

Table of Contents

eject a Contract or Agreement1



Reject a Contract or Agreement

Each user is provided the controls and permissions according to the role. ICM has the following predefined user roles for the Agreements feature:

- Contract Admin
- Primary owner
- Approver
- Reviewer
- Deviation approver

If you reject an agreement, ensure that you provide an appropriate reason for rejection.

To reject an agreement:

- 1. On the ICM Home page, click **Notifications.**
- 2. On the *Notifications* page under *Tasks* tab, click the **Agreement** name that you want to reject.

0 0 = 1	Roard Notification		Aprendet	Associated	Templates	Ciavaes	Contract	And the second	0 0 100	
Home - No	Gutuni				_					
Tasks	Notifications (Commitment	s							
	MSA MSA fe	ic IT services (ICMMSA_189)	is waiting for	review by Pra	jakta Sane				
	MSA Salary	Structure (ICA	MMSA_187) is 1	waiting for app	proval by Praj	akta Sane				
	ContractTyp	e CTforAsDoc	Legal (Contrac	(Type_251) is	waiting for ap	proval by Pra	jakta Sane			
9	MSA (ICMM	SA 1851 is wa	iting for appro	val by Praiakt	approvacoy i a Sane	тајакта запе				
	Offer Letter	OCMOfferLett	er_28) is waitin	ing for approve	al by Prajakta	Sane				
	ContractTyp	e LaptopMain	tenance (Contr	actType_248)	is waiting for	approval by P	rajakta Sane			
	ContractTyp	e LaptopMain	tenanceAgreer	nent (Contract	(Type, 247) is	waiting for ap	proval by Pra	jakta Sane		
	ContractTyp	e MasterServi	cesAgreement	(ContractType	246) is wait	ing for approv	al by Prajakta	Sane		
	Appointmen	t Letter (ICMA	oppointmentLe	tter, 327) is w	aiting for app	roval by Praja	kta Sane			

3. On the Agreement Details page, click **Reject** to reject the agreement.



		MSA - Summary			(≅	16 19 12 16 19 12
Agreement Filmony	0	Status : Review Pending	from Prajakta Sane			
Datam Petromo Services Hidawy		Created By Organization Unit Details	CUM Admin Apartis	Created On	05/05/2026	
Associations Deviations Amondments	Θ	General Mite Artick price Despiter only				
Convoltment Agreement Classes Team Notes Reports	Ø	Created Date Type Of Paper Account Address1	divangese Own Pune	Created By Contract Type Name Account address2	CLM Admin ICM/IGA Bangatow	

4. If you have rejected the agreement, the **Add Note** page appears.

D	1	<u>U</u>	ape	1.55	Ξ	+ <u>=</u>	S	х,	×	III	#	≣	궴	=			
Form	nat			~	(inheri	ited fo	nt)	~	(ir	nherite	d size)		~	A	~	0)	~

5. Enter the appropriate reason for rejecting the agreement and select the appropriate reason code. Then click **Add.**

Once you have rejected the agreement, it goes back to the **Draft** state.