



Drexel University P2P Transformation

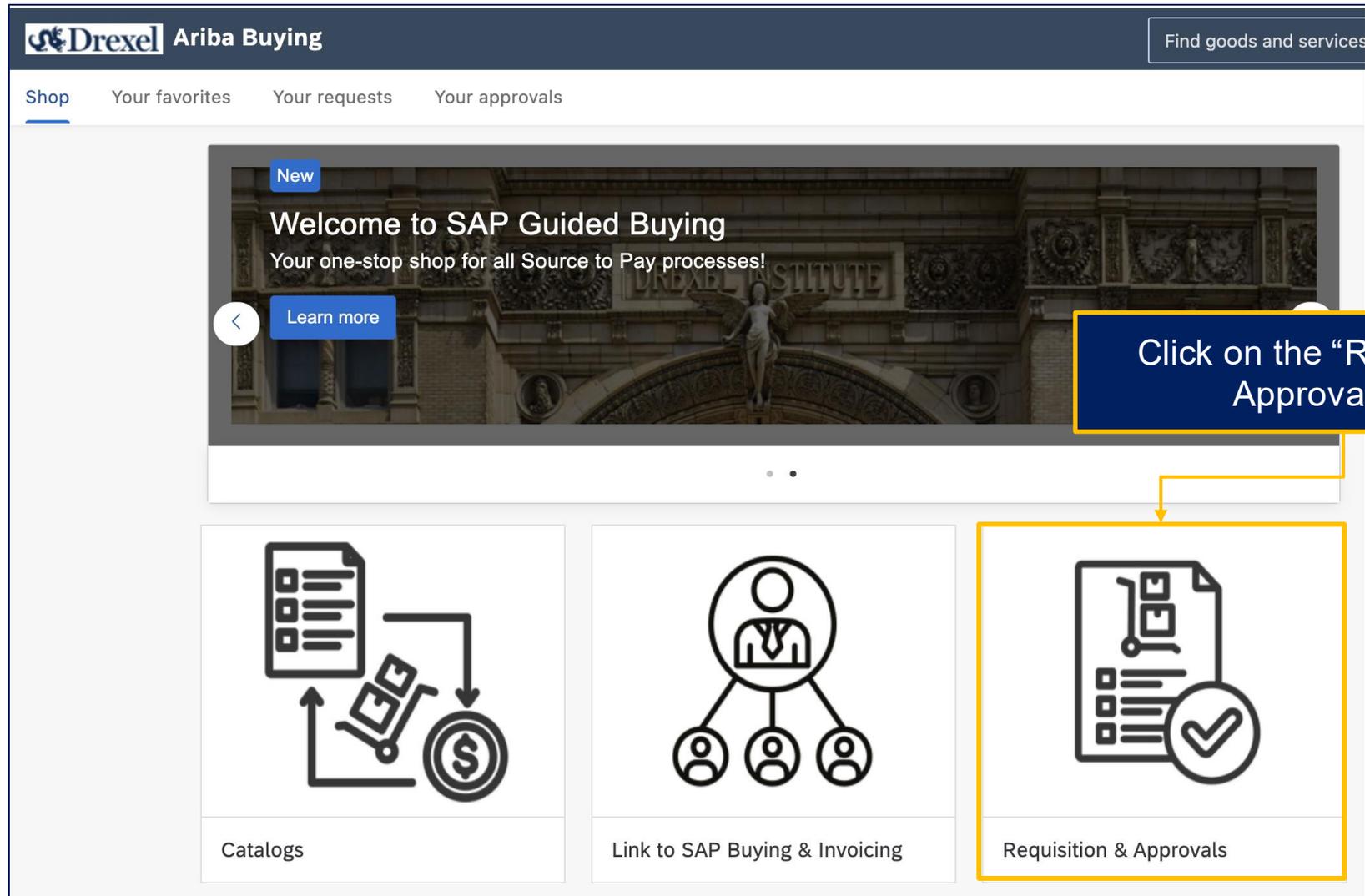
Submitting a Blanket Order

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.**

Submitting a Blanket Order

- Sign into Ariba Guided Buying via SSO



The screenshot displays the Drexel Ariba Buying interface. At the top, the Drexel logo and 'Ariba Buying' text are visible, along with a search bar containing 'Find goods and services'. Below this is a navigation menu with 'Shop', 'Your favorites', 'Your requests', and 'Your approvals'. The main content area features a large banner with the text 'Welcome to SAP Guided Buying' and 'Your one-stop shop for all Source to Pay processes!'. A 'Learn more' button is present on the banner. Below the banner are three tiles: 'Catalogs' (with a shopping cart icon), 'Link to SAP Buying & Invoicing' (with a person icon), and 'Requisition & Approvals' (with a document and checkmark icon). The 'Requisition & Approvals' tile is highlighted with a yellow border. A blue callout box with the text 'Click on the "Requisition & Approvals" tile' points to this tile. A small blue circle with the number '1' is located in the top right corner of the callout box.

Guided Buying – Blanket Order

Requisition & Approvals



Purchasing Policy

Website



Training Guides

Website



Contact for Questions

Website



Independent Contractor Tax Forms

Website



Reports

Website

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Click "Create a Non-Catalog Requisition"

Requisitions

Line item form

Create a Non-Catalog Requisition



Line item form

Subaward Form



About Subawards This form is to be used for Research Subawards (account codes 7021 through 7029) Never



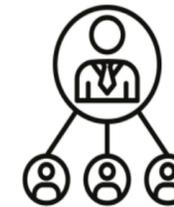
View Your Requisitions

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 *

Description *

Quantity * Unit of measure *

Unit price *

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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

Enter the full amount of the PO
in the Quantity field

Unit price *

1

USD

Set the Unit Price to \$1

Guided Buying – Blanket Order

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 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*

Purchase Orders - Vi... ✕

Click Add to Card

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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 new catalog requisition

Select a supplier

9
Search for 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

Drexel 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 purchase order?
No

Is the supplier a current or recent former student or employee (within the current or previous calendar year) of Drexel University?
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	Delete
	\$1.00 USD	
	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

Guided Buying – Blanket Order

Requisition title: *

Checkout / PR5104

Bidding Not Required For Purchases Under \$10,000: Bids and proposals for purchases under \$10,000 USD (or equivalent) are not required, but still encouraged to ensure pricing is competitive.

Ship to	Edit shipping locations	Charge to	Manage details	Total cost
3141 Chestnut Street Philadelphia, PA 19104 United States		Chart (D - Drexel University)		\$1,000.00 USD

Need-by Date *

Rm-MS/Deliver To

Ship To
3141 Chestnut Street Philadelphia, PA 19104 United States

On Behalf Of

Is Team Requisition
No

Is Team Received
No

Is this a Blanket Order?
 Yes No

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Fill out all required header level fields

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Set Is this a Blanket Order? to Yes

Reminder: This field is used for reporting purposes only

