### Ariba Approvals

The easiest way to review Purchase Requisitions (PRs) for approval will be to monitor your emails. When a PR requires your approval, you will receive an email notification.

				"Action Re	ct line of the email will in quired: Approve the required the person who submi	uisition that" followed by
	proval <buyerap February 16, 202</buyerap 	proval-prod3+nova-1-T@ansmtp 1 9:10 AM	.ariba.com>		f the Order, and the total	
	< <u>cgross@nova.</u> required: Appro		4 submitted - PR	1398 - TEST catalog order- D	O NOT FULFILL- (\$15,602.56 USD)	,
SU Security V	WARNING: This is	s an external email. Do not click li	nks or open atta	chments unless you recogniz	e the sender and know that the co	n
			_			
<b>NSU</b> Florida	Requisition	1			il will include a summary ns to Approve, Deny or V	
Requires y	our action		_	On behalf of		
This requisitio Reason: testir		submitted requires your approval.		Test User 4 Requisition PR1398 - TEST catalog	g order- DO NOT FULFILL-	
		or deny the Requisition, and enter your cor Ariba solution, click "View"	mments in the email t	Tuesday, February 16,	2021 at 8:59 AM, EST	
Approv	e Den	y View		Total Amount \$15,602.56 USD		
ine Items				PO will also be listed count code the item(s	. This provides the descri ) will be charged to.	ption,
		ED FY21 Mobile Precision Workstati ation 5550 BTX	ion 5550: Base;De	Supplier Qty II Dell Marketing 8.00 LP, - v1137	Unit Price Amount each \$1,950.32 \$15,602.56 USD USD	
Accoun Expen				Deliver To Test User 4		
Cost C		Business Unit Company	Account	SubAccount Project Regi	ion Product Type Proportion	
	5-Psy-Guided hange Program	8105-Psychology 81-Division of Clinics Clinical Operatio	9080-Cap E ons Computer E		ice Percentage 100.00	
Recent Con					Comments will be c	lisplayed.
-	-	at 10:35 AM, EST: Martinez, Monica				
		at 10:27 AM, EST: Martinez, Monica				
ruesday, r	ebruary 10, 2021	at 10:23 AM, EST: Rodriguez, Erin T		prior and subsequent	t approvers will be listed.	This section will
Approval Flo	w (As of Tuesday	, February 16, 2021 at 10:35 AM, ES	2T)		mp for those approvals t	
Status	Required	Reason	Approver	has (an babalf of Dadriauan	Date Time	
Approved	Yes	Add Requester's Supervisor	Erin T)	oher (on behalf of Rodriguez,	February 16, 10:23 2021 AM	
Approved	Yes	NSF Watcher	Martinez, Mon Marc M)	ica (on behalf of Crocquet,	February 2021 Normally, or	lly one approval will be
Approved	Yes	Department Approver	Martinez, Mon Miguel A)	ica (on behalf of Corominas,	robradiy	oval" at a time. Each time processed, the next step
Ready for approval	Vec	OIT Control Receiving Approver	OIT Central R	eceiving	becomes "read	y". In instances where an
Pending	Yes	Budget Office Requirement >= \$1,000	Budget Office		approval flow	een manually added to an , you may see more than adv for approval" status.
_						

The email will include most of the information needed for PR review. You have the option of "Approving" or "Denying" the email without navigating into Ariba.

Select "View" if you need to see supporting documentation or add another approver. (Appendix A has information on adding an approver.) -

# Approving or Denying a Requisition via Email

After you click the "Approve" or "Deny" button from your email, an email window will pop up. Do not make any changes to the "Subject" or the "to" line. You may add names to the "cc" line.

If you would like to add comments to the document, you may do so by entering them on a separate line in the body of the email. Do not delete any existing text, simply add a new line to add your comments.

These comments will automatically be saved in the document in Ariba, and will be displayed for future Approvers. Comments are not systematically mandatory, however if you are going to Deny a PR, then comments should be entered so the originator understands why the PR was denied.

890	$\downarrow \uparrow \mathbb{C}$	~			Approve PR137	0 - Message (HTN	/IL)
File M	essage Ins	ert Options	For	mat Text Re	eview Help	Acrobat	Q Tell me what
Paste	Calibri B I U	- 11 - A´ ≡ - 1≡ - = A¢	<b>→</b> Ξ	Address Rook Names	0 Attach File ∽ ⓒ Link ∽ 같 Signature ∽	Attach File via Link ~	P → ! Dictate
Clipboard 🗳	Ba	isic Text	۲ <u>م</u>	Names	Include	Adobe Acrobat	Tags ⊑ Voice
$\triangleright$	То	O <u>buyerapprov</u>	al-prod	3+nova-1-T@ans	mtp.ariba.com		
Send	Cc						
	Bcc						
	Subject	Approve PR137	D				
:Begin Com	[:Begin Comments section. Enter your comments starting on the next line:]						
[:End Comm	[:End Comments section:]						
IMPORTANT: Send this message to approve this request.							
		ext below this lir wAXjDyGtXwb,3		z7qb9,NXhwAE	4CSHuJ2p,1,NXhw	/AE4CSHuJ2p,no	va-1-T;

#### **Approval Errors**

In some instances, after you submit your approval/denial email you may receive an email response indicating that your approval/denial could not be processed. This could occur for several reasons.

- The PR may have invalid fields or errors. The only way to approve the PR will be to "View" the document and edit it to correct the errors (Ariba will provide prompts to guide you regarding which fields are not completed correctly).
- You may be in an approval group, and someone else already approved the document.
- You may have been manually added as an approver, and the person who added you may have subsequently removed you from the approval flow.

You will receive an email notification if your denial or approval was not processed. This email will include the reason the PR could not be processed followed by the original Approval/Denial email that you sent.

## Approving or Denying a Requisition via Ariba Guided Buying

There are two ways to approve items through Ariba, guided buying. You may click on the Notifications Bell in the upper right corner (where you will see a red dot indicating you have an action pending), or you may click on the "your approvals" section of the toolbar.

NS	U Guided Bu	ying				1	ζ, È	? 🔮
			Find goods	and services	Q			
Shop	Your favorites	Your requests	Your approvals					
	\$7					Request on be	half of	

If you use the notification bell, you will automatically open in the PR document.

If you use the "Your Approvals" menu, you will need to select "See Details".

To approve (1	) To watch (0)	Recent approvals (0)	Custom forms (0)		
Filter by	Type 🗸	Last 3 months 🗸			Find a request
PR873 02T test	Order		Snell, Rachel Requested 1/26/21	\$80,839.51 USD	Approve See det

Once you open the document, you will see the approval flow, any comments and attachments, followed by the "Ship to", and then the "Items" in the PR. You will need to click on the arrow for each of the Items so that you can see the details of each item. After you open up the line item, you will then need to click on the arrow to open the accounting so that you can see where the item will be charged. After you review the details (and accounting) for each line item, you can then make the decision on whether or not to approve/deny the PR or add another approver to the approval flow. See Appendix A for information on adding approvers.

The screenshots below display how guided buying will look and highlights the arrows you need to click in order to see the details of a line item, and the related accounting for that item.

test Order Total Cost \$80,839.51 USD Approve est details / PR873	T test Order quest details /	PR873				Approve Deny	
PP Headm Professions Division Terry Root 5 Company (02T-K Parts Col. of Aliopathic Medicine) Cell laser Fast PO-Line1 Cell Heatmore Inc V0237 Collect Test PO-Line1 Cell Heatmore Inc V0237 Collect Test PO-Line1 Cell Heatmore Inc V0237 Cell Laser Test PO-Line1 Cell Heatmore Inc V0237 Center Laser Center Inc V0237 Center Laser Cell Heatmore Inc V0237 Center Laser Center Center Inc V0237 Center Laser Cell Heatmore Inc V0237 Center Laser C	to		Charge to		Total Cost	\$80,839.51 USD 🧿	
Stop C2T user Tess PO-Line1 C4E Heatincare inc V0237 C4E Heatincare	auderdale, FL 3332			Coll of Allopathic Medicine)		•	
Outerity       Pice       Amount         1       S65,332.80 USD       S65,332.80 USD         CAE Heatthcare Inc., V0237       Unit of Measure         extin       Total Cost       S60,839.51 USD         Calided Euvying       Total Cost       S60,839.51 USD         extin       Total Cost       S60,839.51 USD       Amount         st details / P.R873       Total Cost       S60,839.51 USD       Amount         9)       Outerity       Pice       Amount       Amount         1       CAE Healthcare Inc., V0237       Outerity       Pice       Amount         9)       O2T user Test PO-Line1       1       S65,332.80 USD       S65,332.80 USD       S65,332.80 USD         02T user Test PO-Line1       CAE Healthcare Inc., V0237       Outerity       Pice       Amount         1       Supplier       CAE Healthcare Inc., V0237       S65,332.80 USD       S65,332.80 USD         02T user Test PO-Line1       CAE Healthcare Inc., V0237       Contact       CAE Healthcare Inc., V0237         02T user Test PO-Line1       CAE Healthcare Inc., V0237       Contact       CAE Healthcare Inc., V0237         02T user Test PO-Line1       Company (02T-K: Pael Coll of Allopathic Medione)       CAE Healthcare Inc., V0237       Supplier Part Number			✓ Show	advanced options			
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> Accounting       Company (02T-K.Patel Coll of Allopathic Medicine)         > Shipping       Ship To (NSU HPD Health Professions Division)         > Comments		CAE Healthcare Inc, - V02 Name 02T user Test PO-Line1		1 Unit of Measure each Sup CAB	\$65,332.80 plier E Healthcare Inc, - V0237	0 USD \$65,332.80 USD	
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# Appendix A Adding an approver

When you are logged into Ariba Guided Buying, and you open up a PR that is pending your approval, the first section displayed is related to the approval flow. You simply need to click on the approval flow line where you would like to add the approver. Once you hover over the line, a "Plus" circle will be displayed; click that circle to add the approver.

O2T test Order     Total Cost \$80,839.51 USD     Approve       Request details / PR873     PR873	Deny
Submitted	
Approval Flow         Click on the line to add approvers	?
O − − 0 − − 0 − − − 0 − − − 0 − − − 0 − − − 0 − − − 0 − − − 0 − − − 0 − − − 0 − − − 0 − − − 0 − − − 0 − − − 0 − − − 0 − − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − 0 − − − 0 − − − − 0 − − − 0 − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − 0 − − − 0 − − − 0 − − − 0 − − − 0 − − − 0 − − − 0 − − − 0 − − − 0 − − − 0 − − − 0 − − − 0 − − − 0 − − − 0 − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − 0 − − − − − 0 − − − − 0 − − − − 0 − − − − − − − − − 0 −	>
Request Wales 02T Watcher OIT Central Receivin FA-Capital Assets Budget Office	
Comments	

Once you click the plus, another pop up will display. You must provide a reason you are adding the approver. Then you can complete a search to select which user you "Choose" to add to the approval flow.

Add Approval Request			×
Add this person as • • • A Reason: Provide a reason			
Choose a person *			٩
ID	Name		
01watcher	01watcher	Choose	<b>^</b>
02awatcher	02awatcher	Choose	
02dwatcher	02dwatcher	Choose	
02mwatcher	02mwatcher	Choose	
02nwatcher	02nwatcher	Choose	-
		Cancel	Add