

Sourcing Request

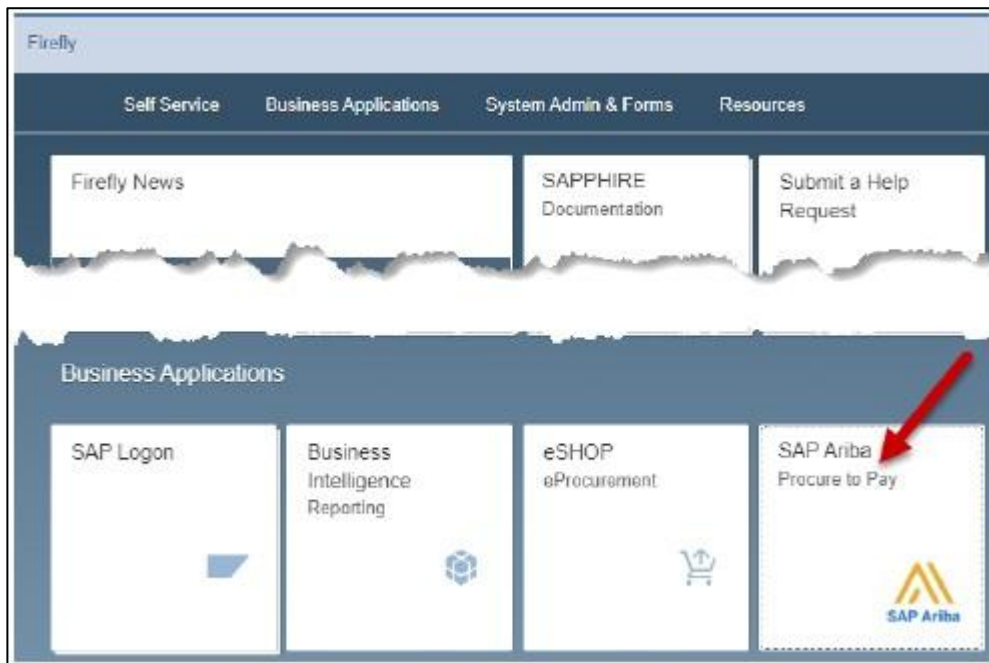
Updated March 30, 2026

Purpose

This document is designed to show the steps needed to make a new Sourcing Request in SAP Ariba.

Procedure

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

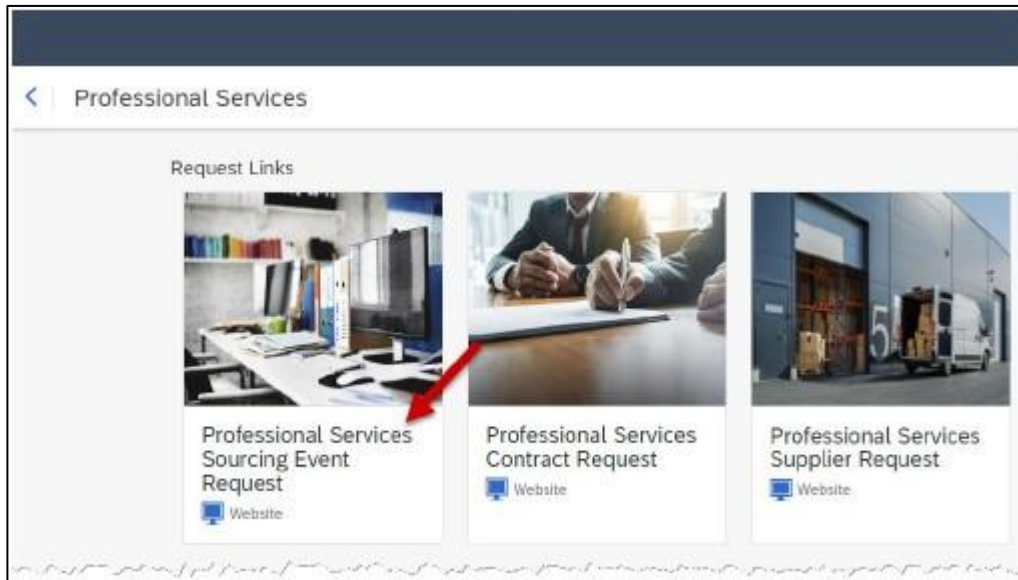


Click a category tile that best fits what you’re purchasing (e.g., Professional Services).



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



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

A screenshot of the 'Create Sourcing Request' form. The form has several fields with red lettered callouts (A-H) pointing to them. A red arrow points to the 'Create' button at the top right. A legend box at the bottom right contains instructions for each callout. The 'Create' button is also shown in the legend box.

A Name: * Unfilled Sourcing Request

B Description:

Copy from Project: (no value)

Project State: Active

Base Language: English

C Regions: * (no value)

D Campus: * (no value)

Projected Spend: USD

E Project Reason: * No Choice

Predecessor Project: (no value)

F Target Bid Date: *

Owner: (no value)

Currency: US Dollar

G Commodity: * (no value)

Execution Strategy: No Choice

Select a template

University of Nebraska Sourcing Request Template **H**

Use this template to create a Sourcing Request.

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”.

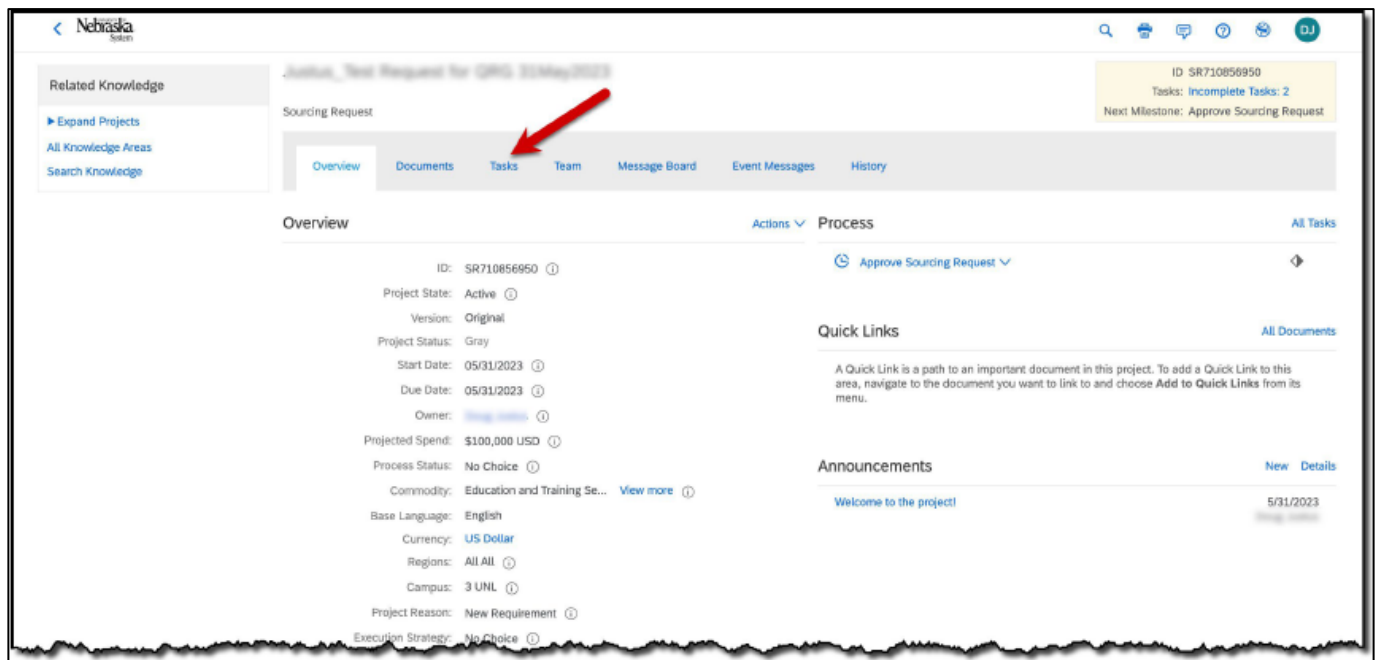
- A. Enter a descriptive title for the request.
- B. (required) Enter a detailed description.

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- 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”.

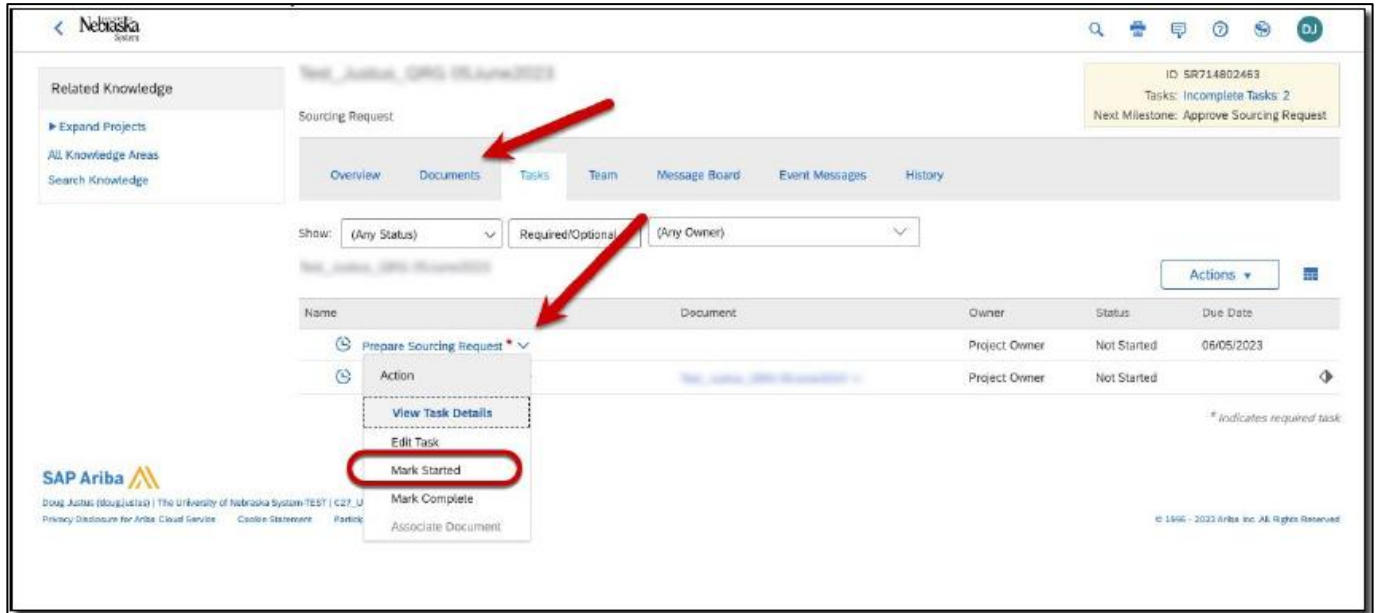
The “Overview” tab of the Sourcing Request displays. Click the “Tasks” tab.



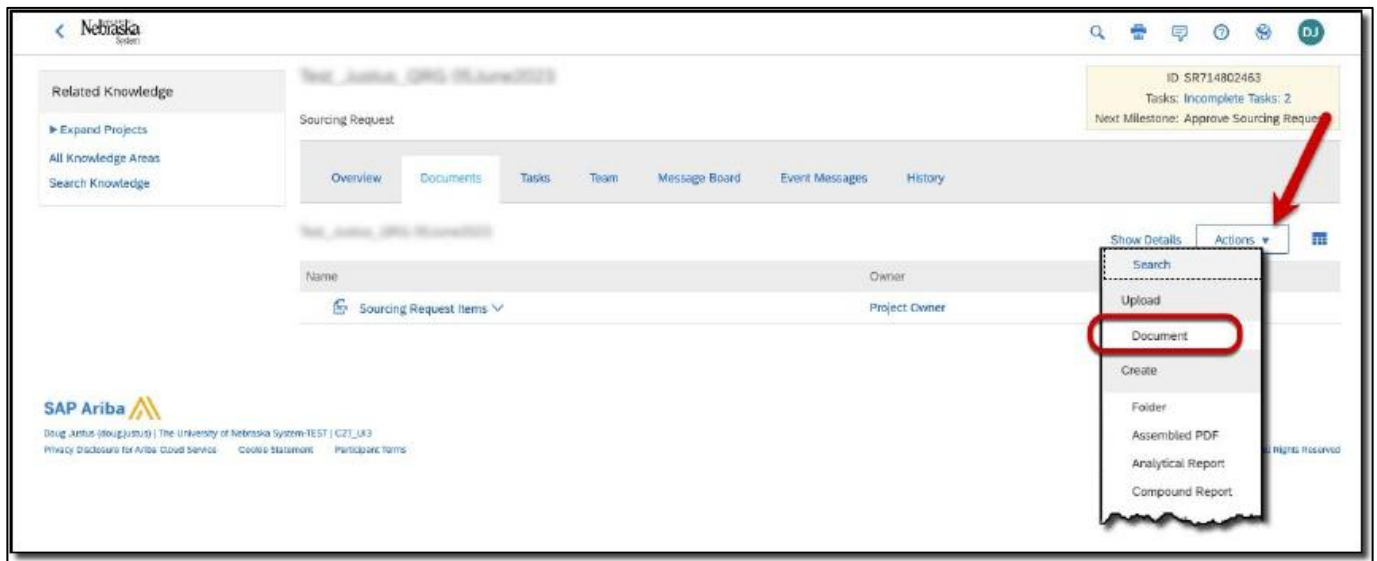
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The “Tasks” tab displays. Click the “Prepare Sourcing Request” drop-down and select “Mark Started” from the drop-down menu. Click the “Documents” tab.



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



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

The screenshot shows the 'Create Document' interface. At the top right, there are 'Create' and 'Cancel' buttons. Below the header, the text reads 'Upload the file and fill in additional information.' The breadcrumb path is 'Test, Justice, SR714902463 / Untitled Document'. The 'Upload file:' section contains a 'Choose File' button (highlighted with a red arrow) and a 'No file chosen' status. Below this is a dashed box for dropping files. The 'Description:' field is a rich text editor. At the bottom, there are dropdowns for 'Base Language' (set to English) and 'Use As' (set to None). Two checkboxes are present: 'Announce the creation of this new document.' and 'Unzip contents to project.' At the bottom right, there are 'Create' and 'Cancel' buttons.

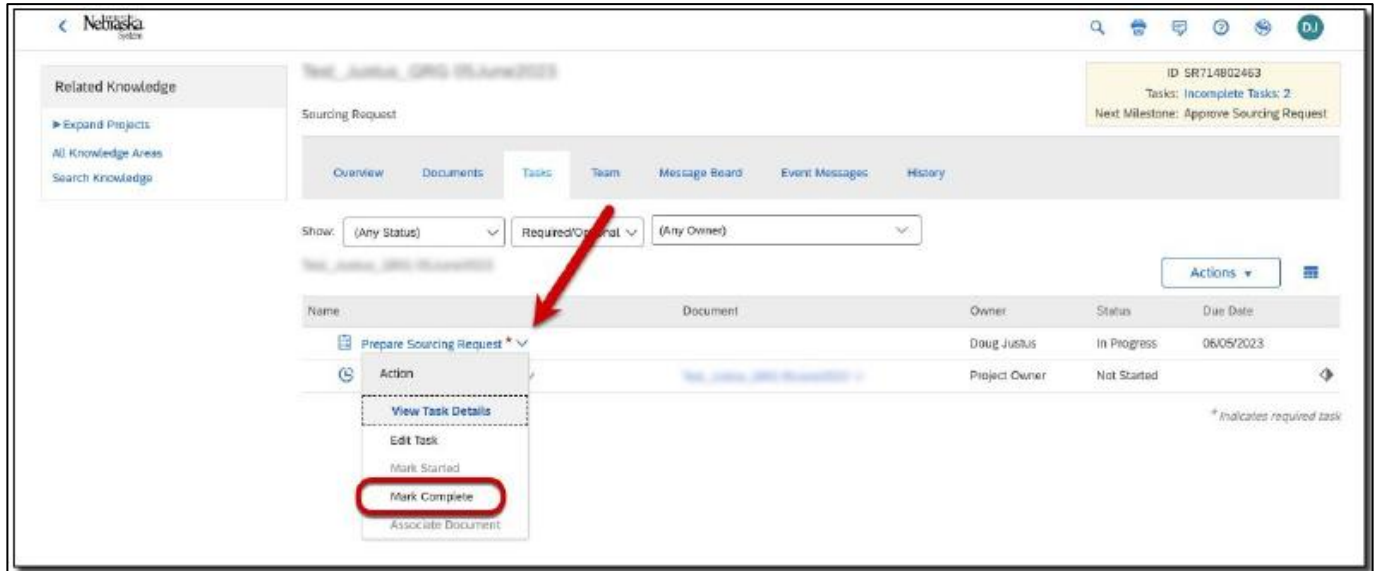
Click the “Tasks” tab.

The screenshot shows the 'Sourcing Request' page in the system. The breadcrumb path is 'Test, Justice, SR714902463'. The page title is 'Sourcing Request'. On the right, there is a summary box with 'ID: SR714902463', 'Tasks: Incomplete Tasks: 2', and 'Next Milestone: Approve Sourcing Request'. Below the title is a navigation bar with tabs: 'Overview', 'Documents', 'Tasks' (highlighted with a red arrow), 'Team', 'Message Board', 'Event Messages', and 'History'. Below the navigation bar is a table with columns 'Name', 'Owner', and 'Status'. The table contains one row: 'Sourcing Request Items', 'Project Owner', and 'Not Created'. There are 'Show Details' and 'Actions' buttons on the right side of the table.

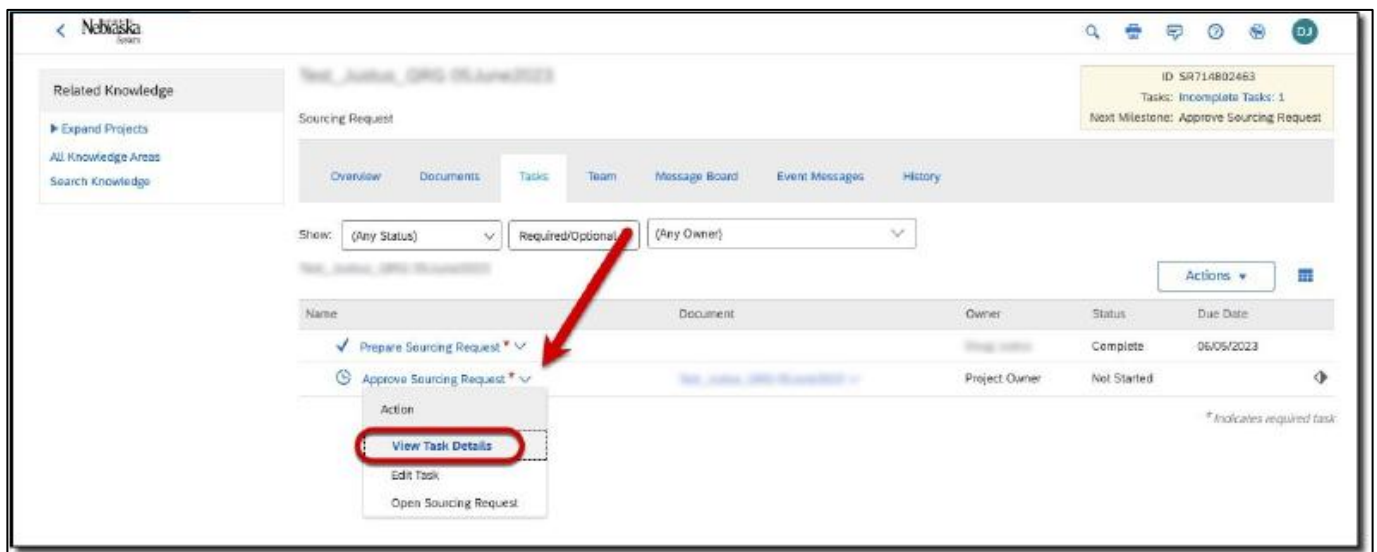
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The “Tasks” tab displays. Click the “Prepare Sourcing Request” drop-down and select “Mark Complete” from the drop-down menu.



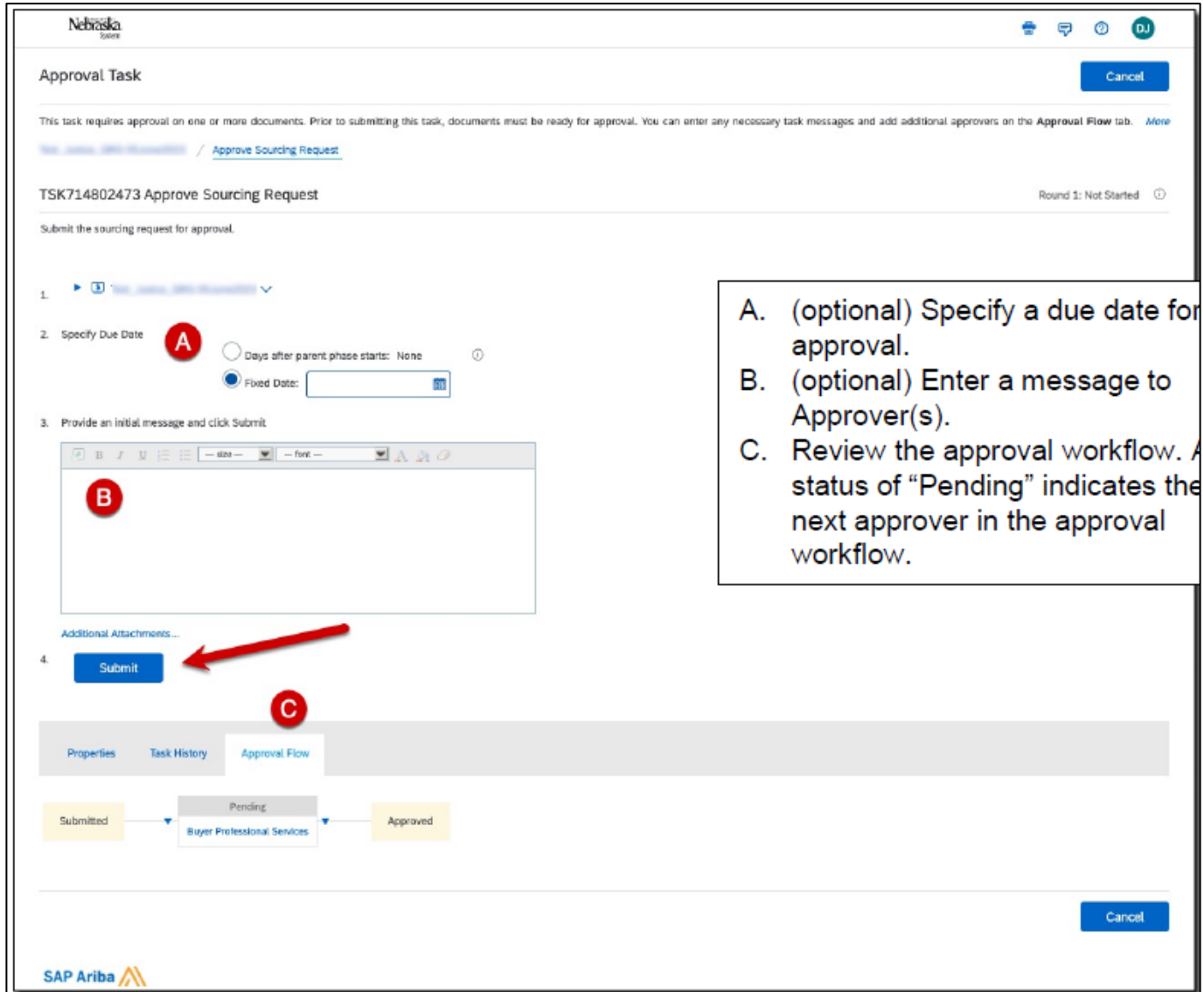
Click the “Approve Sourcing Request” drop-down and select “View Task Details” from the drop-down menu.



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



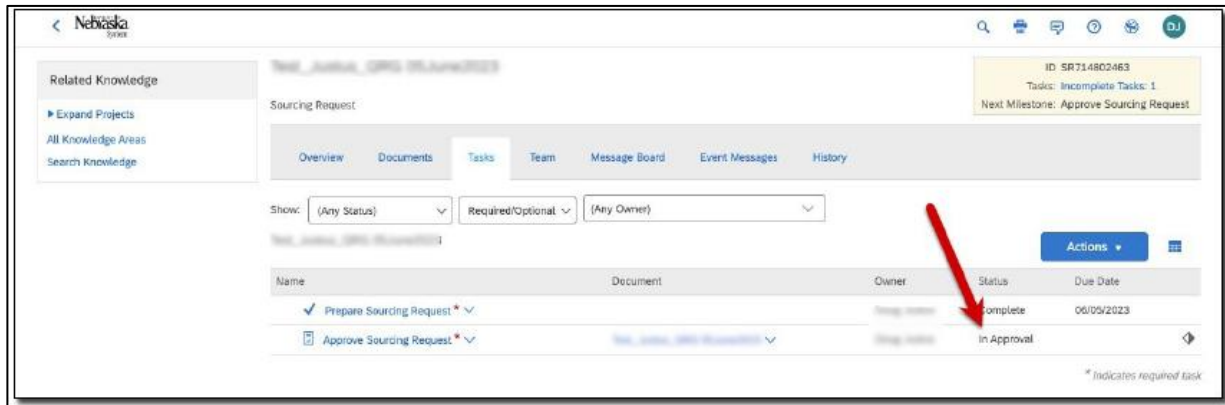
- A. (optional) Specify a due date for approval.
- B. (optional) Enter a message to Approver(s).
- C. Review the approval workflow. A status of “Pending” indicates the next approver in the approval workflow.

- A. (optional) Specify a due date for the approval.
- B. (optional) Enter a message to Approver(s).
- C. Review the approval workflow. A status of “Pending” indicates the next approver in the approval workflow.

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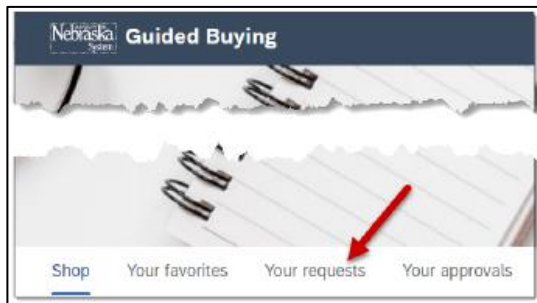
Note the status of “In Approval”.



Your request will be reviewed by a Buyer.

To check the status of your request:

From the Guided Buying home page, click the “Your requests” tab to view requests.



The status of the request appears at the right. Click a request to open/view more details. Use the filters at the top of the screen or the dropdowns and search field to locate specific request(s).

