

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

End User Guide

Ariba Purchase Requisitions Approval using SAP Build Process Automation or SAP Workflow Management

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Overview

This document provides information about how to use the content package **Ariba Purchase Requisitions Approval**. Approvers and Process Operators are the target users of the user interfaces explained in this document.

Ariba Purchase Requisitions Approval content package enables to automate purchase requisition approvals in a flexible and transparent way. It provides flexibility in executing a process variant depending on header and line item attributes of the purchase requisitions. When a purchase requisition in SAP Ariba is submitted for external approval, a pre-configured process variant is triggered in SAP Build Process Automation or SAP Workflow Management based on configurable business conditions. On completion of approval flow, the purchase requisition is posted back in SAP Ariba with an appropriate approval status.

Salient features of this content package are mentioned below:

- Plug and Play with SAP Ariba without additional development.
- Pre-configured process steps for approval
- Automatic email notification to parties involved
- Agent/approver determination using Business Rules or external service
- Pre-built integration content to process Purchase Requisitions
- Out-of-the-box visibility into key process performance indicators

Ariba Purchase Requisition Approvals

The Ariba Purchase Requisition Approvals workflow content enables the business user to view the Purchase Requisitions which are configured for external approvals and make a decision to Approve or Reject the document which in turn will be subsequently Ordered or Denied in SAP Ariba.

Approve/Reject Purchase Requisitions

Once a purchase requisition that requires 'External Approval' is created in SAP Ariba, a process variant will be triggered, and approvers will receive tasks in My Inbox application.

My Inbox Tasks

The My Inbox application in SAP Build Process Automation or SAP Workflow Management enables line of business users to claim and complete their task. Please check the [documentation for My Inbox](#) for more details.

The recipients are determined by SAP Business Rules service. The task can either be approved or rejected.

The Approval User Interface has the following sections:

1. Header – Header details of the requisition document
2. Line Items – Item level details of requisition document
3. History – Record of the previous approvals, if any.
4. Comments - Comments from Approvers

The screenshot displays the SAP Ariba My Inbox interface for an approval task. The task card on the left shows 'Approval Purchase Requisition PR532' with a value of 277.85 EUR and a due date of Aug 6, 2021, 11:23 AM. The main view is divided into several sections: Header, Line Items, History, and Comment. The Header section contains fields for Requisition ID (PR532), Requester, Creation Date (2021-08-03T11:35:44Z), Company Code (1710), Total Cost (277.85), Currency (EUR), and Region (AMERICAS). The Line Items section shows a table with one item: Samsung Curved Monitor, Category M, Quantity 1, Unit EA, Amount 277.85, and Currency EUR. The History section shows a table with columns for User, Role, Step Name, Decision, and Comment. The first entry is 'LI Approver' with a role of 'LI Approver' and a decision of 'Approved' (comment: 'approved by cost center'). The second entry is 'Quality Check' with a role of 'Quality Check' and a decision of 'Approved' (comment: 'Quality check completed, looks fine.'). The Comment section contains a text box with the comment 'Looks good. Approved by the Global Purchasing Team.' At the bottom right, there are buttons for 'Approve', 'Reject', 'Show Log', 'Claim', and 'Forward'.

The **History** captures the decisions from the previous approval tasks.

A **Comment** must be provided before approving or rejecting the document.
The possible actions on the approval task are “**Approve**” or “**Reject**”

SAP My Inbox

All Tasks (237)

Search

REFRESH

Approval Purchase Requisition PR532 277.85 EUR Medium

Due on Aug 6, 2021, 11:23 AM

Purchase Requisition Approval

Approval Purchase Requisition PR532

Purchase Requisition

History

User	Role	Step Name	Decision	Comment
	L1 Approver	CostCenterApproval	Approved	approved by cost center
	Quality Check	QualityCheck	Approved	Quality check completed. looks fine.

Comment

Comment: * Looks good. Approved by the Global Purchasing Team.

Approve Reject Show Log Claim Forward

The subsequent approval steps and approval tasks are triggered based on the configured process variant and business rules.

Approve

When a purchase requisition is finally **approved** by all the determined approvers, it is released back to SAP Ariba for further processing. The approval status will show ‘**Ordered**’ for the approved document meaning a purchase order gets created as a follow-up document in SAP Ariba.

Change request

Ordered

Ship to	Charge to	Total Cost
3475 Deer Creek Palo Alto, CA 94304-1355 United States	GL Account (0065000500 (Non Production - Material Consumption))	€1,203.37 EUR Net Amount €1,203.37 EUR
Show advanced options		
TECH. AIRVIS		8600000180

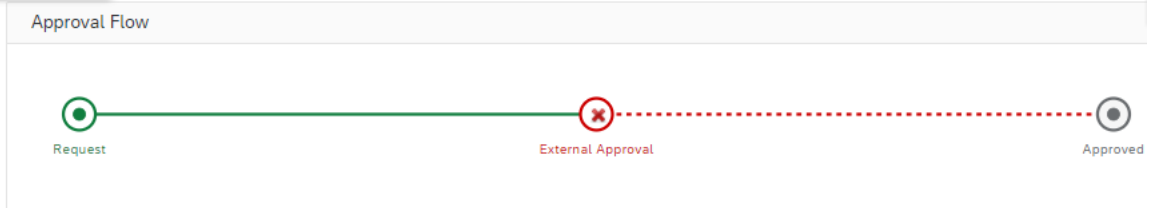
Reject

If the Purchase Requisition is rejected at any point during the approval flow, the process flow shall terminate, and the document will be released back to SAP Ariba with the status as **Denied**. It will also show the rejection comment in SAP Ariba, entered by the approver during the approval flow.

Total Cost €277.85 EUR

Withdraw

Denied



Comments

Write your comment...

Share with supplier [Add](#)

P POC
Aug 3, 2021
Rejected by [redacted] : rejected ..not a good brand! Workflow id 6611f86f-f440-11eb-bdb8-eeee0a8eaebe)

Process Admin Flow

If by any case, the approvers do not get determined by the approver determination policies, the issue will be brought to the notice of the process administrator and a task shall be created for the process admin with options to either 'Assign Processor' manually or 'Retry' after updating the policies.

Assign Processor: This option is to assign the users and/or groups and the email addresses in the section 'Task Owner Assignment', (Note: email address(es) must be given), followed by comment and then click 'Assign Processor'. The assigned processors will receive the approval task which can be accessed from the My Inbox application.

Retry: This option implies that the process admin can first fix the issue in the business rule and then access this task again in the My Inbox, and trigger Retry. If the issue is fixed correctly, then upon retry the normal approval flow will resume.

The screenshot displays the SAP My Inbox interface. On the left, a list of tasks is visible, with one task highlighted: "Task Owner is not defined for Purchase Requisition PR536 in... High". The main content area shows the details of this task, titled "IT Support – Task Owner Assignment". The task description is "Task Owner is not defined for Purchase Requisition PR536 in step CostCenterApproval". Below this, there is an "Error Description" section with the text: "Task Owners not defined for CostCenterApproval approval step using rule service f5e255c2118b43679db1dc37b420cef4 Please modify rule and retry, or assign approver(s) manually." The "Task Owner Assignment" section contains three input fields: "Users: comma-separated list of approver user IDs", "Groups: comma-separated list of approver group IDs", and "Email: comma-separated list of approver email addresses". Below this is a "History" table with columns: User, Role, Step Name, Decision, and Comment. The table is currently empty, showing "No items available". At the bottom right, there are several action buttons: "Assign Processor", "Retry", "Show Log", "Claim", and "Forward". The "Assign Processor" and "Retry" buttons are highlighted with a red box.

Process Visibility Workspace

Process visibility capability enables Process Owners and Process Operators to gain real time visibility on processes and key process performance indicators. It enables customers to gain out of the box visibility into their deployed processes. Please refer [help documentation](#) for more details on the Process Visibility capability of SAP Build Process Automation or SAP Workflow Management.

The **Ariba Purchase Requisition Approval** content package provides such out of the box visibility and process performance indicators for the active process variants in SAP Build Process Automation or SAP Workflow Management. A process owner or line of business expert can enhance the visibility scenario further to suit the business requirements.

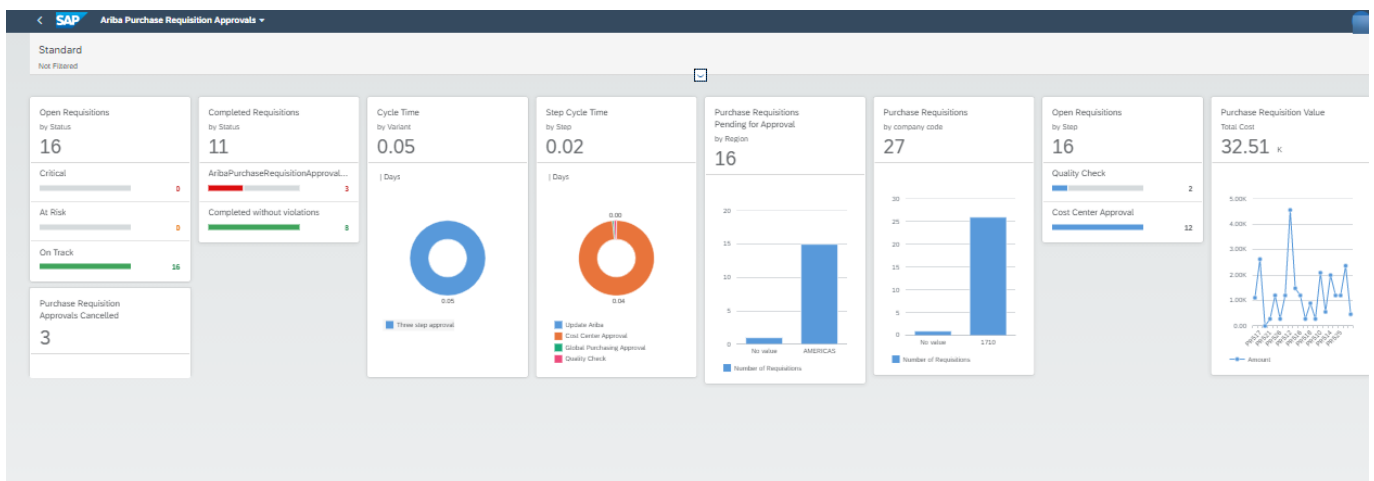
Access Process Workspace with SAP Build Process Automation

1. The administrator would have added a tile in the central Fiori Launchpad that corresponds to the scenario “Ariba Purchase Requisitions Approval”. For more information on how to add scenario-specific tiles, refer to the [help documentation](#).
2. Click the scenario-specific tile in the Fiori Launchpad.
3. User will see the detailed process visibility dashboard.

Access Process Workspace with SAP Workflow Management

1. Go to Process Flexibility Cockpit
2. Select package **Ariba Purchase Requisitions Approval**
3. Click Live Process Insights – **Ariba Purchase Requisition Approvals**

The process visibility workspace with the configured potential performance indicators shall load.



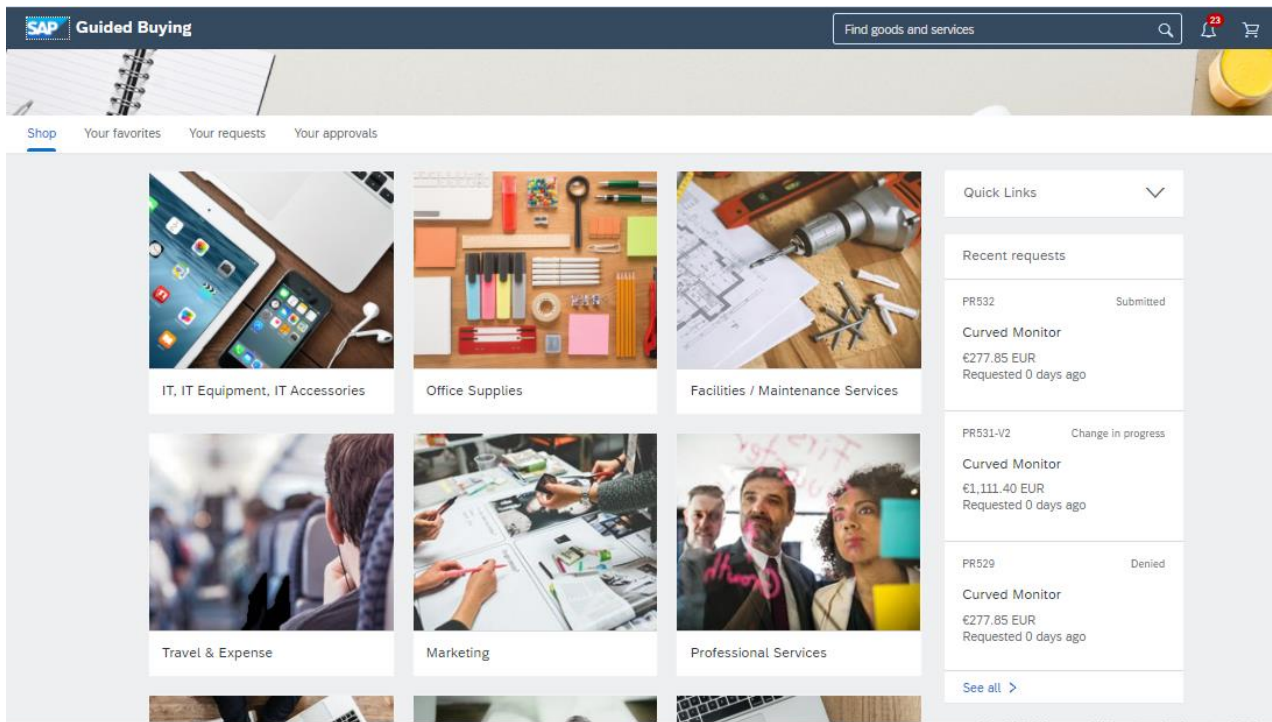
Please go through [help documentation](#) to know about process workspace.

Appendix

Purchase Requisition Creation

A purchase requisition can be created in the SAP Ariba Guided Buying tenant.

To know more about Ariba's Guided Buying, refer to official help documentation [here](#)



Email Notification

When the purchase requisition is sent for approval, an email notification is sent to the recipients, provided that the correct email addresses are maintained in the business rules for the approver's determination.

Approve Purchase Requisition PR532



██████████@gmail.com
To ██████████



18:27

Purchase Request Line Item - **PR532** created by ██████████ waits for your approval.

Requisition Header

<i>Creation Date</i>	2021-08-03T11:35:44Z
<i>Requester</i>	██████████
<i>Company Code</i>	1710
<i>Total Cost</i>	277.85
<i>Currency</i>	EUR
<i>Region</i>	AMERICAS

*Please visit your Inbox to approve the purchase request.
This is an automatically created message.*