

PURPOSE

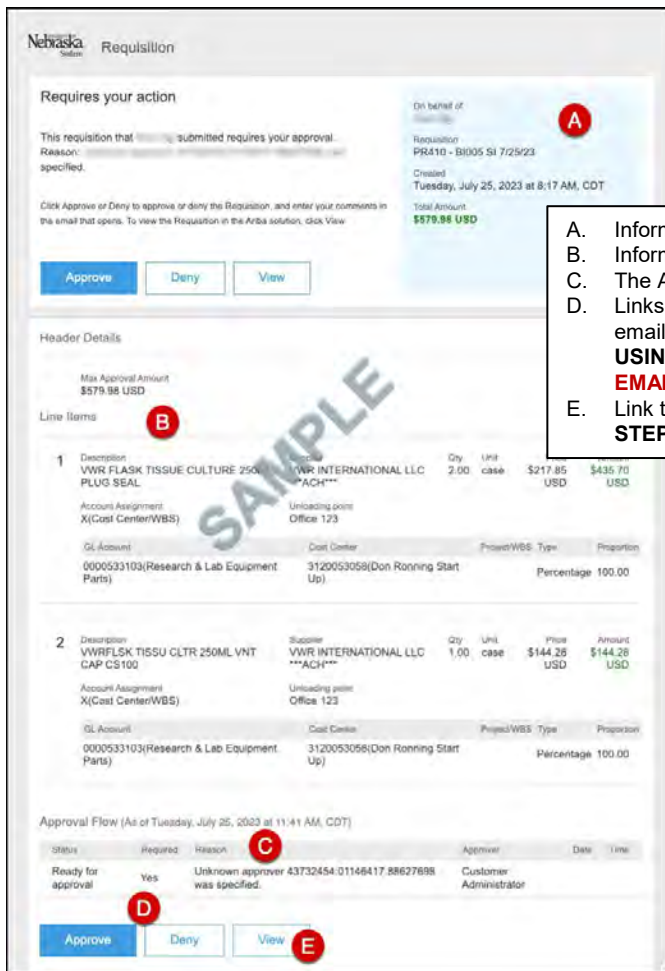
This Quick Reference Guide (QRG) is designed to show the steps needed to approve Requisitions in SAP Ariba via both the Guided Buying interface and via email. **When approving requests via email, you must SEND the email to process!**

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

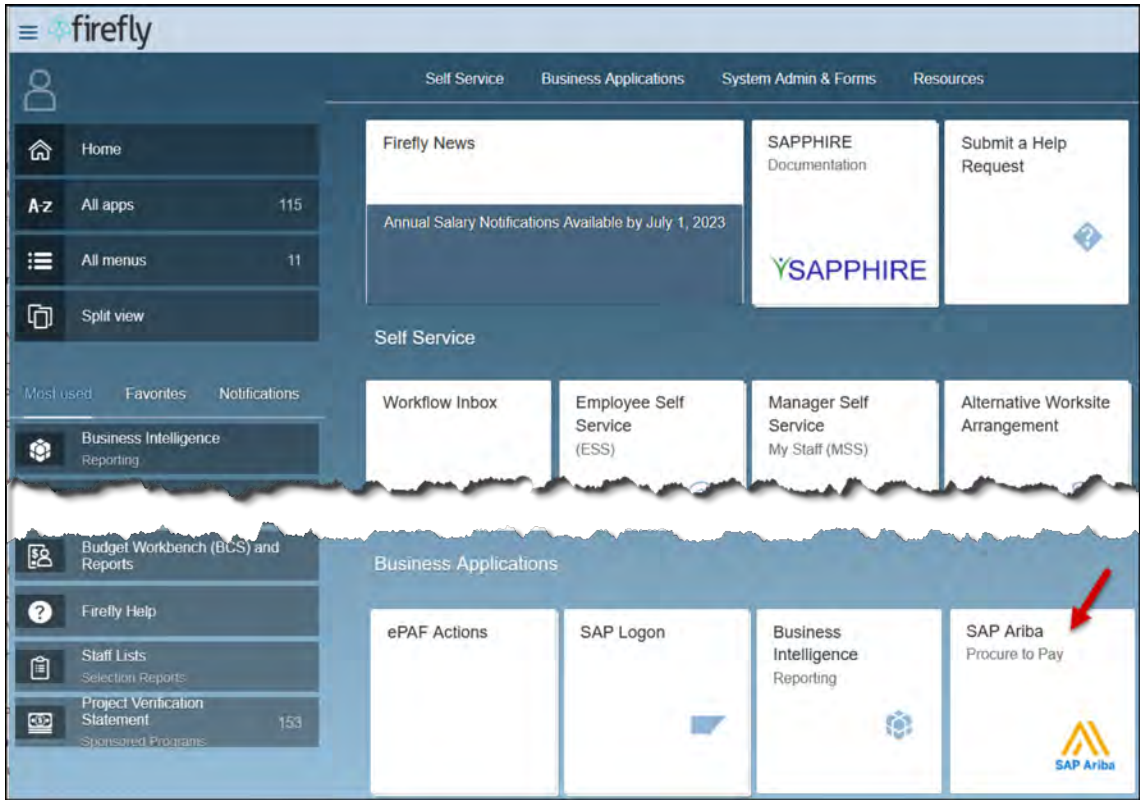
1. You will receive an email notification from the SAP Ariba system when your approval is required (refer sample email below). The email contains important information about the request. Review the email as noted below.



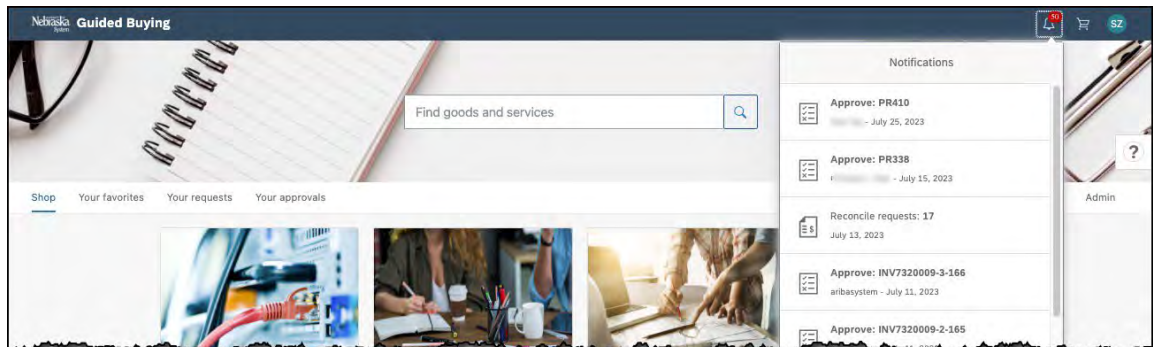
- A. Information about the Requester.
- B. Information about the item(s) being requested.
- C. The Approval workflow in place for this Requisition.
- D. Links to APPROVE or DENY the request from the email notification. **SKIP TO STEP #5 (Page 4) IF USING THESE LINKS. YOU MUST SEND THE EMAIL TO PROCESS.**
- E. Link to VIEW the request in SAP Ariba. **SKIP TO STEP #4 (Page 3) IF USING THIS LINK.**

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)

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

Submitted

Request details / PR410

Approve Deny

A Approval Flow

Request — Customer Administrat... — Approved

B Comments

Write your comment...

C Attachments

Drag and drop file here, or browse to upload, then click the Add button.

D Ship to

1100 No 17th St
Lincoln, NE 68588-0699
United States

Charge to

GL Account (0000533103 (Research & Lab Equipment Parts))

Total Cost **\$579.98 USD**

Net Amount \$579.98 USD

Show advanced options

E Items (2)

	Quantity	Price	Net Amount
VWR FLASK TISSUE CULTURE 250ML PLUG SEAL 0000152396 (VWR INTERNATIONAL LLC ***ACH***)	2 case	\$217.85 USD	\$435.70 USD
			Gross Amount ⓘ \$435.70 USD
VWRFLSK TISSU CLTR 250ML VNT CAP CS100 0000152396 (VWR INTERNATIONAL LLC ***ACH***)	1 case	\$144.28 USD	\$144.28 USD
			Gross Amount ⓘ \$144.28 USD

F History

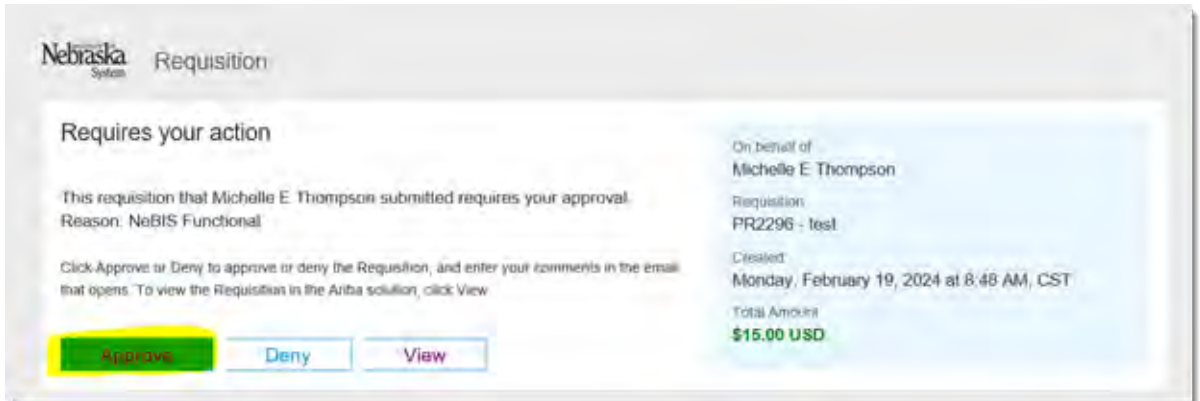
Date	Real User	User	Action	Summary
July 25, 2023 12:41 PM	Sam Ilig	Sam Ilig	Submitted	PR410 submitted for approval.

G Approve Deny

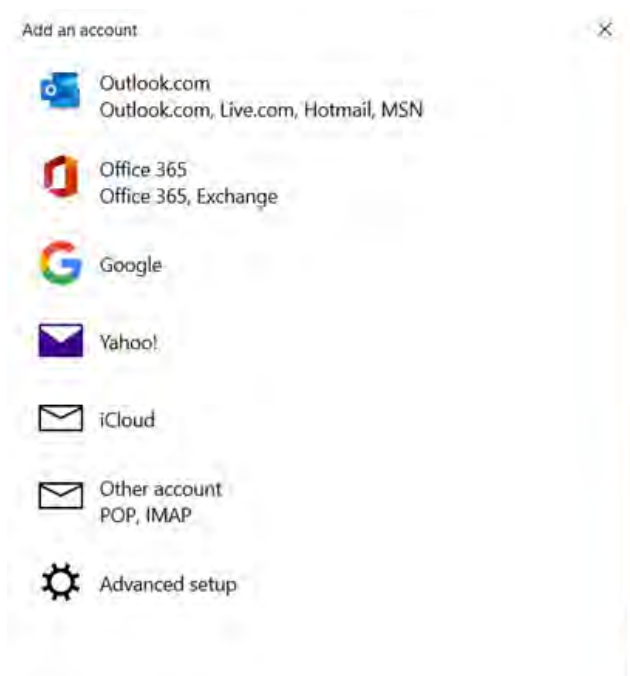
A. The Approval workflow in place for this Requisition. Completed nodes are in "green" and active nodes are in "blue."
B. Comments (if applicable).
C. Attachments (if applicable).
D. Shipping information for the Requisition.
E. Information about the item(s) being requested.
F. Previous actions completed on the Requisition (if applicable).
G. Links to APPROVE or DENY the Requisition.

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.

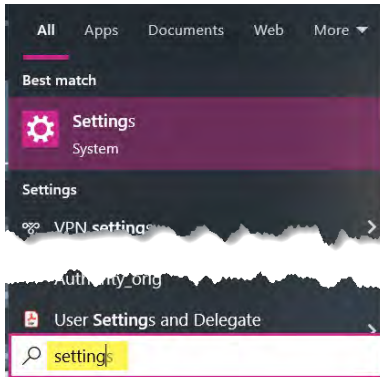


- 5.1 If Microsoft Outlook is not set up as the default email application, a list of email applications may display (see below) when a button is clicked. Follow the steps on the following pages to set Outlook as the default email application. This is a one-time set up.

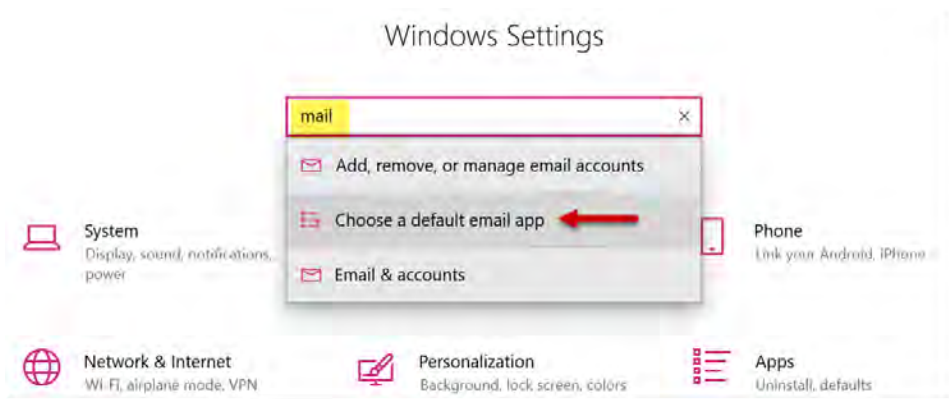


PROCEDURE (CONTINUED)

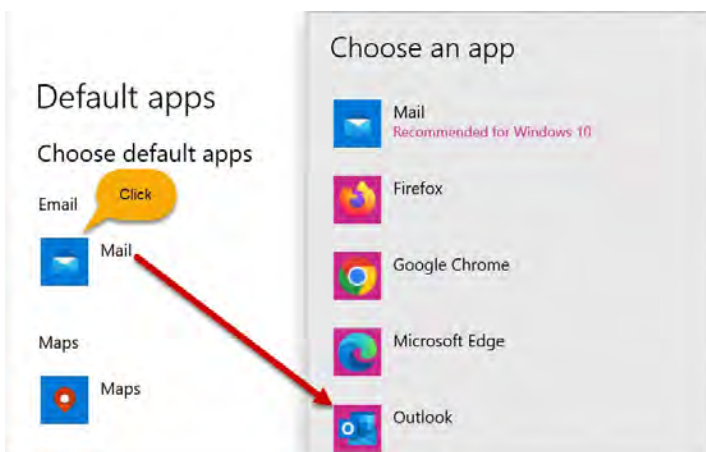
5.2 Go to “Settings” on your machine. You can search for *Settings* in the *Search* field.



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



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



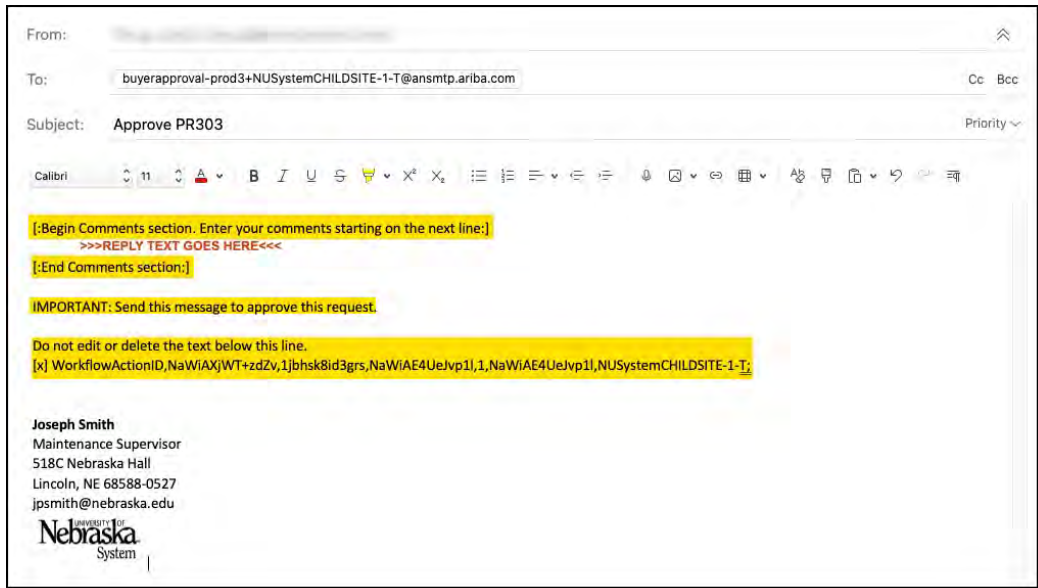
PROCEDURE (CONTINUED)

- 6. After clicking the APPROVE or DENY links, you will have the opportunity to enter comments. NOTE: You should always 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”.



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!**



- 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.