



Drexel University P2P Transformation

Create Check Request

DREXEL UNIVERSITY

Agenda

- Explain the steps to create a check request
- How to request a new Supplier if not available in the system
- How to request a new address to an existing Supplier

Important: Points to be considered for creating check request

- User creates check request by logging in to Ariba Guided Buying
- This QRG explains on how to create a check request

Create Check Request

The screenshot displays the Ariba Buying interface. At the top, the Drexel logo and 'Ariba Buying' text are on the left, and a search bar with 'Find goods and services' is on the right. Below the search bar are navigation tabs: 'Shop', 'Your favorites', 'Your requests', and 'Your approvals'. The main area contains a grid of tiles: 'Catalogs', 'Sourcing & Procurement Contracts', 'Requisition & Approvals', 'Purchase Orders', 'Receiving', and 'Invoice & Payment'. The 'Invoice & Payment' tile is highlighted with a yellow border. A callout box with a blue circle containing the number '1' and the text 'Click on the 'Invoicing & Payment' tile' points to this tile. On the right side, a sidebar shows a notification for 'PR902' with a 'Received' status, a title 'Copy of Copy of Copy of test01', a value of '\$21,984.00 USD', and a request date of 'Requested 4 days ago'. A 'See all >' link is at the bottom of the sidebar. The top right corner shows a notification bell with '52' and a shopping cart with '1'.

Create Check Request (Continued)

Drexel Ariba Buying Find goods and services

[Invoice & Payment](#)

Forms

Non-PO invoice form

Check Request Form

99000000

Use this form for:
Reimbursements for students, adjunct faculty, and non-Drexel affiliated individuals for both

Non-PO invoice form

Confirming Order Form

99100000

Use this form when you already have an invoice in hand for goods/services rendered



Submit On-Call Confirming Order

Website



Submit PO-Based Invoice

Website

Invoicing







2

Click on the tile 'Check Request Form'

Create Check Request (Continued)

INV694 Total 0.00 USD Send request Save

Invoice Request / INV694

Composing *Saved - just now*

Charge to

On Behalf Of
Jithin B

Pay to

Supplier * Remit To Address
Not specified

Search for Supplier Search

Supplier Contact

3 Enter the 'invoice number'

4 Verify the 'On Behalf Of' field

5 Select the Supplier

If you are requesting a new supplier or need to update an existing supplier's address, select "_NEW SUPPLIER REQUEST_" from the dropdown. If you are updating an existing supplier's address, select "_EXISTING_SUPPLIER_UPDATE_"

Create Check Request (Continued)

INVTEST 123-694 Total **100.00** USD Send request Save

Invoice Request / INVTEST 123-694

Supplier Invoice # *	Invoice Date *
TEST 123	December 16, 2024

Invoice details

Net amount	Commodity Code
100.00 USD	99000000 (Purchase Request Reimbursement)

Full Description * Accounting Date: * || Not specified | 12/16/2024 |

Annotations:

- 6: Select the invoice date (points to Invoice Date field)
- 7: Enter the Supplier Invoice number (points to Supplier Invoice # field)
- 8: Enter the invoice amount (points to Net amount field)
- 9: Enter the description (points to Full Description field)

Create Check Request (Continued)

INVTEST 123-694 Total 100.00 USD [Send request](#) [Save](#)

Invoice Request / INVTEST 123-694

Accounting Date: *

Is this request for goods/services? *

Goods and Services Goods Only Services Only Neither Goods nor Services

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

Yes No

Is the supplier a U.S. Citizen or Permanent Resident Alien?: *

Yes No

Check Distribution Special Handling Instructions:

10

Select the accounting date
(This is typically be the same as the invoice date)

11

Select what type of goods or services this is for

12

Select the appropriate answer

13

Select the appropriate answer



Create Check Request (Continued)

INVTEST 123-694 Total **100.00** USD [Send request](#) [Save](#) ...

Invoice Request / INVTEST 123-694

Is your supplier onboarded? ⓘ

Yes ← 14 Verify the answer to this question

Request new supplier to be onboarded

Do you need to add a new address for an existing supplier? ⓘ

No ← 15 Verify the answer to this question

Request new address added to existing supplier

[> Taxes](#)

[> Accounting](#)

Total amount	100.00 USD
Net amount	100.00 USD
Taxes	0.00 USD

Create Check Request (Continued)

- If your supplier is not an existing Supplier in the system and needs to be set up for payment, select 'Request new supplier to be onboarded'

Is your supplier onboarded? ⓘ

Yes

Request new supplier to be onboarded

If your supplier is not onboarded, you will need to complete the New Supplier Information below and set the Supplier field under "Pay to" to "_NEW SUPPLIER REQUEST_" at the top of this form.

New Supplier Information

*Set the Supplier field under "Pay to" to "_NEW SUPPLIER REQUEST_" at the top of this form.

Supplier Name: *	Supplier Phone:
<input type="text"/>	<input type="text"/>
⚠ Required	(Country, Area, Phone, Ext)
Supplier Contact:	Supplier Fax Number (optional):
<input type="text"/>	<input type="text"/>
First and last name	(Country, Area, Phone)
Supplier Email: *	
<input type="text"/>	
example@email.com	
⚠ Required	

14.1

Select the option 'Request new supplier to be onboarded'

14.2

Fill in the necessary details to create a new supplier

Create Check Request (Continued)

- If your supplier is onboarded in the system and you need to add a new address, select 'Request new address added to existing supplier'

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 set the Supplier field under "Pay to" to "_EXISTING_SUPPLIER_UPDATE_" at the top of this form.

Add New Address to Existing Supplier

*Set the Supplier field under "Pay to" to "_EXISTING_SUPPLIER_UPDATE_" at the top of this form.

Select Existing Supplier to Update: *	City/Town: *
<input type="text" value="Select"/> ⓘ	<input type="text" value="City or town"/>
⚠ Make a selection	⚠ Required
Country: *	State/Province:
<input type="text" value="Select"/> ⓘ	<input type="text" value="State or Province"/>
⚠ Make a selection	
Address 1: *	Zip/Postal Code:
<input type="text" value="Number and street name"/>	<input type="text"/>
⚠ Required	
Address 2:	
<input type="text" value="Apt, suite, unit, building, floor, etc."/>	

Contact Information

Supplier Email:	Supplier Phone:
<input type="text" value="example@email.com"/>	<input type="text" value="(Country, Area, Phone, Ext)"/>

15.1

Select the option 'Request new address added to existing supplier'

15.2

Fill in the necessary details to add a new address

15.3

Add the contact information

Create Check Request (Continued)

INVTEST 123-694 Total 100.00 USD Send request Save

Invoice Request / INVTEST 123-694

16 Expand the accounting section

Accounting

Account Type	Chart
Expense	D - Drexel University
Account	Activity
3011 - Office Supplies Expense	0137 - Immigration Law Society
Org	Location
1010 - Sr. VP Human Resources	001000 - 0000000001Main Building00000...
Fund	
110001 - Education & General	

17 Select the Chart from the drop down

18 Select the Account Type

[Split accounting](#)

Create Check Request (Continued)

INVTEST 123-694 Tot 19 USD Send request Save

Invoice Request / INVTEST 123-694

Accounting

Account Type	Chart
Expense	D - Drexel University
Account	Activity
3011 - Office Supplies Expense	0137 - Immigration Law Society
Org	Location
1010 - Sr. VP Human Resources	001000 - 0000000001Main Building00000...
Fund	
110001 - Education & General	

[Split accounting](#)

19: Select the account from the drop down

20: Select the activity from the drop down (This field is optional)

21: Select the location from the drop down (This field is optional)

22: Select the Org from the drop down

Create Check Request (Continued)

INVTEST 123-694 Total 100.00 USD [Send request](#) [Save](#)

Invoice Request / INVTEST 123-694

23

Drag and drop file here, or [browse](#) to upload, then click the Add button.

Drag and drop or click the 'browse' button to attach the invoice documentation
(An attachment is required)

Process

Request — Purchasing Admin — Accounts Payable... — Reconciling



Create Check Request (Continued)

INVTEST 123-694 Total 100.00 USD Send request Save

Invoice Request / INVTEST 123-694

Drag and drop file here, or [browse](#) to upload, then click the Add button. Add

24 **Validate the approval workflow**

Process

```
graph LR; A((Request)) -.- B((Purchasing Admin)); B -.- C((Accounts Payable...)); C -.- D((Reconciling));
```

Request Purchasing Admin Accounts Payable... Reconciling

SAP

Create Check Request (Continued)

INVTEST 123-694 Total **100.00** USD **Send request** Save

Invoice Request / INVTEST 123-694

Drag and drop file here, or [browse](#) to upload, then click the Add button. Add

25 Click the button 'Send Request' to submit the request for approval

Process

Request — Purchasing Admin — Accounts Payable... — Reconciling

The screenshot shows the SAP 'Create Check Request' form. At the top, the header includes a back arrow, the request ID 'INVTEST 123-694', the total amount '100.00 USD', and two buttons: 'Send request' (highlighted in yellow) and 'Save'. Below the header is a breadcrumb trail 'Invoice Request / INVTEST 123-694'. The main content area features a file upload section with a dashed box containing the text 'Drag and drop file here, or browse to upload, then click the Add button.' and an 'Add' button. A blue callout box with the number '25' and the text 'Click the button 'Send Request' to submit the request for approval' points to the 'Send request' button. Below this is a 'Process' section showing a four-step workflow: 'Request' (indicated by a green circle), 'Purchasing Admin' (grey circle), 'Accounts Payable...' (grey circle), and 'Reconciling' (grey circle). The SAP logo is visible in the bottom left corner.