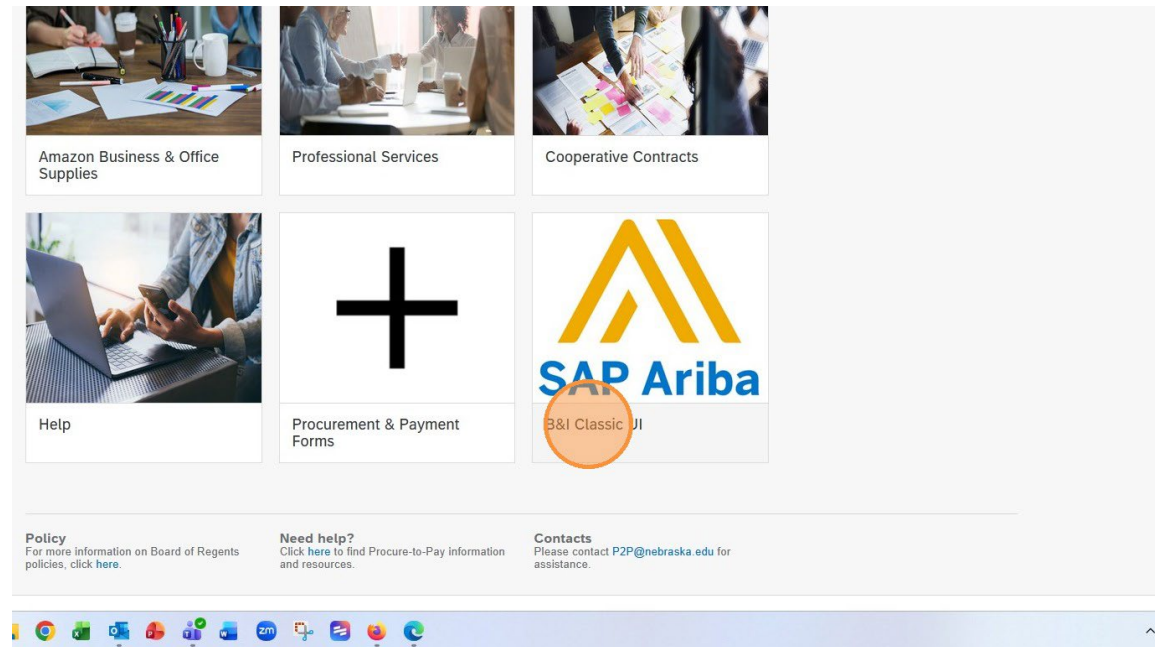
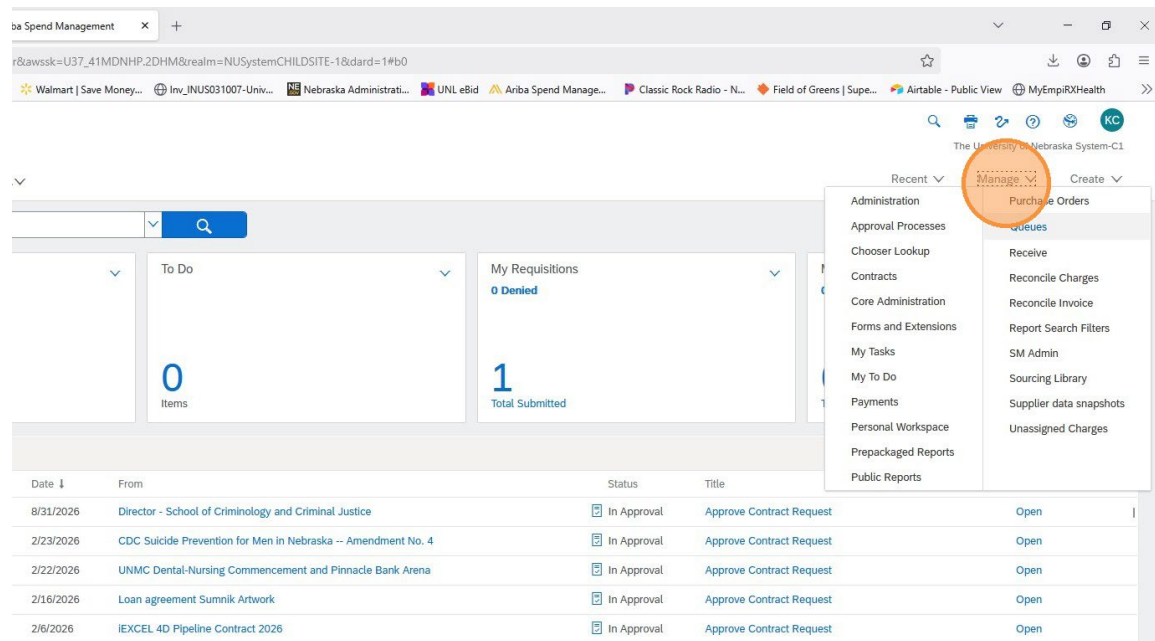


How to Approve a Requisition in B&I Classic

1. Click on the B&I Classic UI icon.



2. Click on the drop down next to "Manage" in the right hand upper corner.



3. Click on "My To Do"

I Credit U...0926618170-4.pdfWalmart | Save Money...Inv_INUS031007-Univ...Nebraska Administrati...UNL ebidAniba Spend Manage...Classic Rock Radio - N...Field of Greens | Supe...Airtable - Public ViewMyEmpiRXHealth

Search

Print

Refresh

Help

Logout

KC

The University of Nebraska System-C1

Recent

Manage

Create

Administration

Approval Processes

Chooser Lookup

Contracts

Core Administration

Forms and Extensions

My Tasks

My To Do

Payments

Personal Workspace

Prepackaged Reports

Public Reports

Purchase Orders

Queues

Receive

Reconcile Charges

Reconcile Invoice

Report Search Filters

SM Admin

Sourcing Library

Supplier data snapshots

Unassigned Charges

Order ID

Search

ECRs

To Do

My Requisitions

0 Denied

0 Items

1 Total Submitted

Last Updated: 1/29/2026 3:45 PM

Do

Date

From

Status

Title

990561656

8/31/2026

Director - School of Criminology and Criminal Justice

In Approval

Approve Contract Request

Open

985657262

2/23/2026

CDC Suicide Prevention for Men in Nebraska -- Amendment No. 4

In Approval

Approve Contract Request

Open

985918311

2/22/2026

UNMC Dental-Nursing Commencement and Pinnacle Bank Arena

In Approval

Approve Contract Request

Open

982401746

2/16/2026

Loan agreement Sumnik Artwork

In Approval

Approve Contract Request

Open

989299352

2/6/2026

IEXCEL 4D Pipeline Contract 2026

In Approval

Approve Contract Request

Open

4. There will be a list of requests that will need to be approved.

To Do

You are included in the approval flow for these requests, and you are required to reconcile, approve or deny them. To review a summary of a request before taking action, click the request's ID or title.

Approvable Type: No ChoiceClean Up

Search FiltersSearch Options

To Do

Found 325 items

Type

ID

Requester

Date Submitted

Date Created

Title

Total

Status: Approving (2)

IR2026009-500656Jeffrey Kalpust27 Jan 202627 Jan 2026IR2026009-500656\$33,077,6000 USDActions

IR42117-490258Paul T Deegan13 Jan 202613 Jan 2026IR42117-490258\$7,761,0000 USDActions

Status: Composing (2)

Status: Denied (3)

Status: Reconciling (284)

Status: Submitted (33)

Status: Submitted with Errors (1)

ApproveDenyArchive To Label

5. To Approve Requisitions, Click on the Drop Down for Approvable Type.

The screenshot shows the SAP Ariba Spend Management interface. The 'Approvable Type' dropdown menu is open, displaying a list of request types. The 'Invoice' option is highlighted with an orange circle. The background shows a table with two items found, including invoice amounts and supplier names.

Approvable Type: Invoice

Search: No Choice

To Do:

- Invoice #
- Status: Subr
- Q-41624
- Status: Subr
- 40620585
- Approve

Found 2 items

Invoice Amount	Supplier	Max Discount	Sch
\$30,362.8000 USD	IMOTIONS INC ***ACH***		
\$1,039.5000 USD	CAPITAL BUSINESS SYSTEMS INC		

6. Choose "Requisition".

The screenshot shows the SAP Ariba Spend Management interface. The 'Approvable Type' dropdown menu is open, displaying a list of request types. The 'Requisition' option is highlighted with an orange circle. The background shows a table with two items found, including invoice amounts and supplier names.

Approvable Type: Invoice

Search: No Choice

To Do:

- Invoice #
- Status: Subr
- Q-41624
- Status: Subr
- 40620585
- Approve

Found 2 items

Invoice Amount	Supplier	Max Discount	Sch
\$30,362.8000 USD	IMOTIONS INC ***ACH***		
\$1,039.5000 USD	CAPITAL BUSINESS SYSTEMS INC		

- This will give you the list of Requisitions to approve. Click on a PR Number to open the Requisition.

HOME CONTRACTS PROCUREMENT CATALOG MORE... ▾

To Do

You are included in the approval flow for these requests, and you are required to reconcile, approve or deny them. To review a summary of a request before taking action, click the request's ID or title.

Approvable Type: Saved Search:

► Search:

To Do Found 3 items

Type	ID	Requester	Date Submitted	Status	Title	Total	Co
▼ Status: Denied (3)							
<input type="checkbox"/>	PR9050	Eric Carnes	21 Mar 2024	Denied	Binder FD-S 115 Solid.Line Mechanical ...	\$11,279.1700 USD	10
<input type="checkbox"/>	PR85039	Zachary B Brown	19 Nov 2024	Denied	BROWN, Z-11/19/2024	\$11,175.0400 USD	10
<input type="checkbox"/>	PR142402	Kelly Cunningham	12 Jun 2025	Denied	MiSeq Reagent Kit v3 (600-cycle)	\$19,360.4800 USD	10

- Click on Approve or Deny.

HOME CONTRACTS PROCUREMENT CATALOG MORE... ▾ Recent ▾ Manage ▾ Create

Approval Summary - INV40620585-461396 Request INV40620585-461396 of

Review the request and then approve, deny, or edit it. To view request details, click the request ID. To review other pending requests, select a specific request from the pull-down list, or click an arrow to display the previous or next request.

INV406205... - Buyer Contact : Kim Christensen Total : \$1,039,5000 USD

Header Taxes, Charges, and Discount

Name 1	Type	Tax Rate	Amount	Accounting	Details
No Items					

Line Items (1)

No. 1	Description	Order ID	Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount	Accounting	Details
1	Canon C7565i Copier & 2 Canon C5550i Copiers	4900001278	1	each	\$1,039.5000 USD	\$1,039.5000 USD				\$1,039.5000 USD	(1)	Details

Approval Flow

If you have any questions, please contact P2P@nebraska.edu.