

# Approve Requisition

Updated March 18, 2026

## Purpose

This document shows the steps needed to approve Requisitions in SAP Ariba via both the Guided Buying interface and via email. When approving requests via email, the email **must be sent** for the order to process!

## Procedure

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.

**Nebraska System Requisition**

**Requires your action**

This requisition that [redacted] submitted requires your approval. Reason: [redacted] specified.

Click Approve or Deny to approve or deny the Requisition, and enter your comments in the email that opens. To view the Requisition in the Ariba solution, click View

On behalf of [redacted] **A**

Requisition PR410 - BI005 SI 7/25/23

Created Tuesday, July 25, 2023 at 8:17 AM, CDT

Total Amount **\$579.98 USD**

**Approve** **Deny** **View**

**Header Details**

Max Approval Amount \$579.98 USD

**Line Items** **B**

1	Description	Supplier	Qty	Unit	Price	Amount
	VWR FLASK TISSUE CULTURE 250ML PLUG SEAL	VWR INTERNATIONAL LLC ***ACH***	2.00	case	\$217.85 USD	\$435.70 USD
Account Assignment X(Cost Center/WBS)		Unloading point Office 123				
GL Account	Cost Center	Project/WBS	Type	Proportion		
0000533103(Research & Lab Equipment Parts)	3120053058(Don Ronning Start Up)		Percentage	100.00		

2	Description	Supplier	Qty	Unit	Price	Amount
	VWRFLSK TISSU CLTR 250ML VNT CAP CS100	VWR INTERNATIONAL LLC ***ACH***	1.00	case	\$144.28 USD	\$144.28 USD
Account Assignment X(Cost Center/WBS)		Unloading point Office 123				
GL Account	Cost Center	Project/WBS	Type	Proportion		
0000533103(Research & Lab Equipment Parts)	3120053058(Don Ronning Start Up)		Percentage	100.00		

**Approval Flow** (As of Tuesday, July 25, 2023 at 11:41 AM, CDT) **C**

Status	Required	Reason	Approver	Date	Time
Ready for approval	Yes	Unknown approver was specified.	43732454.01146417:88627698 Customer Administrator		

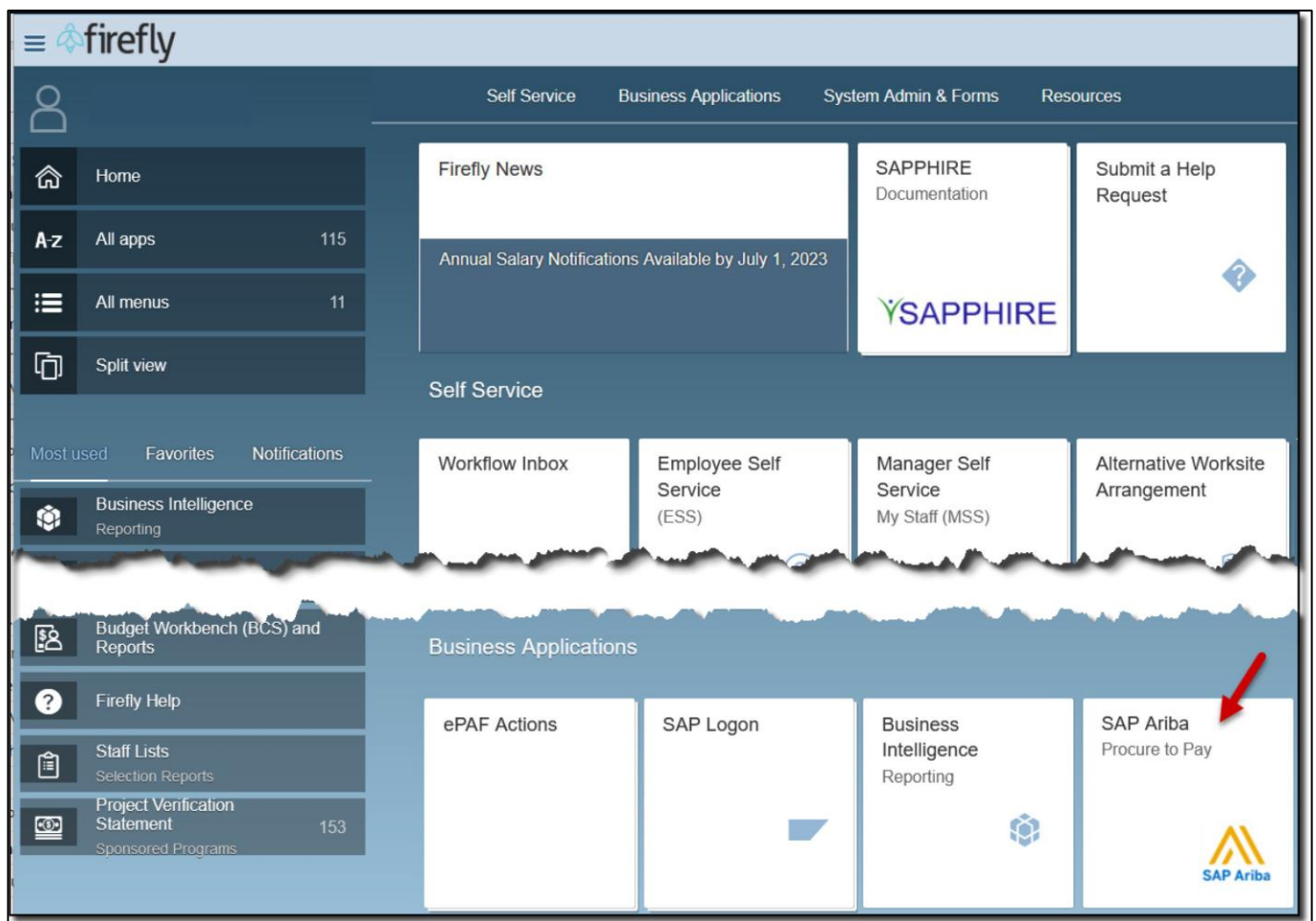
**Approve** **Deny** **View** **E** **D**

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- 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 AHEAD TO PAGE 4 IF USING THESE LINKS. YOU MUST SEND THE EMAIL TO PROCESS.
- E. Link to VIEW the request in SAP Ariba. SKIP AHEAD TO PAGE 3 IF USING THIS LINK.

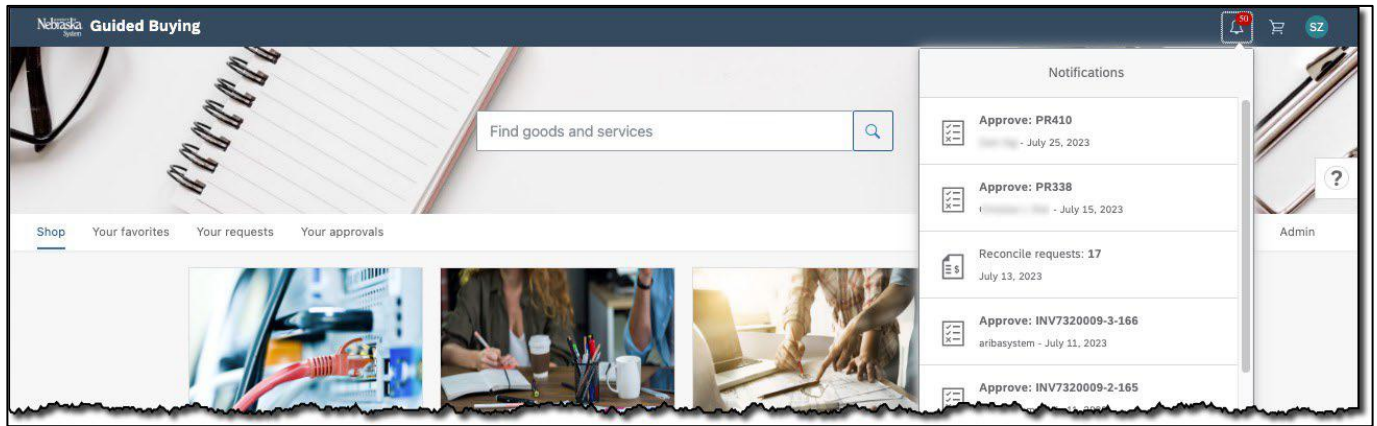
Access SAP Ariba by clicking the “SAP Ariba – Procure to Pay” tile in Firefly.



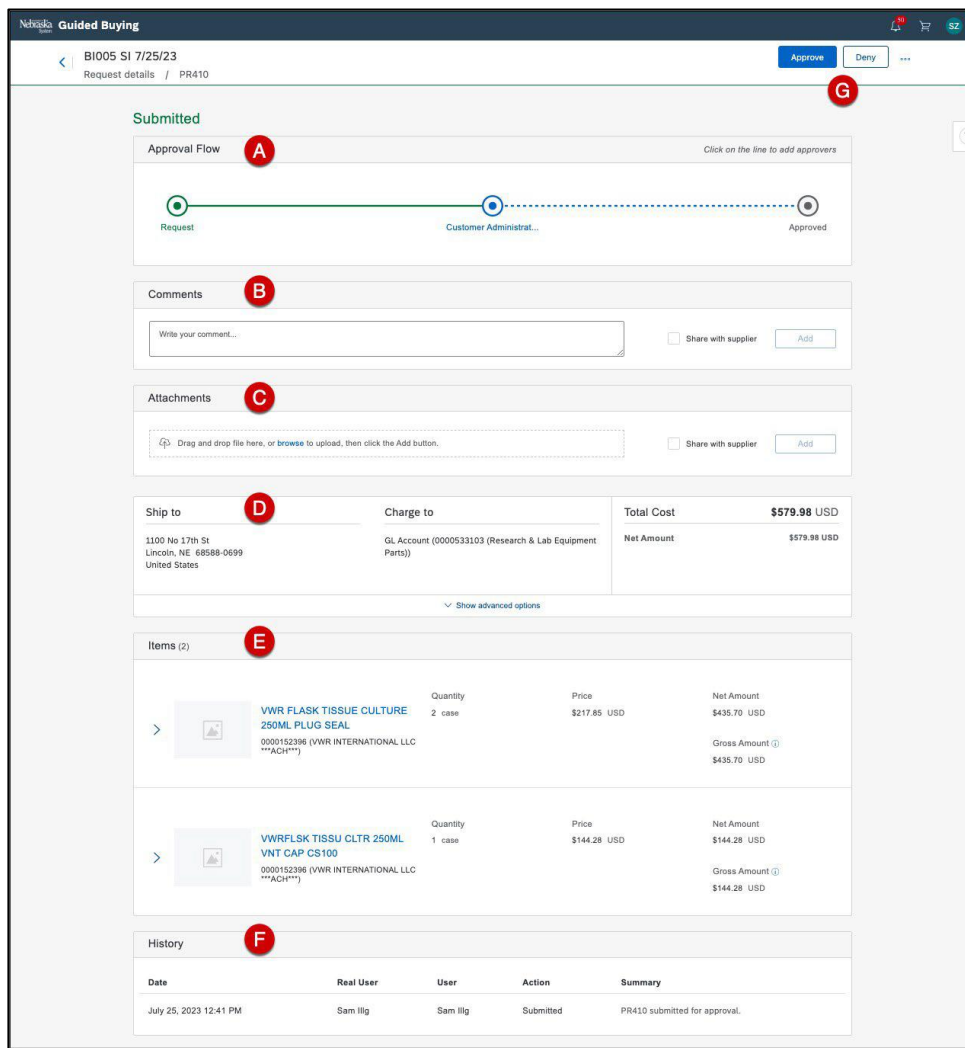
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Click the "Notification" icon and select the Request to review from the drop-down menu.



The Requisition details display. Review as noted below.

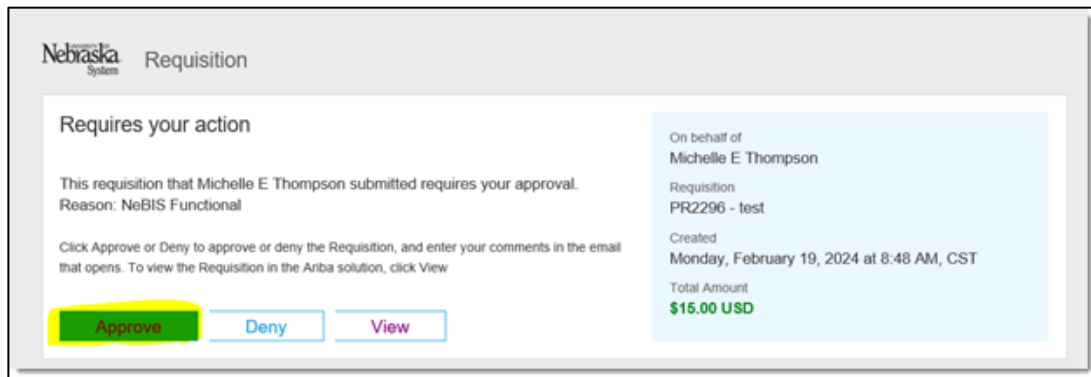


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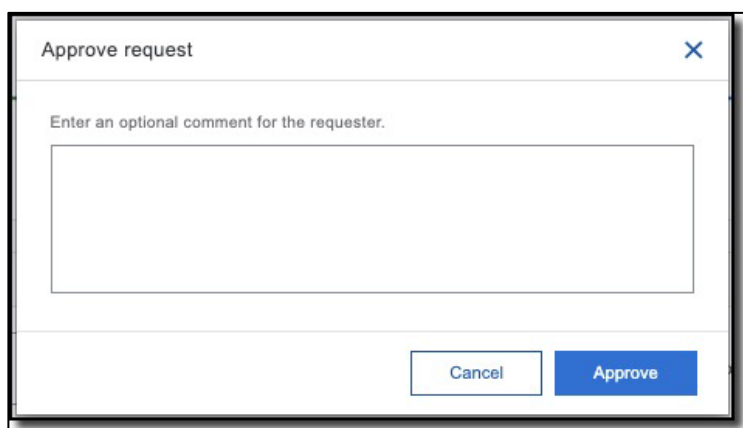
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- A. The Approval workflow in place for this Requisition. Completed nodes are in “green” and active nodes are in “blue.”
- B. Comments (if applicable).
- C. Attachments (if applicable)
- D. Shipping information for the Requisition.
- E. Information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

The approver receives an email like the one shown below. Click the “Approve” button to approve. The approver can also deny and/or view.



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”.

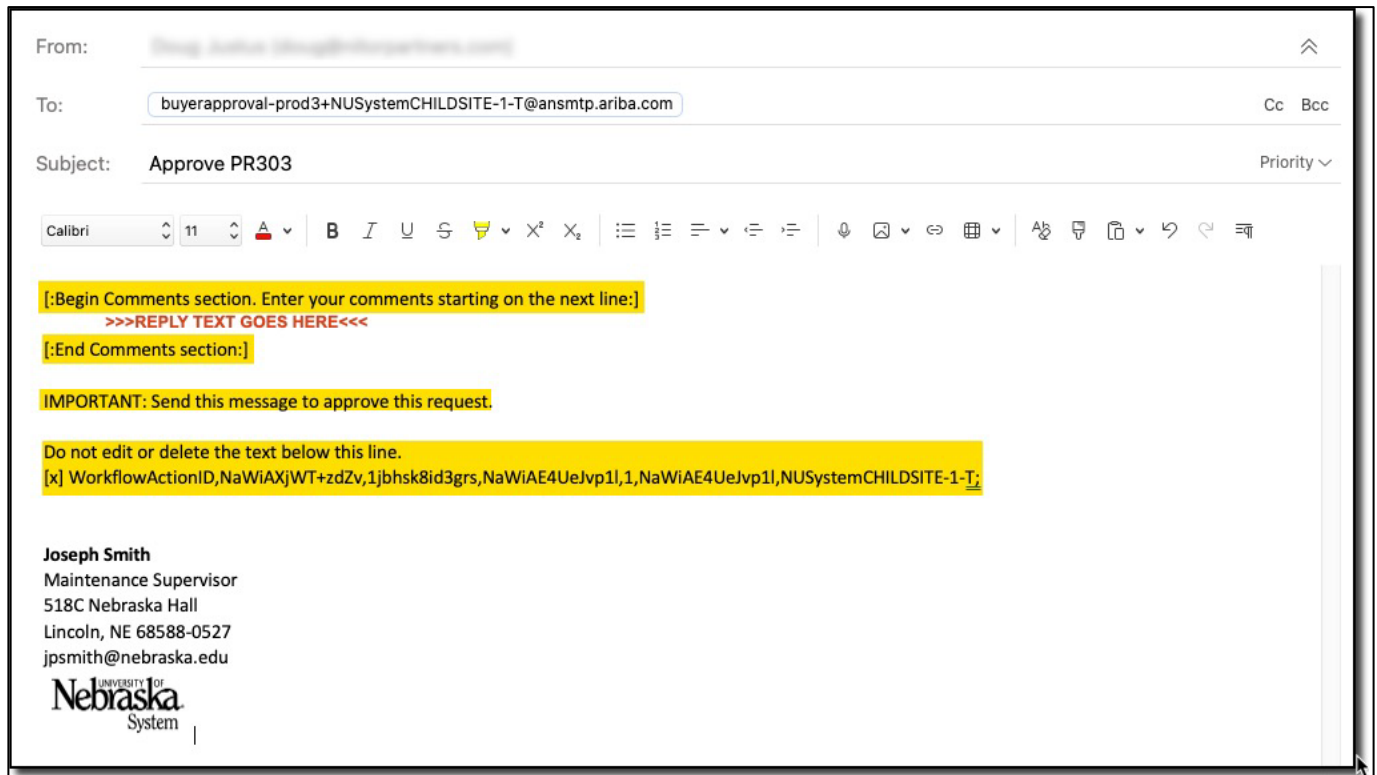


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## Approving via Email

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!**



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.