Deloitte.

# 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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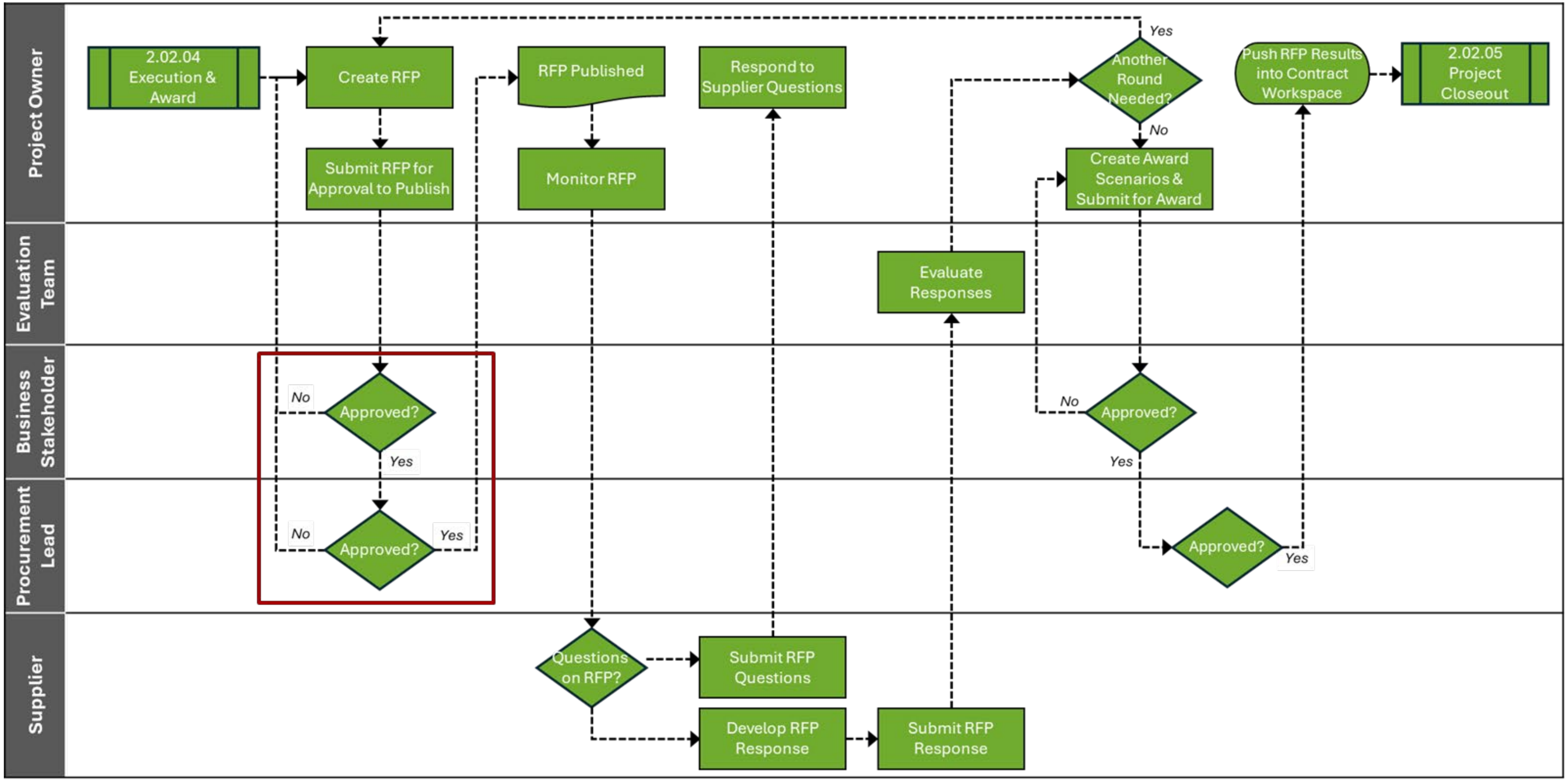
# Process Flow, Review & Approve Sourcing Event

**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

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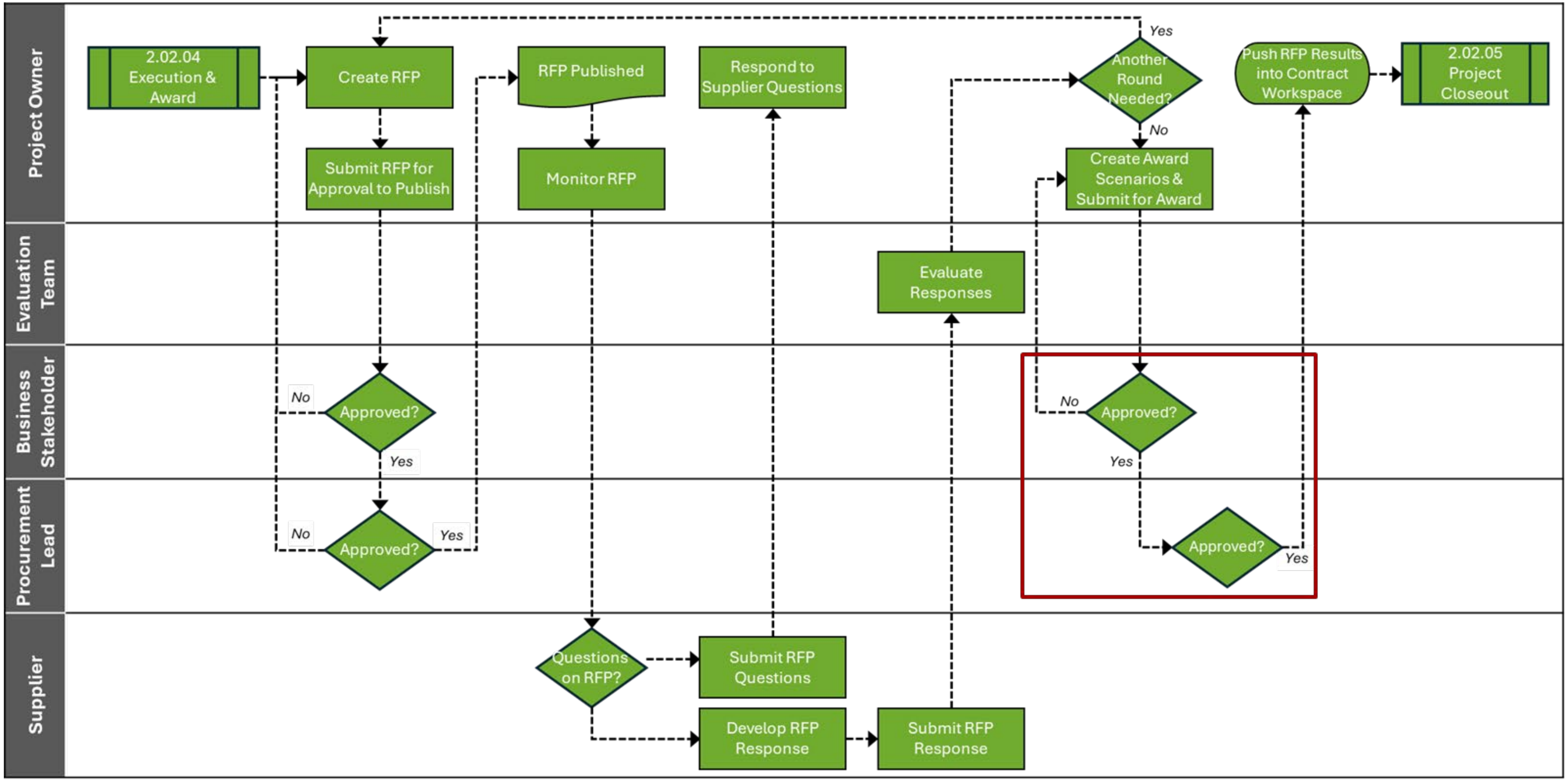


# **Key Terminology** (1 of 2)

- **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)

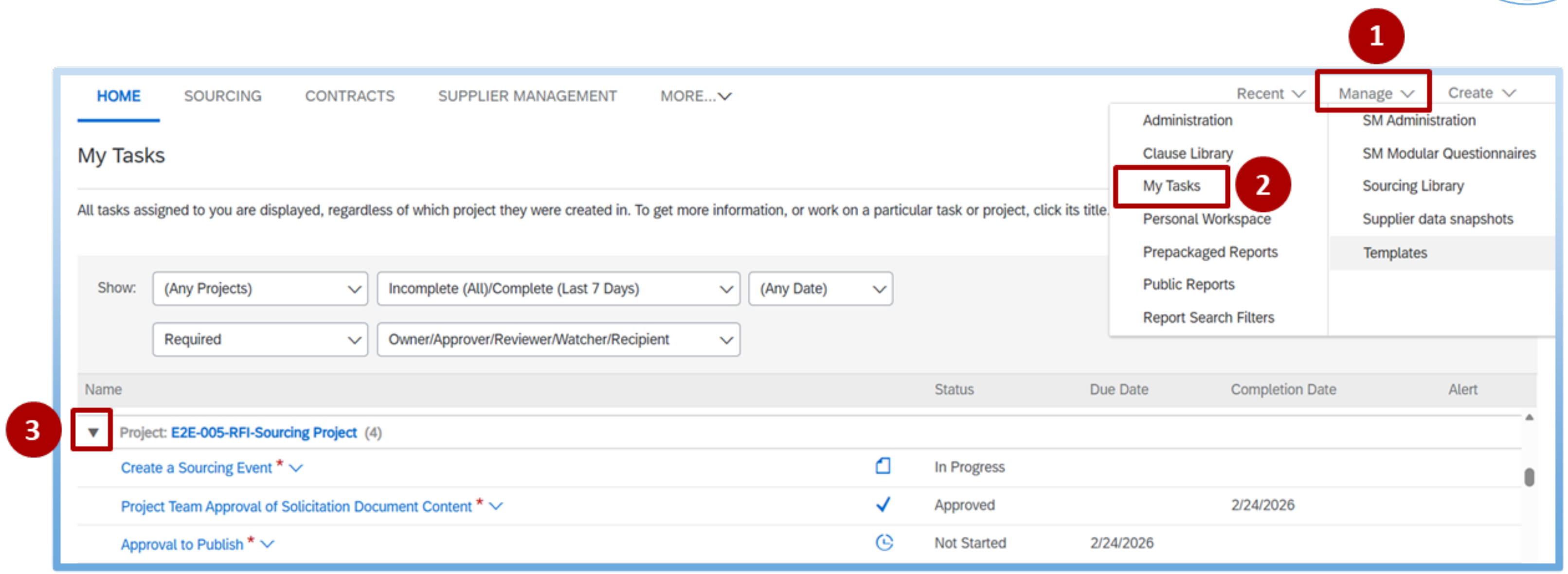
- **Qualified Vendor List (QVL):** A pre-approved set of suppliers solicited through an RFQ that are allowed (or preferred) to be invited to certain sourcing events or for contracting because they've already met qualification criteria through the RFQ process.
- **Competitive Bid (CB):** A sourcing event 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.

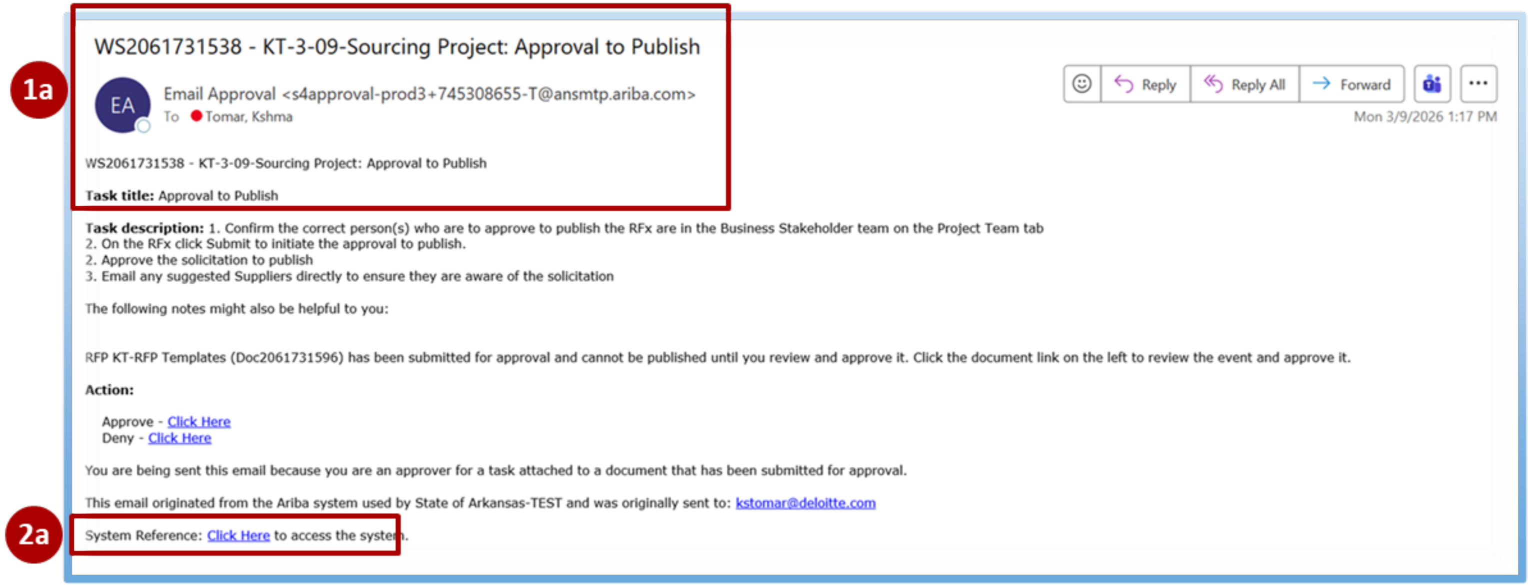
# Review & Approve Sourcing Event

# 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. |

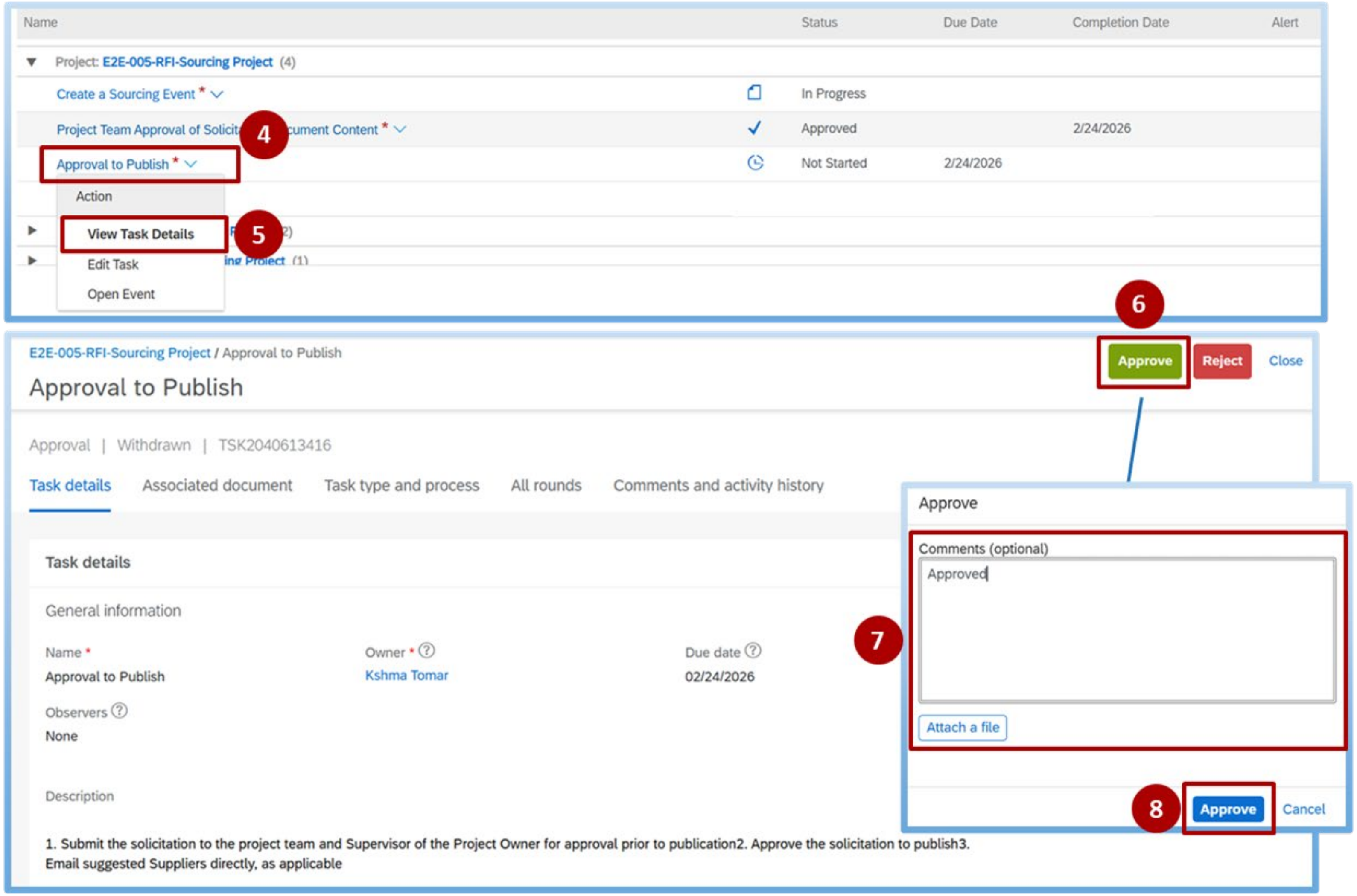


# Review & Approve Sourcing Event (2 of 2)

**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**: *Click on the* ***Event icon*** *if you want to review the RFx.* |
| 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**: *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.* |

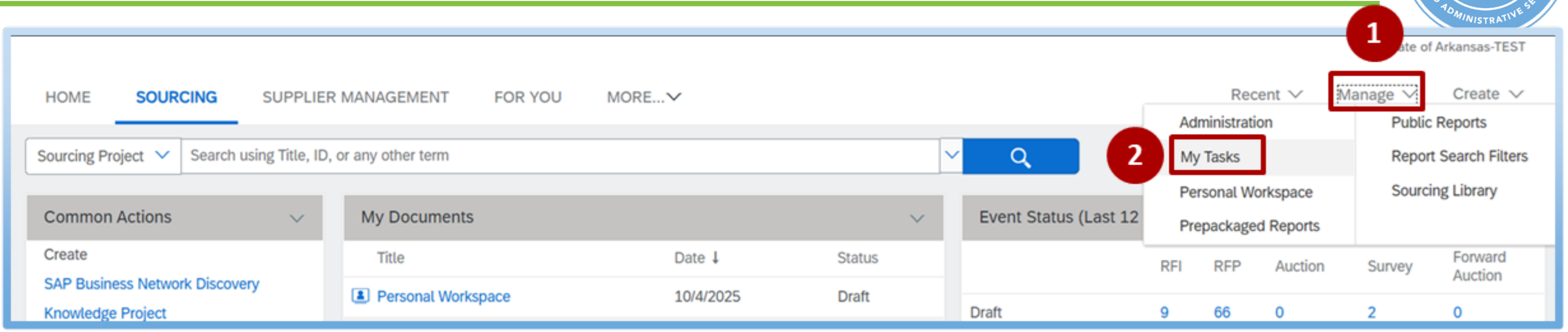


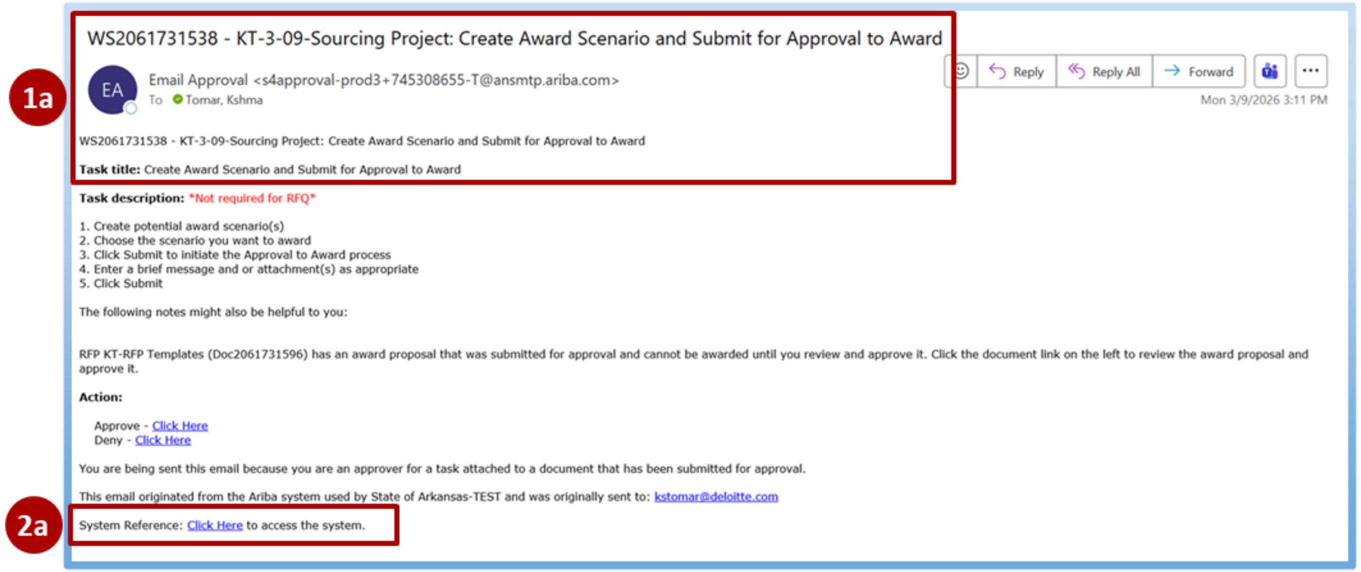
# Review & Approve Sourcing Award

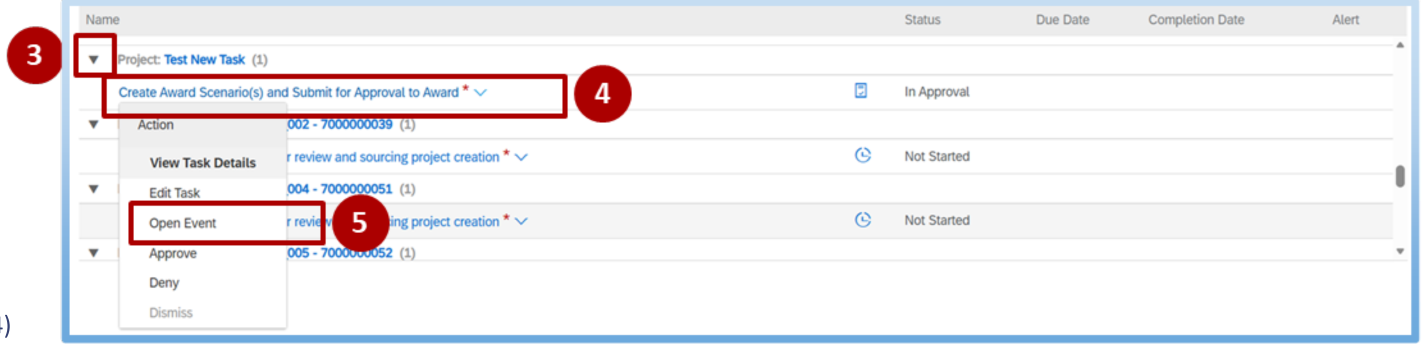
# Review & Approve Sourcing Award (1 of 2)

**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.* |