Managing Submitted Request Forms (Viewing Status, Adding Comments, and Editing)

Once a Contract, Sourcing, or Supplier Request Form has been submitted, log in to **Guided BUying** to check the approval status or view/add comments. Once a form is approved or denied you will receive email notification, but when comments are added you will not receive an email notification.

1 Click the **Your Requests tab** on the **Guided BUying** homepage to view submitted forms.

2 Click **Custom forms**.

3 Filter requests display and search.

4 View submitted requests included status. Click request to view further details.

Once you have selected the form for editing, you can add comments and additional approvers.

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Review request details.

Actions:

5 **Withdraw**: Select withdraw to edit and resubmit request. After you resubmit, the approval process restarts.

6 **Approval Workflow:** View and edit approvers. Editing approvers allows you to add a parallel approver

7 **Comments:** Enter a comment (i.e., a note to a team member in Sourcing & Procurement) and click **Add.**

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A form can be denied for insufficient information or because a supplier cannot be registered with the University. Requisitioners will receive an email notification when a form is rejected and can view comments, edit the request, and resubmit if applicable.
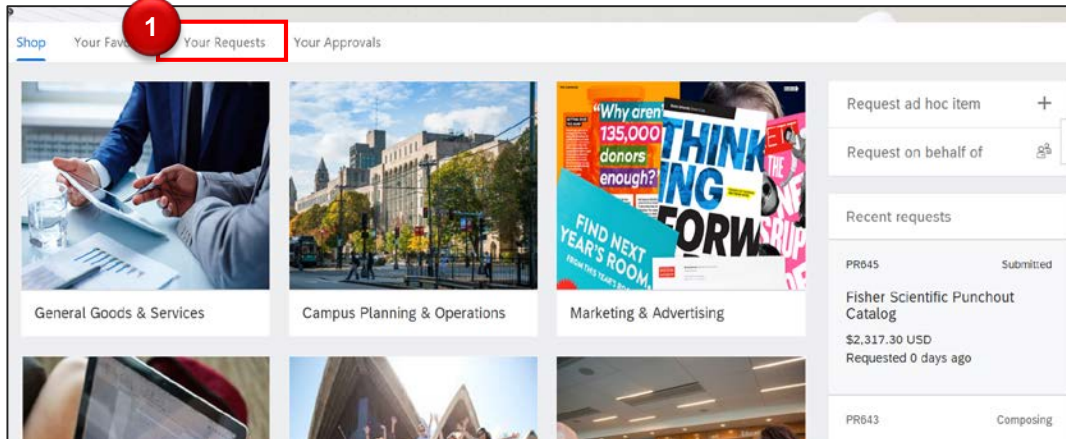

1 Click the **Your Requests** tab on the **Guided BUying** homepage to view submitted forms.

2 Click **Custom forms**.

3 Filter requests display and search.

4 View submitted requests included status. Click request to view further details.

If a form is **denied,** click the request to view details and make required edits, if applicable.

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If the form is denied, you will be able to view comments, edit the request, and resubmit if applicable.

Scroll down to the comments section to see reason for denial.

5 Add a comment and click **Add.**

6 To edit the request, scroll up and click **Edit**.

7 The form is now editable and changes can be made. Once complete, click **Submit**. The form will be sent for reapproval.

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