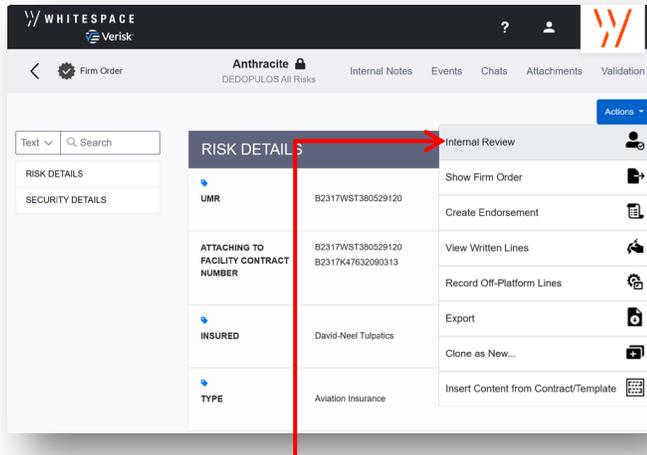


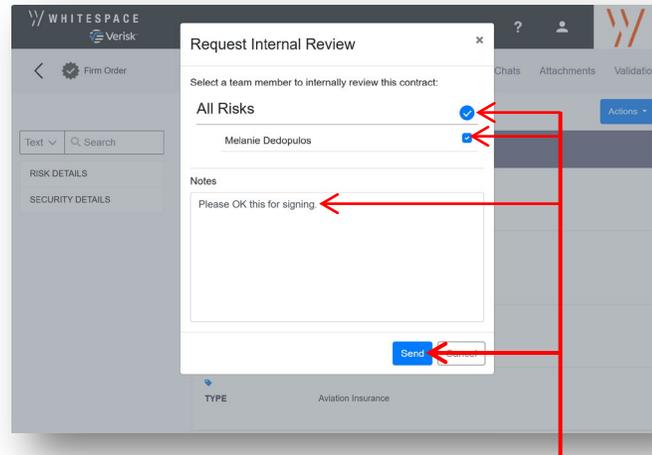
# The Internal Review Process

1.



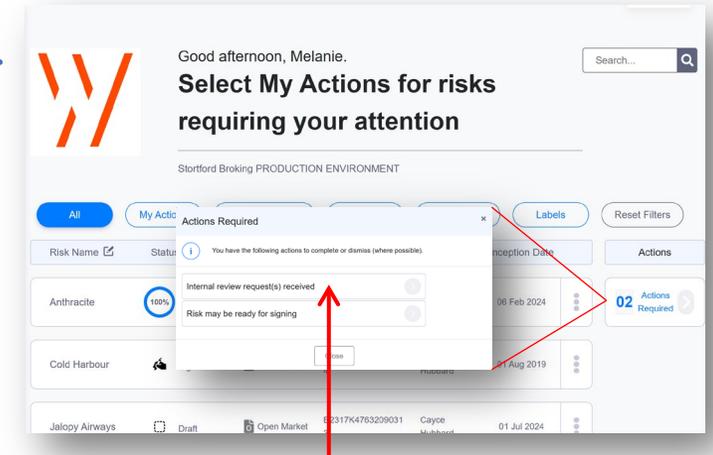
To request a colleague's internal review for a specific contract instance, open the contract and select 'Internal Review' from the blue drop-down 'Actions' menu. If your team has no members able to review the contract, this option is hidden.

2.



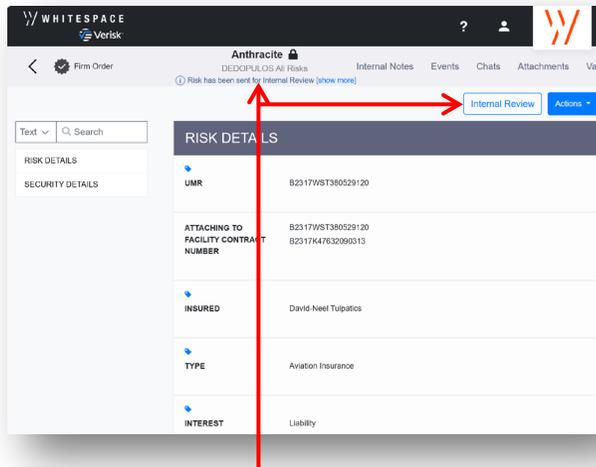
Available Internal Reviewers on your team are displayed. You may select an individual or the team in general. Add a note if desired, and click 'Send' to start the review process.

3.



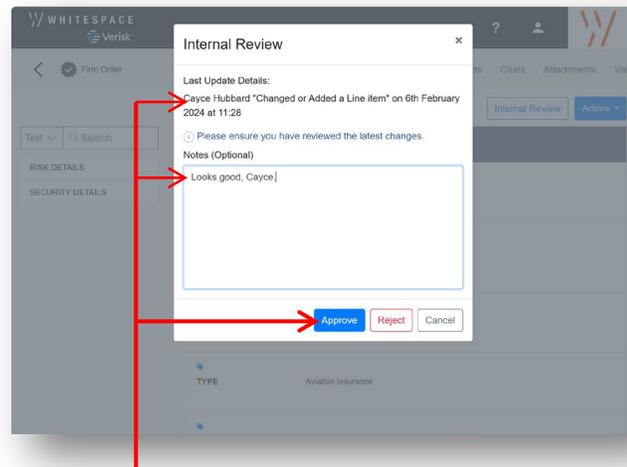
Valid potential reviewers of the contract will receive an action notification that a review has been requested. Please note that mandatory reviews can also be set to trigger automatically at specific contract stages.

4.



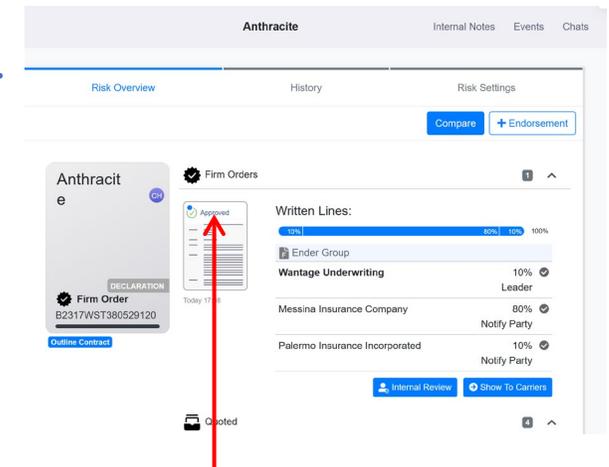
Review contracts are marked with an Internal Review notice. To perform a review, read the contract carefully and then click the 'Internal Review' button next to the blue drop-down 'Actions' menu.

5.



The 'Internal Review' pane summarises recent document changes and provides space for explanatory notes. Click 'Approve' to approve the contract, or 'Reject' to reject it.

6.



Once the contract has been approved or rejected, its internal review status, displayed on the Overview tab, changes from 'Pending Review' to 'Approved' or 'Declined' as appropriate.