

PURPOSE

This Quick Reference Guide (QRG) is designed to show the steps needed to create a tactical sourcing request in SAP Ariba.

There are three (3) types of tactical sourcing requests:

- Self-service – requests under \$10,000; your request will be sent directly to the vendors selected.
- Low Touch – requests from \$10,000 - \$50,000; Procurement will review before vendors are notified.
- High Touch – requests over \$50,000; Procurement will review before vendors are notified.

HELPFUL HINTS

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

PROCEDURE

1.

PROCEDURE (CONTINUED)

5. The "Invite suppliers" screen displays. Select the vendors/suppliers to be included in this request (i.e., these are the vendors who will be invited to submit quotes for your items). Mouse-over each vendor to display the "Select" icon. Click "Submit" to proceed.

6. The confirmation screen displays. Your request has been sent to the selected vendors.

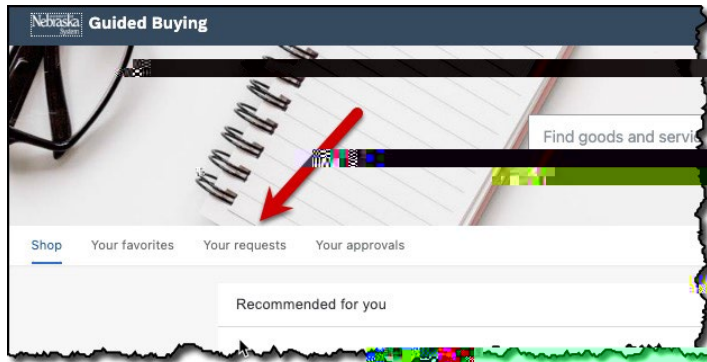
NOTE:

- Self-service requests (i.e., under \$10,000) will be sent directly to vendors. You will receive responses from the vendors and can choose accordingly.
 - Low Touch (i.e., \$10,000-\$50,000) and High Touch (i.e., more than \$50,000) requests will route to
-

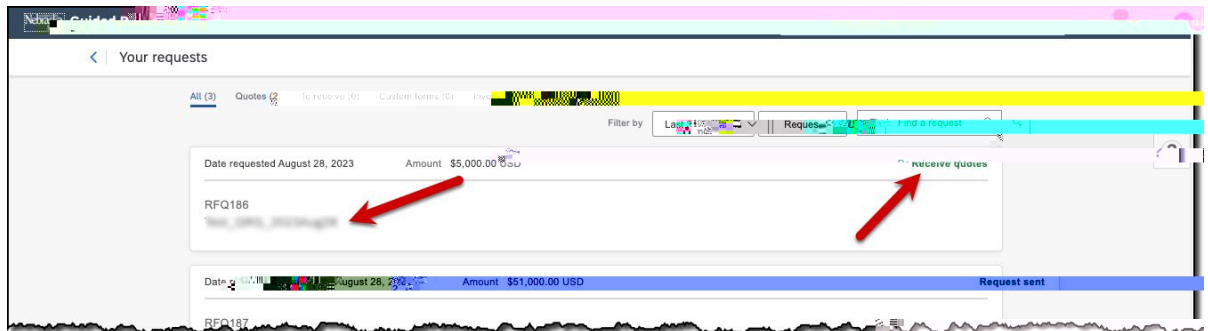
PROCEDURE (CONTINUED)

To review quotes received from vendors:

1. Access SAP Ariba and click “My requests” from the homepage.



2. Locate the request with a status of “Receive quotes.” Click on the request title.



[PROCEDURE \(CONTINUED\)](#)

To review quotes received from vendors:

3. The "Receive quotes" screen displays. Review the screen as noted below. Click "Award" as appropriate. NOTE: The example below is a self-service request which allows the requester to choose the vendor and make the award.

[PROCEDURE \(CONTINUED\)](#)

4. **IMPORTANT:** You will need to return to the Guided Buying homepage and then locate your request again (refer Step #1, Page 4). The request displays. Scroll to the “Awarded quotes” section and click “Create purchase requisition.”
 5. The confirmation screen displays. Click “Done.” You will be returned to the Guided Buying
-

