

**PURPOSE**

This Quick Reference Guide (QRG) is designed to show the steps needed when a Requester must complete a review of documentation created in the Contract Workspace by the Buyer (e.g., IT and Accessibility Review, Payment Processing Review, Lease Financial Review, and Certificate of Insurance Review).

As a Requester, you will receive a system-generated notification indicating your review is needed. You can access the document(s) to be reviewed via that email or by logging into SAP Ariba directly.

**HELPFUL HINTS**

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

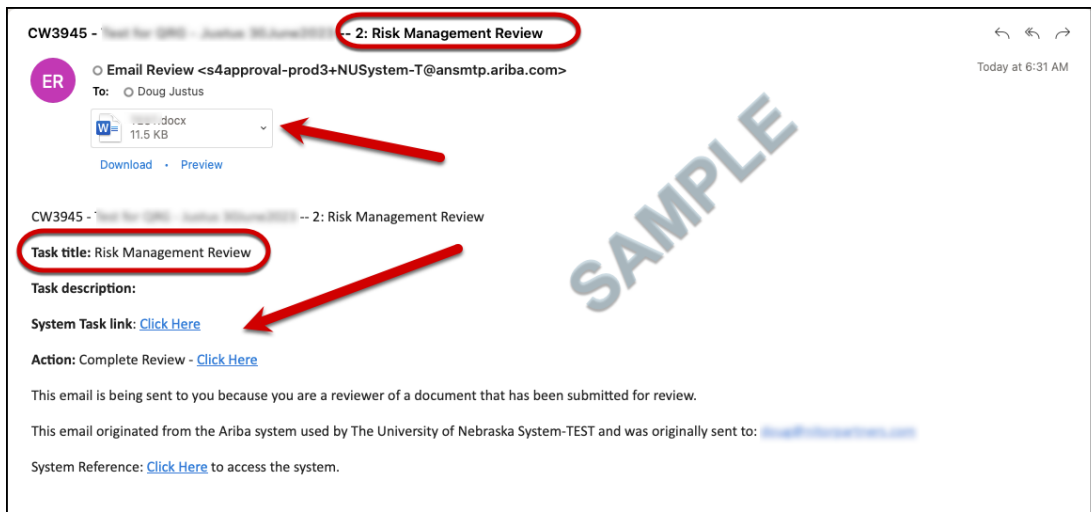
Google Chrome (64-bit)	Apple Safari (64-bit)
Microsoft Edge (32-bit)	Microsoft Edge Chromium (32-bit and 64-bit)
Mozilla Firefox (64-bit)	

**PROCEDURE**

**OPTION ONE:** Accessing via the email notification

1. The system-generated email will contain information about the Task to be completed as well as a copy of the document(s) to be reviewed.

Open the attachment(s) and review/edit, as needed. Save the file locally. Click the link in the email to access the SAP Ariba system.

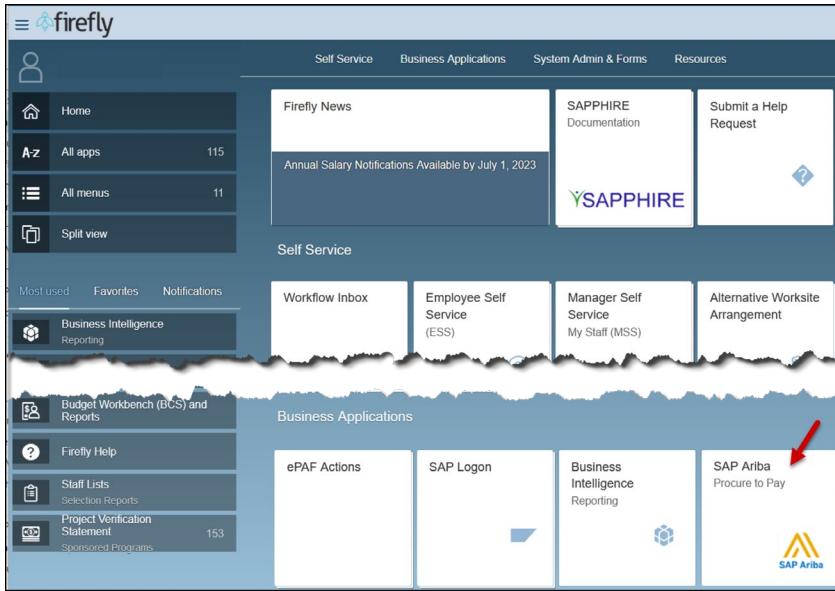


Proceed to Step #6 (page 3).

**PROCEDURE**

**OPTION TWO – Accessing in SAP Ariba**

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

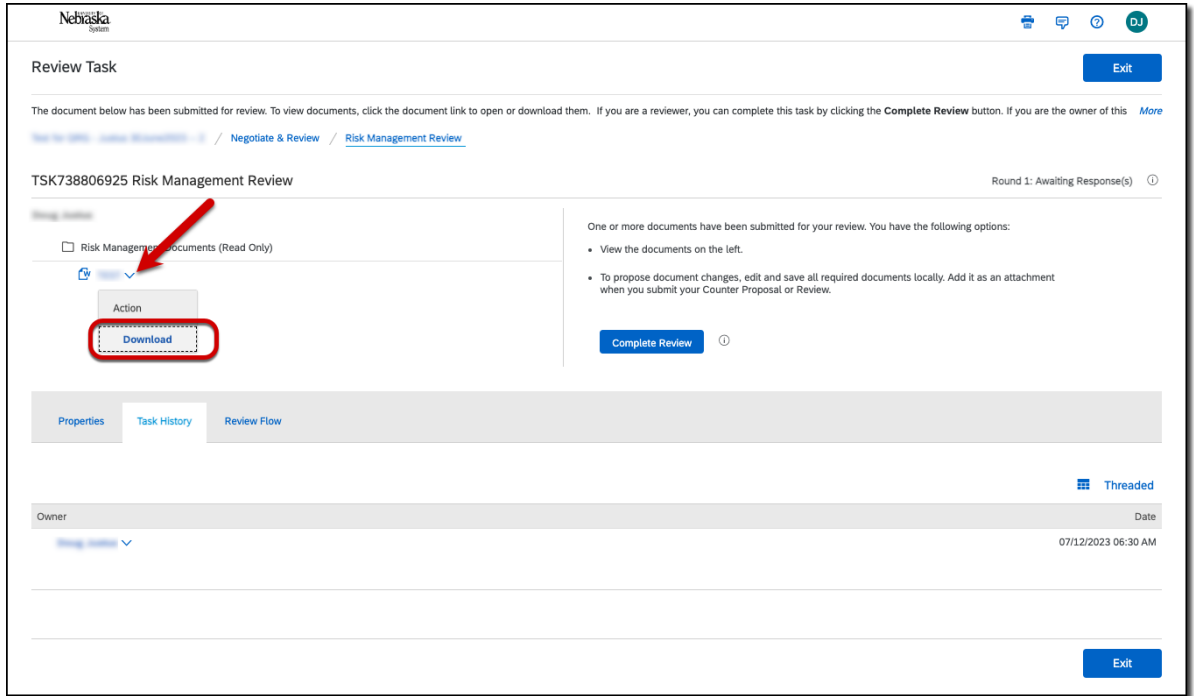


3. Locate the Task in the To-Do panel. Click the document name.

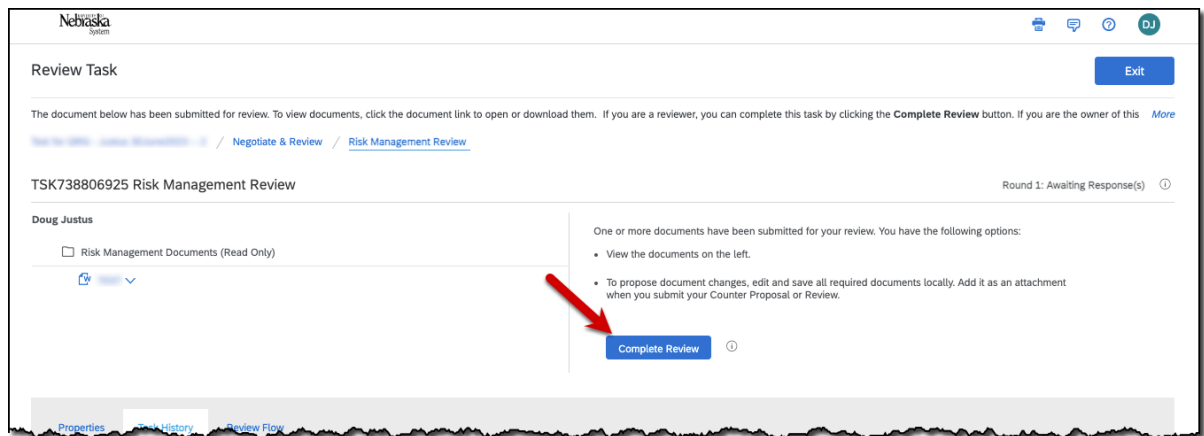
ID	Date ↓	From	Status	Title	Required Action
TSK732569522	6/30/2023	[Redacted]	In Review	Requestor: Review Scope of Work & Schedule	Open
IRCM-KP01-130	6/28/2023	Ariba P2P Test Supplier	Approving	CM-KP01 (-\$1,899.00 USD)	Approve
PR97-V2	6/27/2023	Kathya Paz	Submitted	test	Approve
IREM0626-114	6/26/2023	Ariba P2P Test Supplier	Approving	EM0626 (\$10.00 USD)	Approve
IRINV1-111	6/26/2023	Ariba P2P Test Supplier	Approving	INV1 (\$0.00 USD)	Approve
PR127	6/24/2023	Kathya Paz	Submitted	(CW3133) Auto release requisitions [Recurring, (06/24/2023)]	Approve

PROCEDURE

- 4. The Task displays. Click the drop-down by the document name and select "Download" from the drop-down menu.



- 5. Open the document and review/edit, as needed. Save the file locally.
- 6. Click "Complete Review".



PROCEDURE

7. The Review confirmation screen displays. Complete the screen as noted below. Click “OK” when complete.

Nebraska System

Reviewed

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, click **Add Attachment**. To add a reference to **More**

Message: Reviewed **A**

Access Control: ▼ [View Details](#)

Document Attach Revised Document

Risk Management Documents **B**

No file chosen  
Or drop file here

Additional Attachments **C** No items

A. (optional) Enter a comment to the Buyer.

B. Search for and select the edited file to be uploaded.

C. (optional) Click to add additional attachments.