

SAP Ariba

PROCUREMENT SERVICES DIVISION



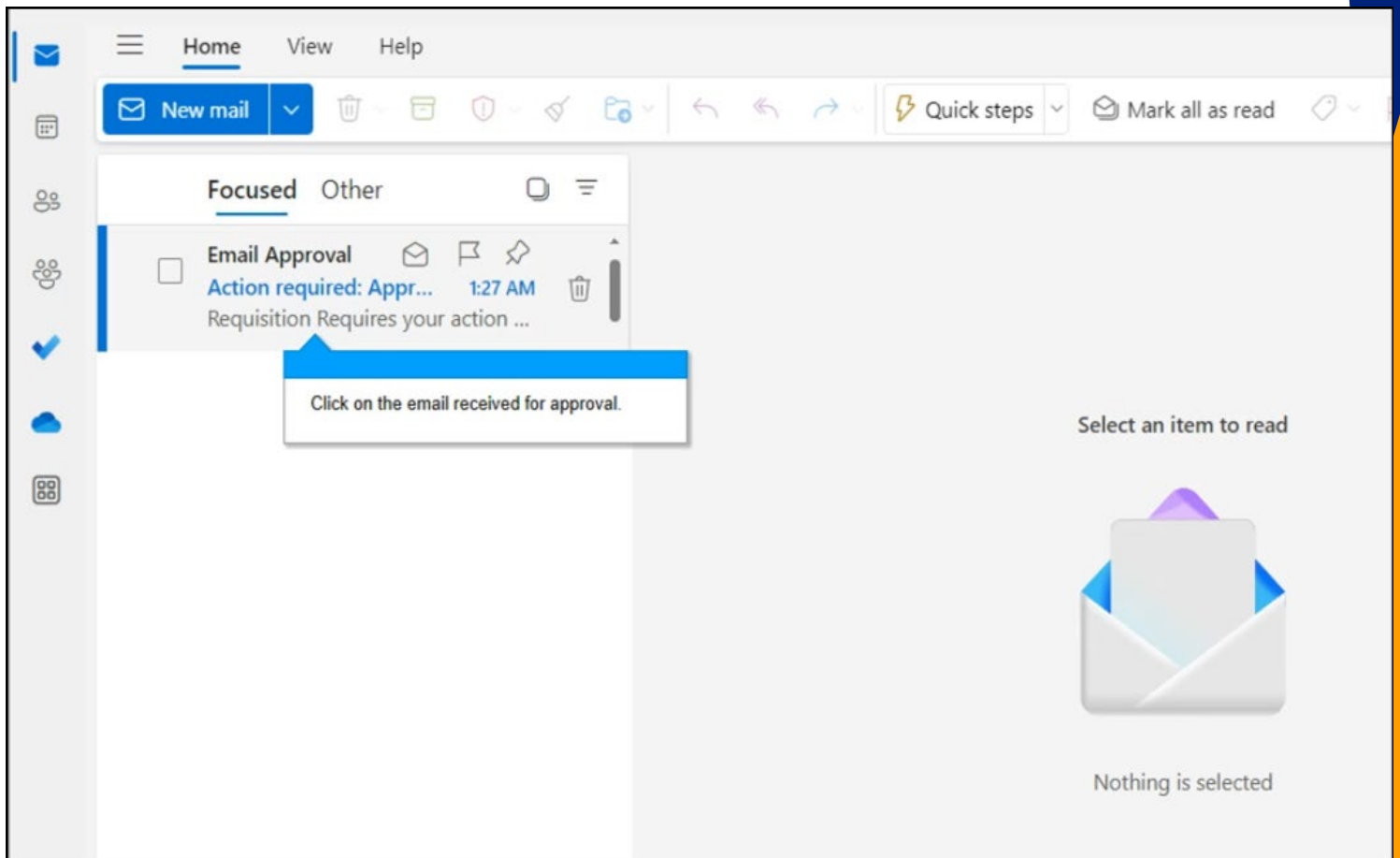
End-USER Training

Approvers – Email
How to Approve or Deny a
Purchase Requisition

The purpose of this job aid is to show how to approve a Purchase Requisition through email notification.

1

If you are an approver, you will receive an email from Ariba. Click on the email.



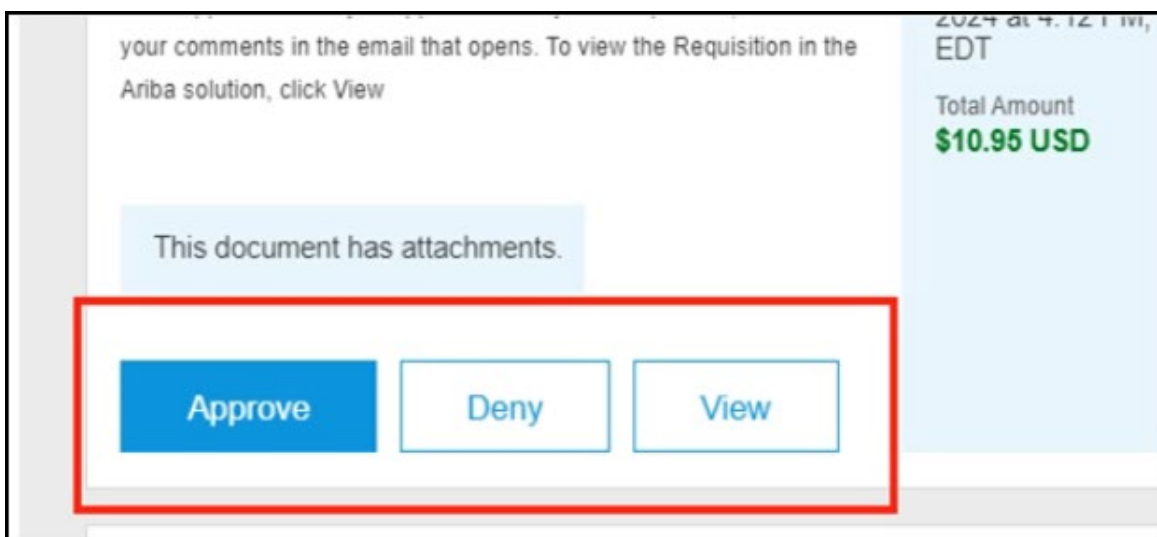
2

The subject line contains the name of the requestor, PR#, and the total amount of the Purchase Requisition.

Action required: Approve the Requisition that Zeeshan Faisal submitted - PR2846 - Test PR
Email Approver (\$10.95 USD)

3

Scroll down to see more information. You will see the option to “Approve”, “Deny”, or “View”.



4

If your requisition has fewer than 10 line items, all 10 items will show in the email. If there are more than 10 line items, the system will show the first 10 line items and will provide a link to show the additional line items. To view the attachments, you must access the Purchase Requisition in the browser.

Action required: Approve the Requisition that Zeeshan Faisal submitted - PR2846 - Test PR Email Approver (\$10.95 USD)

1	Description	Supplier	Qty	Unit	Price	Amount
	Test PR Email Approver	Namaste Wellness Enterprises	1.00	each	\$10.00 USD	\$10.95 USD
	Account Assignment K(Cost center)	Deliver To Zeeshan Faisal	Taxes \$0.95 USD			
	GL Account	Cost Center	Type	Proportion		
	0000430001(General Supplies)	0001853601(BELL SH)	Percentage	100.00		

Recent Comments

Thursday, May 9, 2024 at 4:15 PM, EDT: Zeeshan Faisal - Kindly Review the details for provided request.

Approval Flow (As of Thursday, May 9, 2024 at 4:27 PM, EDT)

Status	Required	Reason	Approver	Date	Time
Ready for approval	Yes	PR Approval for Email	Zeeshan Faisal		
Pending	Yes	Cost Center Manager should approve the	Francisco		

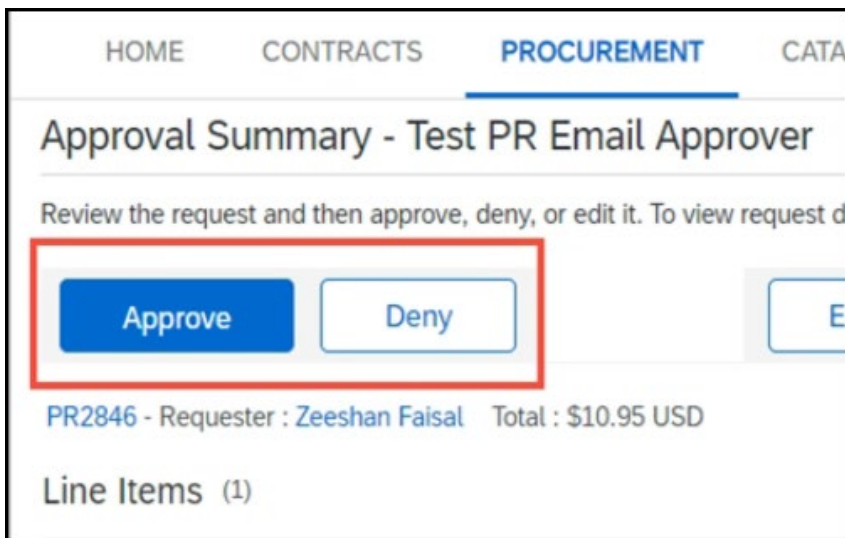
5

Click "View". The link will take you directly to the Purchase Requisition.



6

You have the ability to see all the line items, comments, and attachments. You also can "Approve" or "Deny" the Purchase Requisition on this page.



7

Scroll down in the email to see the Approval Flow history.

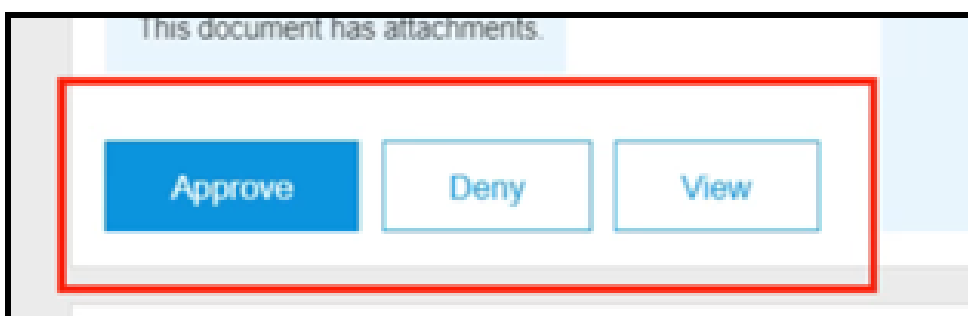
Approval Flow (As of Thursday, May 9, 2024 at 4:27 PM, EDT)

Status	Required	Reason	Approver	Date	Time
Ready for approval	Yes	PR Approval for Email	Zeeshan Faisal		
Pending	Yes	Cost Center Manager should approve the requisition	-		
Pending	Yes	Procurement Buyer(s) who support Central Offices must approve the requisition.	Procurement Buyer (Central Office)		
Pending	Yes	Procurement Buyer(s) who support Region East must approve the requisition.	Procurement Buyer (Region East)		

Scroll Down

8

Click "Approve" or "Deny" displayed in your email.



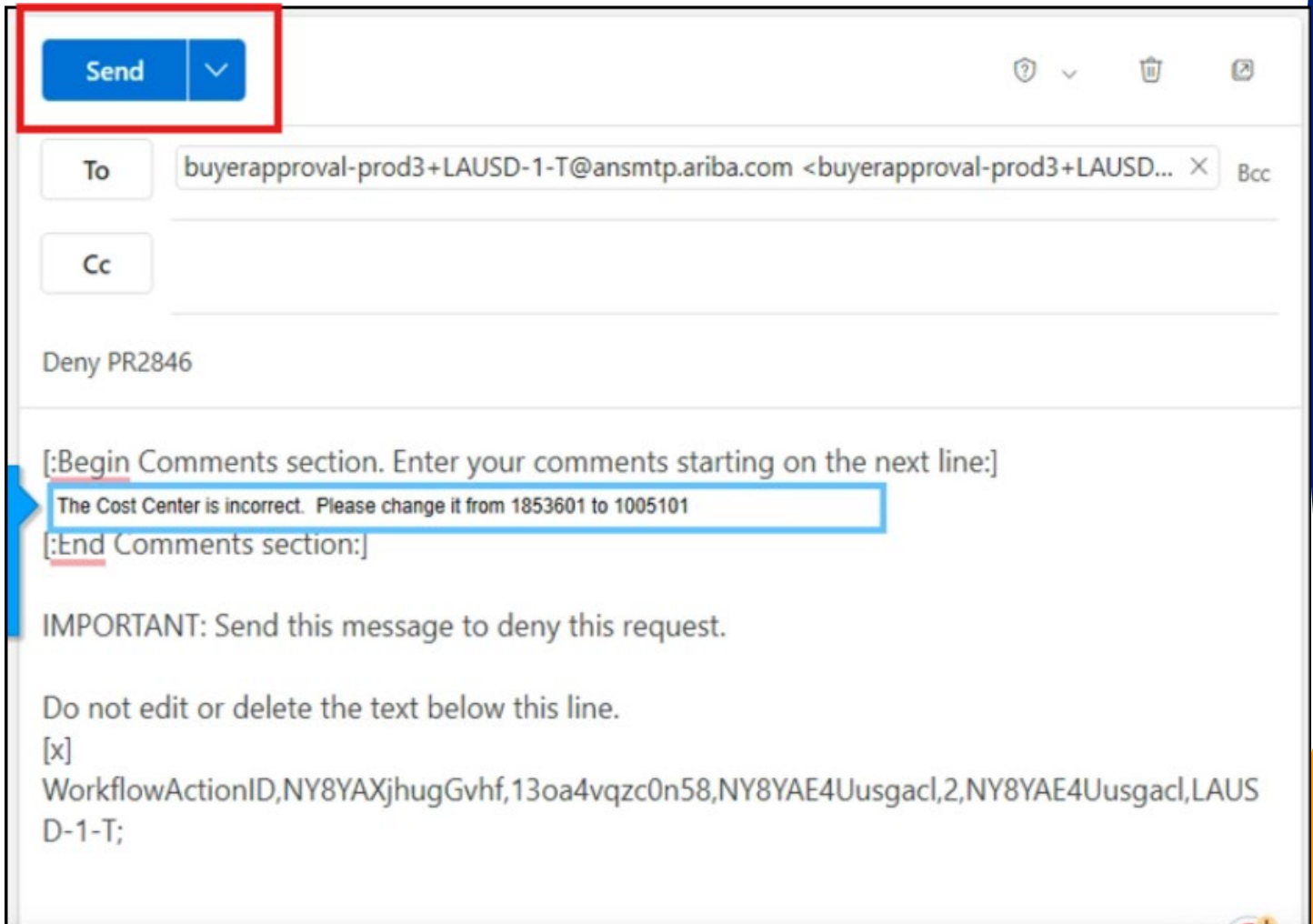
Clicking “Approve” or “Deny” will open a reply email. If you are denying the Purchase Requisition, you must give a brief explanation of why the Purchase Requisition is being denied. Type in the comments between the two brackets (begin and end).

DO NOT DELETE OR EDIT ANY OTHER FIELDS IN THE EMAIL.

The screenshot shows an email reply form with the following elements:

- Send button:** A blue button with a dropdown arrow.
- To field:** Contains the email address `buyerapproval-prod3+LAUSD-1-T@ansmtp.ariba.com` and a Bcc field.
- Cc field:** Empty.
- Subject:** Deny PR2846
- Comments section:** A text area with a blue border, containing the text `[:Begin Comments section. Enter your comments starting on the next line:]` and `[:End Comments section:]`. A blue callout box points to this section with the text: "Add a comment describing the reason for the rejection."
- Important notice:** "IMPORTANT: Send this message to deny this request."
- Warning:** "Do not edit or delete the text below this line."
- Workflow ID:** `[x] WorkflowActionID,NY8YAXjhugGvhf,13oa4vqzc0n58,NY8YAE4Uusgacl,2,NY8YAE4Uusgacl,LAUSD-1-T;`

Click "Send".



Send

To buyerapproval-prod3+LAUSD-1-T@ansmtp.ariba.com <buyerapproval-prod3+LAUSD... X Bcc

Cc

Deny PR2846

[Begin Comments section. Enter your comments starting on the next line:]

The Cost Center is incorrect. Please change it from 1853601 to 1005101

[End Comments section:]

IMPORTANT: Send this message to deny this request.

Do not edit or delete the text below this line.

[x]
WorkflowActionID,NY8YAXjhugGvhf,13oa4vqzc0n58,NY8YAE4Uusgacl,2,NY8YAE4Uusgacl,LAUSD-1-T;

LAUSD
UNIFIED