

Classic UI Navigation

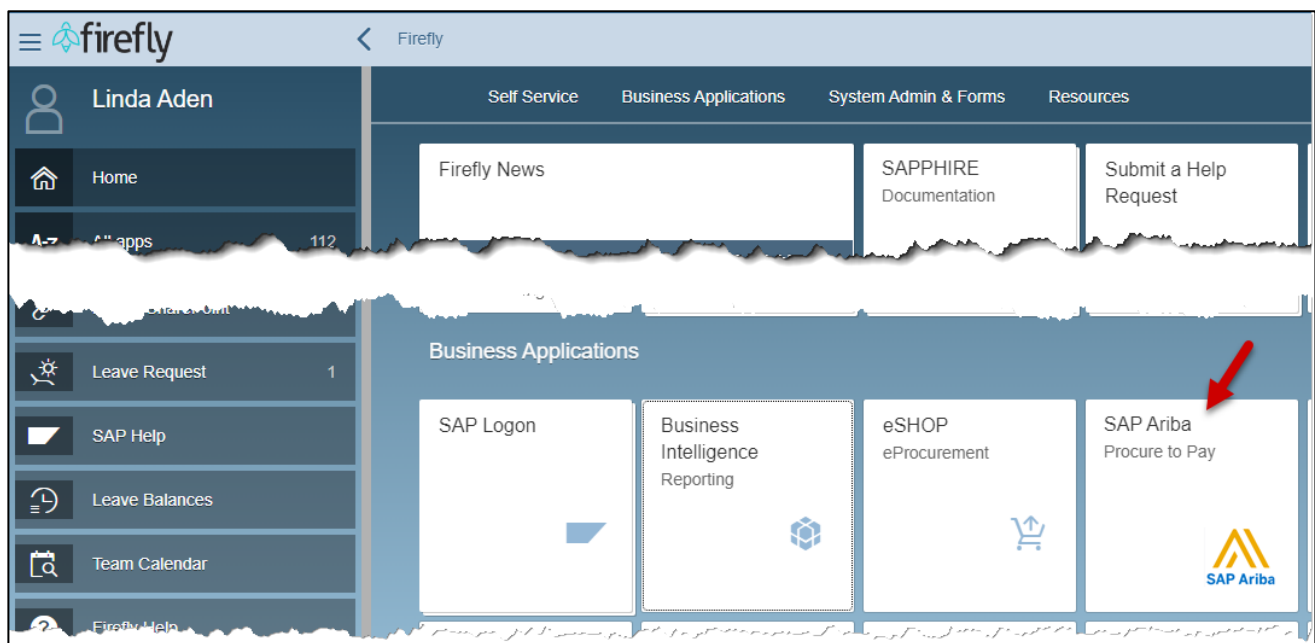
Updated February 20, 2026

Purpose

This document is designed to show the basic navigation in the classic user interface (UI) in SAP Ariba.

Procedure

Access SAP Ariba by clicking the **SAP Ariba – Procure to Pay** tile in Firefly. The Guided Buying interface opens.

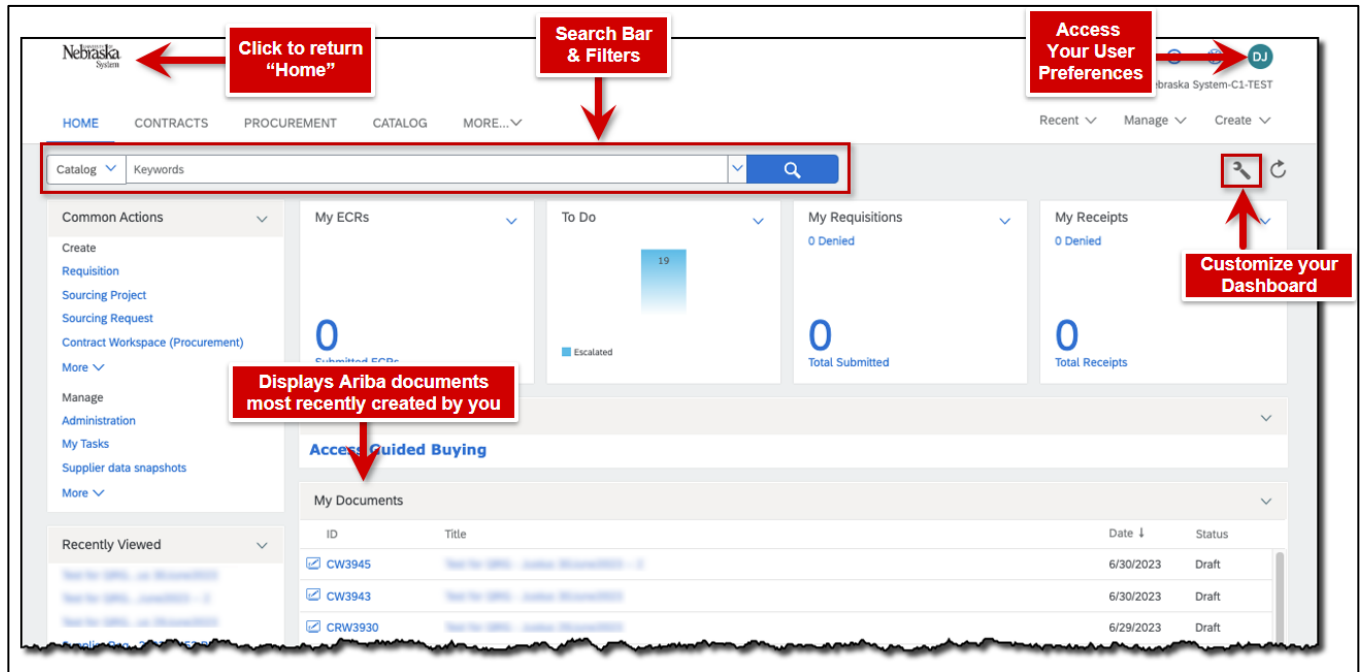


The main functions in the classic UI are detailed below. An image follows:

- **NU Logo** - Clicking the logo will always return you to the main page.
- **Search Field** - Enter a search term and click the magnifying glass or **Enter** on your keyboard
- **User icon** - Click to access user profile settings
- **Wrench icon** - Click to customize your dashboard
- **My Documents** - Displays Ariba documents recently created by you. Clicking **View All** displays document types to select:
 - Requisition
 - User Profile
 - Contract Request (Procurement)
 - Supplier Request Project
 - Sourcing Request

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Many functions can be found in both the dropdown menus at the top right of the page as well as in the left-hand navigation.

