



## Contract Approval

### Reference Guide for Contract Approvals

**TCU**

**Contract Name is ready for you to review and approve**

Dear Joe Smith,

The Contract Name contract is ready for you to review and approve in folder FolderName.

Use the link below to submit your approval, to reject, or to return the contract to draft status:

[Click here to approve the Contract](#)

**Summary**

Contract Name:	Contract Name
Contract Number:	Contract-120122
Date Submitted for Approval:	5/15/2022 1:48 AM
Start Date:	5/15/2022 1:48 AM
End Date:	5/15/2022 1:48 AM
Message From:	John Doe
Message:	Approval message

Thank You,

Acme Sprockets

Support Team Contact Information:

1-999-999-9999x9999

support@jaggaer.com

### Initial Login

To login, access TCU portal via the following URL: [Jaggaer - Prod - Sign In](#)

Connecting to **JAGGAER**  
Sign-in with your Texas Christian University - Prod account to access Jaggaer

**TCU**

TCU Single Sign-On

TCU Username  
Your username is NOT an email address.

TCU Password

[Sign In](#)

[Need help signing in?](#)



## Review Contract Document(s)

10.25.22

Type: Event  
 2nd Party: B3 Entertainment  
 Dates: 10/25/2022 - 10/25/2022  
 Version: Renewal 0, Amendment 0

**Total Contract Value (TCV)**  
 TCV: 7,300.00 USD

View Contract ▾

Summary

**Header** ✓

Alternative Language 0

Attachments 3

Obligations 0

Review Rounds 0

Contract Number ★ TCU-000064-FY2023

Contract Name ★ LSI - B3 Entertainment -

Contract Type ★ Event

Work Group ★ Student Affairs

Summary Face painters and scare

Name	Currently Visible
Texas Christian University	

**TCU-000064-FY2023**  
 LSI - B3 Entertainment - TCU Boo - 10.25.22

Type: Event  
 2nd Party: B3 Entertainment  
 Dates: 10/25/2022 - 10/25/2022  
 Version: Renewal 0, Amendment 0

**Total Contract Value (TCV)**  
 TCV: 7,300.00 USD

View Contract ▾

Summary

Header ✓

Alternative Language 0

**Attachments** 3

### Attachments

Contract was sent for approval on 9/16/2022.  
[Full Contract PDF \(149 KB\)](#)

General (1) Internal Only (1) Obligations (0)

Print Order ▲	Attachment ▲	Print with Full Contract ▲	Version ▲	Size ▲	Date Uploaded
1	<a href="#">B3_Entertainment_TCU_Boo_10.25.22 ready for signature.pdf</a>	✓	1	140 KB	9/16/2022 1:30:36 PM



## Review Rounds [Internal Reviews (if applicable)]

value

Summary *No Text Entered*

**Header** ✓

- Alternative Language 0
- Attachments 1
- Obligations 0
- Review Rounds 1
- eSignature 0
- Approvals

**Contract Parties**

Name	Currently Visible	Type
Texas Christian University		First Party (Primary)
Huron Consulting Services	✗	Second Party (Primary)

**Date and Renewal**

Time Zone *	CDT/CST - Central Standard Time (US/Central)	Renewal
Start Date *	9/15/2022 12:00:00 AM	Automat

ound of review includes 1 internal reviewer. [Manage this Round.](#)

### Review Rounds

This contract has 0 completed rounds of review.

**Current Round (Internal - Manual)** (9/12/2022 -)

Message From: Wallis, Matthew  
Veronica, I believe you, Kim and Cheryl are working on revisions to the Concur Proposal. Once it is updated if you would email Juanette and me the contract internally in Jaggaer and approve your task, then we will complete it for signature. [Edit](#)

Tracking	Reviewer	Cor
<a href="#">Sent</a> 3	Rios, Veronica	-



## Contract Approval

Once you have completed reviewing the contract details, attachments, etc. expand the Contract Actions menu and choose one of the following actions:

The screenshot displays the TCU Contracts system interface. At the top, there is a search bar and navigation options. Below that, a status bar indicates 'Pending Approval' with a message: 'Contract is in the approvals workflow now. This contract must be in a Fully Executed status before it can be made active for shopping.' The main content area shows contract details for 'TCU-SMED-000006-FY2022' under the 'Contract Header' section. The details include Contract Number, Contract Name, Contract Type, and Work Group. A 'Contract Actions' dropdown menu is open, showing options like 'Return to Draft', 'Reject', 'Approve', 'Assign to Myself', 'Add Internal Message', 'Start External Communication', and 'View/Reactivate Subscribers'. The 'Approve' option is highlighted. A mouse cursor is visible over the 'Approve' option.

**Return to Draft** - Returns the contract to draft status.

**Reject** – Reject the contract and end Workflow. ***\*Important\*** By rejecting the contract, the workflow will end and the contract record will be deleted. If a rejected contract needs to move forward, it will need to be restarted via the contract request process. If clarification is needed on a contract, use the discussion feature to clarify open items rather than Rejecting the contract as this will cause the whole process to be restarted.*

**Approve** - Approve the contract and send it to the next step in the workflow.

**Place on Hold** – Place on Hold will temporarily stop the contract from moving through workflow steps.

**Forward to...** – Forward/Send the contract to another approver for review. You will need to add a note before you forward the contract.

**Return to Shared Folder** - Returns the contract to its shared folder where another approver can assign/review/approve it. This option is only available if you have assigned the contract to yourself.

**Add Internal Message** – Use this feature to communicate with stakeholders associated with the agreement (ex. contract manager, contract requester, etc.)

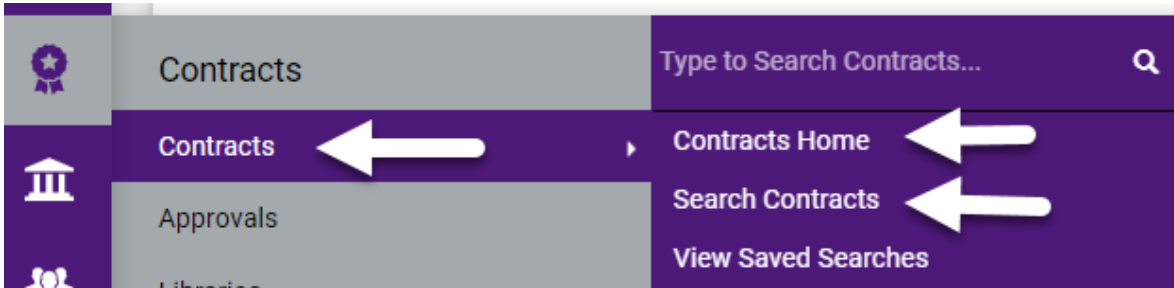


## Additional Ways to Find Contracts for Approval

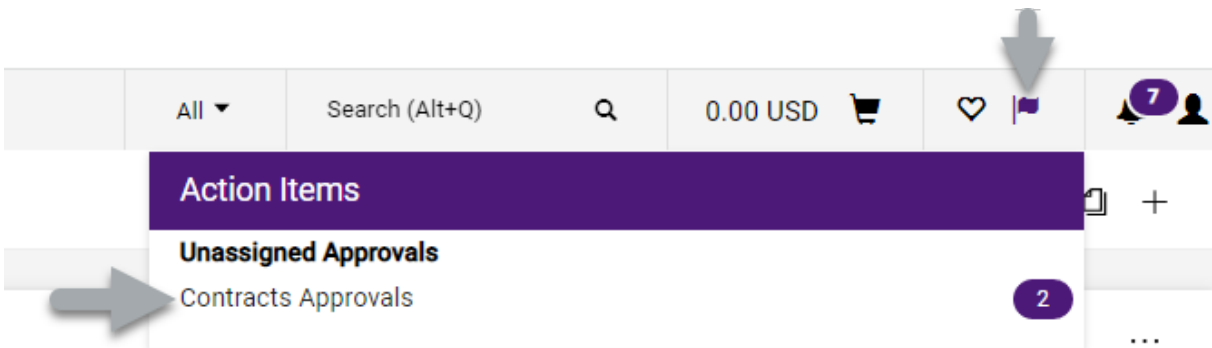
Contract approvals are used when contract workflow requires that the contract be manually approved by a contract approver. The logic and frequency of those approvals will depend on your organization's contract workflow.

There are several other ways to find contracts that need your approval:

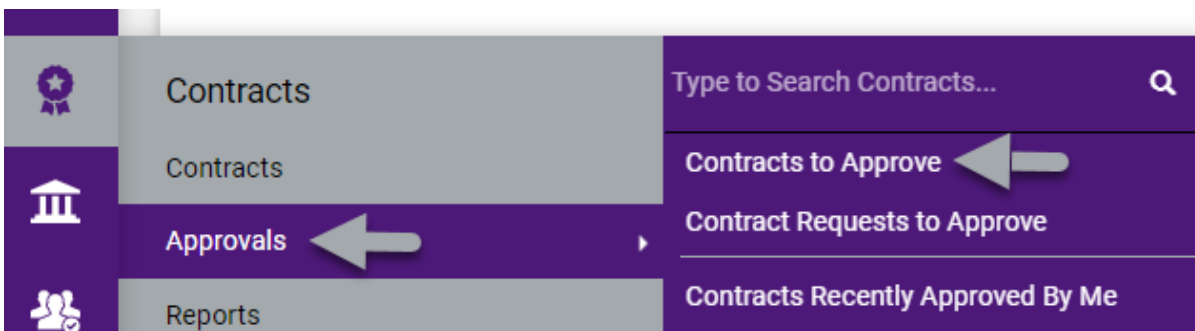
Navigate to Contracts > Contracts > Search Contracts (or Contracts Home if you have the appropriate permissions) to search for and open the contract that needs approval.



Click the Action Items icon at the top of the screen next to your user name to view a list of all approval items that you are able to complete. Clicking Contract Approvals will take you to the Orders and Documents > Approvals page.



Navigate to Contracts > Approvals > Contracts to Approve. From there you can use filters to display a list of contracts you can approve.



Whatever method you use to find the contract, the steps required to approve the contract are similar, though the buttons are in slightly different places.