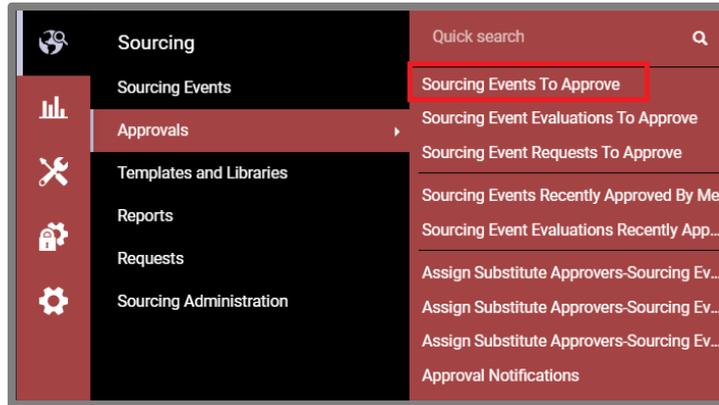


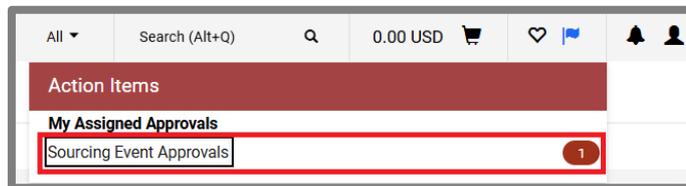
Sourcing Event Approval

1. After creating a sourcing event, it needs approval from designated approvers before it can be published. The Designated Approver(s) in the Sourcing Event Workflow will receive an email and an 'Action Item' (Flag Icon) in JAGGAER that the Request form has been submitted and is in Workflow awaiting approval. The Approver can access the Request Form to approve in multiple ways:

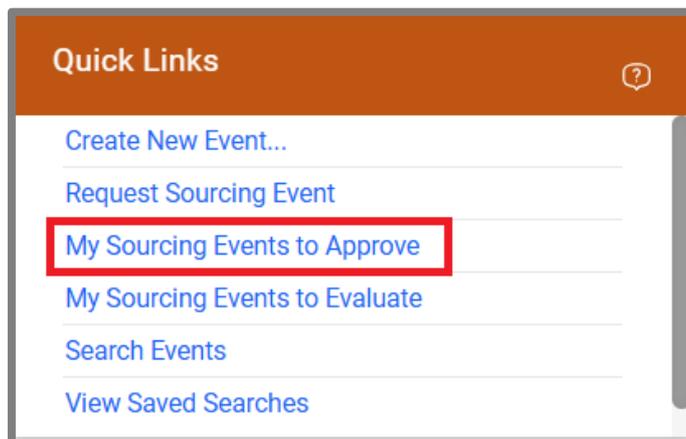
- Menu Navigation: **Sourcing > Approvals > Sourcing Events To Approve**



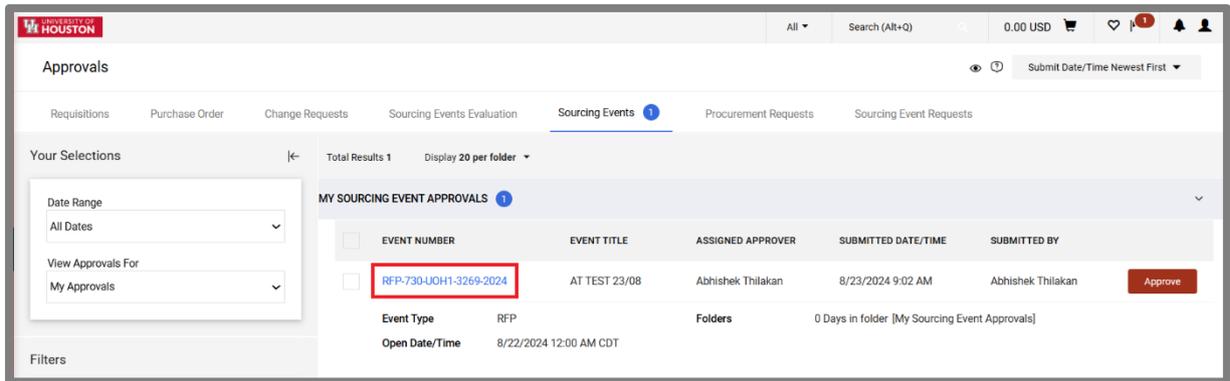
- Action Items (Flag Icon in Top Right of Screen): Click on the Flag and Click on the Item to Approve



- Quick Links (Widget in Sourcing Dashboard): My Sourcing Events to Approve

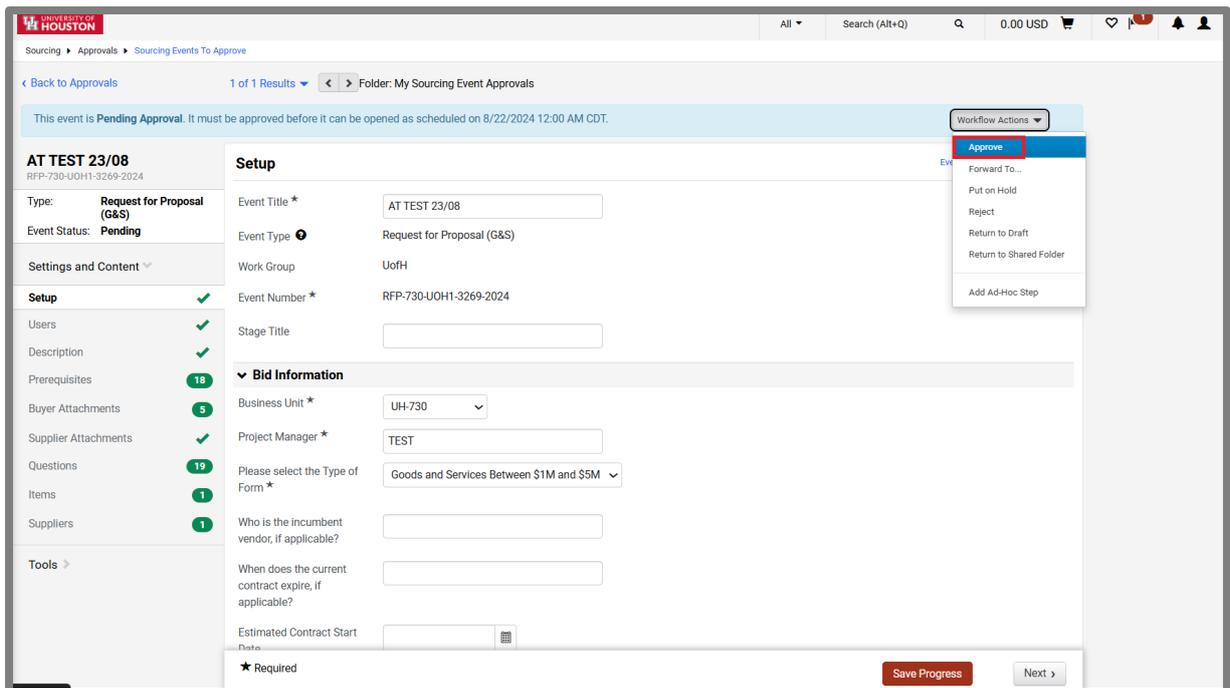


2. The Designated Approver clicks on the Event Number to Open it for Review and Approval.

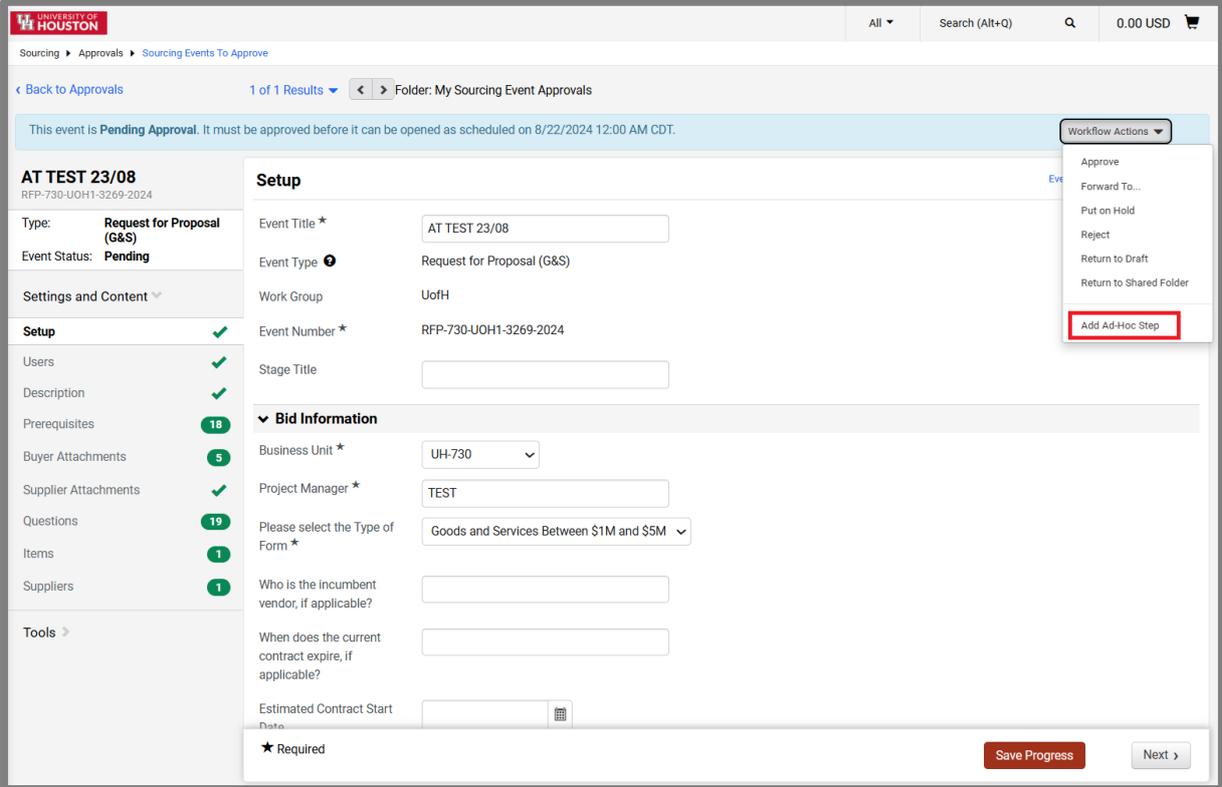


3. After reviewing the event, the Approver clicks on the Workflow Actions button and selects one of the following:

- Approve (select to Approve request)
- Assign to Myself (select to return it to the Requester. Note: other menu options become available if you assign it to yourself)



- The Approver also has the option to add an Ad-hoc approval step, if required. To do this, click on Add Ad-Hoc Step under Workflow Actions.



Sourcing > Approvals > Sourcing Events To Approve

1 of 1 Results Folder: My Sourcing Event Approvals

This event is **Pending Approval**. It must be approved before it can be opened as scheduled on 8/22/2024 12:00 AM CDT.

AT TEST 23/08
RFP-730-UOH1-3269-2024

Type: **Request for Proposal (G&S)**
Event Status: **Pending**

Settings and Content

- Setup
- Users
- Description
- Prerequisites 18
- Buyer Attachments 5
- Supplier Attachments
- Questions 19
- Items 1
- Suppliers 1

Tools

Setup

Event Title * AT TEST 23/08

Event Type Request for Proposal (G&S)

Work Group UofH

Event Number * RFP-730-UOH1-3269-2024

Stage Title

Bid Information

Business Unit * UH-730

Project Manager * TEST

Please select the Type of Form * Goods and Services Between \$1M and \$5M

Who is the Incumbent vendor, if applicable?

When does the current contract expire, if applicable?

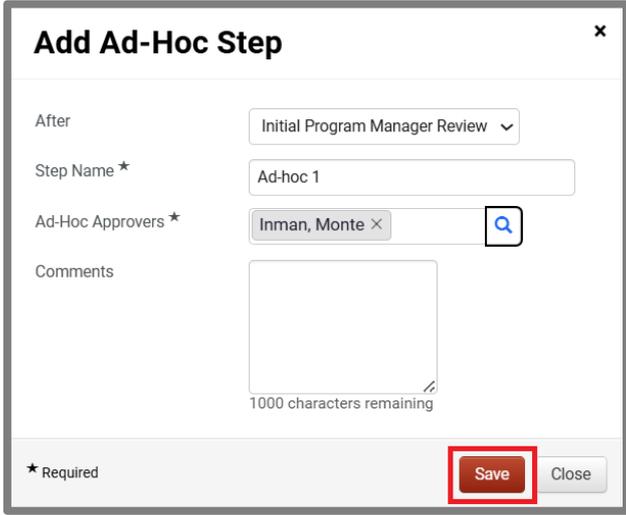
Estimated Contract Start Date

Workflow Actions

- Approve
- Forward To...
- Put on Hold
- Reject
- Return to Draft
- Return to Shared Folder
- Add Ad-Hoc Step**

Save Progress **Next**

- You can set the position of the ad-hoc step, name the step, and assign one or more approvers. Click **Save** to finalize these settings.



Add Ad-Hoc Step

After Initial Program Manager Review

Step Name * Ad-hoc 1

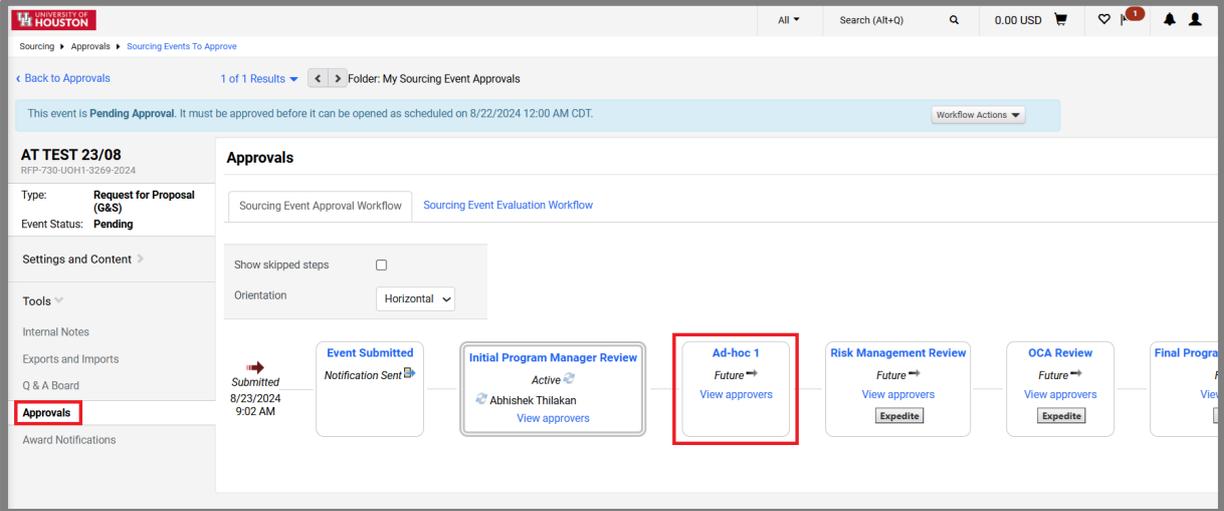
Ad-Hoc Approvers * Inman, Monte

Comments

1000 characters remaining

Save Close

- To confirm the addition of the new ad-hoc step, navigate to the Approvals Tab under Tools. The new step will be displayed there.



The screenshot displays the 'Approvals' section of the University of Houston Sourcing System. The main header indicates the event is in a 'Pending Approval' state, with a deadline of 8/22/2024 12:00 AM CDT. The event details on the left include 'AT TEST 23/08' (RFP-730-UOH1-3269-2024), a 'Request for Proposal (G&S)' type, and a 'Pending' status. The 'Approvals' workflow is shown as a sequence of steps: 'Event Submitted' (Notification Sent, 8/23/2024 9:02 AM), 'Initial Program Manager Review' (Active, Abhishek Thilakan, View approvers), 'Ad-hoc 1' (Future, View approvers), 'Risk Management Review' (Future, View approvers, Expedite), 'OCA Review' (Future, View approvers, Expedite), and 'Final Program Review' (Future, View approvers). The 'Ad-hoc 1' step is highlighted with a red box. The 'Tools' menu on the left has the 'Approvals' tab selected.