HePS
Approver Manual

How to approve solicitations for release to the Internet and approve awards for release to the vendor.

An Approval Tutorial is also available within the HePS online system.

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To **Approve a Solicitation** for release to the internet:

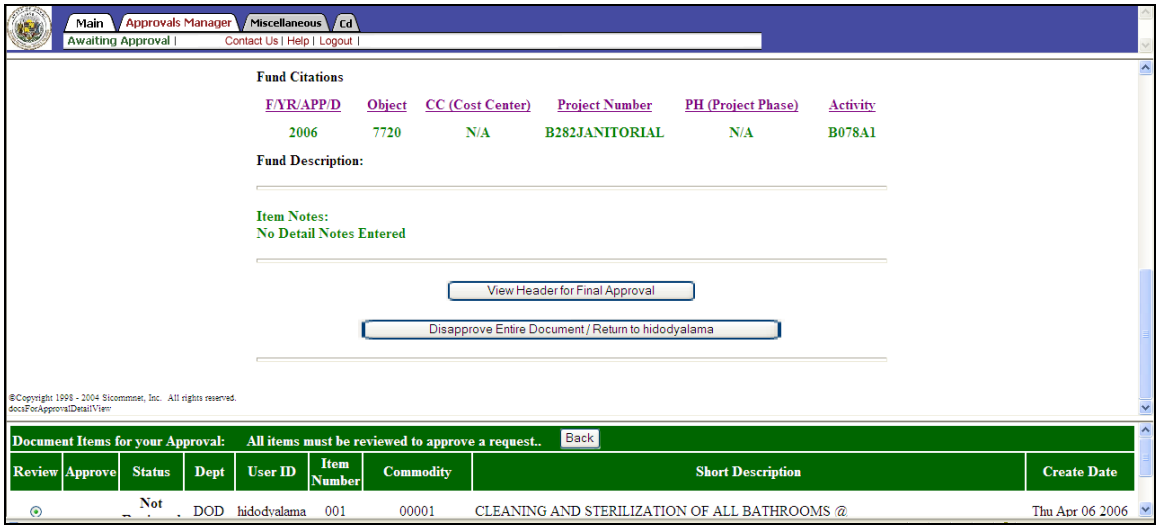
- Click on the email notification link to open the approval or
- Login and go to **Approvals Manager** tab, **Awaiting Approval** sub-tab.

If more than one solicitation is awaiting approval they will be listed. Choose the one you want to work on by clicking on the button next to the solicitation listing.

The screen is split into two sections. The top has the delivery, billing, due date, etc. general information and is where you approve or reject the solicitation. The bottom section has the item and the details.

To see the item details click on the small round button on the left side of the bottom screen. This will bring up all the details about the item (specs and estimated price) and move it to the upper screen.

To reject or approve the solicitation scroll to the bottom of the upper window and choose either **Disapprove Entire Document/Return to Buyer** or **View Header for Final Approval.**



If you do reject this solicitation, the system will prompt you for a reason and send an email to the buyer that a solicitation has been rejected. The buyer can edit and resubmit it for approval again or cancel the solicitation. .

If there are a series of multiple approvers for this solicitation, you will see a message on the screen that the document has been forwarded to the next approver in line. The solicitation will not be released to the internet until the final approval is completed.

To **Approve an Award** for release to the vendor, either click on the email notification link to open the approval or login and go to **Approvals Manager** tab, **Awaiting Approval** sub-tab. If more than one award is awaiting approval they will be listed.

- Choose the one you want to work on by clicking on the small round button next to the award listing. The screen will display the award document.
- Scroll to the bottom of the award. Open the **Select an Action** drop down, choose from the following options, and click the **Execute Action** button.

    - Approve Document
    - DisApprove - Return to Buyer
    - Review prePO Selections
    - Review Abstract
    - Print Document

- As with the solicitation approval, disapproving the award will require a reason. Send it back to the buyer.
- Approving the award will send it to the next level approval if one exists or to the vendor if this is the final approval.