



SAP Ariba Implementation Project

Department of Shared Administrative Services
Office of State Procurement

Sourcing in SAP Ariba: Sourcing Request Evaluation

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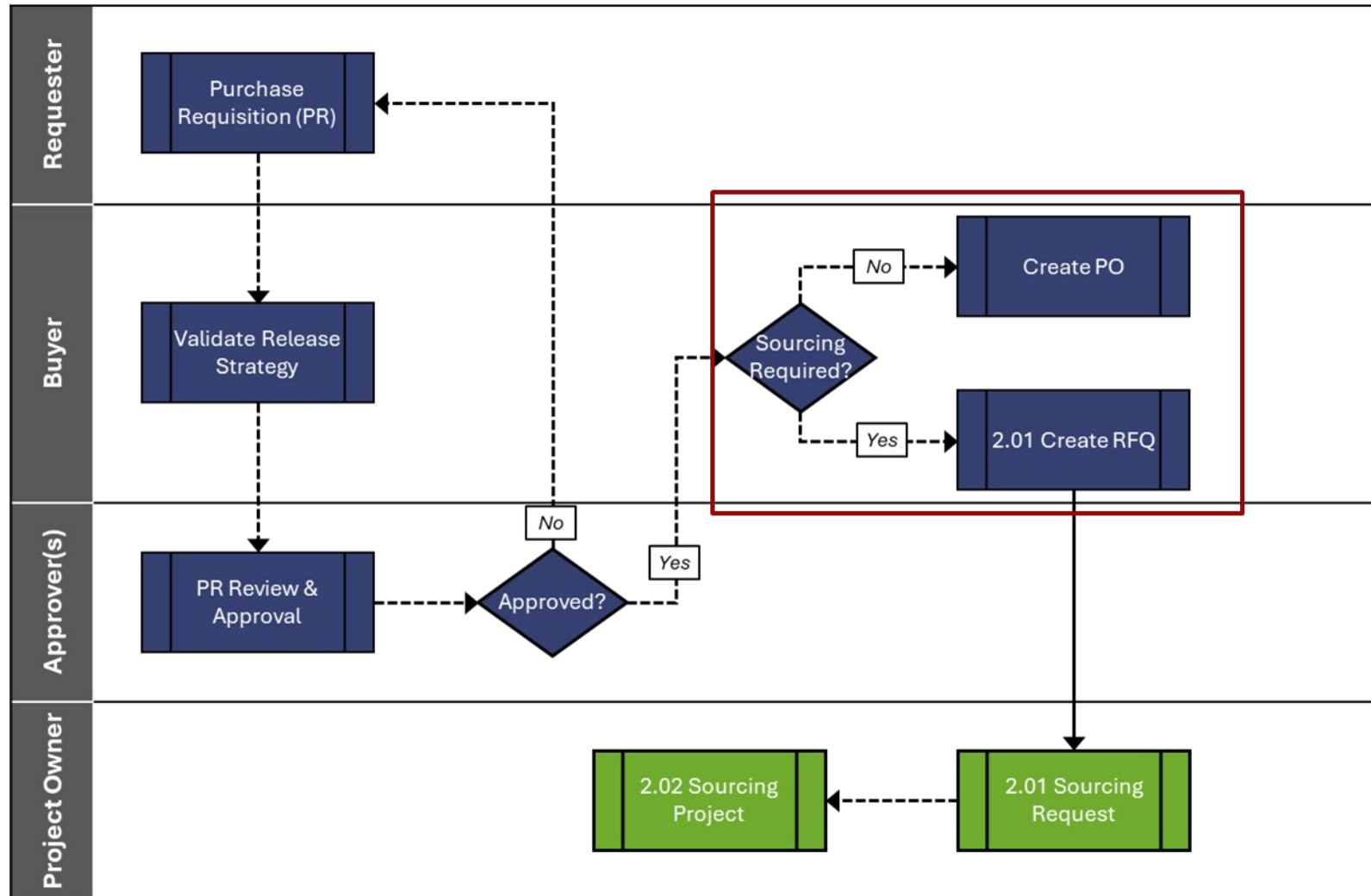
- Slide 8 – Evaluate S/4 Purchase Requisition (PR) & Create RFQ [for Buyer role]
- Slide 14 – Validate, Update & Route Ariba Sourcing Request (SR) for Approval [for Buyer role]
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Process Flow, Evaluate S/4 PR & Create RFQ



Target Audience: Buyer

Purpose: Evaluate S/4 Purchase Requisition (PR) & Create RFQ



LEGEND

S/4 HANA

Process/step executed in S/4 HANA

SAP Ariba

Process/step executed in SAP Ariba

Solid Arrow

Process/step done by system automatically or through integration

Dashed Arrow

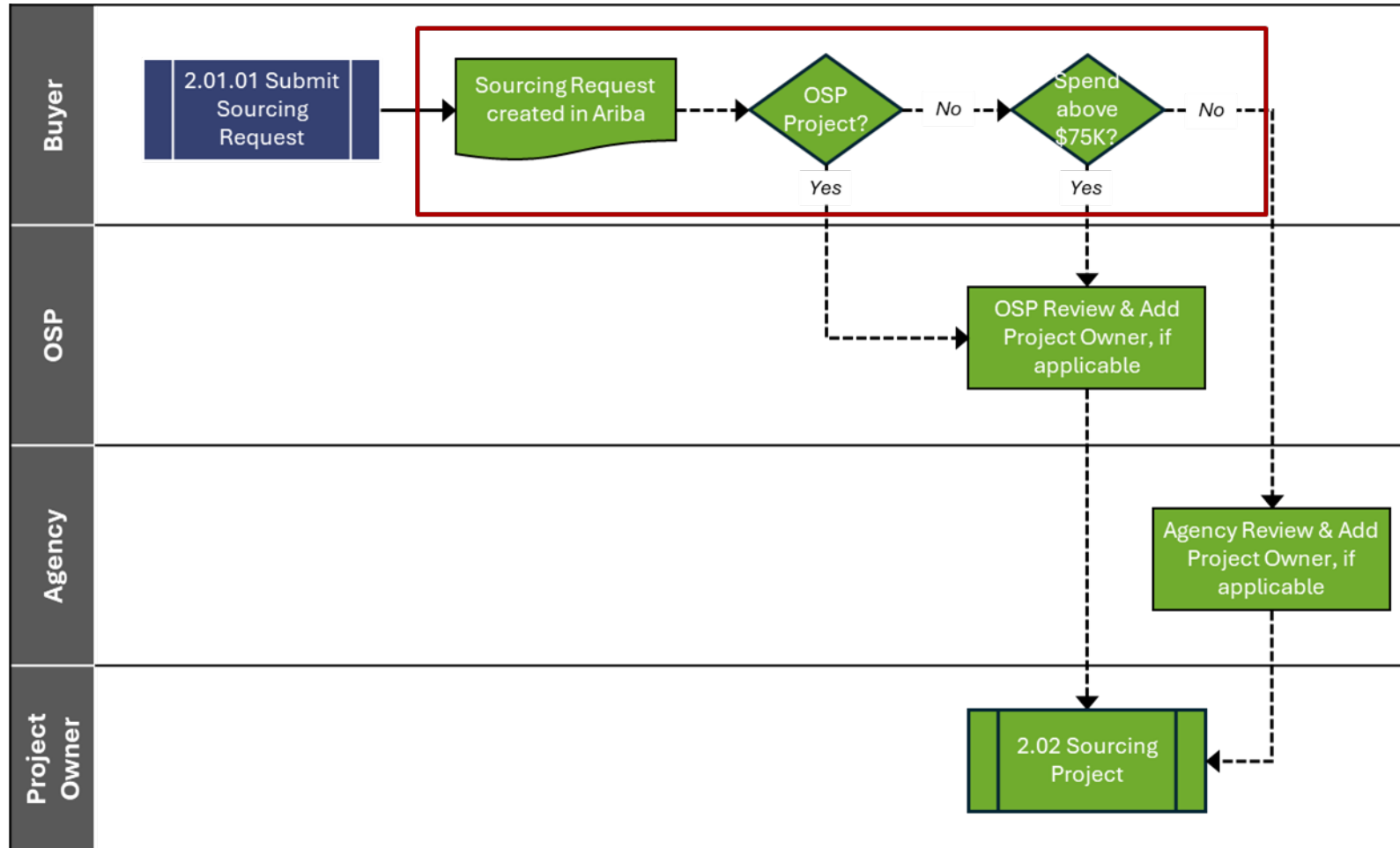
Process/step done manually by specific person

Process Flow, Validate, Update & Route Ariba SR



Target Audience: Buyer

Purpose: Validate, Update & Route Ariba Sourcing Request (SR)



LEGEND

S/4 HANA

Process/step executed in S/4 HANA

SAP ARIBA

Process/step executed in SAP Ariba

Solid Arrow

Process/step done by system automatically or through integration

Dashed Arrow

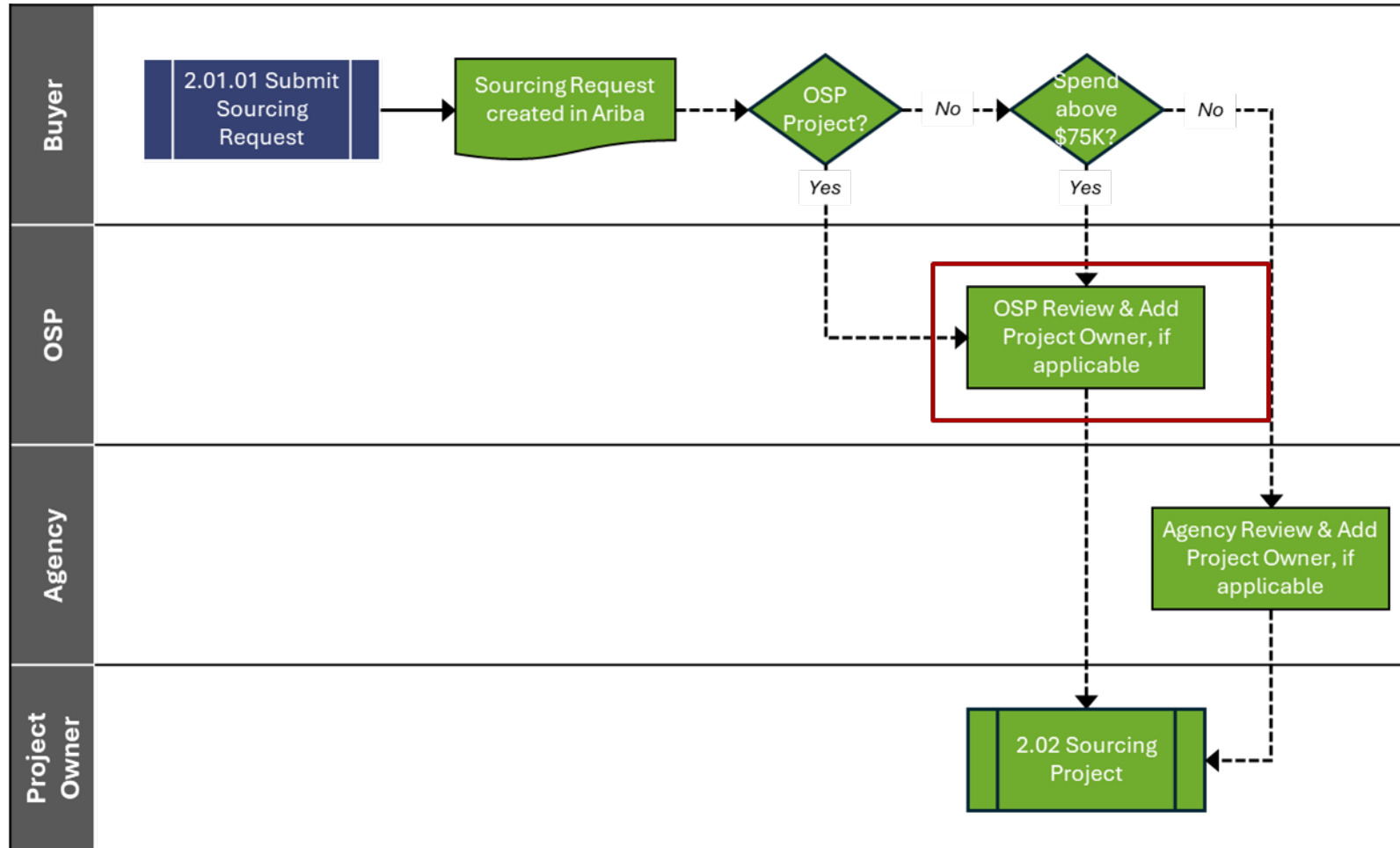
Process/step done manually by specific person

Process Flow, Review & Approve SR, OSP



Target Audience: OSP Procurement Lead

Purpose: Review & Approve Ariba Sourcing Request (SR), OSP



LEGEND

S/4 HANA

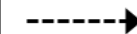
Process/step executed in S/4 HANA

SAP Ariba

Process/step executed in SAP Ariba



Process/step done by system automatically or through integration



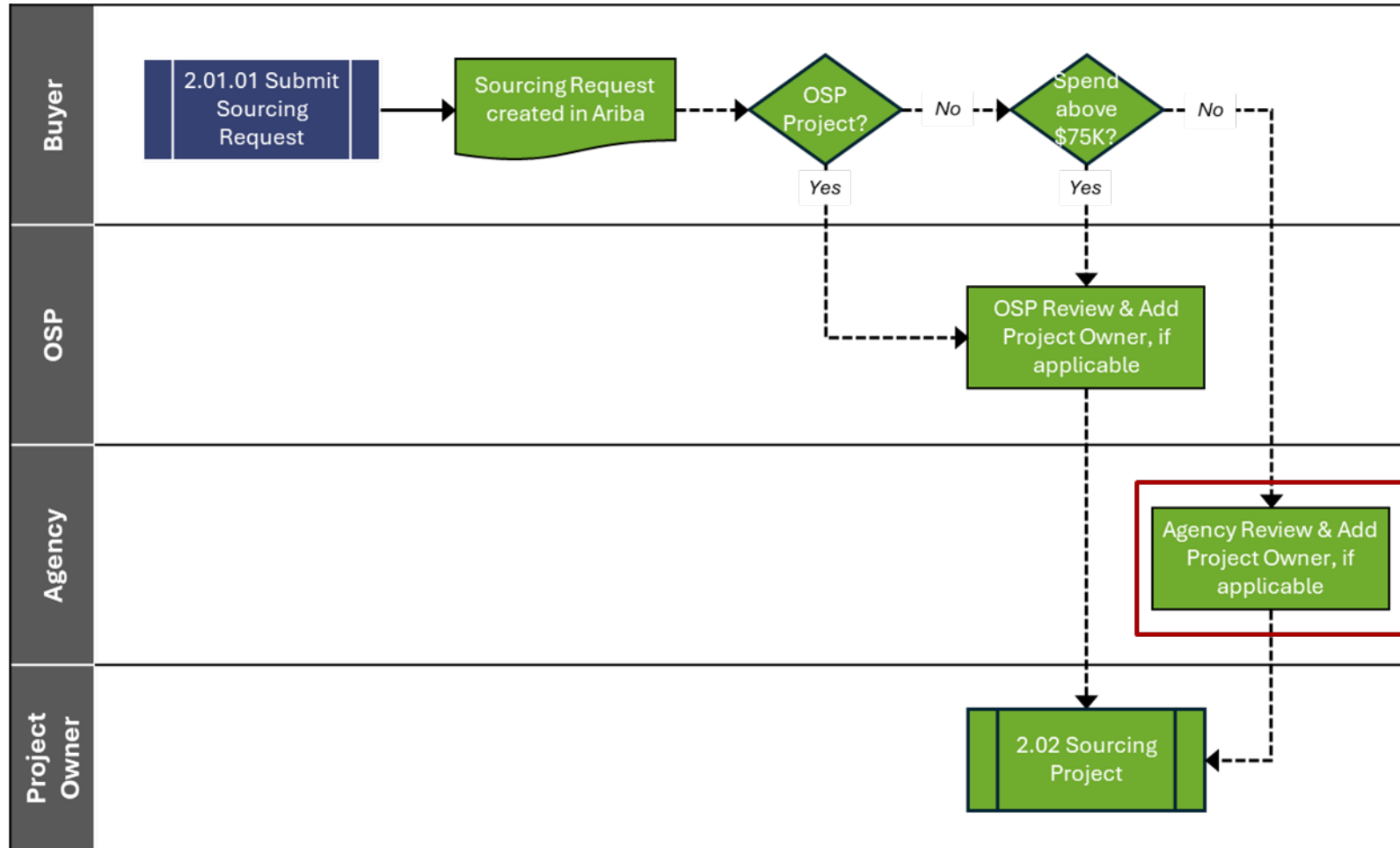
Process/step done manually by specific person

Process Flow, Review & Approve SR, Agency



Target Audience: Agency Procurement Lead

Purpose: Review & Approve Ariba Sourcing Request (SR), Agency



LEGEND

S/4 HANA

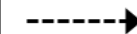
Process/step executed in S/4 HANA

SAP Ariba

Process/step executed in SAP Ariba



Process/step done by system automatically or through integration



Process/step done manually by specific person

- **Purchase Requisition (PR):** An internal request to buy a material or service – used to signal demand and start the procurement process. It’s typically created by a requester and then reviewed/approved before a buyer converts it into a purchase order (PO) or a sourcing request (that is gets processed into SAP Ariba).
- **Purchase Order (PO):** A formal, external commitment to a supplier to buy materials or services at agreed terms (price, quantities, delivery dates, and conditions). It’s the core document that drives downstream execution—receiving, invoice verification, and payment.
- **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).
- **Spend:** Refers to the organization’s purchasing expenditures on goods and services that sourcing teams analyze and influence through sourcing events (e.g., RFX) and supplier negotiations.

Evaluate Purchase Requisition (PR) & Create RFQ in S/4

Evaluate Purchase Requisition (PR) & Create RFQ in S/4 (1 of 5)

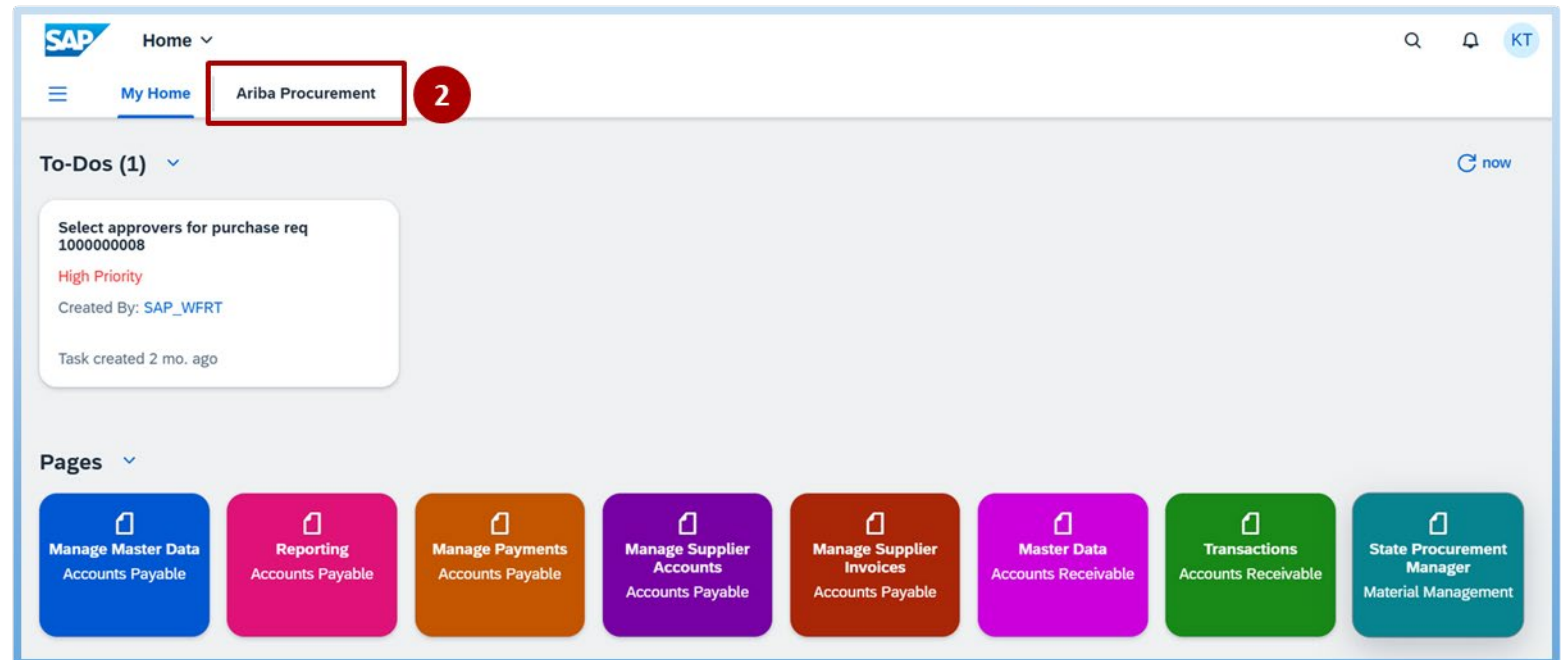
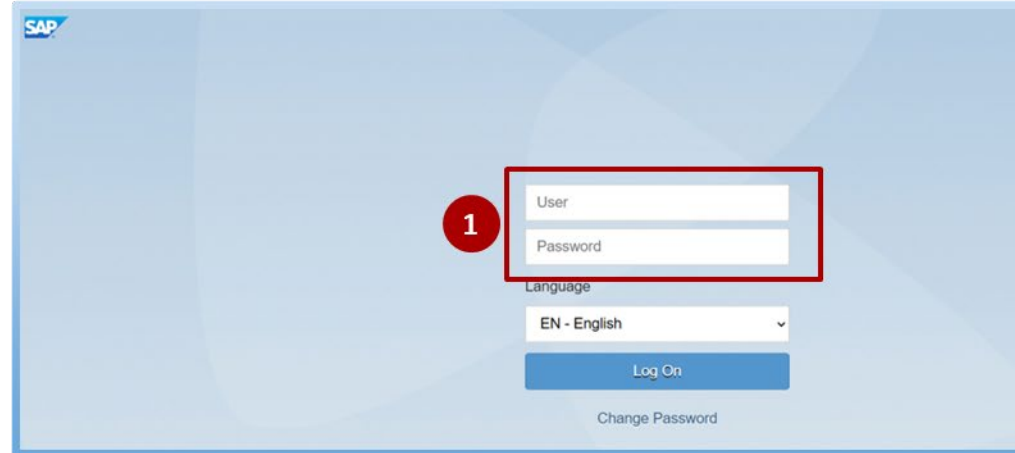


Action: Evaluate S/4 PR to Determine if Sourcing is Required

- If **Yes**, create RFQ doc in S/4 (pushed to Ariba as a Sourcing Request (SR) via Quote Automation) – see instructions below
- If **No**, create PO

Role: Buyer

Step	Action Taken
1	To evaluate a PR in S/4, log into S/4 Fiori app with your S/4 enterprise credentials/access.
2	On your Home Page , click Ariba Procurement at the top right of the page. NOTE: If <i>Ariba Procurement</i> is not displayed, click the three line menu in the top left of the page, scroll down to Ariba Procurement , and click the thumbtack icon to pin the space to the top menu.



Evaluate Purchase Requisition (PR) & Create RFQ in S/4 (2 of 5)

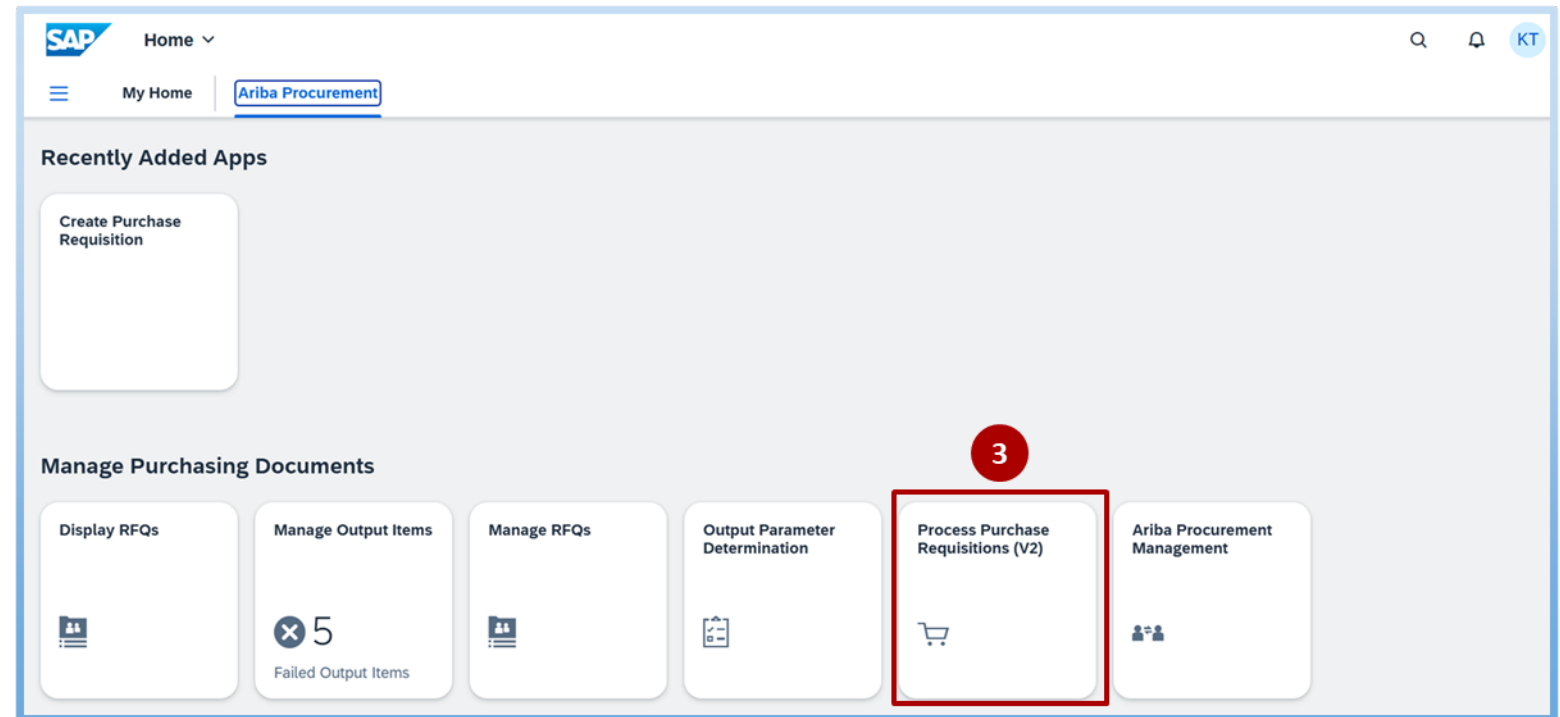


Action: Evaluate S/4 PR to Determine if Sourcing is Required

- If **Yes**, create RFQ doc in S/4 (pushed to Ariba as a Sourcing Request (SR) via Quote Automation) – see instructions below
- If **No**, create PO

Role: Buyer

Step	Action Taken
3	Click the Process Purchase Requisition (V2) tile. NOTE: If the Process Purchase Requisition tile is not displayed, <i>enter ME51N in the search and press Enter.</i>



Evaluate Purchase Requisition (PR) & Create RFQ in S/4 (3 of 5)



Action: Create RFQ

Role: Buyer

Step	Action Taken
1	Enter the <i>PR number</i> in the Purchase Requisition Number field.
2	Click Go . NOTE: <i>The corresponding PR displays.</i>
3	Click the checkbox next to the PR.
4	Click Create RFQ .
5	Click the RFQ Document Type drop-down list on the pop-up window.
6	Select Ext. Sourcing Req. from the drop-down list.
7	Click Apply .

The screenshot shows the 'Process Purchase Requisitions' interface in SAP S/4HANA. A red box labeled '1' highlights the 'Purchase Requisition Number' field, which contains the value '=1000000214 x'. Below this, a table titled 'Purchase Requisitions (1)' lists the requisition details. A red box labeled '3' highlights the checkbox in the first column of the table, which is checked. A red box labeled '4' highlights the 'Create RFQ' button in the top right of the table area. A red box labeled '2' highlights the 'Go' button in the top right of the interface.

☒	Purchase Requisition ...	Item Number of ...	Material ID	Material Group	Quantity	Total Value
☒	1000000214	1	ABRASIVE PADS (311915050000)	Grinding and polishi (31190000)	100 EA	100,000.00 USD

The image shows two pop-up windows for selecting the RFQ document type. The top window, labeled 'Please select RFQ document type', has a red box labeled '5' on the dropdown arrow and a red box labeled '6' on the 'Ext. Sourcing Req.' option. The bottom window, also labeled 'Please select RFQ document type', shows 'Ext. Sourcing Req.' selected in the dropdown, with a red box labeled '7' on the 'Apply' button.

Evaluate Purchase Requisition (PR) & Create RFQ in S/4 (4 of 5)



Action: Create RFQ

Role: Buyer

Step	Action Taken
8	Enter the <i>RFQ name</i> in the RFQ Description field.
9	Populate the Quotation Deadline field. <i>NOTE: The date must not be later than the delivery date set in the requisition. Notice the other details pre-populated based on the requisition details.</i>
10	Click Create .

The screenshot shows the SAP S/4HANA 'Request for Quotation' (RFQ) form for 'Abrasive Pads'. The form is divided into several sections: Basic Data, Important Dates, and Organization. Red circles with numbers 8, 9, and 10 highlight specific fields and the 'Create' button.

- Callout 8:** Points to the 'RFQ Description' field, which contains the text 'RFQ - Abrasive Pads'.
- Callout 9:** Points to the 'Quotation Deadline' field, which contains the date '03/16/2026'.
- Callout 10:** Points to the 'Create' button at the bottom right of the form.

Other visible fields include 'RFQ Type', 'Ext. Sourcing Req.', 'Apply By', 'Our Reference', 'Language Key', 'Follow-On Document Type', 'Purchasing Group', 'Purchasing Organization', and 'Company Code'.

Evaluate Purchase Requisition (PR) & Create RFQ in S/4 (5 of 5)



Action: Publish RFQ

Role: Buyer

Step	Action Taken
1	Click through the following tabs in the top menu to confirm information is accurate/correct. NOTE: Click Edit to update information, as needed.
2	Once the review is complete, click Publish . NOTE: The RFQ ID is automatically and pushed to Ariba as a Sourcing Request (SR) via Quote Automation.

The screenshot displays the SAP S/4HANA Request for Quotation (RFQ) interface. At the top, the header shows 'Request for Quotation' with a dropdown arrow. Below this, the title 'RFQ - Abrasive Pads' is displayed with the ID '7000010286'. A red circle with the number '1' highlights the title area. To the right of the title, there are buttons for 'Edit', 'Delete', 'Publish', 'Copy', 'History', and 'Related Apps'. A red circle with the number '2' highlights the 'Publish' button. Below the title and buttons, a horizontal tab bar contains the following tabs: 'General Information', 'Delivery and Payment Terms', 'Items', 'Bidders', 'Output Details', 'Quotations', 'Process Flow', 'Notes', 'Attachments', and 'Approval Details'. The 'General Information' tab is currently selected. The main content area is divided into three columns: 'Basic Data', 'Important Dates', and 'Organization'. The 'Basic Data' column contains fields for 'RFQ Type' (Ext. Sourcing Req.), 'RFQ Description' (RFQ - Abrasive Pads), 'Our Reference' (—), and 'Language Key' (English (EN)). The 'Important Dates' column contains fields for 'Apply By' (—), 'Quotation Deadline' (03/16/2026), and 'Binding Period' (—). The 'Organization' column contains fields for 'Purchasing Group' (Jeremy T Bruce (100)), 'Purchasing Organization' (CORRECTIONS (9903)), and 'Company Code' (State of Arkansas (ARK)). At the bottom, there is a section for 'Follow-On Document' with a field for 'Follow-On Document Type' (—).

Validate, Update & Route Ariba Sourcing Request (SR) for Approval

Validate, Update & Route Ariba SR for Approval (1 of 6)



Action: Validate and Update Ariba SR

Role: Buyer

Step	Action Taken
1	On the Ariba homepage , locate the Search section at the top left.
2	Set the Transaction Type to <i>Sourcing Request</i> .
3	Enter the RFQ ID generated from S/4HANA in the search field.
4	Click the Search icon.

State of Arkansas-TEST

HOME **1** SOURCING CONTRACTS SUPPLIERS MORE...

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

Analytical Report
Clause Library
Compound Report
Content Document
Contract Clause
Contract Request (Procurement)
Contract Request (Sales)
Contract Terms
Contract Workspace (Internal)
Contract Workspace (Procurement)
Contract Workspace (Sales)
Event
Excel Template

Knowledge Project
Preferred Supplier Management Project
Sourcing Project
Sourcing Request **2**
Supplier Disqualification Project
Supplier Performance Management Project
Supplier Qualification Management Project
Supplier Qualification Project
Supplier Registration Project
Supplier Request Project
Supplier Segmentation Project
More...

Expiring Contracts
8 Expired
19 30 Days

My Contracts
40
2 Draft
2 DraftAmend...
6 Expired
2 Pending

system administrator.

To Do
Date Status Title
3/2/2026 Pending Selection
3/3/2026 In Approval Approval for supplier self-registration request (Supplier Request for LEXI JOHNSON from

Test Scoring - 7000010269 RFP -E2E-001

HOME SOURCING CONTRACTS SUPPLIERS MORE...

Sourcing Request 700001028 **3** **4**

Common Actions
Create
Guided Sourcing Project
Guided Sourcing Request
Contract Workspace (Procurement)
Contract Request (Sales)
More

Event Status
1 Draft
3 Open
1 Pending
2 Completed
1 RFI
2 Survey

Expiring Contracts
Expired
30 Days

Validate, Update & Route Ariba SR for Approval (2 of 6)



Action: Validate and Update Ariba SR

Role: Buyer

Step	Action Taken
5	Click the Sourcing Request from the search results.
6	Click Open .
7	Go to the Task section and click Update the Header Fields .

Search Project Type: Sourcing Request

Search Filter

7000010288

Contract Terms [select] Creation Date No Choice External System [select] Owner (Direct) [select] Owner (select a value) [select] ID (Exact Match) Enter one or more IDs, separated by spaces Commodity [select] Procurement Method No Choice

Search Result 1 project(s) found

Title	Owner	Commodity	Project Id	Target Savings	Event Type
Test QA-SR-002 - 7000010288	aribasystem	Fresh fruit purees 5038	SR2069495786		0

Test QA-SR-002 - 7000010288

Strategic sourcing request | SR2069495786 | Original | Active | Gray

Project summary Tasks Events and other documents Project message board

Project summary

Tasks All (2) Assigned to me (1)

Phases and tasks	Type	Status	Owner	Due date	Approvers or reviewers	Associate a document	Action	More actions
Update the Header fields.*	To do	Not Started	K Kshma Tomar	03/13/2026			Set to started	...
Route Sourcing Request for Approval*	Approval	Not Started	B Buyer			Test QA-SR-002 - 7000010288		...

Validate, Update & Route Ariba SR for Approval (3 of 6)



Action: Validate and Update Ariba SR

Role: Buyer

Step	Action Taken
8	Read the task details and then click Set to Started .
9	Click Close to go back to the main sourcing request screen. NOTE: The <i>Update the Header Fields</i> task now shows as In Progress.
10	Go to the Project Summary section and click the arrow to expand the section to review project details.

Test QA-SR-002 - 7000010288 / Update the Header fields.

Update the Header fields.

To do | Not Started | TSK2069495795

Task details Associated document Task type and process All rounds Comments and activity history

Task details

General information

Name * Update the Header fields. Owner * Kshma Tomar Due date 03/13/2026 Observers None

Description

1. Click the down arrow to left of Project Summary to expand it.
2. Click the Edit button in top right of Project Summary area.
3. Select a value for Procurement Method.
4. Validate if the Baseline Spend, Department, and Commodity are properly populated.
5. Populate any mandatory fields that failed in the integration.
6. Click Save.

Test QA-SR-002 - 7000010288

Strategic sourcing request | SR2069495786 | Original | Active | Gray

Project summary Tasks Events and other documents Project message board

Project summary

Tasks

All (2) Assigned to me (1)

Search Create Cancel optional tasks Delete

Phases and tasks	Type	Status	Owner	Due date	Approvers or reviewers	Associate a document	Action	More actions
Update the Header fields.*	To do	In Progress	KT Kshma Tomar	03/13/2026			Set to complete	...
Route Sourcing Request for Approval*	Approval	Not Started	B Buyer			Test QA-SR-002 - 7000010288		...

Validate, Update & Route Ariba SR for Approval (4 of 6)



Action: Validate and Update Ariba SR

Role: Buyer

Step	Action Taken
11	Click Edit .
12	Scroll down to the Project Information section and populate the following fields: • Baseline Spend • Procurement Method • Department NOTE: The <i>Baseline Spend</i> and <i>Department</i> values will come from S/4 as line-item terms in each line item. Users should copy these values from the line items into the fields, as shown.
13	Click Save once done.

Test QA-SR-002 - 7000010288 Close

Strategic sourcing request | SR2069495786 | Original | Active | Gray

Project summary Tasks Events and other documents Project message board

Project summary

General information

Name, description, and status

Description ?

Test project ?

No

Template

State of Arkansas Guided Sourcing Request for Quote Automation

11 Edit

Project information

Version Original Start Date ? Mar 13, 2026 **12** Owner ? aribasystem Base Language English

Currency * US Dollar **12** Baseline Spend * ? 10,000 USD Target Savings % ? Actual Saving **12** USD

Actual Saving % **12** Commodity * ? Fresh fruit purees (5038) x Access Control ? Private To Team Members x +1 more **12** Procurement Method * 2 - RFP - Request for Proposal

Department * SHARED ADMINISTRATIVE SERVICES

Test QA-SR-002 - 7000010288 Close

Strategic sourcing request | SR2069495786 | Original | Active | Gray

Project summary Tasks Events and other documents Project message board

Project summary

General information

Name, description, and status

Name * ? Test QA-SR-002 - 7000010288

Description ?

13 Save Cancel

Clear format

B I U T 12 pt Andale Mono

Role: Buyer

Step	Action Taken
14	Go to the Task section.
15	In the Update the Header Fields task, click Set to Complete under the Action column. <i>NOTE: The Status for the task will change to Complete from In Progress.</i>
16	In the same Task section, click the Route the Sourcing Request for Approval task.
17	Scroll down to review the Approval Flow section in the Task Type and Process section and click the node in the Approval flow. <i>NOTE: This will display the User IDs that are added to this node for the required approver(s).</i>
18	After viewing the user list, click Cancel to close the Detail screen.
19	Click Close at the top right of the screen.

The screenshot displays the SAP S/4HANA Fiori 'Task QA-SR-002 - 7000010288' interface. The interface is divided into several sections:

- Header:** Shows the task ID 'Test QA-SR-002 - 7000010288' and navigation options like 'Strategic sourcing', 'SR2069495786', 'Original', 'Active', and 'Gray'.
- Project summary:** Includes tabs for 'Tasks', 'Events and other documents', and 'Project message board'.
- Tasks List:** A table with columns: Phases and tasks, Type, Status, Owner, Due date, Approvers or reviewers, Associate a document, Action, and More actions. The task 'Route Sourcing Request for Approval' is highlighted.
- Task Details:** A callout box showing the 'Task type and process' for 'Approval'. It includes the 'Approval flow' and a list of 'Users from this team'.

Key elements and annotations:

- 14:** Points to the 'Tasks' tab in the Project summary section.
- 15:** Points to the 'Set to complete' button in the Action column of the task list.
- 16:** Points to the 'Route Sourcing Request for Approval' task in the list.
- 17:** Points to the 'Approval' task type in the 'Task type and process' callout.
- 18:** Points to the 'Cancel' button in the 'Task type and process' callout.

Validate, Update & Route Ariba SR for Approval (6 of 6)



Action: Route Ariba SR for Approval
Role: Buyer

Step	Action Taken
20	Click Submit to the right of the Route the Sourcing Request for Approval task. NOTE: A <i>pop-up box will appear, allowing for comments and/or attachments. Adding comments and attaching a file are optional.</i>
21	Click Submit to proceed.
22	Note the status for the task has changed from Not Started to In Approval in the Status column.
23	Click Close in the top right of the page to go back to the main Sourcing Request screen.

Test QA-SR-002 - 7000010288

Strategic sourcing request | SR2069495786 | Original | Active | Gray

Project summary Tasks Events and other documents Project message board

Tasks All (2) Assigned to me (1)

Search Create Cancel optional tasks Delete

Phases and tasks	Type	Status	Owner	Due date	Approvers or reviewers	Associate a document	Action	More actions
☐ Update the Header fields.*	To do	Complete	Kshma Tomar	03/13/2026				
☐ Route Sourcing Request for Approval*	Approval	Not Started	Buyer		9914_PROC_LEAD	Test QA-SR-002 - 7000010288	20	

Submit

Comments (optional)

Submitted

21

21

22

Route Sourcing Request for Approval was updated successfully

Project summary Tasks Events and other documents Project message board

Project summary

Tasks All (2) Assigned to me (2)

Search Create Cancel optional tasks Delete

Phases and tasks	Type	Status	Owner	Due date	Approvers or reviewers	Associate a document	Action	More actions
☐ Update the Header fields.*	To do	Complete	Kshma Tomar	03/13/2026				
☐ Route Sourcing Request for Approval*	Approval	In Approval	Kshma Tomar		9914_PROC_LEAD	Test QA-SR-002 - 7000010288		

Review & Approve Ariba Sourcing Request (SR), OSP or Agency

Review & Approve Ariba Sourcing Request (SR), OSP or Agency (1 of 2)



Action: Review Ariba SR

Role: OSP Procurement Lead, Agency Procurement Lead

Step	Action Taken
1	On the Ariba Homepage , navigate to the To-Do section and click View All .
2	Select My Tasks .
3	Review the list for the appropriate transaction name and click it once found.
4	Click Open Sourcing Request to review details.

NOTE:

- If SR is an **OSP Project** or **\$75K or above**, review and approval by **OSP Procurement Lead** required
- If SR is **NOT** an **OSP Project** or **\$75K or above**, review and approval by **Agency Procurement Lead** required

The screenshot shows the Ariba homepage with a navigation bar at the top. On the left is a 'Common Actions' menu. The main area has sections for 'News', 'My Documents', and 'To Do'. The 'To Do' section is highlighted with a red circle containing the number 1, and it contains a link labeled 'View All' next to 'My Tasks (66)'.

The screenshot shows the 'My Tasks' page with various filters at the top. A table lists tasks, including one for 'Project: Test QA-SR-002 - 7000010288'. A red circle with the number 3 highlights the task 'Route Sourcing Request for Approval'. A dropdown menu is open for this task, and a red circle with the number 4 highlights the 'Open Sourcing Request' option.

Review & Approve Ariba Sourcing Request (SR), OSP or Agency (2 of 2)



Action: Approve Ariba SR

Role: OSP Procurement Lead, Agency Procurement Lead

Step	Action Taken
5	Review details by clicking Project Summary and Events and Other Documents .
6	In the Tasks section, click Approve in the Action column Route the Sourcing Request for Approval task. NOTE: <i>At this step, approvers can also Reject the Ariba SR.</i>
7	Add comments or attach files if needed. NOTE: <i>If the Ariba SR has been rejected, approvers should add comments or attach files as well.</i>
8	Click Approve . Repeat above steps for all required approvers. NOTE: <i>To reject the Ariba SR, click Reject at this step instead and enter Comments and/or attach a file, as needed.</i>
9	Click Close .

NOTE:

- If SR is an **OSP Project** or **\$75K or above**, review and approval by **OSP Procurement Lead** required
- If SR is **NOT** an **OSP Project** or **\$75K or above**, review and approval by **Agency Procurement Lead** required

The screenshot displays the Ariba Sourcing Request (SR) interface for 'Test QA-SR-002 - 7000010288'. The interface includes tabs for 'Project summary', 'Tasks', 'Events and other documents', and 'Project message board'. The 'Tasks' section shows a task 'Route Sourcing Request for Approval' with an 'Approve' button. A modal window for 'Approve' is open, showing a 'Comments (optional)' field and an 'Attach a file' button. The 'Approve' button is highlighted with a red circle and a number 6. The 'Close' button in the modal is highlighted with a red circle and a number 9. The 'Approve' button in the task row is highlighted with a red circle and a number 6. The 'Close' button in the task row is highlighted with a red circle and a number 9. The 'Approve' button in the task row is highlighted with a red circle and a number 6. The 'Close' button in the task row is highlighted with a red circle and a number 9.