Drexel University

SAP Ariba Marketplace End-User Guide
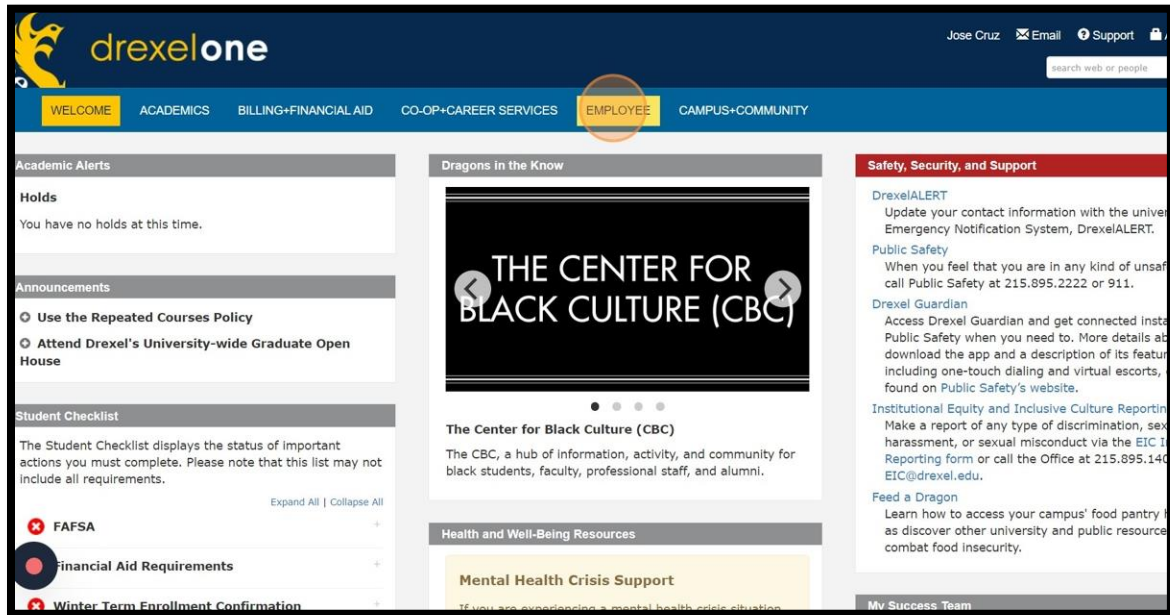## Accessing SAP Ariba Marketplace

Accounts Payable & Procurement Services

Accessing SAP Ariba Marketplace

This guide provides essential steps for employees to easily access the SAP Ariba Marketplace utilizing their SSO.

Alert! If you are unable to access the SAP Ariba Marketplace, please contact ProcureSystems@drexel.edu

1. To access the SAP Ariba marketplace with Single Sign-On (SSO), log in to DrexelOne and navigate to the **Employee** tab.

2. Then click the link, **SAP Ariba marketplace**, under the Administrative Tools and Resources section.

Benefits

Drexel Benefits
Manage your health and welfare plans, including flexible spending accounts.

Retirement Plan Management
Eligible employees can enroll, change or waive participation in their TIAA Retirement Plan. Visit the Drexel Retirement page for more information.

Employee Accommodation or Leave of Absence
Request an employee accommodation or file and manage your FMLA, short-term and/or long-term disability claims. Visit Disability Resources for Employees or FMLA & Leave of Absence for more information about these processes.

Benefits Overview
Visit for more information regarding the comprehensive benefits offered to eligible employees and their eligible dependents.

Tuition Remission
Apply for and manage Tuition Remission benefits for yourself, dependents, and spouse/domestic partner. Visit the Tuition Remission policy page for more information.

Career

Career Pathway
Register for in-class and online professional development workshops. Complete performance evaluations and compliance training.

Opportunities at Drexel
and apply for all open faculty and professional staff positions at Drexel, including the College of Medicine and the Academy of Natural Sciences.

Revise prior pay event labor and fringe costs. See Online Redistribution Reference Guides for more information.

PaymentNet
Reconcile P-Card transactions through the JP Morgan PaymentNet site. Please view the P-Card Policy and Guidelines for more information.

Org Charts
View Drexel's organizational structure. Web*Salary users can also view salary information and access the Plan & Model tool to visualize organizational changes.

Purchasing Card (P-Card) Application
Apply for a P-Card. If you are unsure of which application to use, email pcard@drexel.edu.

Sales Tax Information
Download the appropriate tax exemption form below for the state where you made your business purchase. *Before downloading the form, you may be prompted to log in to Office 365 using your Drexel credentials.*

⊞ **Drexel Tax Exemption Documents**
⊞ **ANS Tax Exemption Documents**

SAP Ariba Marketplace (Purchasing)
Purchase goods and services through the SAP Ariba eProcurement application.

Web*Financials
Manage and track financial transactions, access salary reports, and manage telephone billing and usage.

Work Order Request
Access WebTMA to submit a general maintenance work request for a university facility. Visit the facilities work order request page for more information. Registered requestors and users can login to submit a request.

AskDrexel

Who's my HR Business Partner?

Human Resources

Student Employment Opportunities at Drexel
View part-time positions, under EMSS & Athletics, only for students while at Drexel.

University Policies
View all academic and administrative policies at D

Drexel Software
View a comprehensive list of all software used at D

Payroll

Academic Calendars

Events Calendars

Compliance and Privacy Programs

Conflict of Interest Disclosure
Access the annual and introductory period conflict interest disclosure forms, and review completed re
View the Conflict of Interest and Commitment poli more information.

Compliance "Make a Report" Web Form
Use the link above or call 1.866.358.1010 to repor improper conduct (both are managed externally by EthicsPoint to ensure confidentiality). View the Co Conduct policy for more information.

Academic Information and Reports

Drexel University MSCHE 2022 Self-Study Design Te
Outline for the self-study process created at the b