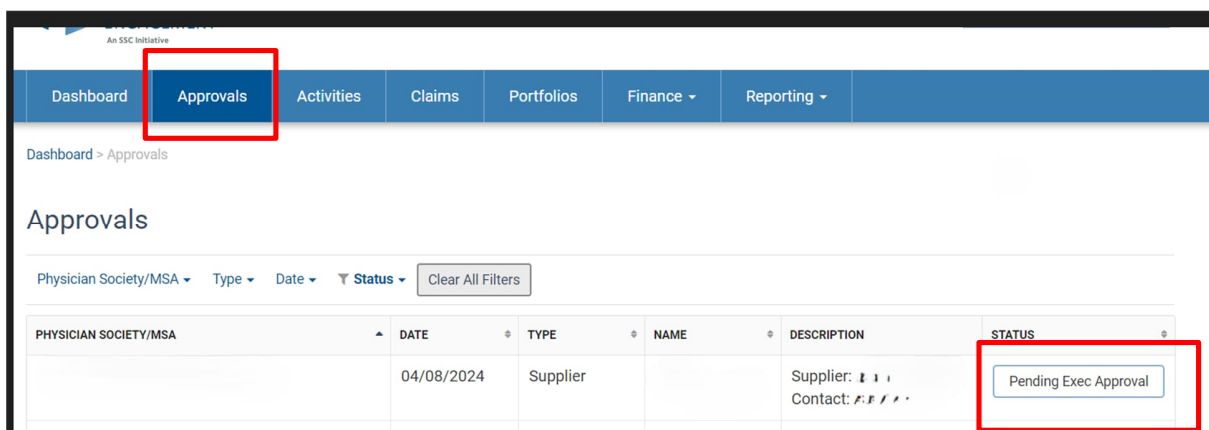


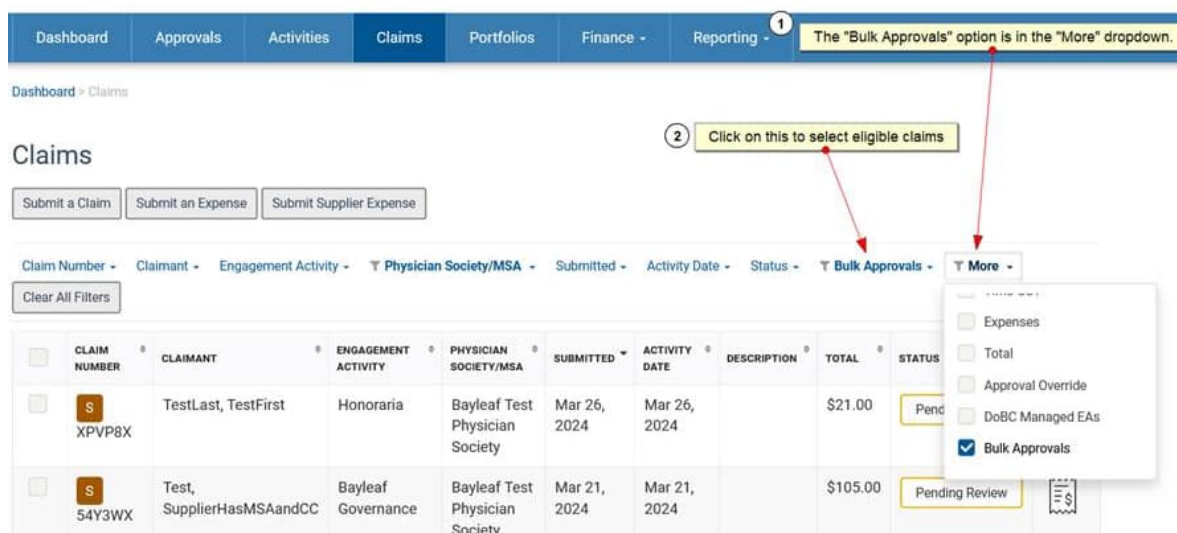
# FEMS Tip Sheet: How to Approve Supplier Claims - Executive

## How to approve them in FEMS

1. Click on the approvals tab in FEMS, this will open all claims for your MSA.
  - a. MSA executives will see all claims, activities, and suppliers that require approval within one main dashboard.
  - b. Items in "Pending Exec Approval are those that require approval by an MSA executive.



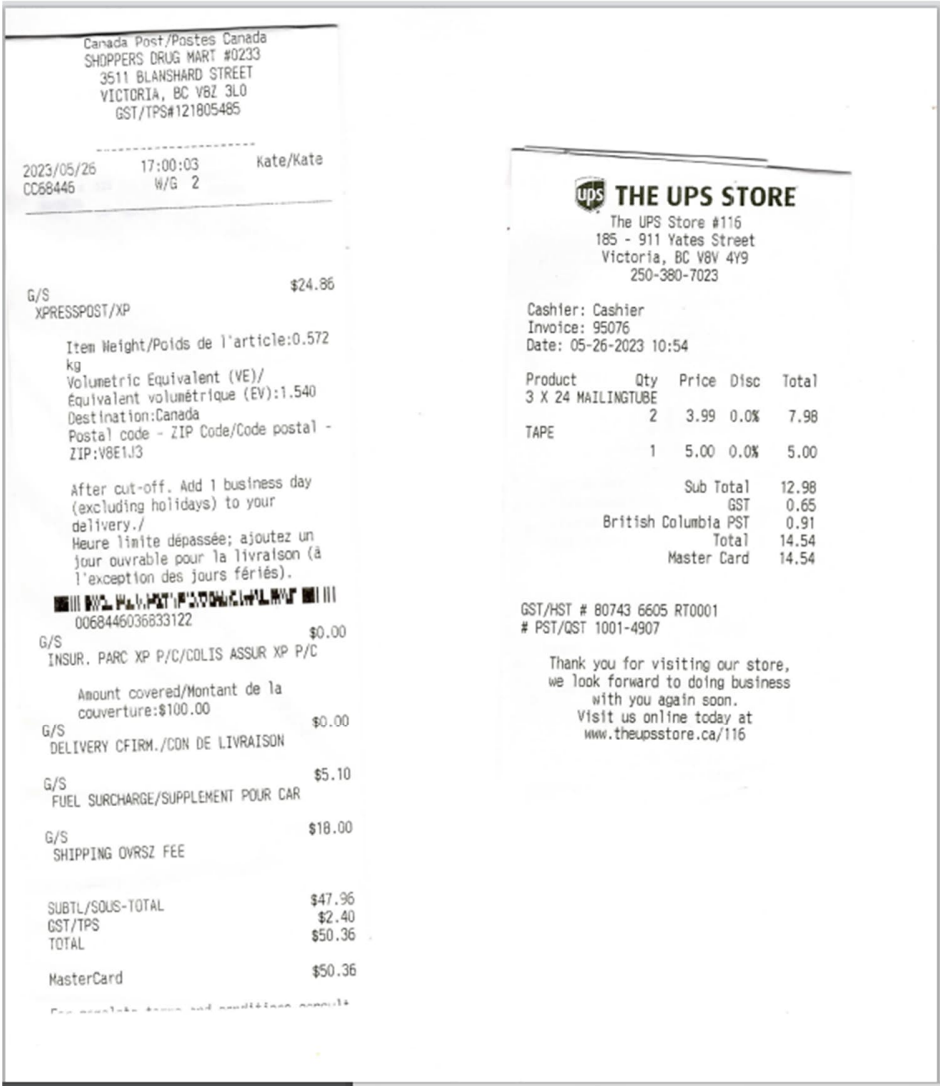
2. Credit card claims are eligible for the bulk approval process for MSA executives.
  - a. Click the **Claim** Tab, filter the **More** option to **Bulk Approvals**, and then the **Bulk Approvals** option.
  - b. Receipts will be on the right and the click all or individual on the left.



# FEMS Tip Sheet: How to Approve Supplier Claims - Executive



- 3. Things to consider prior to approving a supplier claim:**
- a. Is the receipt attached detailed with vendor information, details of services/goods purchased, dates of each service performed and/or a detailed item list of things purchased?
  - b. Is the receipt from a known vendor or supplier that can be verified easily and completely?
  - c. Does the total amount meet reasonable expectations of costs to the MSA?



# FEMS Tip Sheet: How to Approve Supplier Claims - Executive



4. If a claim is not approved, please click on the individual claim on the dashboard. From here, there are 4 choices.
- a. **Request Further Information** will open a dialogue box to put in a comment to the claimant if there are questions that need to be answered prior to approval.
  - b. **Decline** is used if the claim is not valid and should not be paid – a dialogue box will open to put in a comment to explain why it was declined.
  - c. **Adjust** can be used to correct some common misinformation, like the date or time or activity.
  - d. **Add Comment** opens a dialogue box to add an optional comment to the claim.
  - e. If, after reviewing the individual claim, you wish to approve the claim after all, you can choose the **Review Complete – Approve** choice.

Claim #X8DDK3 Pending Review ← Back to Claims

Request Further Info
Decline
Adjust
Add Comment
Review Complete - Approve

5. Below is a diagram of how claims flow into different workflows for approval. Most supplier claims can be approved by the MSA’s administrator, with a small amount flowing to the MSA executives.

