

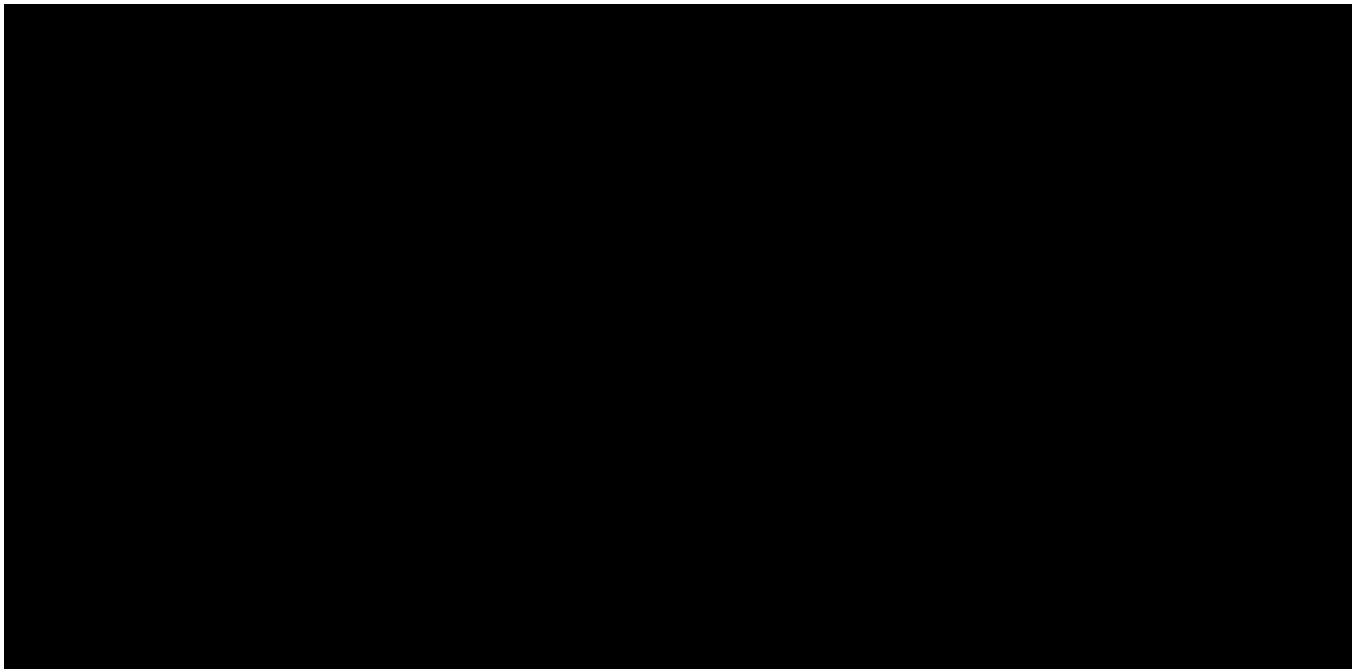
PURPOSE

This Quick Reference Guide (QRG) is designed to show the basic navigation in the classic user interface (UI) in SAP Ariba.

PROCEDURE

1. Access SAP Ariba by clicking the **SAP Ariba – Procure to Pay** tile in Firefly. The Guided Buying interface opens.

2. The main functions in the class UI are detailed below:



3. Many functions can be found in both the dropdown menus at the top right of the page as well as in the left-hand navigation.

