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.

![Contract Review Form](image)

2. Complete the Contract Review Form quadrant.

![Contract Review Form](image)

3. Complete the Additional Information quadrant.

![Additional Information](image)

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.

5. Attach the contract in an editable format (i.e. MS Word) and all communications between the 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. For projects ending within 60 days, select the General link and Check the Grant Purchase Validation box. Save. *See manual for certification language.


10. Select Final Review. Edit your Ship To address if needed. Check Budget and Place Order. Review the History link if the order fails budget check. Correct error, Budget check and Place Order.

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