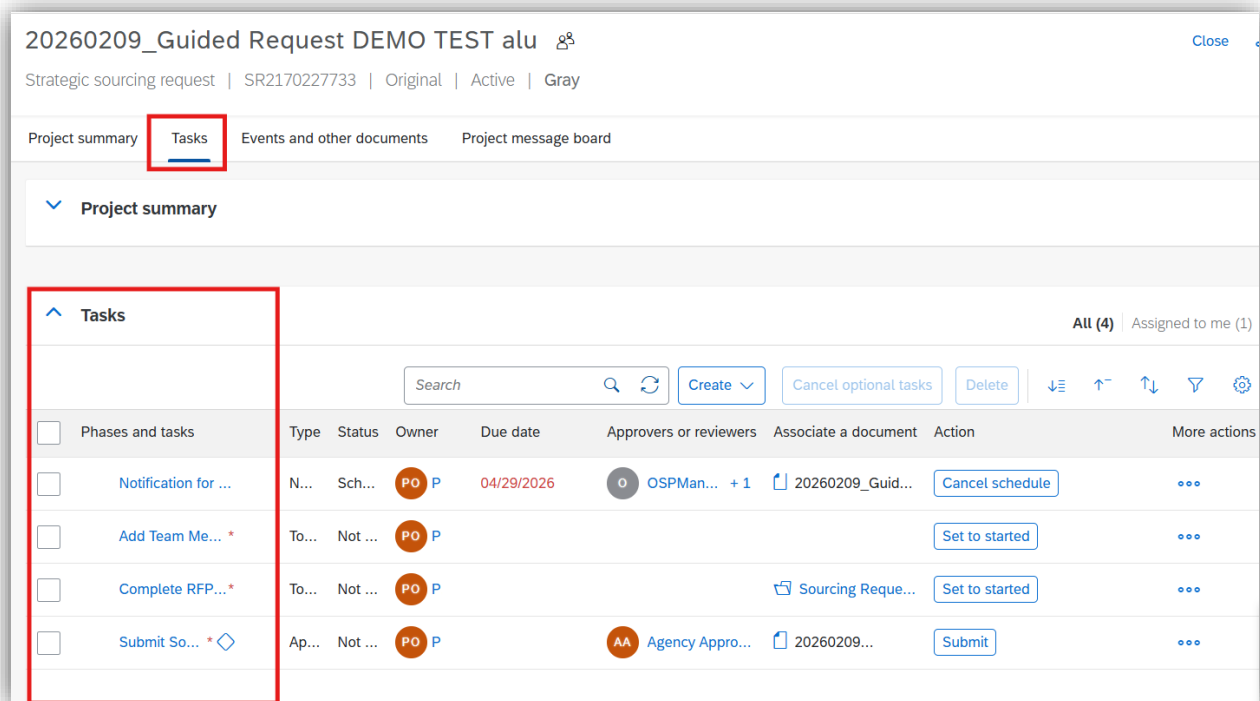


Submitting a Sourcing Request to OSP

This guide explains how to add required documents to a Sourcing Request and submit the request to the Office of State Procurement (OSP).

I. Access Your Sourcing Request

1. Log in to Ariba.
2. Open your existing Sourcing Request.
3. Navigate to the **Tasks** section.
 - This section lists all required tasks for submission.



The screenshot displays the Ariba Sourcing Request interface for a project titled "20260209_Guided Request DEMO TEST alu". The interface includes a navigation bar with tabs for "Project summary", "Tasks", "Events and other documents", and "Project message board". The "Tasks" tab is selected and highlighted with a red box. Below the navigation bar, the "Project summary" section is visible. The "Tasks" section is expanded, showing a list of tasks with columns for Type, Status, Owner, Due date, Approvers or reviewers, Associate a document, Action, and More actions. The tasks listed are:

Type	Status	Owner	Due date	Approvers or reviewers	Associate a document	Action	More actions
N...	Sch...	PO P	04/29/2026	OSPMan... +1	20260209_Guid...	Cancel schedule	...
To...	Not ...	PO P				Set to started	...
To...	Not ...	PO P			Sourcing Reque...	Set to started	...
Ap...	Not ...	PO P		AA Agency Appro...	20260209...	Submit	...

II. Add Team Members to the Project

1. Select the **"Add Team Members to Project"** task.
2. Read the task description.
3. Click **"Set to Started."**
4. Click **"Close"** to return to the main screen.

Tasks All (4) Assigned to me

Search Q ↻ Create ▾ Cancel optional tasks Delete ⌵ ⌴ ⌵ ⌵

<input type="checkbox"/>	Phases and tasks	Type	Status	Owner	Due date	Approvers or reviewers	Associate a document	Action
<input type="checkbox"/>	Notification for New Sourci...	N...	Sch...	PO P	04/29/2026	OSPMa... + 1	20260209_Guid...	Cancel schedule
<input type="checkbox"/>	Add Team Members to Pr... *	To...	Not ...	PO P				Set to started
<input type="checkbox"/>	Complete RFP Documents*	To...	Not ...	PO P			Sourcing Reque...	Set to started
<input type="checkbox"/>	Submit Sourcing Requ... * ◇	Ap...	Not ...	PO P		AA Agency Appro...	20260209...	Submit

20260209_Guided Request DEMO TEST alu / Add Team Members to Project Set to started Close ⋮

Add Team Members to Project

To do | Not Started | TSK2170227750

[Task details](#) | [Associated document](#) | [Task type and process](#) | [Comments and activity history](#)

Task details

General information Edit

Name *	Owner * ?	Due date ?
Add Team Members to Project	Project Owner	None

Observers ?
None

Description

Click on the Person icon next to the project title at the top of the screen.. In the pop up window, scroll to the group(s) you need to edit and click the pencil icon.

Add team members by clicking the double box icon to the right of the search bar and search for your resource(s) by name or email.

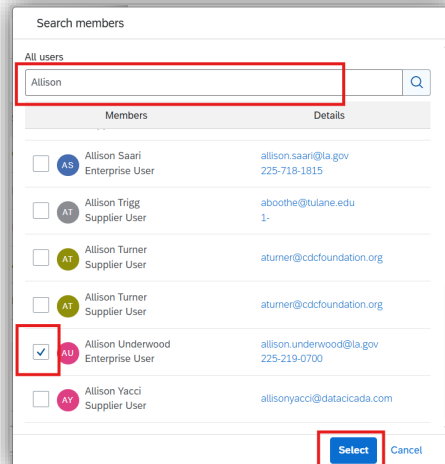
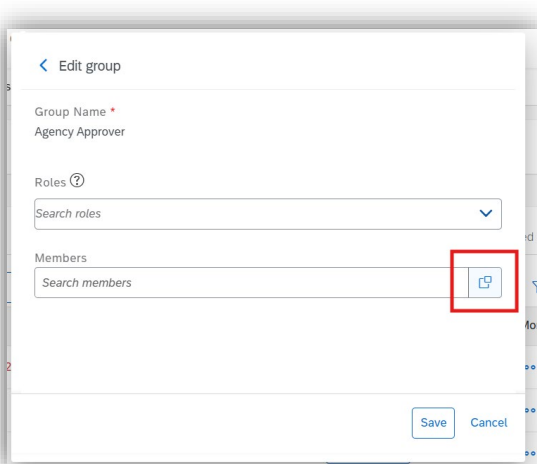
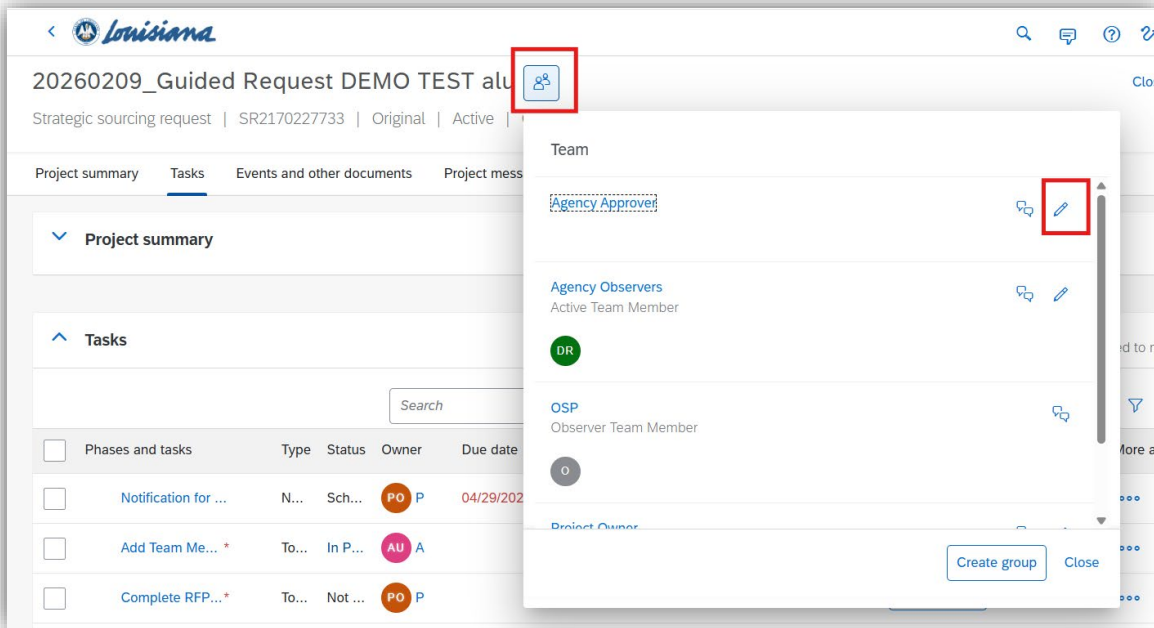
For Agency Approver, select the person at your agency who has the authority to approve the procurement. If your internal agency policy requires agency budget to approve the project prior to sending to OSP, select the fiscal approver for your agency in the Agency Budget group. If your internal agency policy requires agency legal to approve the Scope of Work prior to sending to OSP, select the attorney assisting you with the procurement in the Agency Legal group. For Observers, add any agency personnel that may need to be involved in the procurement, but do not fall into one of the other Groups. If you need to add someone to the Team who does not have an Ariba account, contact LESA@la.gov.

[Show more](#)

Add or Edit Team Members

5. Select the **People icon** next to the request title.
6. In the team window:
 - Click the **pencil icon** next to the group you want to edit.
 - Click the **search icon (double squares)** to find users.
 - Search by name or email address.

- Select the checkbox next to the user's name.
- Click **“Select,”** then **“Save.”**



Required Team Roles:

- **Agency Approver:** Individual authorized to approve the procurement.
- **Agency Budget (if required):** Budget approval authority.
- **Agency Legal (if required):** Legal reviewer for the Scope of Work.
- **Observers:** Additional stakeholders who need visibility but not approval authority.

Note: To add a user without an Ariba account, contact LESA@la.gov.

7. After completing all updates, click **“Close.”**
8. Return to the **Tasks** section and click **“Set to Complete”** for this task.

Phases and tasks	Type	Status	Owner	Due date	Approvers or reviewers	Associate a document	Action	More actions
Notification for ...	N...	Sch...	PO P	04/29/2026	OSPMan... + 1	20260209_Guid...	Cancel schedule	...
Add Team Me... *	To...	In P...	AU A				Set to complete	...
Complete RFP...*	To...	Not ...	PO P			Sourcing Reque...	Set to started	...
Submit So... * <	Ap...	Not ...	PO P		AA Agency Appro...	20260209...	Submit	...

III. Complete RFP Documents

1. Select the “Complete RFP Documents” task.
2. Review the task description.
3. Click “Set to Started.”
4. Navigate to the **Associated Documents** section.

20260209_Guided Request DEMO TEST / Complete RFP Documents

Complete RFP Documents

To do | Not Started | TSK2017549264

[Task details](#) | [Associated document](#) | [Task type and process](#) | [All rounds](#) | [Comments and activity history](#)

Task details

General information

Name *	Owner *	Due date ?	Observers ?
Complete RFP Documents	Ted Merklin	None	None

Description

- 1) Open Sourcing Request RFP Documents folder.
- 2) Download templates included in Sourcing Request RFP Documents folder.
- 3) Complete documents and upload to Sourcing Request RFP Documents folder.

[Show more](#)

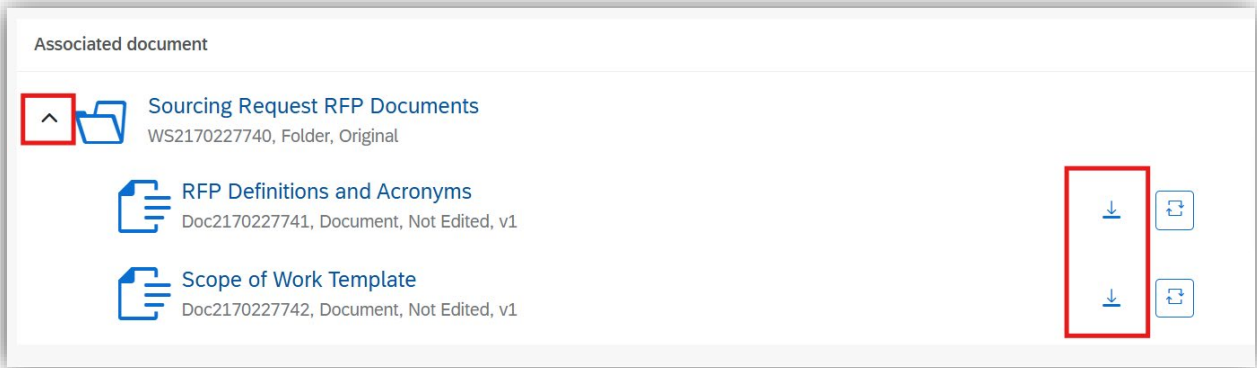
Associated document

- ✓ **Sourcing Request RFP Documents**
WS2017549255, Folder, v1

Download Templates

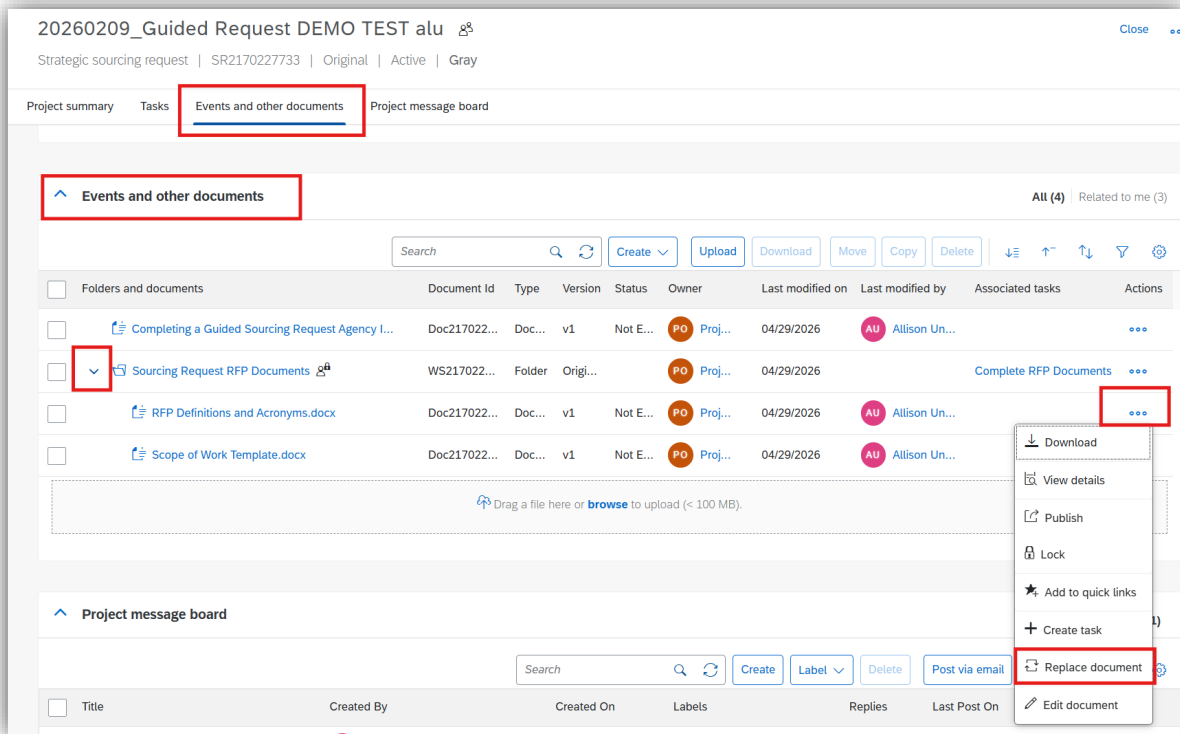
5. To view a document:
 - Click the document name to preview it in your browser.

6. To download:
 - o Select the Download icon (down arrow over a line)



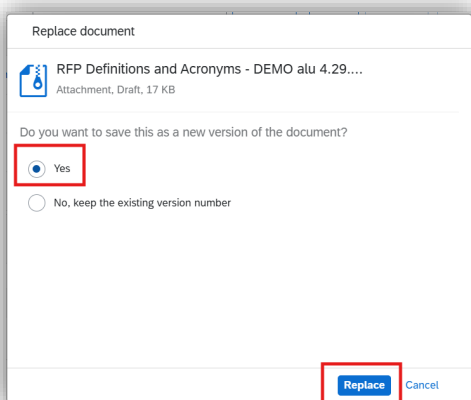
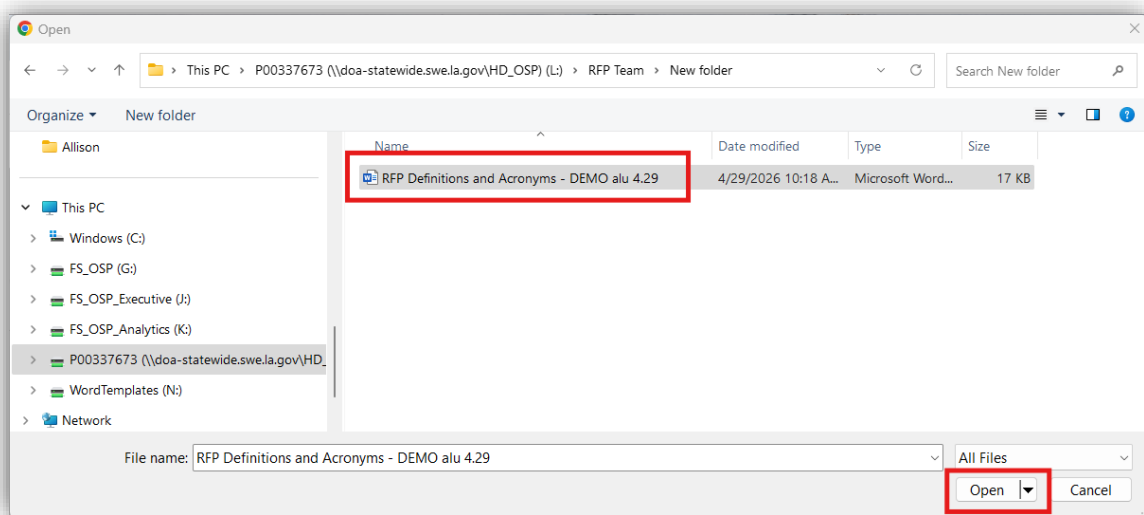
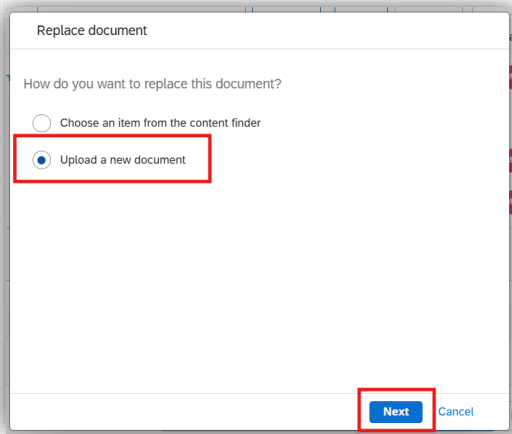
Edit and Upload Documents

7. Complete all required templates, including the Scope of Work and RFP Definitions and Acronyms.
8. Return to your Sourcing Request and open the **Documents** tab.
9. Expand the **Sourcing Request RFP Documents** folder
10. Locate the document to update:
 - o Click the ellipsis (...) and select **"Replace Document."**



11. Upload your revised file:

- Select **“Upload a new document”** → **“Next.”**
- Choose your file.
- Select **“Yes”** to save as a new version.
- Click **“Replace.”**

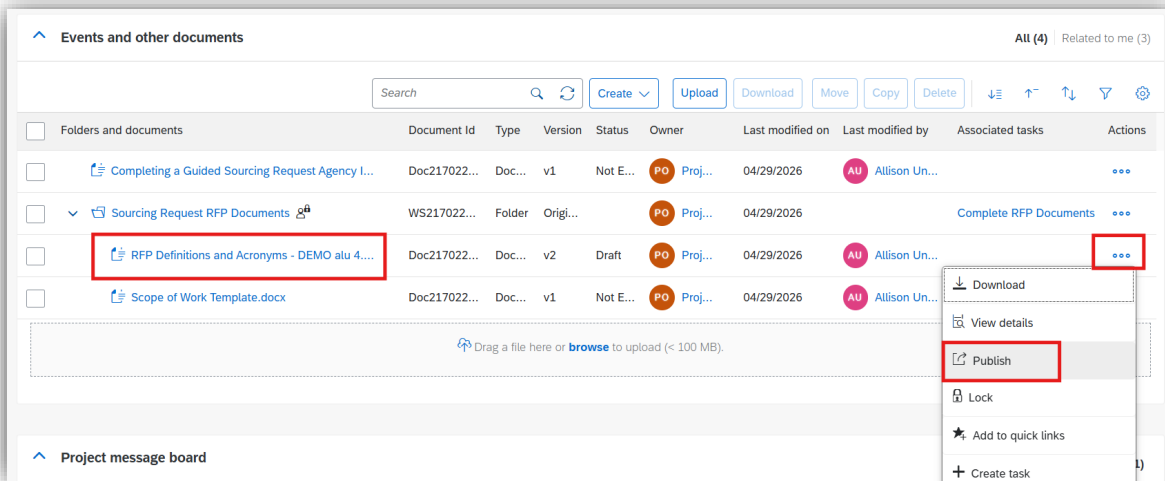


Publish Documents

11. After finalizing edits:

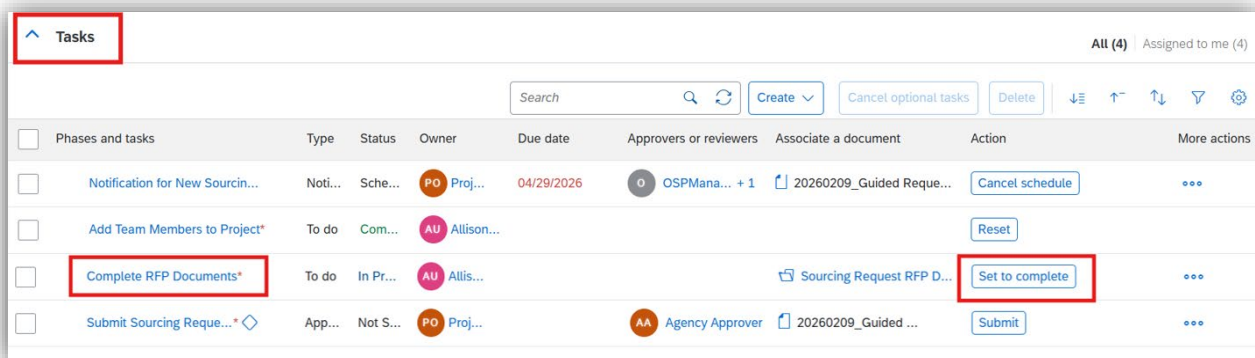
- Click the ellipsis (...) next to the document.
- Select **“Publish.”**

Important: All documents must be in **Published** status before submission. Draft documents will prevent submission.



12. Repeat this process for all required documents.

13. Return to **Tasks** and click **“Set to Complete”** for the **“Complete RFP Documents”** task.



IV. Submit Sourcing Request to OSP

1. Select the **“Submit Sourcing Request to OSP”** task.
2. Review the task details and approval workflow.

Approval Routing

- Approval is routed in the following order:
 1. **Agency Budget** (if assigned)
 2. **Agency Legal** (if assigned)
 3. **Agency Approver**

If required approvers are missing, return to the **Team** section and update assignments before proceeding.

<input type="checkbox"/>	Phases and tasks	Type	Status	Owner	Due date	Approvers or reviewers	Associate a document	Action	More action
<input type="checkbox"/>	Notification for New Sourcing R...	Noti...	Sche...	PO Proj...	04/29/2026	OSPMana... + 1	20260209_Guided Reque...	Cancel schedule	...
<input type="checkbox"/>	Add Team Members to Project*	To do	Com...	AU Allison...				Reset	
<input type="checkbox"/>	Complete RFP Documents*	To do	Com...	AU Allison...			Sourcing Request RFP Do...	Reset	
<input type="checkbox"/>	Submit Sourcing Request L... *	Appr...	Not S...	PO Proj...		AA Agency Approver	20260209_Guided ...	Submit	...

20260209_Guided Request DEMO TEST alu / Submit Sourcing Request to OSP Submit Close

Submit Sourcing Request to OSP

Approval | Not Started | TSK2170227747

[Task details](#) | [Associated document](#) | [Task type and process](#) | [Comments and activity history](#)

Task details

General information Edit

Name *	Owner * ?	Due date ?	Observers ?
Submit Sourcing Request to OSP	Project Owner	None	OSPManager

Description

Submit this task to begin the agency approval process. Once the Agency Approver has approved the Request, the Sourcing Request will be submitted to OSP.

[Show more](#)

Associated document

20260209_Guided Request DEMO TEST alu Edit
SR2170227733, Sourcing Request, Active, Original

Task type and process

Task type
Approval

Request and track approvals from internal users

Approval flow Edit

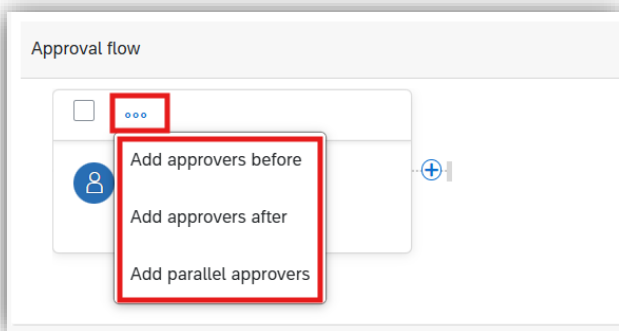
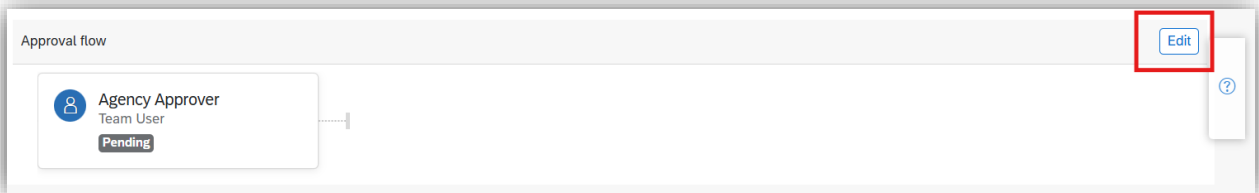
```
graph LR; A[Agency Approver  
Team User  
Pending];
```

Modify Approval Flow (if necessary)

3. To edit the approval workflow:
 - Click **“Edit”** next to the approval flow.
 - Use the ellipsis (...) to add approvers:
 - **Before** (sequential)
 - **After** (sequential)
 - **Parallel** (simultaneous)

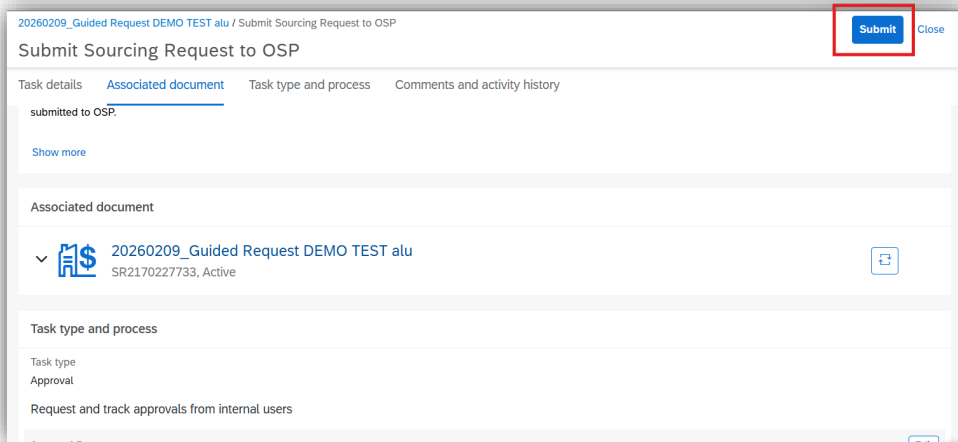
Note: Additional approval steps should only be added when necessary.

4. Click **“Save”** after making changes.



Submit for Approval

5. Click **“Submit.”**



6. Enter comments if additional context is needed.
7. Attach supporting documents if applicable.
8. Click **“Submit”** again to start the approval process.

Submit

Comments (optional)
Please review the attached SOW and Definitions and Acronyms.

Attach a file

Submit Cancel

V. Monitor and Manage Approvals

- To track progress:
 - Open the task and view the **Approval Flow**.

Associated document

20260209_Guided Request DEMO TEST alu
SR2170227733, Active

Task type and process

Task type
Approval

Request and track approvals from internal users

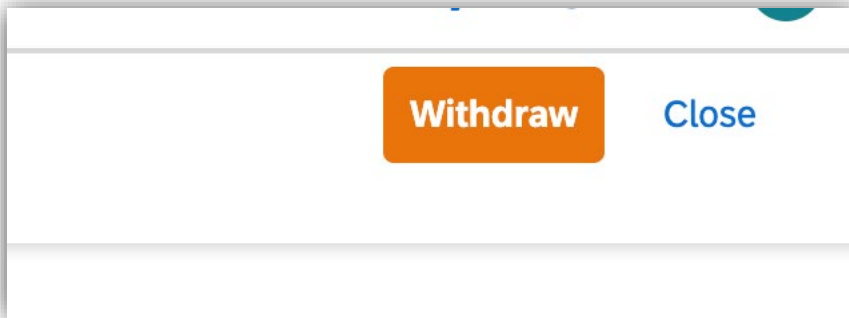
Approval flow

Agency Approver
Team User
Ready for approval

All rounds

Task	Round	Status	Owner	Completion
Submit Sourcing Request to OSP*	1	In Approval	AU Allison Underwood	

- To make changes:
 - Click **“Withdraw”** in the top right corner of the task.
 - Update the request.
 - Resubmit following the steps above.



VI. After Submission

- OSP may contact you with questions or feedback.
- Once approved, the task status will display **“Approved.”**
- OSP will complete all remaining steps and coordinate with your agency.

20260209_Guided Request DEMO TEST alu Close

Strategic sourcing request | SR2170227733 | v1 | Active | Gray

Project summary | **Tasks** | Events and other documents | Project message board

Project summary

Tasks All (5) | Assigned to me (4)

Search 🔍 ↻ Create ▾ Cancel optional tasks Delete ⌵ ⌴ ⌶ ⌷ ⌸

<input type="checkbox"/>	Phases and tasks	Type	Status	Owner	Due date	Approvers or reviewers	Associate a document	Action
<input type="checkbox"/>	Notification for New So...	No...	Scheduled	PO P.	04/29/2026	OSPMan... + 1	20260209_Guide...	Cancel schedule
<input type="checkbox"/>	Add Team Members to Pr... *	To ...	Complete	AU Alli...				Reset
<input type="checkbox"/>	Complete RFP Documents*	To ...	Complete	AU Alli...			Sourcing Reque...	Reset
<input type="checkbox"/>	Submit Sourcing Reque... * ◊	Ap...	Approved	AU Alli...		AA Agency Appro...	20260209...	Create new round
<input type="checkbox"/>	Assign File to SPA*	To ...	Not Started	O O				Set to started