



SAP Ariba Implementation Project

Department of Shared Administrative Services

Office of State Procurement

Sourcing in SAP Ariba: Sourcing Event & Award Approvals

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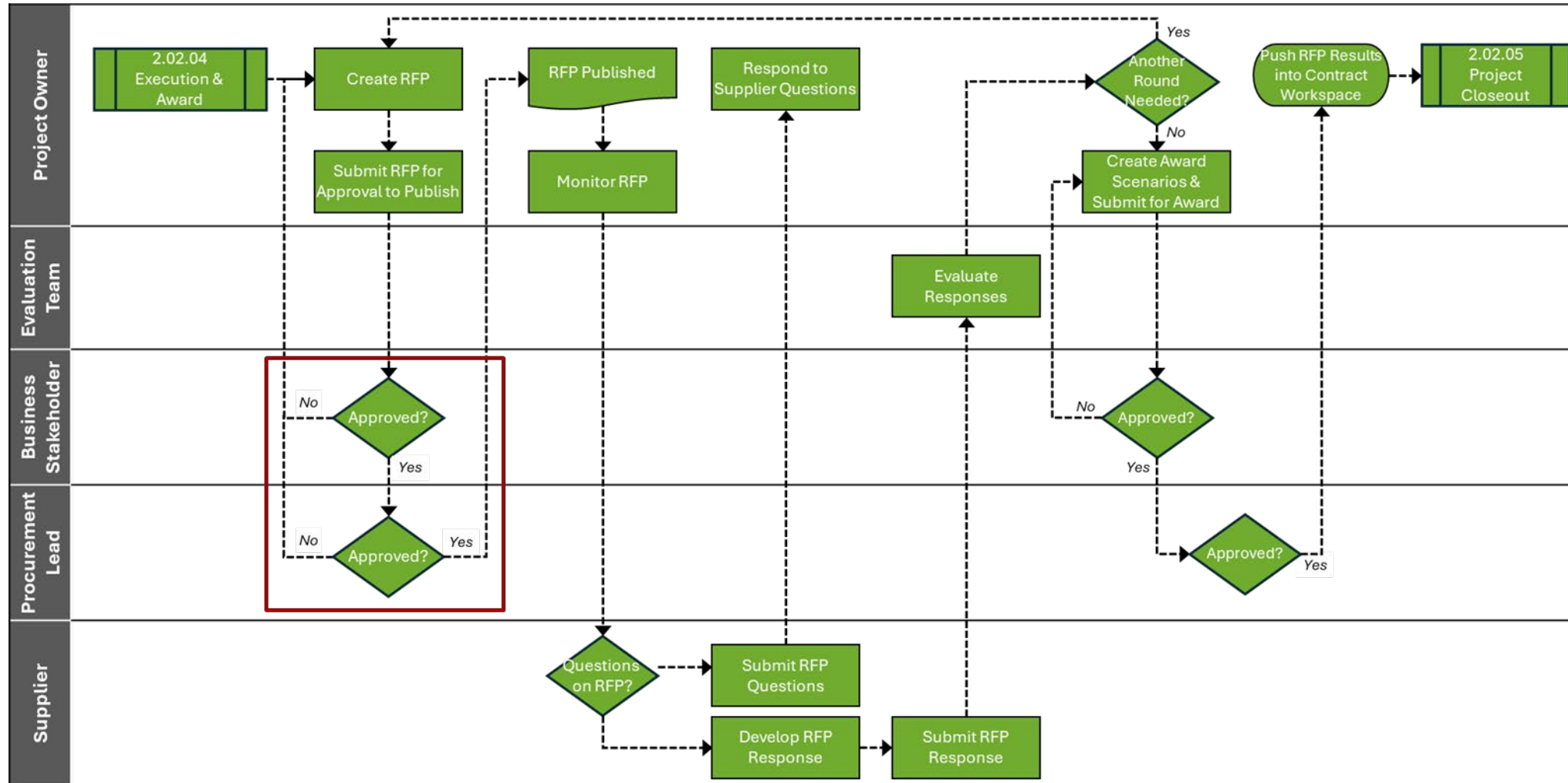


- Slide 7 – Review & Approve Sourcing Event [*for Business Stakeholder and/or Procurement Lead role*]
- Slide 10 – Review & Approve Sourcing Award [*for Business Stakeholder, Procurement Lead, and/or Other Approver role*]

Process Flow, Review & Approve Sourcing Event

Target Audience: Business Stakeholder, Procurement Lead

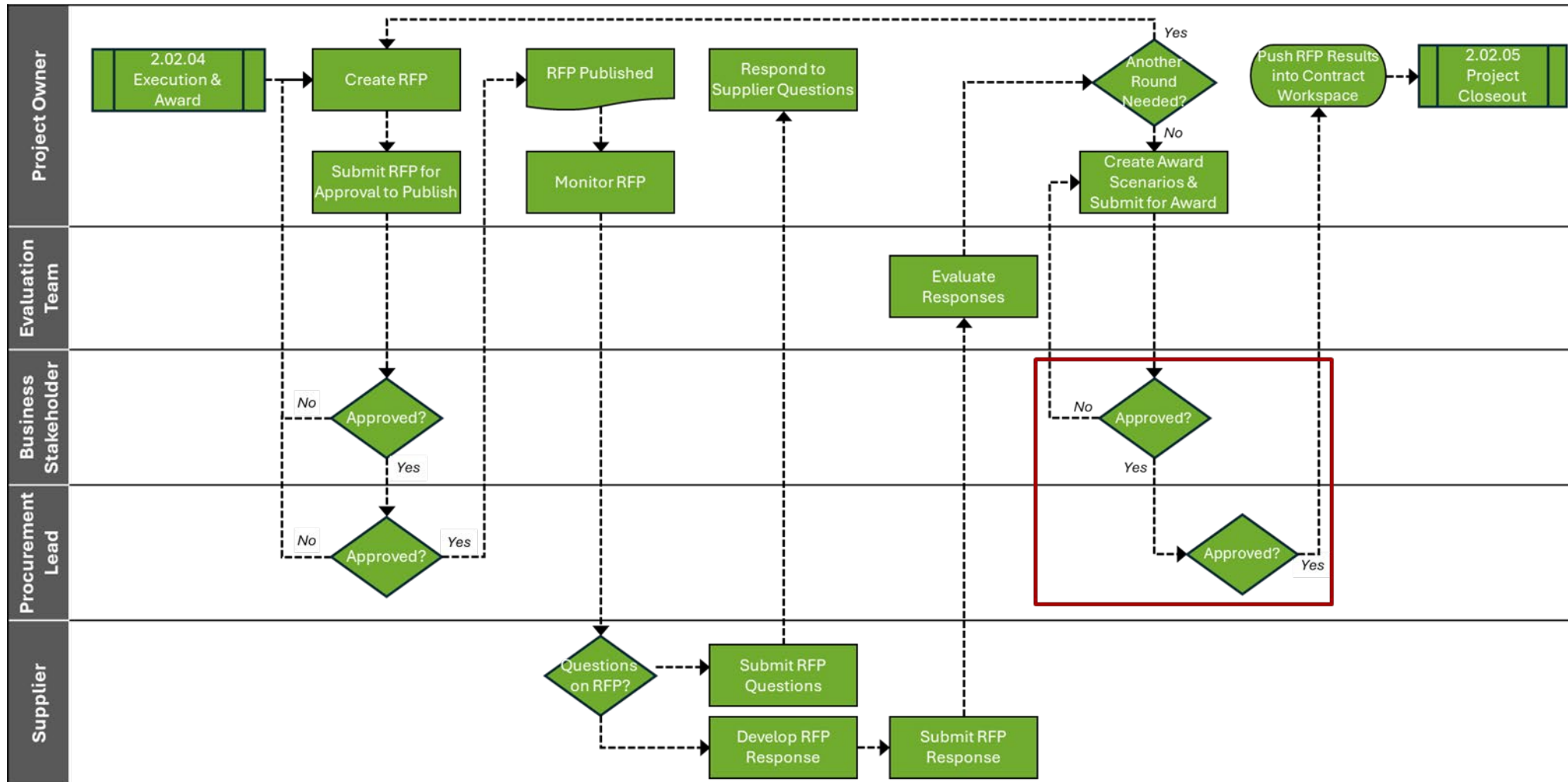
Purpose: Review & Approve Sourcing Event (RFx). **NOTE:** RFP is shown but all other sourcing events follow the same process steps for Sourcing Event approval.



Process Flow, Review & Approve Sourcing Award

Target Audience: Business Stakeholder, Procurement Lead

Purpose: Review & Approve Sourcing Award (RFx). **NOTE:** *RFP is shown but all other sourcing events follow the same process steps for Sourcing Award approval.*



Key Terminology (1 of 2)



- **Sourcing Event:** A structured, system-managed process to collect supplier responses and select a supplier for a defined requirement—typically through a solicitation.
- **Sourcing Award:** The decision and system step where the buyer selects the winning supplier(s) and allocates business (quantities, lanes, or lots) based on supplier responses to a solicitation.
- **Request for Information (RFI):** A sourcing event type used to collect non-binding information from suppliers before you run a competitive bid (like an RFP or IFB). It's typically used to understand the market, qualify suppliers, and shape requirements—not to award business on price.
- **Request for Proposal (RFP):** A sourcing event type used to solicit sealed supplier proposals—typically combining solution/approach-and pricing—so you can evaluate suppliers against defined criteria and make an award recommendation.
- **Request for Qualification (RFQ):** A sourcing event type used to select vendors based primarily on qualifications/specialized expertise (often price is secondary/later); in AR it's the required method for certain professional services (e.g., architecture/engineering, legal, financial advisory, construction management).
- **Invitation for Bid (IFB):** A sourcing event type used to solicit formal competitive sealed bids, when requirements are clearly defined and the award is usually based primarily on lowest priced, compliant ("responsive and responsible") bid—common in public sector and highly governed procurement.

Key Terminology (2 of 2)



- **Qualified Vendor List (QVL):** A pre-approved set of suppliers solicited through an RFQ that are allowed (or preferred) to be invited to certain sourcing events or for contracting because they've already met qualification criteria through the RFQ process.
- **Competitive Bid (CB):** A sourcing event type used to solicit competitive bids from at least three (3) suppliers when requirements are clearly defined and the award is based on lowest priced, compliant ("responsive and responsible") bid.
- **Formal Bid Submission (FBS):** A sourcing event type use to solicit competitive bids from vendors on a QVL.

Review & Approve Sourcing Event

Review & Approve Sourcing Event (1 of 2)



Action: Approve Sourcing Event for Publication

Role: Business Stakeholder, Procurement Lead

Step	Action Taken
1	On the Ariba Homepage , click Manage .
2	Click My Tasks and navigate to the appropriate project.
3	Click the small arrow on the left side of the project name to expand it.
1a	Alternatively, approvers receive a Sourcing Event approval notification via email.
2a	Click to the System Reference: Click Here to Access the System link to go to the Sourcing Event approval task.

1

2

3

1a

2a

The top screenshot shows the SAP Ariba 'My Tasks' page. The 'Manage' dropdown menu is open, and 'My Tasks' is selected. The page displays a table of tasks with columns for Name, Status, Due Date, Completion Date, and Alert. The task 'Project: E2E-005-RFI-Sourcing Project (4)' is highlighted. The bottom screenshot shows an email notification titled 'WS2061731538 - KT-3-09-Sourcing Project: Approval to Publish'. The email contains a task description, a list of notes, and a system reference link.

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
3. 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

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

Review & Approve Sourcing Event (2 of 2)



Action: Approve Sourcing Event for Publication
Role: Business Stakeholder, Procurement Lead

Step	Action Taken
4	Locate the Approval to Publish task and click on the drop-down list.
5	Select View Task Details and review relevant information. NOTE: <i>Click on the Event icon if you want to review the RFX.</i>
6	Once review of sourcing event details is complete, click Approve .
7	Enter a brief message and attach a file , if needed.
8	Click Approve . NOTE: <i>Repeat above steps for additional approvers. Also, to reject the Sourcing Event for Publication, click Reject at this step instead and enter Comments and/or attach a file, as needed.</i>

Name	Status	Due Date	Completion Date	Alert
▼ Project: E2E-005-RFI-Sourcing Project (4)				
Create a Sourcing Event * ▼	In Progress			
Project Team Approval of Solicitation * ▼	Approved		2/24/2026	
Approval to Publish * ▼	Not Started	2/24/2026		

Action

View Task Details (2)

Edit Task (1)

Open Event

E2E-005-RFI-Sourcing Project / Approval to Publish

Approval to Publish

Approval | Withdrawn | TSK2040613416

Task detailsAssociated documentTask type and processAll roundsComments and activity history

Task details

General information

Name *

Approval to Publish

Observers ?

None

Owner *

Kshma Tomar

Due date ?

02/24/2026

Description

1. Submit the solicitation to the project team and Supervisor of the Project Owner for approval prior to publication2. Approve the solicitation to publish3. Email suggested Suppliers directly, as applicable

ApproveRejectClose

Approve

Comments (optional)

Approved

Attach a file

ApproveCancel

Review & Approve Sourcing Award

Review & Approve Sourcing Award (1 of 2)



Action: Approve to Award

Role: Business Stakeholder, Procurement Lead, Other Approvers

Step	Action Taken
1	On the Ariba Homepage , click Manage .
2	Click My Tasks and navigate to the appropriate project.
1a	Alternatively, approvers receive a Sourcing Award approval notification via email.
2a	Click to the System Reference: Click Here to Access the System link to go to the Sourcing Award approval task.
3	Click the small arrow on the left side of the project name to expand it.
4	Locate the Create Award Scenario(s) and Submit for Approval to Award task and click on the drop-down list.
5	Select Open Event to review award scenarios.

Review & Approve Sourcing Award (2 of 2)



Action: Approve to Award

Role: Business Stakeholder, Procurement Lead, Other Approvers

Step	Action Taken
6	Click Allocate Awards (or scroll down) to go to the Best Bid Award Allocation section to review the proposed award.
7	Click the Tasks tab to navigate back to the Create Award Scenario(s) and Submit for Approval to Award task.
8	Locate the Create Award Scenario(s) and Submit for Approval to Award task.
9	Click Approve (to right of the task). NOTE: Alternatively, you can also click the task and perform approval within the task.
10	Enter a brief message and attach a file , if needed.
11	Click Approve . NOTE: To reject the Sourcing Award Scenario(s) and Submit for Approval to Award task, click Reject at this step instead and enter Comments and/or attach a file , as needed.

The screenshot displays the SAP Ariba interface for reviewing and approving a sourcing award. The main window is titled 'Test New Task / Test task RFP' and shows the 'Test task RFP' page. The 'Allocate awards' tab is selected, displaying a table of award allocations. The table includes columns for '1 item and 7 terms', 'Envelope 1.0 Line Items', and '1.1 VEHICLE, SEDAN, 4 DOOR, POLICE, TYPE MAA'. The table shows two responses from two participants, with a total of 100% allocated. The 'Approve' dialog box is open, showing the 'Comments (optional)' field with the text 'Approved' and the 'Approve' button. The 'Tasks' tab is also visible, showing a list of tasks. The 'Approve' dialog box is open, showing the 'Comments (optional)' field with the text 'Approved' and the 'Approve' button.