

The background of the slide is a photograph of a large commercial airplane, seen from the front, flying directly towards the viewer. The plane is positioned in the center of the frame, flying over a long, straight runway that stretches from the bottom of the image towards the horizon. The sky is filled with soft, golden clouds, and the sun is low on the horizon, creating a warm, orange glow. The runway is flanked by green fields on both sides.

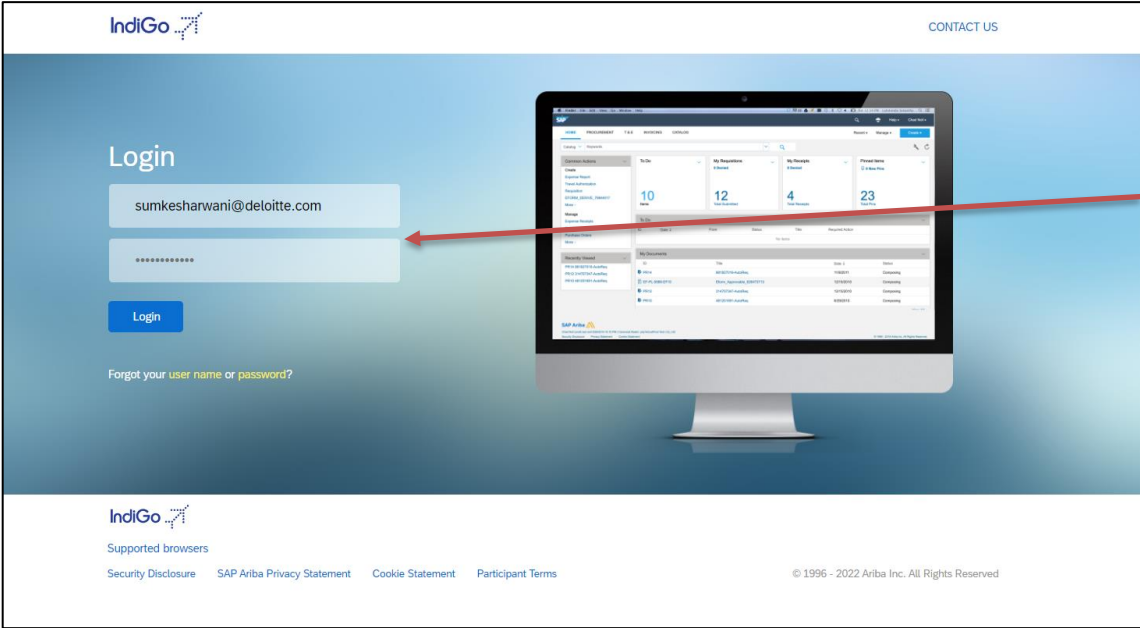
SAP Ariba Sourcing – Sourcing Request Creation

Business User Guide

- 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

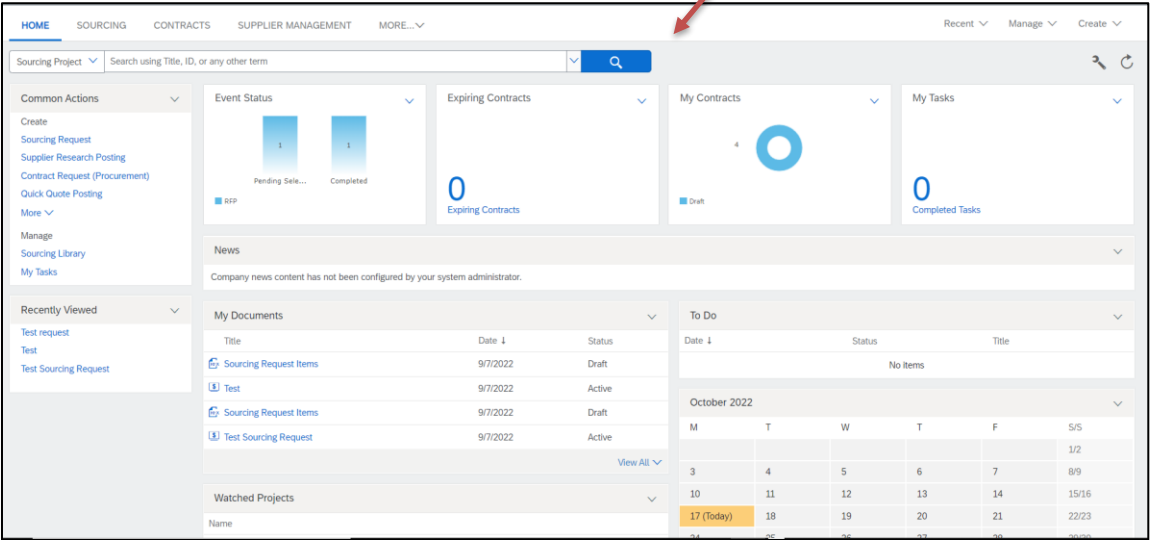
Sourcing Request Creation

- 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



IndiGo

Test Site

Q

Print

Chat

Help

DC

HOME

SOURCING

CONTRACTS

SUPPLIER MANAGEMENT

MORE...v

Sourcing Project v

Search using Title, ID, or any other term

Q

Common Actions v

Create

Sourcing Request

Supplier Research Posting

Contract Request (Procurement)

Quick Quote Posting

More v

Manage

Event Status v

0

Events

Expiring Contracts v

0

Expiring Contracts

My Contracts v

0

My Contracts

My Tasks

4

Completed Tasks

Recent v

Manage v

Create v

Contract Request (Procurement)

Quick Quote Posting

Quick Survey

Sourcing Request

Supplier Research Posting

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

IndiGo Test Site

Create Sourcing Request

To create a Sourcing Request, specify the fields below. Templates used for constructing your Sourcing Request appear in the section at the bottom of the page, and available Templates may change depending on the project attributes you enter.

Name: * Sourcing Request for Laptop Requirement_HR_17th Oct'22 ⓘ

Description: ⓘ

Copy from Project: (no value) v

Project State: Active ⓘ

Test Project: * ☒ Yes ☐ No ⓘ

Regions: * GGN1 Gurgaon v Add more ⓘ

Departments: * HR HR v Add more ⓘ

Baseline Spend: INR ⓘ

Target Savings %: ⓘ

Project Reason: * New Requirement ⓘ

Predecessor Project: (no value) v ⓘ

Segmentation: No Choice v ⓘ

Spend Type: * Budgeted ⓘ

Project Complexity: No Choice v ⓘ

Owner: Deepankar Chandra Upadhyay ⓘ

Currency: Indian Rupee v

Commodity: * LAPTOP THINK PAD L480 65 v Add more ⓘ
LAPTOP BAG - SWECCHA 14002028 x

Create Cancel

7 **Commodity:** Select the Commodity

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

Sourcing Request Creation

- Select Template

1

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

Select a template

Select the template you want to use, and answer any questions related to it to create your project. How you set the fields in the section above might affect which templates are available.

☒ Sourcing Request Template (InterGlobe Aviation)

Use this template to create a Sourcing Request.

2

Click on Create

Create

Cancel

Sourcing Request Creation

- Task Tab

1

Tasks Tab

2

Click on Prepare Sourcing Request

3

Select Mark Started

Sourcing Request for Laptop Requirement_HR_17th Oct'22

ID SR530735673
Tasks: Incomplete Tasks: 3
Next Milestone: Approve Sourcing Request

Sourcing Request

Overview

Documents

Tasks

Team

Message Board

Event Messages

History

Show:

(Any Status) ▾

Required/Optional ▾

(Any Owner) ▾

Sourcing Request for Laptop Requirement_...

Actions ▾

Name	Document	Owner	Status	Due Date
<div>⌚</div> Prepare Sourcing Request * ▾	Sourcing Request Items ▾	Project Owner	Not Started	10/17/2022
<div>⌚</div> <div>Action</div>	Sourcing Request for Laptop Requirement_HR_17th Oct'22 ▾	Project Owner	Not Started	◊
<div>⌚</div>	Sourcing Request Items ▾	Sourcing Agent	Not Started	

* Indicates required task

Sourcing Request Creation

- Documents Tab & Edit Event Page



1 Click on Documents tab

2 Click on Sourcing Request Items

3 Select Edit

Sourcing Request for Laptop Requirement_HR_17th Oct'22

ID: SR530735673
Tasks: Incomplete Tasks: 3
Next Milestone: Approve Sourcing Request

Overview Documents Tasks Team Message Board Event Messages History

Sourcing Request for Laptop Requirement_...

Show Details Actions

Owner	Status
Project Owner	Not Created

Sourcing Request Items

- Action
- View Details
- Edit
- Create New Task
- To Do
- Review
- Notification
- Review for Team Grading

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Edit Event

Enter overview information for this event, including a title and a description.

Title: Sourcing Request Items

Description:

Base Language: English

Currency: Indian Rupee

Commodity: LAPTOP THINK PAD L480 65
LAPTOP BAG - SWECCHA 14002028

Regions: GGN1 Gurgaon

Departments: HR HR

OK Cancel

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

Event → Doc530735680 - Sourcing Request Items

Prev Next Exit

Invite participants to participate in the event. Flag incumbent participants at the event level and the incumbency flag will be set for each lot, enabling you to clearly see how they compare to new participants. Flag participants as a response team [More](#)

Invited Participants

1 Suppliers

Organization Name ↑	Contact Name	Invited by	Incumbent	Response Team	Registration Status	Qualification Status
No items						

2 Content

3 Summary

Invite Participants Excel Import ▾

3 Click on Reset

Participant Search

OK Cancel Add More

Search for participants to invite to this event. Enter values (including partial words) in multiple fields to narrow your search, or reset values and then search to retrieve the complete list of participants. You can select additional search fields from the options list. Wildcard characters [More](#)

Search by: Organization and Contact Information ▾

Welcome to the new Search page. Watch the [Tutorial \(3 min\)](#) to learn more!

Search Filter

Search using Name, ID, or any other term ⓘ

Regions ▾ GGN1 Gurgaon [select]

Commodity Categories ▾ LAPTOP BAG - SWECHA 14002028, LAPTOP THINK PAD L480 65 [select]

Contact Name ▾

Options ▾

Reset Search

Search Results

0 result(s) found

Organization Name	Contact Name	Business Email Address	Contact Type	Contact Regions	Contact Categories
-------------------	--------------	------------------------	--------------	-----------------	--------------------

Enter criteria above and click Search

Sourcing Request Creation

- Supplier Tab



1 Search the Indigo Test/Dummy Vendor

2 Select the Vendor

Participant Search

Search for participants to invite to this event. Enter values (including partial words) in multiple fields to narrow your search, or reset values and then search to retrieve the complete list of participants. You can select additional search fields from the options list. Wildcard characters [More](#)

Search by: Organization and Contact Information

Welcome to the new Search page. Watch the Tutorial (3 min) to learn more!

Search Filter

Indigo test

Regions [select]

Commodity Categories [select]

Contact Name

Reset Search

Search Results 3 result(s) found

Organization Name	Contact Name	Business Email Address	Contact Type	Contact Regions	Contact Categories
<input type="checkbox"/> Ariba Test	Indigo Vendor	rydv2019@gmail.com		(no value)	(no value)
<input type="checkbox"/> Indigo test 3				(no value)	(no value)
<input type="checkbox"/> Indigo test 3	test vendor	utfuyfuy@gmail.com			
<input type="checkbox"/> Indigo test 3	ravi yadav	raviyadav@deloitte.com			
<input type="checkbox"/> Indigo test 1	Indigo vendor	raviyadav@deloitte.com			

3 Click on OK

4 Vendor Selected in Visible in Supplier Tab

Event Doc530735680 - Sourcing Request Items

Prev Next Exit

Invite participants to participate in the event. Flag incumbent participants at the event level and the incumbency flag will be set for each lot, enabling you to clearly see how they compare to new participants. Flag participants as a response team [More](#)

Invited Participants

Organization Name	Contact Name	Invited by	Incumbent	Response Team	Registration Status	Qualification Status
<input type="checkbox"/> Indigo test 1		Deepankar Chandra Upadhyay	No	Yes	Unknown	Unknown

Remove Set/Clear Invite Another Participant Excel Import

Sourcing Request Creation

- Content Tab → Add Questions



1 Select the Section: 3. Technical Specification and Questions

2 Select the Question

5 Click on Done

3 Provide Name of Question

4 Select Answer Type

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



Event Doc530735680 - Sourcing Request Items

PrevNextExit

On this page you create the information that participants will read and respond to during events. Add different types of content to re-create the traditional sourcing documents used to collect information or to design an online auction. [More](#)

1 Suppliers

2 Content

3 Summary

All Content [Filter](#)

Display:

Edit Item

Actions

☐

Name

☐

Please find attached the InterGlobe Aviation: Non-Disclosure Agreement applicable. All quotes submitted during this project must comply with this document.

Do you accept these conditions? If Yes, Pls download the document and upload the Sign copy.

References

Answer

Unspecified

☐

1.2 Please Upload the Sign Copy of Non-Disclosure Agreement. In case of discrepancy in document, prices submitted will be considered null.

Answer

Attach a file

☐

2 Are you a Related Party for IndiGo?

Unspecified

☐

▼ 3 Technical Specifications and Questions

☐

3.1 Model of the Laptop

☐

3.2 Technical Specification Document Technical Specifications document.docx

Add

Edit

Delete

Excel Import

Simplified Excel Import

(*) indicates a required field

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**

On this page you create the information that participants will read and respond to during events. Add different types of content to re-create the traditional sourcing documents us

1 Suppliers

2 Content

3 Summary

All Content [Filter](#)▼

☐ Name

☐ ▼ 1 **InterGlobe Aviation: Non- Disclosure Agreement** ▼

1.1 **Non-Disclosure Agreement:**

☐ Please find attached the InterGlobe Aviation: Non-Disclosure Agreement applicable. All quotes submitted during this project must comply with this document.

Do you accept these conditions? If Yes, Pls download the document and upload the Sign copy. ▼ [References](#)▼

Answer

☐ 1.2 Please Upload the Sign Copy of Non-Disclosure Agreement. In case of discrepancy in document, prices submitted will be considered null. ▼

Answer [Attach a file](#)▼

☐ ▼ 2 **Technical Specifications and Questions** ▼

☐ Section

☐ Table Section

☐ Lot

☒ Service Line

☐ Line Item

☐ Question

☐ Requirement

☐ Attachments From Desktop

☐ Attachments From Library

☐ Content From Library

[References](#)▼

[Delete](#) | [Excel Import](#) ▼ | [Simplified Excel Import](#)

Provide Name of
Commodity

Enter Quantity

Enter Request Delivery Date

Choose Attachment
from Desktop

12

Sourcing Request Creation

- Content Tab



1
Check Section 3

2
Check Section 6

All Content [Filter](#) Display: [Edit Item](#) [Actions](#)

<input type="checkbox"/>	Name	Price	Quantity	Extended Price	Total Cost
<input type="checkbox"/>	3 Technical Specifications and Questions				
<input type="checkbox"/>	3.1 Model of the Laptop	<input type="text"/>			
<input type="checkbox"/>	3.2 Technical Specification Document Technical Specifications document.docx				
<input type="checkbox"/>	4 Procurement Terms & Conditions				
<input type="checkbox"/>	5 For Suppliers: Additional Comment and Attachment				
<input type="checkbox"/>	6 Pricing Section				
<input type="checkbox"/>	6.1 LAPTOP THINK PAD L480 65	<input type="text"/> INR	* <input type="text"/> 10 each	Fx	Fx
	Supplier Part Id	<input type="text"/>			
	HSN	<input type="text"/>			
	Lead Time	<input type="text"/>			
	Requested Delivery Date	* <input type="text"/> Mon, 31 Oct, 2022			
	* Street	<input type="text"/>			
	* City	<input type="text"/> Gurgaon			
	Ship To State/Province/Region	<input type="text"/>			
	* Postal Code	<input type="text"/> 122001			

Sourcing Request Creation

- Summary Tab



Event

Doc530735680 - Sourcing Request Items

Prev

Publish

Exit

Exit

1 Suppliers

2 Content

3 Summary

Review and revise your event. Your edits have been already saved. When you finish, you can launch the event or leave it as a draft for future edits.

Overview

Actions

ID: Doc530735680

Commodity: LAPTOP BAG - SWECCCHA 14002028, LAPTOP THINK PAD L480 65

Description: ⓘ

Last Modified: 10/17/2022

Status: Draft ⓘ

Regions: GGN1 Gurgaon

Version: v1 (editing)

Departments: HR HR

Owner: Deepankar Chandra Upadhyay ⓘ

Currency: Indian Rupee

Editors:

Creation Date: 10/17/2022

Event Type: Sourcing Request

Access Control: (No additional restrictions) ⓘ

Test Event: Yes

Template: Sourcing Request Items


Base Language: English

Invited Participants

Organization Name ↑	Contact Name	Invited by	Incumbent	Response Team	Registration Status	Qualification Status
▶ Indigo test 1▼		Deepankar Chandra Upadhyay	No	Yes	Registered	Unknown

Sourcing Request Creation

- Confirm Edit Event Exit Page

 Test Site

Confirm Edit Event Exit

What would you like to do next?

- [Continue](#) working on this event.
- [View details](#) or [return to project](#).

Your edits have automatically been saved as you work. Others cannot edit the event unless you exit via one of the above links.

- [Create saved version](#) and exit.

Prior to publishing, you are allowed to create saved versions or 'checkpoints' of your work on an event. Once you have a saved version, you can undo any subsequent changes by selecting **Actions > Revert to Saved Version** while viewing the event.

NOTE: You can only revert to the last saved version that was created.

Click on Return
to project



Sourcing Request Creation

- Documents tab



Sourcing Request for Laptop Requirement_HR_17th Oct'22

ID SR530735673

Tasks: Incomplete Tasks: 3

Next Milestone: Approve Sourcing Request

Sourcing Request

Overview

Documents

Tasks

Team

Message Board

Event Messages

History

Sourcing Request for Laptop Requirement_...

Show Details

Actions ▾

Name	Owner	Status
Sourcing Request Items ▾	Deepankar Chandra Upadhyay	Draft

Draft

Sourcing Request Creation

- Team Tab



Sourcing Request for Laptop Requirement_HR_17th Oct'22

ID SR530735673
Tasks: Incomplete Tasks: 3
Next Milestone: Approve Sourcing Request

OverviewDocumentsTasksTeamMessage BoardEvent MessagesHistory

Team Members

Group ↑	Members
Administrators	Sumit Kesharwani, <Customer> Solution Administrator, Template Creator
Observers	Category Manager
Project Owner	Deepankar Chandra Upadhyay
Sourcing Agent	Sourcing Agent 1
User Department Approver	(none)

Actions

Team Members

Edit

1 Action

2 Exit

3 Add Procurement Team member against Sourcing Agent Group

4 Add User Department Approver name against User Department Approver Group

Team

Define the Team for this Sourcing Request. To add a new Group to this Sourcing Request, click Add Group.

Team Members

Group ↑	Members
<input type="radio"/> Administrators	Sumit Kesharwani, <Customer> Solution Administrator, Template Creator
<input type="radio"/> Observers	Category Manager <input type="button" value="Add more"/>
<input type="radio"/> Project Owner	Deepankar Chandra Upadhyay
<input type="radio"/> Sourcing Agent	Deepak Singh Negi <input type="button" value="Add more"/>
<input type="radio"/> User Department Approver	Sourcing Agent 1 <input type="button" value="Add more"/>
<input type="radio"/> User Department Approver	Punit Sukhwani <input type="button" value="Add more"/>

5 OK

Sourcing Request Creation

- Tasks Tab



1
Click on Prepare Sourcing Request

2
Select Mark Complete

Sourcing Request for Laptop Requirement_HR_17th Oct'22

ID SR530735673
Tasks: Incomplete Tasks: 3
Next Milestone: Approve Sourcing Request

OverviewDocumentsTasksTeamMessage BoardEvent MessagesHistory

Show: (Any Status) Required/Optional (Any Owner)

Sourcing Request for Laptop Requirement_...

Actions

Name	Document	Owner	Status	Due Date
Prepare Sourcing Request *	Sourcing Request Items	Deepankar Chandra Upadhyay	In Progress	10/17/2022
Sourcing Request for Laptop Requirement_HR_17th Oct'22	Sourcing Request Items	Project Owner	Not Started	
Sourcing Request Items	Sourcing Request Items	Sourcing Agent	Not Started	

* Indicates required task

3
Status of Approve Sourcing Request task in In Approval

Sourcing Request

Next Milestone: Approve Sourcing Request

OverviewDocumentsTasksTeamMessage BoardEvent MessagesHistory

Show: (Any Status) Required/Optional (Any Owner)

Sourcing Request for Laptop Requirement_...

Actions

Name	Document	Owner	Status	Due Date
Prepare Sourcing Request *	Sourcing Request Items	Deepankar Chandra Upadhyay	Complete	10/17/2022
Approve Sourcing Request *	Sourcing Request for Laptop Requirement_HR_17th Oct'22	Deepankar Chandra Upadhyay	In Approval	
Technical Clarity Task *	Sourcing Request Items	Sourcing Agent	Not Started	

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

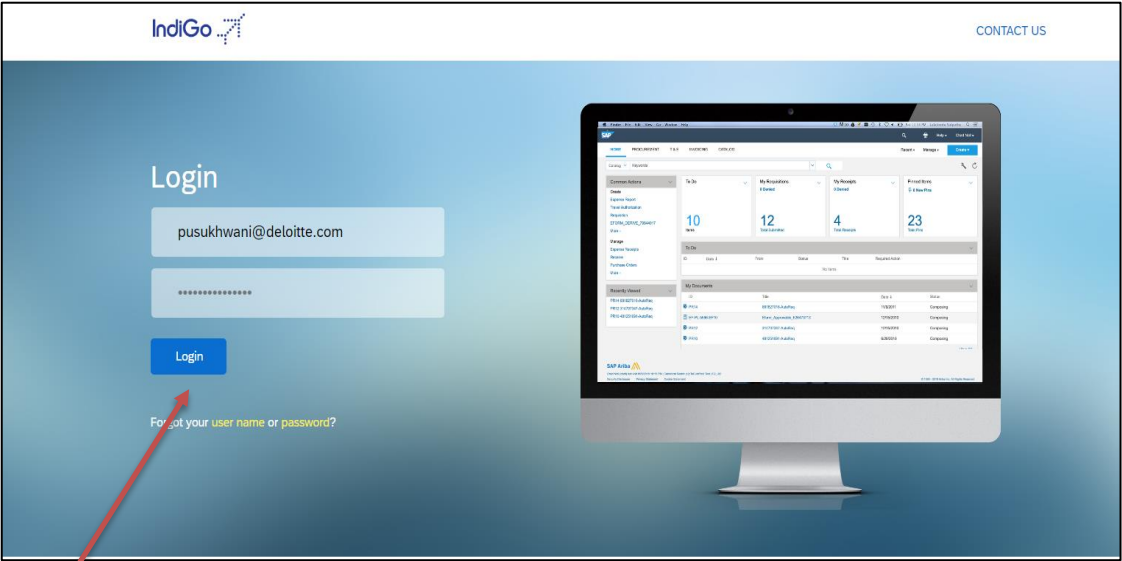
System Reference: [Click Here](#) to access the system.

Click on Click Here
to access the system

12

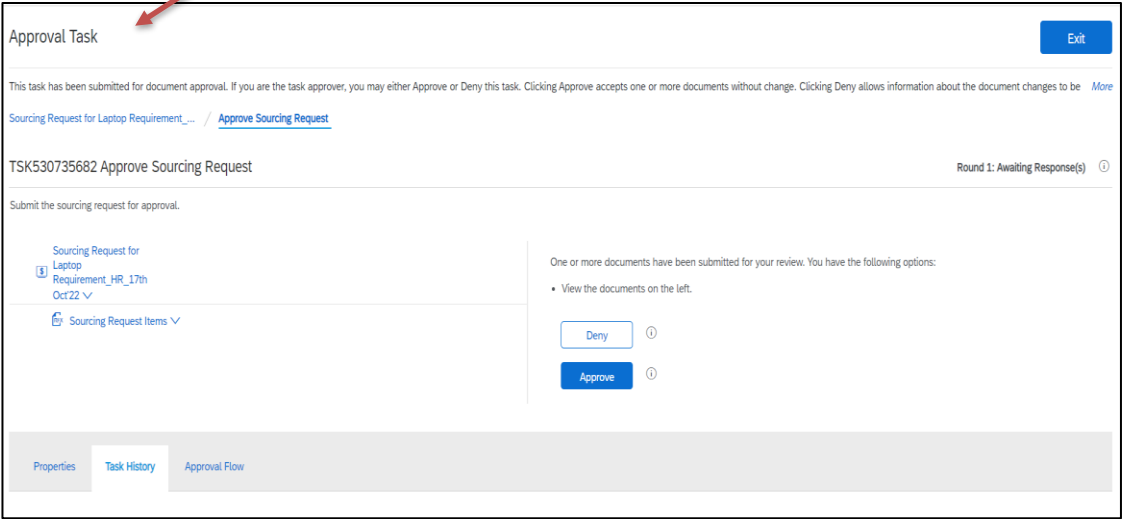
Sourcing Request Approval

- 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

Approval Task

Exit

This task has been submitted for document approval. If you are the task approver, you may either Approve or Deny this task. Clicking Approve accepts one or more documents without change. Clicking Deny allows information about the document changes to be [More](#)

Sourcing Request for Laptop Requirement_... / [Approve Sourcing Request](#)

TSK530735682 Approve Sourcing Request

Round 1: Awaiting Response(s)

Submit the sourcing request for approval.

Sourcing Request for Laptop Requirement_HR_17th Oct22

Sourcing Request Items

Action

View Details

One or more documents have been submitted for your review. You have the following options:

View the documents on the left.

Deny

Approve

2 Land on Overview tab

Doc530735680 - Sourcing Request Items

Missing information?

Draft

Overview

Bid Console

Content

Suppliers

Messages

Actions

Overview

ID: Doc530735680

Description:

Status: Draft

Version: v2

Version Comment:

Owner: Deepankar Chandra Upadhyay

Editors:

Event Type: Sourcing Request

Test Event: Yes

Template: Sourcing Request Items

Base Language: English

Commodity: LAPTOP BAG - SWECCHA 14002028, LAPTOP THINK PAD L480 65

Last Modified: 10/17/2022

Regions: GGN1 Gurgaon

Departments: HR HR

Currency: Indian Rupee

Creation Date: 10/17/2022

Access Control: (No additional restrictions)

Sourcing Request Approval

- Content tab



Doc530735680 - Sourcing Request Items

Missing information? ⓘ Draft

Overview Bid Console Content Suppliers Messages

Actions ▾

All Content Filter ▾

Display: Responses ▾

Name ↑	Initial
▶ 1 InterGlobe Aviation: Non-Disclosure Agreement ▾	
2 Are you a Related Party for IndiGo? ▾	
▶ 3 Technical Specifications and Questions ▾	
3.1 Model of the Laptop ▾	
3.2 Technical Specification Document Technical Specifications document.docx ▾	
▶ 4 Procurement Terms & Conditions ▾	
▶ 5 For Suppliers: Additional Comment and Attachment ▾	

1
Check the Content added

2
Click on Action and Select View Project

Doc530735680 - Sourcing Request Items

Missing information? ⓘ Draft

Overview Bid Console Content Suppliers Messages

Display: ▾

Name ↑
▶ 1 InterGlobe Aviation: Non-Disclosure Agreement ▾
2 Are you a Related Party for IndiGo? ▾
▶ 3 Technical Specifications and Questions ▾
3.1 Model of the Laptop ▾
3.2 Technical Specification Document Technical Specifications document.docx ▾
▶ 4 Procurement Terms & Conditions ▾
▶ 5 For Suppliers: Additional Comment and Attachment ▾
5.1 For Supplier: Do you want to provide comment or attach additional document? ▾

Document

Edit

Excel Export

Print Event Information

Copy

Move

Publish As Quick Link

Delete

Lock

Download All Supplier Attachments

View Project

Version

Create Saved Version

Revert to Saved Version

View Draft Version

View Published Version

View Change History

Delete Old Versions

Create

Shortcut

Sourcing Request Approval

- Approval Task on Tasks tab



Sourcing Request for Laptop Requirement_HR_17th Oct'22

ID: SR530735673
Tasks: Incomplete Tasks: 2
Next Milestone: Approve Sourcing Request

OverviewDocumentsTasksTeamMessage BoardEvent Messages

Show: (Any Status) Required/Optional (Any Owner)

Sourcing Request for Laptop Requirement_...

Actions

Name	Document	Owner	Status	Due Date
✓ Prepare Sourcing Request *	Sourcing Request Items	Deepankar Chandra Upadhyay	Complete	10/17/2022
📄 Approve Sourcing Request *	Sourcing Request for Laptop Requirement_HR_17th Oct'22	Deepankar Chandra Upadhyay	In Approval	
🕒 Action	Sourcing Request Items	Sourcing Agent	Not Started	

View Task Details

Edit Task

Open Sourcing Request

Approve

Deny

Dismiss

* Indicates required task

2

Add Comment in Message box. Click on OK.

Approved

OKCancel

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, click **Add Attachment**. To add a reference to a document [More](#)

Message:

Approved

Access Control: (No additional restrictions) View Details ⓘ

Additional Attachments

No items

Delete

Add attachment

Add from Project

OKCancel

Thank You !