

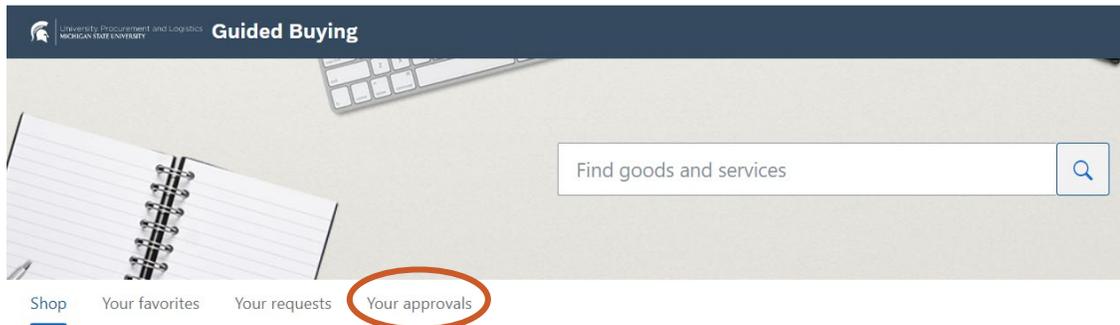


SAP Ariba Central Approval Process: Contract and Grant Administration

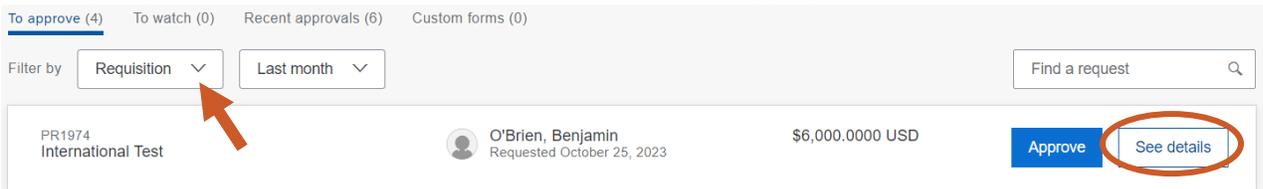
Overview: This tutorial provides system guidance to users within the Contract and Grant Administration (CGA) for processing purchase requisitions (PRs) in SAP Ariba, but does not indicate appropriate or required assessments.

CGA receives the PR after Procurement has processed it. Once CGA approves, the document routes back to Procurement for final approval.

1. Log in to [SAP Ariba Guided Buying](#).
2. Select the **Your approvals** tab.



3. Filter by **Requisition**, and select the **See details** button on the appropriate PR.



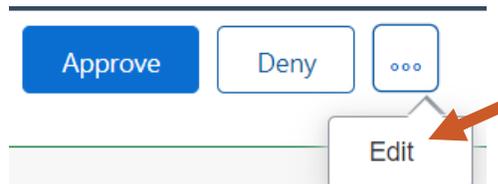
4. Review the PR based on internal CGA processes and guidelines (not contained in this system tutorial).
5. If the PR needs to be rejected (is unallowable or requires edits from the requestor, principal investigator, or fiscal officer to move forward), click the **Deny** button in the upper right corner.
 - a. **Note:** This action will allow you to add a comment on why the purchase requisition has been denied. Please provide a detailed explanation. The document will be returned to the requestor for remediation.



6. If the PR is allowable, select the "..." menu to the right of **Deny** button.



7. Select **Edit**.





8. Add optional comments as needed. Click the **Edit** button to proceed to the PR.

⚠ Edit requisition? ×

You can edit the requisition on the checkout page.

Comments

Write comments (optional)

Edit Cancel

9. Review and respond to the CGA approver question.

- a. **Note:** Due to your role as a member of CGA, this question always appears on your PR, even if you are submitting the PR, approving as a fiscal officer, or reviewing as an ad hoc approver. You must answer the question.

As the Contract and Grant Administration approver, I do not have authority to make changes to this requisition. I do, however, have the authority to add notes to the requisition, as long as they are not made visible to the supplier. By clicking yes, I acknowledge and agree that I did not make changes to this requisition to which I am not authorized.

Yes No

⚠ Please answer the Contract and Grant Administration question.

10. Add comments or attachments to the purchase requisition.

11. Once updates are made, select the **Update request** button in the upper right -hand corner.

Update request Save and exit

12. In the resulting pop-up, click the **View requisition** button.

☑ Success ×

The requisition has been updated.

Done **View requisition**

13. Select the **Approve** button in the upper right-hand corner to continue routing the PR to Procurement.

Approve Deny ...



14. You will be prompted to enter optional comments. Select the **Approve** button.

Approve request

Enter an optional comment for the requester.

Cancel Approve

15. The document will route back to Procurement for final approval.