As part of a strategic initiative to improve endo[illegible]1.3s SAP Ariba Quick Resource Guides webpage

for more detail.

How do I view another person's requisition?

You can search for another user's requisition by using the B&I Classic UI tile on the Guided Buying landing page. From there, you can change the search parameters to "Requisition" and search by the requisition title, or the PR number. If you do not know the PR number or title, do not enter anything before hitting the search icon. Once you hit the search icon, you will be brought to an advanced search screen where you can select other search options to find the requisition. See the *Searching for Documents in Ariba* resource guide on the SAP Ariba Quick Resource Guides webpage for more detail.

How do I view the status of an invoice?

To view an invoice for a PO that was created by you, you can open the 5.9(4 (u)-0mrxae.9(5aB3425a-3 (1gv9(4 8)-6'7.5 .9)46

Then click on the “Invoices” tab to view all invoices that have been applied to this PO. This screen will also show each invoice’s status.

How do I add the funding source information to my contract request?

The funding source information can be added to the description of the contract request. This is not required information to include in your contract request.

I keep getting emails that my contract request is overdue for approval. What action do I need to take?

As the contract request owner, you will receive notifications when a task in your request is ready to begin, overdue, or completed. Contract requests are handled on a first come, first served basis and may take up to 14 days to process. It is recommended to enter a due date onec a4mak9m.3 .7 (te)106n6(c)(e)60 Tc 2(s)1.7 (2.2 (a e(m)7