Create Sourcing Request

Updated: 1/4/2024

PURPOSE

This Quick Reference Guide (QRG) is designed to show the steps needed to request a new Sourcing Request in SAP Ariba.

HELPFUL HINTS

- Assemble all supporting documentation prior to beginning work in SAP Ariba.
- For the best experience, please use the following browsers:

    Google Chrome (64-bit)   Apple Safari (64-bit)

    Microsoft Edge (32-bit)   Microsoft Edge Chromium (32-bit and 64-bit)
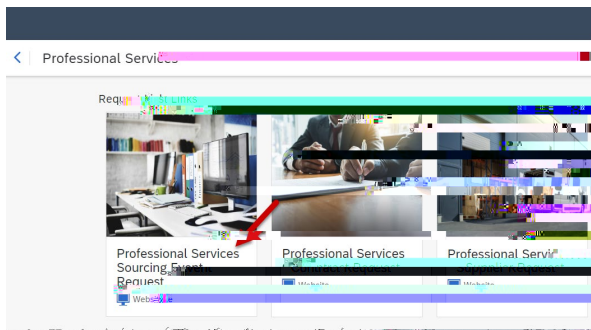
    Mozilla Firefox (64-bit)

PROCEDURE

1. Access SAP Ariba by clicking the "SAP Ariba – Procure to Pay" tile in Firefly.

2. Click a category tile that best fits what you're purchasing (e.g., Professional Services).
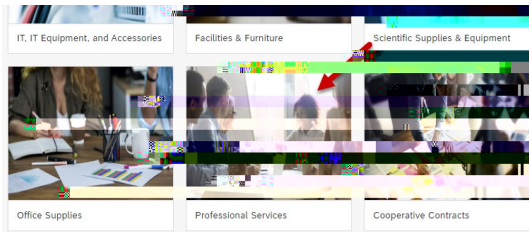
3. In the category tile (e.g., Professional Services), click the "Sourcing Event Request" tile.
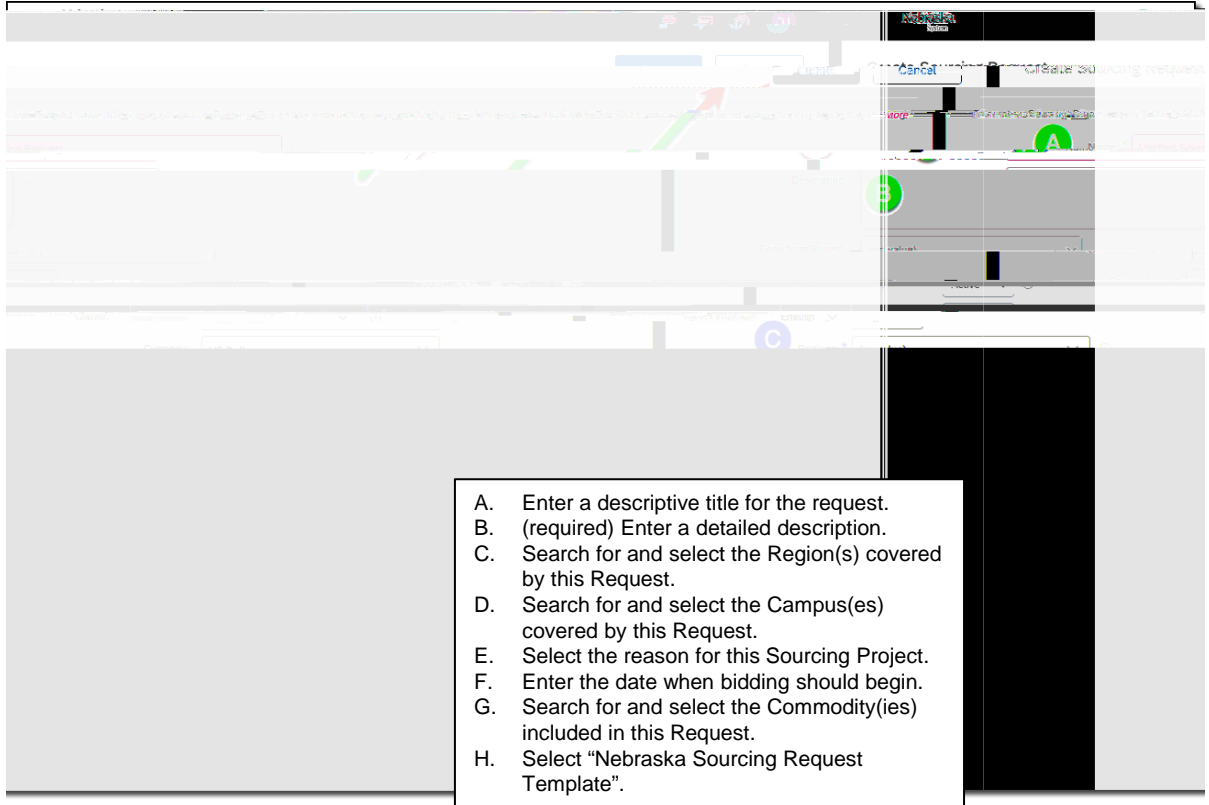
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PROCEDURE (CONTINUED)

3. The "Create Sourcing Request" screen displays. Complete the screen as noted below. Required fields are denoted by " * ". Click "Create" when finished.

A.	Enter a descriptive title for the request.
B.	(required) Enter a detailed description.
C.	Search for and select the Region(s) covered by this Request.
D.	Search for and select the Campus(es) covered by this Request.
E.	Select the reason for this Sourcing Project.
F.	Enter the date when bidding should begin.
G.	Search for and select the Commodity(ies) included in this Request.
H.	Select "Nebraska Sourcing Request Template".

4. The "Overview" tab of the Sourcing Request displays. Click the "Tasks" tab.

PROCEDURE (CONTINUED)

5.

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7. The "Create Document" screen displays. Search for and select the file(s) to be uploaded. Click "Create" to upload document(s).
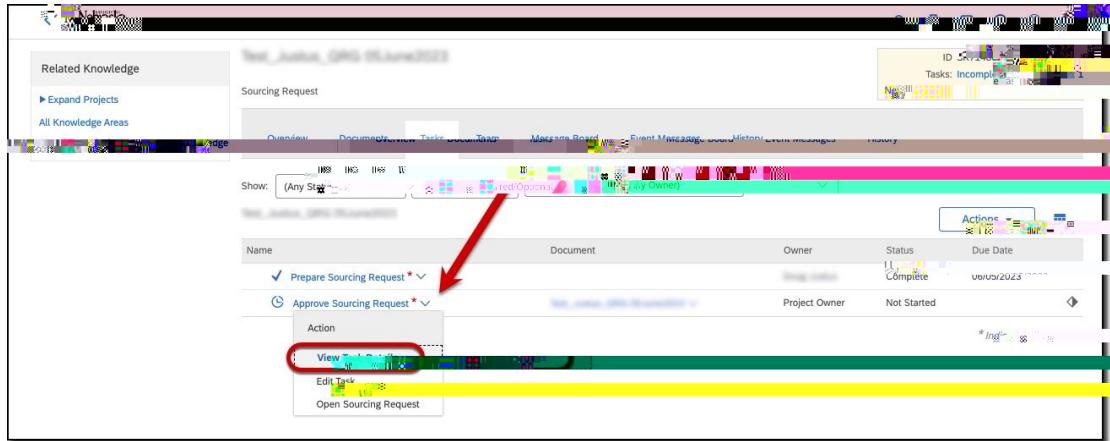
8. Click the "Tasks" tab.

9. The "Tasks" tab displays. Click the "Prepare Sourcing Request" drop-down and select "Mark Complete" from the drop-down menu.
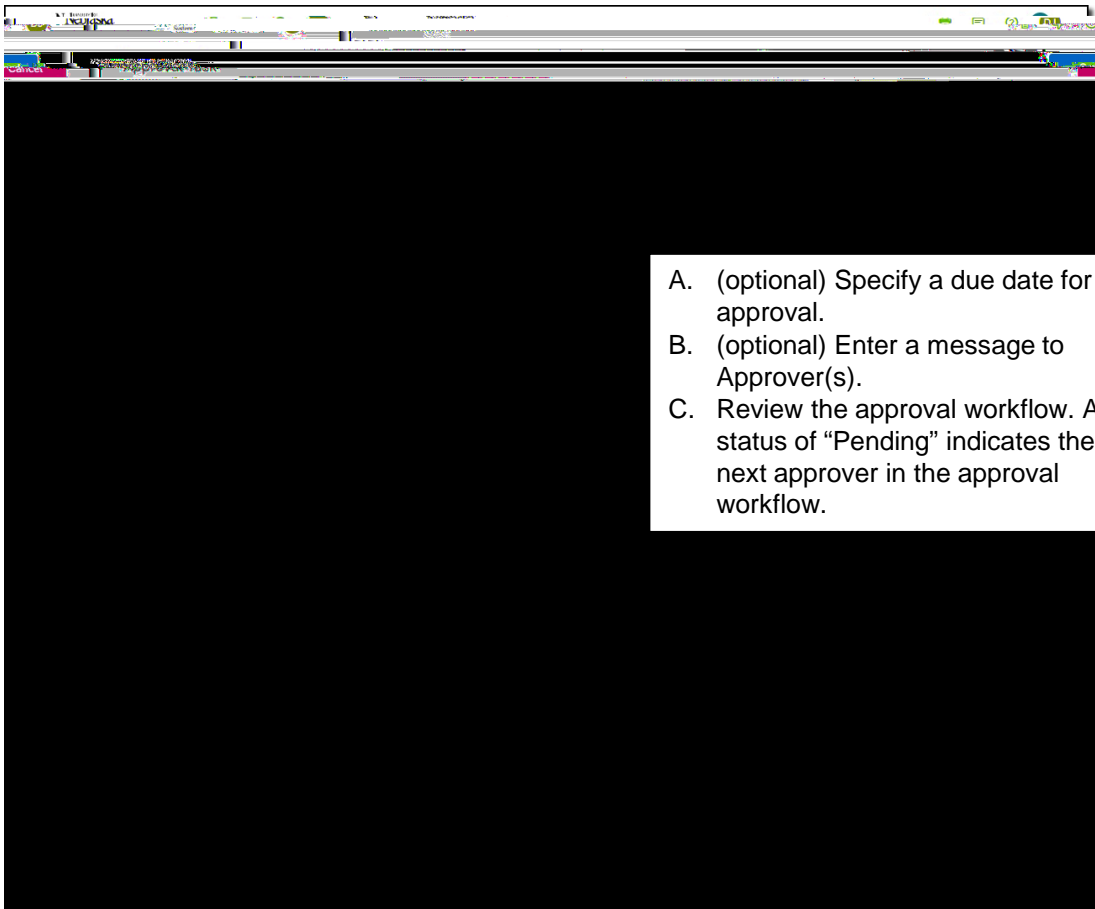
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10. Click the "Approve Sourcing Request" drop-down and select "View Task Details" from the drop-down menu.

11. The "Approval Task" screen displays. Complete the screen as noted below. Click "Submit" to route the Sourcing Request for approval.
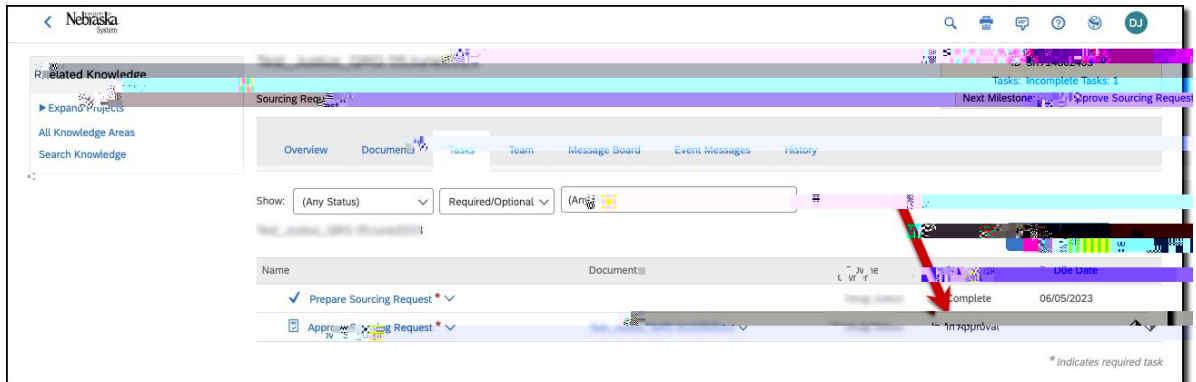

> A. (optional) Specify a due date for the approval.
> B. (optional) Enter a message to Approver(s).
> C. Review the approval workflow. A status of "Pending" indicates the next approver in the approval workflow.

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12. Note the status of "In Approval".

Your request will be reviewed by a Buyer.

To check the status of your request:

1. From the Guided Buying home page, click the "Your requests" tab to view requests.

2. The status of the request appears at the right. Click a request to open/view more details. Use the filters at the top of the screen or the dropdowns and search field to locate specific request(s).