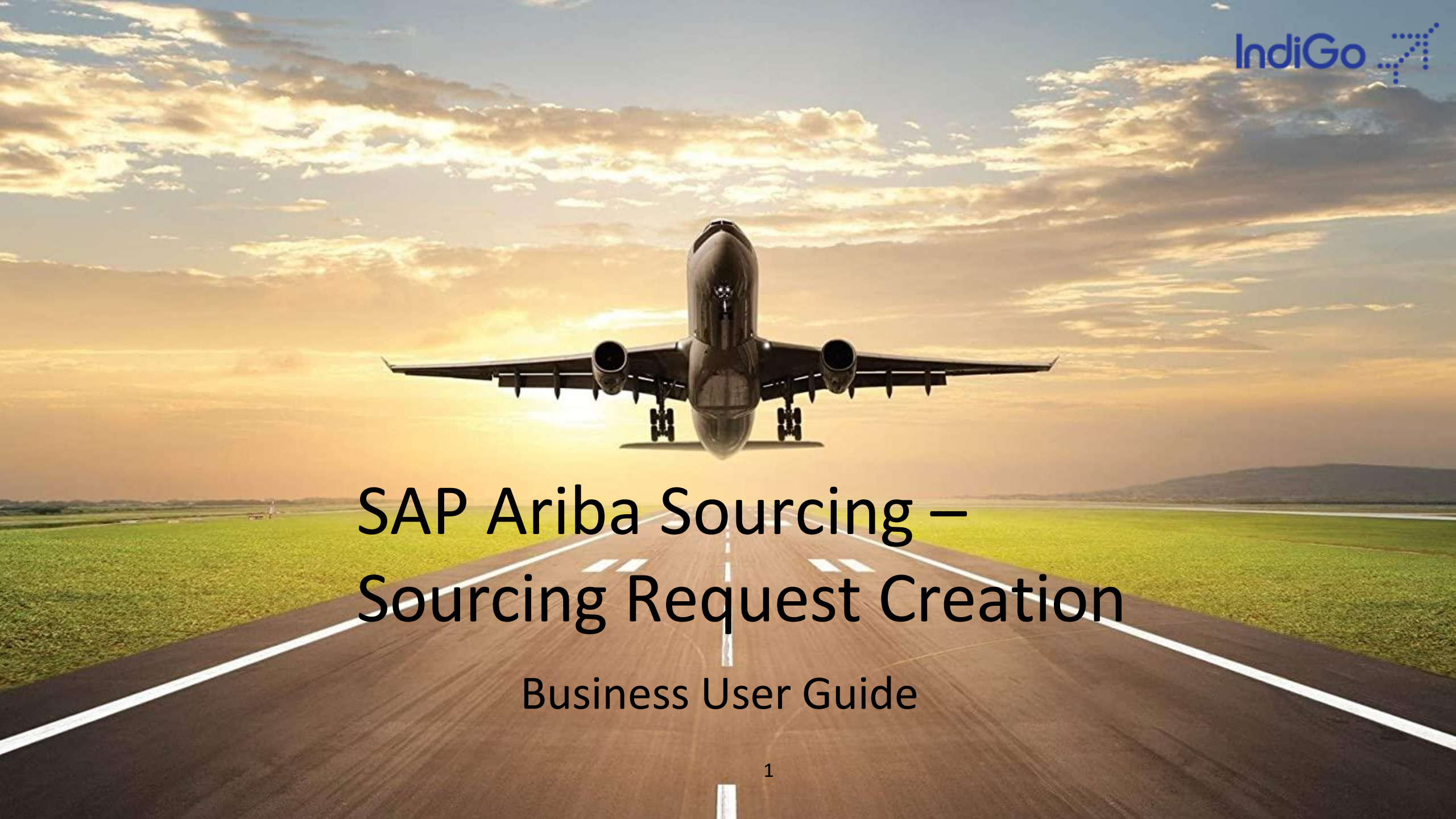


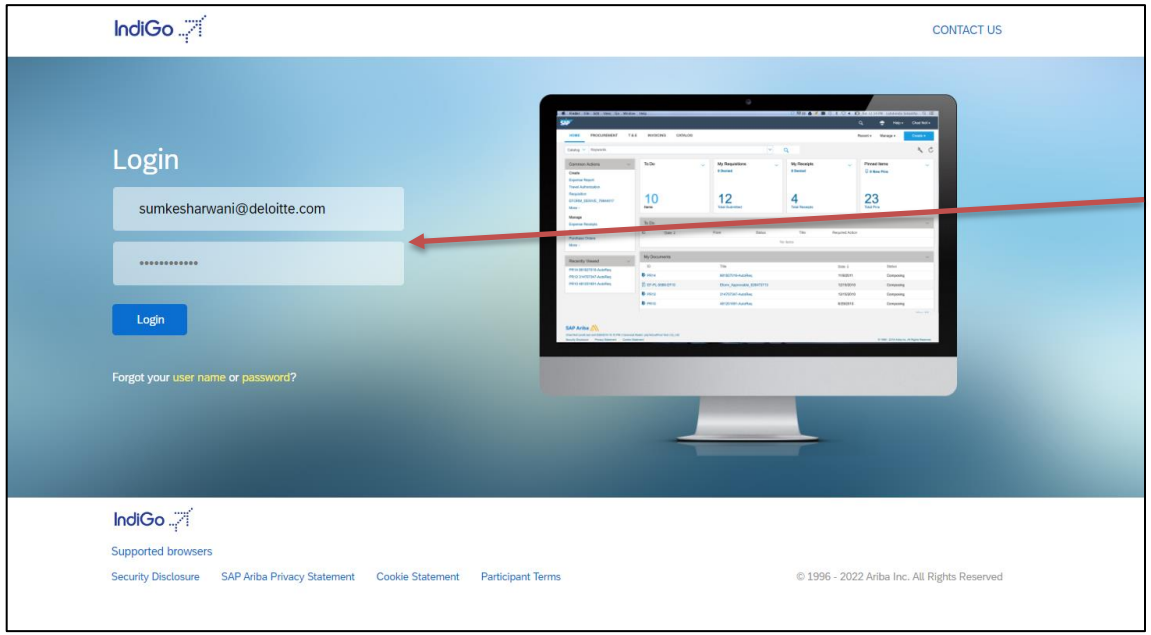
# SAP Ariba Sourcing – Sourcing Request Creation

## Business User Guide

# IndiGo users will initiate request raising in Ariba Sourcing

- IndiGo has moved to system-supported procurement with objective of streamlining the entire Source-to-Pay process. This includes Supplier Information Management, Sourcing i.e., RFx, and Contract Management
- We have implemented SAP Ariba as our Source-to-Pay solution
- As part of this process, we have rolled out an e-tendering tool(Ariba Sourcing). This enables raising the request for commodity procurement in Ariba Sourcing Module as Sourcing Request
- Same request will be converted into Sourcing Project via Procurement team
- Suppliers will participate in Ariba Sourcing event
- Comparative will be generated automatically, and Award of business will be done Ariba Sourcing

# Sourcing Request Creation
## - Login Page

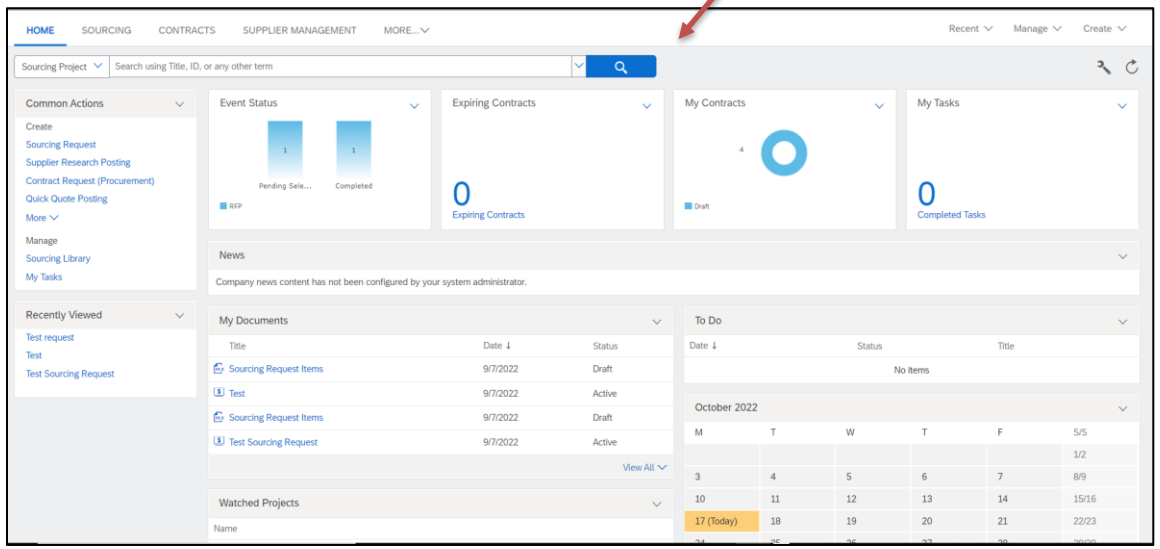



1

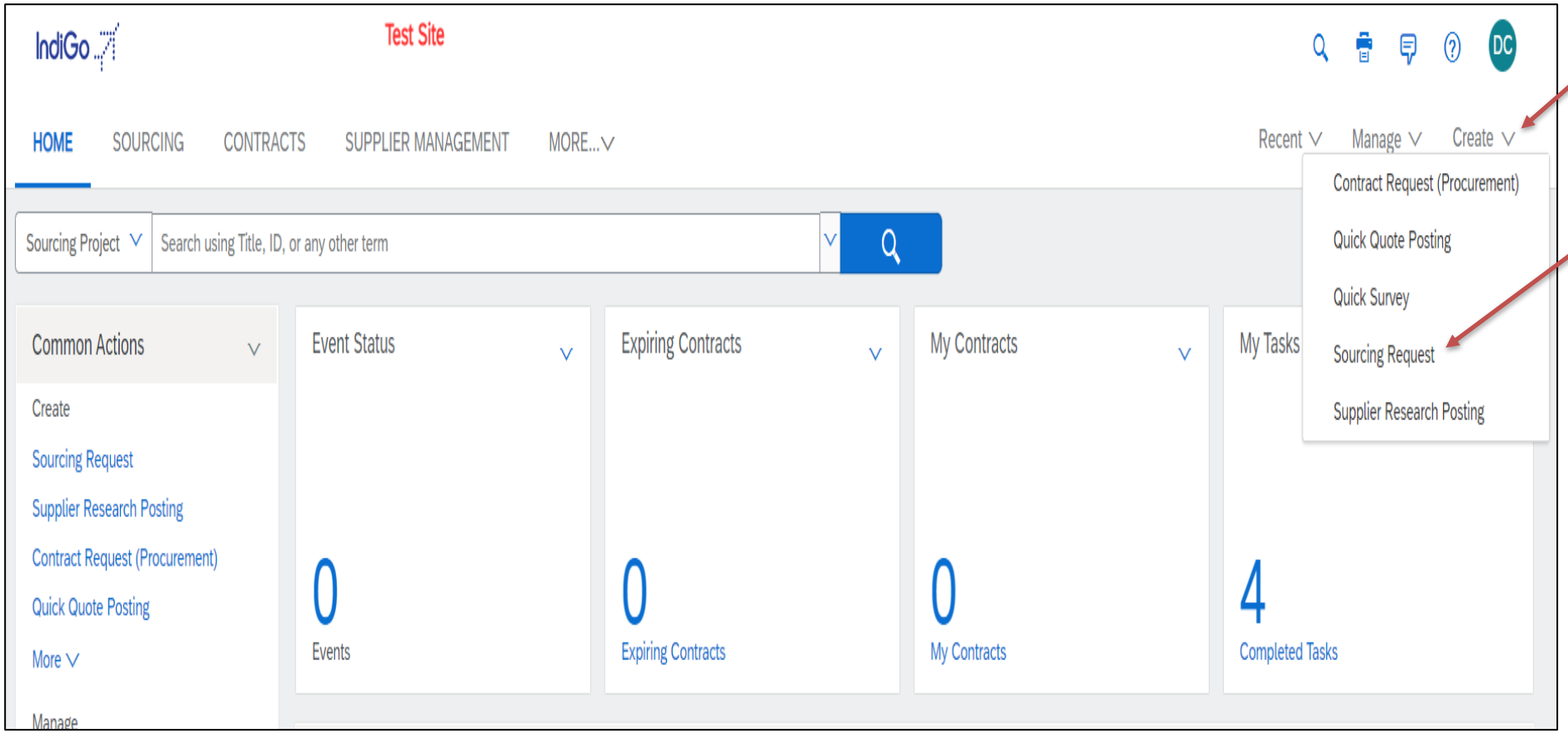
Open the browser, Enter URL: **http://interglobee-procurement.sourcing3.ariba.com**.
Login page will appear, Enter the **Username** & **Password**. Click on **Login**

2

User will land on Dashboard



# Sourcing Request Creation




1. Click on Create

2. Click on Sourcing Request

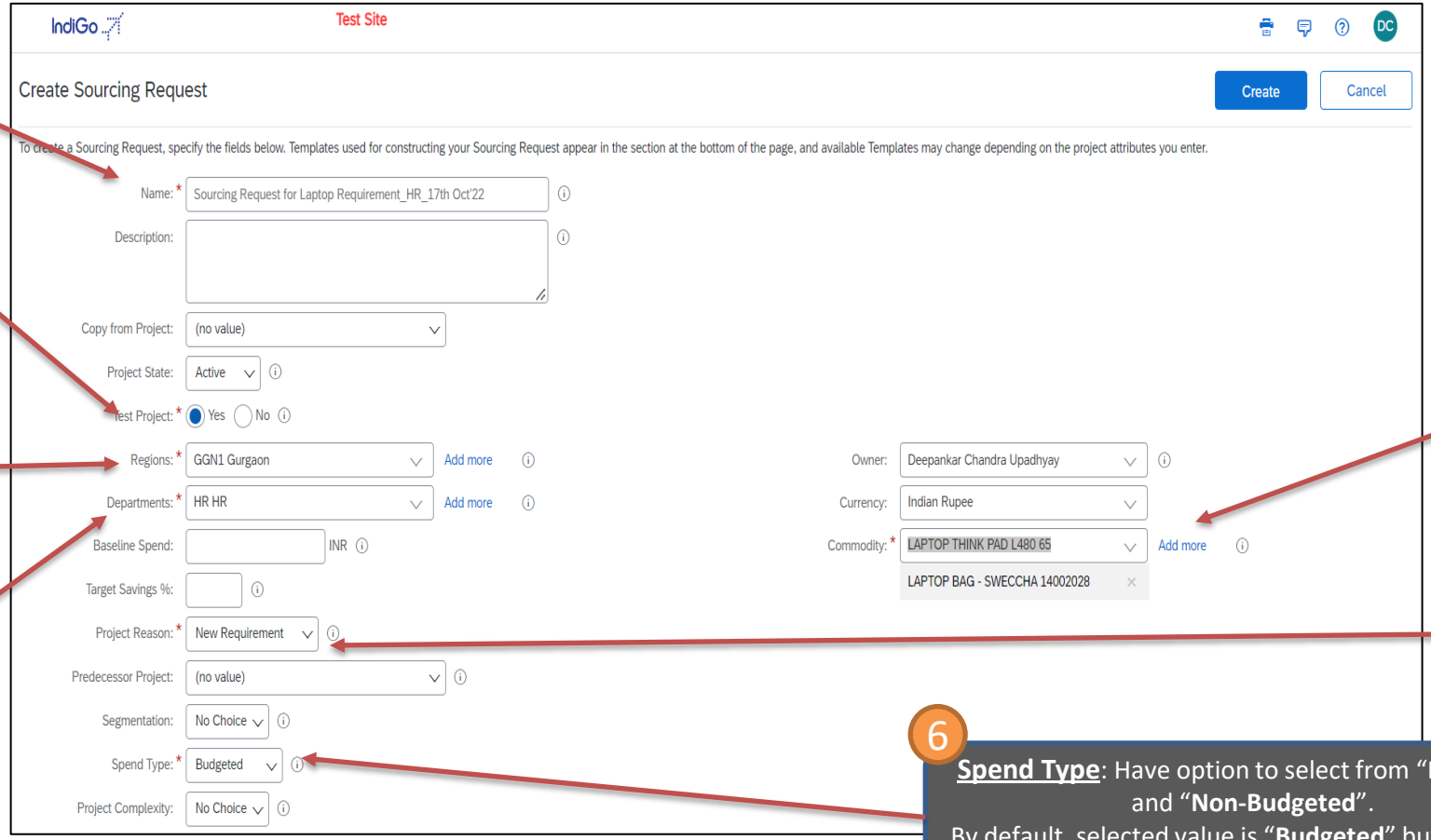
# Sourcing Request Creation
## - Fill mandatory fields

1. **Name**: Title of the Project. Name convention should be Sourcing Request for Laptops Requirement_HR_17th Oct'22

2. **Test Project**: If creating Test Project, Select "Yes" else "No"

3. **Region**: Select the Region for which event is required. Multiple Selection of regions are possible

4. **Departments**: Select the Departments



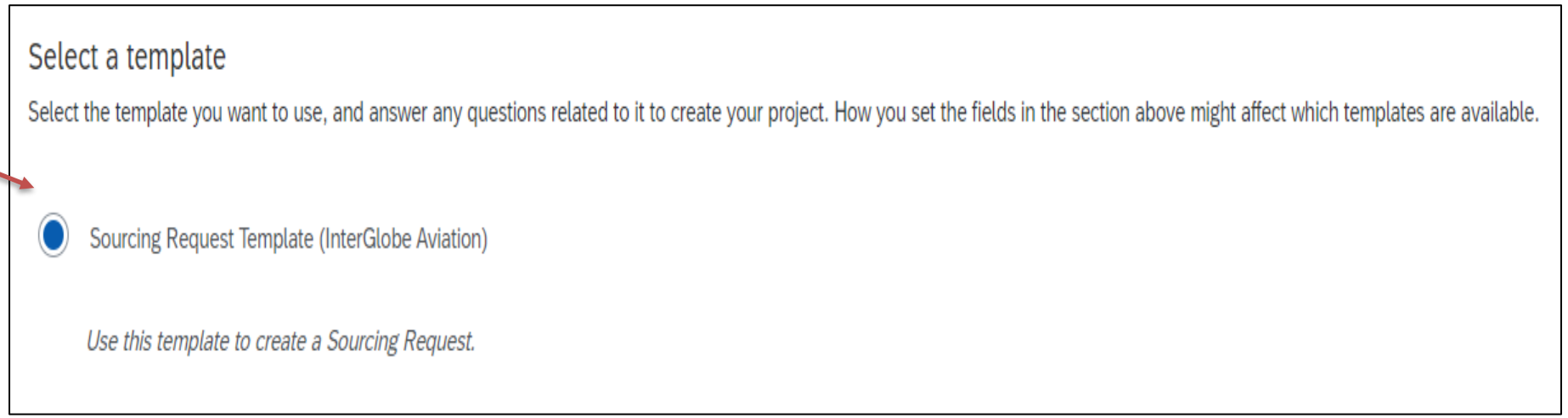

5. **Project Reason**: Select the Reason for Project

6. **Spend Type**: Have option to select from "**Budgeted**" and "**Non-Budgeted**".
By default, selected value is "**Budgeted**" but can select "**Non-Budgeted**" in case of on CAPEX Items

7. **Commodity**: Select the Commodity

# Sourcing Request Creation
## - Select Template

1 Scroll down the page and Select Template i.e., Sourcing Request Template (InterGlobe Aviation)



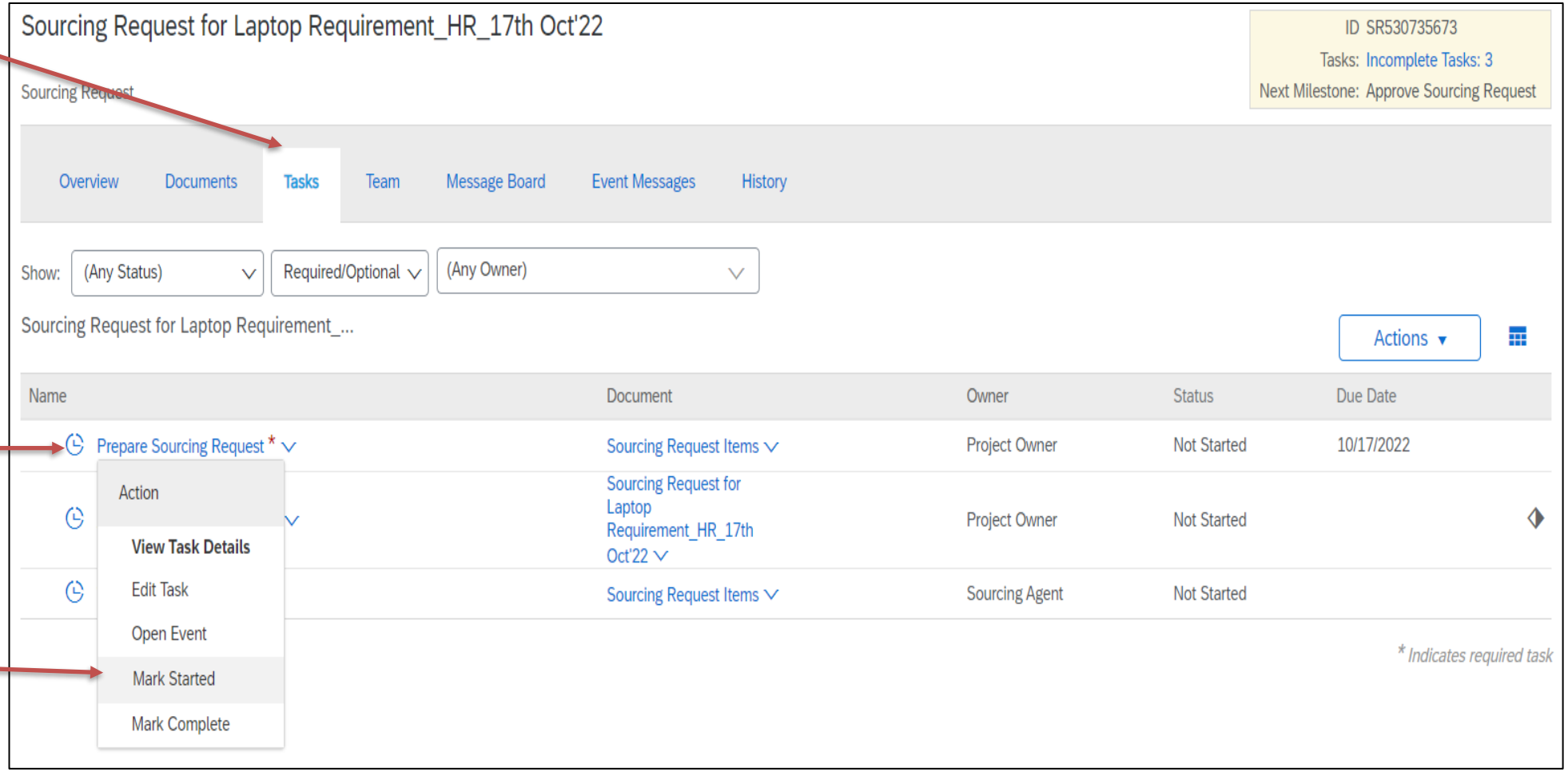

2 Click on Create

# Sourcing Request Creation
## - Task Tab

1 Tasks Tab

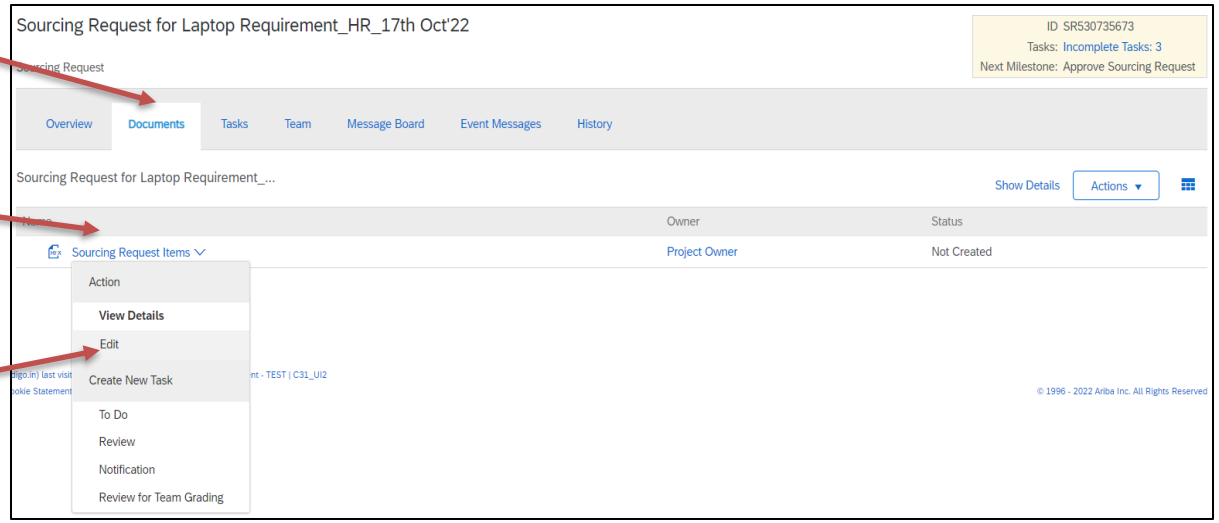
2 Click on Prepare Sourcing Request

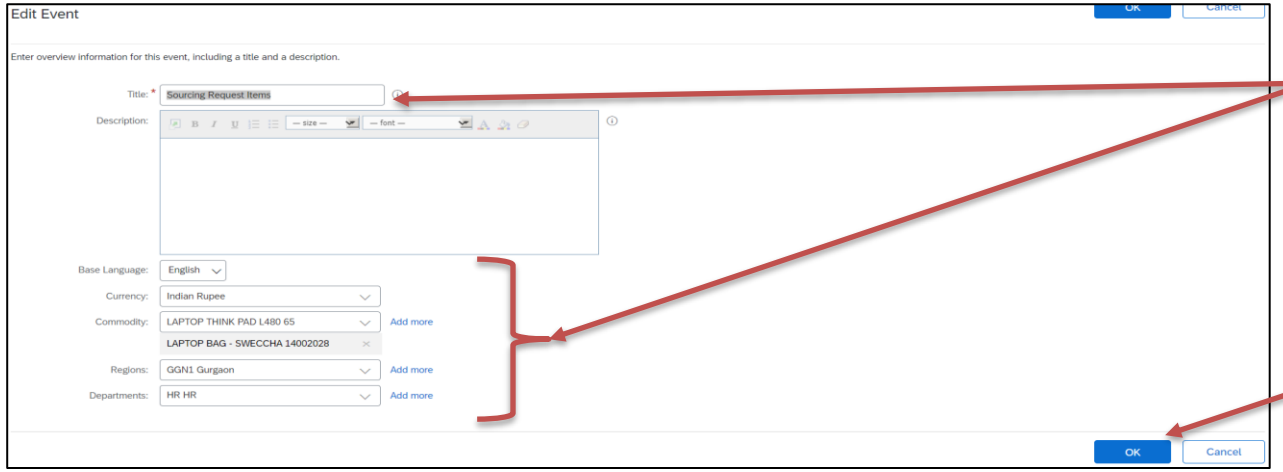
3 Select Mark Started



# Sourcing Request Creation
## - Documents Tab & Edit Event Page

1. Click on Documents tab
2. Click on Sourcing Request Items
3. Select Edit



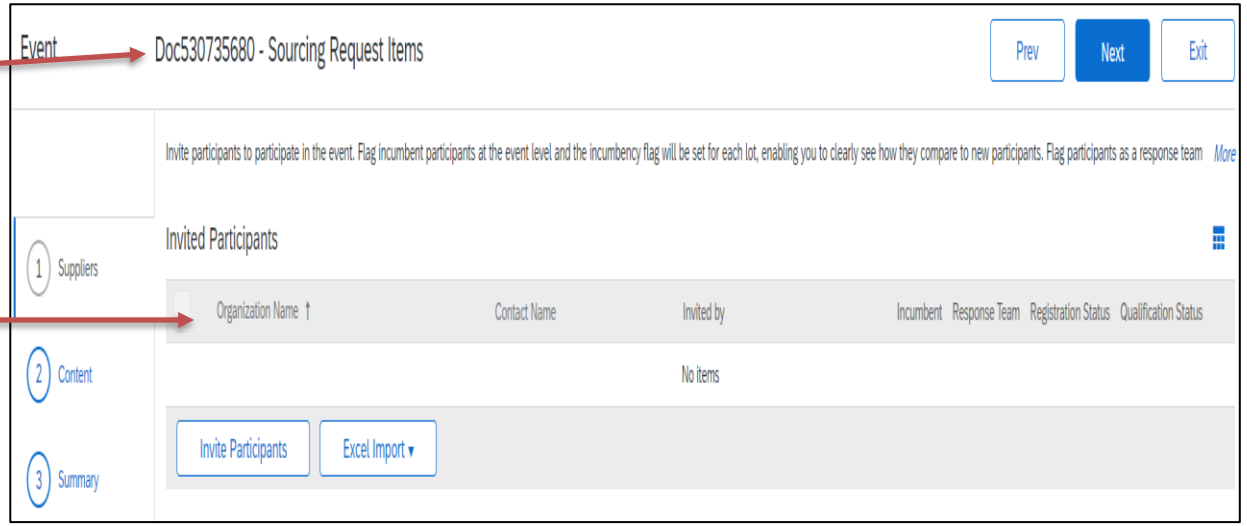




4. Check the Details
5. Click on OK

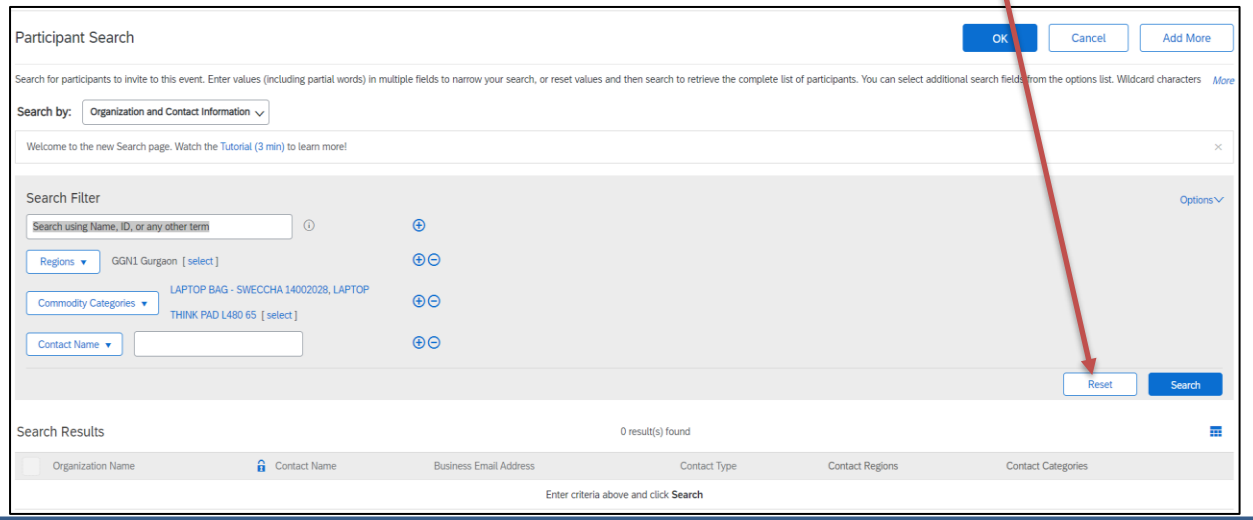
# Sourcing Request Creation - Supplier Tab

1 Unique Doc Id of Sourcing Request

2 Click on Invite Participants




3 Click on Reset



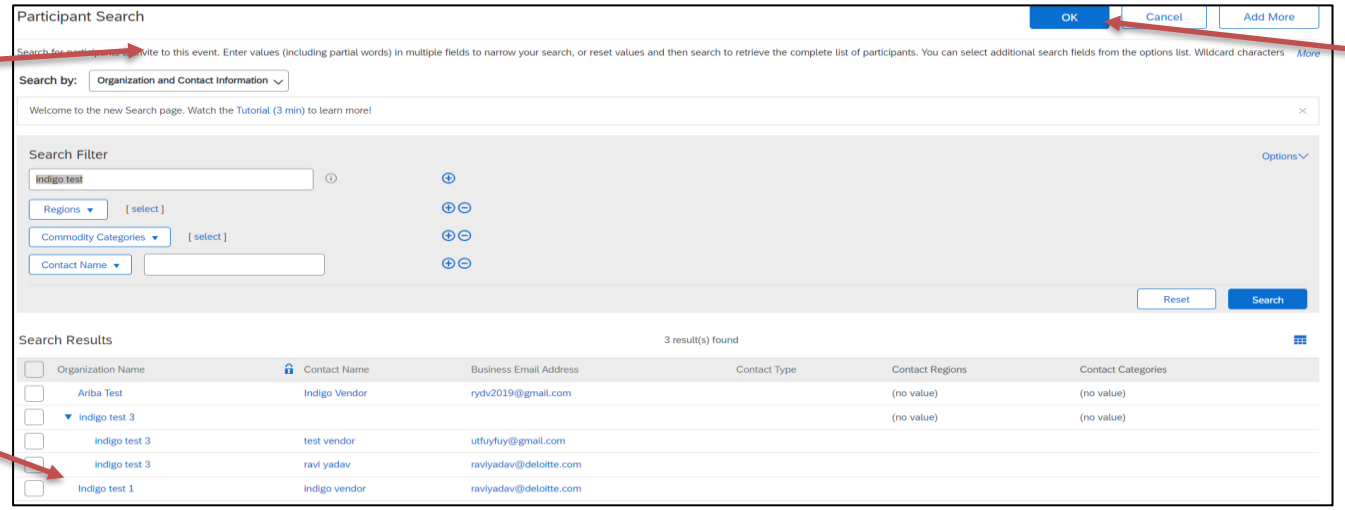
# Sourcing Request Creation - Supplier Tab

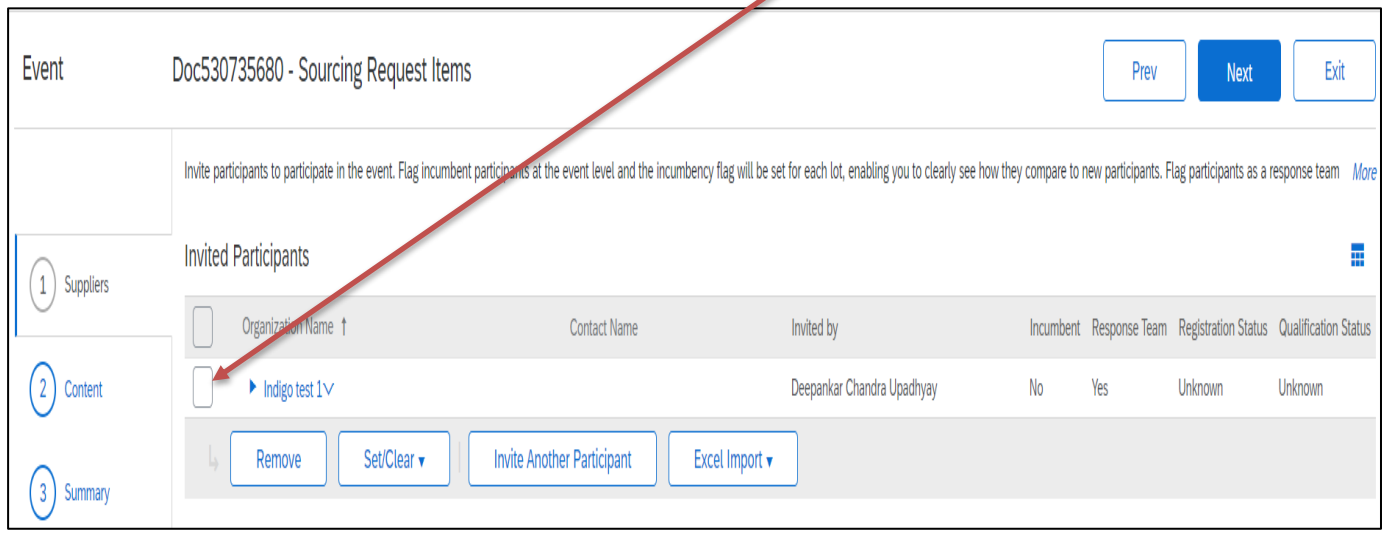
1 Search the Indigo Test/Dummy Vendor

2 Select the Vendor

3 Click on OK

4 Vendor Selected in Visible in Supplier Tab

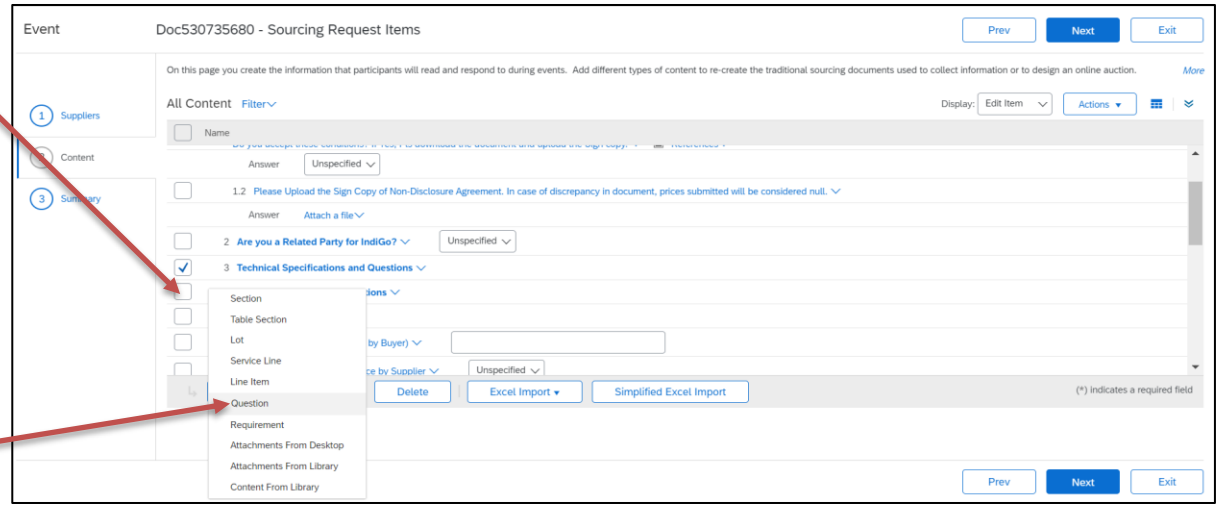


# Sourcing Request Creation
## - Content Tab →Add Questions

1 Select the Section: 3. Technical Specification and Questions

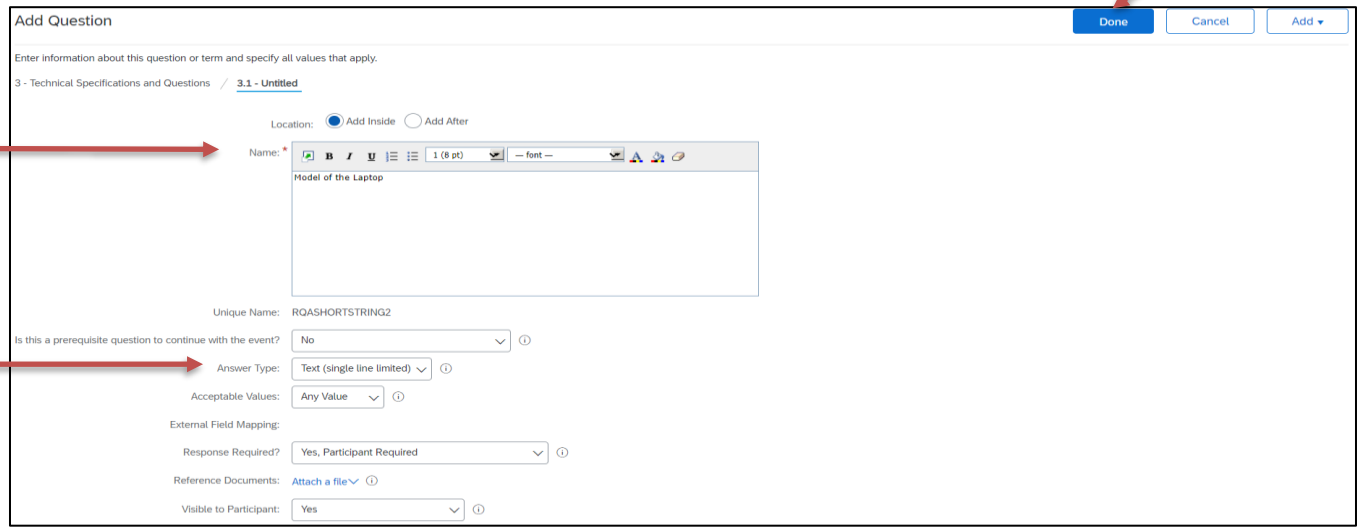
2 Select the Question




3 Provide Name of Question

4 Select Answer Type

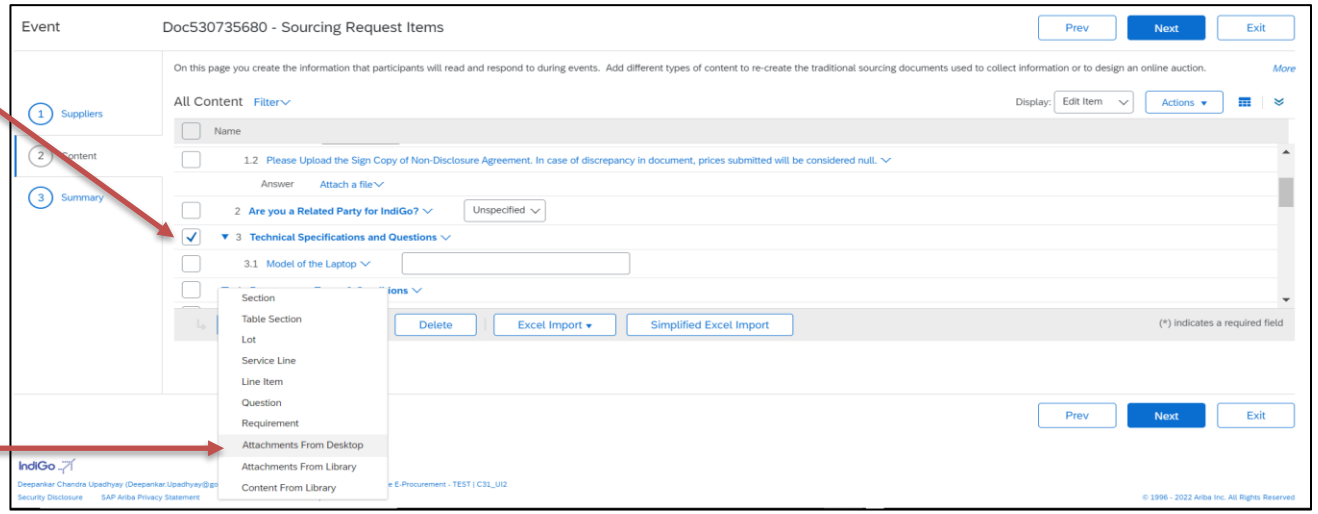
5 Click on Done



# Sourcing Request Creation
## - Content Tab → Attachment from Desktop

1 Select the Section: 3. Technical Specification and Questions

2 Select the Attachment From Desktop

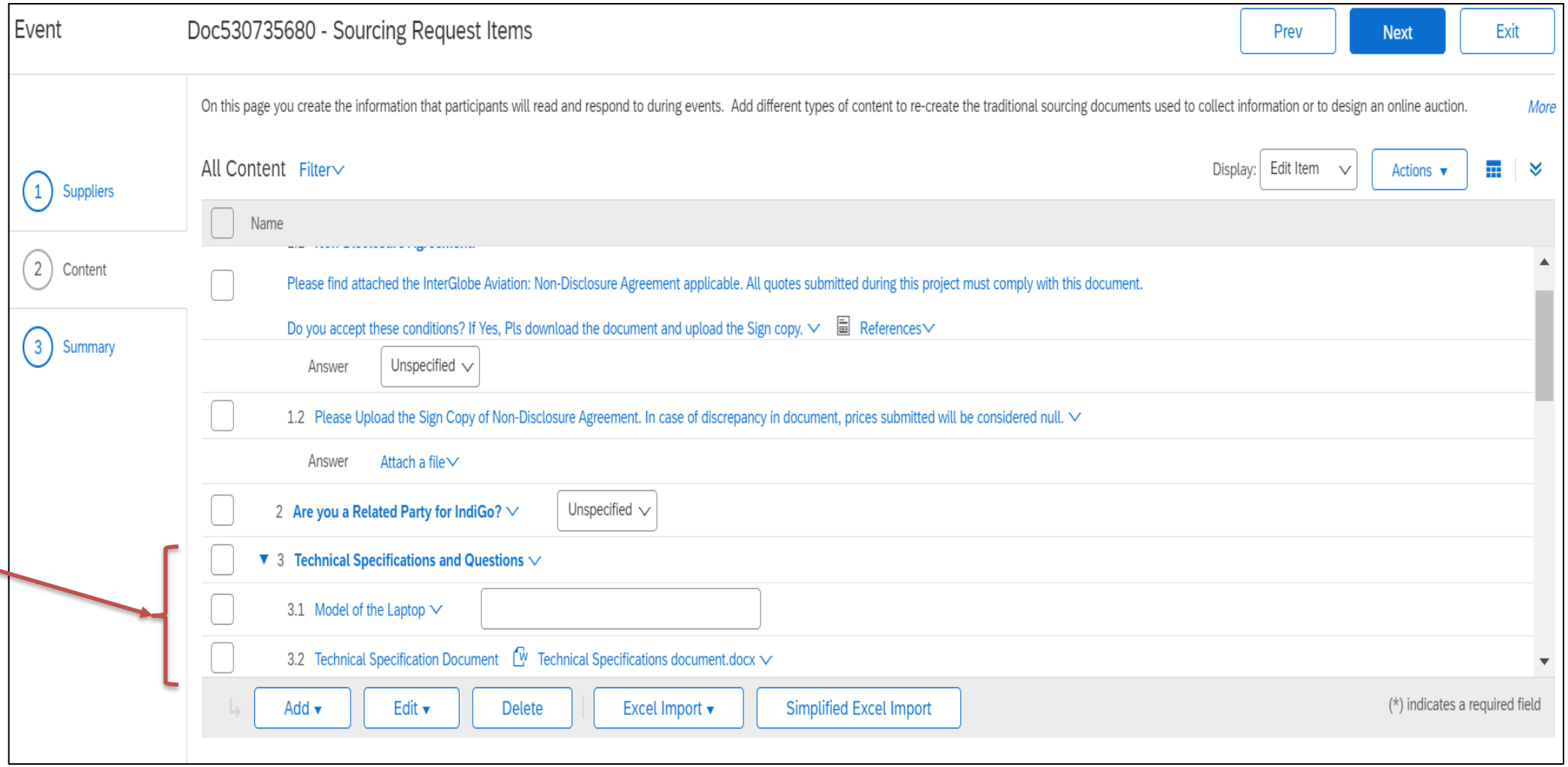



5 Click on Done

3 Provide Name in description

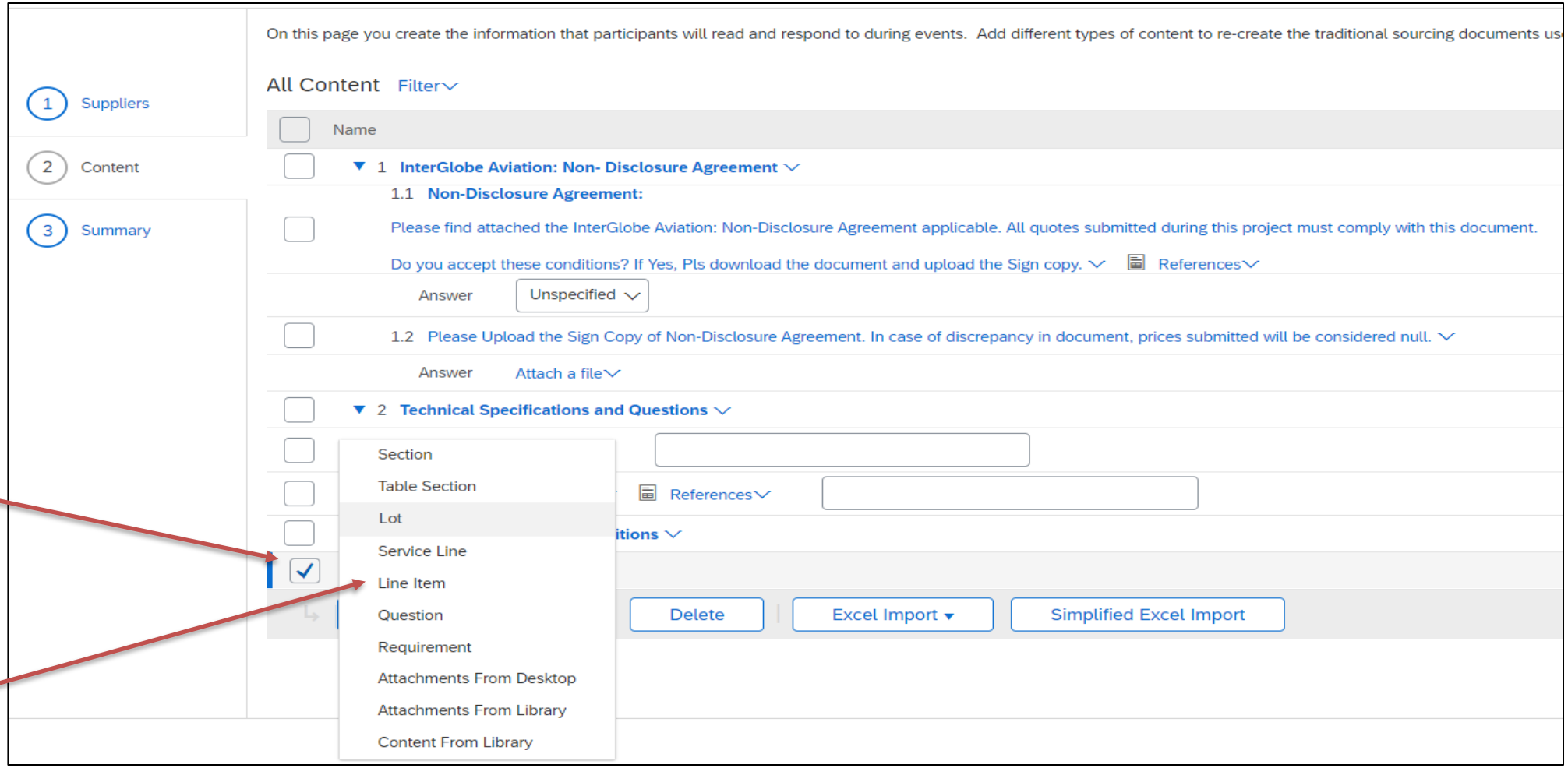
4 Choose Attachment from Desktop

# Sourcing Request Creation
## - Content Tab




1 All the questions are visible under section 3. Technical Specification and Questions

# Sourcing Request Creation
## - Content Tab → Add Line Item

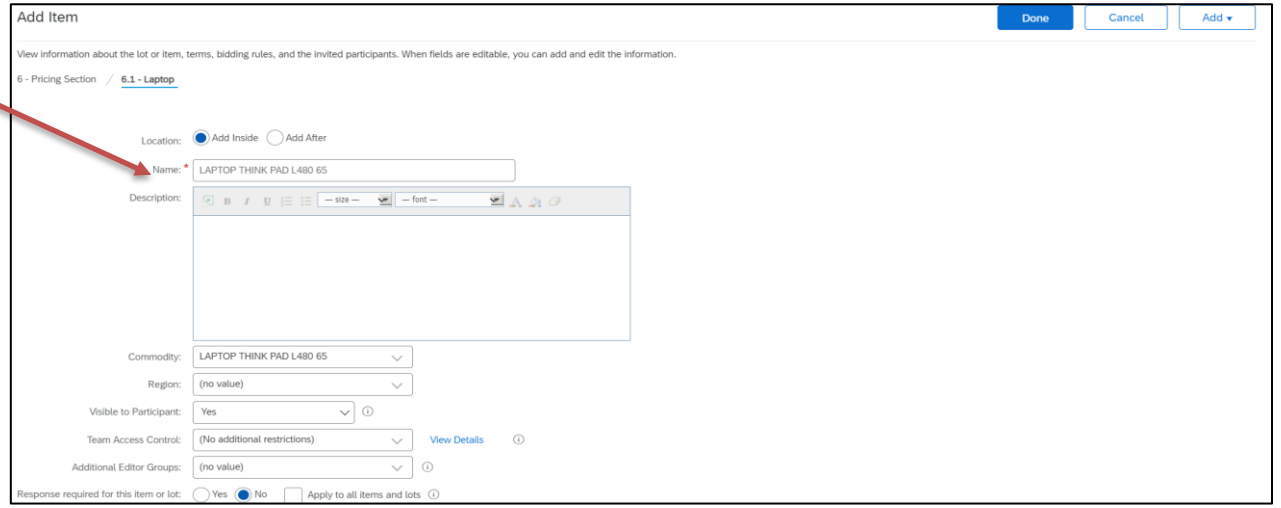



1 Select the Section: 6. Pricing Selection

2 Click on **Add** and Select **Line Items**

# Sourcing Request Creation
## - Content Tab → Add Item page

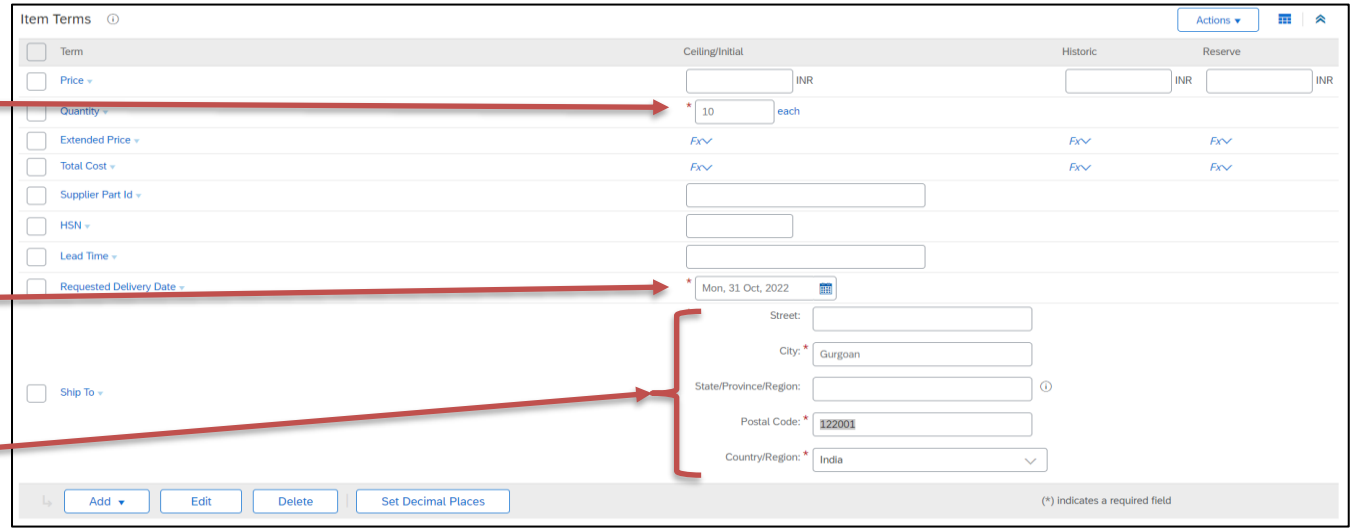
1 Provide Name of Commodity




2 Enter Quantity

3 Enter Request Delivery Date

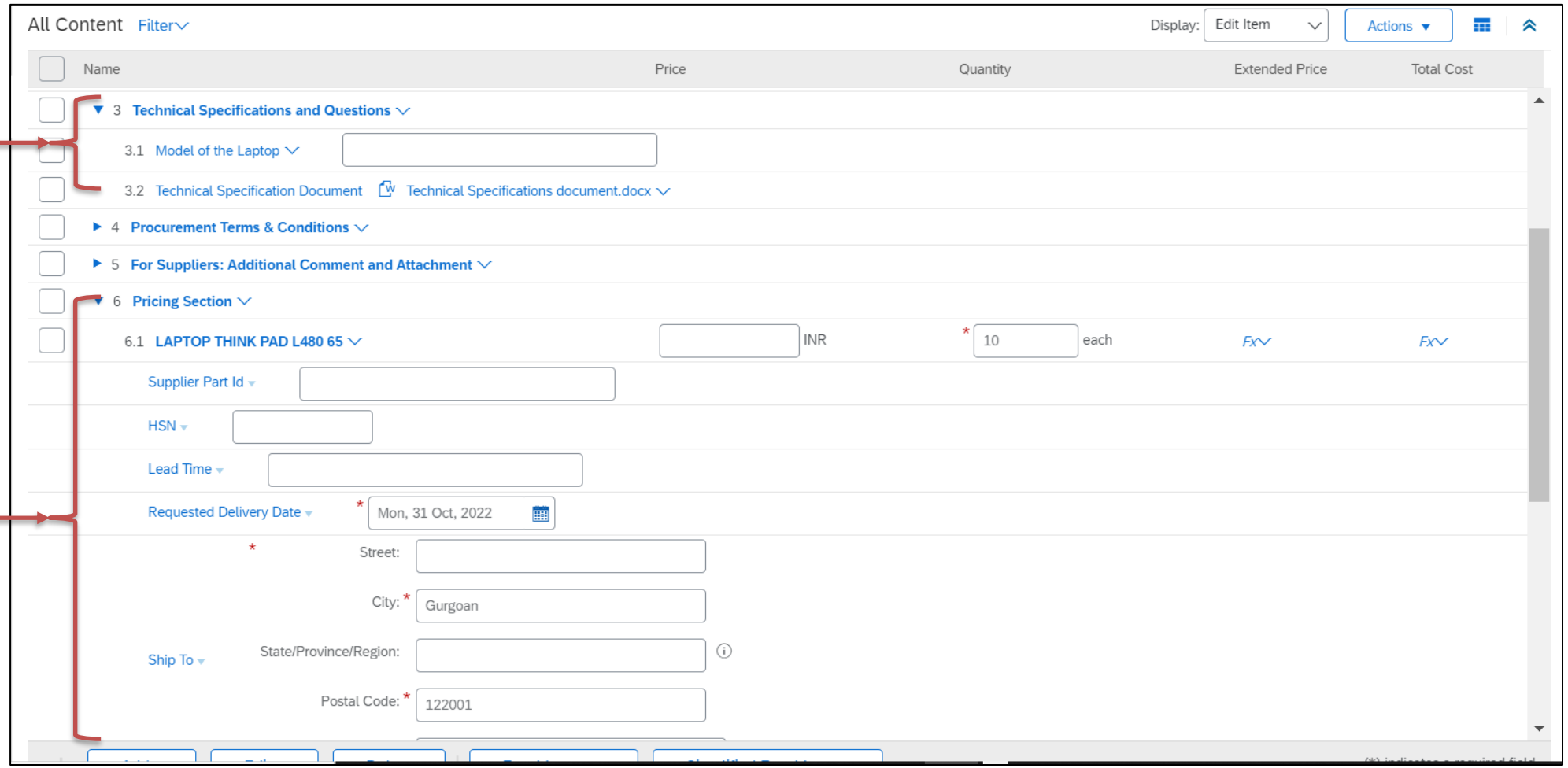
4 Choose Attachment from Desktop



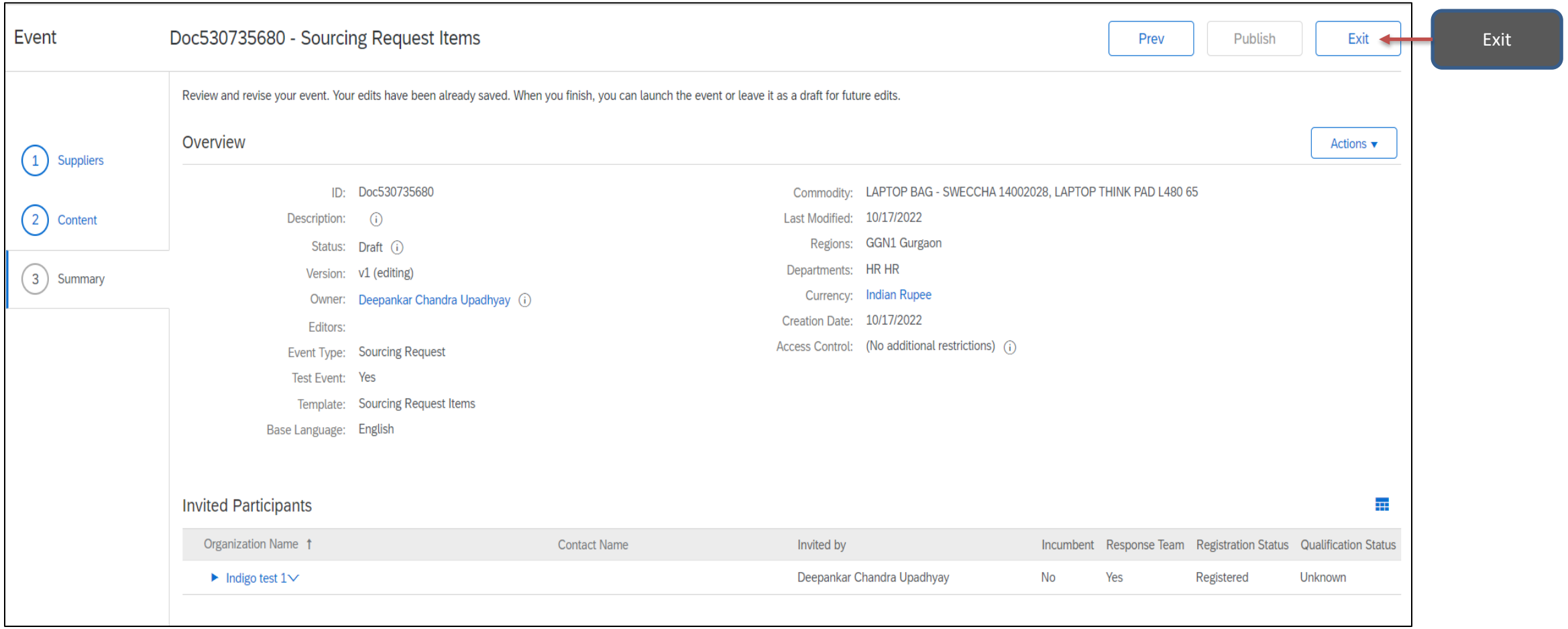
# Sourcing Request Creation
## - Content Tab

1 Check Section 3

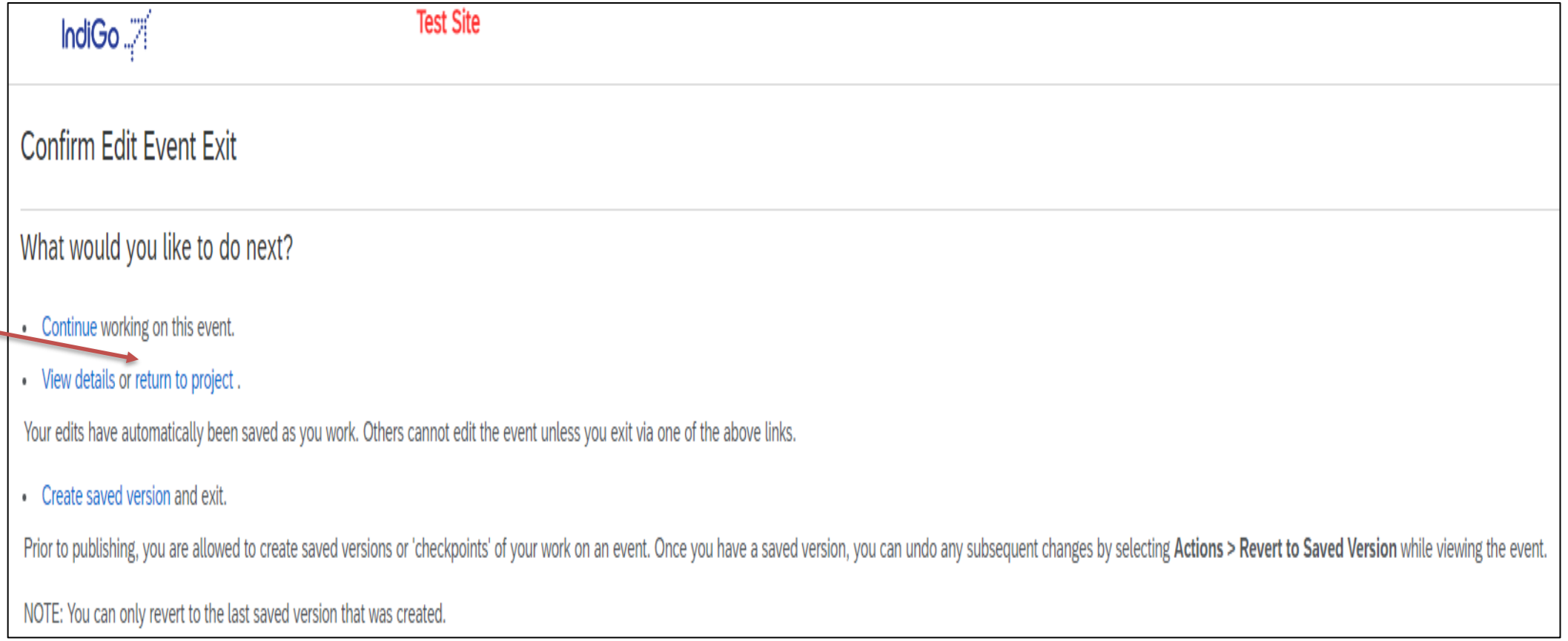
2 Check Section 6



# Sourcing Request Creation - Summary Tab

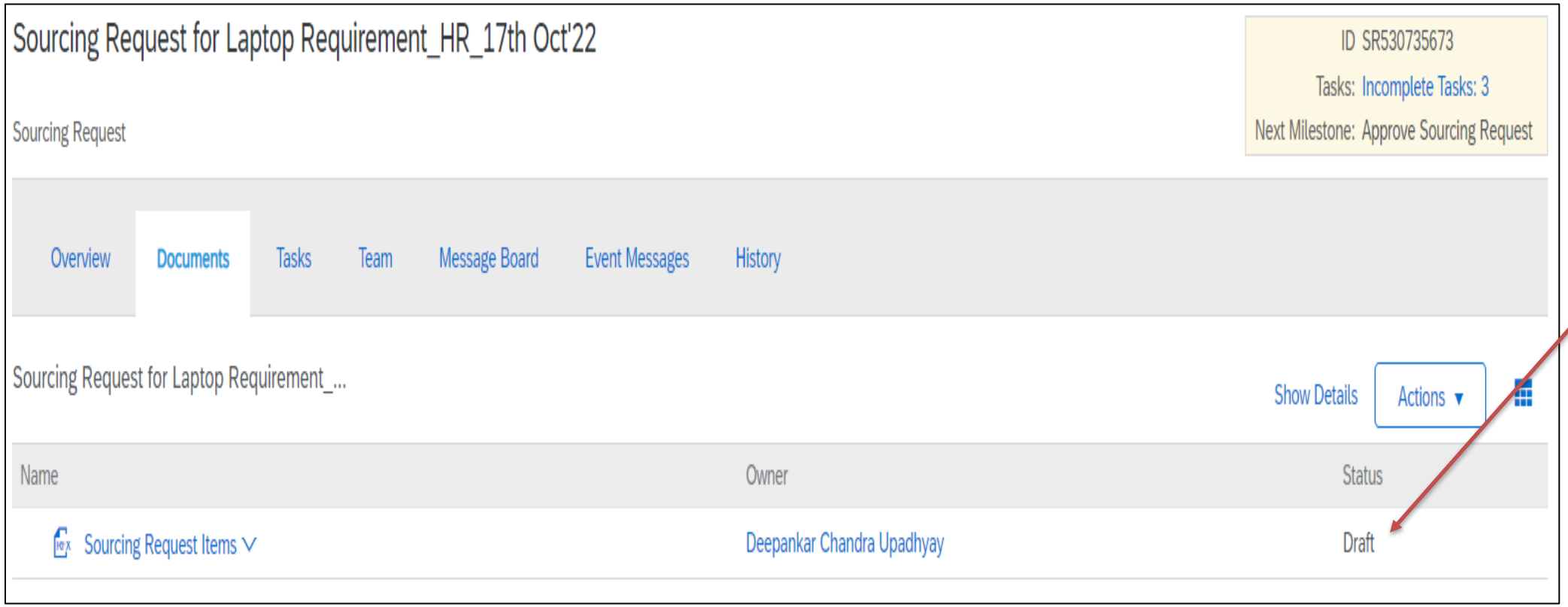


# Sourcing Request Creation
## - Confirm Edit Event Exit Page

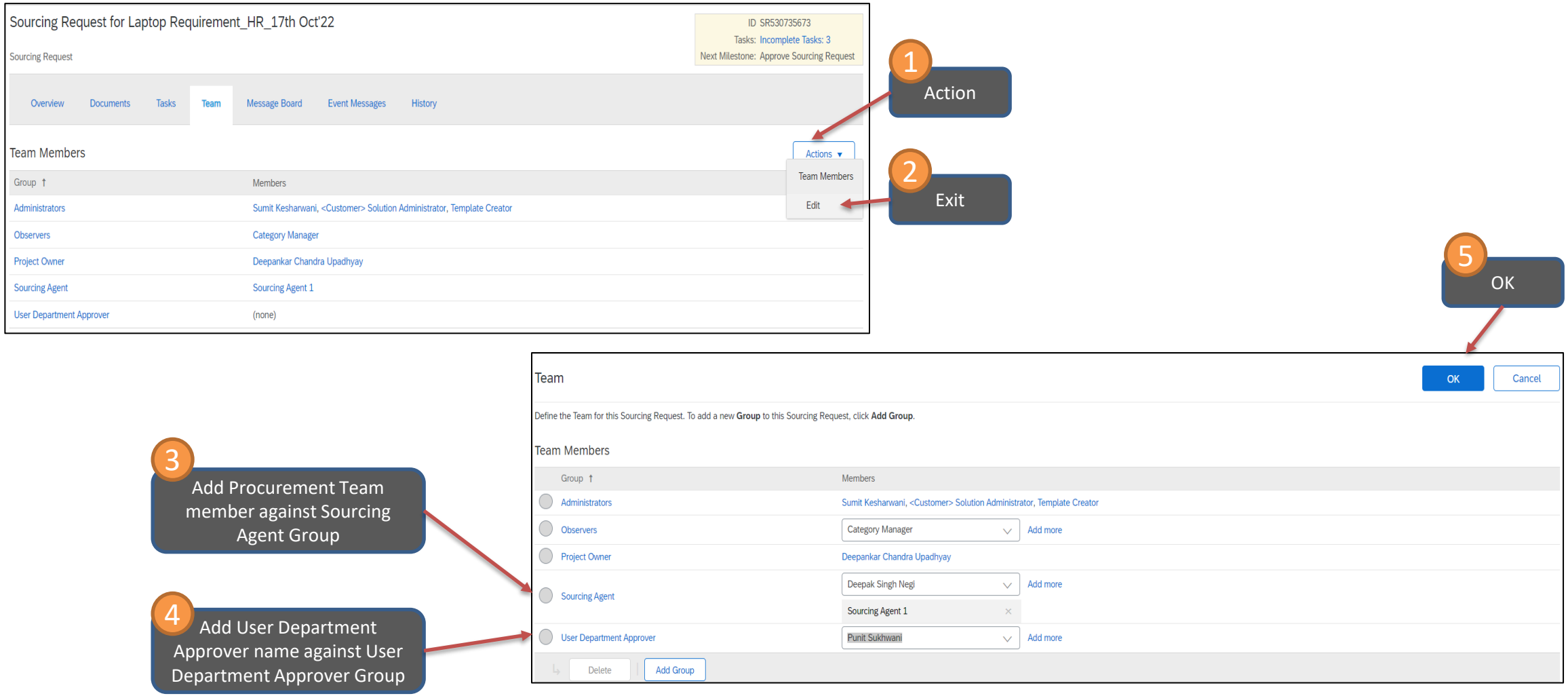



Click on Return to project

# Sourcing Request Creation
## - Documents tab

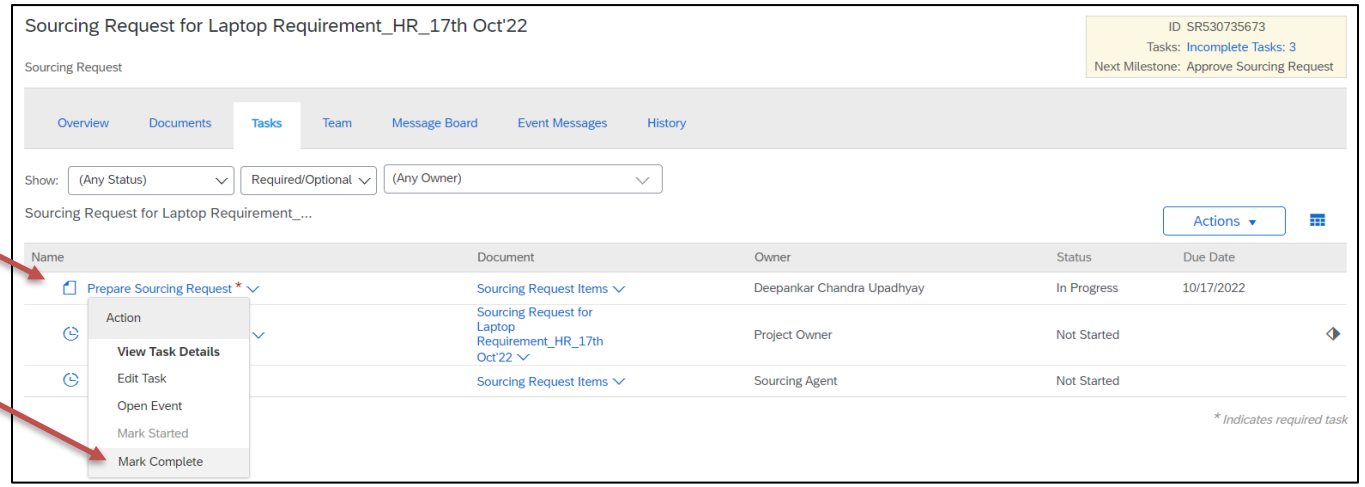


# Sourcing Request Creation - Team Tab

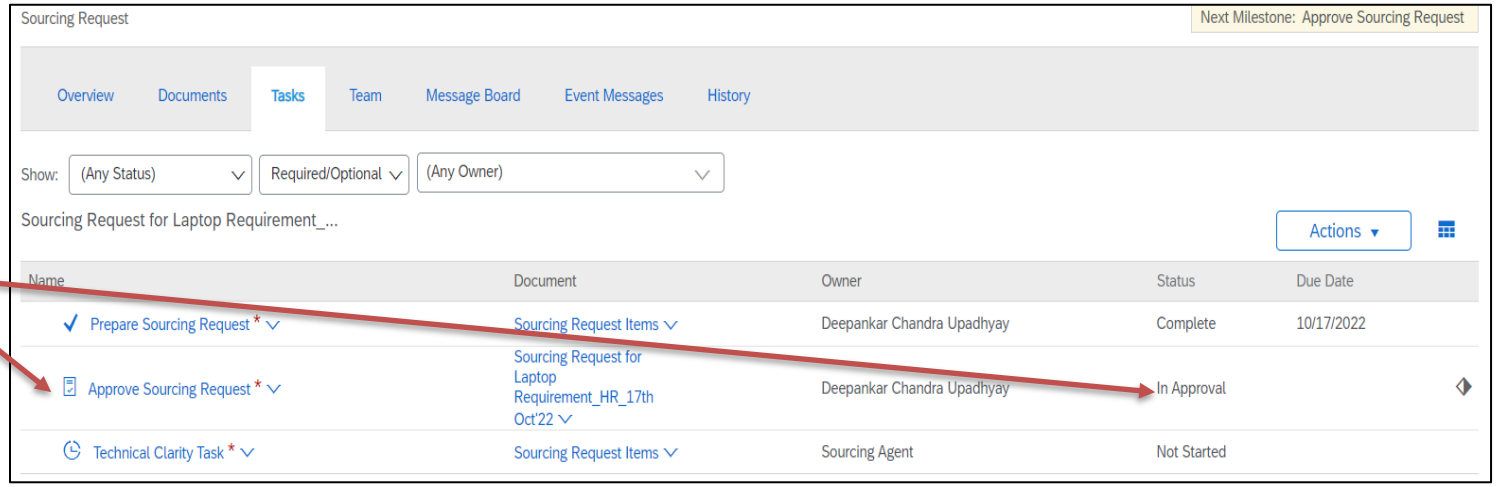


# Sourcing Request Creation - Tasks Tab

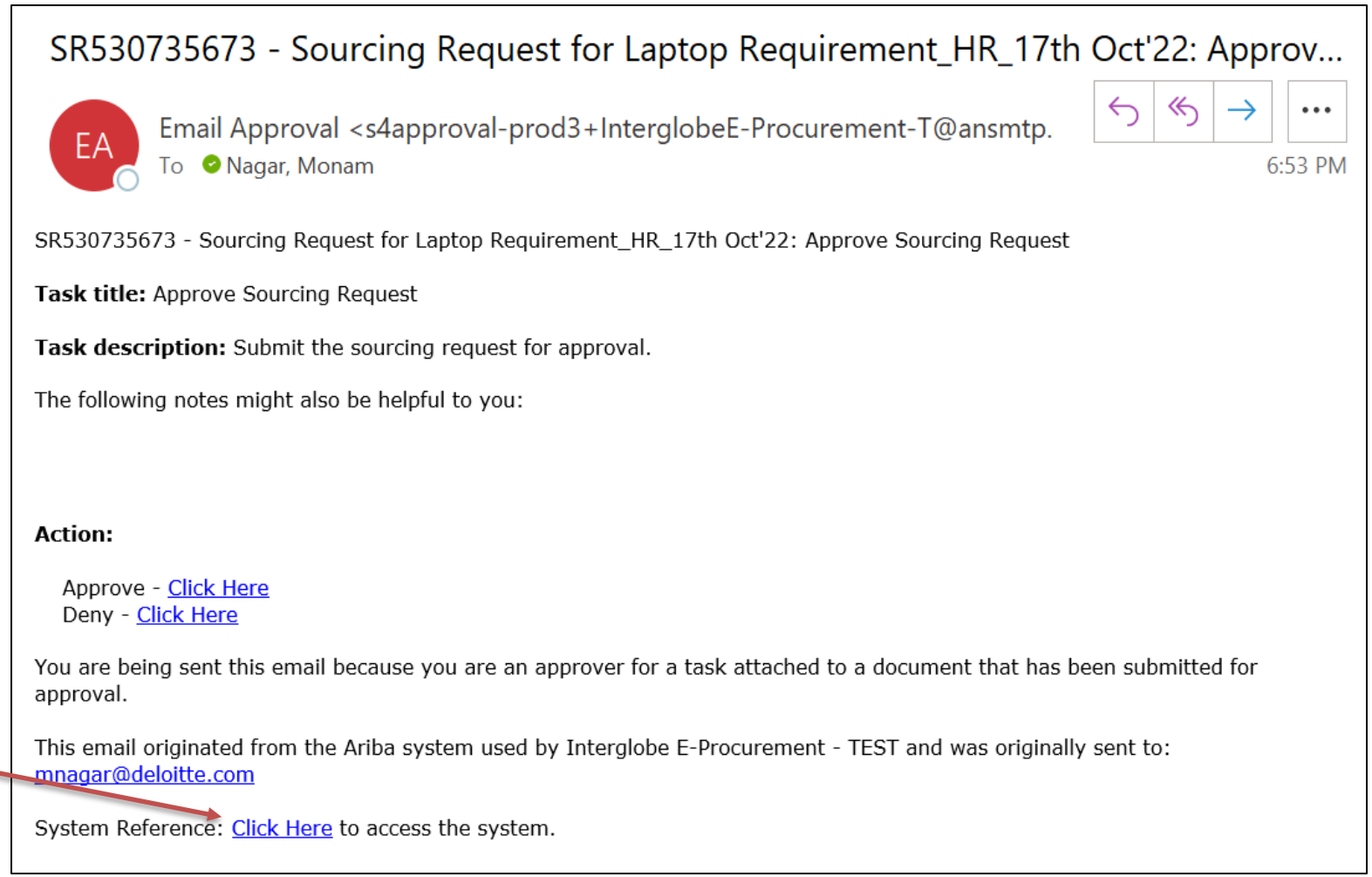
1. Click on Prepare Sourcing Request
2. Select Mark Complete




3. Status of Approve Sourcing Request task in In Approval



# Sourcing Request Approval
## - Email Notification



SR530735673 - Sourcing Request for Laptop Requirement_HR_17th Oct'22: Approv...

EA

Email Approval <s4approval-prod3+InterglobeE-Procurement-T@ansmtp.

To Nagar, Monam

6:53 PM

SR530735673 - Sourcing Request for Laptop Requirement_HR_17th Oct'22: Approve Sourcing Request

**Task title:** Approve Sourcing Request

**Task description:** Submit the sourcing request for approval.

The following notes might also be helpful to you:

**Action:**

Approve - Click Here
Deny - Click Here

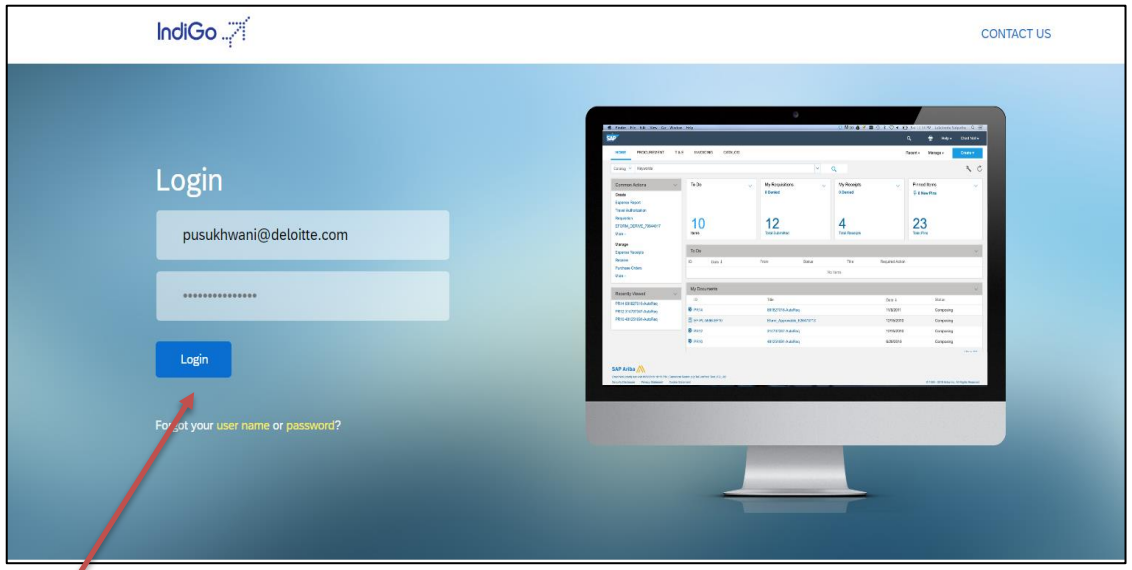
You are being sent this email because you are an approver for a task attached to a document that has been submitted for approval.

This email originated from the Ariba system used by Interglobe E-Procurement - TEST and was originally sent to: mnagar@deloitte.com

System Reference: Click Here to access the system.

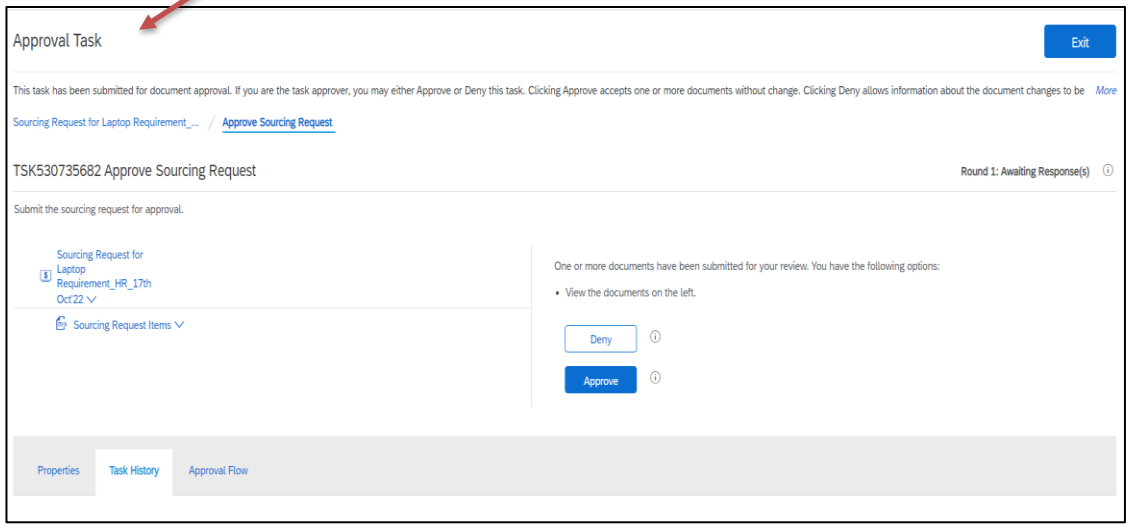
Click on Click Here to access the system

# Sourcing Request Approval
## - Login Page

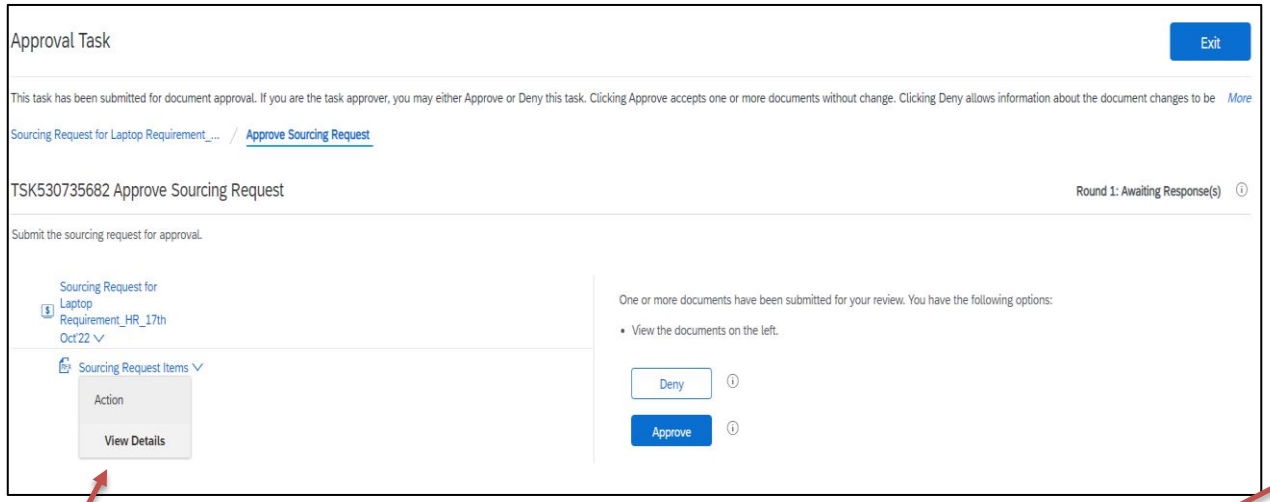



1 Enter Login Credentials

2 Land on Approval Task

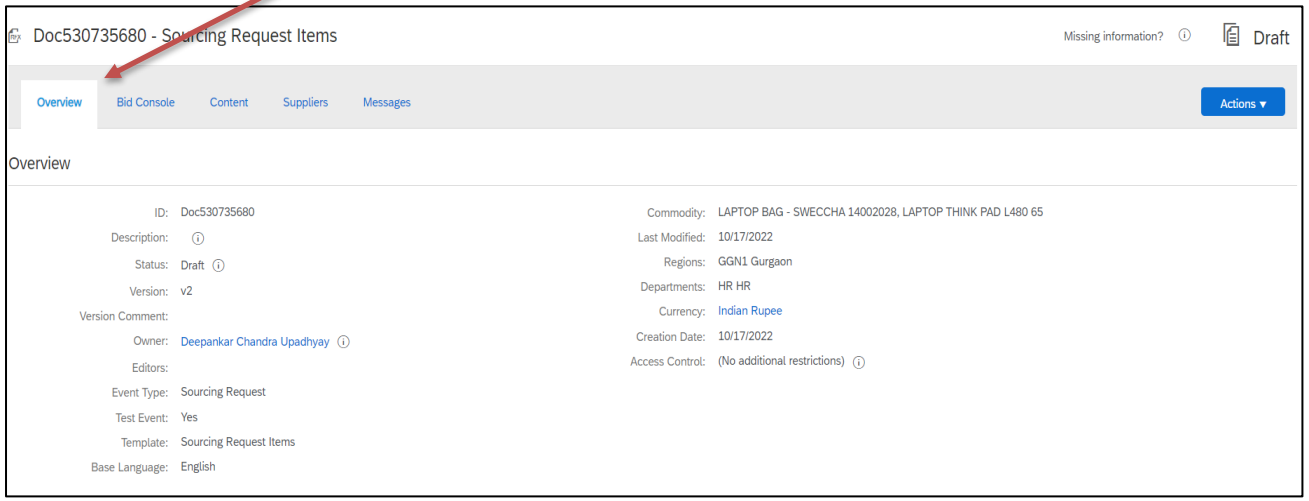


# Sourcing Request Approval
## - Login Page




1 Click on Sourcing Request Item & Select View Details

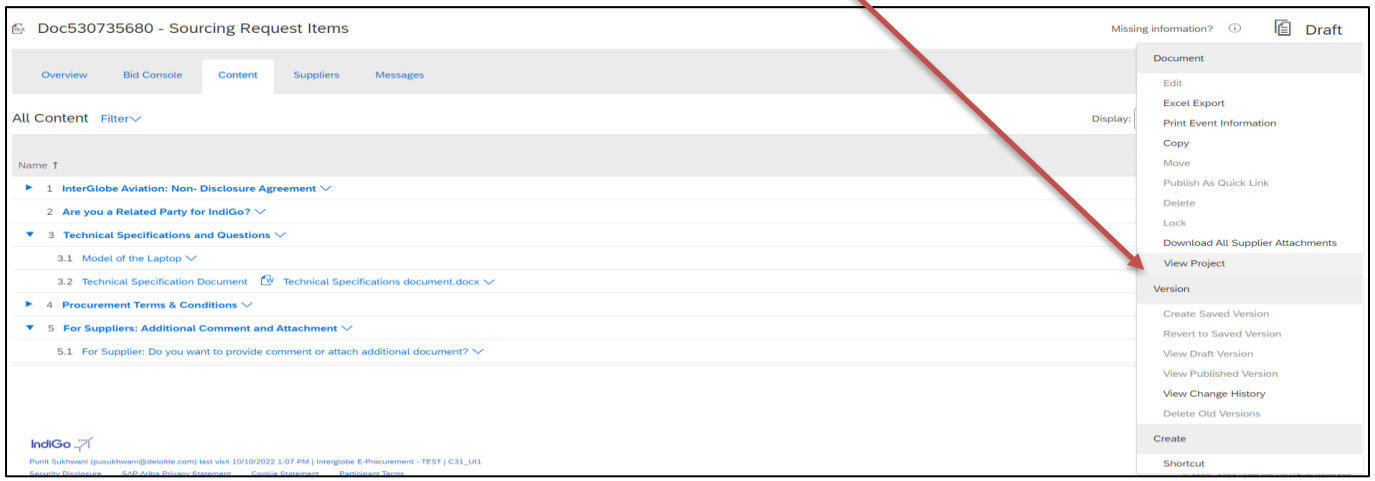
2 Land on Overview tab



# Sourcing Request Approval
## - Content tab

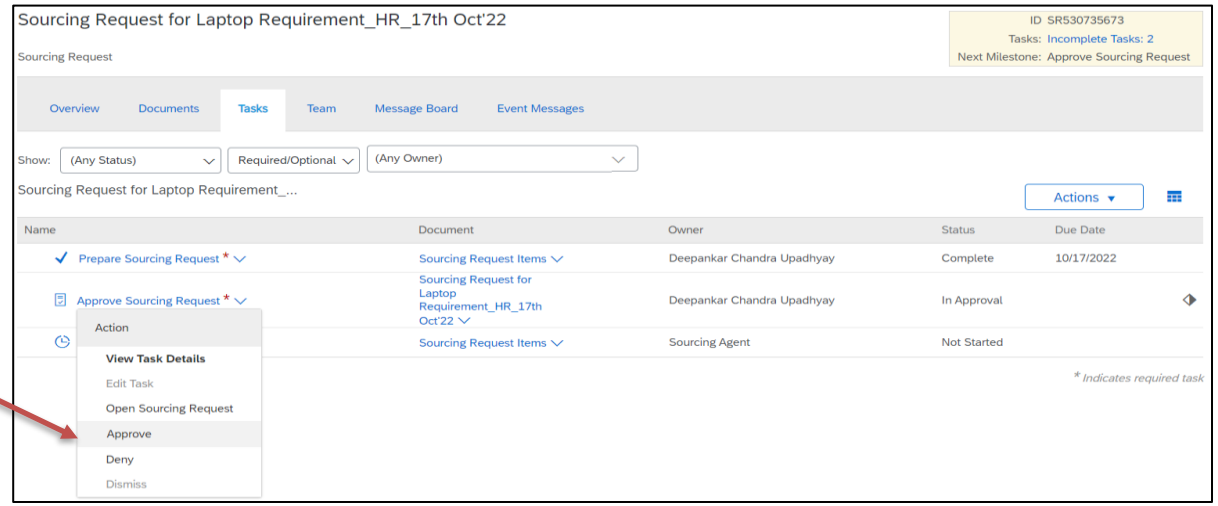
1 Check the Content added

2 Click on Action and Select View Project

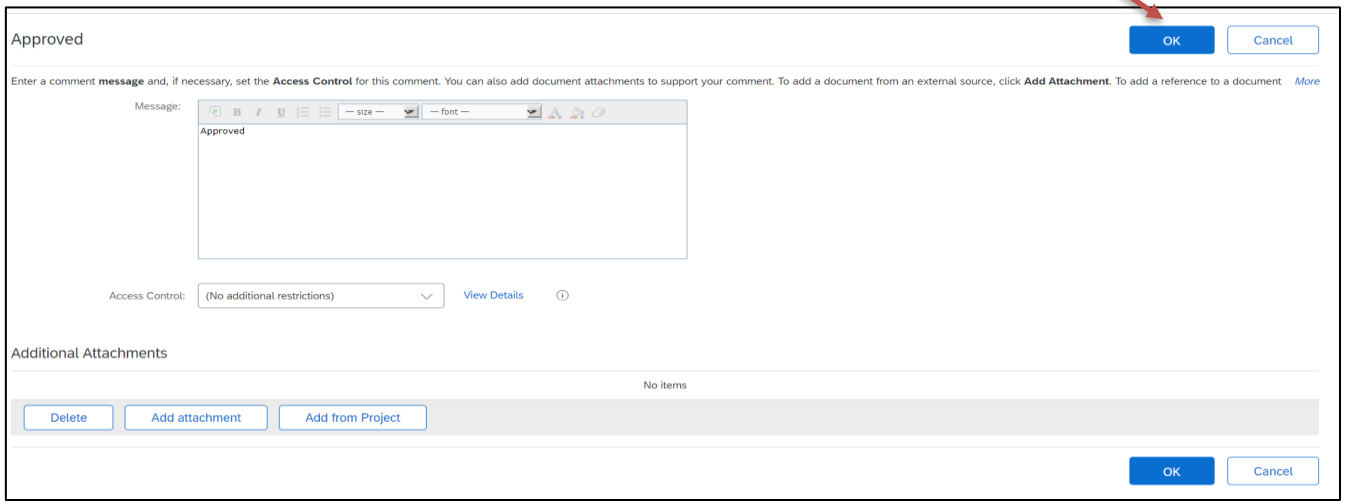


# Sourcing Request Approval
## - Approval Task on Tasks tab

1 Click on Approve Sourcing Request & Select Approve




2 Add Comment in Message box. Click on OK.



Thank You !