



Drexel University P2P Transformation

Submitting a Change Order

Guided Buying – Change Order

- Sign into Ariba Guided Buying via SSO

The screenshot displays the Drexel Ariba Buying interface. At the top, there is a search bar with the text "Find goods and services". Below the search bar, there are navigation links: "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 visible on the banner. Below the banner, there are three tiles: "Catalogs", "Link to SAP Buying & Invoicing", and "Requisition & Approvals". 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 blue circle with the number "1" is also present in the upper right corner of the callout area.

Guided Buying – Change Order

Requisition & Approvals



Purchasing Policy

Website



Training Guides

Website



Contact for Questions

Website



Independent Contractor Tax Forms

Website



Reports

Website

2

Click "View Your Requisitions"

Requisitions

Line item form

Create a Non-Catalog Requisition

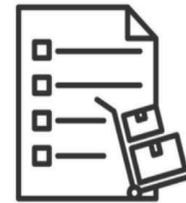


Line item form

Subaward Form

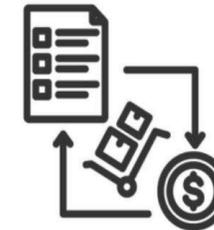


About Subawards This form is to be used for Research Subawards (account codes 7021 through 7029) Never



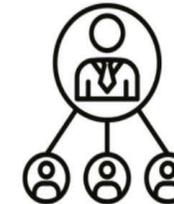
View Your Requisitions

Website



View All Catalogs

Website



Link to SAP Buying & Invoicing

Website

Guided Buying – Change Order

< | Your requests

Recent requests **Requisitions** Purchase orders To receive Request for quotes Invoices Custom forms

Requisition ID	Requisition title	Purchase order ID	Status
<input type="text" value="5066"/>	<input type="text" value="Search by requisition title"/>	<input type="text" value="Search by purchase order ID"/>	<input type="text" value=""/>
Last updated	Supplier	Requested-by type	On behalf of user
<input type="text" value="12/06/2024 - 03/06/2025"/>	<input type="text" value="Select a supplier"/>	<input type="text" value="All"/>	<input type="text" value="Select a user"/>

Apply filters Reset filters

3

Apply any relevant filters into the search boxes then click "Apply filters"

Guided Buying – Change Order

[←](#) Your requests

Recent requests **Requisitions** Purchase orders To receive Request for quotes Invoices Custom forms

Requisition ID:

Requisition title:

Purchase order ID:

Status:

Last updated:

Supplier:

Requested-by type:

On behalf of user:

Sort by: Date requested - Recent to oldest

Requisition title and ID	Status	Last updated	Amount
Office Supplies Order PR5066 Purchase orders: U0330794 Date requested: March 6, 2025 You requested on behalf of  George F. Matuch	ORDERED	0 days ago	\$100.00 USD

Once the search results are displayed, click on the PR number to view the PR

4

Guided Buying – Change Order

Office Supplies Order
Request details / PR5066

Ordered

Ship to 3141 Chestnut Street Philadelphia, PA 19104 United States	Charge to Chart (D - Drexel University)	Total Cost \$100.00 USD
-----------------------------------------------------------------------------------	---------------------------------------------------	------------------------------------------

[Show advanced options](#)

10x Genomics, Inc U0330794

	Quantity	Price	Amount
 Notebooks 10x Genomics, Inc	100	\$1.00 USD	\$100.00 USD
	Unit of Measure Each		

Change request

Cancel request

...

Click on the "Change Request" button to make changes to the order

5

Guided Buying – Change Order

Office Supplies Order
Request details / PR5066

Change request Cancel request ...

Ordered

Ship to	Charge to	Total Cost
3141 Chestnut Street Philadelphia, PA 19104 United States		\$100.00 USD

10x Genomics, Inc

U0330794

Quantity	Price	Amount
100	\$1.00	
Unit of Measure		
Each		

Notebooks
10x Genomics, Inc

⚠ Change requisition? ×

Changing the requisition will generate another version.

Change requisition Close

Click "Change Requisition" to confirm you are changing your order

6

Guided Buying – Change Order

Requisition title: * Office Supplies Order Submit Save and exit ...

Checkout PR5066-V2

7 **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	\$100.00 USD
3141 Chestnut Street Philadelphia, PA 19104 United States	Chart (D - Drexel University)		

Need-by Date * ⓘ 📅

Rm-MS/Deliver To

Ship To ▼
3141 Chestnut Street Philadelphia, PA 19104 United States

The PR number will be updated to have a trailing "-v2"

Note – If changes are made to accounting or the total amount of the PR is increased, the PR will need to go through re-approval



Guided Buying – Change Order, Ship To

- Note – Ship to can only be changed if the order has **not yet been received**. Once a new ship to is set the original PO will be cancelled and the cancellation will be sent to the supplier. A new PO number will be generated and sent to the supplier to invoice against.

Requisition title: * ...

Checkout / PR5066-V2

i 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	Manage details	Total cost	\$100.00 USD
3141 Chestnut Street Philadelphia, PA 19104 United States				
Need-by Date * i	<input type="text" value="March 21, 2025"/> <input type="button" value="Calendar"/>	<input type="text" value="Deliver To"/>		
		<input type="text" value="e Matuch"/>		
Ship To	<input type="text" value="3141CH"/> <input type="button" value="Dropdown"/>			
3141 Chestnut Street Philadelphia, PA 19104 United States				

8

To change Ship To click "Edit shipping locations" or use the "Ship To" drop down

Guided Buying – Change Order, Accounting

- To change accounting, the line will need to be copied and the original line will be deleted. Then the accounting can be edited on the new line. If any items have been marked as received, the GR will need to be reversed to make the update. Note that changing accounting will require the PR to go through re-approval

Requisition title: * Total Cost **\$100.00** USD ...

Checkout / PR5066-V2

[^ Hide additional details](#)

Items (1)

>		Notebooks 10x Genomics, Inc	Quantity - 100 +	Price 1 USD	Amount \$100.00 USD	<input type="button" value="Copy"/> <input type="button" value="Delete"/>
			Unit of Measure Each			

9

To change accounting, click the 3 dots on the line, then click "Copy"

Guided Buying – Change Order, Accounting

Requisition title: * Total Cost **\$200.00 USD**

Checkout / PR5066-V2

Items (2)

	Quantity	Price	Amount
 Notebooks 10x Genomics, Inc	<input type="text" value="100"/>	<input type="text" value="1"/> USD	\$100.00 USD
	Unit of Measure <input type="text" value="Each"/>		<input type="button" value="Copy"/> <input type="button" value="Delete"/>
 Notebooks 10x Genomics, Inc	<input type="text" value="100"/>	<input type="text" value="1"/> USD	\$100.00 USD
	Unit of Measure <input type="text" value="Each"/>		

10

Click the 3 dots on the original line then click "Delete"

Guided Buying – Change Order, Accounting

Requisition title: * Total Cost **\$200.00** USD

Checkout / PR5066-V2

Items (2)

	Quantity	Price	Amount
 Notebooks 10x Genomics, ...	- 100 +	1 USD	\$100.00 USD
 Notebooks 10x Genomics, ...	Unit of Measure Each		\$100.00 USD

Remove item?

Are you sure you want to remove this item from the requisition? This can't be undone.

11

Click "Remove"

Guided Buying – Change Order, Accounting

Requisition title: * Total Cost **\$100.00** USD

Checkout / PR5066-V2

Items (1)

	Quantity	Price	Amount
<input checked="" type="checkbox"/>  Notebooks 10x Genomics, Inc	<input type="text" value="100"/>	<input type="text" value="1"/> USD	\$100.00 USD

Unit of Measure:

Name: Supplier:

Description: Supplier Location:
6230 Stoneridge Mall Road Pleasanton, CA 94588-3260
United States

Supplier Part Number: Supplier Part Auxiliary ID:

> Line Item Form Details

> Accounting Chart (D - Drexel University)

> Shipping Ship To (3141CH)

12

Click the arrow to expand the line item

13

Expand the Accounting section

Guided Buying – Change Order, Accounting

Requisition title: **Office Supplies Order** Total Cost **\$100.00 USD** [Submit](#) [Save and exit](#) ⋮

Checkout / PR5066-V2

14

Click "Submit"

> Line Item Form Details

Accounting Chart (D - Drexel University)

Account Type	Expense	Bill To	3141CH
Chart	D - Drexel University	3141 Chestnut Street Philadelphia, PA 19104 United States	
Org	6087 - Medicine - Nuclear Card - HU	Fund	115755 - Nuclear Cardiology - HUH
Activity	(no value)	Account	3011 - Office Supplies Expense
		Location	(no value)

[Split accounting](#)

Make the necessary changes to the accounting using the drop down fields