



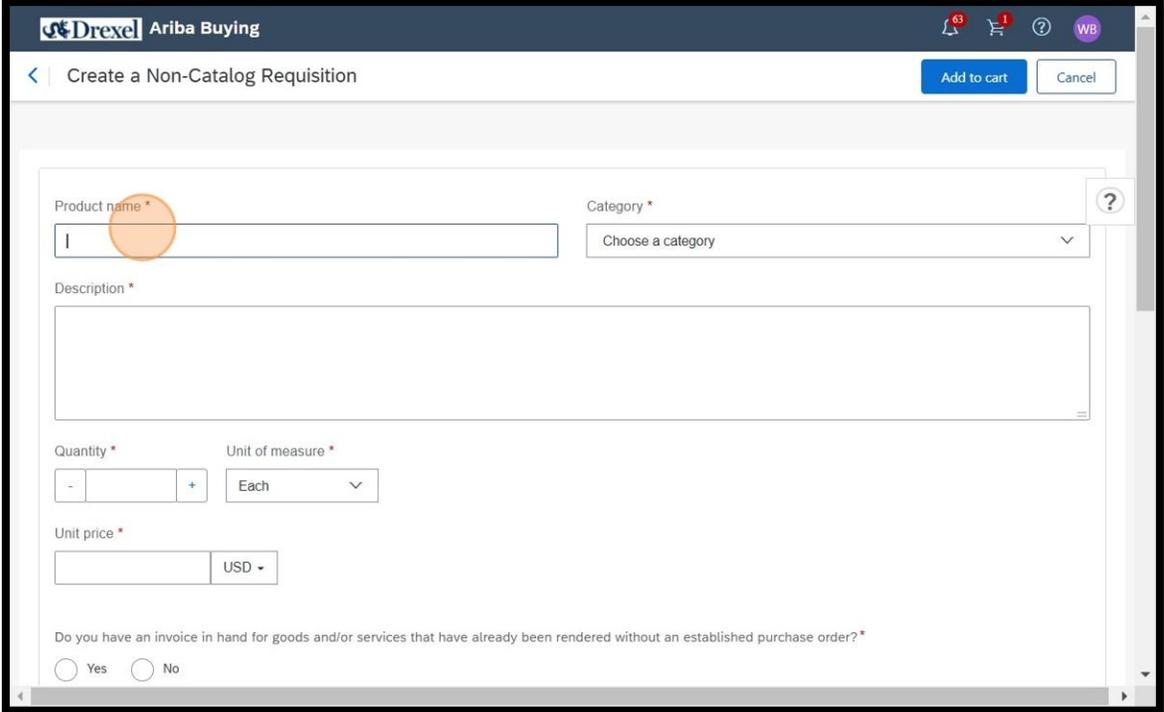
Drexel University

SAP Ariba Marketplace End-User Guide Adding an Address to an Existing Supplier in Ariba

Accounts Payable & Procurement Services

Adding an address to an Existing Supplier in SAP Ariba

1. The "Product Name" is the name or title of the requisition. Click into the field and type the name or title of the requisition.



The screenshot shows the SAP Ariba interface for creating a non-catalog requisition. The header includes the Drexel logo and 'Ariba Buying'. The page title is 'Create a Non-Catalog Requisition'. There are 'Add to cart' and 'Cancel' buttons. The form contains the following fields:

- Product name ***: A text input field with a cursor and a vertical bar, highlighted by an orange circle.
- Category ***: A dropdown menu with the text 'Choose a category' and a downward arrow.
- Description ***: A large text area for entering a description.
- Quantity ***: A numeric input field with minus and plus buttons.
- Unit of measure ***: A dropdown menu with 'Each' selected.
- Unit price ***: A numeric input field with a 'USD' dropdown menu.
- Do you have an invoice in hand for goods and/or services that have already been rendered without an established purchase order? ***: Radio buttons for 'Yes' and 'No'.

2. In the "Category" field, click "Choose a category". This is the commodity code.

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Product name * Category *

Description *

Quantity * Unit of measure *

Unit price * USD ▾

Do you have an invoice in hand for goods and/or services that have already been rendered without an established purchase order? *

Yes No

3. Select the most accurate commodity code for the order. This identifies what type of purchase is being made.

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Product name * Category *

Description *

Quantity * Unit of measure *

Unit price * USD ▾

Do you have an invoice in hand for goods and/or services that have already been rendered without an established purchase order? *

Yes No

Clear selection

- 53000000 (Apparel/Luggage/Personal Care Products)
- 86000000 (Education and Training Services)
- 27000000 (Tools and General Machinery)
- 80000000 (Management and Business Professionals and Administrative Se...)
- 25000000 (Vehicles and their Accessories and Components)
- 43200000 (Components for information technology or broadcasting or telec...)
- 43000000 (Information Technology Broadcasting and Telecommunications)
- 39000000 (Electrical Systems and Lighting and Components and Accessori...)
- 32000000 (Electronic Components and Supplies)

Browse all

4. Click in the description field. Add a brief description of the order.

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Product name * 100 T-shirt Order Category * 53000000 (Apparel/Luggage/Personal Care Products) ?

Description * 100 t-shirt custom designed for homecoming concert volunteers | ?

Quantity * Unit of measure * Each

Unit price * USD

Do you have an invoice in hand for goods and/or services that have already been rendered without an established purchase order? *
 Yes No

5. Select the quantity of the item(s) of the requisition.

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Product name * 100 T-shirt Order Category * 53000000 (Apparel/Luggage/Personal Care Products) ?

Description * 100 t-shirt custom designed for homecoming concert volunteers | ?

Quantity * Unit of measure * Each

Unit price * USD

Do you have an invoice in hand for goods and/or services that have already been rendered without an established purchase order? *
 Yes No

6. Select the unit price of the order. (The unit price is based on the quantity.)

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Product name * 100 T-shirt Order

Category * 53000000 (Apparel/Luggage/Personal Care Products)

Description * 100 T-shirt custom designed for homecoming concert volunteers.

Quantity * - 100 + Unit of measure * Each

Unit price * | USD

Do you have an invoice in hand for goods and/or services that have already been rendered without an established purchase order? *

Yes No

- Answer the question, "Do you have an invoice in hand for goods or services that have already been rendered without an established purchase order?" The response should be "No". If the answer is "Yes", use the Confirming Order form.

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Quantity - 100 + Unit of measure Each

Unit price * 14 USD

Do you have an invoice in hand for goods and/or services that have already been rendered without an established purchase order? *

Yes No

Is the supplier a current or recent former student or employee (within the current or previous calendar year) of Drexel University, its subsidiaries and/or affiliates? *

Yes No

FOR SERVICES ONLY: Is the supplier a U.S. citizen or permanent resident?

Yes No

Is your supplier onboarded? ⓘ

Yes

Request new supplier to be onboarded

Please add your attachment(s) here. An attachment is required for all Non-Catalog Purchase Requisitions *

8. Answer the question, "Is the supplier a current or recent former student or employee (within the current or previous calendar year) of Drexel University, its subsidiaries and/or affiliates?" The answer should be "No". If the answer is "Yes", contact your HR Business Partner for assistance in hiring this individual or/business.

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Create a Non-Catalog Requisition

Quantity: 100 Unit of measure: Each

Unit price: 12 USD

Do you have an invoice in hand for goods and/or services that have already been rendered without an established purchase order? *

Yes No

Is the supplier a current or recent former student or employee (within the current or previous calendar year) of Drexel University, its subsidiaries and/or affiliates? *

Yes No

FOR SERVICES ONLY: Is the supplier a U.S. citizen or permanent resident?

Yes No

Is your supplier onboarded? ⓘ

Yes

Request new supplier to be onboarded

Please add your attachment(s) here. An attachment is required for all Non-Catalog Purchase Requisitions. *

9. Answer the question, "FOR SERVICES ONLY: Is the supplier a U.S. citizen or permanent resident?" The answer should be "Yes". If the answer is "No", contact the Office of Tax Compliance for more information regarding this type of payment.

10. The existing supplier should be in Ariba, select the "Is your Supplier Onboarded?" field. Click the "Yes" field.

11. Click the "Request new address added to existing supplier" field.

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FOR SERVICES ONLY: Is the supplier a U.S. citizen or permanent resident?
 Yes No

Is your supplier onboarded? ⓘ
 Yes
 Request new supplier to be onboarded

Do you need to add a new address for an existing supplier? ⓘ
 No
 Request new address added to existing supplier

Please add your attachment(s) here. An attachment is required for all Non-Catalog Purchase Requisitions*
 Upload file

Supplier

12. The "Add New Address to Existing Supplier" section will be made available to add updated contact information to the existing supplier.

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63 1 ? WB

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FOR SERVICES ONLY: Is the supplier a U.S. citizen or permanent resident?
 Yes No

Do you need to add a new address for an existing supplier? ⓘ
 No
 Request new address added to existing supplier

If your existing supplier address needs to be updated, you will need to complete the Add New Address to Existing Supplier below and select the supplier "_EXISTING_SUPPLIER_UPDATE_" in the Supplier section at the bottom of this form.

Add New Address to Existing Supplier

*Set the Supplier to "_EXISTING_SUPPLIER_UPDATE_" in the Supplier section at the bottom of this form.

Select Existing Supplier to Update: * City/Town: *
 Select City or town

Country: * State/Province:
 Select State or Province

Address 1: * Zip/Postal Code:
 Number and street name

13. Click "Select Existing Supplier to Update" In this field, you would type in the supplier's name or select "Browse" to search for the supplier. When it is located, click the supplier name.

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Create a Non-Catalog Requisition Add to cart Cancel

No
 Request new address added to existing supplier

If your existing supplier address needs to be updated, you will need to complete the Add New Address to Existing Supplier below and select the supplier "_EXISTING_SUPPLIER_UPDATE_" in the Supplier section at the bottom of this form.

Add New Address to Existing Supplier

*Set the Supplier to "_EXISTING_SUPPLIER_UPDATE_" in the Supplier section at the bottom of this form.

Select Existing Supplier to Update: * City/Town: *

sole City or town

Peterson Henry, Daesol... (14473175)
Solecki, Susan (60012182)
Soleo, William (14416703)
The SOLE Movement LLC (14608050) Browse...

Number and street name 050

Address 2:
Apt, suite, unit, building, floor, etc.

Province:
Province
Postal Code:

Contact Information

14. Add the existing supplier information including: Country, City/Town, State/Province, and new Street Address including the Zip/Postal Code.

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Add New Address to Existing Supplier

*Set the Supplier to "_EXISTING_SUPPLIER_UPDATE_" in the Supplier section at the bottom of this form.

Select Existing Supplier to Update: * ?

The SOLE Movement LLC x

Select City/Town: *
Ewing

Country: * State/Province:
NJ

United States x Zip/Postal Code:
08624

Address 1: *
555 Grand Ave

Address 2:
#77072

Contact Information

Supplier Email: Supplier Phone:

15. In the "Contact Information" section, add in a valid email address and telephone number field.

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< Create a Non-Catalog Requisition Add to cart Cancel

555 Grand Ave

Address 2:
#77072 ?

Contact Information

Supplier Email: Supplier Phone:

Please add your attachment(s) here. An attachment is required for all Non-Catalog Purchase Requisitions *

Supplier

Recommended supplier View all suppliers

16. Add any attachments that you have that pertains to your order. (i.e., Quotes, communications)

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Create a Non-Catalog Requisition

555 Grand Ave

Address 2:
#77072

Contact Information

Supplier Email: inspireonessole@gmail.com

Supplier Phone: 6094330331

Please add your attachment(s) here. An attachment is required for all Non-Catalog Purchase Requisitions *

Upload file

Supplier

Recommended supplier View all suppliers

Add to cart Cancel

17. After you have successfully added your documents, click "Add to cart".

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Create a Non-Catalog Requisition

555 Grand Ave

Address 2:
#77072

Contact Information

Supplier Email: inspireonessole@gmail.com

Supplier Phone: 6094330331

Please add your attachment(s) here. An attachment is required for all Non-Catalog Purchase Requisitions *

Upload file

Dragon_yellow.png x

Supplier

Recommended supplier View all suppliers

Add to cart Cancel