


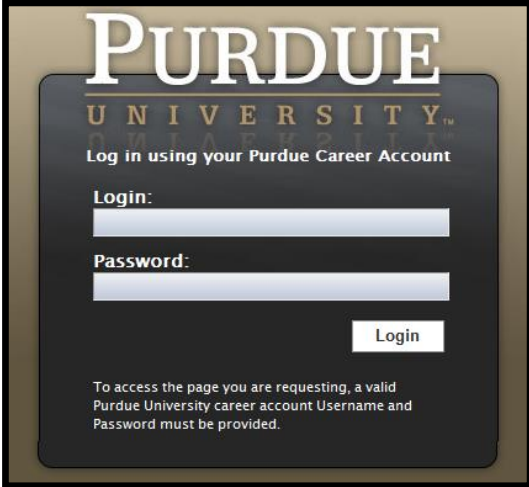
Approving Contracts in Ariba Quick Reference Guide

Last Updated: 09/22/2021

This QRC provides the basic steps to review, edit, approve or deny a contract.

The Contract Workspace will add fiscal approvers based on the Customer Department (cost center) and Contract Amount. Approval flow noted below. Contracts for \$1K and less will not add a fiscal approver.

Fiscal Level	Contract Amount	Fiscal Approvers
NA	\$1,000 <	NA
Tier 1	\$1,000.01 - \$5,000	1
Tier 2	\$5,000.01 - \$25,000	2
Tier 3	\$25,000.01 - \$100,000	3
Tier 4	\$100,000.01 - \$500,000	3,4
Tier 5	\$500,000.01 - \$1,000,000	3,4,5
Tier 6	\$1,000,000.01 - \$2,000,000	3,4,5,6
Tier 7	\$2,000,000.01 >	Board of Trustees approval obtained outside of Ariba. Tier 6 will approve on BOT behalf.

Log-in to Ariba	
<p>Access Ariba from the Employee Portal.</p>	<p style="text-align: center;">http://www.purdue.edu/employeeportal/</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">  <p>Ariba - Access to the University Procurement System</p> </div>
<p>Log in using Purdue career account ID and password.</p>	

View All Outstanding Contract Approvals

On the Home Tab, to make sure you are seeing all the items requiring approval, complete the following steps.

Click **View All**.

ID	Date 1	From	Status	Title	Required Action
Q0116RC167	2/1/2016	Pamela A Williams	Composing	Fishers 2 Way Match V2	Receive
Q0116RC156	1/25/2016	Pamela A Williams	Composing	Copy of Load Test #1	Receive
Q0116PR100	1/22/2016	Cynthia A Stinebaugh	Submitted	QRC screen shots	Approve
Q0116PR169	1/22/2016	WL Requirer 8	Submitted	GMR, 1/22/16,WLREQ8, 1B	Approve
Q0116PR155	1/22/2016	Cynthia A Stinebaugh	Submitted	CAS,1/22/16,STINEBAU,1B	Approve
Q0116PR182	1/22/2016	WL Requirer 3	Submitted	AK,1-22-16,2A	Approve
Q0116PR175	1/22/2016	WL Requirer 11	Submitted	M.D. 1-22-16,WLREQ11,2A	Approve

Click **Approve**.

- Receive (50)
- Approve (50)**
- Reconcile Invoice (50)
- Watch (50)

Select Approvable Type **Contract**.

Approvable Type: No Choice

- No Choice
- Advance Payment
- Cancel Invoice Request
- Charge Reconciliation
- Contract**
- Contractor Expense Sheet
- Contractor Survey
- Contract Request
- Form
- Invoice
- Invoice Reconciliation


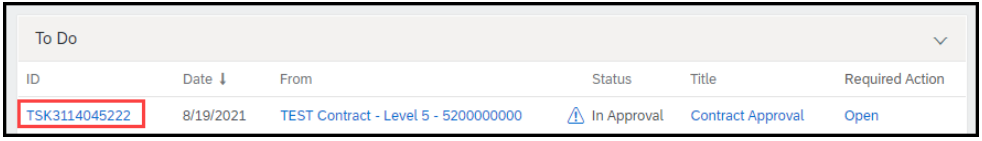
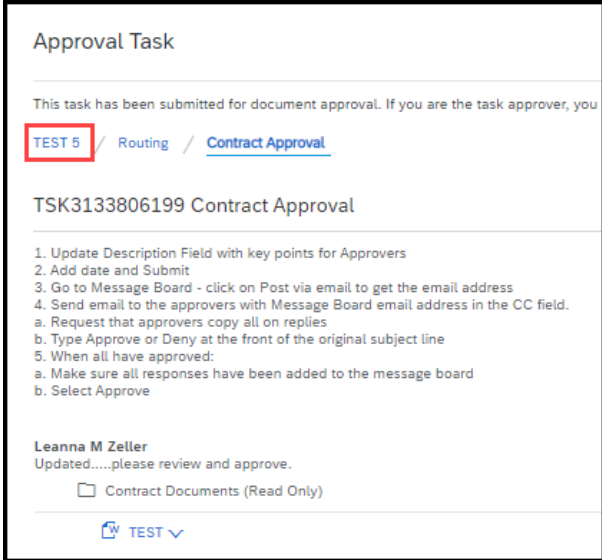
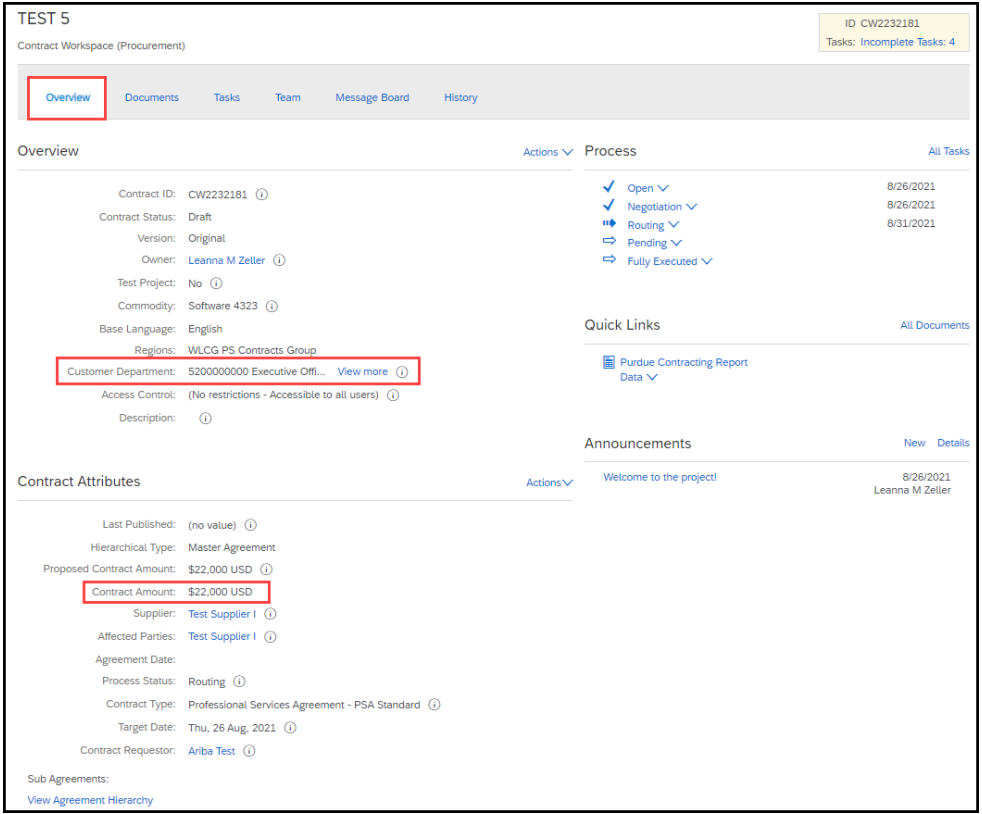
Click the **arrow** to expand the Search Filters.

Search Filters

From the **Date Created** drop-down, select **No Choice**.

Date Created: Custom

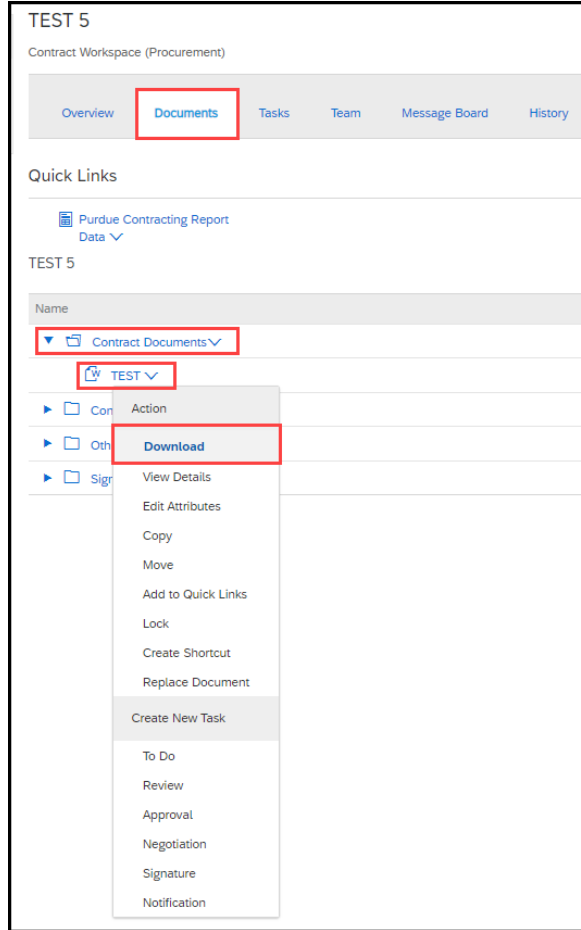
- No Choice**
- Today
- Yesterday
- This Week

<p>Click Search</p>	
<p>Click on the ID to open the contract to review.</p>	
<p>Review Contract</p>	
<p>To review the Contract Overview (Amount and Cost Center) or the contract itself, click the Contract Name in the flow at the top of the page.</p>	
<p>Click the Overview tab to view Cost Center (Customer Department) and Contract Amount.</p>	

To view the contract, click the **Documents** tab.

Click to expand the **Contract Documents**, and then the name of the contract.

Select **Download** from the drop-down.



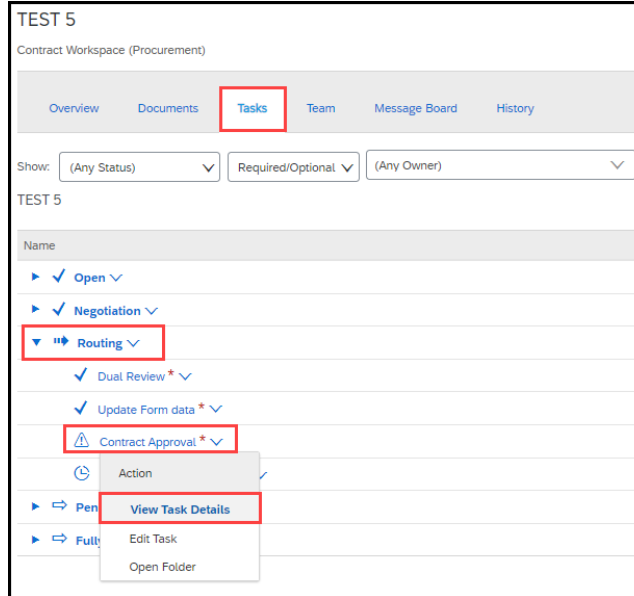
Open downloaded file from browser/computer and review.



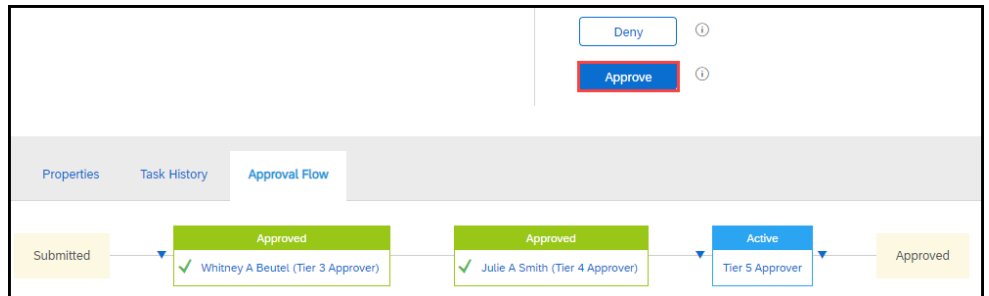
Approve/Deny Contract

After reviewing the contract, navigate back to the approval area by clicking the **Tasks** tab.

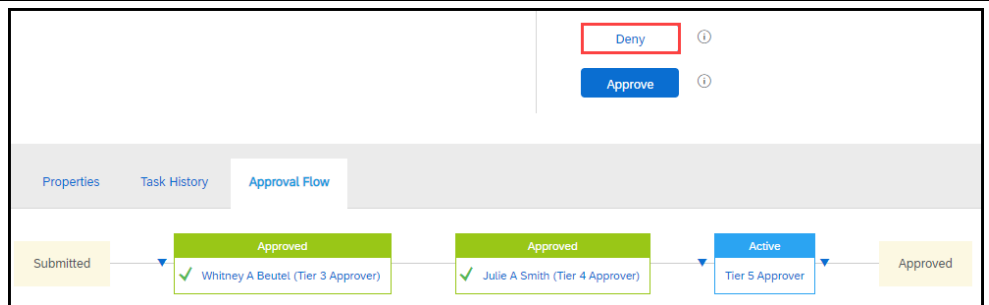
Under the **Routing** section, click **Contract Approval** and select **View Task Details** from drop-down.



Click **Approve** if contract fiscal information is correct.



Click **Deny** if contract fiscal information is incorrect.



The approval workflow will change to **Denied**.

The screenshot displays the Ariba 'Contract Approval' interface for item TSK3132822033. At the top, it shows the breadcrumb 'TEST 5 / Routing / Contract Approval' and the status 'Round 1: Denied'. A list of instructions for the approval process is provided, including steps for updating the description, adding dates, and sending emails to approvers. Below the instructions, there is a 'Contract Documents (Read Only)' section with a 'TEST' dropdown menu. A notification from 'Julie A Smith' indicates a 'Denial'. To the right, a message states 'The reviewer has already responded. You have the following options:' with a bullet point 'Review comments on the Task History' and a 'New Round' button. At the bottom, an 'Approval Flow' diagram shows the process stages: Submitted (yellow), Denied (red, with a warning icon and 'Julie A Smith'), Pending (grey, with 'Tier 2 Approver'), and Approved (yellow).

Contract will be routed back to the Contract Analyst who input the contract into Ariba. Approver should work with Analyst to identify changes and correct account information. Analyst will make necessary adjustments and resend for approval.