



SAP Ariba Implementation Project

Department of Shared Administrative Services

Office of State Procurement

Sourcing in SAP Ariba: Pre-Purchase Requisition (PR) Approvals

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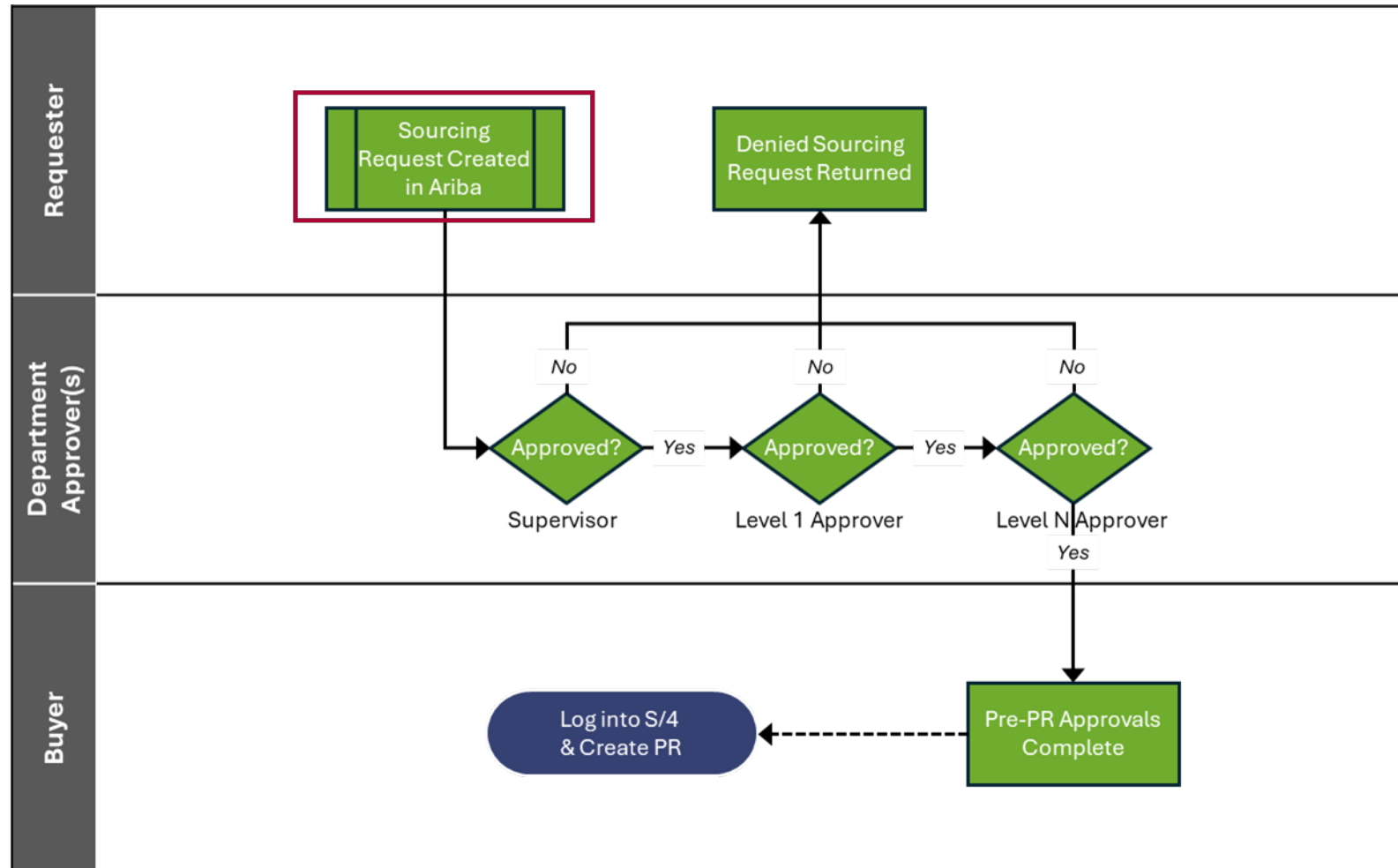
- Slide 7 – Submit Ariba Sourcing Request (SR) [for Requester role]
- Slide 16 – Review & Approve Ariba Sourcing Request (SR) [for Approver role (Supervisor, Delegate)]

Process Flow, Submit Sourcing Request



Target Audience: Requesters

Purpose: Submission of Ariba Sourcing Request (SR)



LEGEND

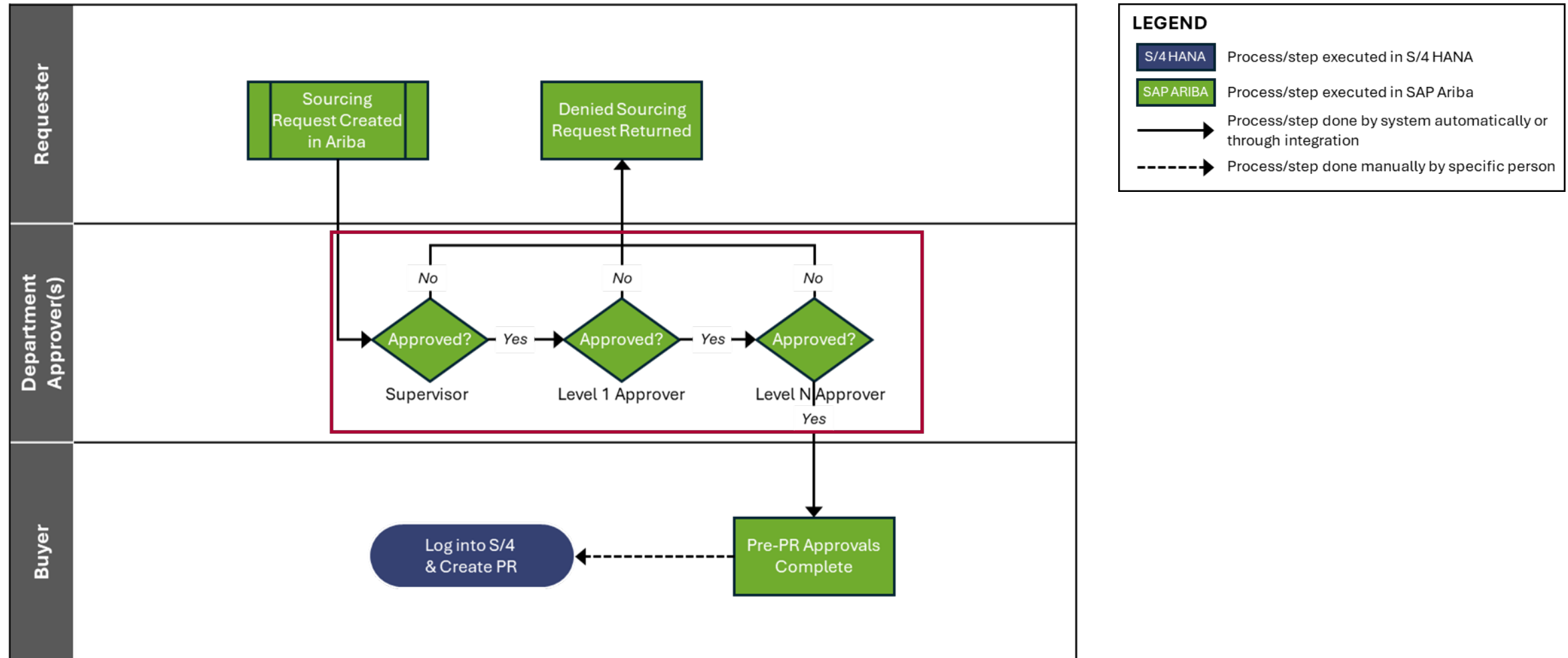
- S/4 HANA** Process/step executed in S/4 HANA
- SAP ARIBA** Process/step executed in SAP Ariba
- Process/step done by system automatically or through integration
- Process/step done manually by specific person

Process Flow, Review & Approve Sourcing Request



Target Audience: Approvers (Supervisor, Delegate)

Purpose: Approval of Ariba Sourcing Request (SR)



When will the Pre-Purchase Requisition (PR) Approvals process be used?

- Most State Agencies/Departments have approvals and other actions that must be done BEFORE a Purchase Requisition (PR) is created in AASIS (current ERP system).
- Currently, many of these approvals are being done via email or even by physically walking hard-copy documents around from office to office.
- As such, the Pre-PR Approvals process has been developed to enable Department approvals that are required BEFORE a PR is created to be completed in a more efficient and effective way using SAP Ariba functionality and workflow.

Key Terminology



- **Ariba Sourcing Request (SR):** An intake form in SAP Ariba Sourcing used to capture the business need and key details required to initiate a sourcing effort (e.g., run a solicitation, collect responses, negotiate, and award a supplier).
- **Approval Flow (Workflow):** The configured set of approvers and rules (often based on spend threshold, category, region, or risk) required to move the SR forward.
- **Template:** A predefined structure that can auto-populate tasks, documents, approval flows, and event settings once the SR is created/approved.

Submit Ariba Sourcing Request (SR)

Submit Ariba Sourcing Request (SR) (1 of 8)



Action: Create SR (in SAP Ariba)

Role: Requester

Step	Action Taken
1	From the main menu, select Create .
2	Select Guided Sourcing Request .
3	Complete all required fields (marked with asterisks) in the Name and Type section, as follows: • Name • Test Project <i>NOTE: This field should always be set to No</i> • Project State

The screenshot shows the SAP Ariba Sourcing main menu. The 'Create' button in the top right corner is highlighted with a red circle and the number 1. A dropdown menu is open from the 'Create' button, showing various options. The 'Guided Sourcing Request' option is highlighted with a red circle and the number 2.

The screenshot shows the 'Create guided sourcing request' form. The 'Name and type' section is highlighted with a red circle and the number 3. The 'Name' field is highlighted with a red box and contains the text 'Computer Servers_SAS'. The 'Test project' field is highlighted with a red box and contains the text 'No'. The 'Project State' field is highlighted with a red box and contains the text 'Active'.

Submit Ariba Sourcing Request (SR) (2 of 8)



Action: Create SR (in SAP Ariba)

Role: Requester

Step	Action Taken
4	Complete all required fields (marked with asterisks) in the Project Details section, as follows: • Baseline Spend • Procurement Method • Commodity • Department
5	In the Template section, select State of Arkansas Guided Sourcing Request for Offline Approver from the drop-down list.
6	Choose the funding source .
7	Click Create .

Project details

Linked projects

Predecessor ?

Search predecessors

▼

Copy from predecessor

Baseline Spend * ?

10,000

USD

Target Savings % ?

Procurement Method *

4 - RFQ - Request for Qualification

▼

Commodity * ?

Computer servers (4321...

×

+

Department *

SHARED ADMINISTRATIVE SERVICES

▼

Base Language

English

▼

Owner ?

+

Currency

US Dollar

▼

Create guided sourcing request

Create

Cancel

Template

Template *

Pre-Purchase Requisition (PR) Approval

▼

What is the funding source identified for this procurement? *ACTION* Please provide financial coding information in the Description field (at the top of this page) that is relevant to this procurement (example: cost center, fund, internal order, WBS element).

State

▼

Submit Ariba Sourcing Request (SR) (3 of 8)



Action: Create SR (in SAP Ariba)
Role: Requester

Step	Action Taken
8	Go to the Tasks section and click on Prepare the Sourcing Request task.
9	Review the Task Details .
10	Click Set to Started .
11	Click Close .

Tasks

All (2) | Assigned to me (0)

Search

Create

Cancel optional tasks

Delete

☐	Phases and task	Type	Status	Owner	Due date	Approvers or reviewers	Associate a document	Action	More actions
☐	Prepare Sourcing Request*	To do	Not Sta...	B B...	02/23/2026			Set to started	...
☐	Route the sourcing req...*	Appr...	Not Sta...	B B...		9914_FISC... + 2	Computer Servers_...	Submit	...

Computer Servers_SAS / Prepare Sourcing Request

Prepare Sourcing Request

To do | Not Started | TSK2039021223

Task details | Associated document | Task type and process | Comments and activity history

Task details

General information

Name *

Prepare Sourcing Request

Observers ?

None

Owner *

Buyer

Due date ?

02/23/2026

Description

1. Validate the Sourcing Request details.

2. Upload any supporting documents.

Edit

Set to started

Close

Role: Requester

Step	Action Taken
1	Navigate to and click the Event and Other Documents tab.
2	Click Upload .
3	Navigate to and select the documents from your local drive and click Open . Repeat until all documents are uploaded. NOTE: <i>Specific documents to be uploaded here will be Department-specific and depend on the good or service being requested. Refer to current operating standards for further guidance.</i>

Computer Servers_SAS 👤 Close

Strategic sourcing request | SR2039021217 | Original | Active | Gray

Project summary | Tasks | **Events and other documents** | Project message board

Events and other documents All (2) | Related to me (1)

Search Create **Upload** Download Move Copy Delete

☐	Folders and documents	Document Id	Type	Version	Status	Owner	Last modified on	Last modified by	Associated tasks	Actions
☐	Sourcing Request Items	Doc2039021217	Event	v1	Not Created	Project Owner	02/23/2026			
☐	Sourcing Project	WS2039021218	Sourcing Project	Original	Not Created	Project Owner	02/23/2026			

Drag a file here or **browse** to upload (< 100 MB).

Open

« Desktop » Test Data

Search Test Data

Organize New folder

Name Status Date modified Type

Server Specs.docx

2/23/2026 3:30 PM

File name: Server Specs.docx

Custom files (*.bmp;*.cif;*.csv;*.d)

Open Cancel

Role: Requester

Step	Action Taken
5	Confirm the document(s) are added.
6	Scroll back to the Tasks section.
7	For the Prepare Sourcing Request task, click Set to Complete .

Computer Servers_SAS

Strategic sourcing request

SR2039021207

Original

Active

Gray

Close

Project summary

Tasks

Events and other documents

Project message board

Events and other documents

All (3) | Related to me (2)

Search

Create

Upload

Download

Move

Copy

Delete

	Folders and documents	Document Id	Type	Version	Status	Owner	Last modified on	Last modified by	Associated tasks	Actions
☐	Sourcing Request Items	Doc2039021217	Event	v1	Not Created	Project Owner	02/23/2026			
☐	Sourcing Project	WS2039021218	Sourcing Project	Original	Not Created	Project Owner	02/23/2026			
☐	Server Specs.docx	Doc2039060252	Document	Original	Draft		02/23/2026			

5

Drag a file here or [browse](#) to upload (< 100 MB).

Project summary

Tasks

Events and other documents

Project message board

Tasks

All (2) | Assigned to me (0)

Search

Create

Cancel optional tasks

Delete

	Phases and tasks	Type	Status	Owner	Due date	Approvers or reviewers	Associate a document	Action	More actions
☐	Prepare Sourcing Request*	To do	In Pro...	B...	02/23/2026			Set to complete	
☐	Route the sourcing req...*	Appr...	Not St...	B...		9914_FIS... + 2	Computer Serve...	Submit	

Submit Ariba Sourcing Request (SR) (6 of 8)



Action: Validate Workflow and Add Additional Reviewer (if needed)

Role: Requester

Step	Action Taken
1	To review the approval workflow for the sourcing request, click the Route the Sourcing Request for Review Approval task.
2	Click the Task Type and Process tab to view the planned Approval Flow . Review the assigned approvers, as needed.
3	To add an additional approver (e.g., a supervisor after the first approver), click Edit in the Approval Flow .

Tasks

All (2) | Assigned to me (0)

Search

Q

↺

Create

Cancel optional tasks

Delete

↓

↑

↕

⌵

⚙

☐	Phases and tasks	Type	Status	Owner	Due date	Approvers or reviewers	Associate a document	Action	More actions
☐	Prepare Sourcing Request*	To do	Compl...	B Buyer	02/23/2026			Reset	
☐	Route the sourcing req...*	Appr...	Not St...	B B...		9 9914_FIS... + 2	Computer Serve...	Submit	...

Computer Servers_SAS / Route the sourcing request for review approval

Route the sourcing request for review approval

Submit Close

Approval | Not Started | TSK2039021224

Task details

Associated document

Task type and process

Comments and activity history

Task details

General information

Name *
Route the sourcing request for review approval

Owner * ?
Buyer

Due date ?
None

Observers ?
None

Edit

Task type and process

Task type
Approval

Request and track approvals from internal users

Approval flow

9914_PROC_LEAD
Team User
Pending

9914_FISCAL
Team User
Pending

OSP_DIRECTOR
Team User
Pending

9914_PROC_LEAD
Team User
Pending

Edit

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Submit Ariba Sourcing Request (SR) (7 of 8)



Action: Validate Workflow and Add Additional Reviewer (if needed)

Role: Requester

Step	Action Taken
4	Scroll to the first node and click the 3-dots above the node.
5	Click the Add Approvers Before option.
6	In the pop-up, keep A User as-is, then click the two-square icon in the User/Team field.
7	Type the <i>Approver Name</i> in the Search field. Results automatically populate.
8	Select the Approver by clicking the checkbox .
9	Click Select . The selected user populates in the User/Team field.
10	Click Add . The added approver now displays in the Approval Flow .

Submit Ariba Sourcing Request (SR) (8 of 8)



Action: Validate Workflow and Add Additional Reviewer (if needed)

Role: Requester

Step	Action Taken
11	Click Save .
12	Review all required approvers from left to right by clicking each node to view user IDs. Add additional reviewers, as needed.
13	Click Submit button at the top right of the screen.
14	Click Submit once again on pop-up screen.
15	Click Close .

Review & Approve Ariba Sourcing Request (SR)

Review & Approve Ariba Sourcing Request (SR) (1 of 4)



Action: Review & Approve Ariba SR

Role: Approver (Supervisor, Delegate)

Step	Action Taken
1	On the Ariba Homepage , navigate to the To-Do section, click View All .
2	Select My Tasks .
1a	Alternatively, approvers receive an SR approval notification via email.
2a	Click to the System Reference: Click Here to Access the System link to go to the SR approval task.

Test Site

State of Arkansas-TEST

HOME SOURCING SUPPLIER MANAGEMENT FOR YOU MORE...▼

Sourcing Project Search using Title, ID, or any other term

Common Actions

- Create
 - Guided Sourcing Project
 - Guided Sourcing Request
 - SAP Business Network Discovery
 - Contract Workspace (Procurement)
- More▼
- Manage
 - Sourcing Library
 - My Tasks
 - Administration

Recently Viewed

Event Status

Survey: 2 Draft, 1 Open, 14 Completed

Expiring Contracts

9 Expired, 6 30 Days, 9 7 Days

My Contracts

41 Draft, 6 DraftAmend..., 3 Pending

My Tasks

0 Completed Tasks

News

Company news content has not been configured by your system administrator.

My Documents

No items

To Do

No recent items of this type -- Click 'View...' link to access additional items.

1 View All

2 My Tasks (1)

1a WS2061731538 - KT-3-09-Sourcing Project: Approval to Publish

Email Approval <s4approval-prod3+745308655-T@ansmtp.ariba.com>
To: Tomar, Kshma

WS2061731538 - KT-3-09-Sourcing Project: Approval to Publish

Task title: Approval to Publish

Task description: 1. Confirm the correct person(s) who are to approve to publish the RFX are in the Business Stakeholder team on the Project Team tab
2. On the RFX click Submit to initiate the approval to publish.
3. Approve the solicitation to publish
4. Email any suggested Suppliers directly to ensure they are aware of the solicitation

The following notes might also be helpful to you:

RFP KT-RFP Templates (Doc2061731596) has been submitted for approval and cannot be published until you review and approve it. Click the document link on the left to review the event and approve it.

Action:

Approve - [Click Here](#)
Deny - [Click Here](#)

You are being sent this email because you are an approver for a task attached to a document that has been submitted for approval.

This email originated from the Ariba system used by State of Arkansas-TEST and was originally sent to: kstomar@deloitte.com

2a System Reference: [Click Here](#) to access the system.

Review & Approve Ariba Sourcing Request (SR) (2 of 4)



Action: Review & Approve Ariba SR

Role: Approver (Supervisor, Delegate)

Step	Action Taken
3	Review the list for the appropriate transaction name and click it once found.
4	Click Open Sourcing Request to review details.
5	Review details by clicking Project Summary and Events and Other Documents .

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 tasks are shown. Click [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: Computer Servers_SAS (1)				
Route the sourcing request for review approval *	In Approval			

Action

- View Task Details
- Edit Task
- Open Sourcing Request
- Approve
- Deny
- Dismiss

SAP 9914_P Privacy Statement Participant Terms © 1996 - 2026 Ariba Inc. All Rights Reserved

Computer Servers_SAS

Sourcing request | SR2039 | v1 | Active | Gray

Project summary Tasks Events and other documents Project message board

Project summary

Tasks

All (2) Assigned to me (1)

Role: Approver (Supervisor, Delegate)

Computer Servers_SAS

Close

Strategic sourcing request

SR2039021207

v1

Active

Gray

Project summary

Tasks

Events and other documents

Project message board

Project summary

Tasks

All (2)

Assigned to me (1)

Search

Delete

☐	Phases and tasks	Type	Status	Owner	Due date	Approvers or reviewers	Associate a document	Action	More actions
☐	Prepare Sourcing Request*	To do	Complete	Buyer	02/23/2026			6 Approve Reject	
☐	Route the sourcing reque... *	Approval	In Approval	Buyer		9 9914_FISCAL + 3	Computer Servers_SAS	Approve Reject	...

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Review & Approve Ariba Sourcing Request (SR) (4 of 4)



Action: Delegate Review & Approval of Ariba SR
Role: Approver (Supervisor, Delegate)

Step	Action Taken
1	NOTE: <i>As part of this process, approvals can be delegated, as follows:</i> Click your user profile at the top right of the screen.
2	Choose Delegate Authority from the list of options.
3	Populate the mandatory fields , as follows: • Delegatee • Delegation Start Date • Delegation End Date
4	Click OK . NOTE: <i>The Delegate Approver will follow the same approval steps as outlined above.</i>

Test Site

Computer Servers_SAS ⓘ

Strategic sourcing request | SR2039021207 | v1 | Active | Gray

Project summary Tasks Events and other documents Project message board

Project summary

Tasks

Search [] [] [Delete]

☐	Phases and tasks	Type	Status	Owner	Due date	Approvers or reviewers	Associate a document	Action
☐	Prepare Sourcing Request*	To do	Complete	B Buyer	02/23/2026			
☐	Route the sourcing reque...	Approval	In Approval	B Buyer		9 9914_FISCAL + 3	Computer Servers_SAS	Approve Reject

Delegation of Authority

Choose someone to act as your representative in your absence. You can enter a future **Delegate Start Date**, or simply begin delegation immediately. You should also enter a **Delegation End Date** to automatically end the [More](#)

Delegatee: * []

Delegation Start Date: * [] []

Delegation End Date: * [] []

Delegation Reason: []

Notification: ☐ Continue to notify me by email of approval requests

(*) indicates a required field

OK Cancel