LAUSD
UNIFIED

SAP Ariba

PROCUREMENT SERVICES DIVISION »

End–USER Training

Approvers – SAP Ariba Procurement Mobile App How to Approve or Deny a Purchase Requisition.

The purpose of this job aid is to show how to approve or deny a Purchase Requisition using the SAP Ariba Procurement Mobile App.

1

You must already have the Ariba Mobile App installed on your phone. Refer to "How to Set Up Ariba Mobile App for Purchase Requisition Approval in Guided Buying" if you do not have the App installed on your phone.

2

Upon receiving the Purchase Requisition Approval notification on your mobile device, click on the notification to open the Purchase Requisition within the mobile app.
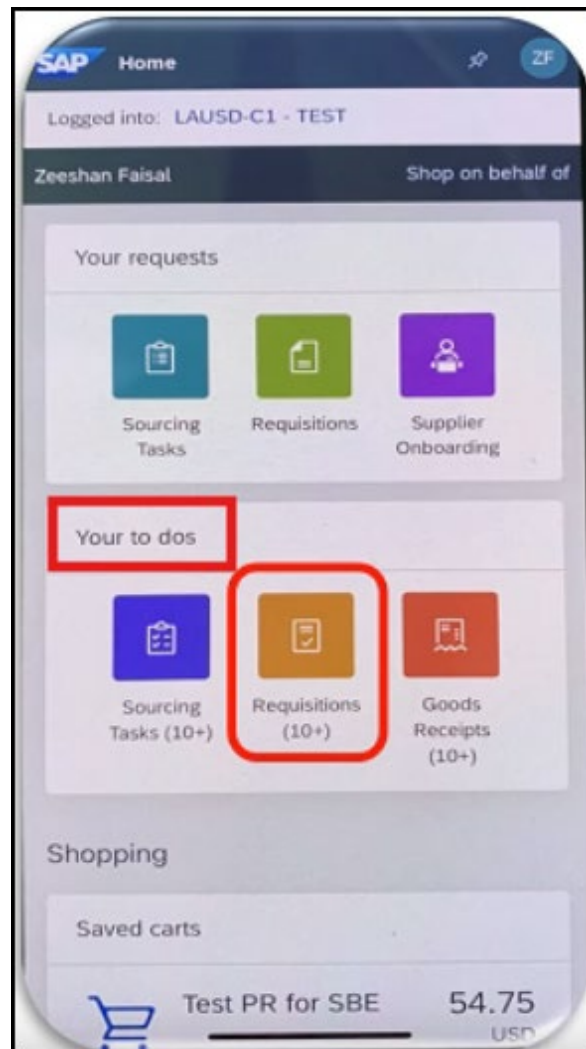
Friday, 3 May

12:29

Procurement   now
You have a new requisition PR2567 to approve on site LAUSD-C1 - TEST
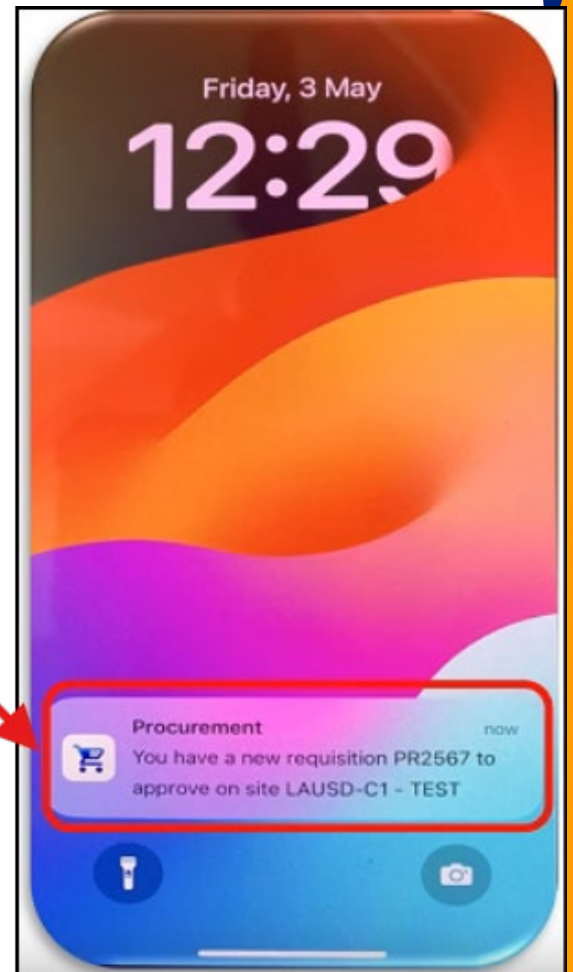
3

You can also click on the mobile App by clicking on the Sap Ariba Procurement App.
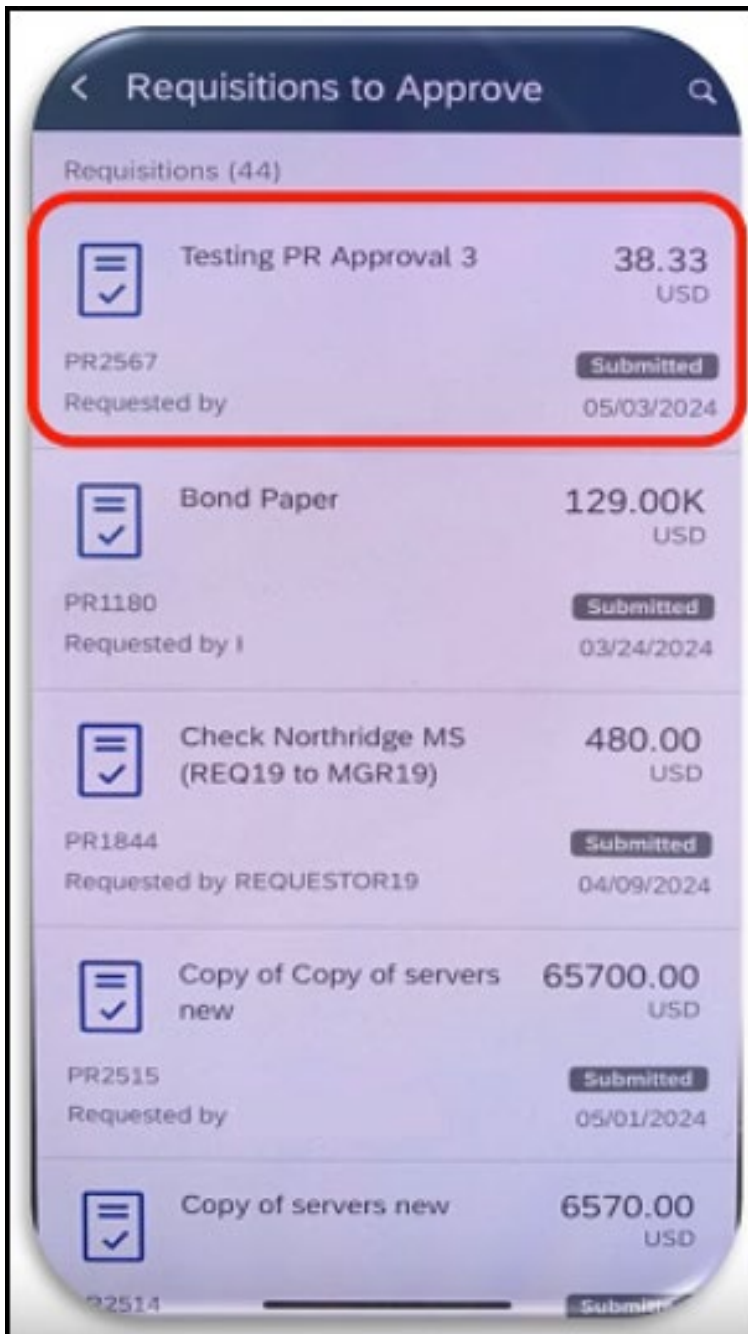

4

Click on "Requisitions" in "Your to dos".

5

You will see a list of all Purchase Requisitions designated for approval. Click on the PR# to proceed.

You will see tables containing relevant requisition information. Click on the right arrow to expand the tab.

- **Approval workflow**: Contains all relevant approvers involved for this Purchase Requisition
- **Pricing Details**: Includes prices and taxes values
- **Requisition Information**: General information
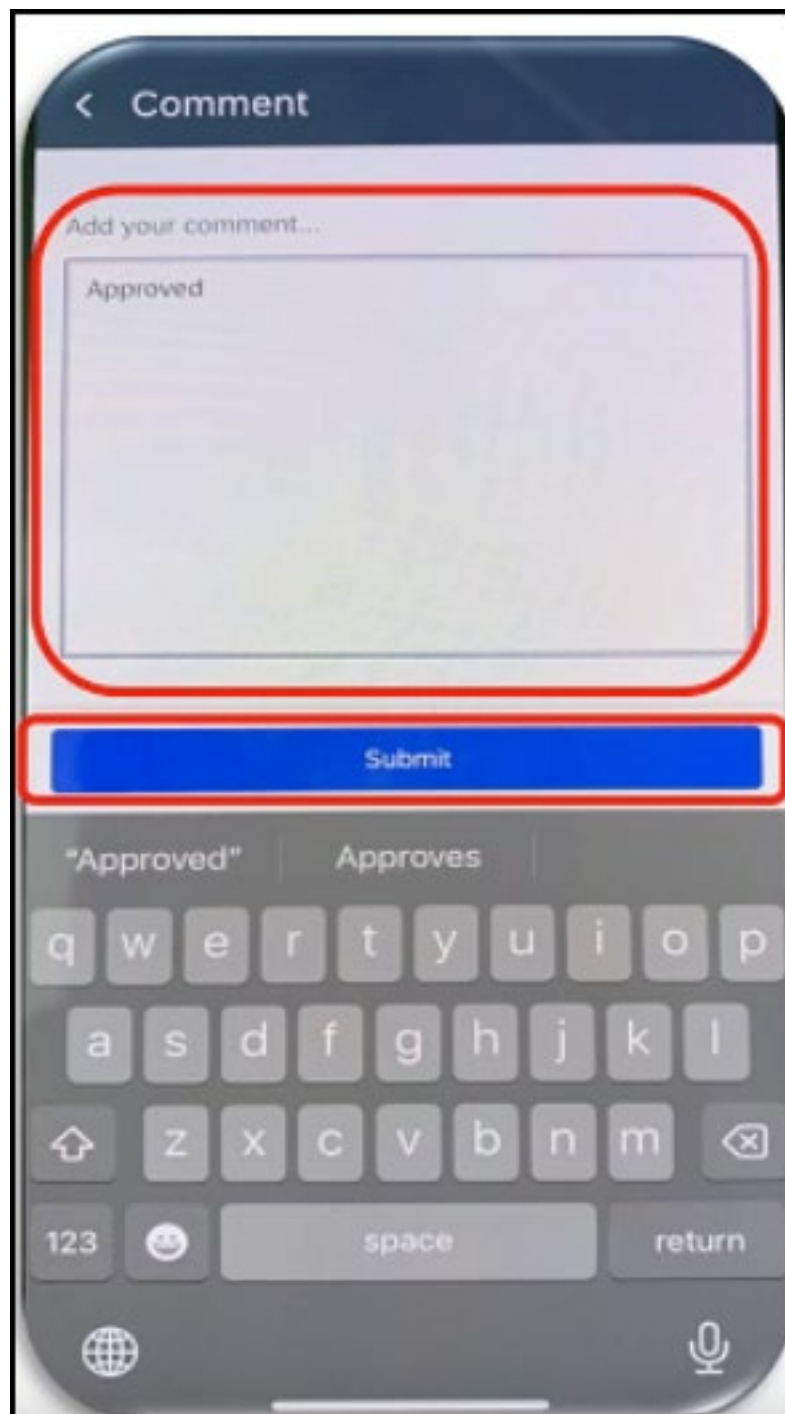- **Items**: Accounting and shipping details. Comments and attachments entered by the requestor.
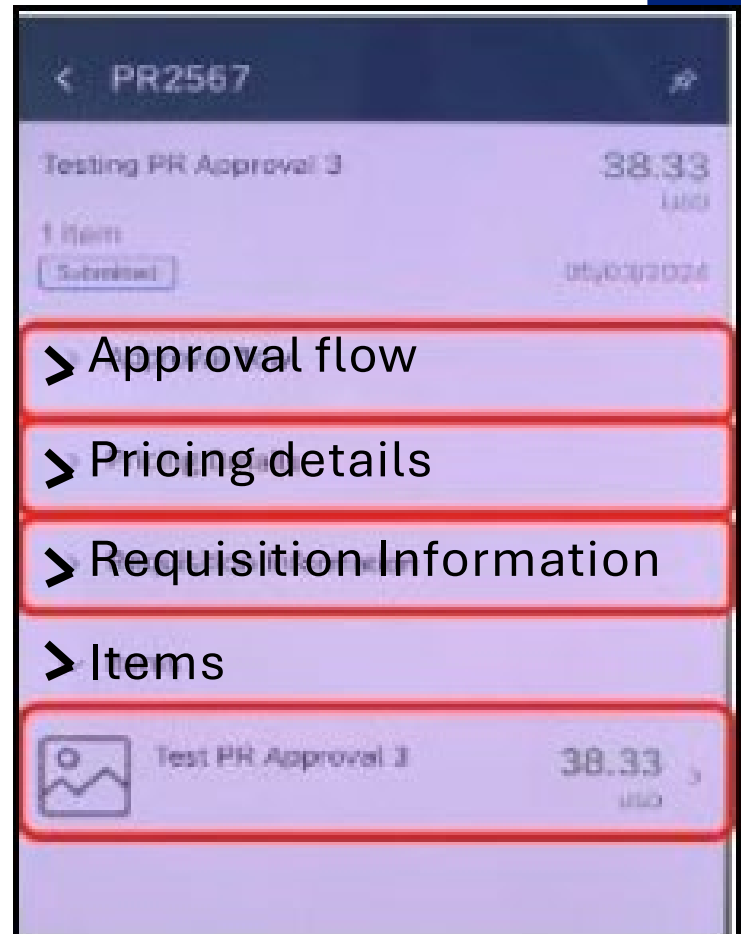
7

"Approve" or "Deny" the Purchase Requisition.

8

Comment box will display. You can add comments for approval or rejection. If you are rejecting the Purchase Requisition, you must state the reason for rejection.
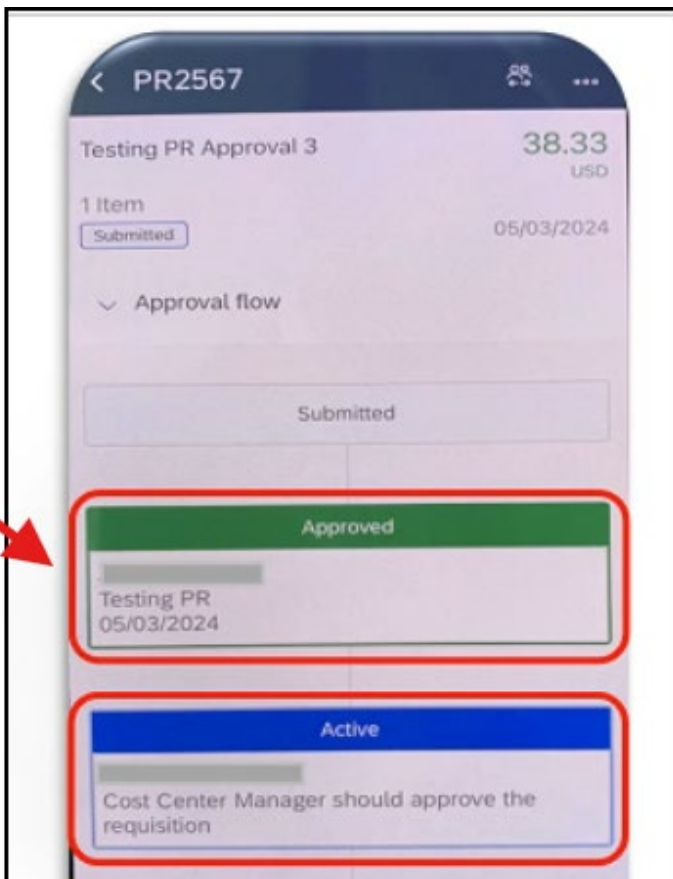
9

Click "Submit".

10

Following approval, you can observe the approval workflow. The green indicates the successful approval within the flow.

Blue indicates the pending approval from the next user.