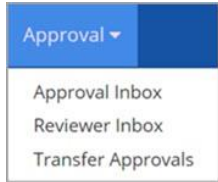


A single-click is all it takes to approve a document in OSP.

The system sends approvers a notification e-mail when a document is routed to them for approval.

The e-mail contains a link to the application. As an approver, documents may be easily viewed, approved, and/or rejected through the **Approvals** module.

To approve documents, select **Approval Inbox** from the **Approval** drop-down menu.



The **Document Approval Inbox** page opens:

Document Approval Inbox

Document Type: All | Document Number: [ ] | Approval Type: All | Date Ranges: No dates selected

Organization: [ ] | Owner: [ ] | Approval Group: All | Supplier: [ ]

[ Submit ] [ Reset ]

Displaying: 1 - 10 / 37

	Organization	Document Type	Document Number	Document Name	Owner	Create Date	Receive Date	Approval Type	Approval Group	Total Amount	Actions
▶	DOH - Central Management	Change Order	P075A0002237	Vehicle Test 1	Stephanie Peterson	January 29, 2020	January 29, 2020	Commodity Spend per Request Chain	Vehicle Maintenance Commodity Approval	\$18.00	⋮
	Supplier	UAT Invoice Test Script Supplier 001		Justification							
	Enter Comments										
							[ Approve ] [ Reject ]				
▶	DOH - Central Management	Change Order	P075A0002233	Test Vehicle commodity approvals on CO	Donna RI Peterson	January 29, 2020	January 29, 2020	Commodity Spend per Request Chain	Vehicle Maintenance Commodity Approval	\$400.00	⋮
	Supplier	UAT Integration Test Script Supplier		Justification							
	Enter Comments										
							[ Approve ] [ Reject ]				

Refine the listing of documents by applying one or more filters. For Document Type, options include: **All, Request, Solicitation, Invoice, Contract, Change Order, or Supplier Approval.**


**IMPORTANT:** Selecting **Invoice** on the **Document Type** filters the pending approval documents for all **Invoices, Credit Memos, and Payment Vouchers**.

To reject a document, justification comments must be entered in the **Enter Comments** field. Enter comments, click Reject.


To approve this document simply click the **Approve** button. If entered by the original requester or solicitation creator, the **Justification** text box will include any business need or background information that was entered by the requester or creator.

If you wish to **Enter Comments** that will be visible to the next approver in the workflow chain, if applicable, and be recorded with the document, you may use this field to do so.

You may add an attachment to a document pending approval by selecting the **Add**

**Attachment Utility**  icon, located to the right of the **Enter Comments** field.

The following table describes the options that may be available from the **Actions** column of the **Document Approval Inbox** page. The options will depend on the **Document Type** and the history of the document.

Option	Resulting Action
Attachment	Change Orders and Request Documents with attachments will display Attachment option in the More Actions  menu. Select Attachment to open and view the change order log or any applicable request attachments.
Compare Version with Last Contract	This action allows approvers to view a side-by-side comparison of the previous version of the contract and the <b>Requested Contract Amendment</b> version. The <b>Contract Version Comparison</b> page opens. Differences are highlighted in yellow.
Compare Versions (PO / Contract)	Select Compare Versions (PO/Contract) to view a side-by-side comparison of the most recent purchase order or contract and the original versions. Differences are highlighted in yellow.
Delete Draft	If a document was edited and not yet approved or rejected, the Delete Draft option will be available. Select the icon to delete the revision of the document.
Edit [Document]	Select Edit to modify an existing document that has been submitted for approval. Be advised, that changes made by you as the approver, may result in the launching of associated workflow.
Print [Document] Summary	Depending on the document type, this icon opens a printable view of the document.
Print Solicitation Report	If the document type is a solicitation, this icon will open a printable PDF version of the Solicitation Items Report.
View Approval Map	Select to display the approval workflow and the approvers (and reviewers) who have approved, rejected, and/or reviewed the document.

View Audit Details	Select to view audit details of a solicitation.
View [Document] Summary	Depending upon the document type, this icon opens the Contract Summary window or Solicitation Summary window.
View Evaluation Notes	This icon will only be visible on Solicitation document types. Select this icon to open a pop-up view of the Evaluation Notes and attachments, if any. You will also have the ability to download those attachments.
View Invoice	If the document type is an Invoice, this icon opens the Invoice Summary window.
View Invoice History	If the document is an Invoice, this icon opens the Invoice History window.
View Item Award Report / Award Report	In instances where pre-award solicitation workflow is enabled, the View Item Award Report / View Award Report option will be available.
View PO History	If the document type is a Change Order, the View PO History icon will open the Purchase Order History page.
View Request History	If the document type is a request, the View Request History icon will open the Request History Log page. There are two tabs available on this page: History and Workflow History. Access the Workflow History page to view how / when workflow was applied. Also, if there are multiple request versions, you may compare them side-by-side.