

# 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.

The Subject line of the email will include:  
 "Action Required: Approve the requisition that" followed by the name of the person who submitted the order, the PR #, the Title of the Order, and the total amount of the order.

**From:** Email Approval <buyerapproval-prod3+nova-1-T@ansmtp.ariba.com>  
**Sent:** Tuesday, February 16, 2021 9:10 AM  
**To:** Cindy Gross <cgross@nova.edu>  
**Subject:** Action required: Approve the requisition that Test User 4 submitted - PR1398 - TEST catalog order- DO NOT FULFILL- (\$15,602.56 USD)

**NSU Security WARNING:** This is an external email. Do not click links or open attachments unless you recognize the sender and know that the con

**NSU Florida** Requisition

Requires your action

This requisition that Test User 4 submitted requires your approval.  
 Reason: testing approval

Click "Approve" or "Deny" to approve or deny the Requisition, and enter your comments in the email that opens. To view the Requisition in the Ariba solution, click "View"

On behalf of  
 Test User 4

Requisition  
 PR1398 - TEST catalog order- DO NOT FULFILL-

Created  
 Tuesday, February 16, 2021 at 8:59 AM, EST

Total Amount  
**\$15,602.56 USD**

[Approve](#) [Deny](#) [View](#)

The body of the email will include a summary of the PR, along with the options to Approve, Deny or View the PR.

Line Items

1	Description NSU OIIT PREAPPROVED FY21 Mobile Precision Workstation 5550: Base;Dell Mobile Precision Workstation 5550 BTX	Supplier Dell Marketing LP, - v1137	Qty 8.00	Unit each	Price \$1,950.32 USD	Amount \$15,602.56 USD			
Account Type Expense		Deliver To Test User 4							
Cost Center	Business Unit	Company	Account	SubAccount	Project	Region	Product	Type	Proportion
126505-Psy-Guided Self Change Program	8105-Psychology Clinics	81-Division of Clinical Operations	9080-Cap Exp-Computer Equip			No Choice		Percentage	100.00

The line item detail of the PO will also be listed. This provides the description, quantity, amount, and account code the item(s) will be charged to.

Recent Comments

Tuesday, February 16, 2021 at 10:35 AM, EST: Martinez, Monica - TESTING UAT

Tuesday, February 16, 2021 at 10:27 AM, EST: Martinez, Monica - TESTING UAT

Tuesday, February 16, 2021 at 10:23 AM, EST: Rodriguez, Erin T - TESTING UAT

Comments will be displayed.

Approval Flow (As of Tuesday, February 16, 2021 at 10:35 AM, EST)

Status	Required	Reason	Approver	Date	Time
Approved	Yes	Add Requester's Supervisor	West, Christopher (on behalf of Rodriguez, Erin T)	February 16, 2021	10:23 AM
Approved	Yes	NSF Watcher	Martinez, Monica (on behalf of Crocquet, Marc M)	February 2021	
Approved	Yes	Department Approver	Martinez, Monica (on behalf of Corominas, Miguel A)	February 2021	
Ready for approval	Yes	OIT Central Receiving Approver	OIT Central Receiving		
Pending	Yes	Budget Office Requirement >= \$1,000	Budget Office		

The prior and subsequent approvers will be listed. This section will include the date/time stamp for those approvals that are completed.

Normally, only one approval will be "ready for approval" at a time. Each time an approval is processed, the next step becomes "ready". In instances where an approver has been manually added to an approval flow, you may see more than one row in "ready 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.

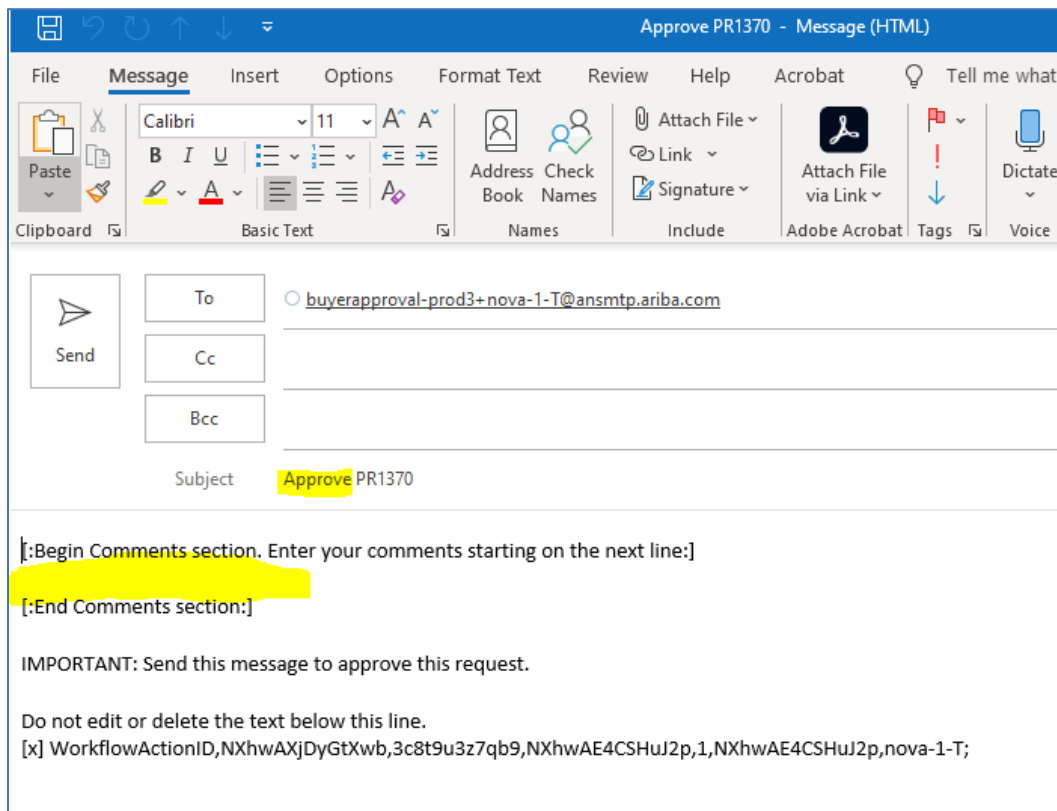
Select "View" if you need to see supporting documentation or add another approver. (Appendix A has information on adding an approver.)

# 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.



## Approval Errors

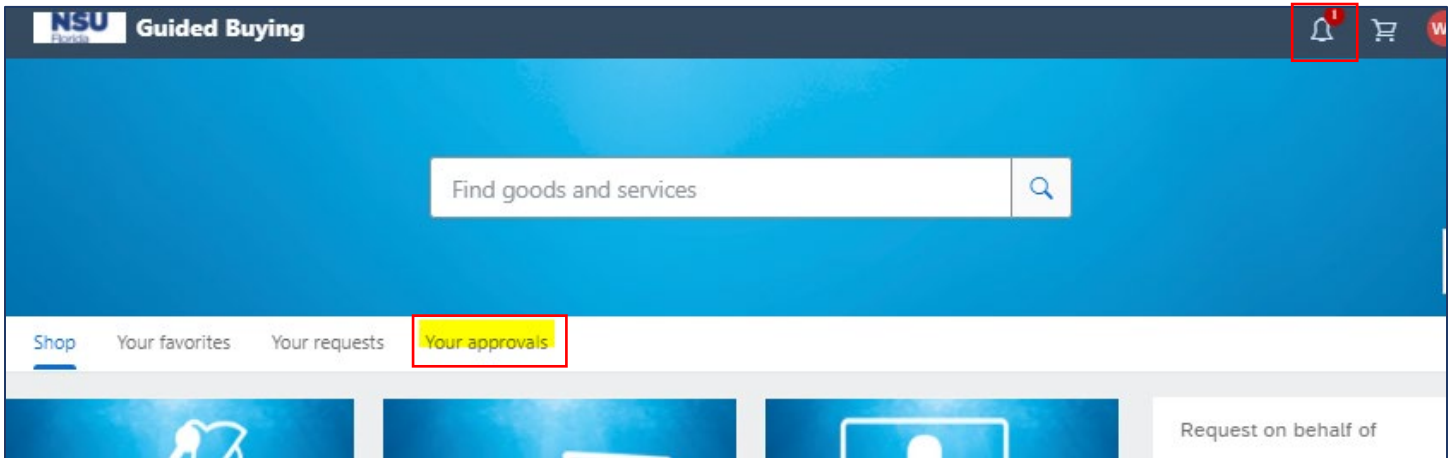
In some instances, after you submit your approval/denial email you may receive an email response indicating that your approval/denial could not be processed. This could occur for several reasons.

- 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.

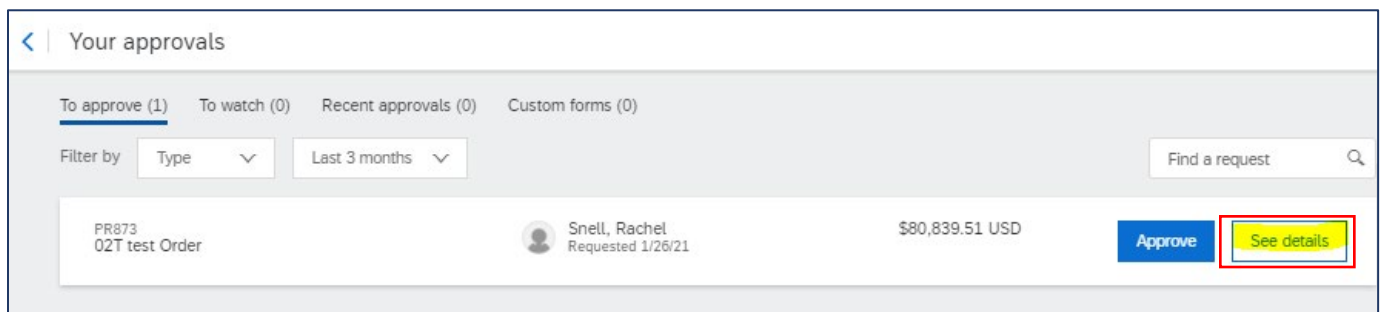
# Approving or Denying a Requisition via Ariba Guided Buying

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.



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”.



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.

<b>Ship to</b> NSU HPD Health Professions Division Terry Floor 5 Fort Lauderdale, FL 33328 United States	<b>Charge to</b> Company (02T-K.Patel Coll of Allopathic Medicine)	<b>Total Cost</b>	<b>\$80,839.51 USD</b> <span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">?</span>
<a href="#">Show advanced options</a>			

**Items (9)**

	Quantity	Price	Amount
<span style="border: 1px solid red; padding: 2px;">&gt;</span> 02T user Test PO-Line1 CAE Healthcare Inc, - V0237	1	\$65,332.80 USD	\$65,332.80 USD
	Unit of Measure each		

**Items (9)**

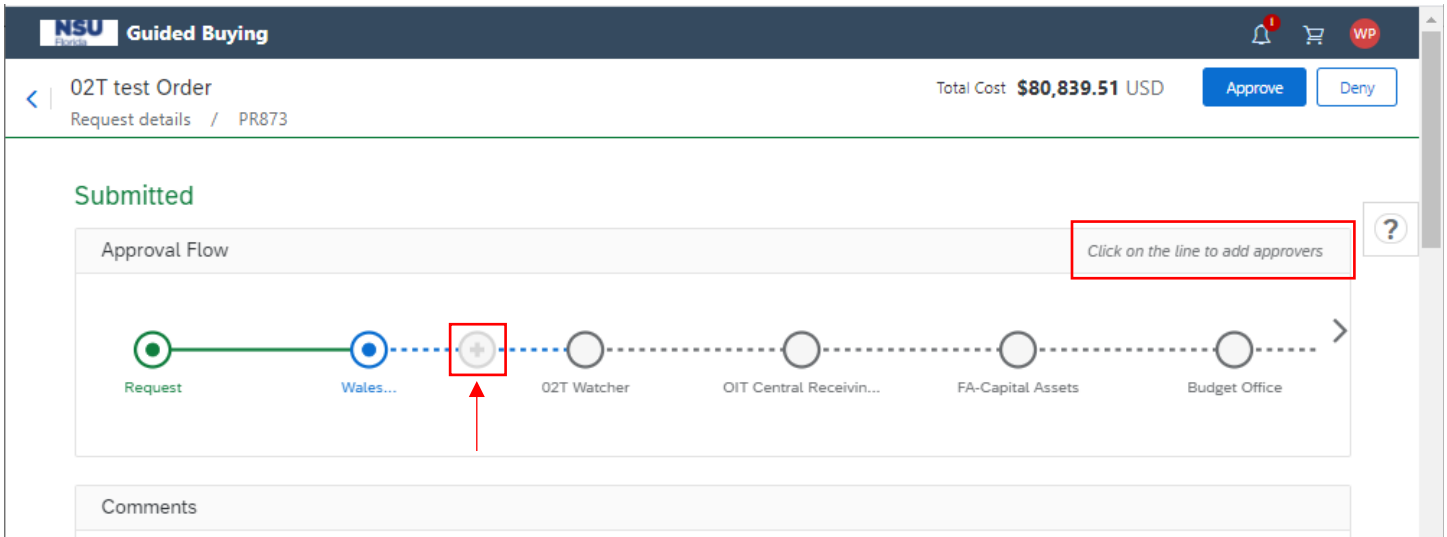
	Quantity	Price	Amount
<span style="border: 1px solid red; padding: 2px;">☑</span> 02T user Test PO-Line1 CAE Healthcare Inc, - V0237	1	\$65,332.80 USD	\$65,332.80 USD
	Unit of Measure each		

<b>Name</b>	02T user Test PO-Line1	<b>Supplier</b>	CAE Healthcare Inc, - V0237
<b>Description</b>	02T-Testing Non-Catalog request	<b>Contact</b>	CAE Healthcare Inc - V0237
<b>Supplier Part Number</b>	TESTING	<b>Supplier Auxiliary Part ID</b>	
<a href="#">&gt; Line Item Form Details</a>			
<a href="#">&gt; Accounting</a> <span style="border: 1px solid red; padding: 2px;">Company (02T-K.Patel Coll of Allopathic Medicine)</span>			
<a href="#">&gt; Shipping</a> <span style="border: 1px solid gray; padding: 2px;">Ship To (NSU HPD Health Professions Division)</span>			
<a href="#">&gt; Comments</a>			
<a href="#">&gt; Attachments</a>			
<a href="#">&gt; Others</a>			

# 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.



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.

The 'Add Approval Request' pop-up window is shown. It has a title bar with a close button. Below the title, there are radio buttons for 'Approver' (selected) and 'Watcher'. A 'Reason:' field contains the text 'Provide a reason...'. Below that is a 'Choose a person' section with a search input field containing 'Search for ID'. A table lists several users with 'Choose' buttons next to their names. At the bottom of the window are 'Cancel' and 'Add' buttons.

ID	Name	Action
01watcher	01watcher	Choose
02awatcher	02awatcher	Choose
02dwatcher	02dwatcher	Choose
02mwatcher	02mwatcher	Choose
02nwatcher	02nwatcher	Choose