Sourcing Event Approval

1. After creating a sourcing event, it needs approval from designated approvers before it can be published. The Designated Approver(s) in the Sourcing Event Workflow will receive an email and an 'Action Item' (Flag Icon) in JAGGAER that the Request form has been submitted and is in Workflow awaiting approval. The Approver can access the Request Form to approve in multiple ways:

- Menu Navigation: **Sourcing > Approvals > Sourcing Events To Approve**
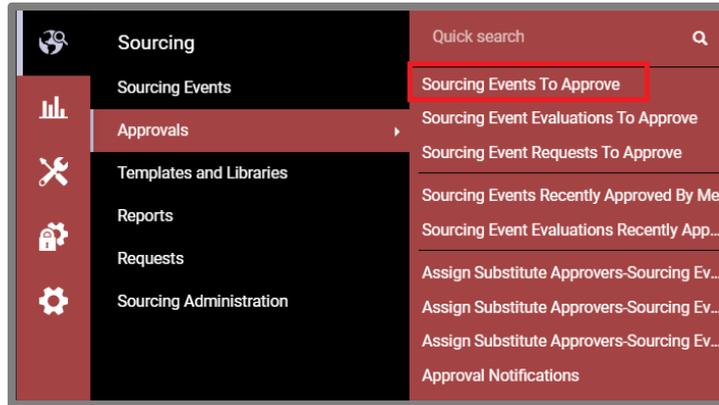
- Action Items (Flag Icon in Top Right of Screen): Click on the Flag and Click on the Item to Approve
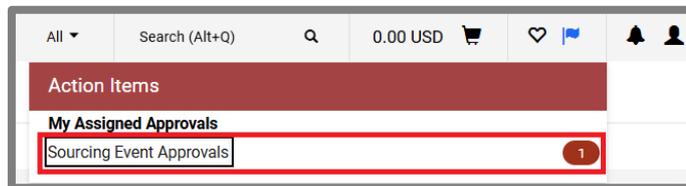
- Quick Links (Widget in Sourcing Dashboard): My Sourcing Events to Approve
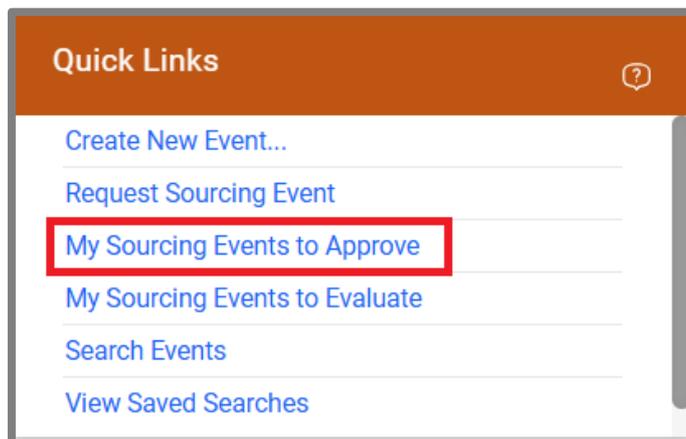
2. The Designated Approver clicks on the Event Number to Open it for Review and Approval.
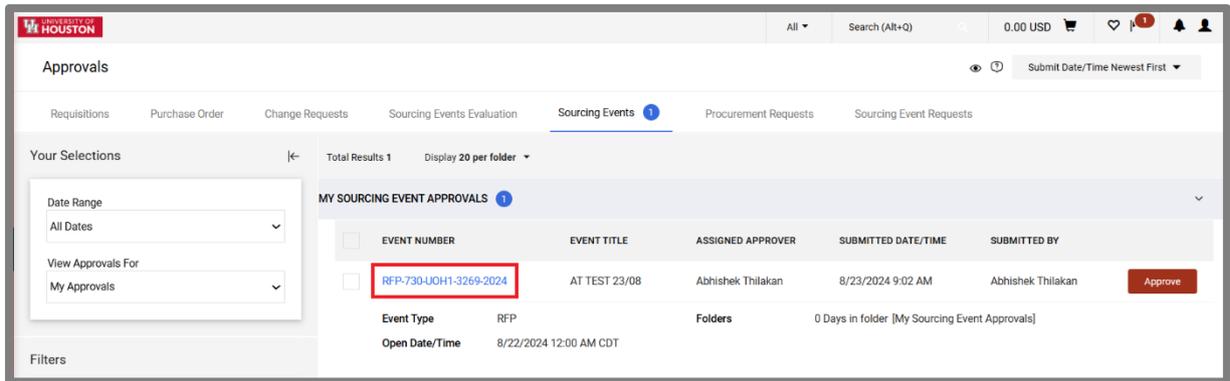
3. After reviewing the event, the Approver clicks on the Workflow Actions button and selects one of the following:

   • Approve (select to Approve request)
   • Assign to Myself (select to return it to the Requester. Note: other menu options become available if you assign it to yourself)
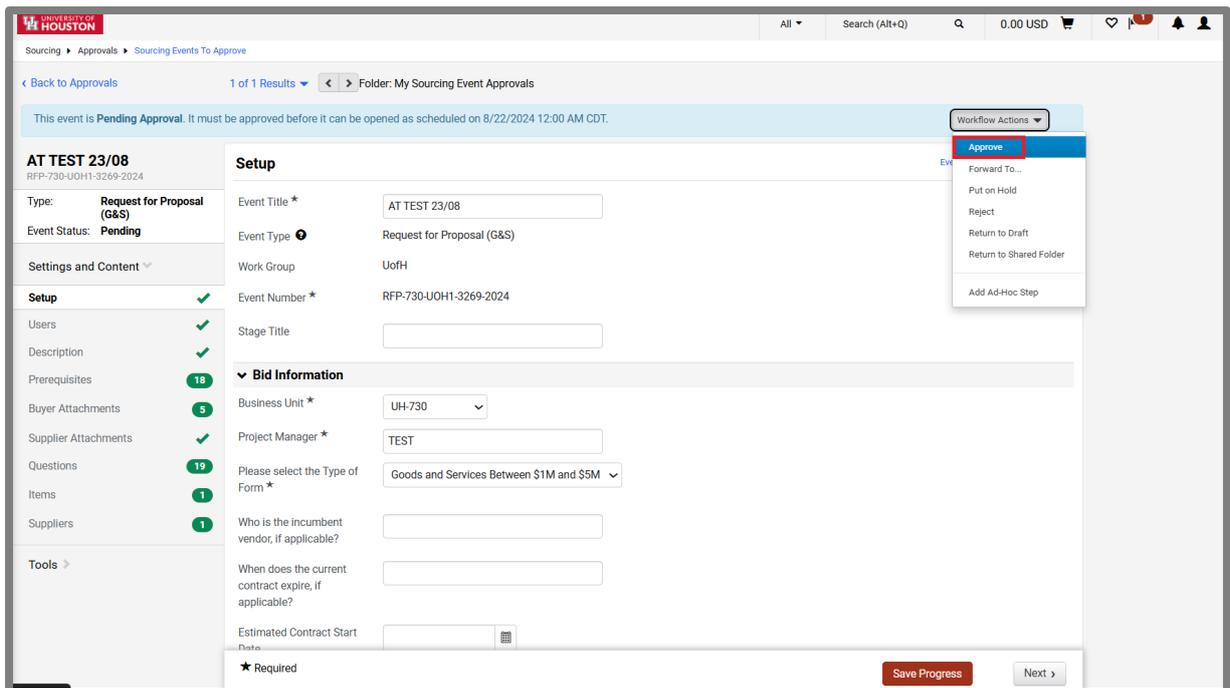
4. The Approver also has the option to add an Ad-hoc approval step, if required. To do this, click on Add Ad-Hoc Step under Workflow Actions.

5. You can set the position of the ad-hoc step, name the step, and assign one or more approvers. Click *Save* to finalize these settings.
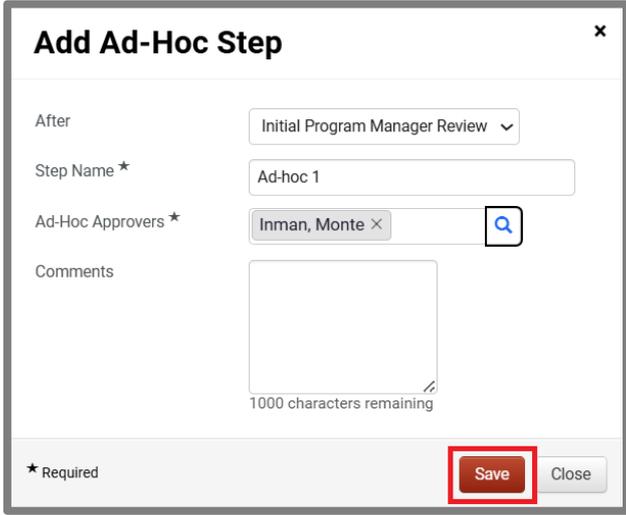
6. To confirm the addition of the new ad-hoc step, navigate to the Approvals Tab under Tools. The new step will be displayed there.