Updated: 11/21/2023

This Quick Reference Guide (QRG) is designed to show the steps needed to approve Requisitions in SAP Ariba via both the Guided Buying interface and via email. **When approving requests via email, you must SEND the email to process!**

• Assemble all supporting documentation prior to beginning work in SAP Ariba.
• For the best experience, please use the following browsers:

Google Chrome (64-bit)   Apple Safari (64-bit)

Microsoft Edge (32-bit)   Microsoft Edge Chromium (32-bit and 64-bit)

Mozilla Firefox (64-bit)

1. 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.

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 TO STEP #5 (Page 4) IF USING THESE LINKS. YOU MUST SEND THE EMAIL TO PROCESS.**
E. Link to VIEW the request in SAP Ariba. **SKIP TO STEP #4 (Page 3) IF USING THIS LINK.**

PROCEDURE (CONTINUED)

2. Access SAP Ariba by clicking the "SAP Ariba – Procure to Pay" tile in Firefly.

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

PROCEDURE (CONTINUED)

4. The Requisition details display. Review as noted below.

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

Name

PROCEDURE (CONTINUED)

5.2 Go to "Settings" on your machine. You can search for *Settings* in the *Search* field.

5.3 In the PC's settings window, search for "Mail" and click "Choose a default email app".

5.4 Click "Mail" and select "Outlook". Outlook will open the next time you click a button from the email.

PROCEDURE (CONTINUED)

6. After clicking the APPROVE or DENY links, you will have the opportunity to enter comments. NOTE: You should <u>always</u>