The Contract Review Form is used to route contracts to Procurement Services for review and signature in accordance with the University Contract Approval and Signature Authority Policy (http://policies.emory.edu/1.2). Individuals are not permitted to sign contracts on behalf of the university unless stipulated in the aforementioned policy. The form allows for immediate or future payment to the contracting supplier.

1. Select the Contract Review Form icon found in Showcased Services.

2. Complete the Contract Review Form quadrant.

3. Complete the Additional Information quadrant.

Refer to the Emory Express User Manual for additional information on Proceed To Checkout, Checking Status, and Invoice Review.

4. Complete the Payment Information. For New Suppliers attach a supplier W9 or W8-BEN and ACH form. Payment will route from this form. DO NOT SUBMIT A CHECK REQUEST.
   a) Enter the Supplier Name. If this is a New Supplier, attach a supplier W9 or W8-BEN and ACH form.
   b) If you only need a PO and the invoice will be mailed at a later time, select the Emory will be invoiced option. A PO will remit to the supplier. Payment will not generate until they present an invoice to Payment Services. Proceed to the Final Instruction section.
   c) If you need to generate payment from this form, select the Remit Deposit/Advanced Payment… option. Complete the remaining invoice fields and attach the invoice.

5. Attach the contract in an editable format (i.e. MS Word) and all communications between Emory University and the supplier. For immediate payments, also attach the invoice and new supplier documentation if applicable (see 4a).

6. Click the Go button.

7. Proceed to Checkout.

8. Edit your SmartKey and Account Code. Save.

9. Select Final Review. Edit your Ship To address if needed. Place Order.