Drexel University P2P Transformation

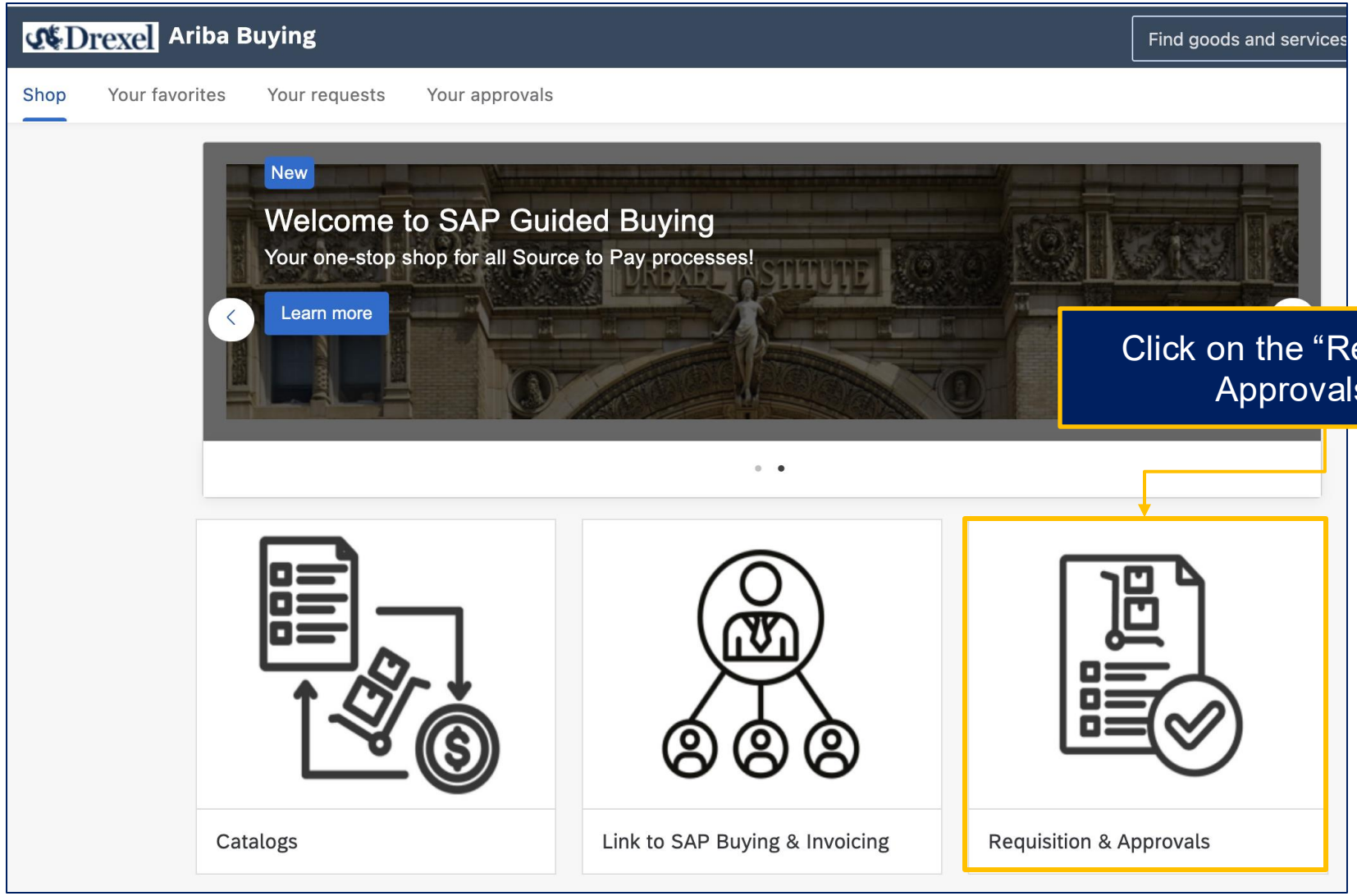
Submitting and Receiving a Blanket Order

Submitting a Blanket Order

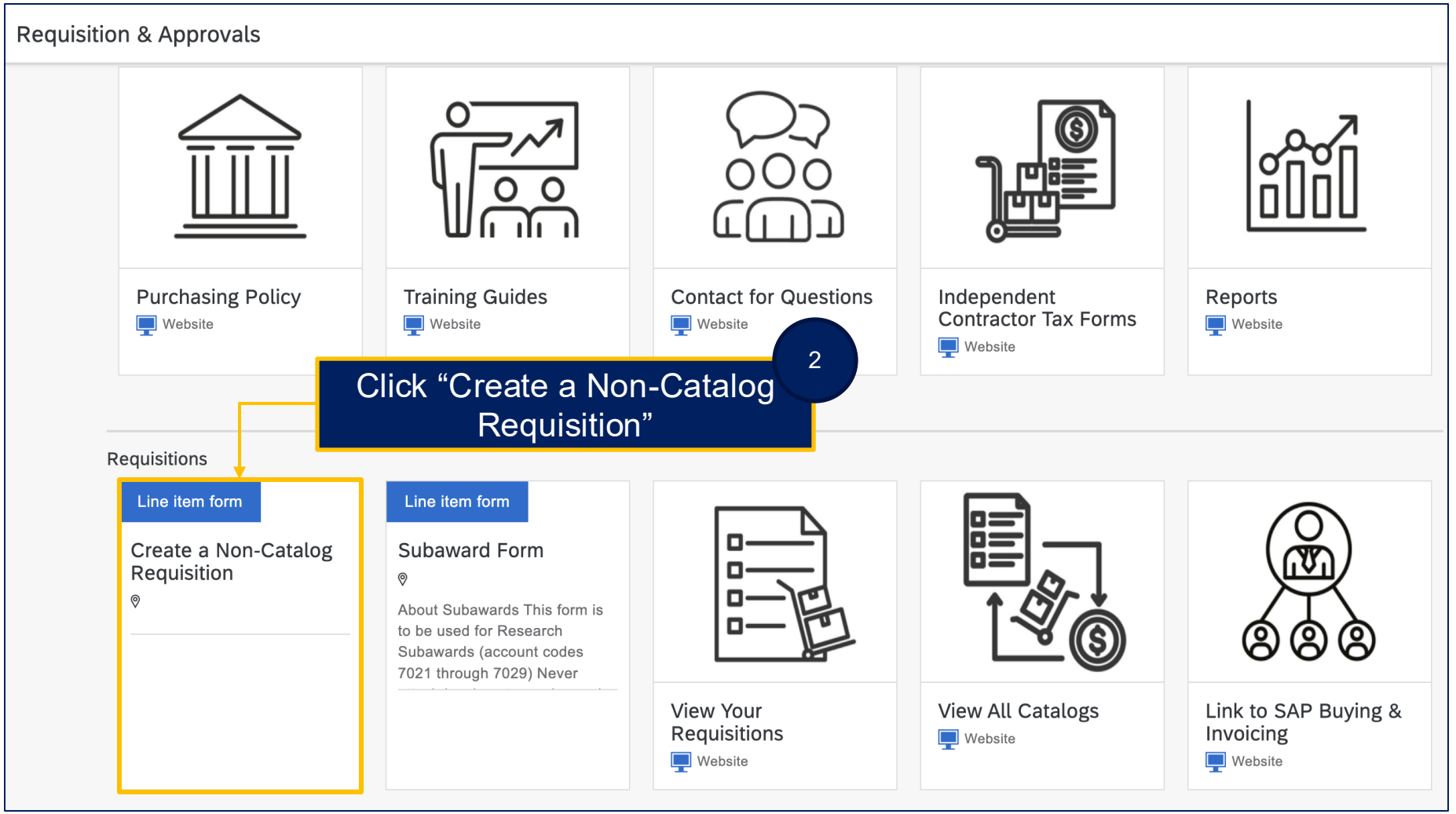
- Blanket orders can be used when multiple invoices are going to be submitted by the supplier against 1 line
- To submit a blanket order:
  - Users will need to indicate this is meant to be a blanket order using a radio button on the PR. **Note** that this is only for reporting purposes
  - Users will need to submit the requisition with the **total price entered in the quantity field** and input **$1 in the price field.**

Submitting a Blanket Order

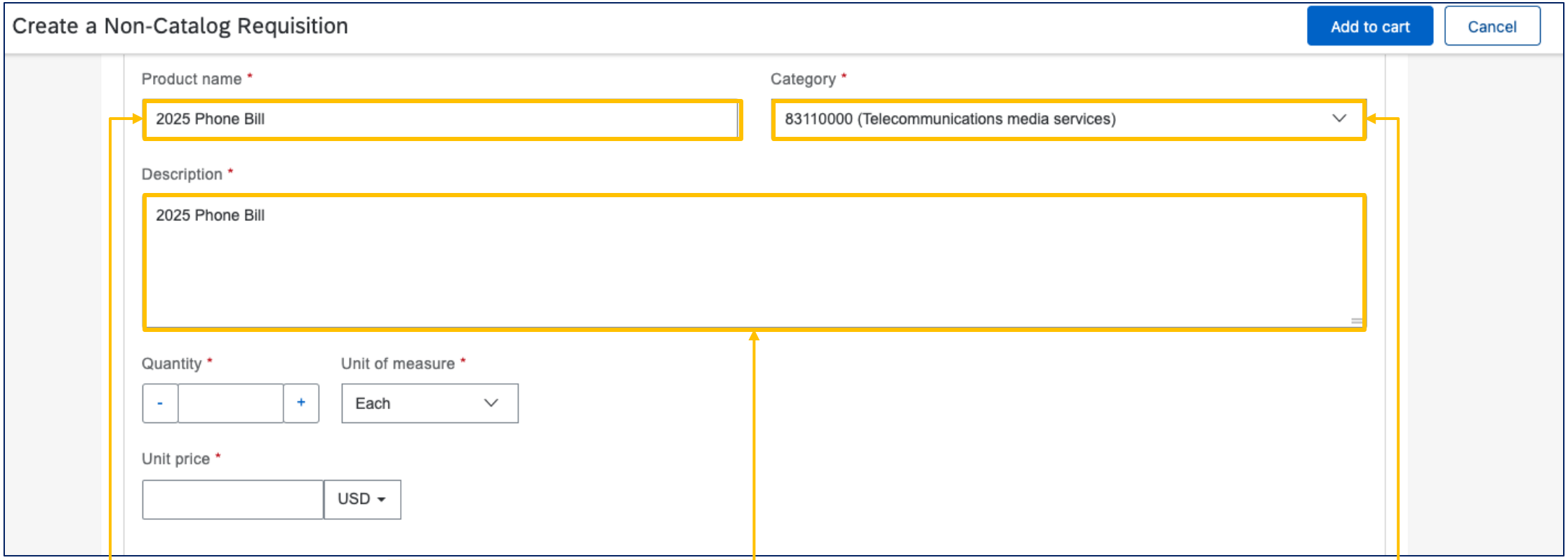
- Sign into Ariba Guided Buying via SSO



Guided Buying – Blanket Order



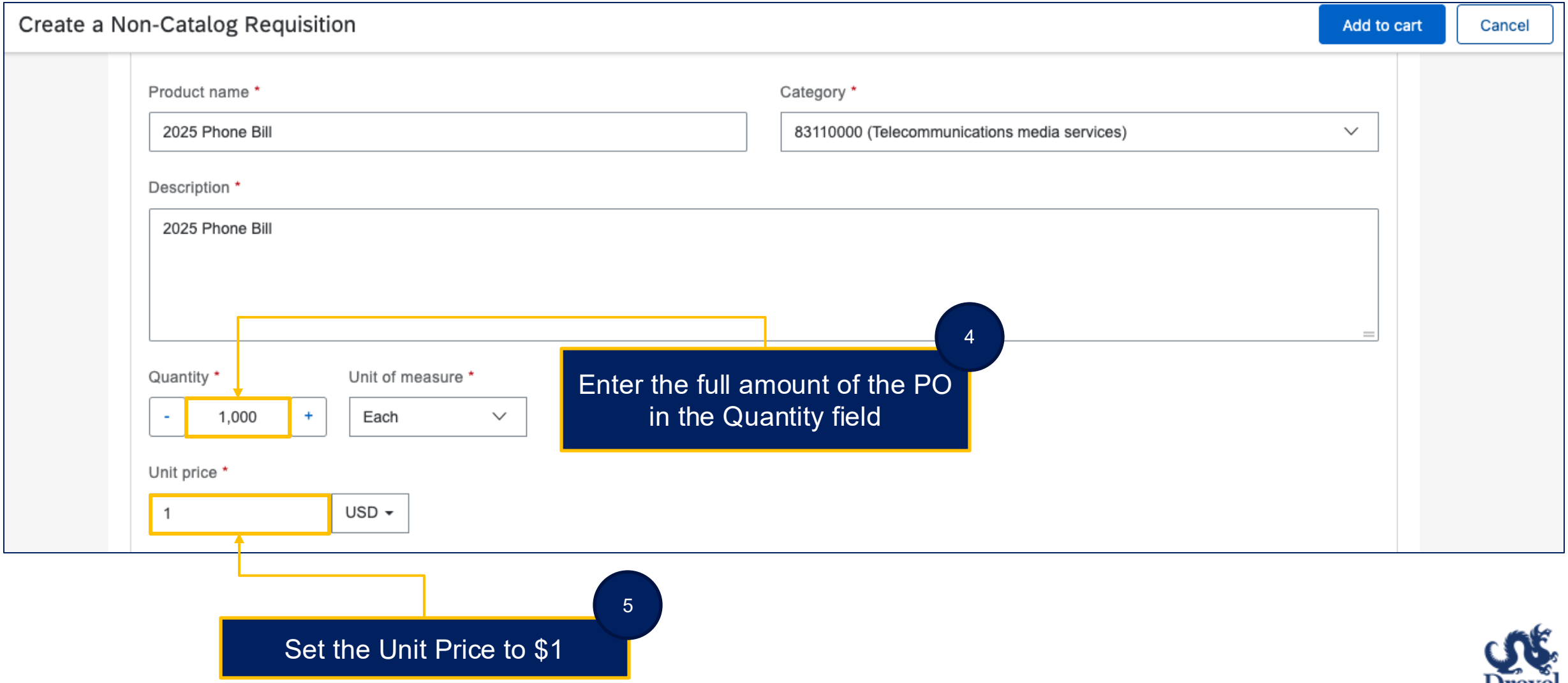
Guided Buying – Blanket Order



3

Add a Product Name, Product Description, and select a Category from the dropdown

Guided Buying – Blanket Order



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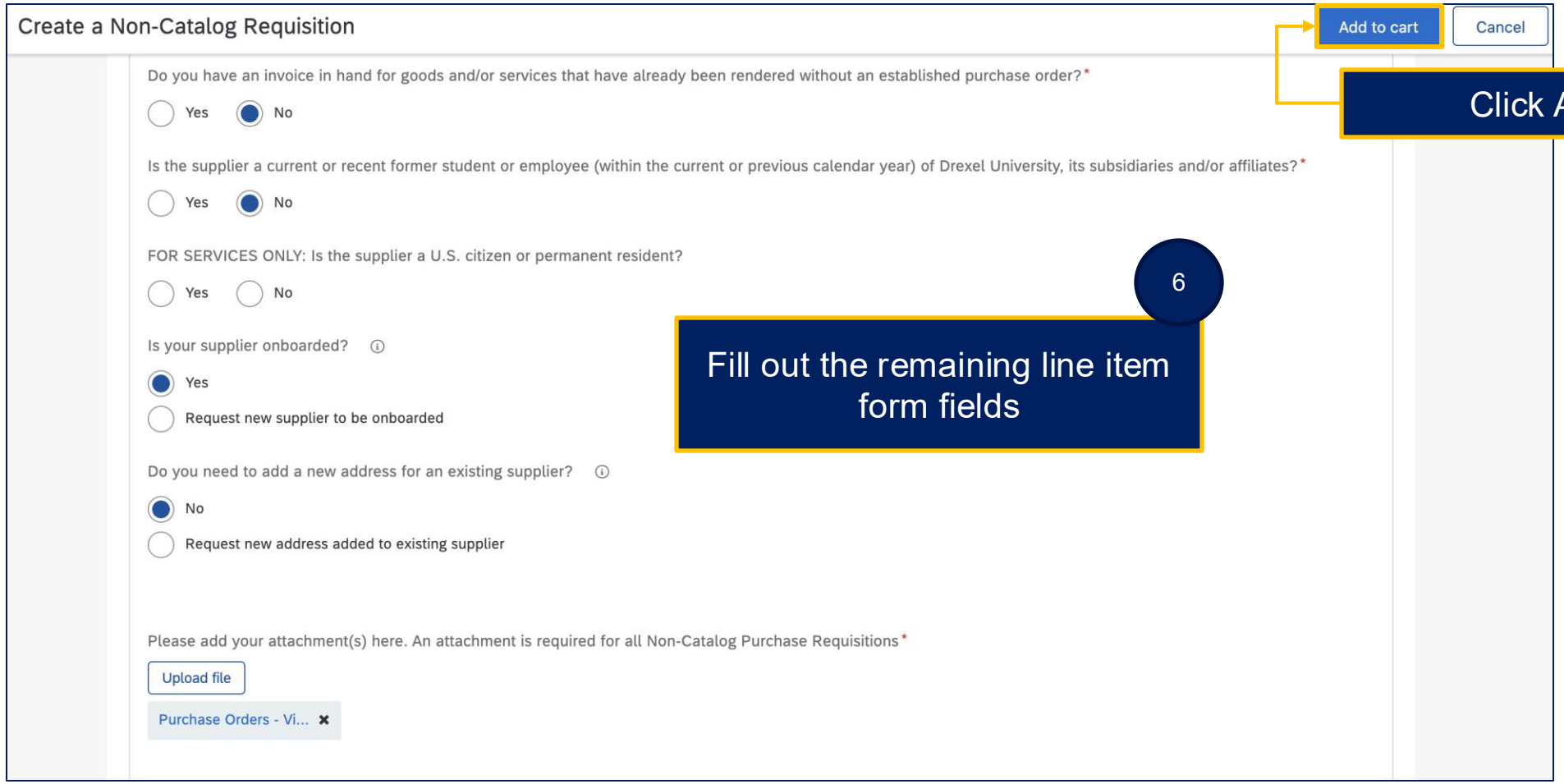


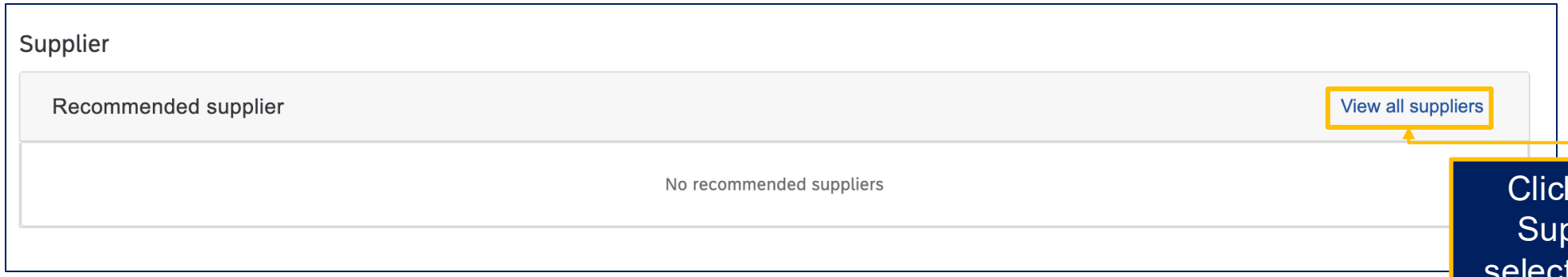
6

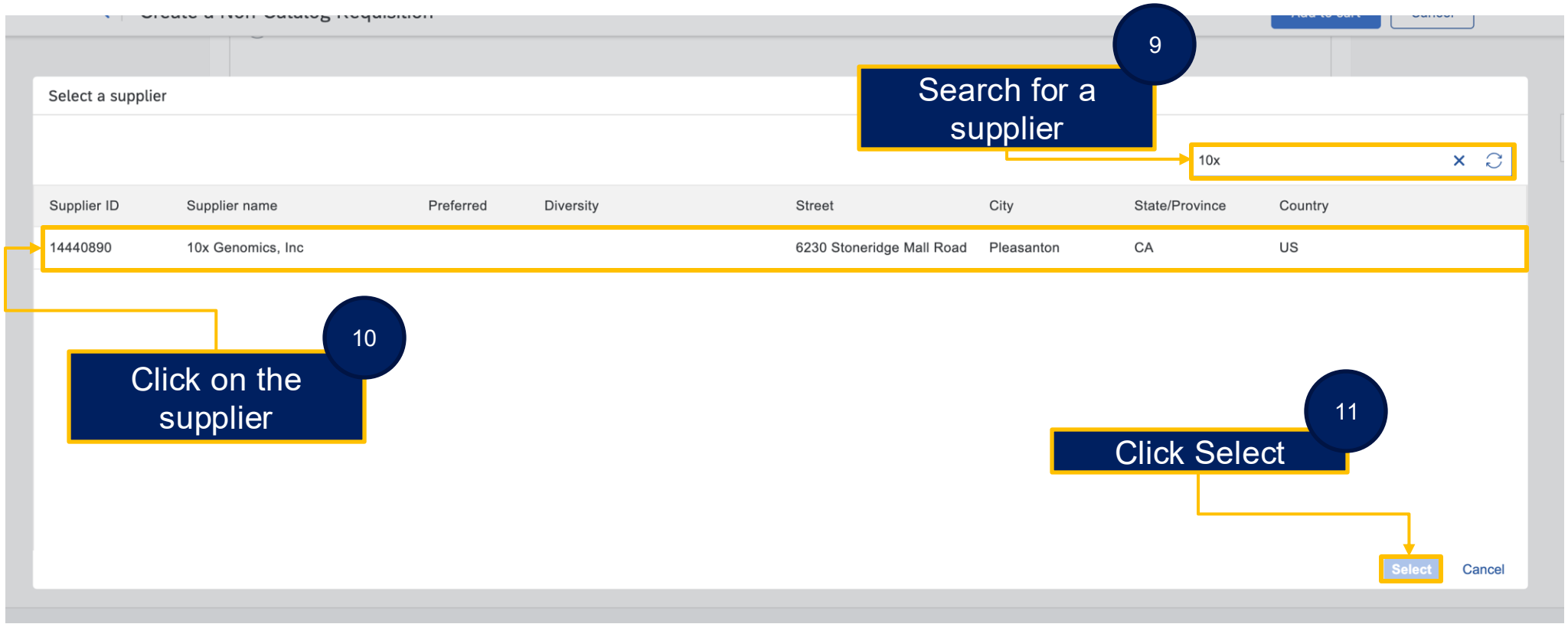
Fill out the remaining line item form fields

7

Click Add to Card

Guided Buying – Blanket Order





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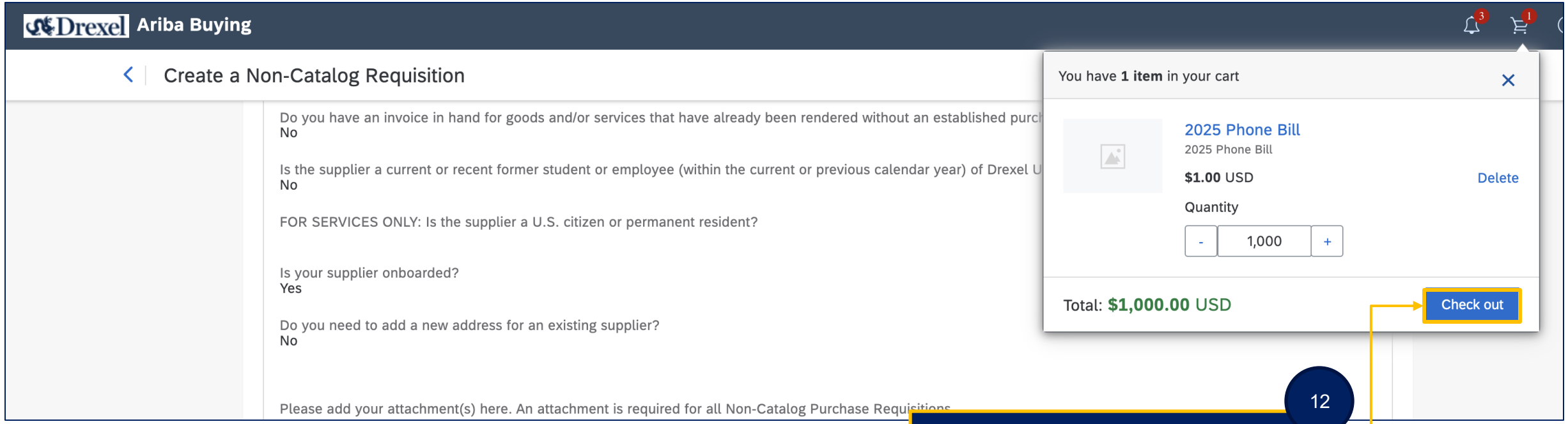

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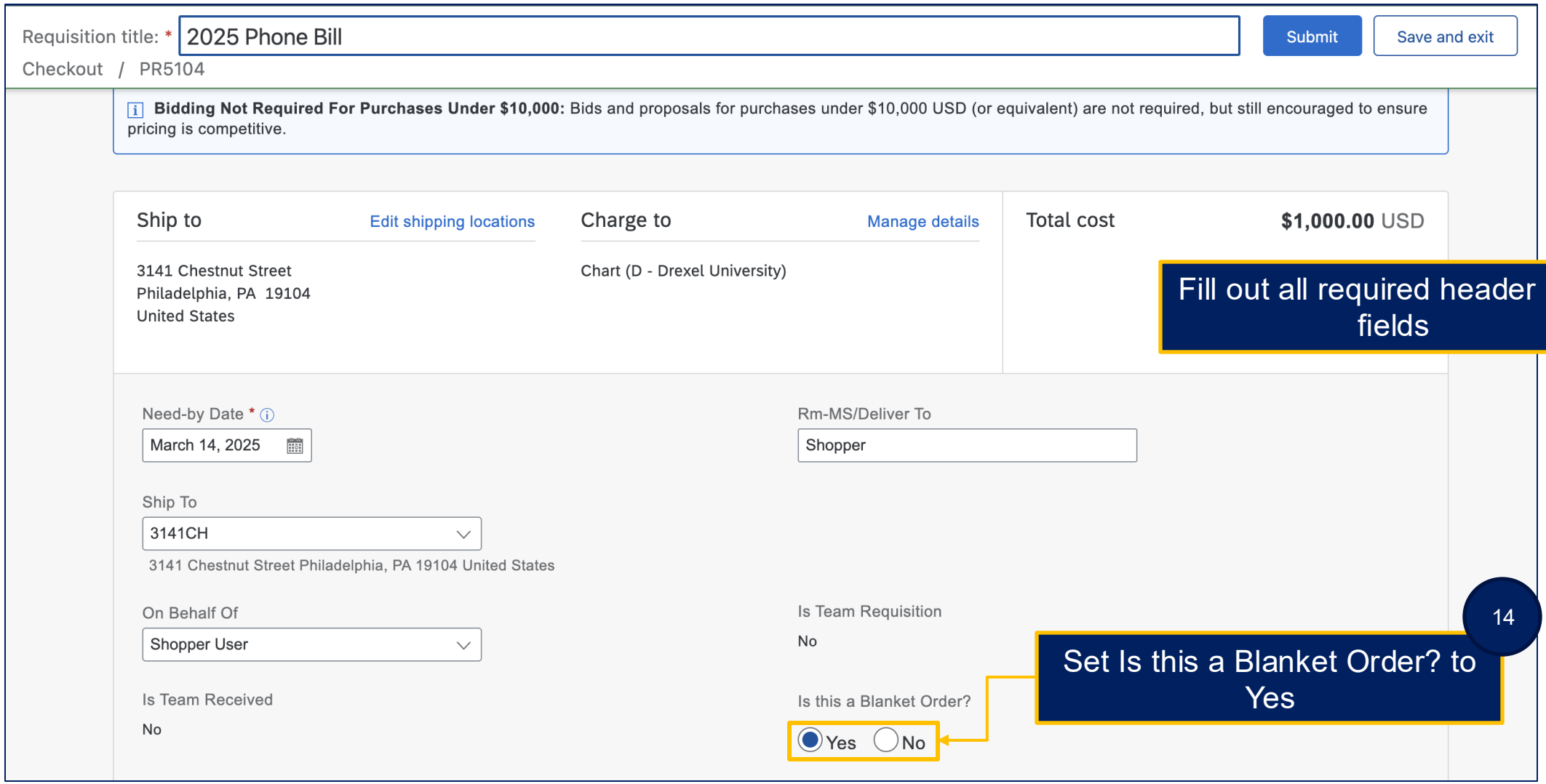
Once the item is added to your cart, click Check Out

Guided Buying – Blanket Order



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Fill out all required header level fields

14

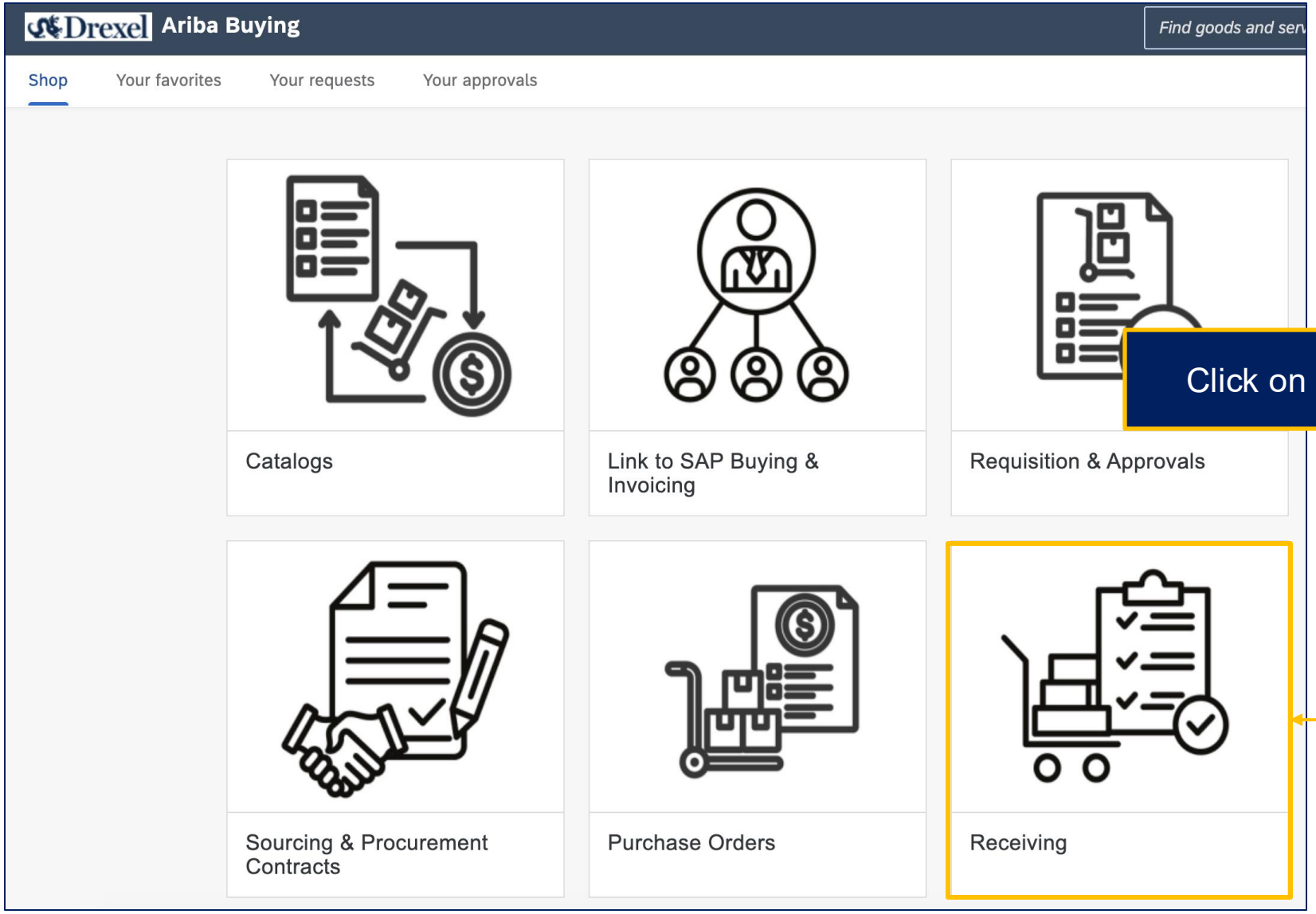
Set Is this a Blanket Order? to Yes

Reminder: This field is used for reporting purposes only

Receiving a Blanket Order

- A blanket order is received the same way as all orders in Ariba
- To receive a blanket order:
  - Users will enter the total dollar amount of the services they have received and are ready to pay in the quantity field when receiving an order

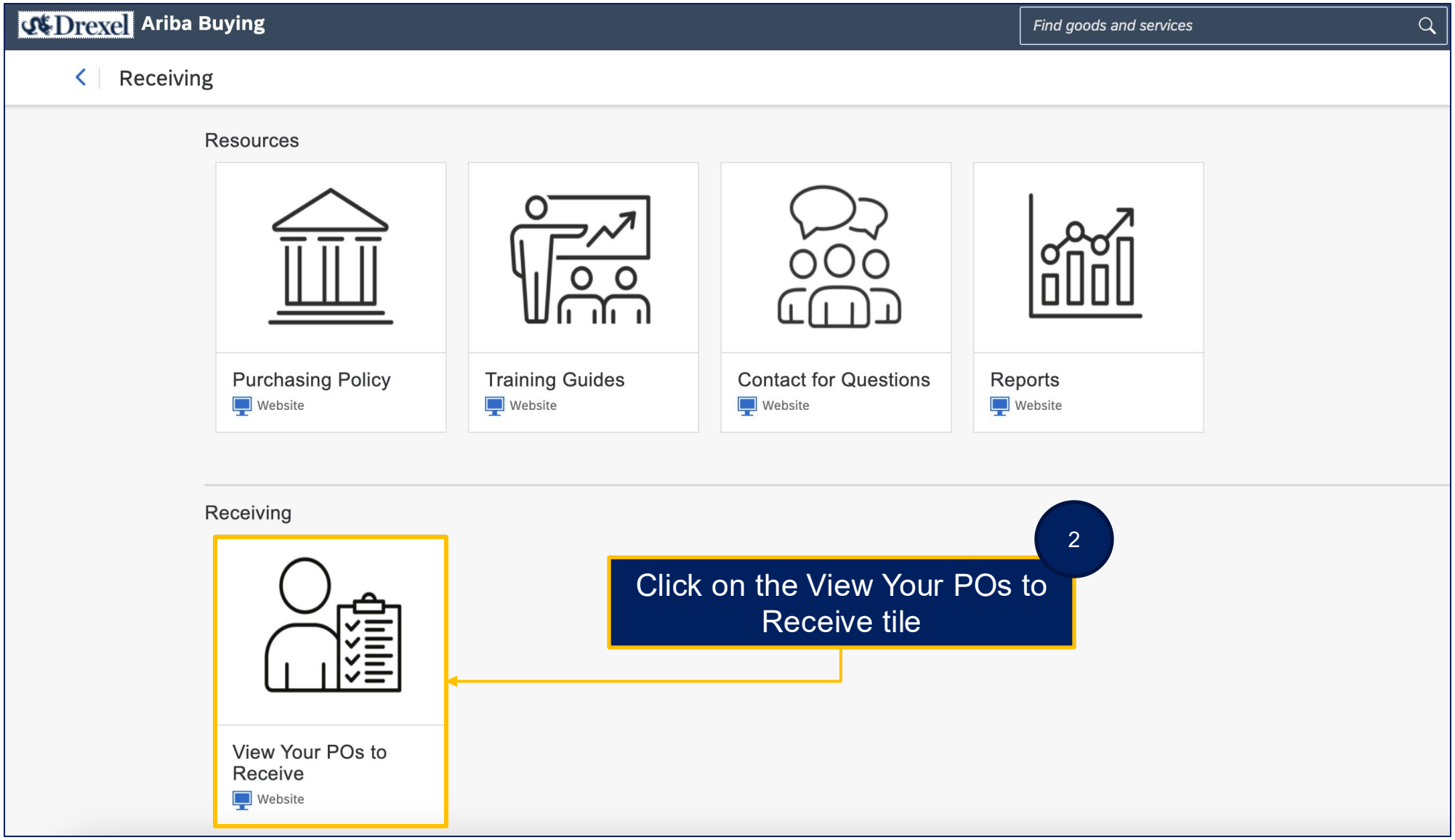
Receiving a Blanket Order



1

Click on the Receiving tile

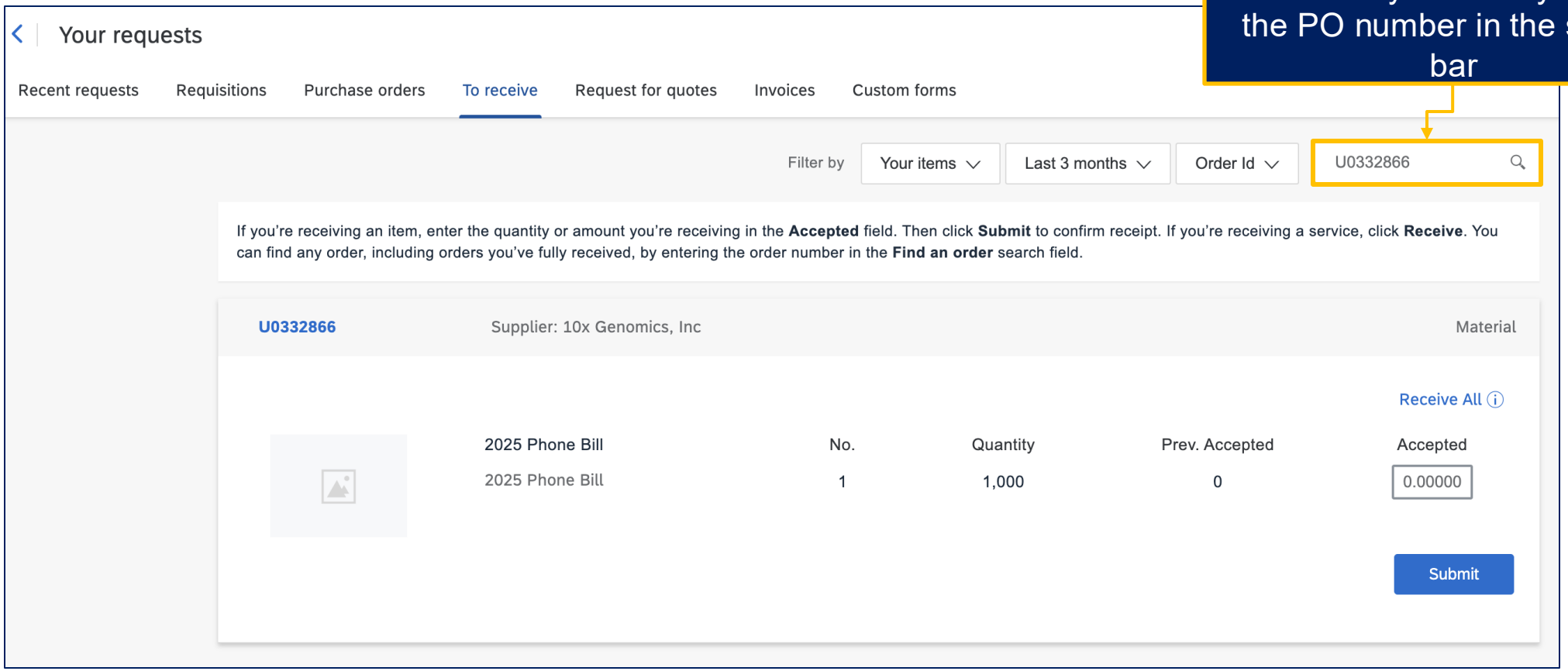
Receiving a Blanket Order



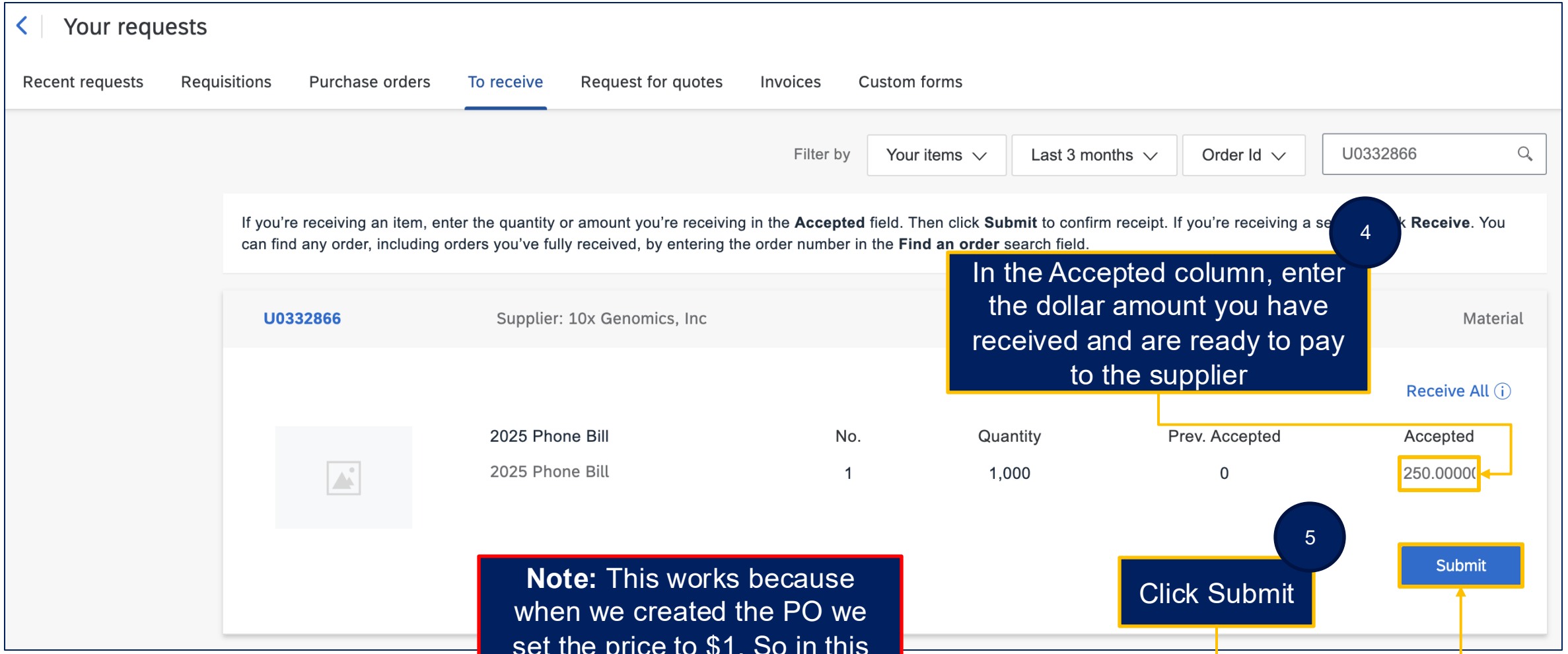
Receiving a Blanket Order

3

Search for your PO by entering the PO number in the search bar

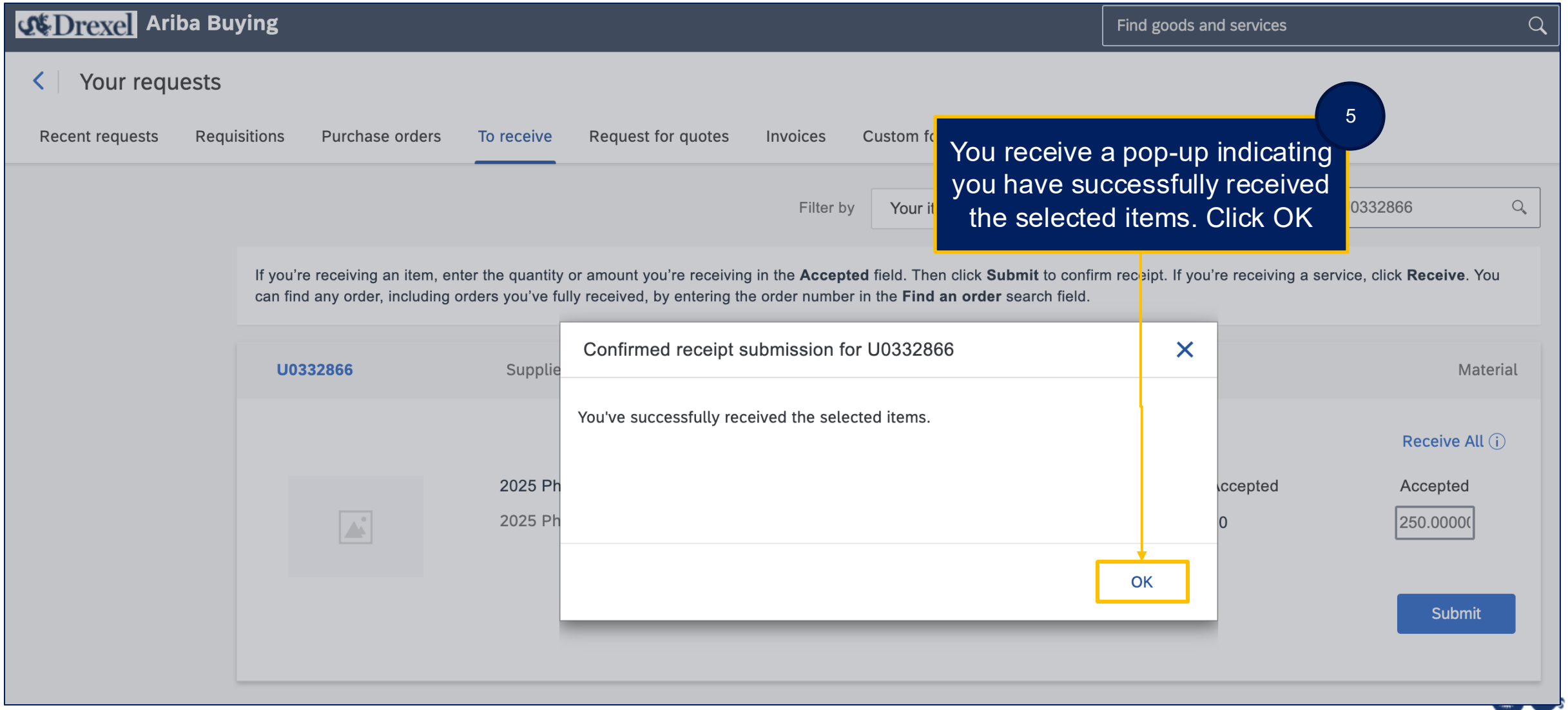
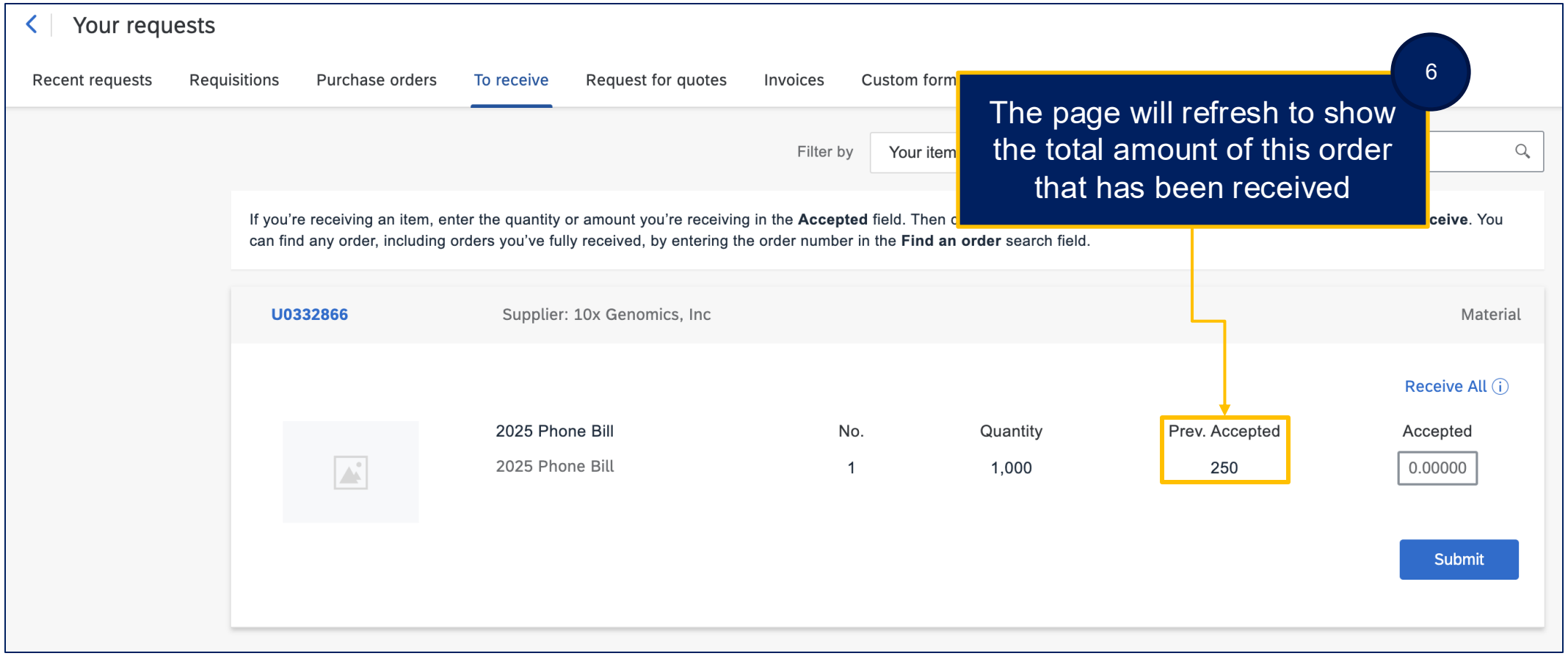


Receiving a Blanket Order



Note: This works because when we created the PO we set the price to $1. So in this example if we owe the supplier $250 for our phone bill we will mark 250 as accepted

Receiving a Blanket Order



Receiving a Blanket Order