

# Create Sourcing Request

Updated: 1/4/2024

## PURPOSE

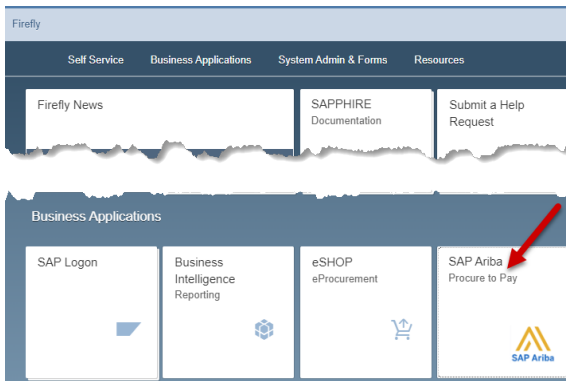
This Quick Reference Guide (QRG) is designed to show the steps needed to request a new Sourcing Request in SAP Ariba.

## HELPFUL HINTS

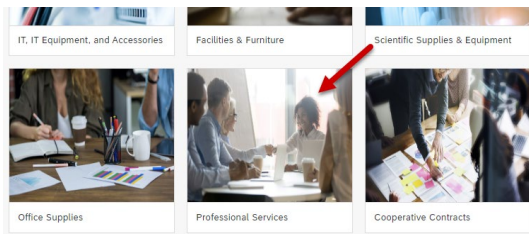
- Assemble all supporting documentation prior to beginning work in SAP Ariba.
- For the best experience, please use the following browsers:
  - Google Chrome (64-bit)
  - Apple Safari (64-bit)
  - Microsoft Edge (32-bit)
  - Microsoft Edge Chromium (32-bit and 64-bit)
  - Mozilla Firefox (64-bit)

## PROCEDURE

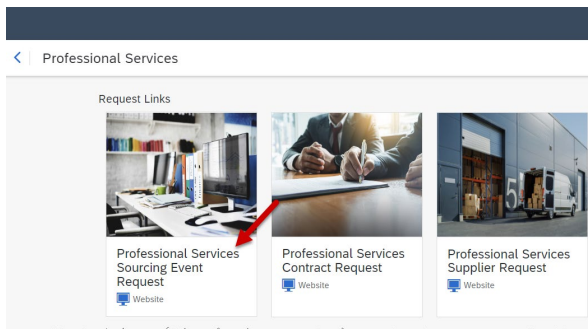
1. Access SAP Ariba by clicking the “SAP Ariba – Procure to Pay” tile in Firefly.



2. Click a category tile that best fits what you’re purchasing (e.g., Professional Services).



3. In the category tile (e.g., Professional Services), click the “Sourcing Event Request” tile.



**PROCEDURE (CONTINUED)**

3. The “Create Sourcing Request” screen displays. Complete the screen as noted below. Required fields are denoted by “ \* “. Click “Create” when finished.

The screenshot shows the 'Create Sourcing Request' form with the following fields and callouts:

- A:** Name: \* (text input: Untitled Sourcing Request)
- B:** Description: (text area)
- C:** Regions: \* (dropdown: (no value))
- D:** Campus: \* (dropdown: (no value))
- E:** Project Reason: \* (dropdown: No Choice)
- F:** Target Bid Date: \* (calendar icon)
- G:** Commodity: \* (dropdown: (no value))
- H:** University of Nebraska Sourcing Request Template (radio button selected)

**Legend:**

- A. Enter a descriptive title for the request.
- B. (required) Enter a detailed description.
- C. Search for and select the Region(s) covered by this Request.
- D. Search for and select the Campus(es) covered by this Request.
- E. Select the reason for this Sourcing Project.
- F. Enter the date when bidding should begin.
- G. Search for and select the Commodity(ies) included in this Request.
- H. Select “Nebraska Sourcing Request Template”.

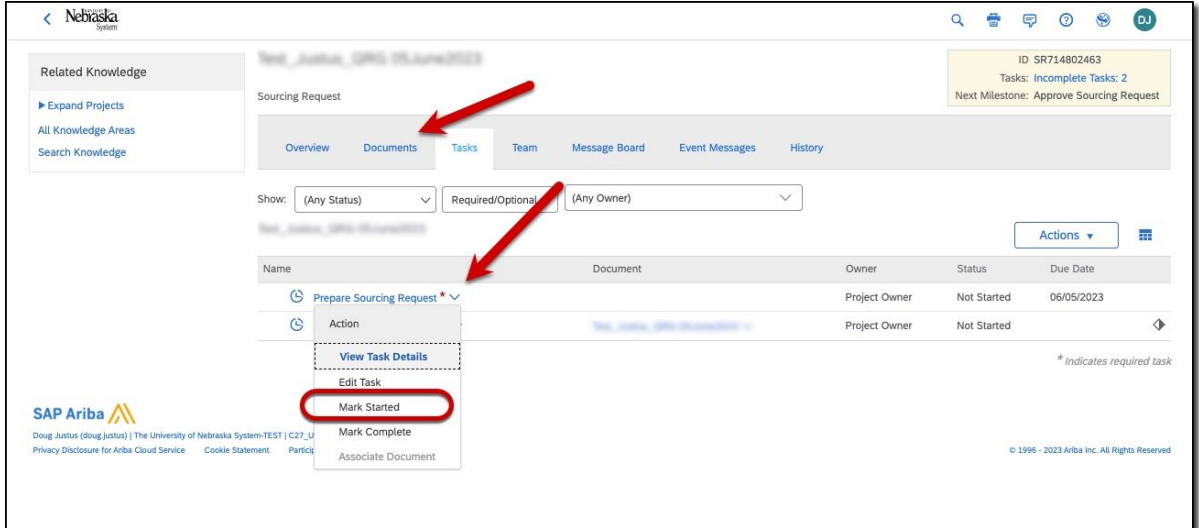
4. The “Overview” tab of the Sourcing Request displays. Click the “Tasks” tab.

The screenshot shows the 'Overview' tab for a Sourcing Request with ID SR710856950. The 'Tasks' tab is highlighted with a red arrow. The overview includes the following details:

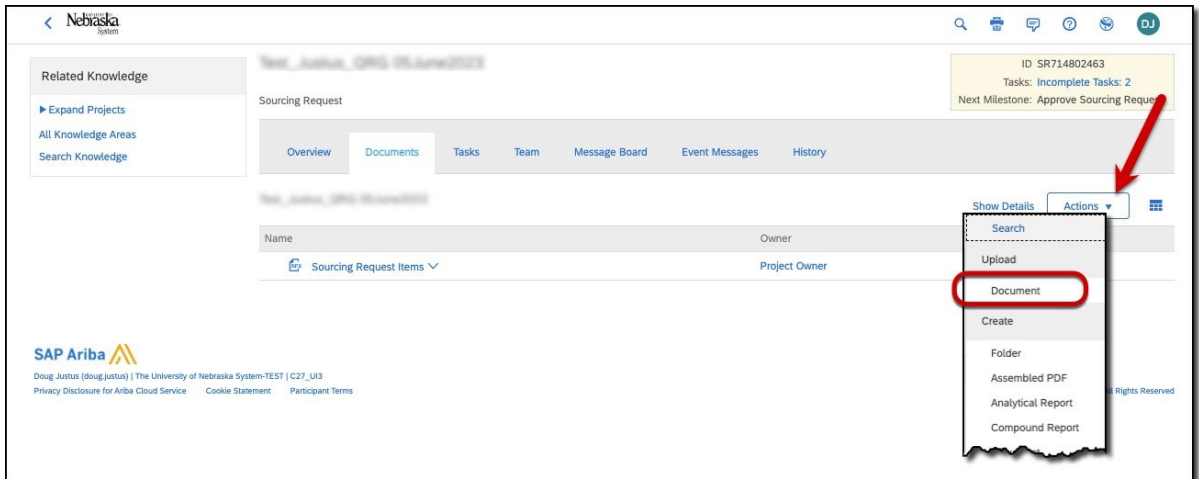
- Project State:** Active
- Version:** Original
- Project Status:** Gray
- Start Date:** 05/31/2023
- Due Date:** 05/31/2023
- Owner:** [User]
- Projected Spend:** \$100,000 USD
- Process Status:** No Choice
- Commodity:** Education and Training Se... (View more)
- Base Language:** English
- Currency:** US Dollar
- Regions:** All All
- Campus:** 3 UNL
- Project Reason:** New Requirement
- Execution Strategy:** No Choice

PROCEDURE (CONTINUED)

- 5. The “Tasks” tab displays. Click the “Prepare Sourcing Request” drop-down and select “Mark Started” from the drop-down menu. Click the “Documents” tab.

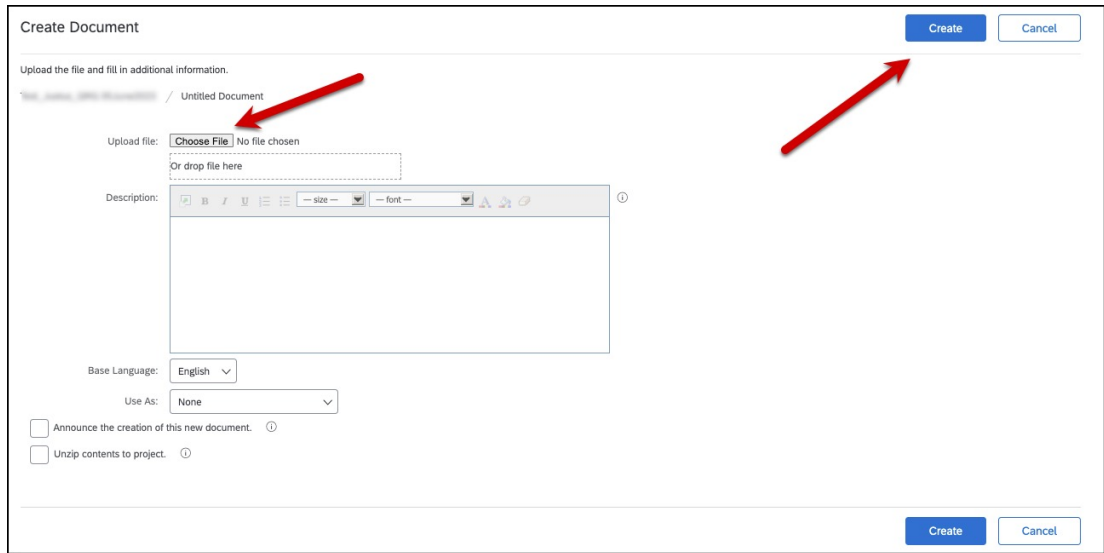


- 6. The “Documents” tab displays. Click the “Actions” link and select “Upload documents” to upload any project documentation.

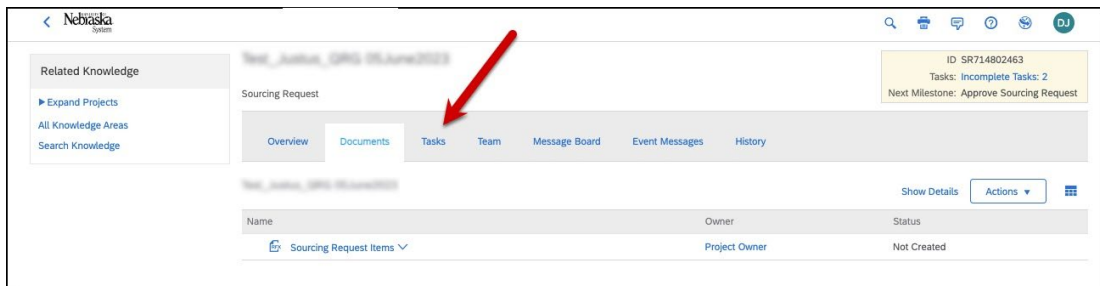


PROCEDURE (CONTINUED)

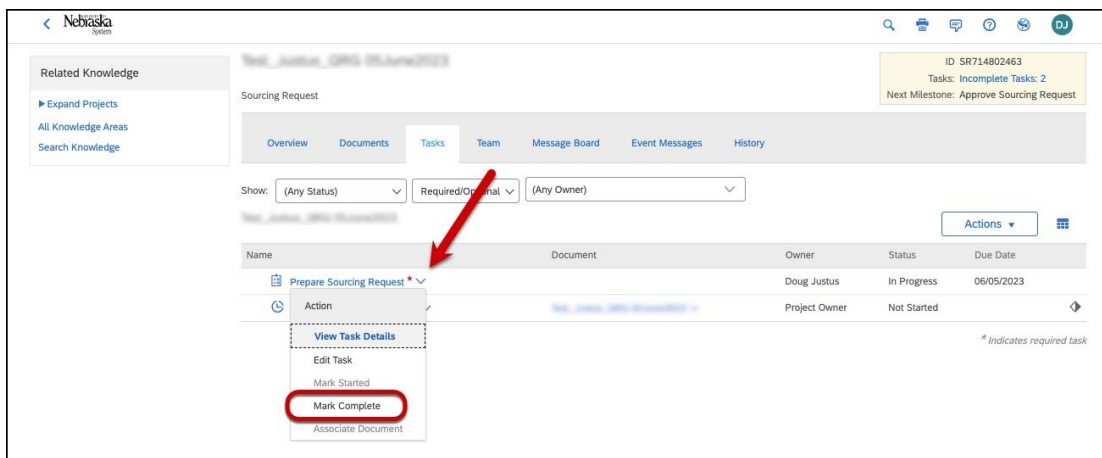
- 7. The “Create Document” screen displays. Search for and select the file(s) to be uploaded. Click “Create” to upload document(s).



- 8. Click the “Tasks” tab.

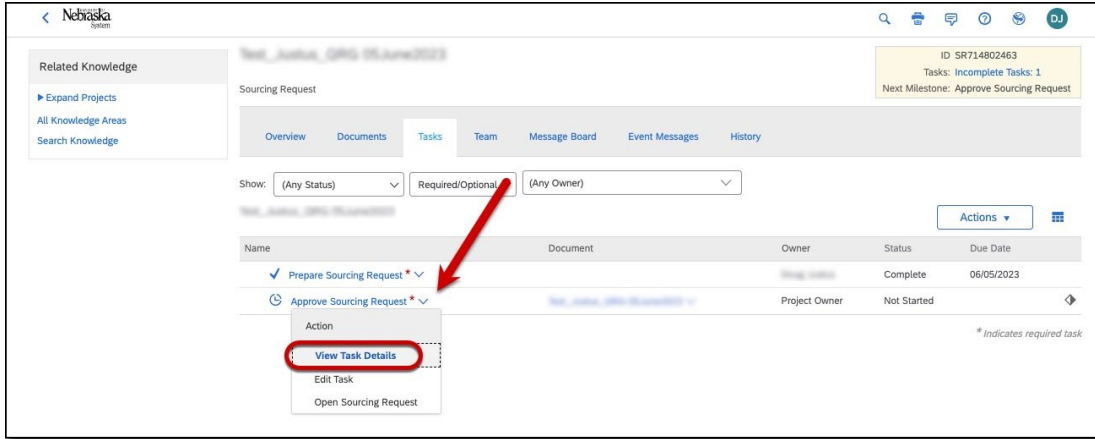


- 9. The “Tasks” tab displays. Click the “Prepare Sourcing Request” drop-down and select “Mark Complete” from the drop-down menu.



**PROCEDURE (CONTINUED)**

10. Click the “Approve Sourcing Request” drop-down and select “View Task Details” from the drop-down menu.



11. The “Approval Task” screen displays. Complete the screen as noted below. Click “Submit” to route the Sourcing Request for approval.

