



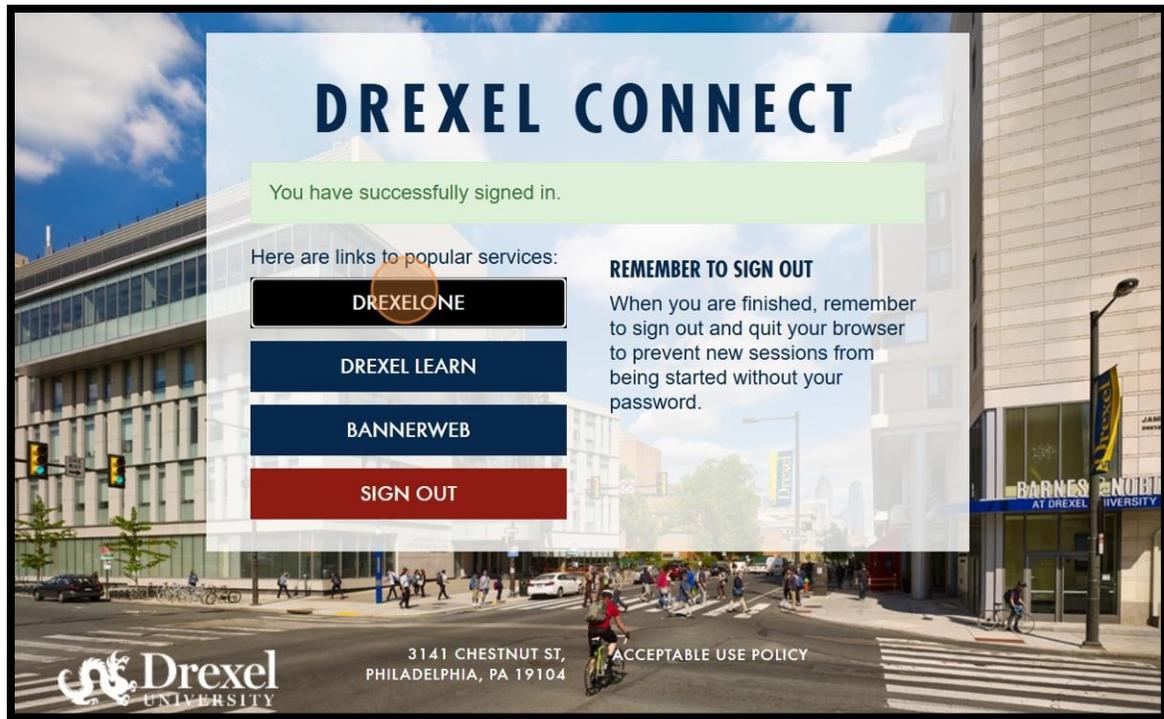
Drexel University

SAP Ariba Marketplace End-User Guide

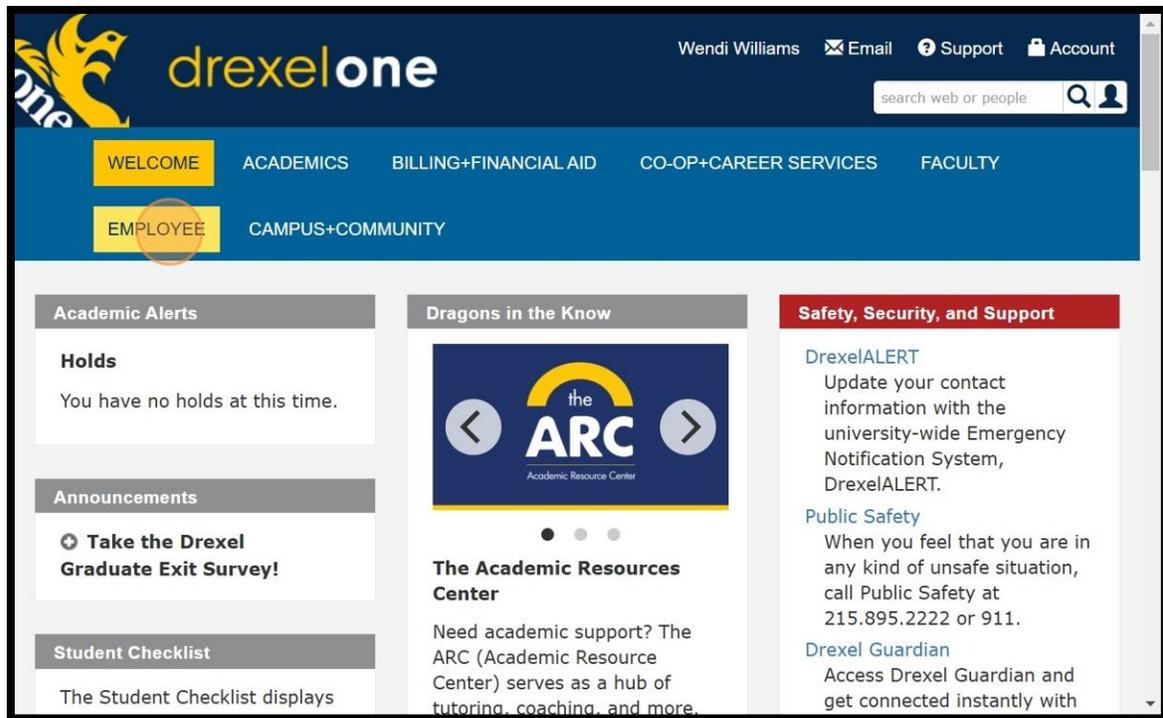
Adding Default Ship-To & Delivery
Information to the User Profile

Accounts Payable & Procurement Services

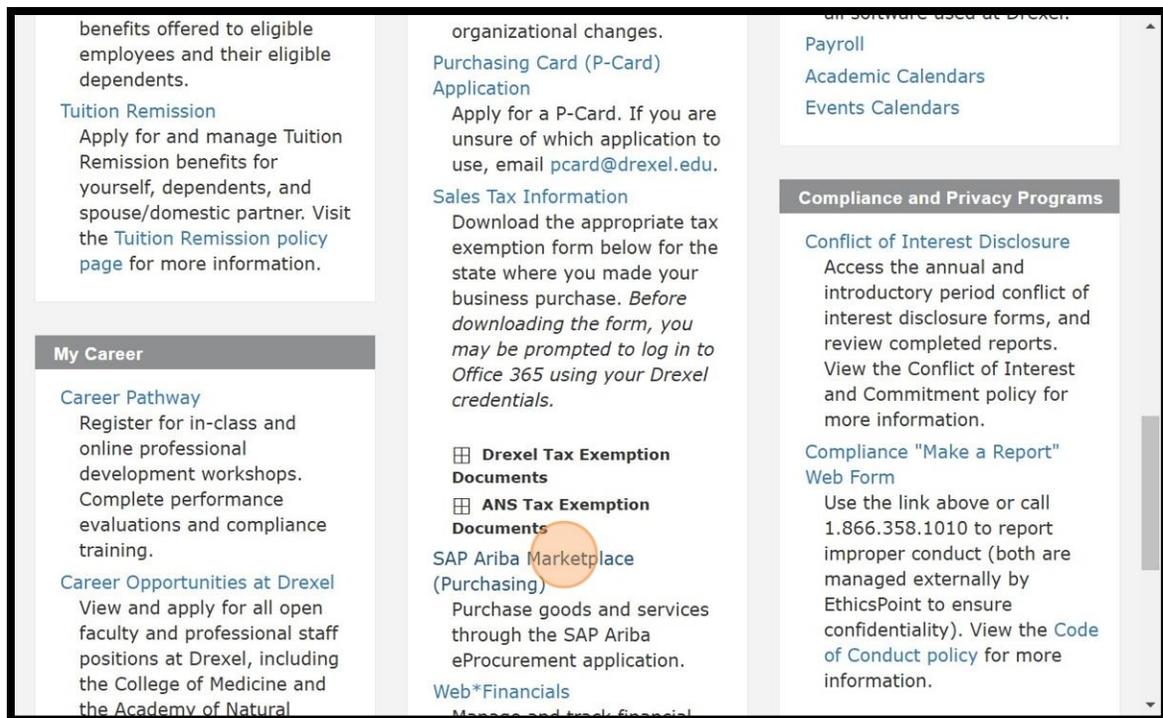
1. To access the SAP Ariba Marketplace, log into the "DrexelOne" portal.



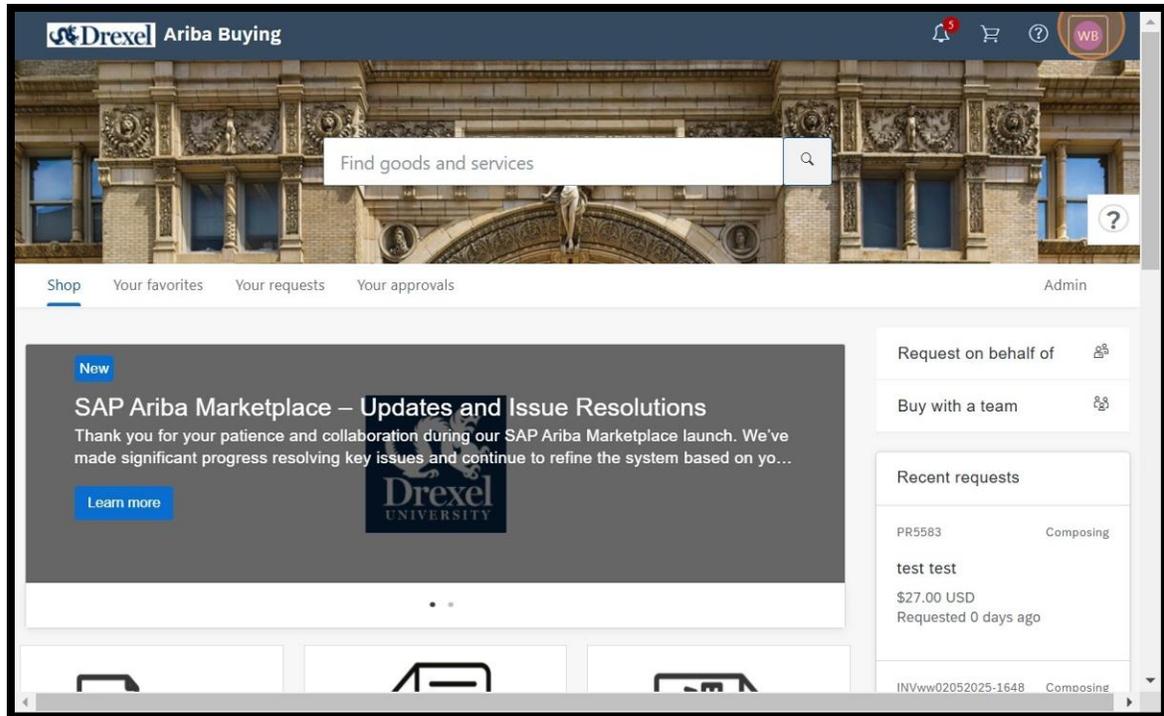
2. Once in the portal, select the "Employee" tab.



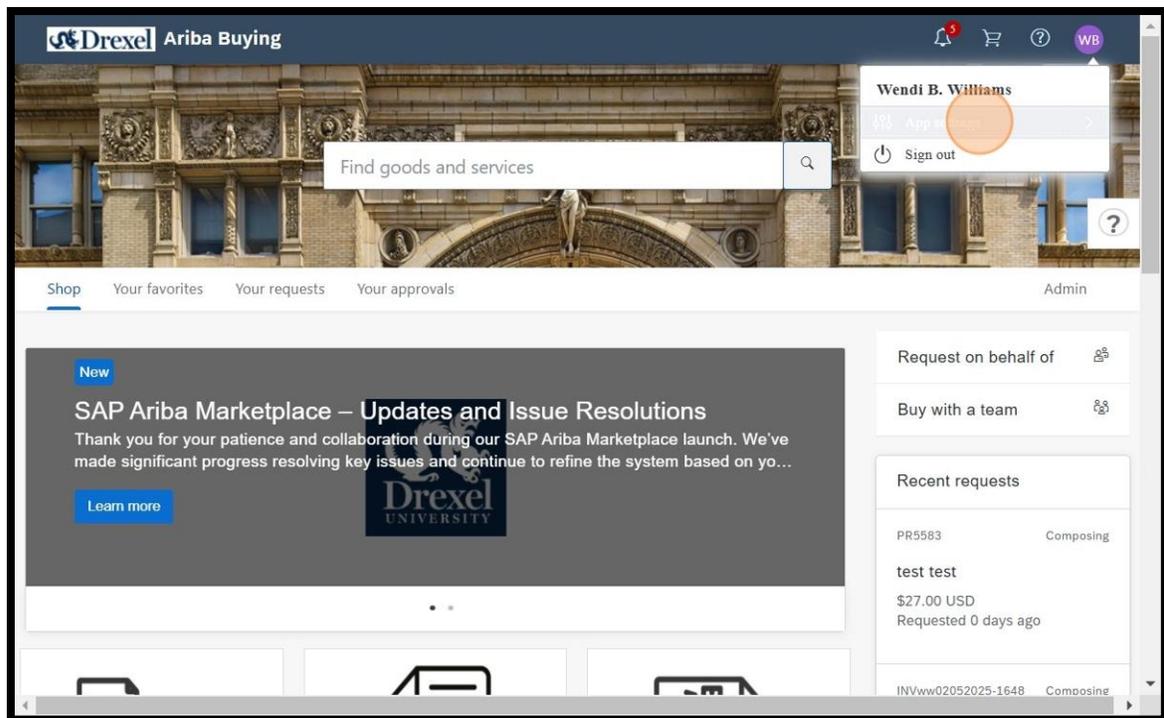
3. Scroll down the middle column, then click "SAP Ariba Marketplace (Purchasing)."



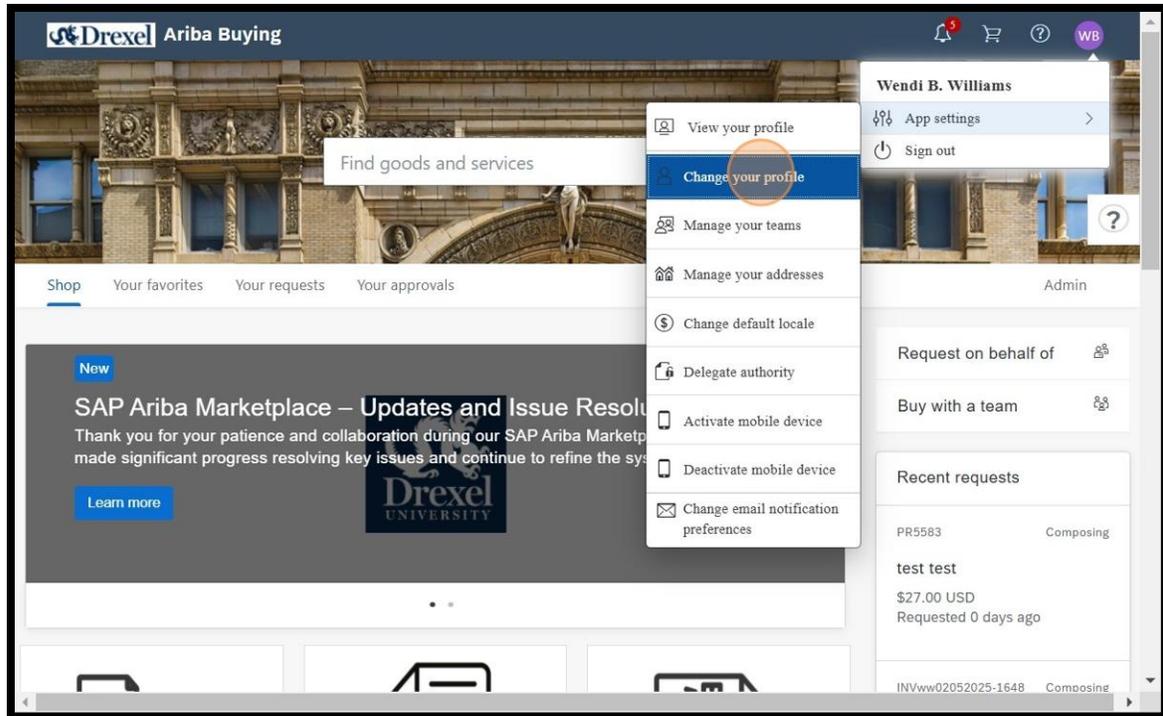
4. Click on your initials on the top right-hand side. (In this example, is it "WB")



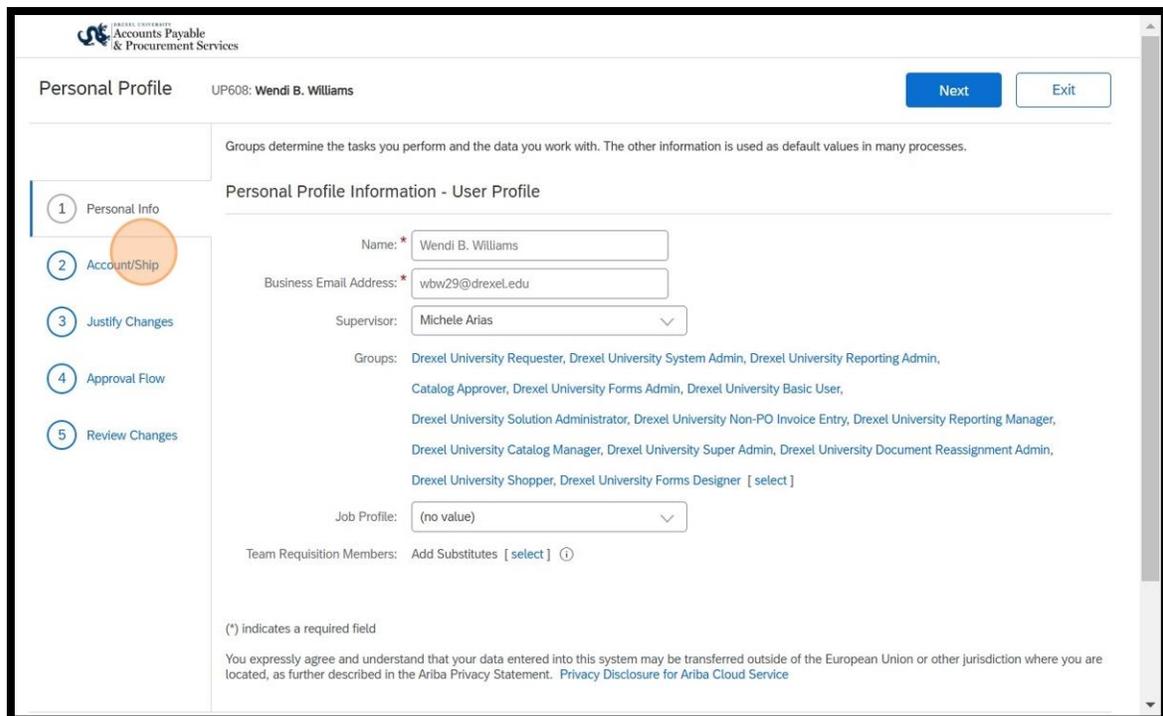
5. This will create a drop down and you will select "App settings".



6. Select "Change your profile"



7. Select "Account/Ship" to add or/update your address information.



8. Locate and click the "Ship To:" drop down field.

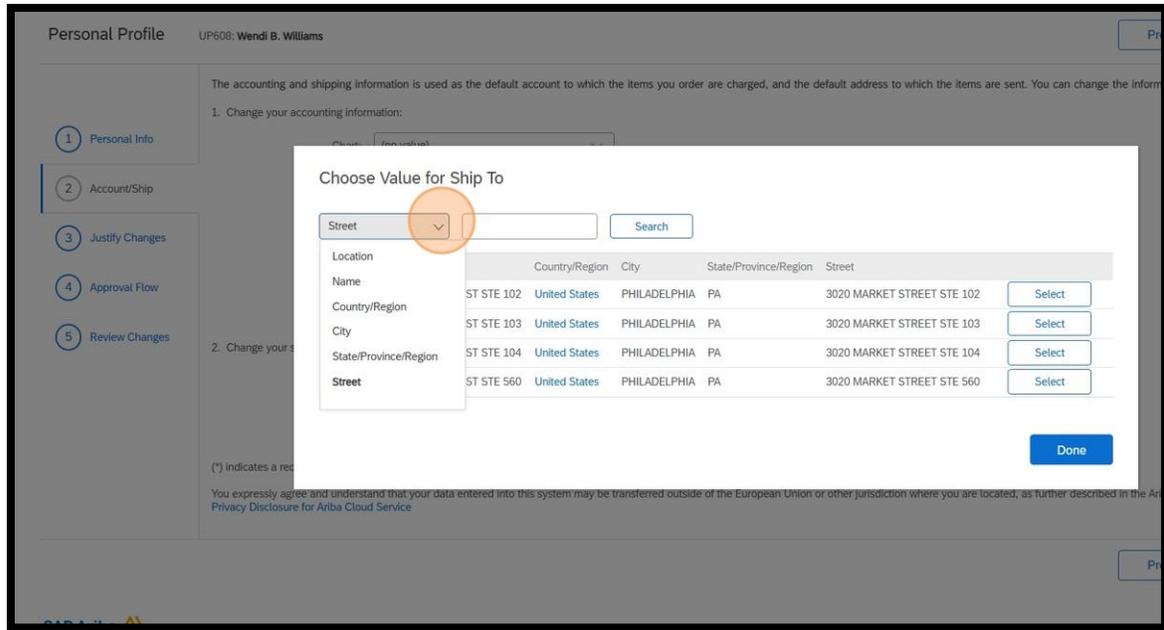
The screenshot shows the 'Personal Profile' page for user 'UP608: Wendi B. Williams'. The page is divided into a left sidebar with navigation options (1. Personal Info, 2. Account/Ship, 3. Justify Changes, 4. Approval Flow, 5. Review Changes) and a main content area. The 'Account/Ship' section is active, showing two main sections: '1. Change your accounting information:' and '2. Change your shipping and delivery information:'. The 'Ship To:' dropdown menu in the second section is highlighted with an orange circle. Below the form, there is a note: '(*) indicates a required field' and a privacy statement: 'You expressly agree and understand that your data entered into this system may be transferred outside of the European Union or other jurisdiction where you are located, as further described in the Ariba Privacy Statement. Privacy Disclosure for Ariba Cloud Service'. Navigation buttons 'Prev', 'Next', and 'Exit' are present at the top and bottom of the page.

9. To search for the desired address, use the drop-down to determine the type of search needed to find the address. It can be by **Location**, **Name** (building), **Country/Region**, **City**, **State/Province**, or **Street**.

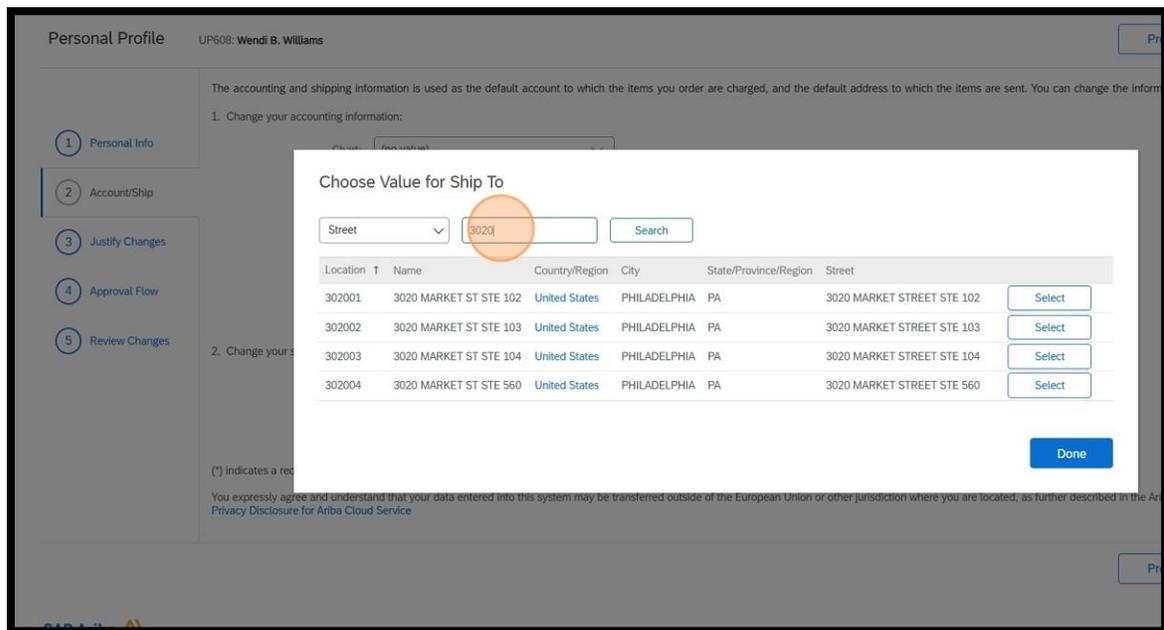
The screenshot shows the 'Choose Value for Ship To' search results page. The search dropdown menu is highlighted with an orange circle. The search results are displayed in a table with columns: Name, Country/Region, City, State/Province/Region, and Street. A yellow banner at the top indicates 'Found more than 500 items. The results shown here include unique items from the first 500 items found.' A 'Search' button is located to the right of the search input field. A 'Done' button is located at the bottom right of the page.

Name	Country/Region	City	State/Province/Region	Street	
142704 1427 VINE ST 4TH FLOOR	United States	PHILADELPHIA	PA	1427 VINE STREET	Select
142705 1427 VINE ST 5TH FLOOR	United States	PHILADELPHIA	PA	1427 VINE STREET	Select
142706 1427 VINE ST 6TH FLOOR	United States	PHILADELPHIA	PA	1427 VINE STREET	Select
142707 1427 VINE ST 7TH FLOOR	United States	PHILADELPHIA	PA	1427 VINE STREET	Select
142708 1427 VINE ST 8TH FLOOR	United States	PHILADELPHIA	PA	1427 VINE STREET	Select
160101 1601 CHERRY ST STE 110	United States	PHILADELPHIA	PA	1601 CHERRY ST STE 110	Select

10. In this example, the search was by the "Street". The "Street" can be a street address or the DREXEL RECEIVING locale.



11. Using the street number "3020" in the search field. This brought up the **3020 Market Street** address along with suite numbers. Under "Street" the address can be searched by the street number or street name.



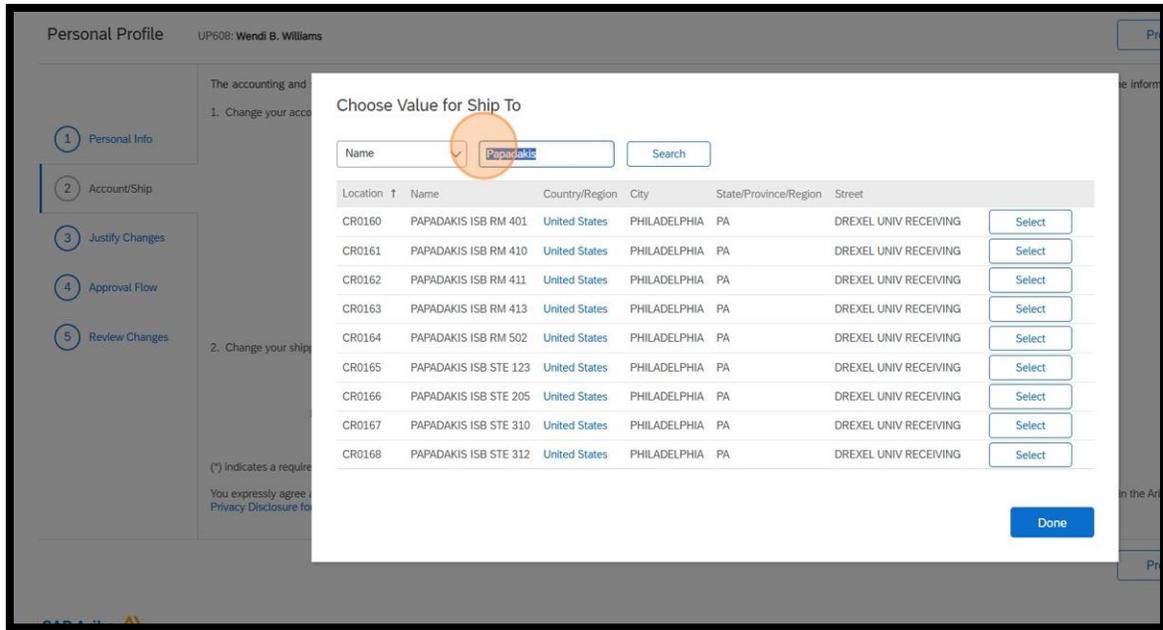
12. A delivery or "Ship To" address is searched by selecting "Name" in the search drop-field field. The "Name" can be all or part of the building's name or partial street address.

The screenshot shows a user profile page for Wendi B. Williams. A modal dialog titled "Choose Value for Ship To" is open. The dialog has a "Name" dropdown menu and a search input field. The background shows accounting and shipping information fields.

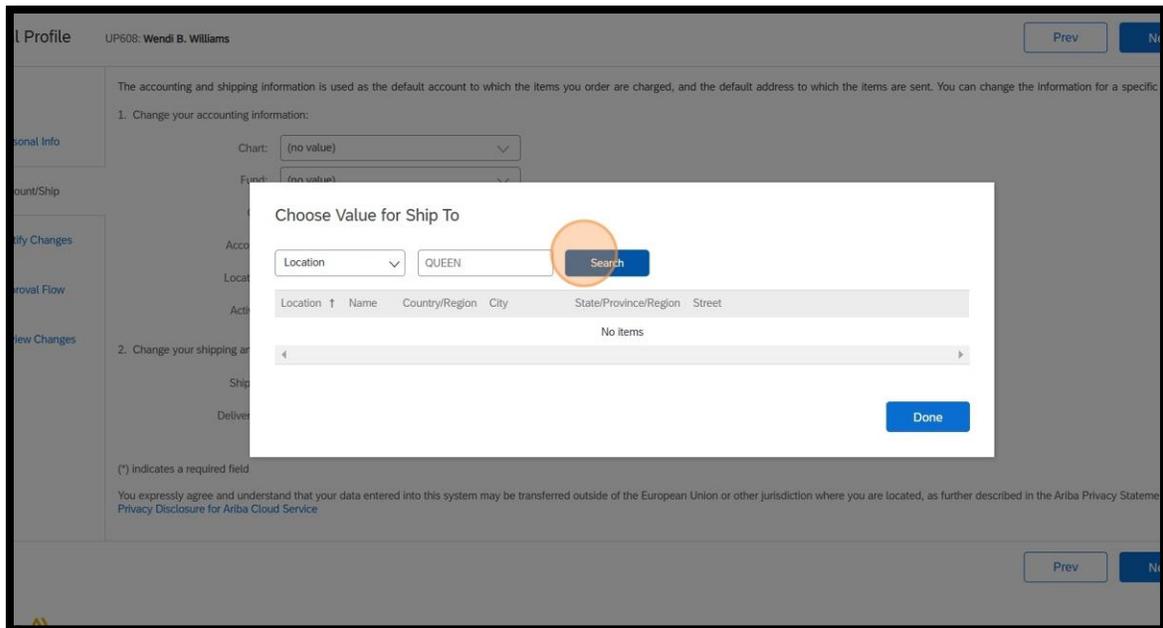
13. For this example, the site being searched for is the **Papadakis Integrated Sciences Building** or **PISB**. When searching for a building or locale, search by the building name, not its nickname or acronym.

The screenshot shows the same user profile page for Wendi B. Williams. The modal dialog "Choose Value for Ship To" is open. The search input field now contains the text "Papadakis". The "Search" button is highlighted.

14. Typing in "Papadakis" will bring up the locations in the building. When searching for a building or locale, search by the building name, not its nickname or acronym.



15. In this example, the search was by "Location". The "Location" is a 3-6 character code.



16. In this example, when "QUEEN" is entered as the Location, the address information appears. Choose the correct address and then "Select" and then "Done".

The screenshot shows a modal dialog titled "Choose Value for Ship To" overlaid on a user profile page. The dialog has a search bar with "QUEEN" entered and a "Search" button. Below the search bar is a table with the following data:

Location	Name	Country/Region	City	State/Province/Region	Street
QUEEN	QUEEN	United States	PHILADELPHIA	PA	2900 QUEEN LANE

The "Select" button next to the first row is circled in orange. A "Done" button is located at the bottom right of the dialog. The background page shows various form fields for accounting and shipping information, with "Prev", "Next", and "Exit" buttons at the top and bottom.

17. After selecting the correct default delivery or "Ship To" address, Ariba will return to the User Profile screen. If a mail stop (MS) or room number (RM) was not on the "Ship To" address that was created, enter that additional information in the "Deliver To:" field after the person's name.

The screenshot shows the "Personal Profile" page for "UP608: Wendi B. Williams". The page is divided into sections for accounting and shipping information. The "Ship To" dropdown menu is set to "QUEEN" and is circled in orange. The "Deliver To" text field contains "Wendi B. Williams" and is also circled in orange. The page includes a sidebar with navigation options: "1 Personal Info", "2 Account/Ship", "3 Justify Changes", "4 Approval Flow", and "5 Review Changes". At the bottom, there is a privacy notice: "You expressly agree and understand that your data entered into this system may be transferred outside of the European Union or other jurisdiction where you are located, as further described in the Ariba Privacy Disclosure for Ariba Cloud Service".

18. When finished, click "**Review Changes**" to accept the additions or/updates that created.

The screenshot shows the 'Personal Profile' page for user Wendi B. Williams (UP608). The page is divided into a left sidebar with five numbered steps: 1. Personal Info, 2. Account/Ship, 3. Justify Changes, 4. Approval Flow, and 5. Review Changes. Step 5 is highlighted with an orange circle. The main content area contains two sections: '1. Change your accounting information:' with dropdown menus for Chart, Fund, Org, Account, Location, and Activity; and '2. Change your shipping and delivery information:' with dropdown for Ship To (QUEEN) and a text field for Deliver To (Wendi Williams RM 202). A footer note states: '(*) indicates a required field. You expressly agree and understand that your data entered into this system may be transferred outside of the European Union or other jurisdiction where you are located, as further described in the Ar Privacy Disclosure for Ariba Cloud Service'. A 'Prev' button is visible in the top right corner.

19. To save all of the changes, click "**Submit**".

The screenshot shows the 'Personal Profile' page for user Wendi B. Williams (UP607). The left sidebar is identical to the previous screenshot, with step 5 'Review Changes' highlighted. The main content area now displays a confirmation message: 'Review your request and then submit it for approval. You did not modify your user profile/delegation. (*) indicates a required field. You expressly agree and understand that your data entered into this system may be transferred outside of the European Union or other jurisdiction where you are located, as further described in the Ariba Privacy Statement. Privacy Disclosure for Ariba Cloud Service'. At the top right, there are three buttons: 'Prev', 'Submit' (highlighted with an orange circle), and 'Exit'. At the bottom right, there are also three buttons: 'Prev', 'Submit', and 'Exit'. The footer includes the SAP Ariba logo, user information (Wendi B. Williams, last visit 2/17/2025 12:44 PM), and copyright information (© 1996 - 2025 Ariba Inc. All Rights Reserved).