



SAP Ariba Implementation Project

Department of Shared Administrative Services

Office of State Procurement

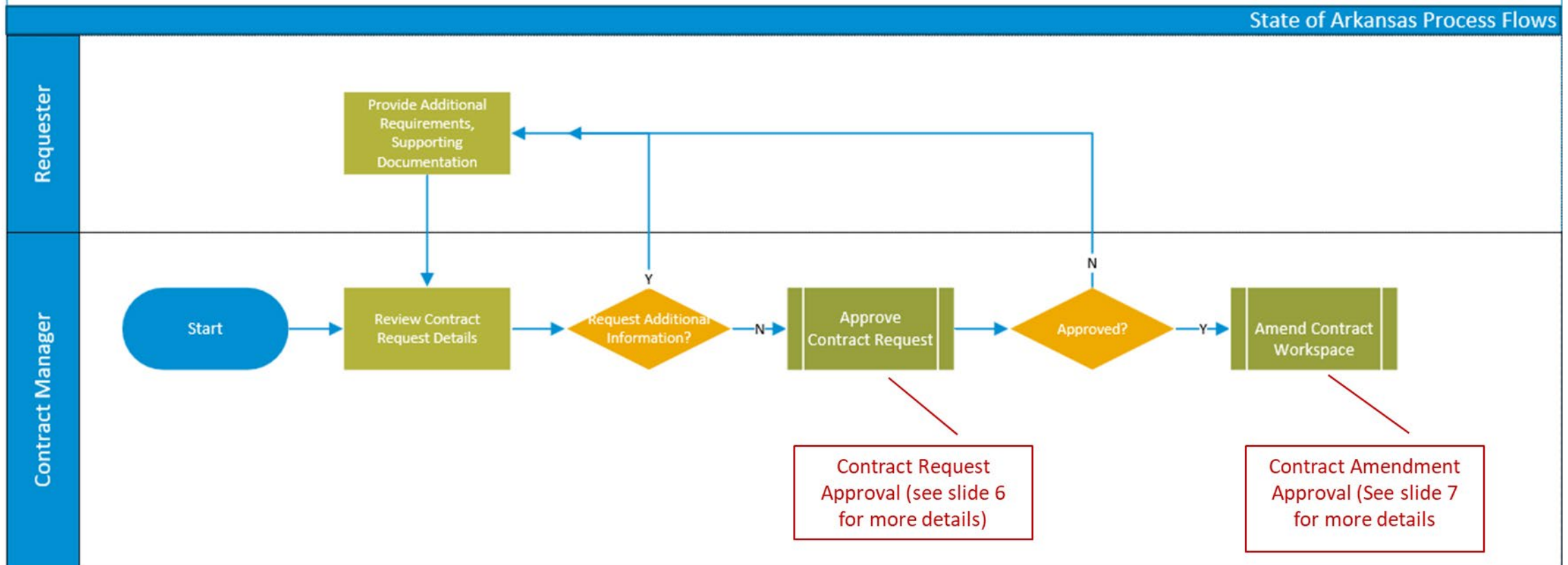
**Contracts in SAP Ariba: Contract Request & Amendment Approvals
(CON_QRG_02)**

Table of Contents

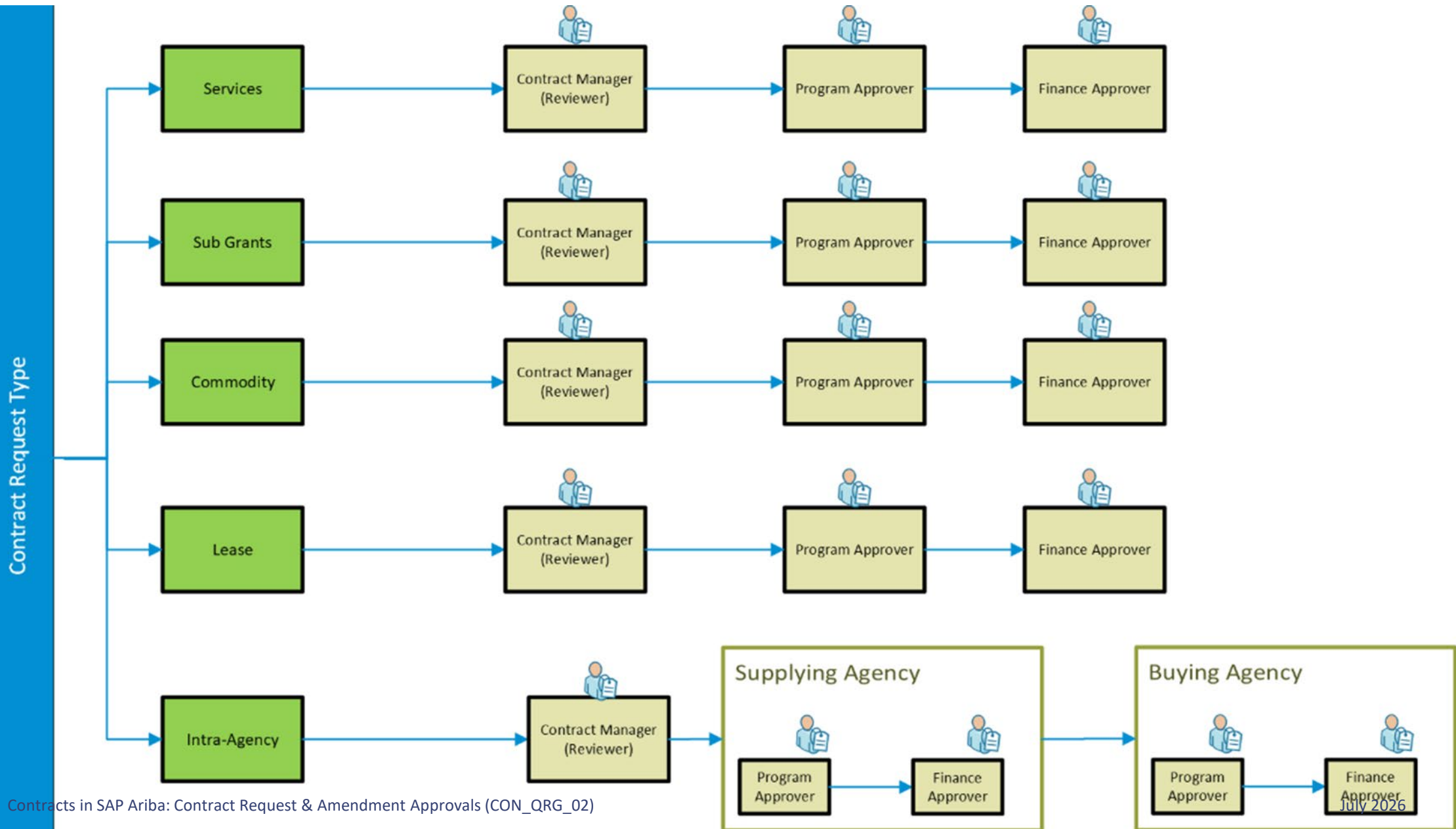


- Slide 6 – Approve Contract Request
- Slide 13 – Approve Contract Amendment

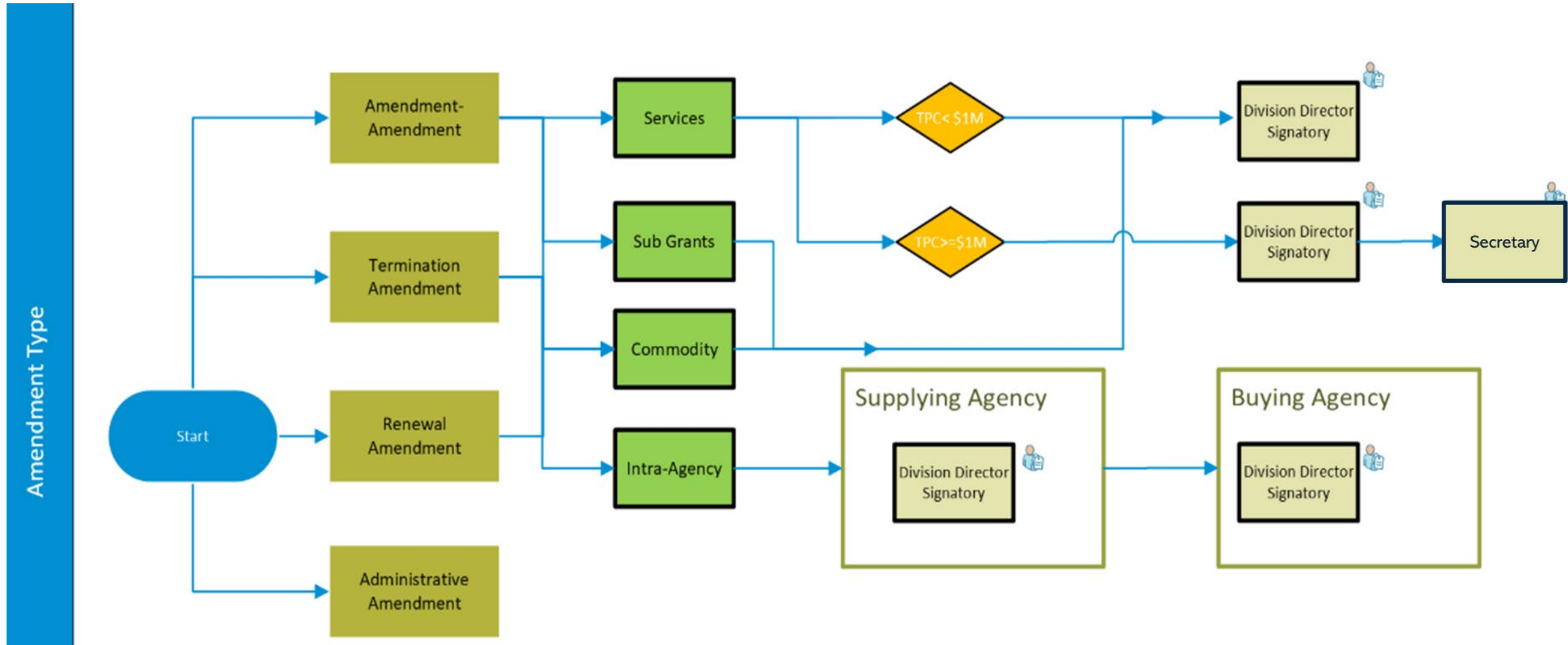
Process Flow – Contract Request and Amendment



Process Flow: Approve Contract Request



Process Flow: Approve Contract Amendment



Approve Contract Request

Approve Contract Requests (1 of 4)



Action: Approve Services, Commodity, Sub-Grants, & Lease Contract Request
Role: Program Approver, Finance Manager

Step	Action Taken
1	On the right corner select Manage .
2	Select My Tasks .
3	Click the appropriate document to review.

▼ **Approval Process Diagram** ⓘ

```
graph LR; Submitted[Submitted] --> PM[Program Manager]; PM --> FM[Finance Manager]; FM --> Approved[Approved];
```

HOME SOURCING **CONTRACTS** SUPPLIER MANAGEMENT MORE...▼

Contract Workspace (Procurement) ▼ Search using Title, ID, or any other term

Common Actions ▼

- Create
- Contract Workspace (Procurement)
- Contract Request (Procurement)

To Do ▼

Date ↓	Status	Title
2/7/2026	⚠ Not Started	Timer for Notification (Test Commodity_ATA2)

My Documents ▼

Title
Test

Recent ▼ **Manage** ▼ Create ▼

- Administration
- Clause Library
- My Tasks**
- Personal Workspace
- Prepackaged Reports
- Public Reports
- Report Search Filters
- SM Administration
- Sourcing Library
- Supplier data snapshots
- Templates

HOME SOURCING **CONTRACTS** SUPPLIER MANAGEMENT MORE...▼

Recent ▼ Manage ▼ Create ▼

My Tasks

All tasks assigned to you are displayed, regardless of which project they were created in. To get more information, or work on a particular task or project, click its title. Use the **Show** controls to filter which [More](#)

Show: (Any Projects) ▼ Incomplete (All)/Complete (Last 7 Days) ▼ (Any Date) ▼

Required ▼ Owner/Approver/Reviewer/Watcher/Recipient ▼

Actions ▼

Name	Status	Due Date	Completion Date	Alert
▶ Project: Ariba Test CW 123 (1)				
▶ Project: Commodity Contract_1 for 002 Scenario (1)				
▶ Project: Commodity contract_docusign testing (4)				
▶ Project: Commodity contract_docusign testing-2 (1)				

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Approve Contract Requests (2 of 4)



Action: Approve Services, Commodity, Sub-Grants, & Lease Contract Request

Role: Program Approver, Finance Manager

Step	Action Taken
4	Review the document(s) .
5	Select Approve or Deny .
6	Enter comment as needed.
7	Select access control for comment as needed.
8	Click OK .

4

Contract request to amend the contract and space ✓

Documents

5

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.

Deny

Approve

Approved

8

OK

Cancel

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, click [More](#)

6

Message:

Approved

7

Access Control:

View Details

Contracts in SAP Ariba: Contract Request & Amendment Approvals (CON_QRG_02)

July 2026

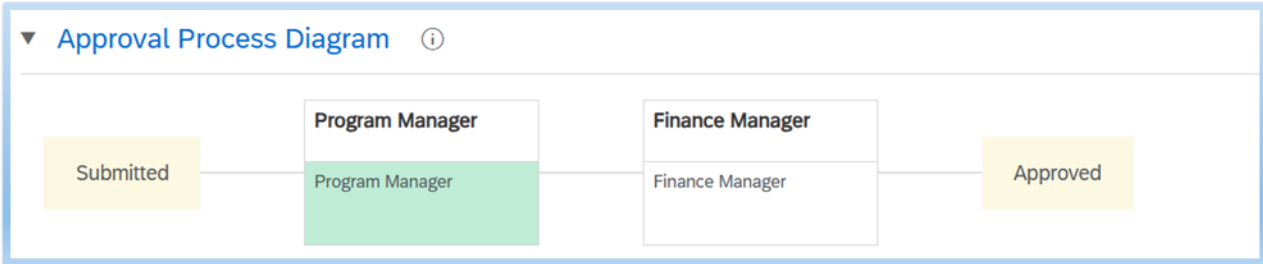
8

Approve Contract Requests (3 of 4)



Action: Approve Intra-Agency Contract Request
Role: Program Approver, Finance Manager
NOTE: Roles for both Supplying Agency, Buying Agency

Step	Action Taken
1	On the right corner select Manage .
2	Select My Tasks .
3	Click the appropriate document to review.



HOME SOURCING **CONTRACTS** SUPPLIER MANAGEMENT MORE...

Contract Workspace (Procurement) Search using Title, ID, or any other term

Common Actions Create Contract Workspace (Procurement) Contract Request (Procurement)

To Do Date Status Title 2/7/2026 Not Started Timer for Notification (Test Commodity_ATA2) Test

Recent **1** Manage Create Administration Clause Library My Tasks Personal Workspace Prepackaged Reports Public Reports Report Search Filters SM Administration Sourcing Library Supplier data snapshots Templates

HOME SOURCING **CONTRACTS** SUPPLIER MANAGEMENT MORE... Recent Manage Create

My Tasks

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Name	Status	Due Date	Completion Date	Alert
▶ Project: Ariba Test CW 123 (1)				
▶ Project: Commodity Contract_1 for 002 Scenario (1)				
▶ Project: Commodity contract_docusign testing (4)				
▶ Project: Commodity contract_docusign testing-2 (1)				

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Approve Contract Requests (4 of 4)



Action: Approve Intra-Agency Contract Request

Role: Program Approver, Finance Manager

Step	Action Taken
4	Review the document(s) .
5	Select Approve or Deny .
6	Enter comment as needed.
7	Select access control for comment as needed.
8	Click OK .

The screenshot displays the SAP Ariba interface for approving contract requests. It is divided into two main sections. The top section, labeled 'Contract request to amend the contract workspace', contains a 'Documents' list on the left and a review area on the right. The bottom section, labeled 'Approved', contains a comment editor and an 'Access Control' dropdown.

Step 4: A red box highlights the 'Documents' list in the top section.

Step 5: A red box highlights the 'Deny' and 'Approve' buttons in the top section.

Step 6: A red box highlights the 'Message' text area in the bottom section, which contains the word 'Approved'.

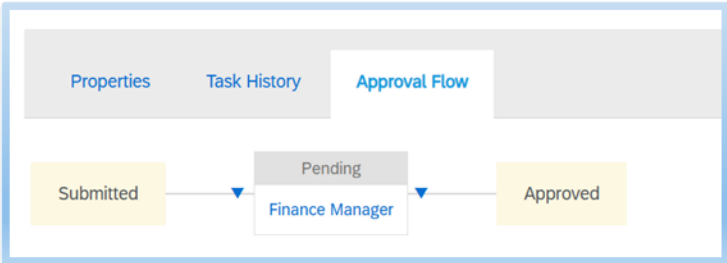
Step 7: A red box highlights the 'Access Control' dropdown menu in the bottom section.

Step 8: A red box highlights the 'OK' button in the bottom right corner of the interface.

PO Maintenance (1 of 2)



Action: Approve PO Maintenance Request
Role: Finance Manager



Step	Action Taken
1	On the right corner select Manage .
2	Select My Tasks .
3	Click the appropriate document to review.

HOME SOURCING **CONTRACTS** SUPPLIER MANAGEMENT MORE...

Contract Workspace (Procurement) Search using Title, ID, or any other term

Common Actions

Create
Contract Workspace (Procurement)
Contract Request (Procurement)

To Do

Date ↓	Status	Title
2/7/2026	⚠ Not Started	Timer for Notification (Test Commodity_ATA2)

My Tasks

Title
Test

Recent

1

Manage

Create

Administration

Clause Library

2

My Tasks

Personal Workspace

Prepackaged Reports

Public Reports

Report Search Filters

SM Administration

Sourcing Library

Supplier data snapshots

Templates

HOME SOURCING **CONTRACTS** SUPPLIER MANAGEMENT MORE...

Recent Manage Create

My Tasks

All tasks assigned to you are displayed, regardless of which project they were created in. To get more information, or work on a particular task or project, click its title. Use the **Show** controls to filter which [More](#)

Show:

(Any Projects)

Incomplete (All)/Complete (Last 7 Days)

(Any Date)

Required

Owner/Approver/Reviewer/Watcher/Recipient

Actions

Table Icon

Filter Icon

Name	Status	Due Date	Completion Date	Alert
▶ Project: Ariba Test CW 123 (1)				
▶ Project: Commodity Contract_1 for 002 Scenario (1)				
▶ Project: Commodity contract_docusign testing (4)				
▶ Project: Commodity contract_docusign testing-2 (1)				

PO Maintenance (2 of 2)



Action: Approve PO Maintenance Request
Role: Finance Manager

Step	Action Taken
4	Review the document(s) .
5	Select Approve or Deny .
6	Enter comment as needed.
7	Select access control for comment as needed.
8	Click OK .

Contract request to amend the contract workspace

Documents

One or more documents have been submitted for your review. You have the following options:

View the documents on the left.

Deny

Approve

Approved

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, click [More](#)

Message:

Approved

Access Control:

View Details

Approve Contract Amendment

Approve Contract Amendment (1 of 4)



Action: Approve Service, Commodity, & Sub-Grant Contract Amendment
Role: Division Director, (Agency Director as needed)

Step	Action Taken
1	On the right corner select Manage .
2	Select My Tasks .
3	Click the appropriate document to review.

Properties

Task History

Approval Flow

Submitted

Pending
Division Director

Pending
Agency Secretary

Approved

Only needed if >\$1m

HOME SOURCING **CONTRACTS** SUPPLIER MANAGEMENT MORE...

Contract Workspace (Procurement) Search using Title, ID, or any other term

Common Actions

Create

Contract Workspace (Procurement)

Contract Request (Procurement)

To Do

Date ↓ Status Title

2/7/2026 ⚠ Not Started Timer for Notification (Test Commodity_ATA2)

My Tasks

Title

Test

1 Manage

Administration

Clause Library

2 My Tasks

Personal Workspace

Prepackaged Reports

Public Reports

Report Search Filters

SM Administration

Sourcing Library

Supplier data snapshots

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HOME SOURCING **CONTRACTS** SUPPLIER MANAGEMENT MORE...

Recent Manage Create

My Tasks

All tasks assigned to you are displayed, regardless of which project they were created in. To get more information, or work on a particular task or project, click its title. Use the Show controls to filter which More

Show:

(Any Projects)

Incomplete (All)/Complete (Last 7 Days)

(Any Date)

Required

Owner/Approver/Reviewer/Watcher/Recipient

Actions

3 Project: Ariba Test CW 123 (1)

Project: Commodity Contract_1 for 002 Scenario (1)

Project: Commodity contract_docusign testing (4)

Project: Commodity contract_docusign testing-2 (1)

Approve Contract Amendment (2 of 4)



Action: Approve Service, Commodity, & Sub-Grant Contract Amendment

Role: Division Director, (Agency Director as needed)

Step	Action Taken
4	Review the document(s) .
5	Select Approve or Deny .
6	Enter comment as needed.
7	Select access control for comment as needed.
8	Click OK .

The screenshot displays the SAP Ariba interface for approving a contract amendment. It includes a table of steps on the left and a corresponding workflow on the right. Step 4 shows a 'Documents' list. Step 5 shows 'Deny' and 'Approve' buttons. Step 6 shows a 'Message' text area with the word 'Approved' entered. Step 7 shows an 'Access Control' dropdown menu. Step 8 shows the 'OK' button.

Step 4: Review the **document(s)**. The interface shows a 'Contract request to amend the contract workspace' with a 'Documents' list.

Step 5: Select **Approve** or **Deny**. The interface shows 'Deny' and 'Approve' buttons.

Step 6: Enter **comment** as needed. The interface shows a 'Message' text area with the word 'Approved' entered.

Step 7: Select **access control** for comment as needed. The interface shows an 'Access Control' dropdown menu.

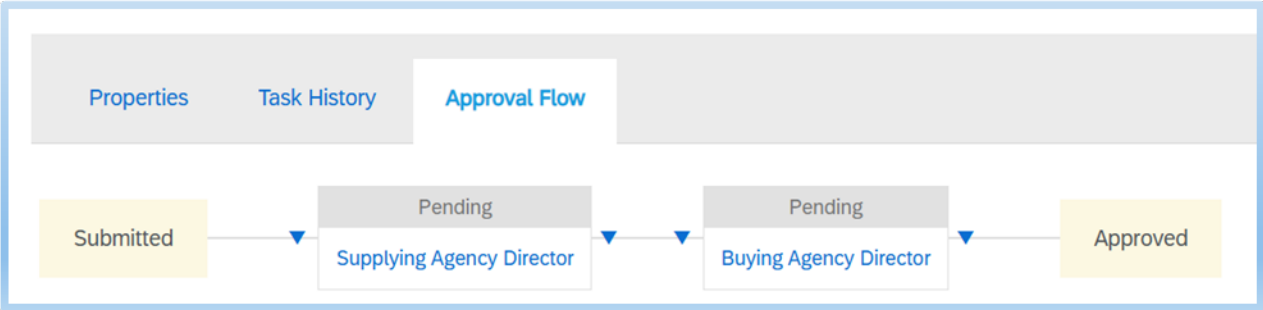
Step 8: Click **OK**. The interface shows the 'OK' button.

Approve Contract Amendment (3 of 4)



Action: Approve Intra-Agency Amendment
Role: Supplying Agency Director, Buying Agency Director

Step	Action Taken
1	On the right corner select Manage .
2	Select My Tasks .
3	Click the appropriate document to review.



HOME SOURCING **CONTRACTS** SUPPLIER MANAGEMENT MORE...
Contract Workspace (Procurement) Search using Title, ID, or any other term
Common Actions Create Contract Workspace (Procurement) Contract Request (Procurement)
To Do 2/7/2026 Not Started Timer for Notification (Test Commodity_ATA2)
My Tasks Test
Recent Manage Create
Administration
Clause Library
My Tasks
Personal Workspace
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HOME SOURCING **CONTRACTS** SUPPLIER MANAGEMENT MORE... Recent Manage Create
My Tasks
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Show: (Any Projects) Incomplete (All)/Complete (Last 7 Days) (Any Date) Required Owner/Approver/Reviewer/Watcher/Recipient
Name Status Due Date Completion Date Alert
▶ Project: Ariba Test CW 123 (1)
▶ Project: Commodity Contract_1 for 002 Scenario (1)
▶ Project: Commodity contract_docusign testing (4)
▶ Project: Commodity contract_docusign testing-2 (1)
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Approve Contract Amendment (4 of 4)



Action: Approve Intra-Agency Amendment

Role: Supplying Agency Director, Buying Agency Director

Step	Action Taken
4	Review the document(s) .
5	Select Approve or Deny .
6	Enter comment as needed.
7	Select access control for comment as needed.
8	Click OK .