Handling “requires change” status on a contract approval:

When an approver has selected “requires change” on an approval, and the revised attachment has been uploaded and is time to send it back to the approver for review, to notify the approver to review again the contract manager must:

- open and edit the approval record that is in requires change status in edit mode (on the approvals tab of the contract)

- add notes in the approval notes section indicating what was done to satisfy the changes requested
- click the “resend for approval” button which sets the approval status back to pending and in the approver’s queue rather than the contract manager’s