1. 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.

```
Dear Manager/ePro Req Approver,

The quote below requires your approval. You have been identified as the financial approver for this project.

<table>
<thead>
<tr>
<th>Requestor Uniqname</th>
<th>robincc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quote</td>
<td>100485</td>
</tr>
<tr>
<td>Quote Title</td>
<td>sfw test 2/6</td>
</tr>
<tr>
<td>Supplied Selected</td>
<td>Test-Advance Print and Graphics</td>
</tr>
<tr>
<td>Selected Amount</td>
<td>62039</td>
</tr>
</tbody>
</table>

The requestor has included recommendations for the supplier, quantity, and reason for selection.

To make the final approval click [here], and then check "confirm" box and "submit" button at the bottom of the page.

Thank you,
University of Michigan, Procurement Services
QTO-Support Team
QTO.Support@umich.edu
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2. The link above will direct you to this QTO page. From here click on the “View Bids” button.
3. 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.

4. After your review of this information simply check the “Confirm Selection” box and click on the “Submit” button.
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.

1. Select the “Quote Approval” tab and click on “Change Orders.” This will provide a list of outstanding “Change Orders” submitted by Suppliers.
2. 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.”

3. 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.

4. An “Approved” Change Order will create a PO for the supplier to bill against.

5. 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.