Nutrition SAP Ariba Buying Purchase Requisition Approval

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Best Practices

Be Punctual	Join each session on time.
Ask Questions	Raise your hand to ask your queries.
Participate	Actively participate and engage in the learning process.
Collaborate	Use the time to collaborate and learn from each other.
Reach Out	Reach out to the Trainer after the session, if you have any additional queries.

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Navigation Guide

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Click on the **Topic Name** to navigate to the respective slide.

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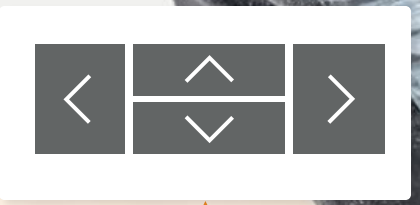

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Learning Objectives

At the end of this training, you will be able to:

- Approve the PR created in Ariba Buying
- Understand the approval flow in Ariba Buying.

Agenda

1 **SunRise² Programme: Procurement Summary**

2 Approval Flow for Above Clip Level

3 Approval Flow for High-Risk Material Group

4 Approval Flow for High-Risk Vendor Group

5 Wrapping Up

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SunRise² Programme: Procurement Summary

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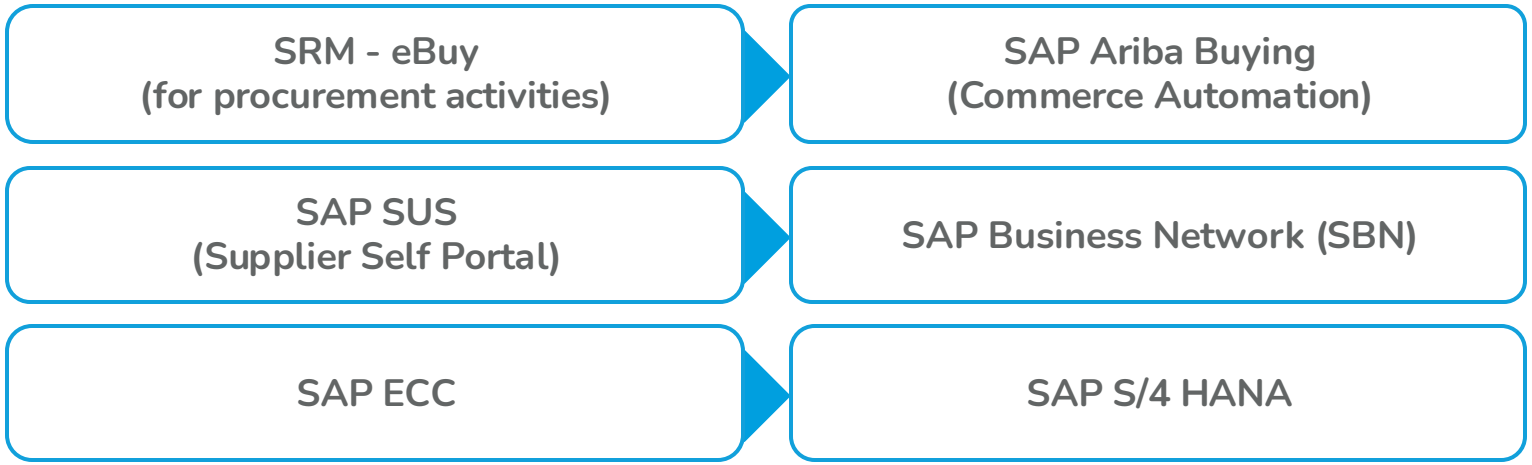
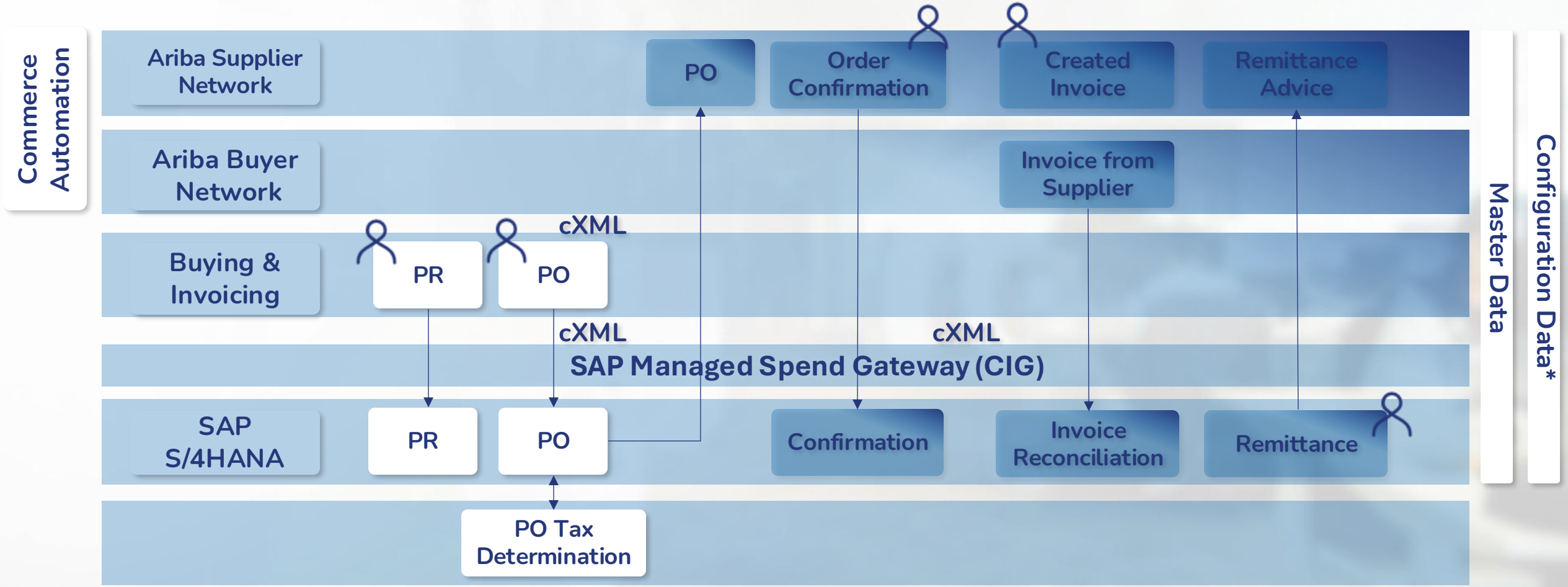
SunRise² Programme: Procurement Summary

Impact of Ariba on Procurement Process

Impact Summary: Transformation from current Procurement stack i.e. SRM E-buy, SAP CLM, to Sunrise Ariba
Recommendation: Use Sunrise Ariba Buying for Nutrition specific purchases



Process Flow for Indirect Procurement (Non-Service)



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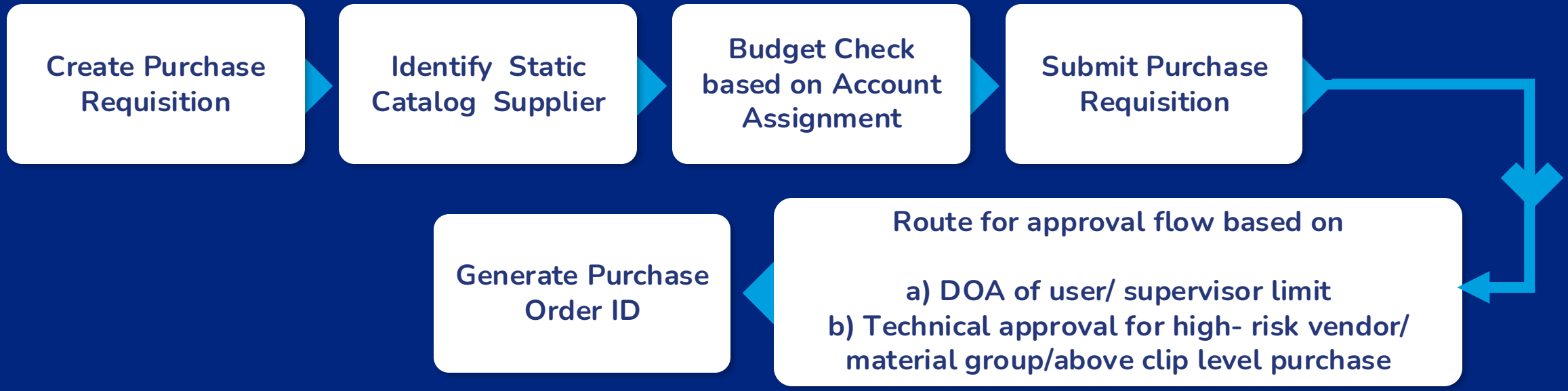
Buying Process



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5 Wrapping Up

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Approval Flow above Clip Level

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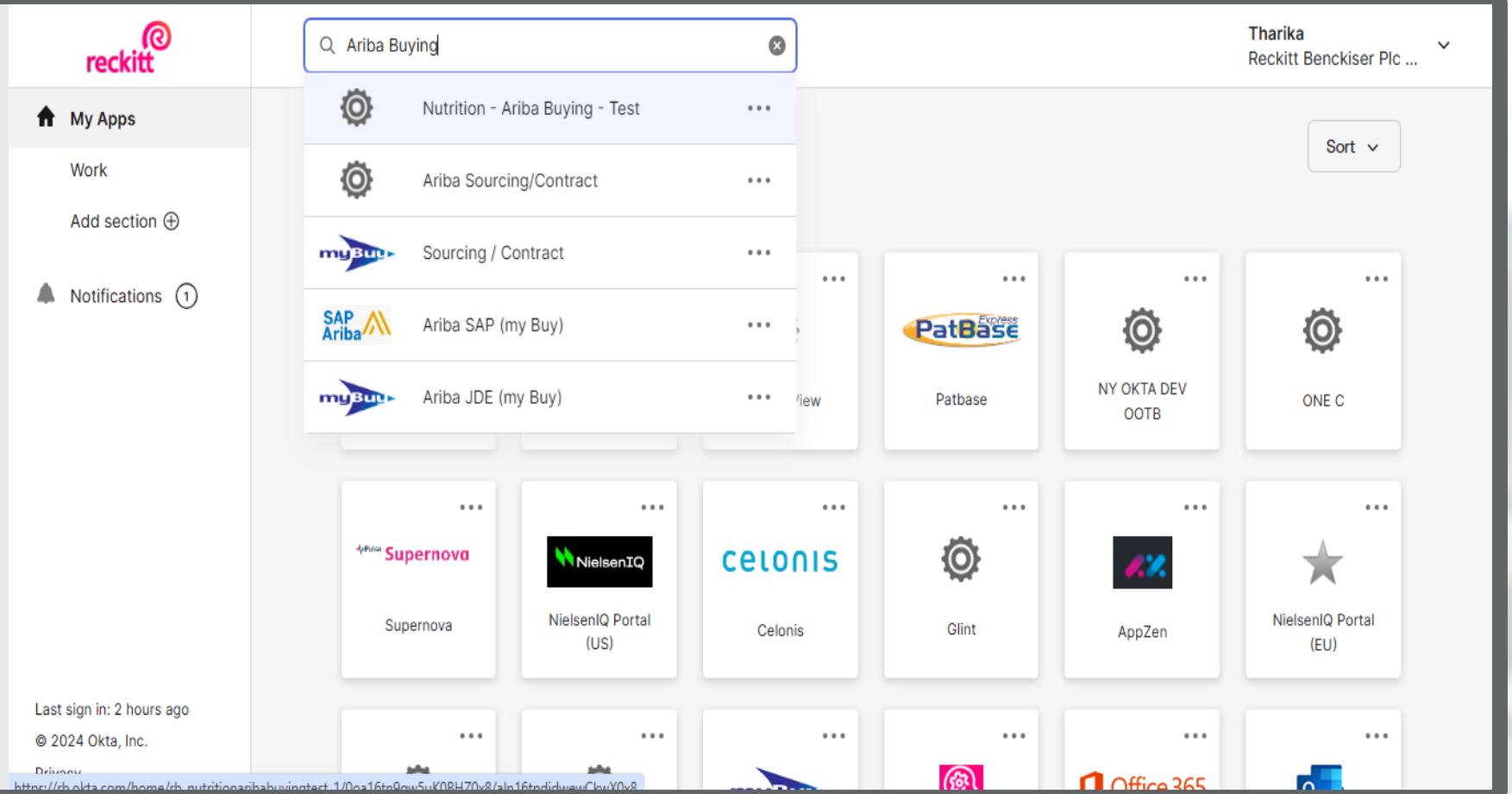
Approval Flow above Clip Level

Step 1 Log into Ariba Buying via SSO



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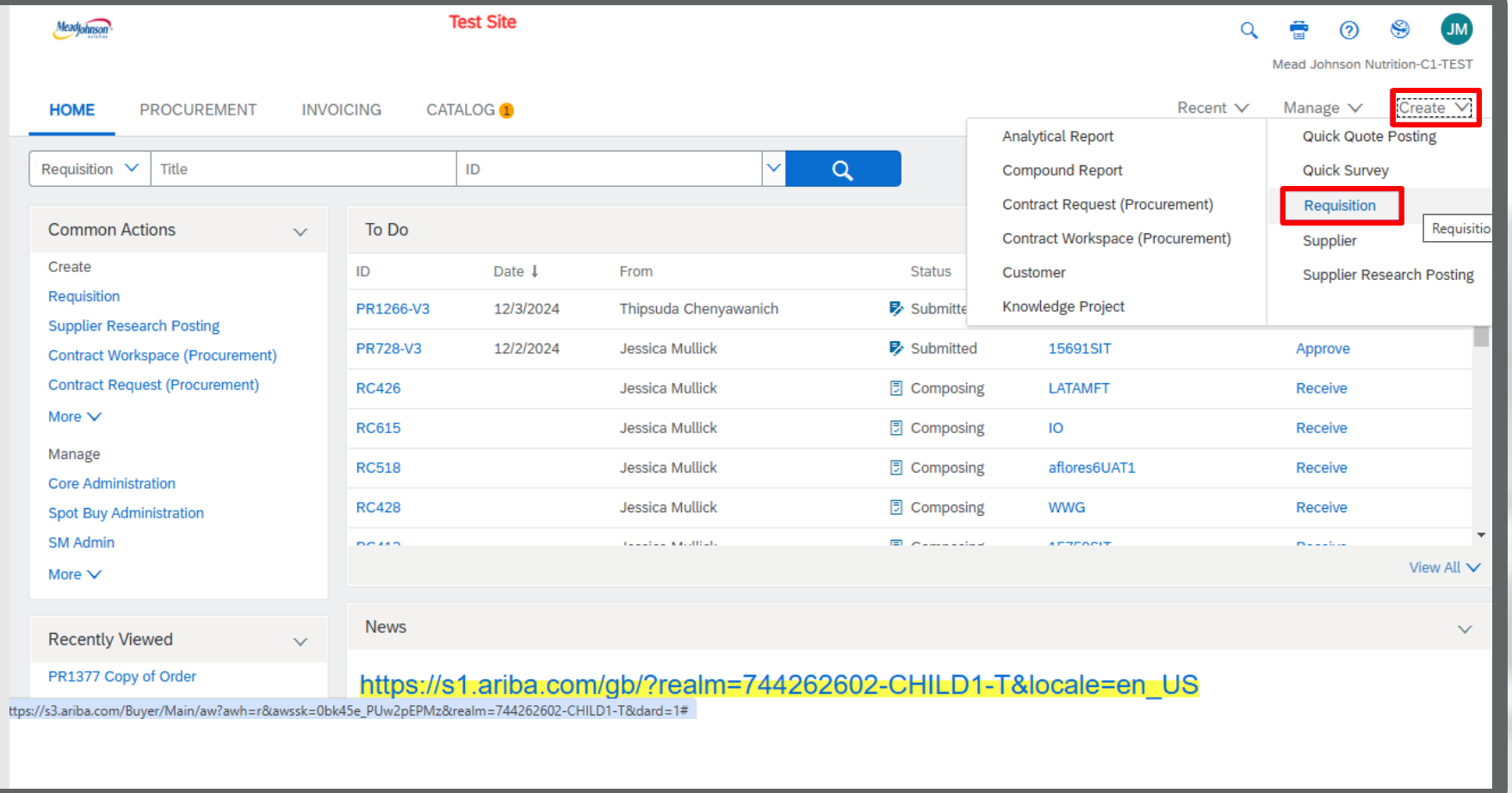
Approval Flow above Clip Level

Step 2 Click on Create > Requisition



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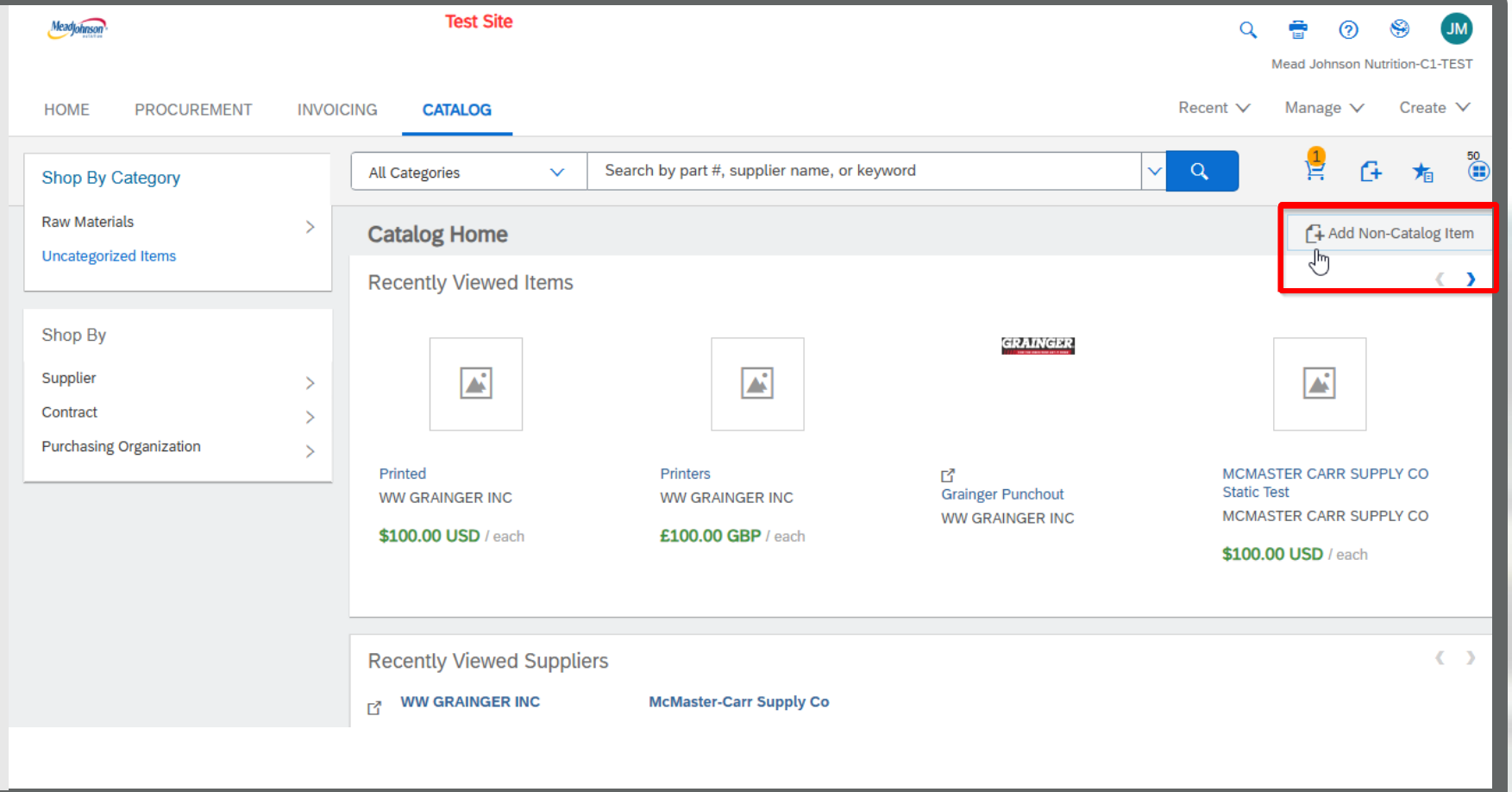
Approval Flow above Clip Level

Step 3

Click on Add Non-Catalog Item



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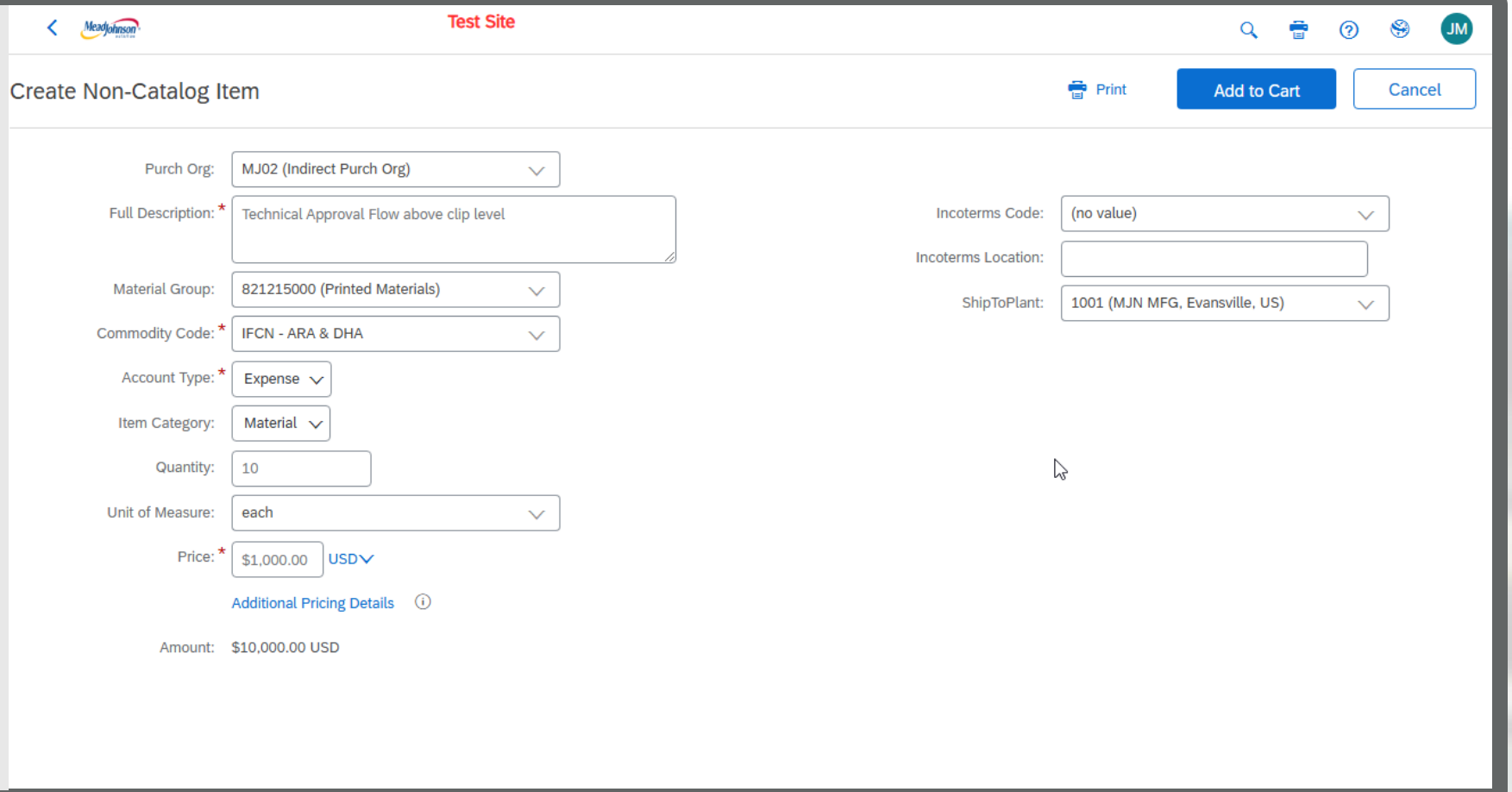
Approval Flow above Clip Level

Add to cart -> Proceed to check out

Step 4

Add Title,
On Behalf Of,
Company Code,
Deliver to,
Need-by-Date,
And Net amount is Above clip level



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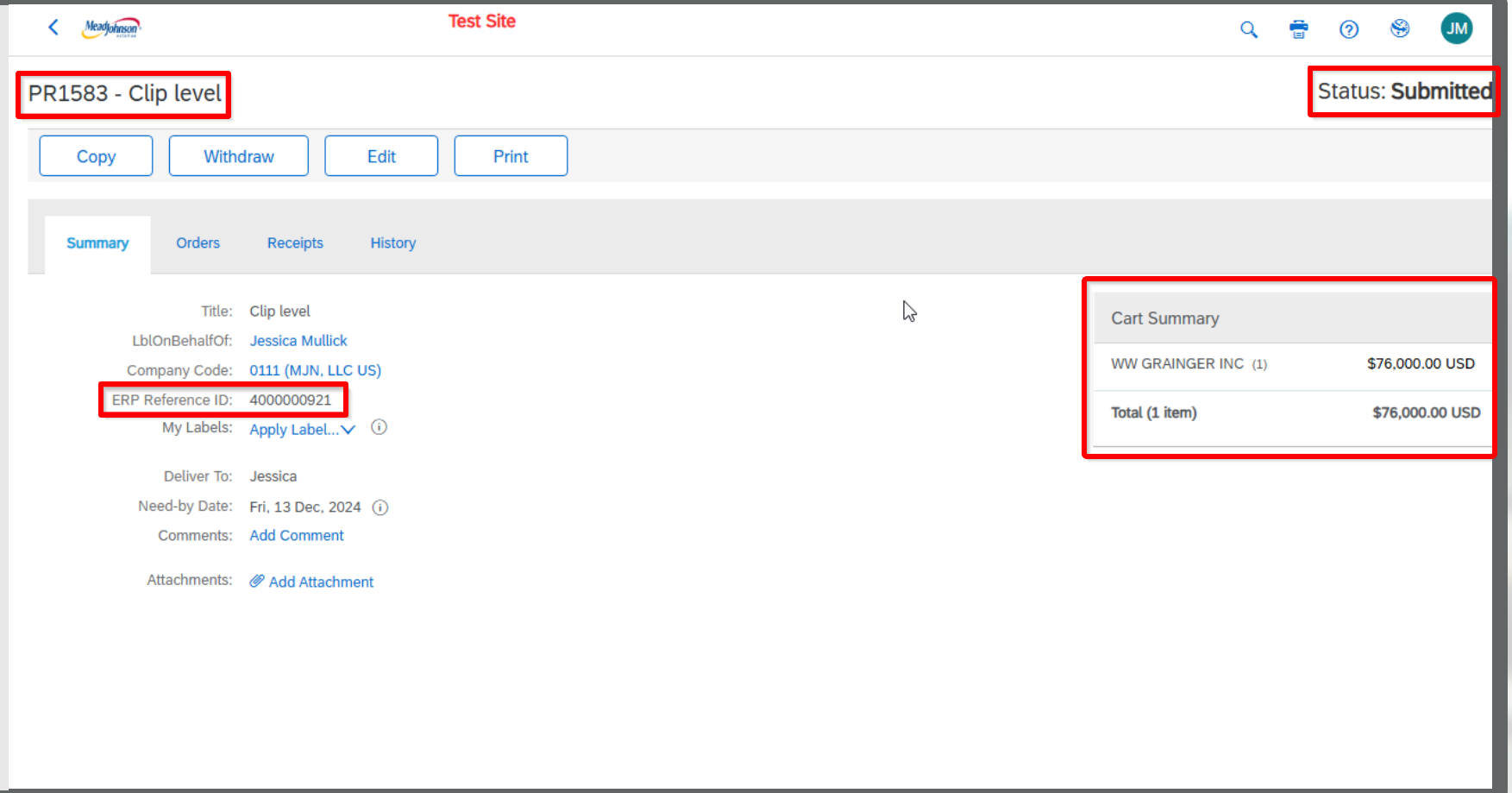
Approval Flow above Clip Level

Step 5 Submit the Purchase Requisition



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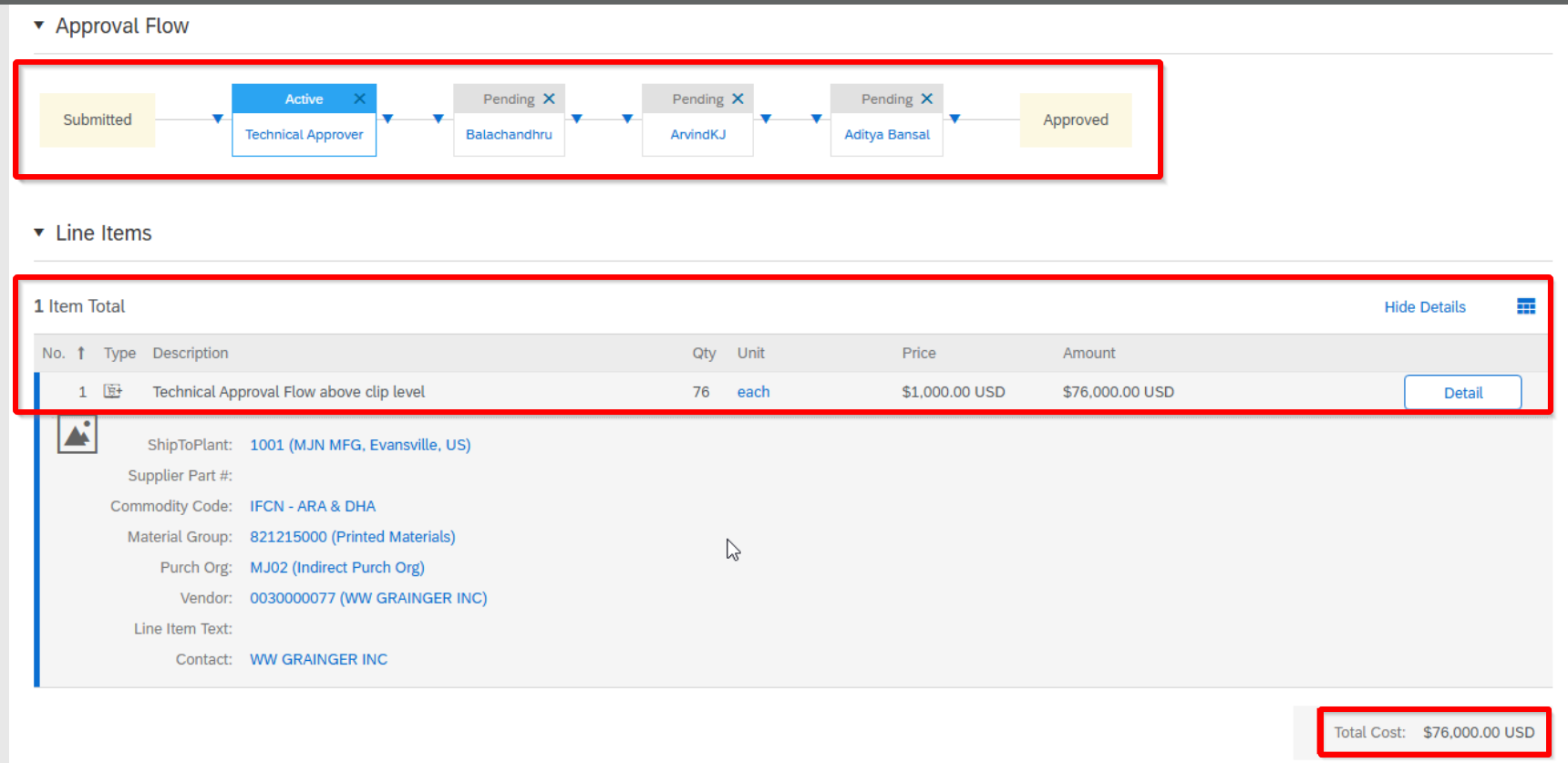
Approval Flow above Clip Level

Step 6

Approval flow Displayed based on the Clip level



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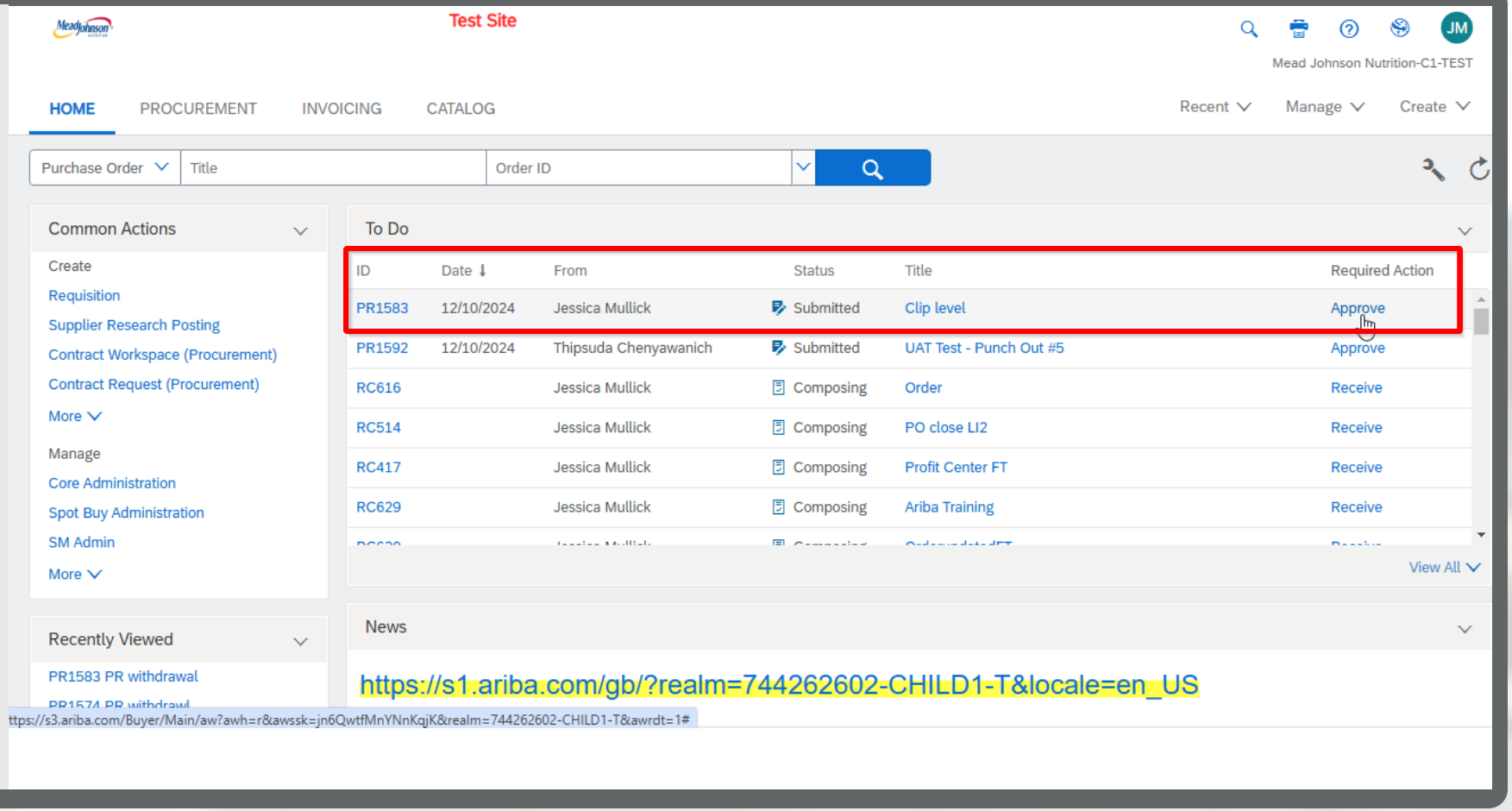
Approval Flow above Clip Level

Step 6

Approver can go to To Do and Approve from the List



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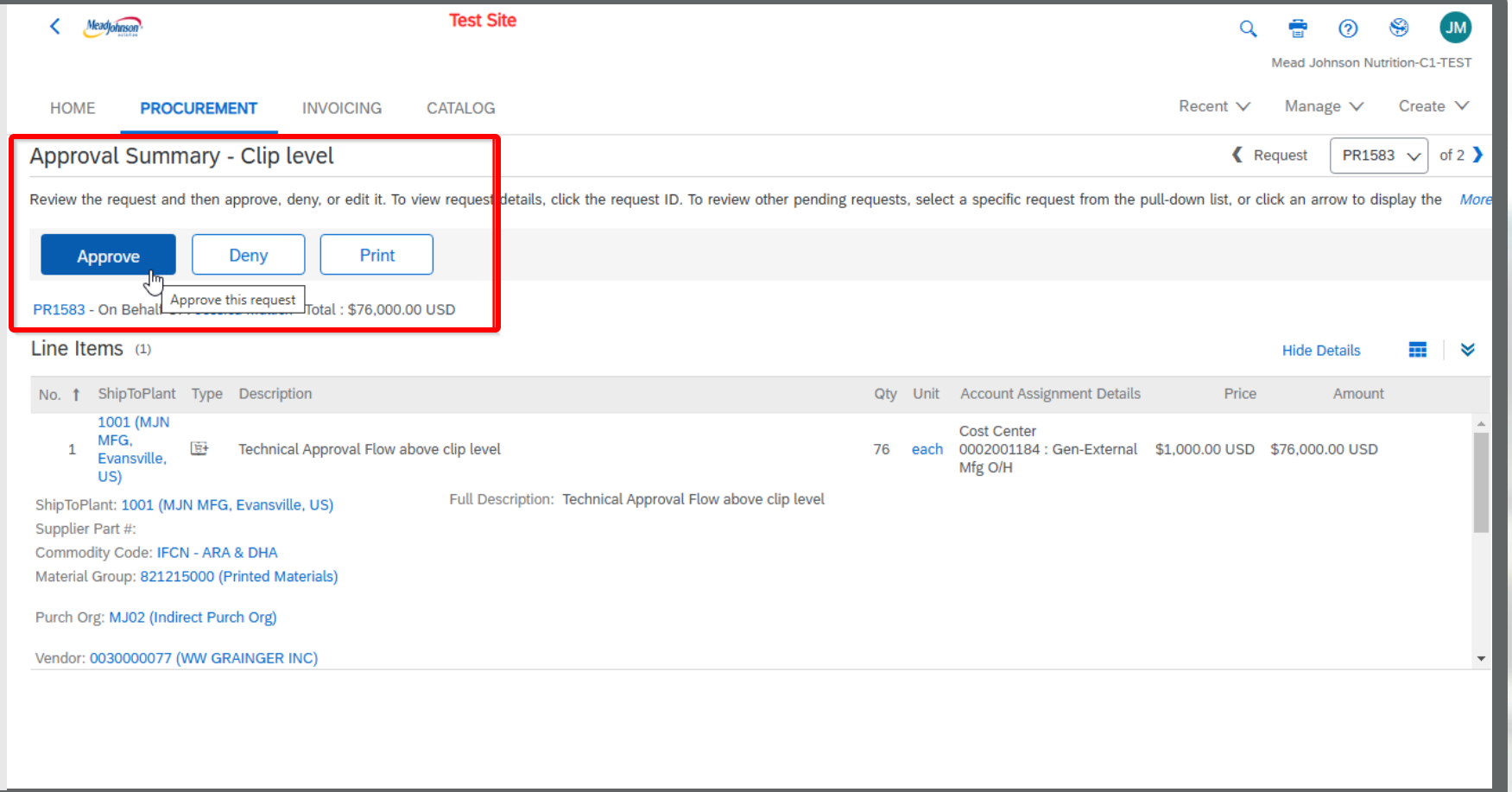
Approval Flow above Clip Level

Step 6

Approver can go to To Do and Approve from the List



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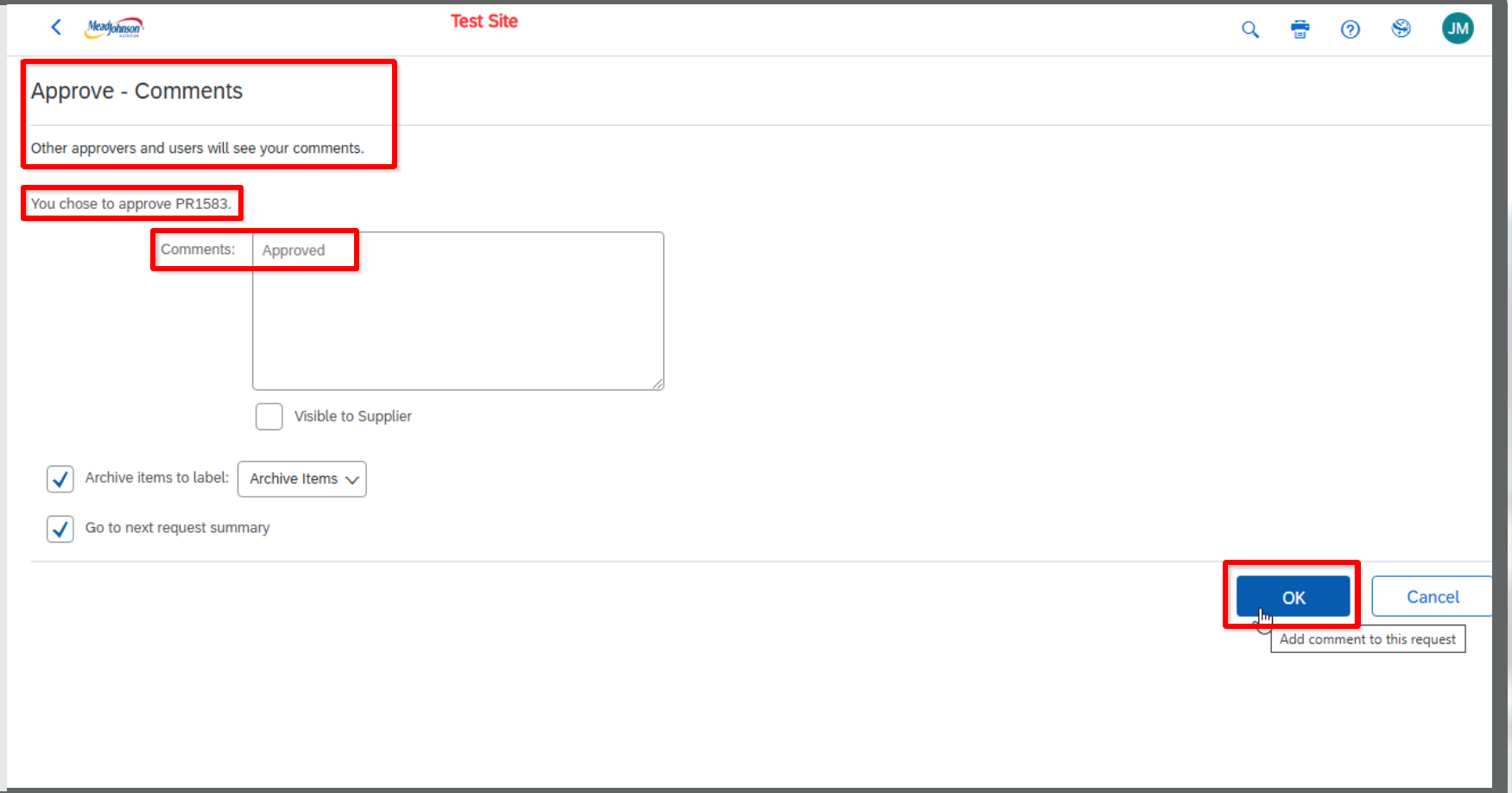
Approval Flow above Clip Level

Step 6

Approver can add comments while approving



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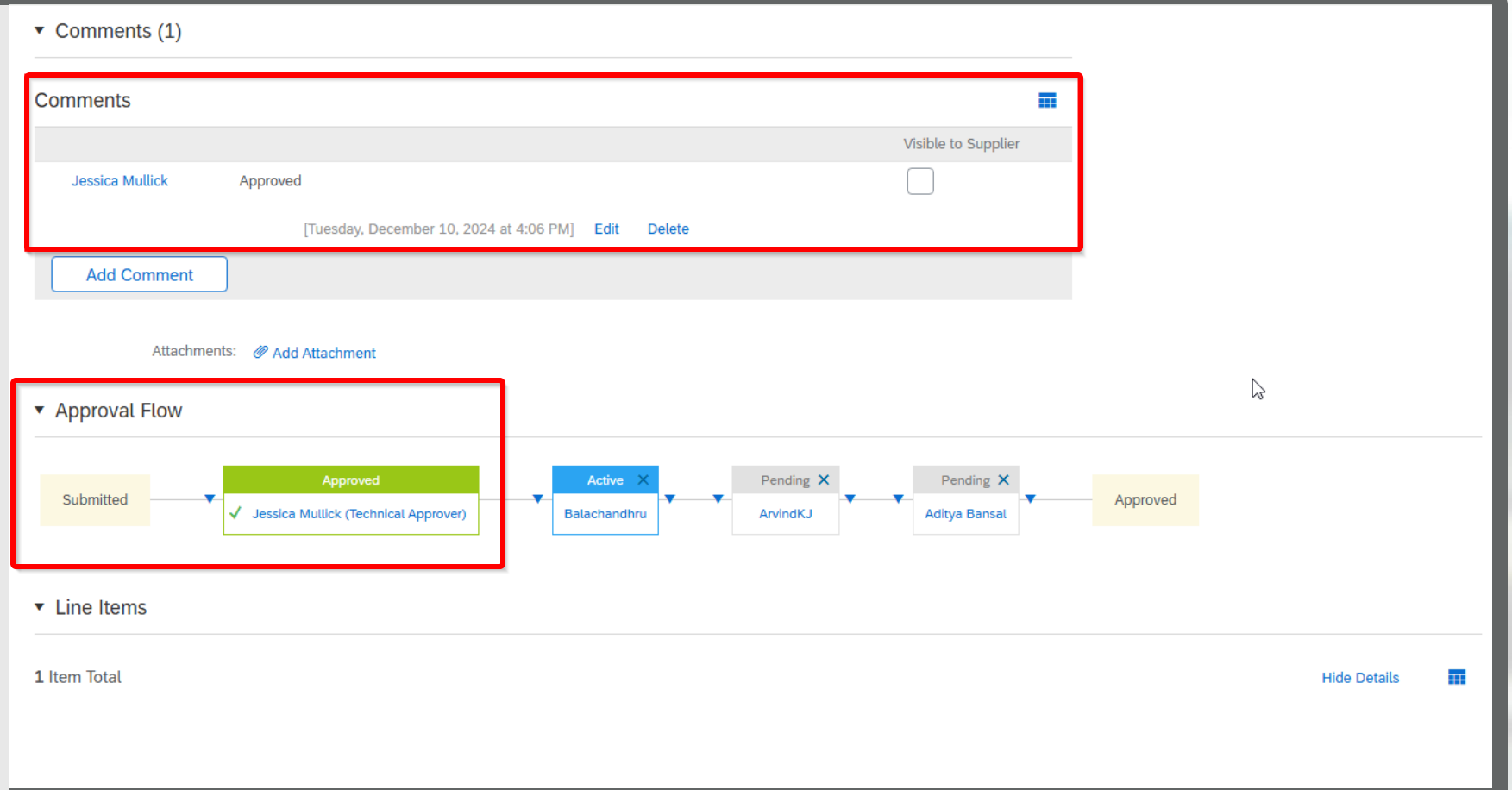
Approval Flow above Clip Level

Step 6

After approval completion status goes green to approved with Comments



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1 SunRise² Programme: Procurement Summary

2 Approval Flow for Above Clip Level

3 Approval Flow for High-Risk Material Group

4 Approval Flow for High-Risk Vendor Group

5 Wrapping Up

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Approval Flow for High Risk Material Group

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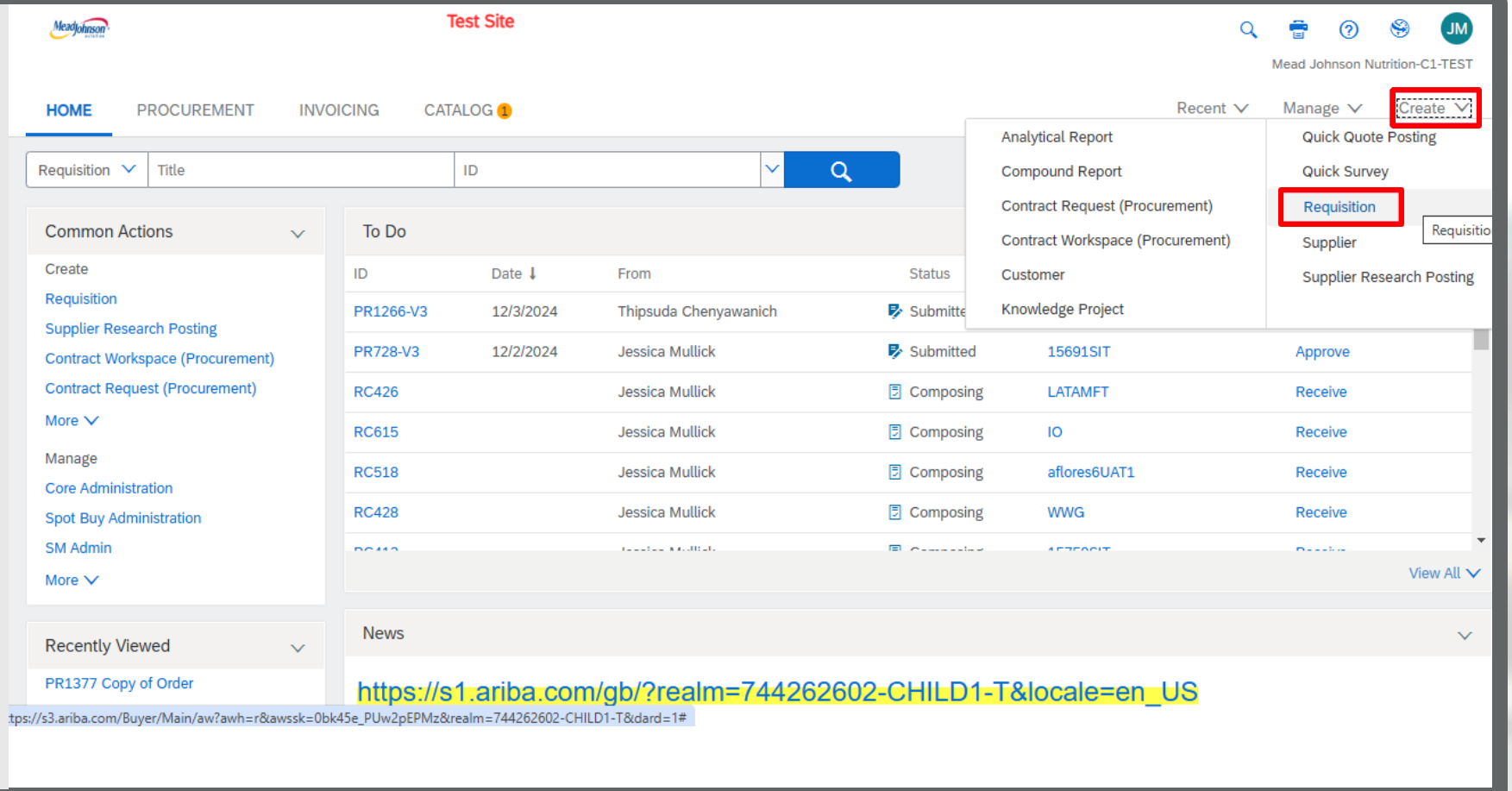
Approval Flow For High-Risk Material Group

Step 2 Click on Create > Requisition



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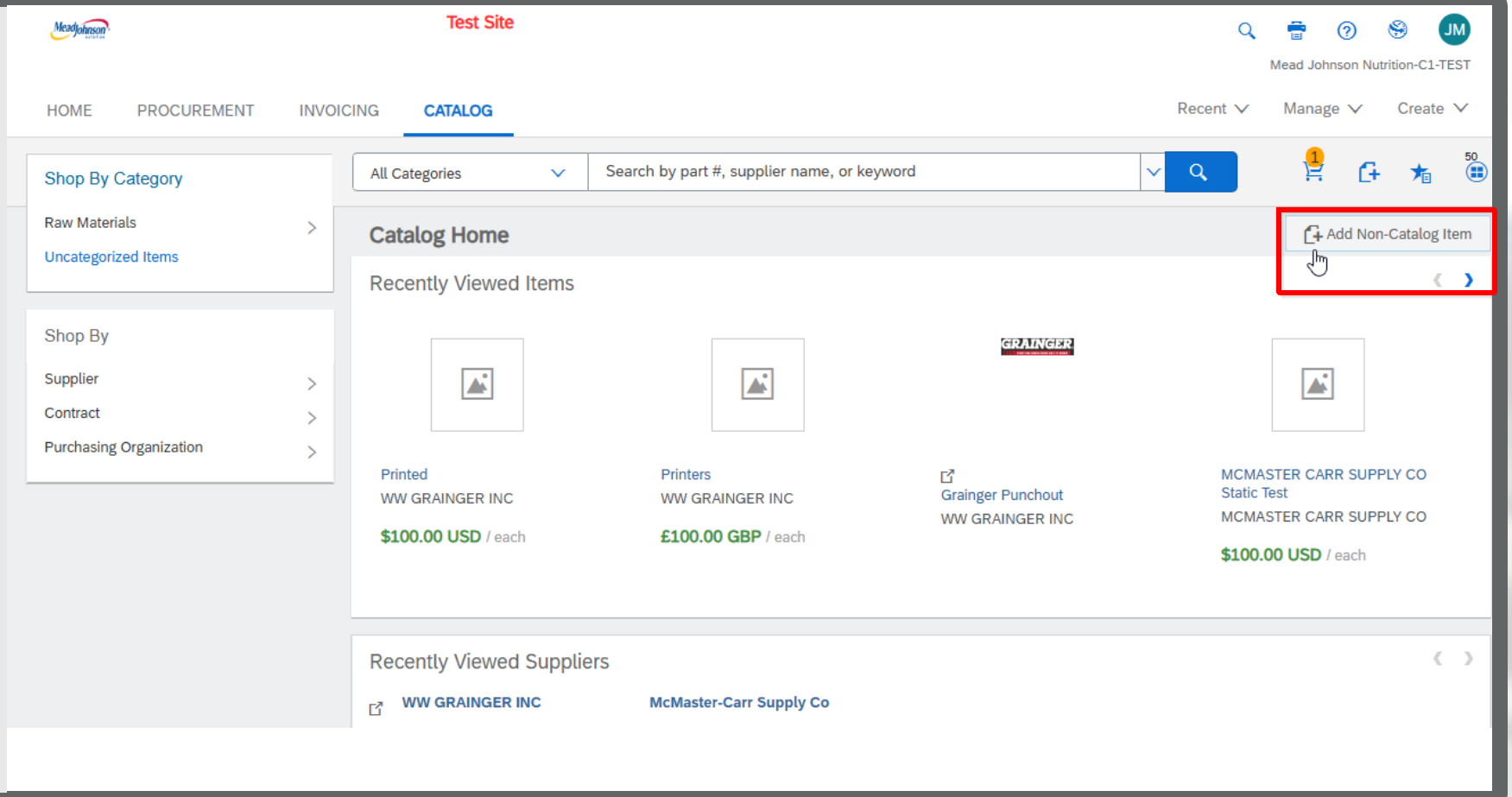
Approval Flow For High-Risk Material Group

Step 3

Click on Add Non-Catalog Item



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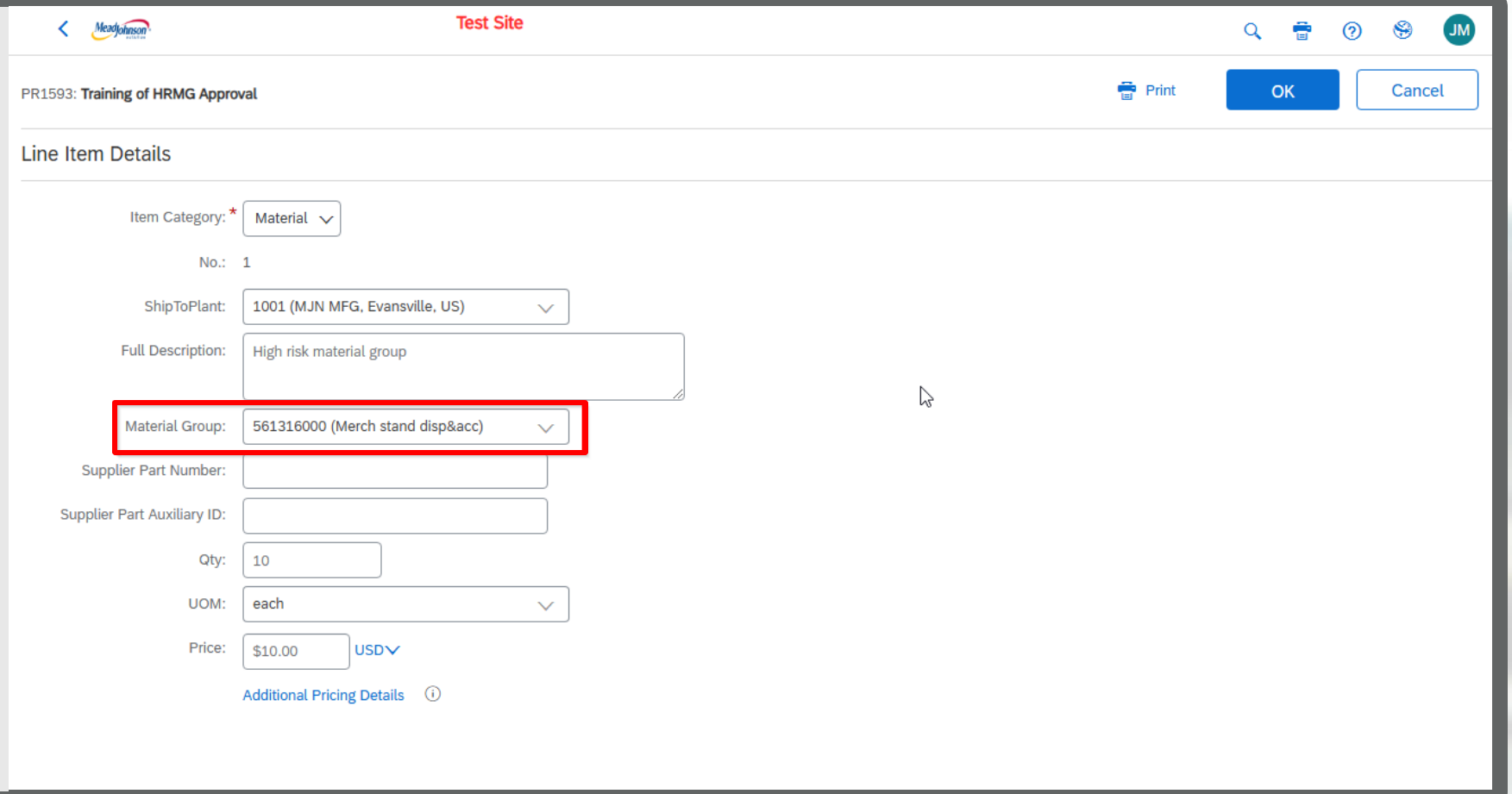
Approval Flow For High-Risk Material Group

Add to cart -> Proceed to check out

Step 4

Add Title,
On Behalf Of,
Company Code,
Deliver to,
Need-by-Date,
And choose the high-Risk Material Group



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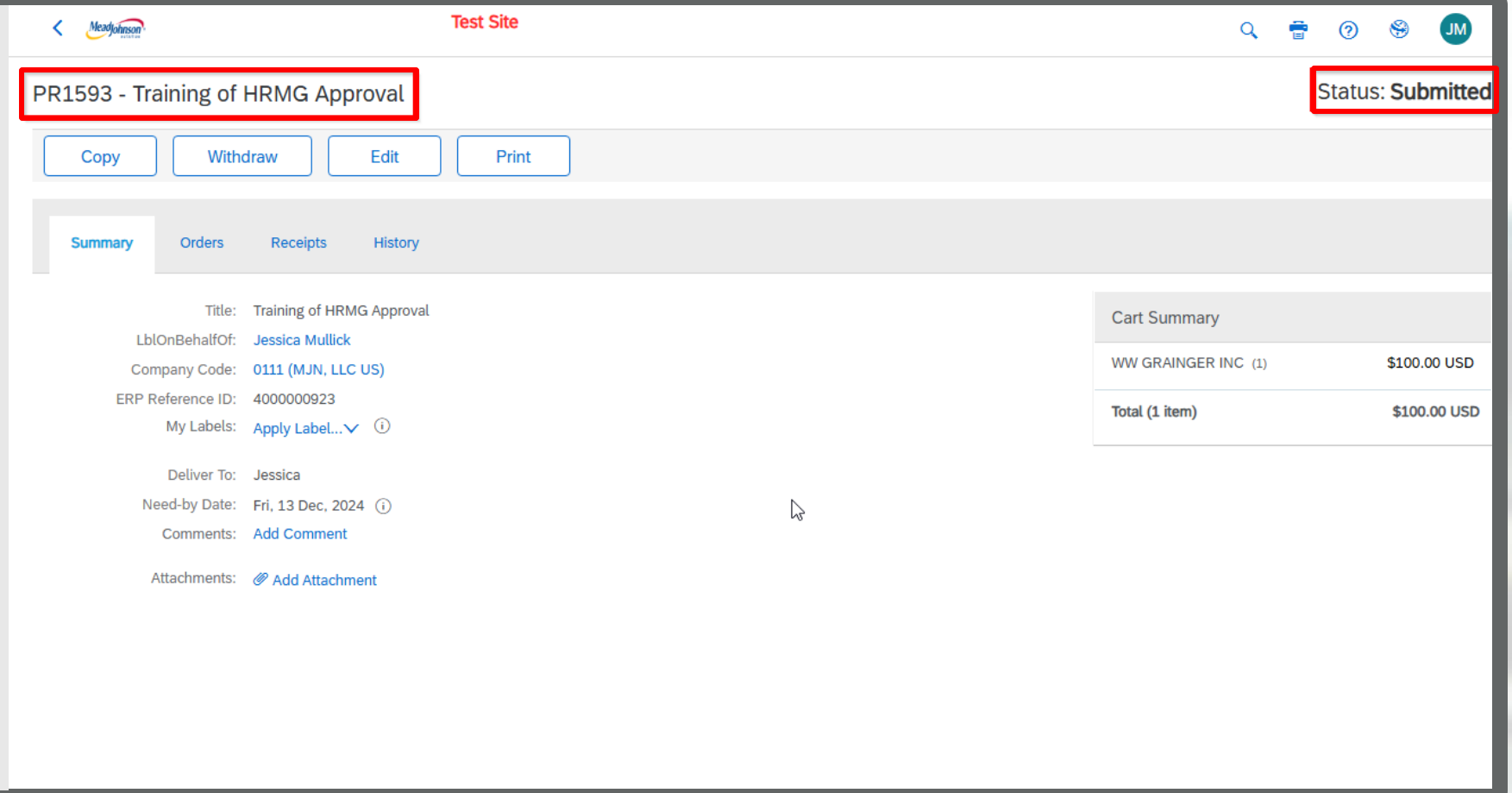
Approval Flow For High-Risk Material Group

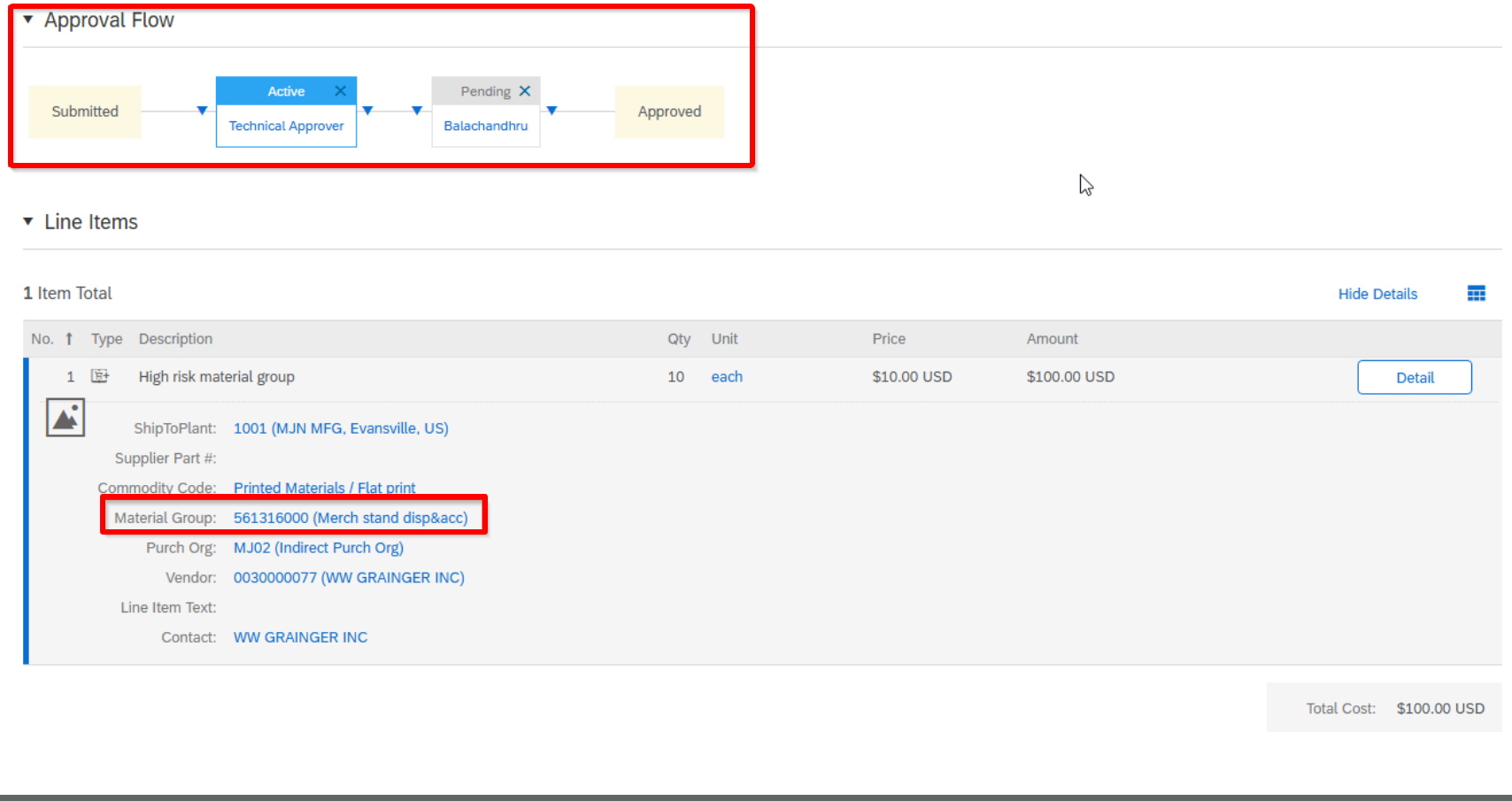
Step 5 Submit the Purchase Requisition



Approval Flow For High-Risk Material Group

Step 6

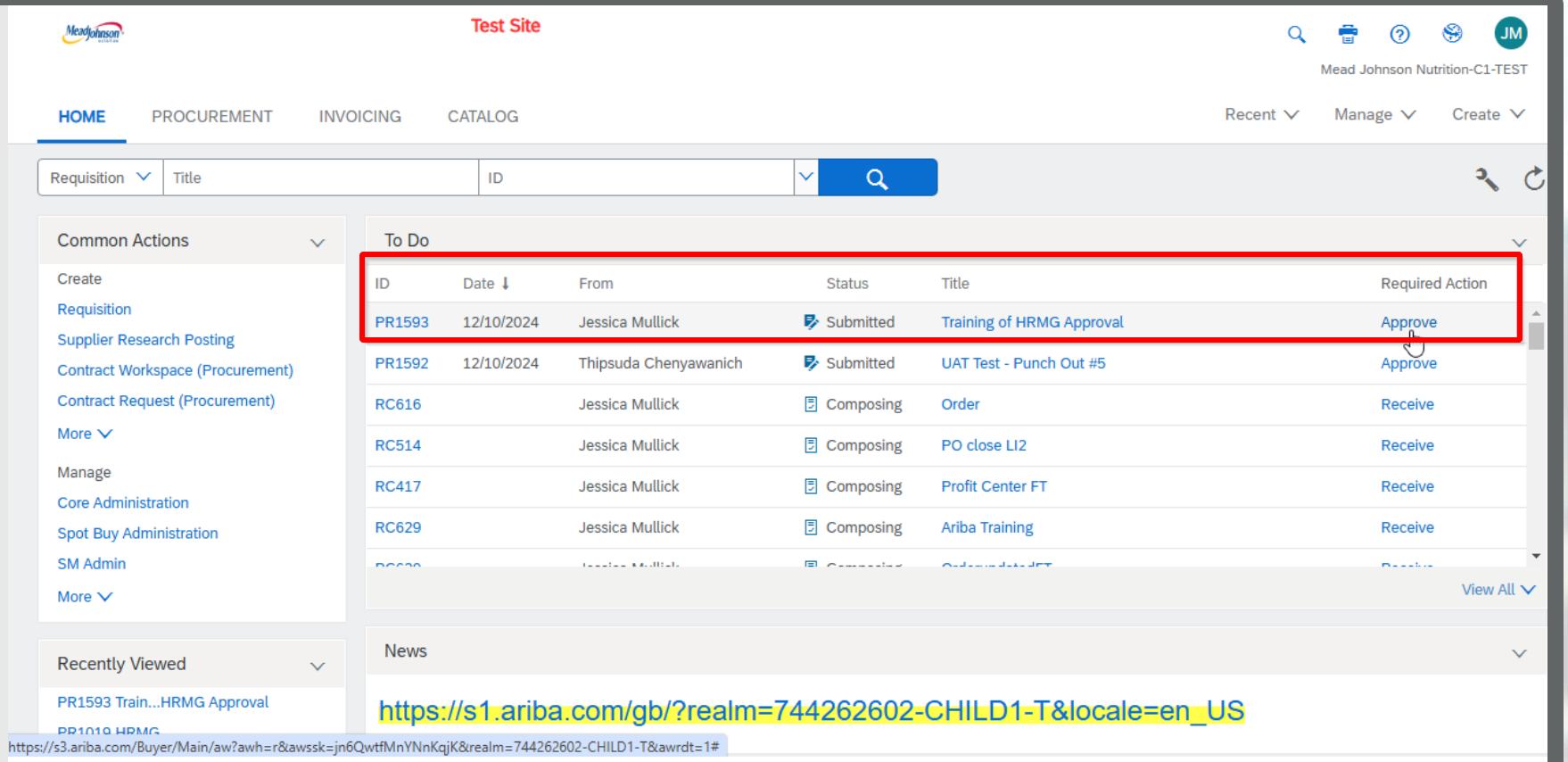
Approval flow Displayed based on the HRMG



Approval Flow For High-Risk Material Group

Step 6

Approver can go to To-Do and Approve from the List



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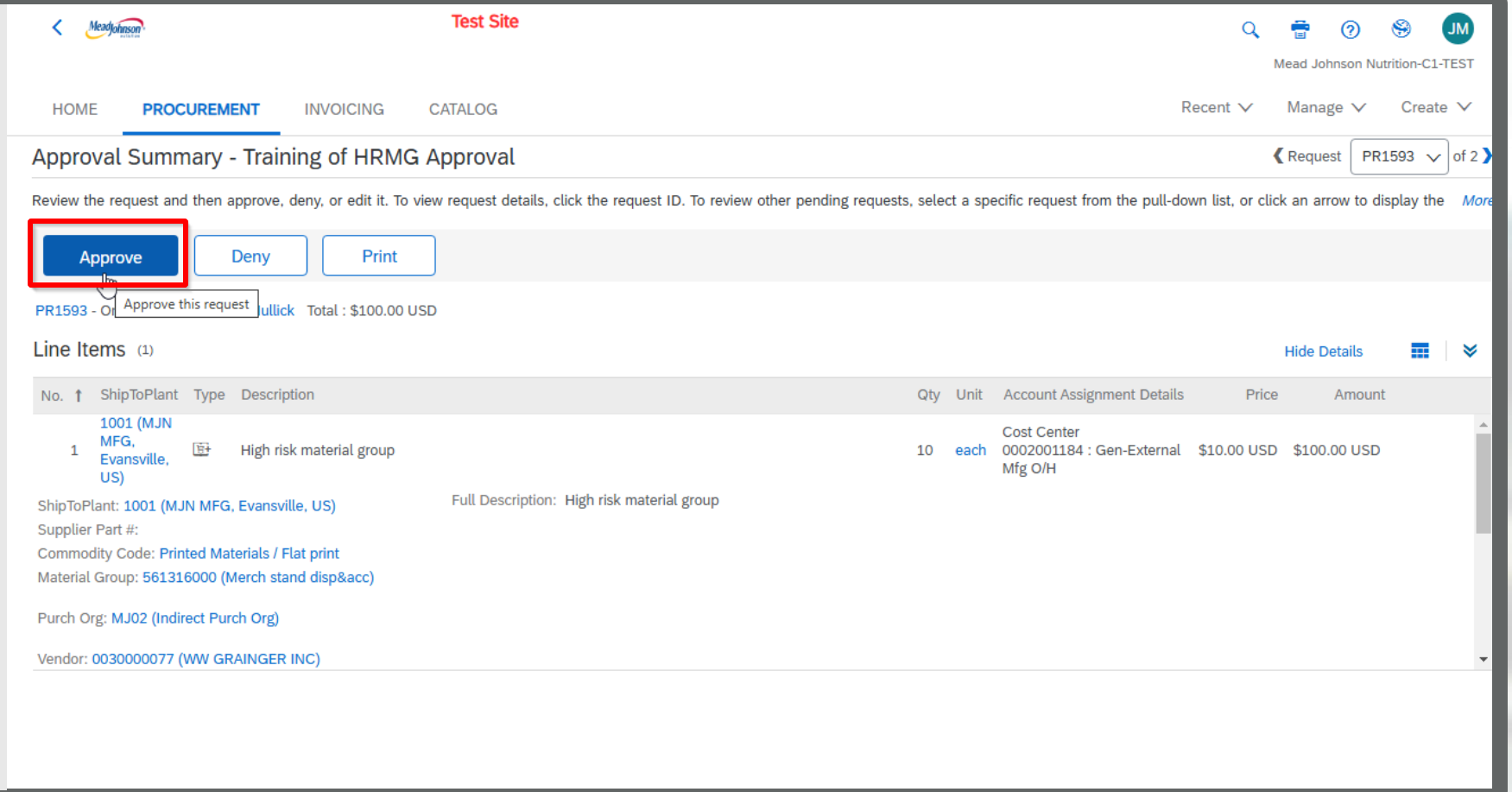
Approval Flow For High-Risk Material Group

Step 6

Approver can go to To Do and Approve from the List



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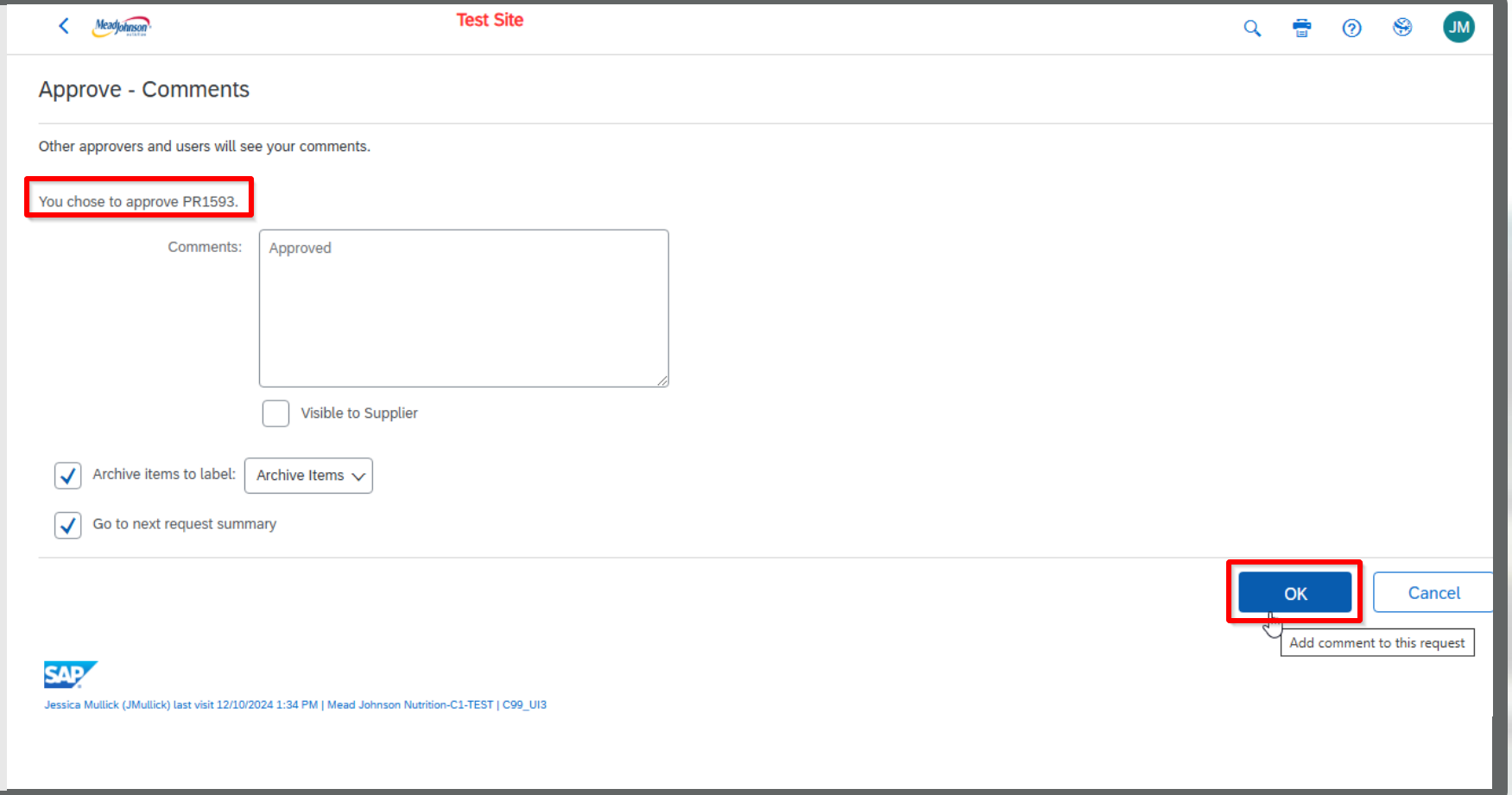
Approval Flow For High-Risk Material Group

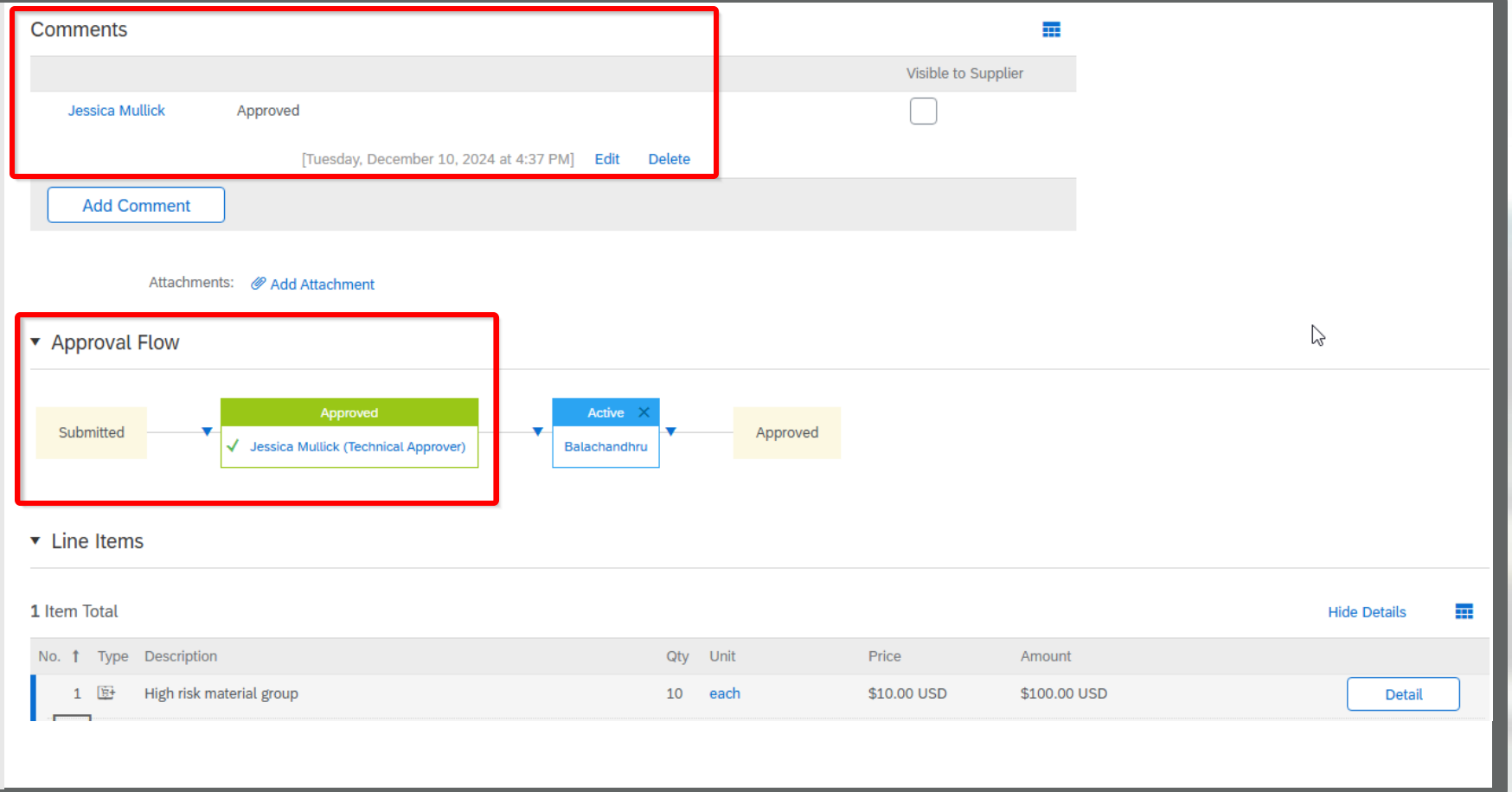
Step 6

Approver can add comments while approving



Approval Flow For High-Risk Material Group

Step 6 After approval completion status goes green to approved with Comments



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1 SunRise² Programme: Procurement Summary

2 Approval Flow for Above Clip Level

3 Approval Flow for High-Risk Material Group

4 Approval Flow for High-Risk Vendor Group

5 Wrapping Up

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Approval Flow for High Risk Vendor Group

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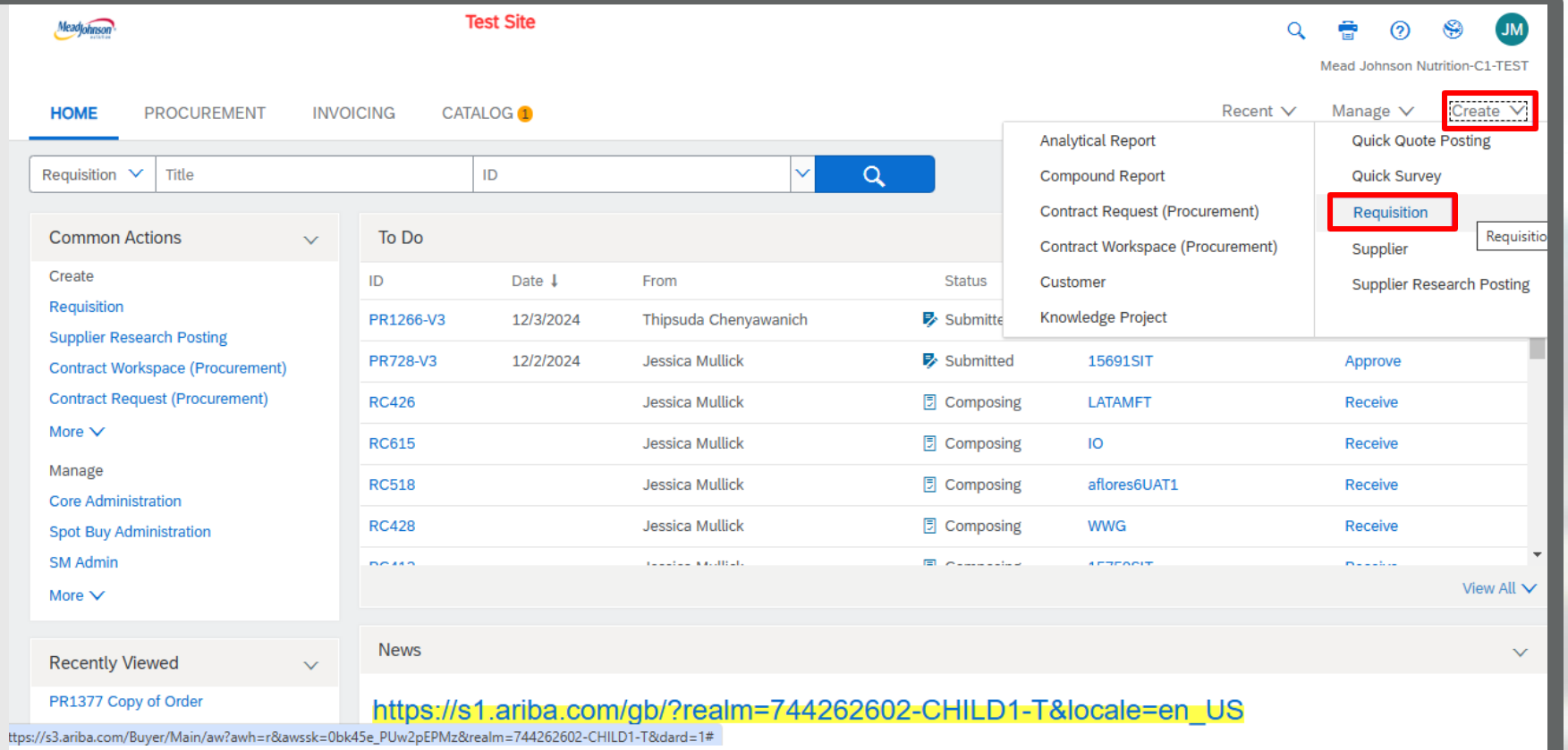
Approval Flow For High-Risk Vendor Group

Step 2 Click on Create > Requisition



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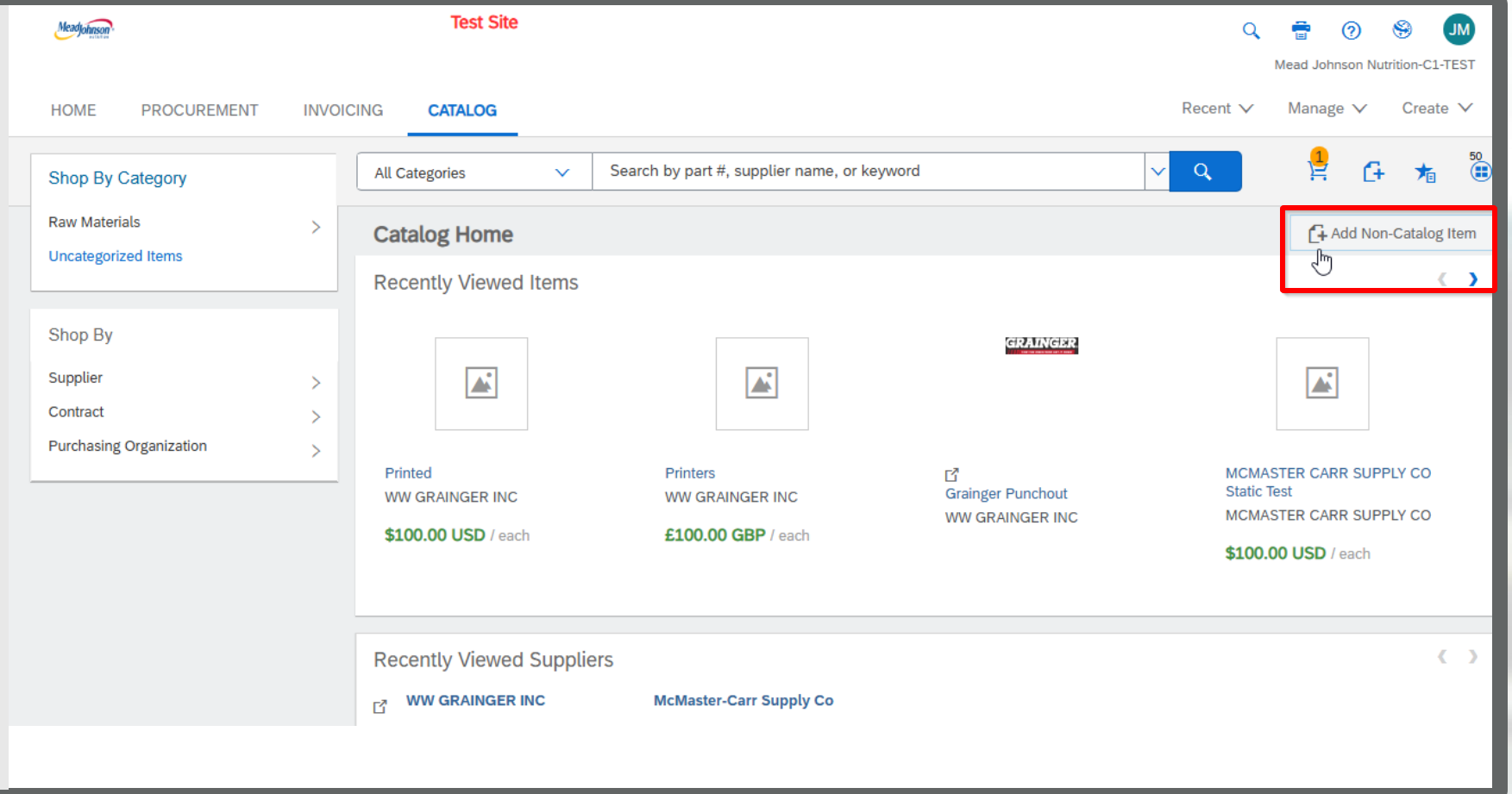
Approval Flow For High-Risk Vendor Group

Step 3

Click on Add Non-Catalog Item



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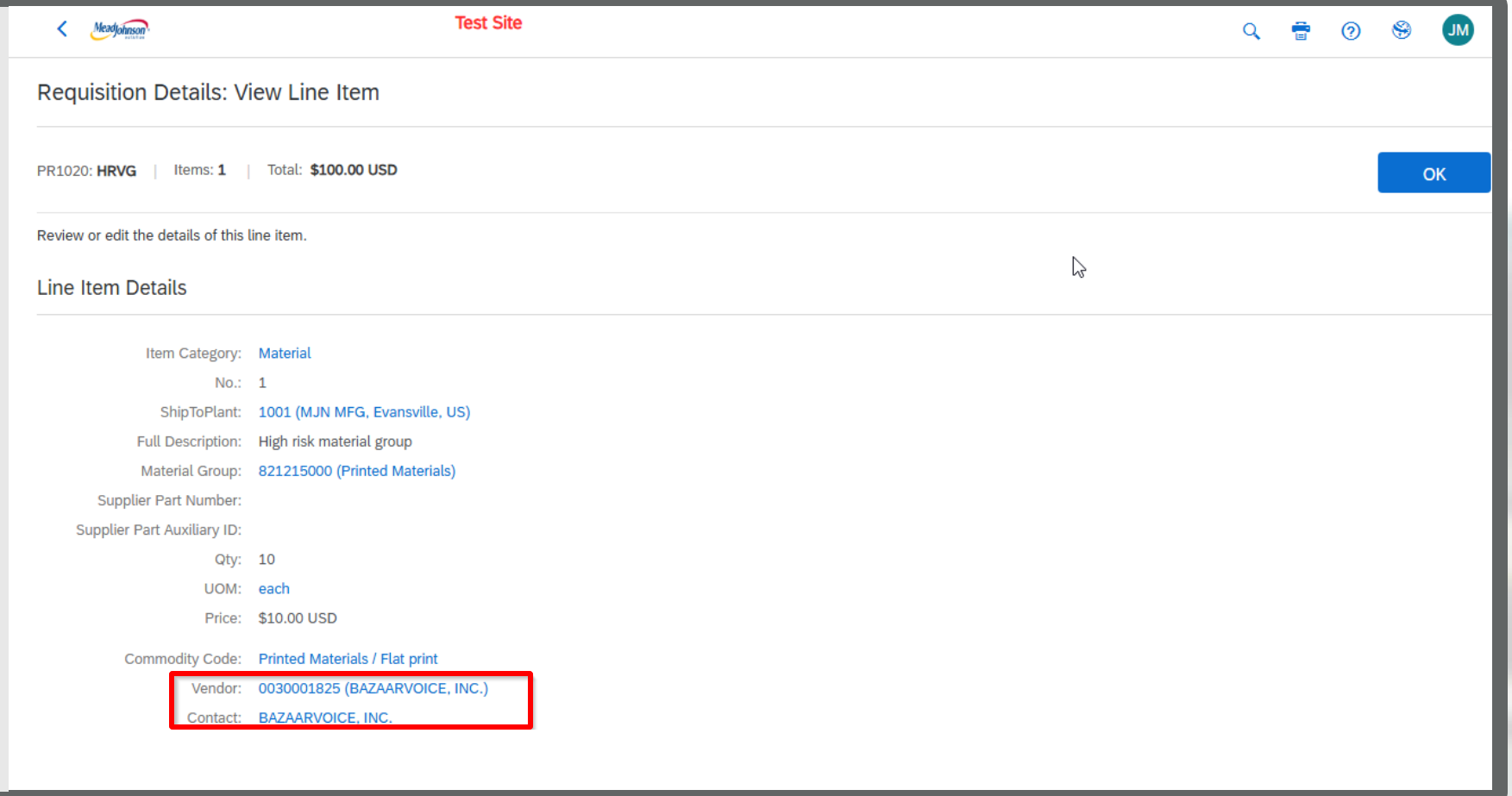
Approval Flow For High-Risk Vendor Group

Add to cart -> Proceed to check out

Step 4

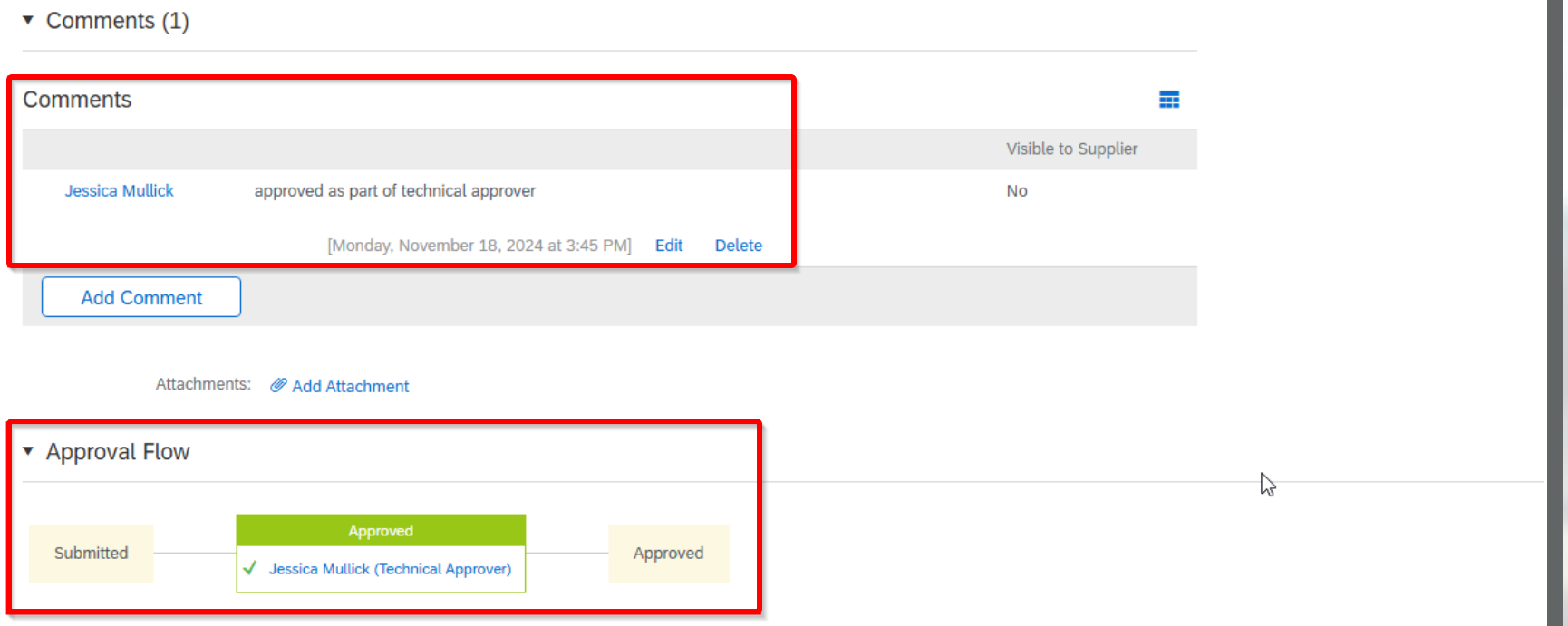
Add Title,
On Behalf Of,
Company Code,
Deliver to,
Need-by-Date,
And choose the high-Risk Vendor Group



Approval Flow For High-Risk Vendor Group

Step 6

Approval flow Displayed based on the HRVG and after approval completion status goes green to approved with Comments



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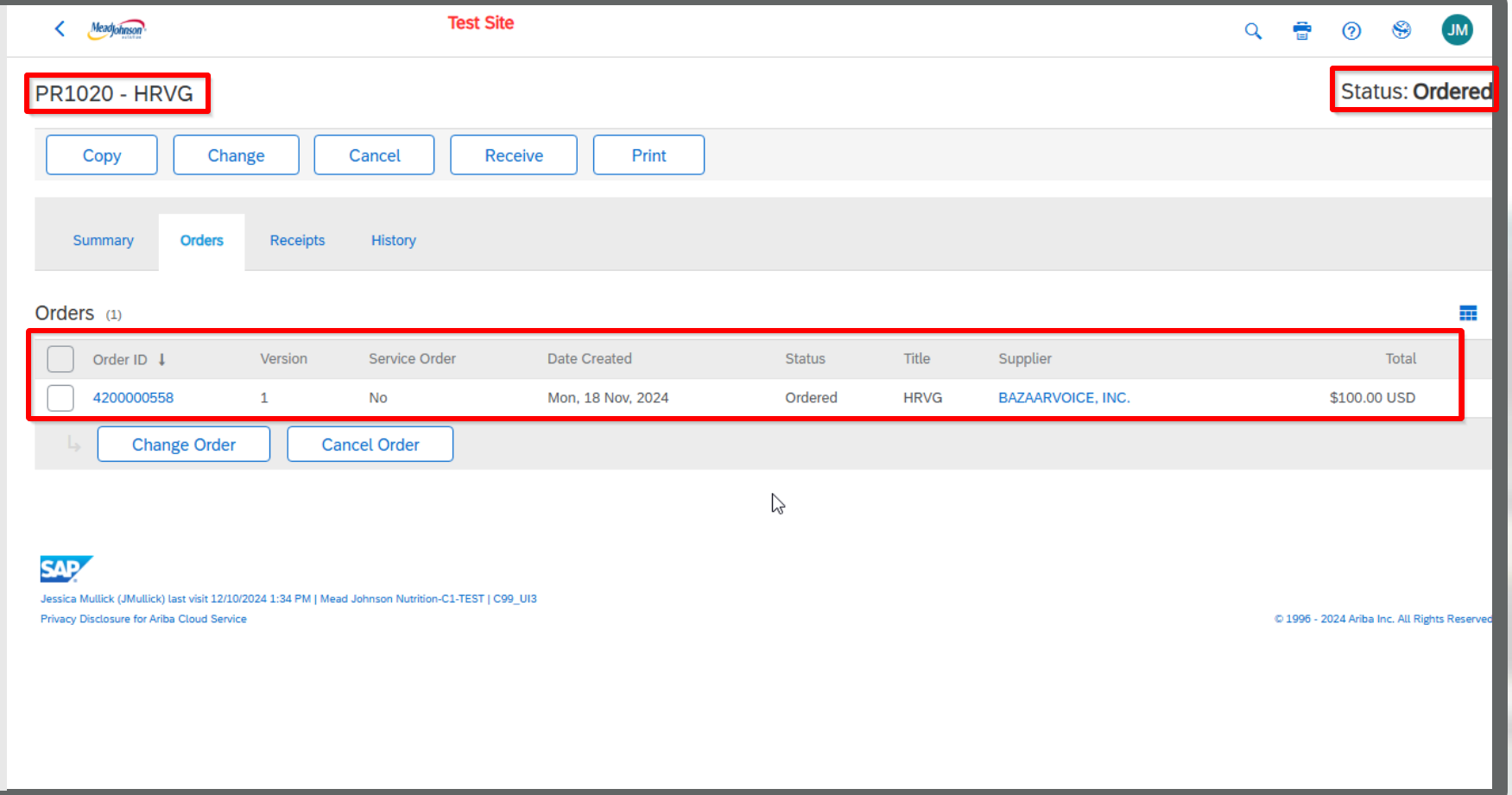
Approval Flow For High-Risk Vendor Group

Step 6

After approval completion, PR status goes to Ordered



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4 Approval Flow for High-Risk Vendor Group

5 Wrapping Up

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Wrapping Up

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Summary

In this session, you have learned the following:

- Approval of PR created in Ariba Buying
- Understood the approval flow in Ariba Buying.

Any Questions

THANK YOU

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