

# CONTRACT

# **REMOVE FROM APPROVAL**

After a contract has been <u>Approved</u>, it could be 'removed from approval' or moved back to the <u>Released</u> status due to reasons such as contract amendments. These changes will need to be reviewed by the authorised parties and then the contract will need to be Approved again.

Ribbon Access: Contract > Contracts



- 1. The *Contract Listing* screen will be displayed.
- 2. Select the *Site* that you wish to work in.



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- 1. This screen defaults to the *Active* status.
- Click on the drop-down *arrow* and select the *Released* status from the menu.

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## **SELECT CONTRACT**

• Select the *row* of the *contract* you wish to *remove* from *approval*.

# **REMOVE FROM APPROVAL**

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- A *Contract Removal* message box will pop up asking;
  - You are about to remove this contract for approval.



#### Is this correct?

• Click on Yes.

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- A *Contract Process* message box will pop up informing you that;
  - The contract, no. [] has been removed from the authorisation process.
- Click on OK.



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# VIEW REMOVED CONTRACT IN NEW STATUS

• The contract will be now be *removed* from the *Contract Listing* screen where the *status* is set to *Released*.



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• Select the *New* status.



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• You can now find the contract in the *Contract Listing* screen where the *status* is set to *New*.



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