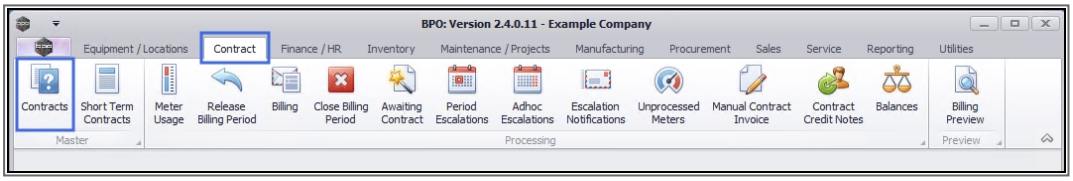
We are currently updating our site; thank you for your patience.

CONTRACT

REMOVE FROM APPROVAL

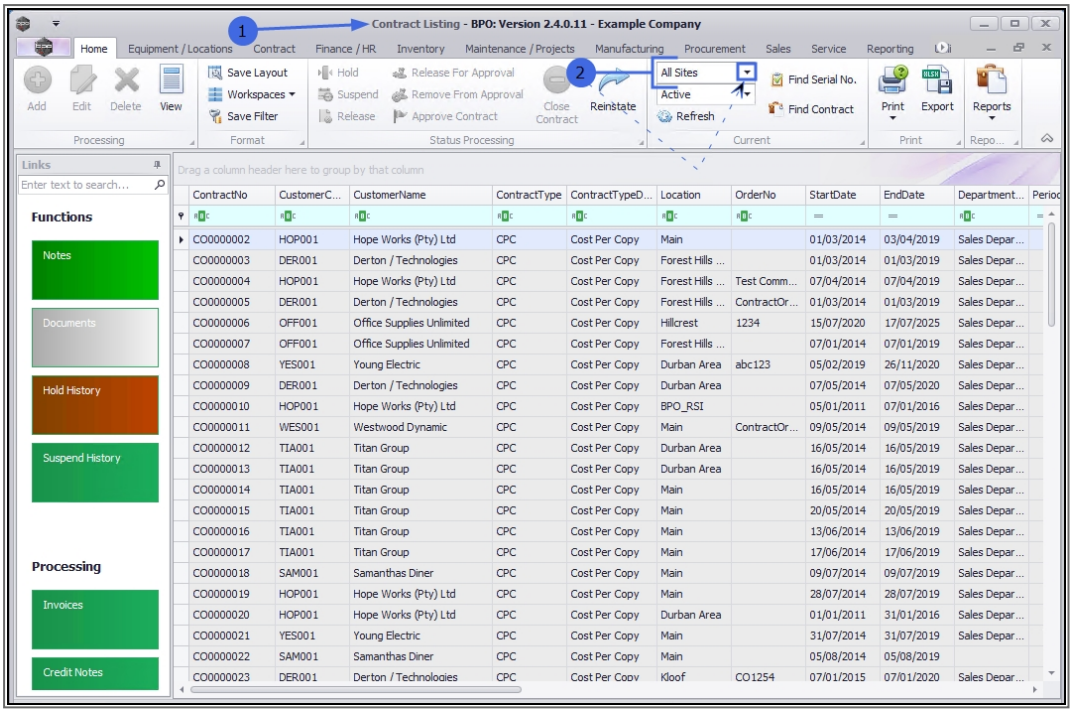
After a contract has been Approved, it could be 'removed from approval' or moved back to the Released status due to reasons such as contract amendments. These changes will need to be reviewed by the authorised parties and then the contract will need to be Approved again.

Ribbon Access: Contract > Contracts

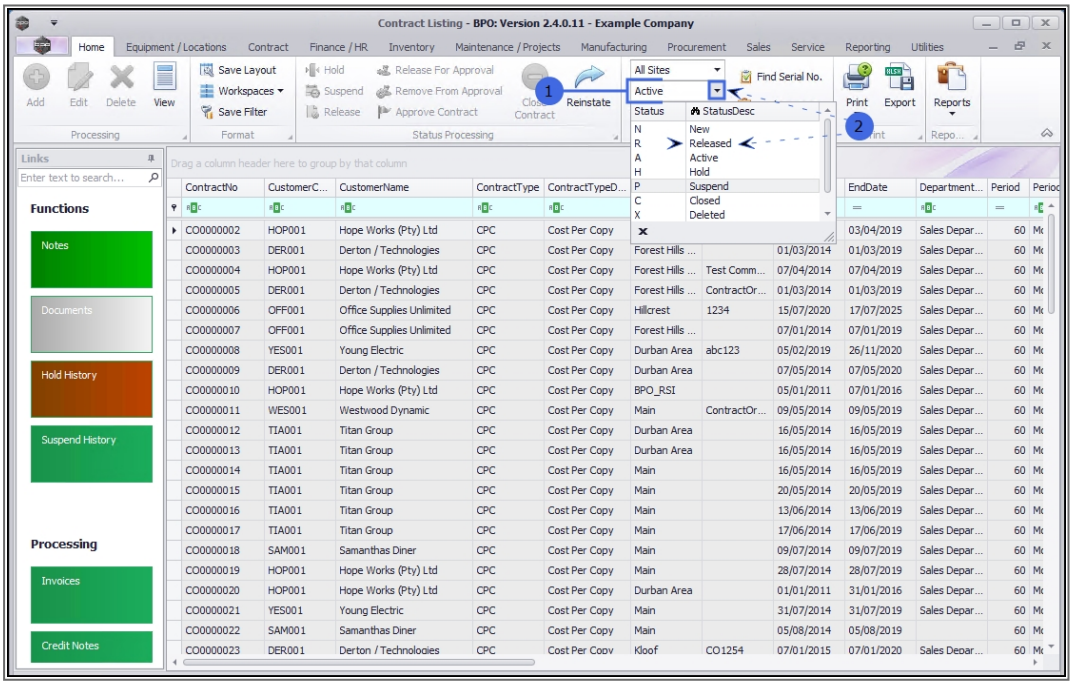


1. The **Contract Listing** screen will be displayed.
2. Select the **Site** that you wish to work in.

CO3 Technologies (Pty) Ltd © Company Confidential



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



CO3 Technologies (Pty) Ltd © Company Confidential

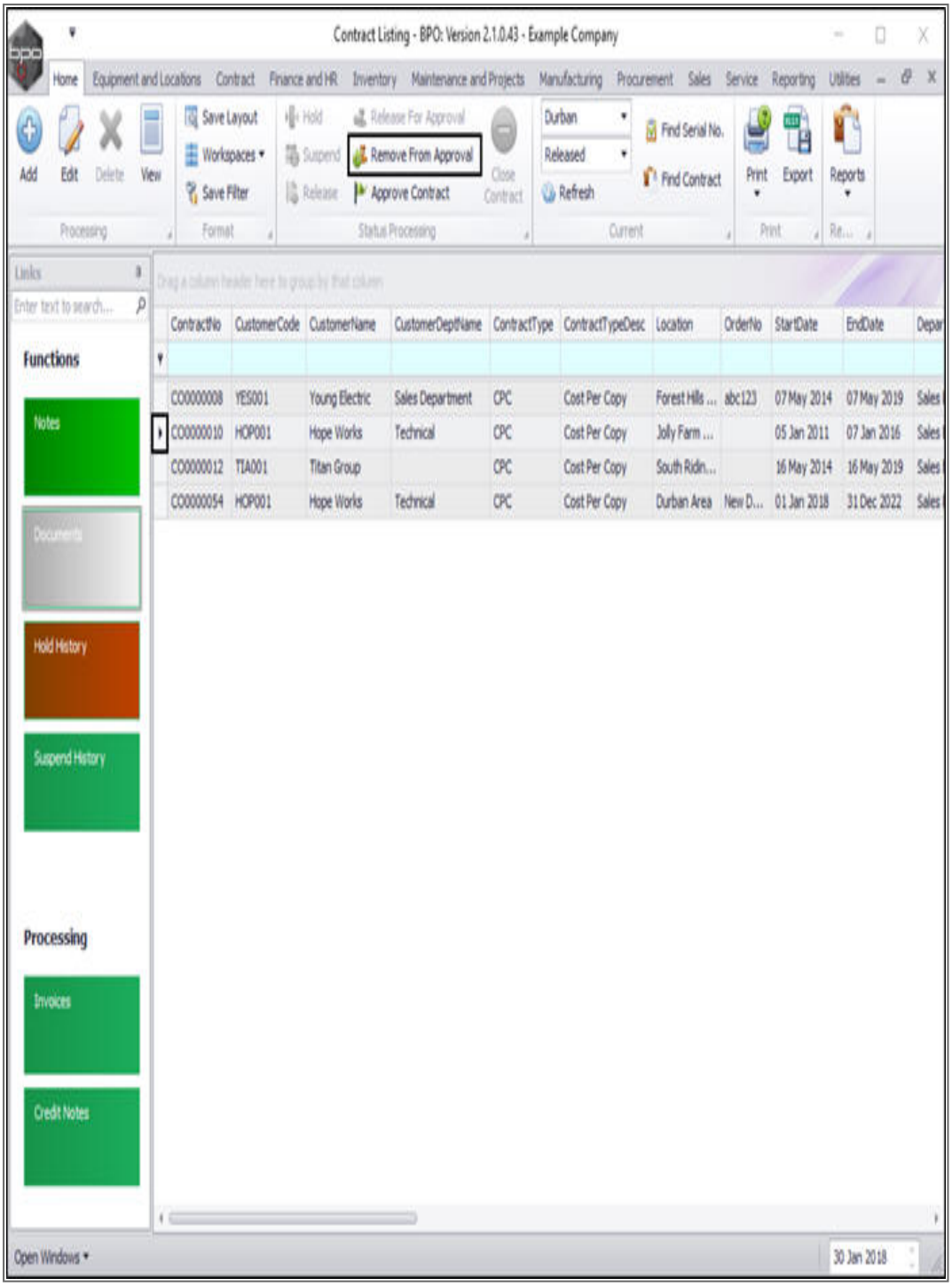
SELECT CONTRACT

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

REMOVE FROM APPROVAL

- Click on **Remove From Approval**.

CO3 Technologies (Pty) Ltd © Company Confidential

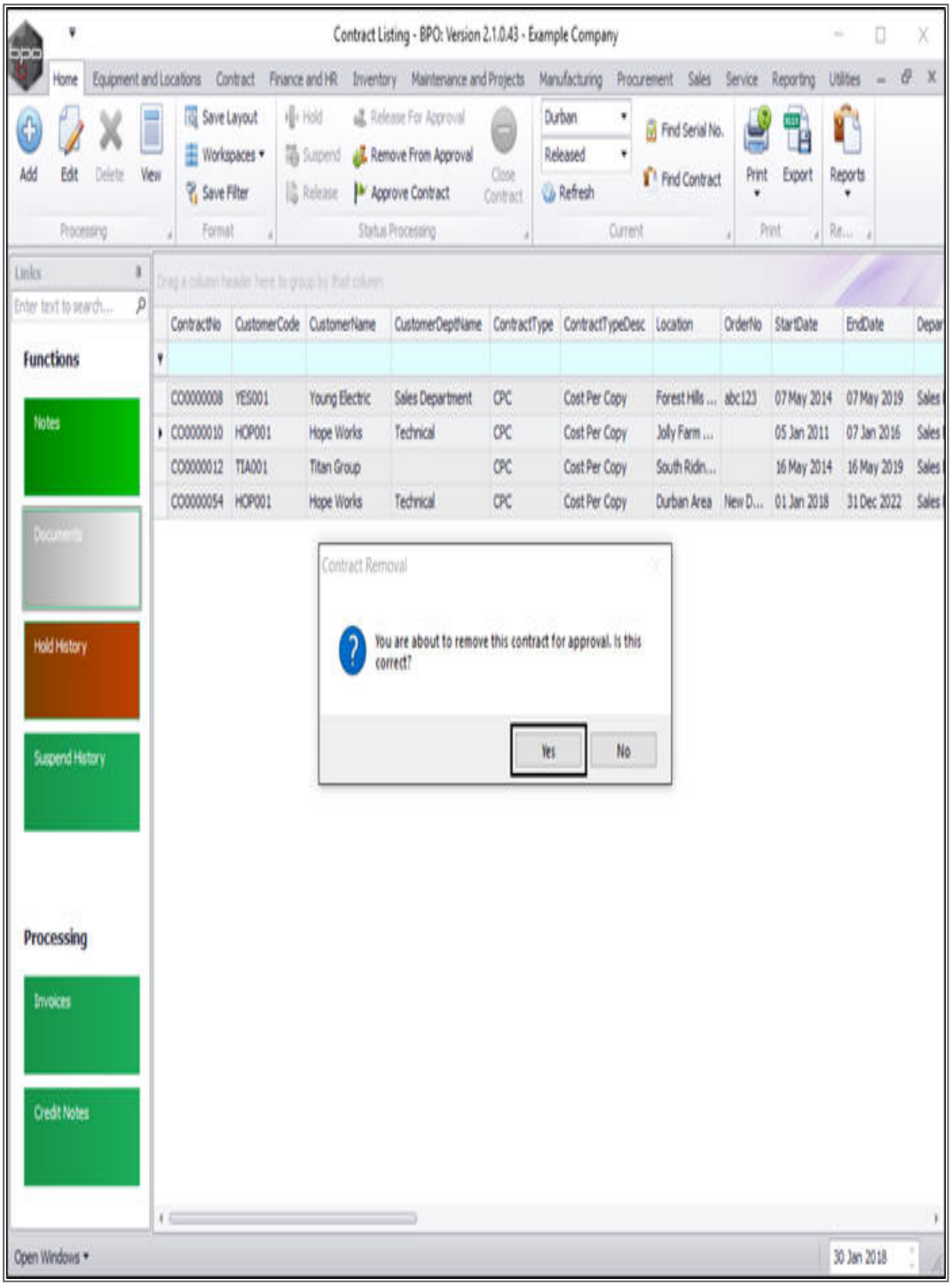


- A **Contract Removal** message box will pop up asking;
  - **You are about to remove this contract for approval.**

CO3 Technologies (Pty) Ltd © Company Confidential

Is this correct?

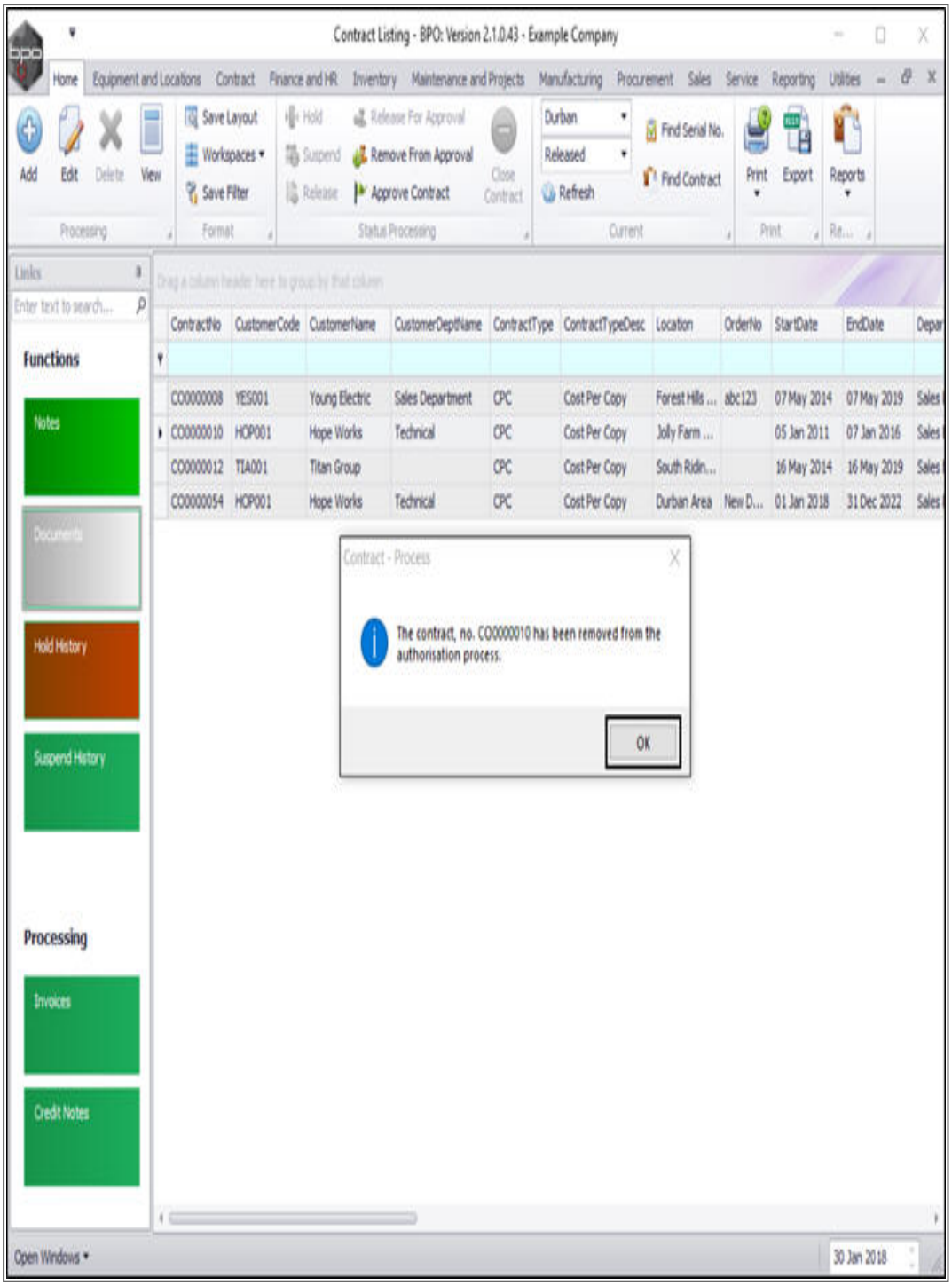
- Click on **Yes**.



CO3 Technologies (Pty) Ltd © Company Confidential

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

CO3 Technologies (Pty) Ltd © Company Confidential

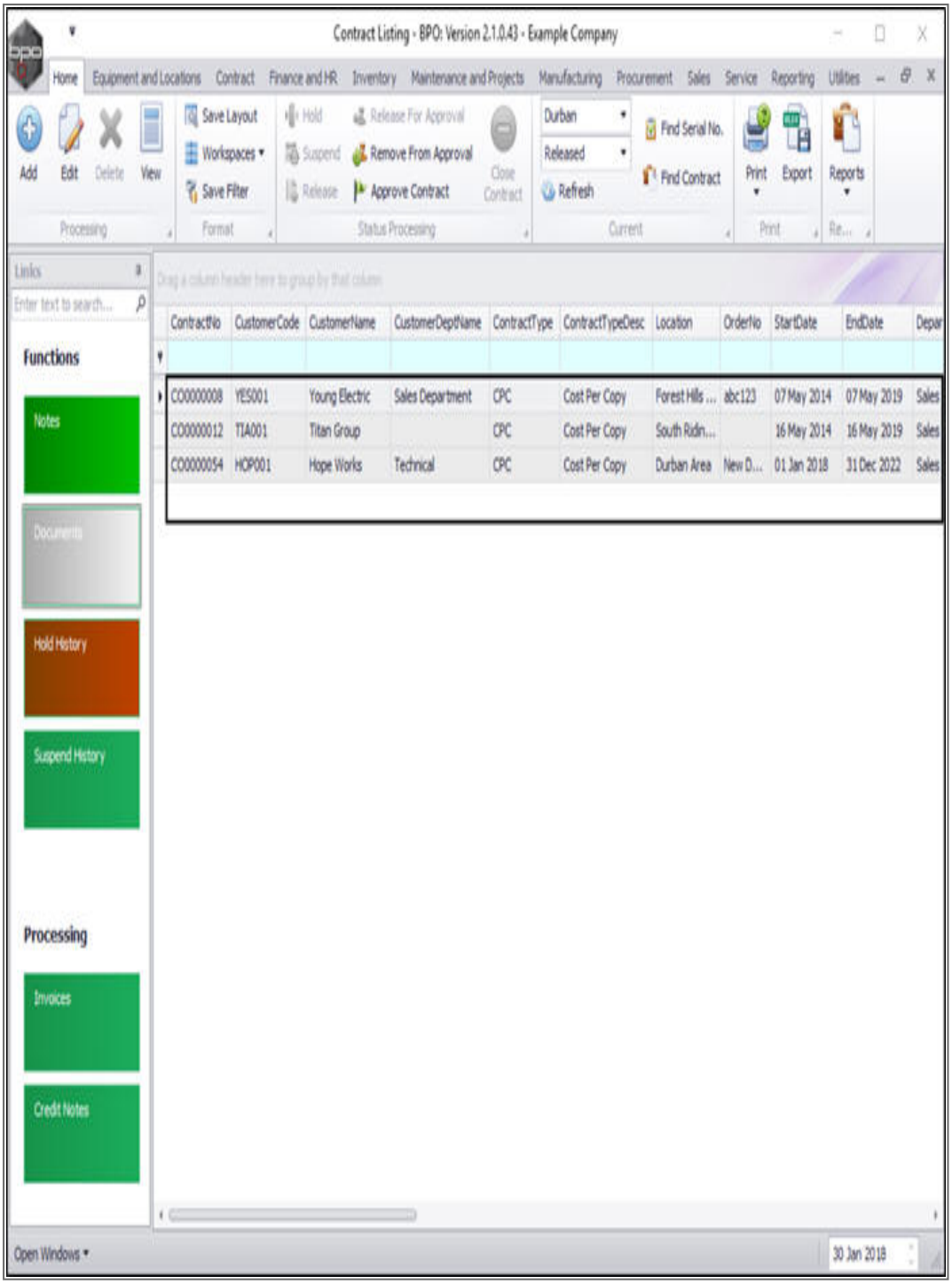


CO3 Technologies (Pty) Ltd © Company Confidential

VIEW REMOVED CONTRACT IN NEW STATUS

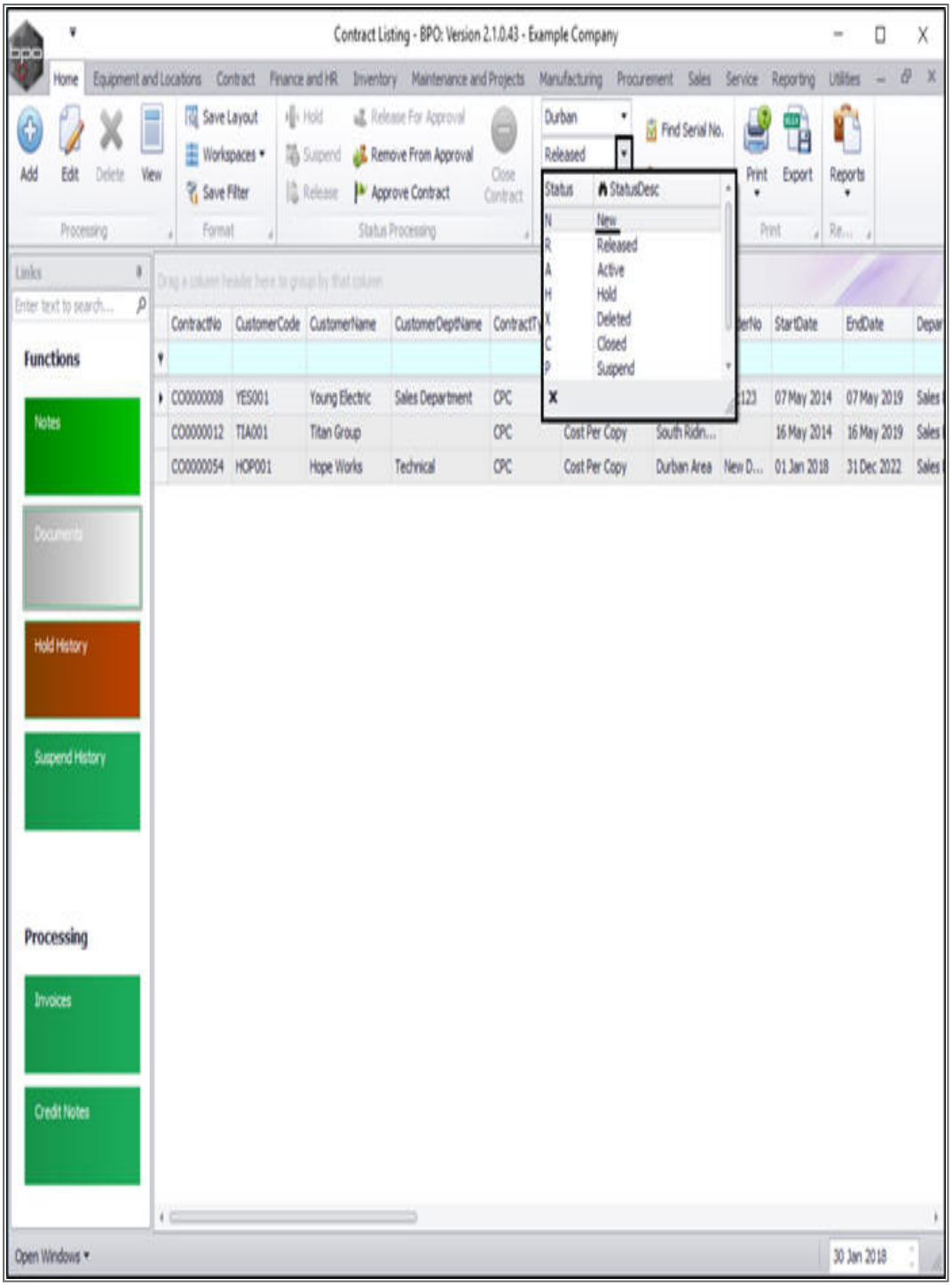
- The contract will be now be **removed** from the **Contract Listing** screen where the **status** is set to **Released**.

CO3 Technologies (Pty) Ltd © Company Confidential



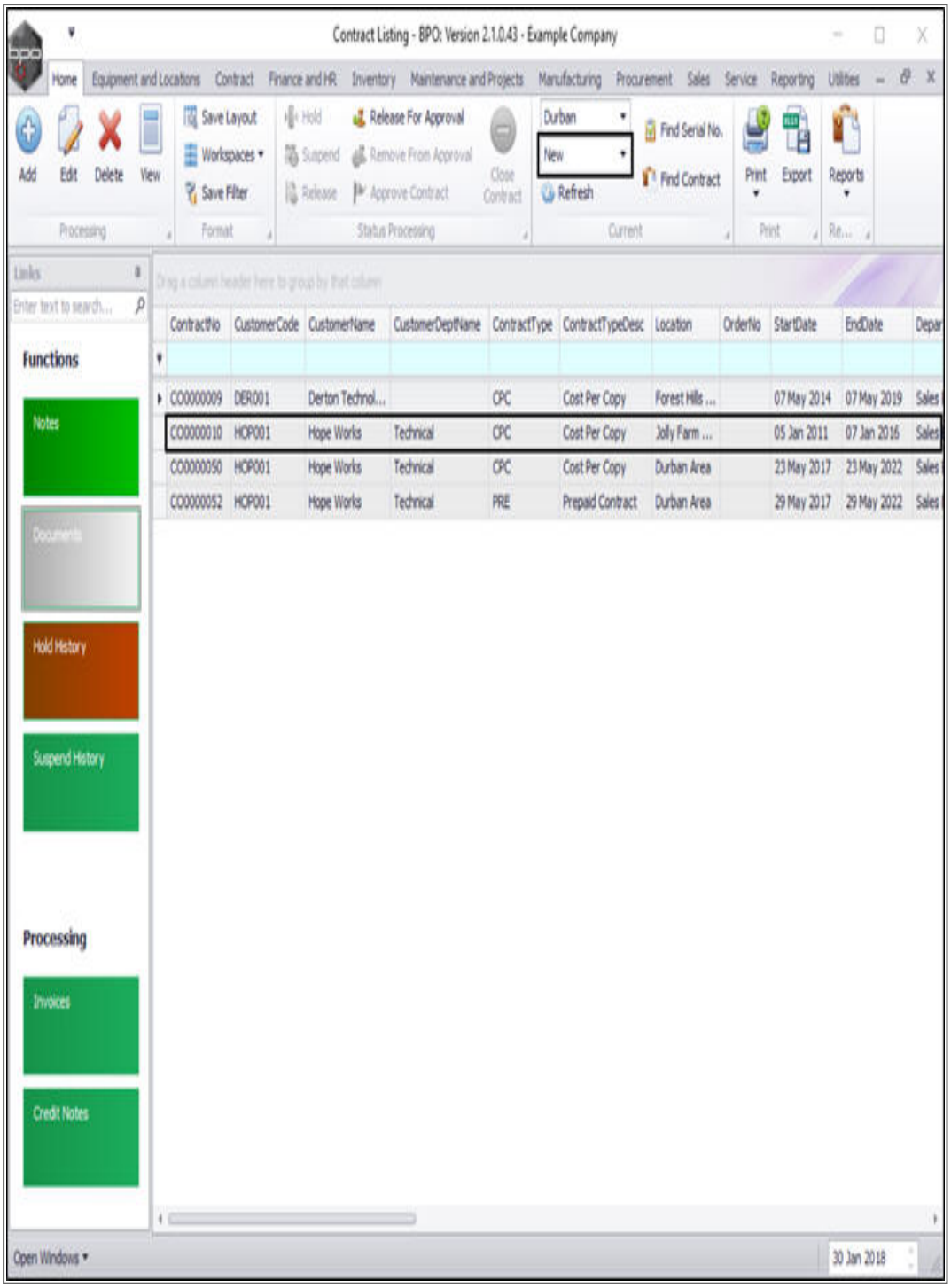
- Select the **New** status.

CO3 Technologies (Pty) Ltd © Company Confidential



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

CO3 Technologies (Pty) Ltd © Company Confidential



MNU.112.062

CO3 Technologies (Pty) Ltd © Company Confidential