

Approve Requestion – Classic View

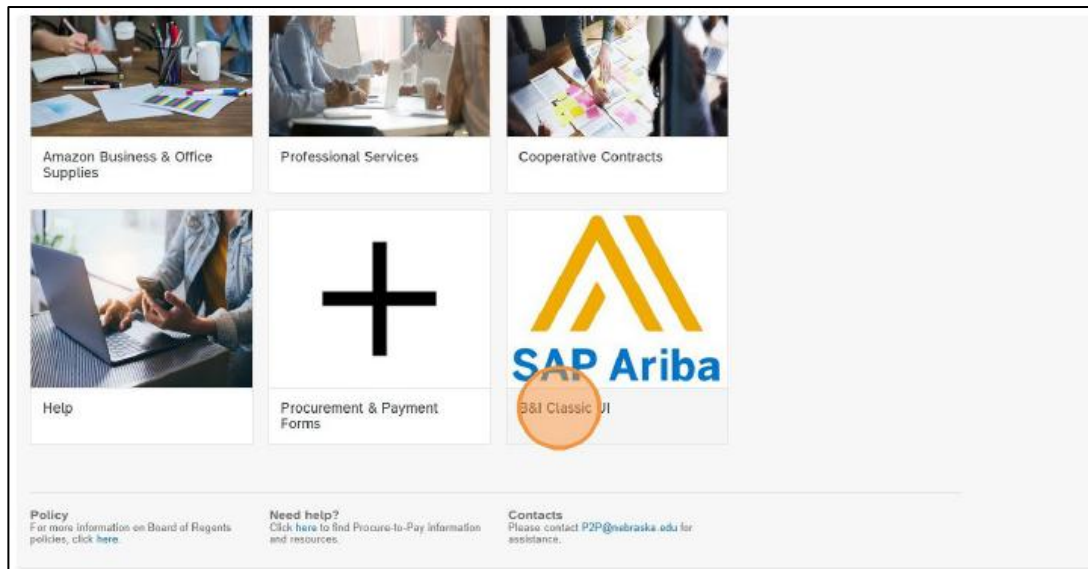
Updated March 31, 2026

Purpose

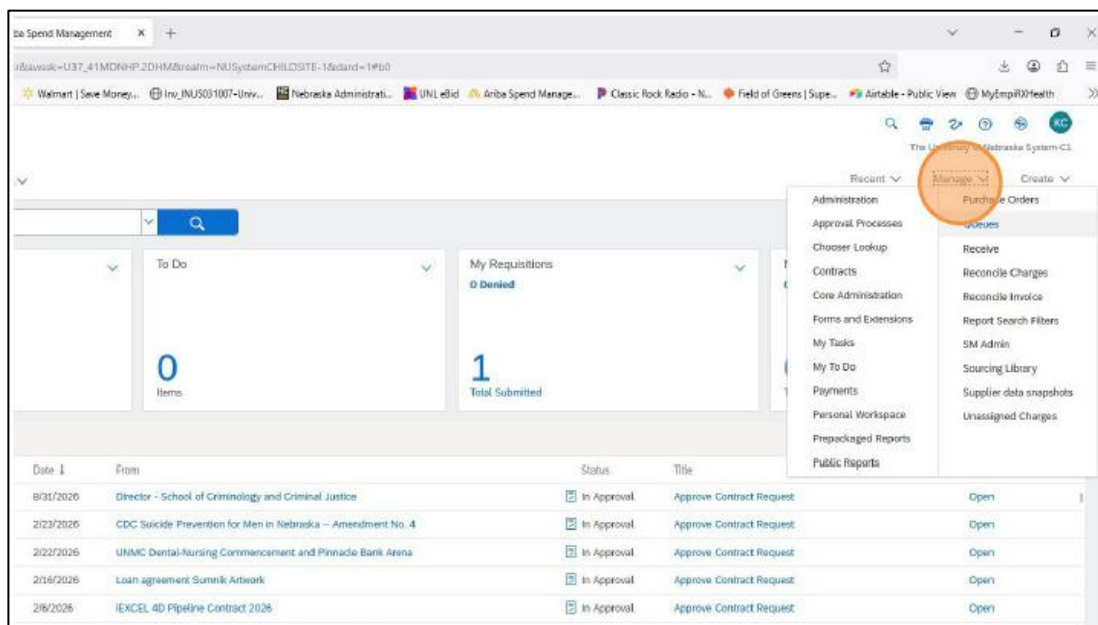
This document details how to approve a requisition in SAP Ariba Classic view.

Procedure

Click on the B&I Classic UI icon.



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



Approve Requisition – Classic View

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Click on "My To Do"

The screenshot shows the University of Nebraska System C1 interface. A navigation menu is open on the right side, with 'My To Do' highlighted in red. The main content area displays three summary cards: 'ECRs' (0 Denied), 'To Do' (0 Items), and 'My Requisitions' (1 Total Submitted). Below these cards is a table of requisitions with columns for Order ID, Date, From, Status, Title, and Open.

Order ID	Date	From	Status	Title	Open
990561696	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	2/18/2026	Loan agreement Summik Artwork	In Approval	Approve Contract Request	Open
090209952	2/6/2026	IEXCEL 4D Pipeline Contract 2026	In Approval	Approve Contract Request	Open

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

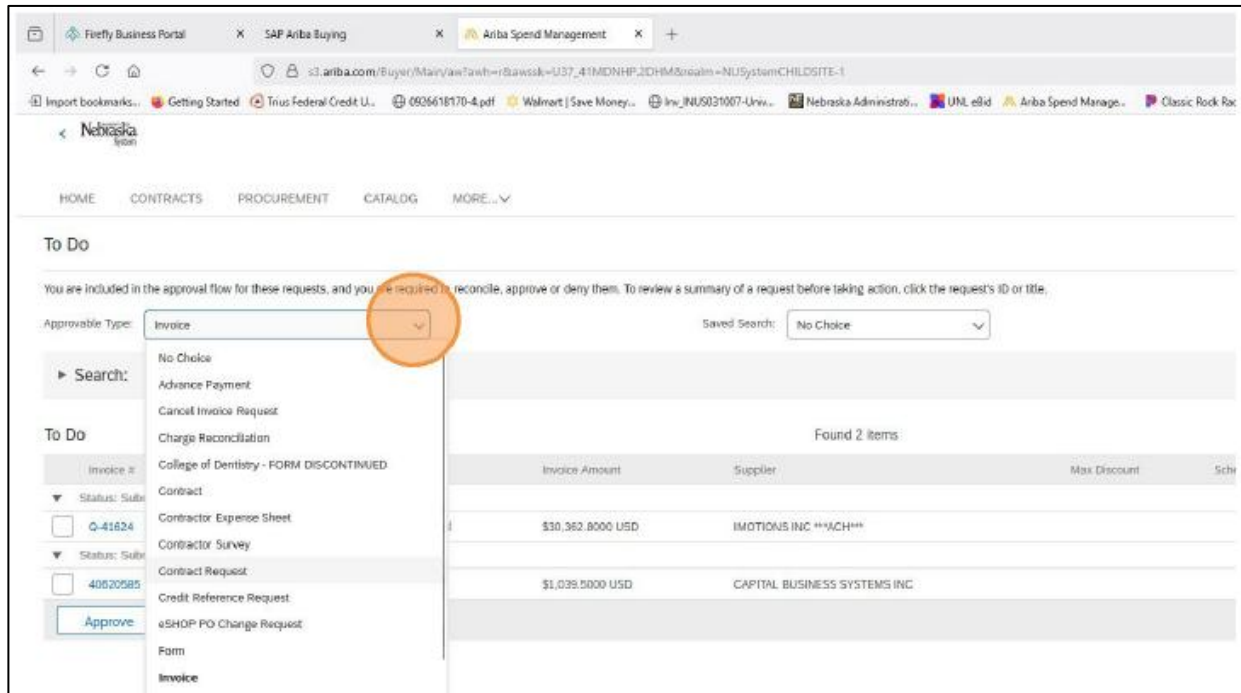
The screenshot shows the 'To Do' requisition list. It includes a search filter section and a table of requisitions. The table has columns for Type, ID, Requester, Date Submitted, Date Created, Title, and Total. There are two requisitions listed under the 'Approving' status.

Type	ID	Requester	Date Submitted	Date Created	Title	Total
Approving	IR2020008-000056	Jeffrey Hapsal	27 Jan 2025	27 Jan 2025	IR2020008-000056	\$13,077,000 USD
Approving	IR42117-480298	Paul T Deegan	13 Jan 2025	13 Jan 2025	IR42117-480298	\$1,761,000 USD

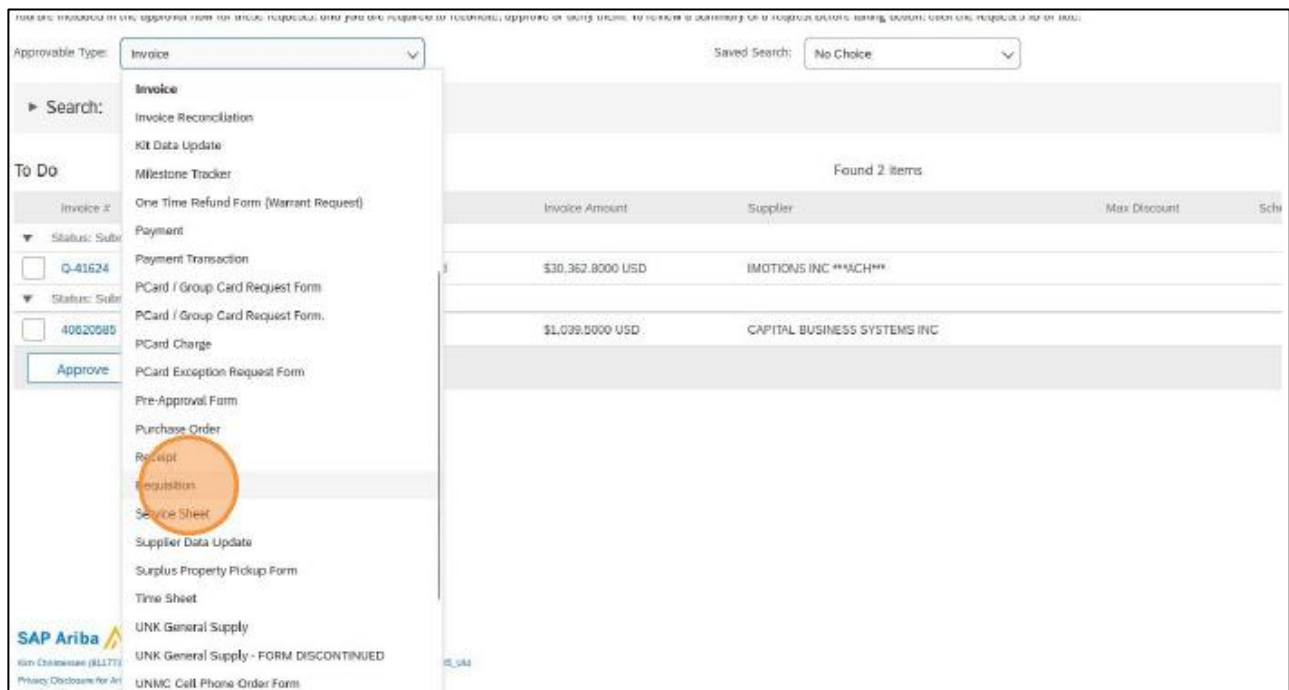
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To Approve Requisitions, Click on the Drop Down for Approvable Type.



Choose "Requisition".



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

Type	ID	Requester	Date Submitted	Status	Title	Total	Co
	PR6050	Eric Carnes	21 Mar 2024	Denied	Binder FD-5 115 Solid Line Mechanical ...	\$11,279.1700 USD	10
	PR6059	Zachary B Brown	19 Nov 2024	Denied	BROWN, Z-11/19/2024	\$11,175.0400 USD	10
	PR142402	Kelly Cunningham	12 Jun 2025	Denied	MiSeq Reagent Kit v3 (600-cycle)	\$10,360.4800 USD	10

Click on Approve or Deny.

Name	Type	Tax Rate	Amount	Accounting	Details
No Items					

No.	Description	Order ID	Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount	Accounting	Details
1	Canon C7880 Copier & 2 Canon C5880 Copiers	#R0001L276	1	each	\$1,039,900 USD	\$1,039,900 USD				\$1,039,900 USD	(1)	Details

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