

Assigning Contracts/Contract Requests to OBFS for Review

An existing Contract/Contract Request can be sent to OBFS for review via the Checklist. See the *Routing via Checklist and Assigning Items* job aid or the *Checklist Descriptions* job aid for more assistance.

1.	Select the Assign Item link, or right-click on the Assign to OBFS Reviewer Item Name and select Assign Item from the actions menu.
2.	Type in the first few characters of the appropriate OBFS role in the User/Role text box, and the drop down list will narrow your selections. <ul style="list-style-type: none"> • UIUC: 1_purchasing_reviewer or 1_avp_office reviewer • UIC: 2_purchasing_reviewer or 2_obds_reviewer • UIS: 4_purchasing_reviewer
3.	In the Reject To field, either type the name of the User or the Role you would like to receive notification if the item is rejected by the assignee, or click the down arrow and scroll through the list of options.
	Note: If this field is left blank and the task is rejected, the user who assigned the task will be notified by default.
4.	In the Notify When Complete field, either type the name of the User or the Role you would like to receive notification when the item is completed, or click the down arrow and scroll through the list of options.
	IMPORTANT: It is strongly recommended to always populate this field. If this field is left blank, no notification will be sent when the task is completed.
5.	Type in a Due Date or select a Due Date using the calendar icon.
6.	Click Assign Item .
	Note: At this point, the person(s) in the role to which this task has just been assigned receives an iCS notification in their My Tasks list, as well as an email notification.
7.	Click the Close command button
	Note: When the assigned task in the Checklist has been completed, the system will send an email notification to the user or role populated in the Notify When Complete field.