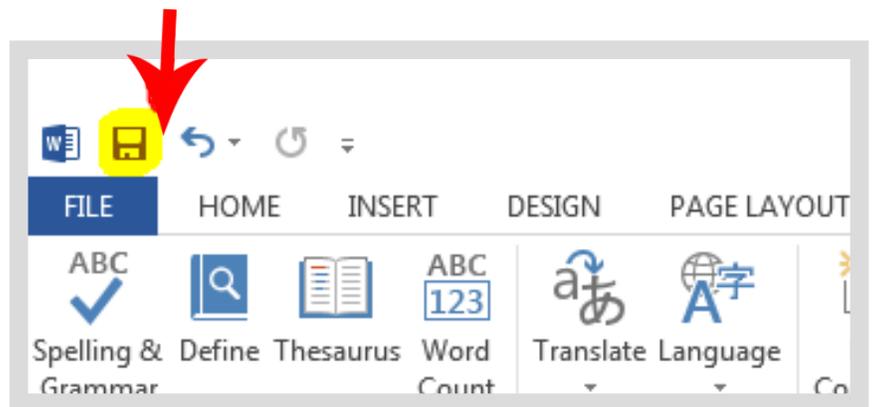
The SCM Contract draft may have tracked changes displayed.



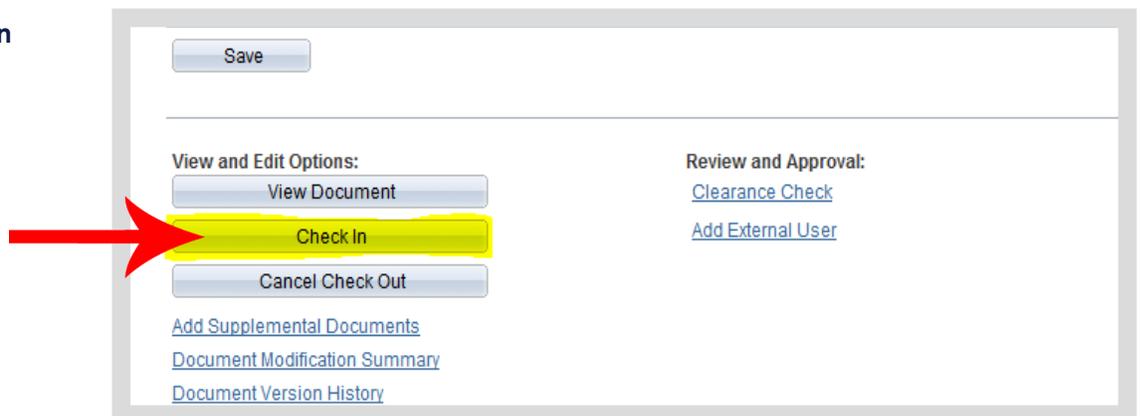
6. Click Save

Save and close the document.

If logged out of PeopleSoft refer to page 3 for log in instructions.



7. Click Check In



8. Click OK

Make no changes to defaulted fields

