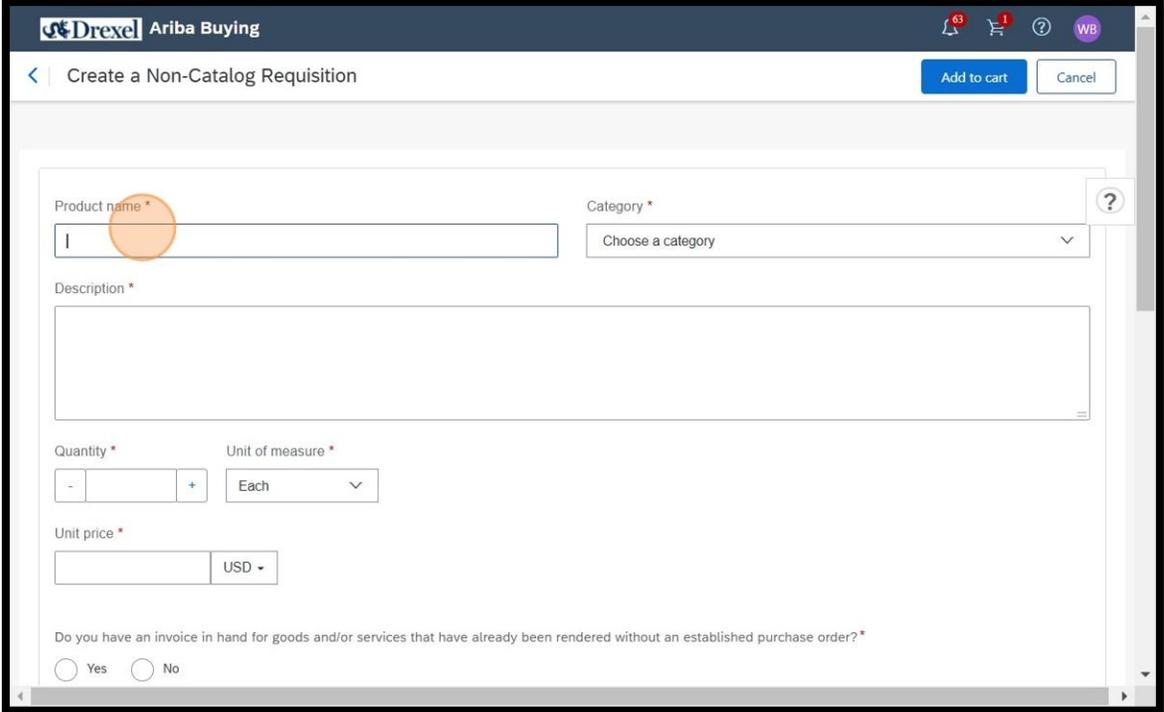# **Drexel University**

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.

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

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

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

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

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

7. 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.

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 subsidairies 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.

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.

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

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 ocated, click the supplier name.

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

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

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

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