



# Drexel University P2P Transformation

Sourcing Request Approval

# Important: Points to be considered for approving a Sourcing Request

- Sourcing Requests filled out by the business stakeholder will be directed automatically to the Procurement team for approval.
- Once the Sourcing Request has been reviewed, the Sourcing Agents can initiate the Sourcing Project creation

# Approval Steps

➤ You will receive an email with the below subject line to approve the Sourcing Request

SR1300807159 - TEST SR APPROVAL: Approve Sourcing Request

 Email Approval <s4approval-prod3+744263206-T@ansmtp.ariba.com>  
To  Jithin B

 Sourcing Requirements.xlsx  
20 KB

SR1300807159 - TEST SR APPROVAL: Approve Sourcing Request

**Task title:** Approve Sourcing Request

**Task description:** Submit the sourcing request for approval.

The following notes might also be helpful to you:

Submitted

**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.

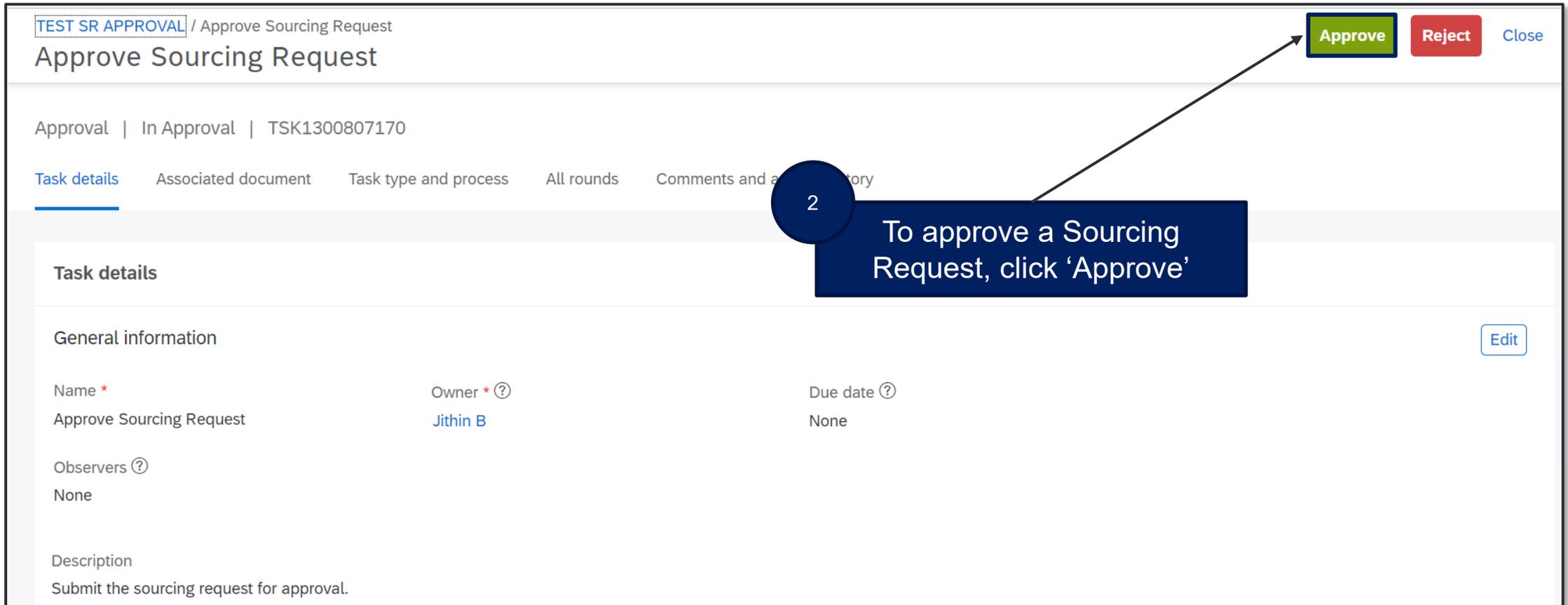
This email originated from the Ariba system used by Drexel University-TEST and was originally sent to: [jithin.b@gds.ey.com](mailto:jithin.b@gds.ey.com)

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

1 To access the Sourcing Request approval page, click on the button 'Click Here'

# Approval Steps (Continued)

- The Approver has the option to either approve or reject the document.



The screenshot shows a web interface for approving a sourcing request. At the top, there is a breadcrumb trail: [TEST SR APPROVAL](#) / Approve Sourcing Request. Below this is the main heading 'Approve Sourcing Request'. In the top right corner, there are three buttons: a green 'Approve' button, a red 'Reject' button, and a blue 'Close' button. The 'Approve' button is highlighted with a dark blue box, and a dark blue callout box with the number '2' in a circle points to it. The callout text reads: 'To approve a Sourcing Request, click 'Approve''. Below the heading, there is a status bar: 'Approval | In Approval | TSK1300807170'. A navigation menu includes 'Task details' (underlined), 'Associated document', 'Task type and process', 'All rounds', and 'Comments and a...'. The 'Task details' section is expanded, showing 'General information' with an 'Edit' button. The information includes: Name \* (Approve Sourcing Request), Owner \* (?) (Jithin B), and Due date (?) (None). There is also an 'Observers (?)' field with 'None' listed. A 'Description' field contains the text: 'Submit the sourcing request for approval.'

# Approval Steps (Continued)

- The Approver enters the necessary comments and confirm the approval

The screenshot displays a web interface for approving a sourcing request. The main heading is "Approve Sourcing Request" with a breadcrumb "TEST SR APPROVAL / Approve Sourcing Request". In the top right corner, there are "Approve" and "Reject" buttons. Below the heading, the status is "Approval | In Approval | TSK1300807170". A sidebar on the left contains "Task details", "Associated document", and "Task type and process". The "Task details" section includes "General information" with fields for "Name" (Approve Sourcing Request) and "Owner" (Jithin B), and "Observers" (None). A description at the bottom reads "Submit the sourcing request for approval." A modal window titled "Approve" is open in the center, featuring a "Comments (optional)" text area containing the word "Approved", an "Attach a file" button, and "Approve" and "Cancel" buttons at the bottom. Two callout boxes with arrows point to the "Comments" field (labeled "3") and the "Approve" button (labeled "4").

TEST SR APPROVAL / Approve Sourcing Request

## Approve Sourcing Request

Approval | In Approval | TSK1300807170

Task details Associated document Task type and process

### Task details

General information

Name \* Approve Sourcing Request Owner \* Jithin B

Observers ? None

Description  
Submit the sourcing request for approval.

Approve Reject

3 Please input the necessary comments

Approve

Comments (optional)

Approved

4 Click on the "Approve" button to finalize the approval

Attach a file

Approve Cancel

# Approval Steps (Continued)

- Once done, the approval task will be closed to navigate back to the SAP home screen

The screenshot shows the SAP Sourcing Request approval task details page. The page title is "TEST SR APPROVAL / Approve Sourcing Request" and "Approve Sourcing Request". The status is "Approval | Approved | TSK1300807170". The page has tabs for "Task details", "Associated document", "Task type and process", "All rounds", and "Comments and activity history". The "Task details" tab is active. The "Task details" section includes "General information" with fields for "Name \*", "Owner \*", and "Due date". The "Name" field contains "Approve Sourcing Request", the "Owner" field contains "Jithin B", and the "Due date" field contains "None". There is also an "Observers" field with "None" and a "Description" field with "Submit the sourcing request for approval." A "Show more" link is at the bottom left. In the top right corner, there is a "Create new round" button and a "Close" button. A callout box with the number "5" points to the "Close" button, with the text "Click the button 'Close' to navigate back to the SAP home screen".

TEST SR APPROVAL / Approve Sourcing Request

Approve Sourcing Request

Approval | Approved | TSK1300807170

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

**Task details**

General information

Name *	Owner * ?	Due date ?
Approve Sourcing Request	Jithin B	None

Observers ?

None

Description

Submit the sourcing request for approval.

Show more

Create new round Close

5 Click the button 'Close' to navigate back to the SAP home screen