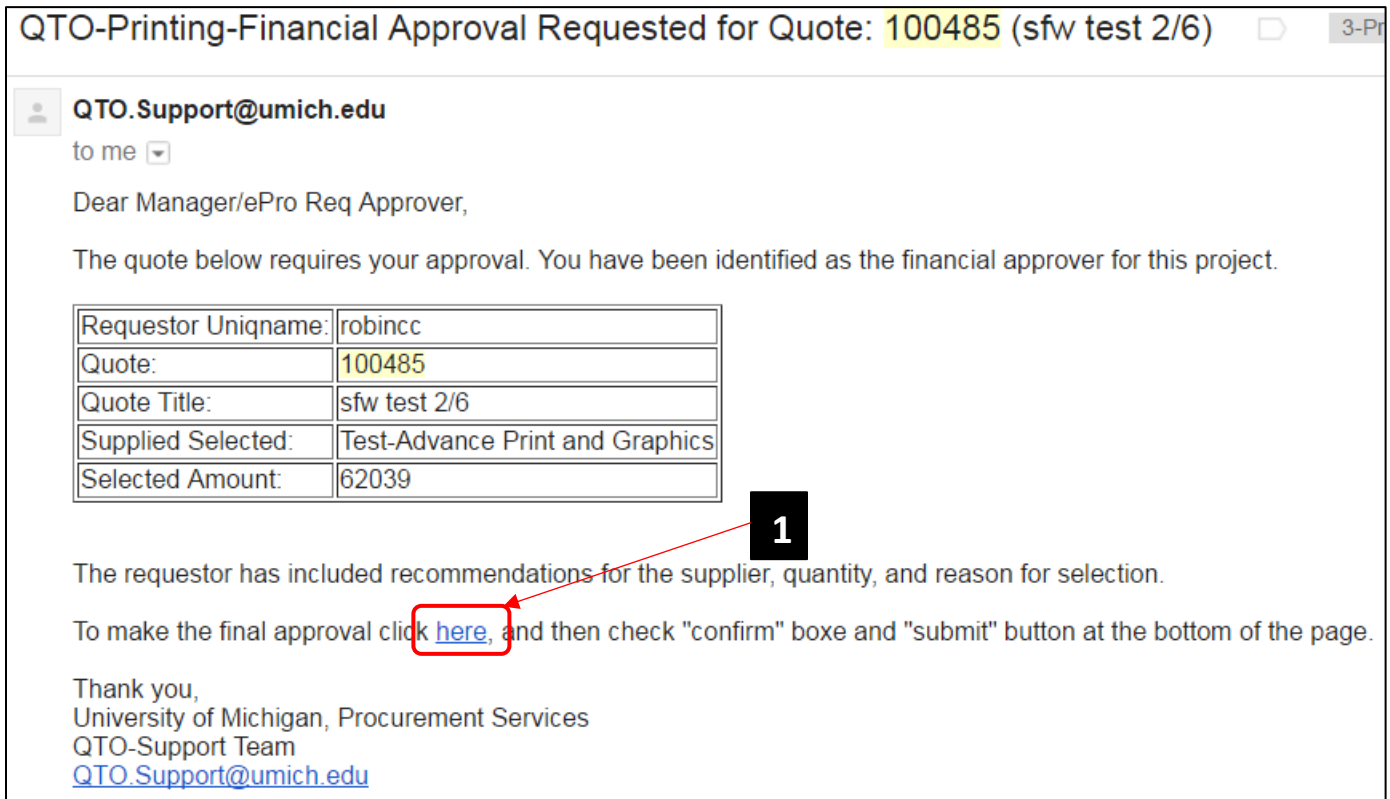


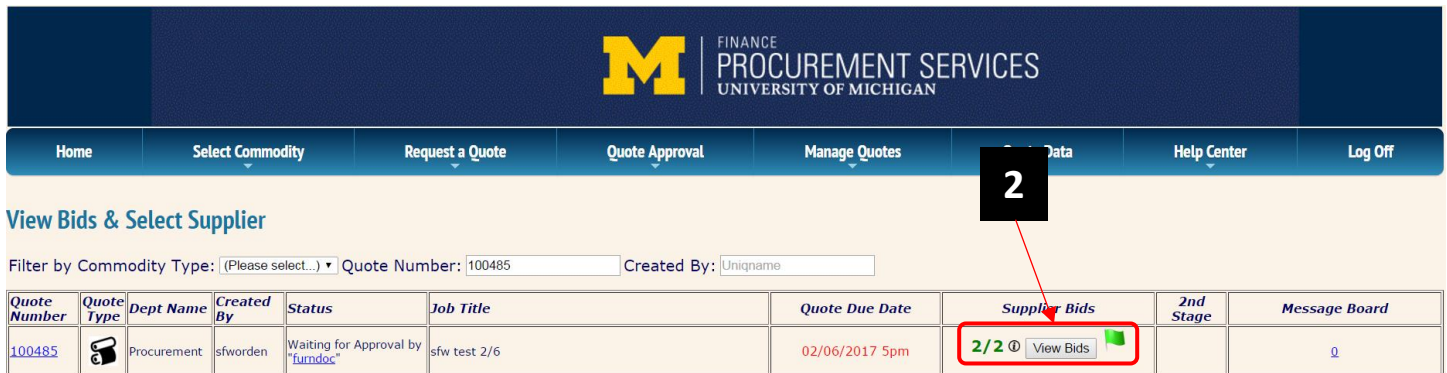


## QTO-Quote Approval-ePro User

- As an ePro Req User for your department someone has assigned the final approval of the funding for a QTO project. You will receive an email similar to the one below. You can navigate to the approval page directly from the email request you received by clicking the link below.



- The link above will direct you to this QTO page. From here click on the "View Bids" button.





- The Requestor has already: 1) selected the supplier they wish to award to, 2) Selected the quantity they would like to order, and 3) provided a reason for their selection.
- After your review of this information simply check the "Confirm Selection" box and click on the "Submit" button.

**Quotes Received from Suppliers for Quote [100485](#) / Approver: FURNDOC** [Back to main menu](#)

**Suggested vendor/qty selection from the order creator:**  
 Vendor: Test-Advance Print and Graphics  
 Qty: Qty Set1  
 Notes:

**Job Title:** sfw test 2/6

Component	Qty1	Qty2	Qty3	Qty4
brochure	100	500	1000	
brochure	200	1000	10000	

**STEP 1** View bid(s) from suppliers(s) and select a supplier for the project

Supplier	Qty1	Qty2	Qty3	Qty4	Final Qty
<b>Test-Advance Print and Graphics</b> (View Pricing Detail) <input checked="" type="checkbox"/> <b>Select this supplier</b>	\$62,039.00	\$192,695.00	\$1,067,530.00		
<b>Test-Arbor Oakland Group</b> (View Pricing Detail) <input type="checkbox"/> <b>Select this supplier</b>	\$70.00	\$12,900.00	\$26,000.00		

**STEP 2** Final Qty Selection (required)  
 Please select the final quantity for the production. The selected supplier is required to submit a new quote if you select "Other" with manually entered quantities.

Component	Qty1	Qty2	Qty3	Other (supplier will submit new quote)
brochure	100	500	1000	
brochure	200	1000	10000	

**STEP 3** Select reason for you selection

**If you do not select the lowest bid you are required to enter your reasons here for internal review.**  
 Clear Communication / Listening and Interpretation Skills / Designers Know Conversation ▾  
 Use this space to provide justification when sending quote to ePro approver

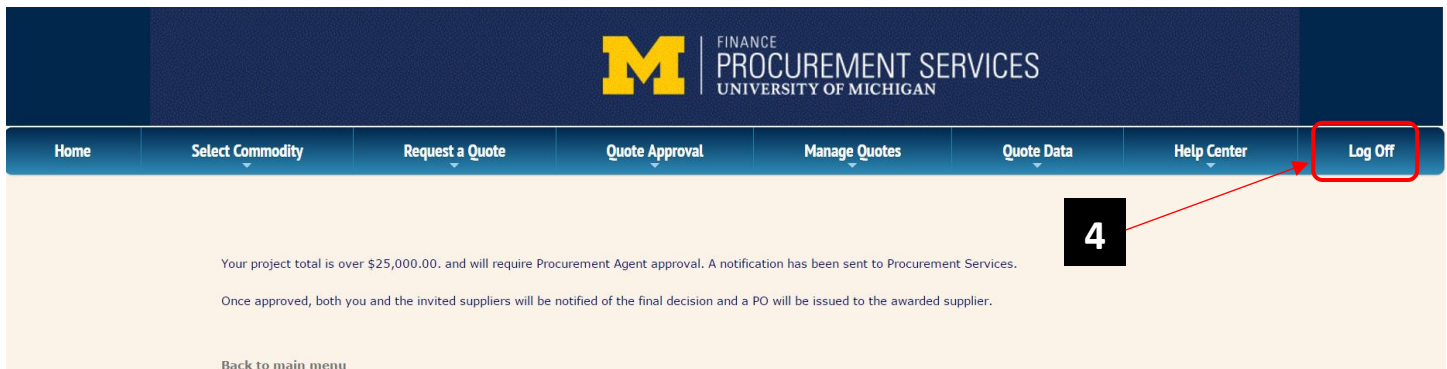
**Confirm your selection:**

If you would like to assign final approval to another ePro Req user please enter their username in the space provided below. The website will send them notification of your request.

**Username of VALID ePro Req User**

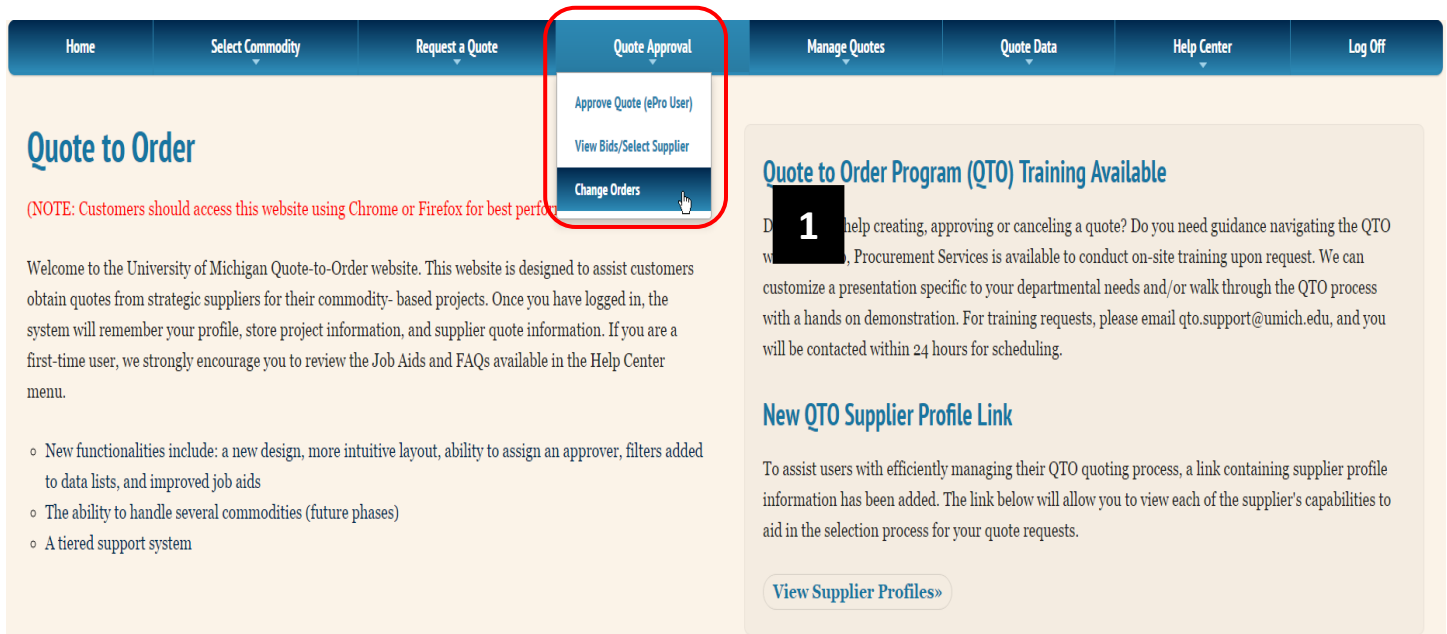


5. A confirmation page will appear and an email notification will be sent to the Requestor. Click on “Log Off” and close the browser window.



## QTO-Change Order Approval-ePro User

1. Select the “Quote Approval” tab and click on “Change Orders.” This will provide a list of outstanding “Change Orders” submitted by Suppliers.



- Change Orders require approval, from the department/ePro Req User, before a PO will be created for the Supplier. To view the Supplier provided detailed information for the additional charges and “Approve” or “Dispute.”



## Review & Approve Change Orders

You are required to review Change Orders and either "Approve" or "Dispute" the additional charges from the supplier.

If you approve, a PO will be sent to the supplier for billing.

If you dispute, a notice will be sent to the supplier with your comments.

**2**

OrigQuote# / Change Order#	Job Title	Status	Supplier	
<a href="#">200180/206133</a> <small>Change Order</small>	Environmental Services Program - Laminated Signs	Dispute	Allegra Print and Imaging	<a href="#">Review</a>
<a href="#">203774/203816</a> <small>Change Order</small>	Ergonomics Binders	Change Order	Allegra Print and Imaging	<a href="#">Review</a>
<a href="#">203774/203817</a> <small>Change Order</small>	Ergonomics Binders	Change Order	Allegra Print and Imaging	<a href="#">Review</a>

- On this page you will find detailed information on the additional charges. Suppliers are required to upload a document, click on the icon to view this information.
- An “Approved” Change Order will create a PO for the supplier to bill against.
- If “Disputing” the charges an explanation will be required and a notice will be sent to the Supplier. They will make corrects and re-submit for approval.



## Review Change Order: 206133

Please review the following charge for change order 200180. Please double check to make sure that the billing amount is correct.

Change Order: 206133  
 Original Quote: [200180](#)  
 Job Title: Environmental Services Program - Laminated Signs  
 Description: Environmental Services Program: laminated signs 5.5 x 8.5 flat; 5.75 x 8.75 w/sealed edge laminate. Sealed edge laminat  
 Supplier Name: Allegra Print and Imaging  
 Charge Amount: \$370.00

**3**

### Change Order Charge Detail:

Supplier Document No.  
 49120

Attached Document

*Type/Reason Code	Description	*Charge
Additional Quantity requested	Requested 500 more laminated bathroom service signs	370.0000
Postage	(This is only for postage that was not previously collected on this project )	
	Subtotal	\$370.00

**4**

If you agree with the amount of the charge on the change order, click Approve to finish the process.

If you disagree with the amount of the charge on the change order, provide information to the supplier why the change order is disputed, then click Dispute button.

**5**