Drexel University P2P Transformation
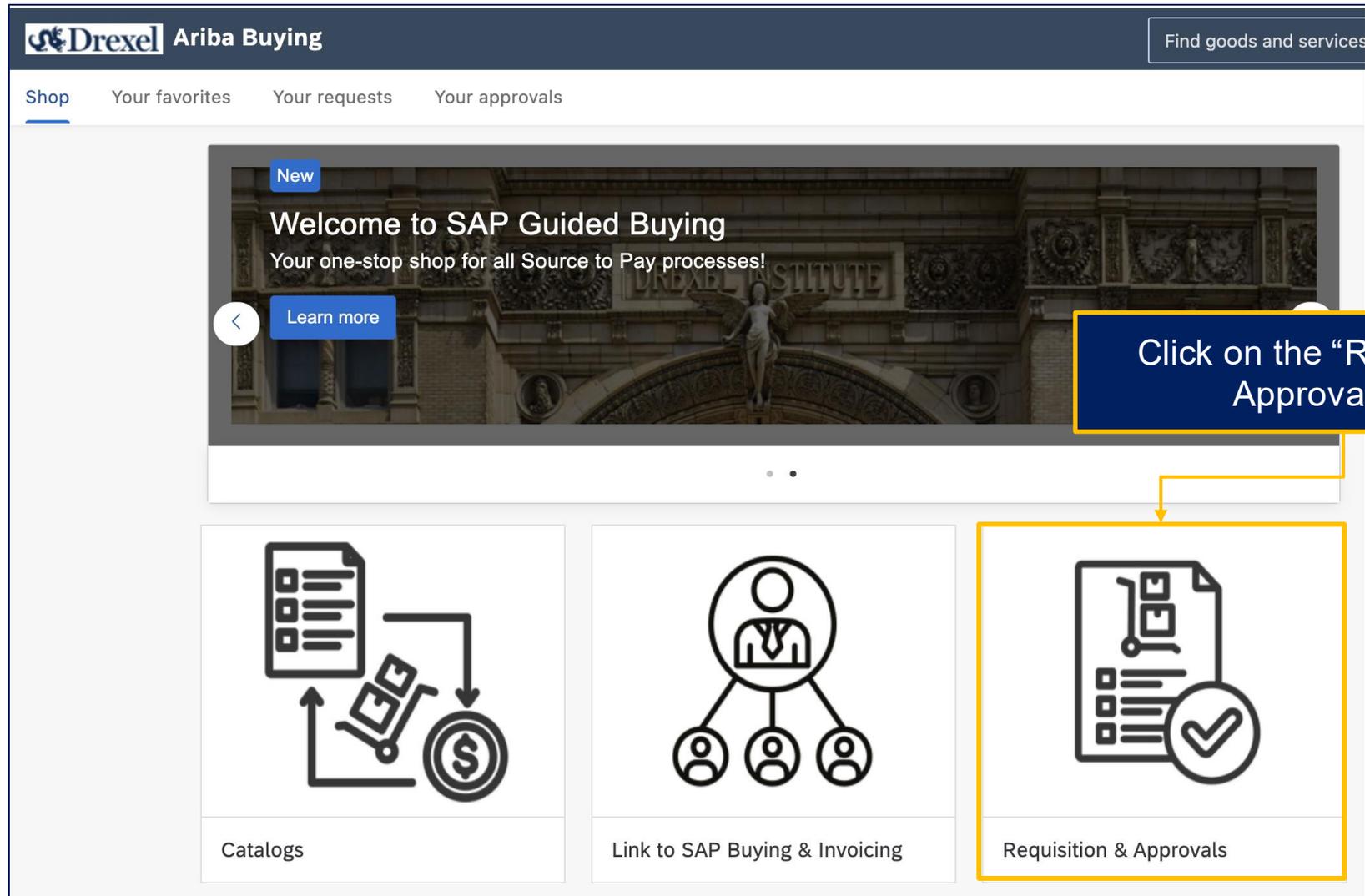
Submitting a Blanket Order

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.**

Drexel University | Ariba Implementation

Submitting a Blanket Order

➢ Sign into Ariba Guided Buying via SSO

Click on the "Requisition & Approvals" tile

Guided Buying – Blanket Order

Requisition & Approvals

Purchasing Policy Website	Training Guides Website	Contact for Questions Website	Independent Contractor Tax Forms Website	Reports Website

Click "Create a Non-Catalog Requisition" — 2

Requisitions

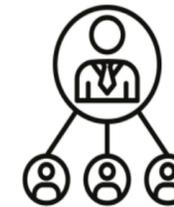| Line item form	Line item form			
Create a Non-Catalog Requisition	Subaward Form About Subawards This form is to be used for Research Subawards (account codes 7021 through 7029) Never	View Your Requisitions Website	View All Catalogs Website	Link to SAP Buying & Invoicing Website

Guided Buying – Blanket Order

Create a Non-Catalog Requisition   **Add to cart**   Cancel

Product name *   Category *

2025 Phone Bill   83110000 (Telecommunications media services)   ⌄

Description *

2025 Phone Bill

Quantity *   Unit of measure *

[-][   ][+]   Each   ⌄

Unit price *

[   ] USD ▾

3

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

Guided Buying – Blanket Order

Create a Non-Catalog Requisition

[Add to cart] [Cancel]

Product name *
> 2025 Phone Bill

Category *
> 83110000 (Telecommunications media services) ⌄

Description *
> 2025 Phone Bill

Quantity *
> [-] 1,000 [+]

Unit of measure *
> Each ⌄

4 Enter the full amount of the PO in the Quantity field

Unit price *
> 1   USD ▾

5 Set the Unit Price to $1

Guided Buying – Blanket Order

Create a Non-Catalog Requisition   Add to cart   Cancel

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

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

  Purchase Orders - Vi... ✖

7

Click Add to Card

6

Fill out the remaining line item form fields

Guided Buying – Blanket Order

Supplier

Recommended supplier	View all suppliers
No recommended suppliers	

8 — Click View all Suppliers to select a supplier

Create a Non-Catalog Requisition

9 — Search for a supplier

Select a supplier

`10x`

Supplier ID	Supplier name	Preferred	Diversity	Street	City	State/Province	Country
14440890	10x Genomics, Inc			6230 Stoneridge Mall Road	Pleasanton	CA	US

10 — Click on the supplier

11 — Click Select

Select   Cancel

Guided Buying – Blanket Order

Ariba Buying

< | Create a Non-Catalog Requisition

Do you have an invoice in hand for goods and/or services that have already been rendered without an established purc
No

Is the supplier a current or recent former student or employee (within the current or previous calendar year) of Drexel U
No

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

Is your supplier onboarded?
Yes

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

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

You have 1 item in your cart ✕

2025 Phone Bill
2025 Phone Bill

$1.00 USD   Delete

Quantity

-    1,000   +

Total: **$1,000.00** USD   Check out

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

Drexel
UNIVERSITY

Guided Buying – Blanket Order

Fill out all required header level fields

Set Is this a Blanket Order? to Yes

Reminder: This field is used for reporting purposes only

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