#### Name

#### **PURPOSE**

This Quick Reference Guide (QRG) is designed to show the steps needed to approve Requisitions in SAP Ariba via both the Guided Buying interface and via email. When approving requests via email, you must SEND the email to process!

## HELPFUL HINTS

- · Assemble all supporting documentation prior to beginning work in SAP Ariba.
- For the best experience, please use the following browsers:

Google Chrome (64-bit) Apple Safari (64-bit)

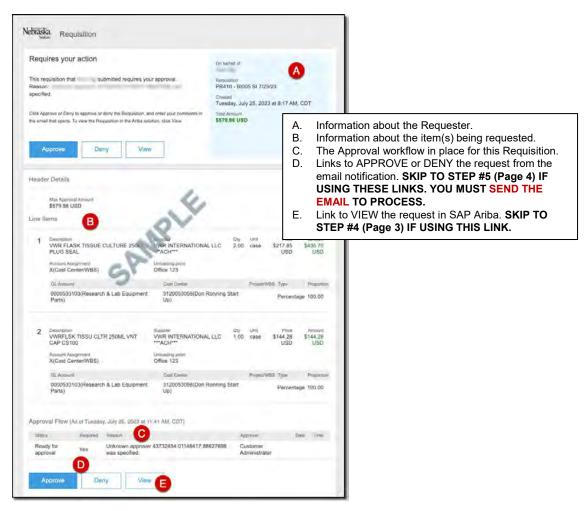
Microsoft Edge (32-bit)

Microsoft Edge Chromium (32-bit and 64-bit)

Mozilla Firefox (64-bit)

### PROCEDURE

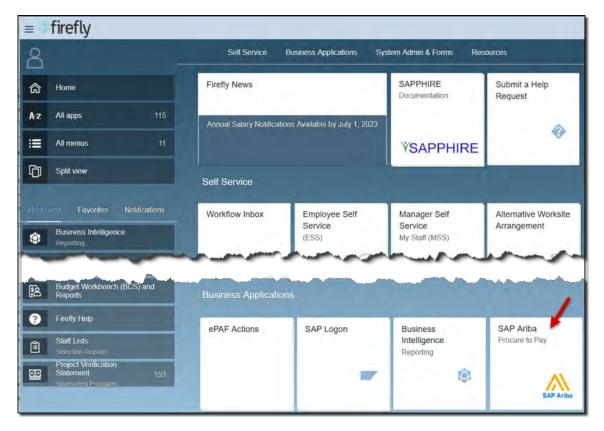
1. You will receive an email notification from the SAP Ariba system when your approval is required (refer sample email below). The email contains important information about the request. Review the email as noted below.



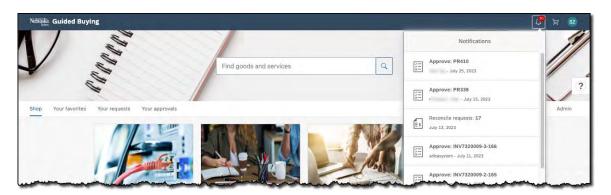
Updated: 11/21/2023

## **PROCEDURE (CONTINUED)**

2. Access SAP Ariba by clicking the "SAP Ariba – Procure to Pay" tile in Firefly.



3. Click the "Notification" icon and select the Request to review from the drop-down menu.



# **PROCEDURE (CONTINUED)**

5 SI 7/25/23 st details / PR410						Deny
0.1.0					G	
Submitted Approval Flow	A				Click on the line to add approvers	
	•					
Request		Customer Admir	nistrat		Approved	
Comments	B				workflow in place for des are in "green" ar	
Write your comment			are	e in "blue." mments (if a	-	
			C. At	achments (i	f applicable)	oition
Attachments	C		E. Inf	ormation ab	nation for the Requis out the item(s) being	request
다. Drag and drop file	here, or browse to upload, then click the Add bu	itton.	ар	plicable).	ns completed on the OVE or DENY the R	
Ship to	D Charge	to		Total Cost	\$579.98 USD	
1100 No 17th St Lincoln, NE 68588-0699 United States	GL Accour Parts))	nt (0000533103 (Rese	arch & Lab Equipment	Net Amount	\$579.98 USD	
		✓ Show advances	d options			
Items (2)	8					
		Quantity	Price		Net Amount	
5 6	VWR FLASK TISSUE CULTURE 250ML PLUG SEAL	2 case	\$217.85 1	ISD	\$435.70 USD	
	0000152396 (VWR INTERNATIONAL LLC ***ACH***)				Gross Amount (i) \$435.70 USD	
	VWRFLSK TISSU CLTR 250ML	Quantity 1 case	Price \$144.28 U	ISD	Net Amount \$144.28 USD	
>	VNT CAP CS100 0000152396 (VWR INTERNATIONAL LLC ***ACH***)				Gross Amount ① \$144.28 USD	
History	B					
Date	Real User	User	Action	Summary		
			Submitted	PR410 submitted for		

4. The Requisition details display. Review as noted below.

#### Name

Updated: 11/21/2023

### **PROCEDURE (CONTINUED)**

5. The approver receives an email similar to the one shown below. Click the "Approve" button to approve. The approver can also deny and/or view.

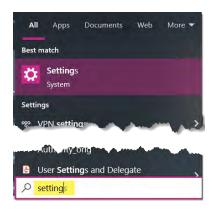
braska System Requisition	
Requires your action	On benall of Michelle E. Thompson
This requisition that Michelle E. Thompson submitted requires your approval Reason: NeBIS Functional.	Requisition PR2296 - test
Slick Approve to Deny to approve or deny the Requisition, and enter your comments in the email hat opens. To view the Requisition in the Ariba sciulion, citick View.	Created Monday, February 19, 2024 at 8:48 AM, CST
Approve Deny View	Total Amouna \$15.00 USD

5.1 If Microsoft Outlook is not set up as the default email application, a list of email applications may display (see below) when a button is clicked. Follow the steps on the following pages to set Outlook as the default email application. This is a one-time set up.

Add an a	account	×
•	Outlook.com Outlook.com, Live.com, Hotmail, MSN	
0	Office 365 Office 365, Exchange	
G	Google	
	Yahoo!	
	iCloud	
	Other account POP, IMAP	
\$	Advanced setup	

### **PROCEDURE (CONTINUED)**

5.2 Go to "Settings" on your machine. You can search for Settings in the Search field.



5.3 In the PC's settings window, search for "Mail" and click "Choose a default email app".

		Windows Settings		
		mail	×	
		Add, remove, or manage email accounts		
д	System	E Choose a default email app		Phone
	Display, sound, notifications, power	Email & accounts		Link your Android, iPhone
	Network & Internet Wi Fi, airplane mode. VPN	Personalization Background, lock screen, colors		<b>Apps</b> Uninstall, defaults

5.4 Click "Mail" and select "Outlook". Outlook will open the next time you click a button from the email.

	Choose an app
Default apps	Mail Recommended for Windows 10
Choose default apps Email	Firefox
Mail	Google Chrome
Maps	Microsoft Edge
• Maps	Outlook



# **PROCEDURE (CONTINUED)**

6. After clicking the APPROVE or DENY links, you will have the opportunity to enter comments. NOTE: You should <u>always</u> include a comment back to the Requester when you DENY a Requisition (i.e., to inform the Requester of the reason for the denial). The comment box displays. Enter comments, as needed and click "Approve/Deny".

Approve request			×
Enter an optional comment	for the requester.		
		Cancel	Approva

# **APPROVING VIA EMAIL**

A pre-populated reply email will display. Do not edit or delete any of the text highlighted in the image below. Comments can be entered only in the area indicated below (in red font). The final step is to **SEND the email**!

To:	buyerapproval-prod3+NUSystemCHILDSITE-1-T@ansmtp.ariba.com	Cc Bcc
Subject:	Approve PR303	Priority
Calibri	♡Ħ ♡▲▾ B I U S ∀▾ ∷ ☷ ☷ ☴▾∈ ≔ 单 ☑▾♡ ▦▾ ỗ 및	7 6・9 2 司
	omments section. Enter your comments starting on the next line:] >>REPLY TEXT GOES HERE<<	
	nments section:]	
the second		
IMPORTAN	NT: Send this message to approve this request.	
	NT: Send this message to approve this request.	
Do not edit		
Do not edit	lit or delete the text below this line.	
Do not edit	lit or delete the text below this line. lowActionID,NaWiAXjWT+zdZv,1jbhsk8id3grs,NaWiAE4UeJvp1I,1,NaWiAE4UeJvp1I,NUSystemCHILDSITE-1- <u>T;</u>	
Do not edit [x] Workflo Joseph Sm Maintenan	lit or delete the text below this line. lowActionID,NaWiAXjWT+zdZv,1jbhskBid3grs,NaWiAE4UeIvp1I,1,NaWiAE4UeIvp1I,NUSystemCHILDSITE-1- <u>T;</u> nith nce Supervisor	
Do not edit [x] Workflo Joseph Sm Maintenan 518C Nebr	lit or delete the text below this line. lowActionID,NaWiAXjWT+zdZv,1jbhskBid3grs,NaWiAE4UeJvp1l,1,NaWiAE4UeJvp1l,NUSystemCHILDSITE-1- <u>T;</u> nith nce Supervisor raska Hall	
Do not edit [x] Workfic Joseph Sm Maintenan 518C Nebr Lincoln, NE	lit or delete the text below this line. lowActionID,NaWiAXjWT+zdZv,1jbhskBid3grs,NaWiAE4UeJvp1 ,1,NaWiAE4UeJvp1 ,NUSystemCHILDSITE-1-T; nith nice Supervisor raska Hall IE 68588-0527	
Do not edit [x] Workflor Joseph Sm Maintenan 518C Nebr Lincoln, NE jpsmith@m	lit or delete the text below this line. lowActionID,NaWiAXjWT+zdZv,1jbhskBid3grs,NaWiAE4UeJvp1 ,1,NaWiAE4UeJvp1 ,NUSystemCHILDSITE-1-T; nith nice Supervisor raska Hall IE 68588-0527 nebraska.edu	
Do not edit [x] Workflor Joseph Sm Maintenan 518C Nebr Lincoln, NE jpsmith@m	lit or delete the text below this line. lowActionID,NaWiAXjWT+zdZv,1jbhsk8id3grs,NaWiAE4UeJvp1 ,1,NaWiAE4UeJvp1 ,NUSystemCHILDSITE-1-T; nith nce Supervisor rraska Hall IE 66588-0527 nebraska.edu	

7. Your approval/denial is complete at this point. If approval action is not taken within 14 days of a request being submitted the request will escalate to the Approver's Supervisor. Supervisor is determined by the Approver's Personal Profile.