



Drexel University P2P Transformation

Reviewing a Submitted Contract Request

REVIEWING A SUBMITTED CONTRACT REQUEST

Locating Your Contract Request

- Login to Ariba Buying and Click the 'Link to SAP Buying & Invoicing' tile.

The screenshot displays the Ariba Buying interface for Drexel University. The header includes the Drexel logo and the text 'Ariba Buying'. Below the header are navigation tabs: 'Shop', 'Your favorites', 'Your requests', and 'Your approvals'. The main content area features a grid of tiles. The central tile, 'Link to SAP Buying & Invoicing', is highlighted with a blue border. A callout box with a dark blue background and white text points to this tile, containing the instruction: 'Click on 'Link to SAP Buying & Invoicing''. Other visible tiles include 'Catalogs', 'Requisition & Approvals', and a partially visible 'Financials' tile.

Locating Your Contract Request

The screenshot displays the Ariba system interface for 'Drexel University-TEST'. The top navigation bar includes 'HOME', 'SOURCING', 'CONTRACTS', 'SUPPLIERS', and 'FOR YOU'. A search bar is located to the right of the navigation bar. Below the navigation bar, there are several widgets: 'Common Actions', 'Event Status', 'My Tasks', 'Expiring Contracts', 'News', 'My Documents', and 'To Do'. Two callouts are present: Callout 1 points to the 'HOME' button, and Callout 2 points to the 'Contract Request (Procurement)' option in the 'Common Actions' drop-down menu.

1 Click on 'Home'

2 Click on the drop-down under 'Home' and select 'Contract Request (Procurement)'

Locating Your Contract Request

Drexel University-TEST

HOME SOURCING CONTRACTS SUPPLIERS FOR YOU

Recent Manage Create

Contract Request (Procurement) CRW7917

Common Actions

- Create
- Guided Sourcing Request
- Contract Workspace (Procurement)
- SAP Business Network Discovery
- Contract Request (Procurement)
- More

Event Status

0 Events

My Tasks

8

Overdue

Expiring Contracts

0 Expiring Contracts

My Documents

To Do

3

4

1



Ensure that the drop-down now reads 'Contract Request (Procurement)'

3 Enter contract request name or ID number in search bar

4 Click on the search icon

Opening Your Contract Request

Project Type:

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

Search Filter

(i) (+)

Search Result 1 project(s) found

Title ↑	Owner	Contract ID	Supplier	Expiration
Acme Industries- Promotional supplies fo... ▼	Will Rogers	CRW7917	_NEW SUPPLIER REQUEST_	03/31/202

Open

Search within Acme Industries- Promotional supplies for fall recruitment

5 Click on your Contract Request from the list and select 'Open'



Viewing Your Contract Request Status

Acme Industries- Promotional supplies for fall recruitment

ID CRW7917

Tasks: **Incomplete** Tasks: 2

Contract Request (Procurement)

Overview

Documents

Tasks

Team

Message Board

History

Show:

(Any Status) ▾

Required/Optional ▾

(Any Owner) ▾

Acme Industries- Promotional supplies fo...

Actions ▾



Name	Document	Owner	Status	Due Date
✓ Provide Requirements, Supporting Documentation * ▾		Project Owner	Complete	
✓ Confirm supplier contact information has been entered into the Contract Request Description Field * ▾		Project Owner	Complete	
📄 Approve Contract Request * ▾	Acme Industries- Promotional supplies for fall recruitment ▾	Project Owner	In Approval	04/30/2026
🕒 Create Contract Workspace * ▾	Contract Workspace ▾	Contract Manager	Not Started	
🕒 Close Contract Request ▾		Contract Manager	Not Started	

6

Under the 'Tasks' tab, check the 'Status' column for approval status

If status is approved, a Contract Workspace has been created by the Strategic Sourcing team.

Navigating to the Contract Workspace

The screenshot displays the SAP Ariba interface for a contract request. The main header shows 'Acme Industries- Promotional supplies for fall recruitment' with ID CRW7917. Below this, a navigation bar contains tabs for Overview, Documents, Tasks, Team, Message Board, and History. The 'Documents' tab is highlighted with a blue box and a callout bubble labeled '7' pointing to it with the instruction 'Click on the 'Documents' tab'. Below the navigation bar, a table lists contract workspace entries. The first entry is 'Contract Workspace' with a dropdown arrow, highlighted with a blue box and a callout bubble labeled '8' pointing to it with the instruction 'Click on 'Contract Workspace''. The table also shows the owner as 'Contract Manager' and the status as 'Not Created'. The footer includes the SAP Ariba logo, user information for Will Rogers, and copyright information for Ariba Inc.

Related Knowledge

- Expand Projects
- All Knowledge Areas
- Search Knowledge

Acme Industries- Promotional supplies for fall recruitment ID CRW7917

Contract Request (Procurement)

Overview **Documents** Tasks Team Message Board History

Acme Industries- Promotional supplies fo... Show Details Actions

Name	Owner	Status
Contract Workspace ▾	Contract Manager	Not Created

SAP Ariba

Will Rogers (wr95@drexel.edu) last visit 3/23/2026 10:27 AM | Drexel University-TEST | C54_UI1

Cookie Statement Participant Terms

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Navigating to the Contract Workspace

The screenshot shows the SAP Ariba interface. On the left, there is a sidebar with 'Related Knowledge' and options like 'Expand Projects', 'All Knowledge Areas', and 'Search Knowledge'. The main area displays a contract item titled 'Acme I... al supplies for fall recruitment'. A context menu is open over this item, listing actions such as 'Open', 'View Details', 'Edit Attributes', 'Move', 'Add to Quick Links', 'Lock Documents', 'Unlock Documents', 'Save as New Version', 'Create New Task', 'To Do', 'Review', 'Approval', 'Negotiation', and 'Notification'. The 'Open' option is highlighted with a blue border. A callout box with the number '9' and the text 'Select 'Open'' points to this option. Below the menu, there are tabs for 'Tasks', 'Team', 'Message Board', and 'History'. A table below shows contract details with columns for 'Name', 'Owner', and 'Status'. The table contains one row with 'Contract Manager' as the owner and 'Not Created' as the status.

Name	Owner	Status
	Contract Manager	Not Created



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Reviewing the Contract Workspace

Related Knowledge

- ▶ Expand Projects
- All Knowledge Areas
- Search Knowledge

Contract Workspace

Contract Workspace (Procurement)

ID CW7923
Tasks: Incomplete Tasks: 8

Overview Documents Tasks Team Message Board History

Overview Actions ▾ Process All Tasks

Contract ID: CW7923
Contract Status: Draft
Version: Original
Owner: Will Rogers ⓘ
Test Project: No ⓘ
Commodity: Marketing and distributio... [View more](#) ⓘ
Departments: 2104 Procurement Services ⓘ
Access Control: [Private To Team Members](#) ⓘ
Description: **Promotional supplies for fall recruitment AY 27- 28.** ⓘ

Prepare & Draft ▾
Negotiate & Approve ▾
Execute ▾
Finalize & Publish ▾

Quick Links [All Documents](#)

A Quick Link is a path to an important document in this project. To add a Quick Link to this area, navigate to the document you want to link to and choose **Add to Quick Links** from its menu.

You are now in the 'Contract Workspace'

10

Reviewing the Contract Workspace – Approval Flow

The screenshot shows the 'Contract Workspace' interface. On the left, there is a 'Related Knowledge' sidebar with links for 'Expand Projects', 'All Knowledge Areas', and 'Search Knowledge'. The main header area includes 'Contract Workspace (Procurement)' and a navigation bar with tabs for 'Overview', 'Documents', 'Tasks', 'Team', 'Message Board', and 'History'. The 'Tasks' tab is highlighted with a box and an arrow from callout 10. Below the navigation bar are three filter dropdowns: 'Show: (Any Status)', 'Required/Optional', and '(Any Owner)'. A table of tasks is displayed below, with columns for 'Name', 'Document', 'Owner', 'Status', and 'Due Date'. The 'Negotiate & Approve' task is highlighted with a box and an arrow from callout 11. The 'PLACEHOLDER - Miscellaneous Review Task' is also highlighted with a box and an arrow from callout 12. In the top right corner, there is a box with 'ID CW7923' and 'Tasks: Incomplete Tasks: 8'. An 'Actions' button is located in the top right of the table area.

10 Click on "Tasks"

11 Select the drop-down arrow in front of 'Negotiate & Approve'

12 Select 'PLACEHOLDER - Miscellaneous Review Task'

Name	Document	Owner	Status	Due Date
Prepare & Draft		Project Owner	In Progress	
Negotiate & Approve		Project Owner	Not Started	
Prepare Negotiation Plan	Internal - Negotiation Plan	Project Owner	Not Started	
PLACEHOLDER - Miscellaneous Review Task	External - Contract Documents	Project Owner	Not Started	
Negotiate Contract *	External - Contract Documents	Business Stakeholder	Not Started	
Departmental Review of Business and Operational Contract Terms	External - Contract Documents	Project Owner	Not Started	

Reviewing the Contract Workspace – Approval Flow

13

Select 'View Task Details'

Contract Workspace

Contract Workspace (Procurement)

ID CW7923
Tasks: Incomplete Tasks: 8

Overview Documents **Tasks** Team Message Board History

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

Contract Workspace **Actions**

Name	Document	Owner	Status	Due Date
▶ "▶ Prepare & Draft		Project Owner	In Progress	
▼ ⇐ Negotiate & Approve		Project Owner	Not Started	
⌚ Prepare Negotiation Plan	Internal - Negotiation Plan	Project Owner	Not Started	
⌚ Business Review Task	External - Contract Documents	Project Owner	Not Started	
⌚ Business and Operational Contract	External - Contract Documents	Business Stakeholder	Not Started	
⌚	External - Contract Documents	Project Owner	Not Started	

* Indicates required task

Reviewing the Contract Workspace – Approval Flow

- ▶ Scroll down to the bottom of the screen

