

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)."

benefits offered to eligible employees and their eligible dependents. Fuition Remission Apply for and manage Tuition	organizational changes. Purchasing Card (P-Card) Application Apply for a P-Card. If you are unsure of which application to	Payroll Academic Calendars Events Calendars
Remission benefits for yourself, dependents, and spouse/domestic partner. Visit the Tuition Remission policy page for more information.	use, email pcard@drexel.edu. Sales Tax Information Download the appropriate tax exemption form below for the state where you made your business purchase. <i>Before</i> <i>downloading the form, you</i>	Compliance and Privacy Programs Conflict of Interest Disclosure Access the annual and introductory period conflict of interest disclosure forms, and
ly Career Career Pathway Register for in-class and	<i>may be prompted to log in to Office 365 using your Drexel credentials.</i>	review completed reports. View the Conflict of Interest and Commitment policy for more information.
online professional development workshops. Complete performance evaluations and compliance training. Career Opportunities at Drexel View and apply for all open faculty and professional staff positions at Drexel, including the College of Medicine and the Academy of Natural	Drexel Tax Exemption Documents ANS Tax Exemption Documents SAP Ariba Marketplace (Purchase goods and services through the SAP Ariba eProcurement application. Web*Financials	Compliance "Make a Report" Web Form Use the link above or call 1.866.358.1010 to report improper conduct (both are managed externally by EthicsPoint to ensure confidentiality). View the Code of Conduct policy for more information.

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.

Accounts Payal & Procurement	ble Services
Personal Profile	UP608: Wendi B. Williams Exit
1 Personal Info	Groups determine the tasks you perform and the data you work with. The other information is used as default values in many processes. Personal Profile Information - User Profile
 2 Account/Ship 3 Justify Changes 4 Approval Flow 5 Review Changes 	Name: * Wendi B. Williams Business Email Address: * wbw29@drexeLedu Supervisor: Michele Arias Groups: Drexel University Requester, Drexel University System Admin, Drexel University Reporting Admin, Catalog Approver, Drexel University Forms Admin, Drexel University Basic User, Drexel University Solution Administrator, Drexel University Non-PO Invoice Entry, Drexel University Reporting Manager, Drexel University Catalog Manager, Drexel University Super Admin, Drexel University Document Reassignment Admin, Drexel University Shopper, Drexel University Forms Designer [select] Job Profile: [no value) Team Requisition Members: Add Substitutes [select] ①
	(*) 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

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

ersonal Profile	UP608: Wendi B. Williams			Prev	Next	Exit
	The accounting and shipping information	on is used as the default acc	count to which the items you	order are charged, and the	default address to whi	ch the More
	1. Change your accounting information					
1 Personal Info	Chart: (no	value)	\sim			
2 Account/Ship	Fund: (no	value)	\sim			
	Org: (no	value)	\sim			
3 Justify Changes	Account: (no	value)	\sim			
Approval Flow	Location: (no	value)	\sim			
	Activity: (no	value)	\sim			
5 Review Changes	2. Change your shipping and delivery in	nformation:				
	Ship To: (no	value)				
	Deliver To:	ndi B. Williams				
	(*) indicates a required field					
	You expressly agree and understand the are located, as further described in the	at your data entered into thi Ariba Privacy Statement. P	s system may be transferred rivacy Disclosure for Ariba C	outside of the European Uni oud Service	on or other jurisdiction	where you

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**.

Personal Profile	UP508: Wendi	Choose Value for S	hip To						
	The accoun	Found more than 500 item	is. The results sho	own here include un	ique items from th	e first 500 items found.			
1 Personal Info		Name			Search				
2 Account/Ship		Location		Country/Region	City	State/Province/Region	Street		
		Name Country/Region		United States	PHILADELPHIA	PA	850 N 11TH STREET	Select	-
3 Justiny Changes		City	ST FLOOR	United States	PHILADELPHIA	PA	1427 VINE STREET	Select	
(4) Approval Flow		State/Province/Region	ND FLOOR	United States	PHILADELPHIA	PA	1427 VINE STREET	Select	
\bigcirc		Street	RD FLOOR	United States	PHILADELPHIA	PA	1427 VINE STREET	Select	
5 Review Changes	2. Change	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	
	(*) Indicator	142708 1427 VINE ST	8TH FLOOR	United States	PHILADELPHIA	PA	1427 VINE STREET	Select	
	You express	160101 1601 CHERRY	Y ST STE 110	United States	PHILADELPHIA	PA	1601 CHERRY ST STE 110	Select	
	Privacy Disc	1							
								Done	2

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

1 Personal Info	1. Change your acco	Chart (op value)			l			
2 Account/Ship 3 Justify Changes	-	Choose Value for Street	Ship To		Search			
		Location		Country/Region	City	State/Province/Region	Street	
4 Approval Flow		Country/Region	ST STE 102	United States	PHILADELPHIA	PA	3020 MARKET STREET STE 102	Select
5 Review Changes		City	ST STE 103	United States	PHILADELPHIA	PA	3020 MARKET STREET STE 103	Select
	2. Change yours	State/Province/Region	ST STE 104	United States	PHILADELPHIA	PA	3020 MARKET STREET STE 104	Select
		Street	ST STE 560	United States	PHILADELPHIA	PA	3020 MARKET STREET STE 560	Select
	(*) indicates a rec You expressly agree Privacy Disclosure fo	and understand that your data r Ariba Cloud Service	entered into th	ils system may be	ransferred outside	e of the European Union o	r other jurisdiction where you are locat	Done ed, as further described

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.

	1. Change your acc	ounting informa	tion:					
1) Personal Info		Chart	(na uslua)		l.			
2 Account/Ship		Choose '	Value for Ship To					
		Street	~ 3020		Search			
3 Justity Changes		Location †	Name	Country/Region	City	State/Province/Region	Street	
4) Approval Flow		302001	3020 MARKET ST STE 102	United States	PHILADELPHIA	PA	3020 MARKET STREET STE 102	Select
D		302002	3020 MARKET ST STE 103	United States	PHILADELPHIA	PA	3020 MARKET STREET STE 103	Select
5) Review Changes	2. Change yours	302003	3020 MARKET ST STE 104	United States	PHILADELPHIA	PA	3020 MARKET STREET STE 104	Select
		302004	3020 MARKET ST STE 560	United States	PHILADELPHIA	PA	3020 MARKET STREET STE 560	Select
	(*) indicates a rec							Done
	You expressly agree Privacy Disclosure fo	and understand or Ariba Cloud S	I that your data entered into th ervice	ils system may be	transferred outside	e of the European Union (or other jurisdiction where you are locat	ed, as further describ

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.

Profile	UP608: Wendi B. Williams	Prev
	The accounting and shipping inform 1. Change your accounting information	ation is used as the default account to which the items you order are charged, and the default address to which the items are sent. You can change the information for a specific n
onal Info	Chart:	no value) 🗸
unt/Ship	Fund:	no value)
	Org:	no value) Choose Value for Ship To
y Changes	Account:	no value)
oval Flow	Location:	no value) Varme V Search
	Activity:	no value) Location † Name Country/Region City State/Province/Region Street
ew Changes	2. Change your shipping and delive	y information: No items
	Ship To:	
	Deliver To:	Vendi B. Williams
	(*) indicates a required field	
	You expressly agree and understand Privacy Disclosure for Ariba Cloud S	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 mile
		Prev

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.

endi B. Williams			Prev	Exit
counting and shipping inf	ormation is used as the	default account to which the	items you order are charged, and the default address to which the items are sent. You can change the information for a specific request	t, by selecting More
nge your accounting infor	mation:			
Chart:	(no value)			
Fund:	(no value)	~		
Org:	(no value)	Choose Value fo	r Shin To	
Account:	(no value)			
Location:	(no value)	Name	Papadakis Search	
Activity:	(no value)	Location † Name	Country/Region City State/Province/Region Street	
nge your shipping and de	livery information:		No items	
Ship To:				
Deliver To:	Wendi B. Williams		Done	
ates a required field				
ressly agree and underst Disclosure for Ariba Clou	and that your data entere d Service	ed into this system may be tra	referred outside of the European Union or other jurisdiction where you are located, as further described in the Ariba Privacy Statement.	
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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.

1 Personal Info	The accounting and 1. Change your acco	Choose V	/alue for Ship To	1	Search)			ie ir
2 Account/Ship		Location 1	Name	Country/Region	City	State/Province/Region	Street		
(2) Justify Changes		CR0160	PAPADAKIS ISB RM 401	United States	PHILADELPHIA	PA	DREXEL UNIV RECEIVING	Select	
S susary changes		CR0161	PAPADAKIS ISB RM 410	United States	PHILADELPHIA	PA	DREXEL UNIV RECEIVING	Select	
(4) Approval Flow		CR0162	PAPADAKIS ISB RM 411	United States	PHILADELPHIA	PA	DREXEL UNIV RECEIVING	Select	
-		CR0163	PAPADAKIS ISB RM 413	United States	PHILADELPHIA	PA	DREXEL UNIV RECEIVING	Select	
5 Review Changes	2. Change your ship:	CR0164	PAPADAKIS ISB RM 502	United States	PHILADELPHIA	PA	DREXEL UNIV RECEIVING	Select	
		CR0165	PAPADAKIS ISB STE 123	United States	PHILADELPHIA	PA	DREXEL UNIV RECEIVING	Select	
		CR0166	PAPADAKIS ISB STE 205	United States	PHILADELPHIA	PA	DREXEL UNIV RECEIVING	Select	
		CR0167	PAPADAKIS ISB STE 310	United States	PHILADELPHIA	PA	DREXEL UNIV RECEIVING	Select	
	(*) indicates a require	CR0168	PAPADAKIS ISB STE 312	United States	PHILADELPHIA	PA	DREXEL UNIV RECEIVING	Select	
	You expressly agree - Privacy Disclosure for							Done	in 1

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

l Profile	JP608: Wendi B. Williams	N
	The accounting and shipping information is used as the default account to which the items you order are charged, and the default address to which the items are sent. You can change the information for	r a specific
sonal Info	Change your accounting information: Chart: (no value)	
ount/Ship	Funct (no value)	
tify Changes	Acco	
proval Flow	Location Location	
riew Changes	Acto No items	
	Ship	
	Deliver Done	
	(°) 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 Disclosure for Ariba Cloud Service	cy Stateme
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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**".

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and shipping info	mation is used as the default account to which the items you order are charged, and the default address to which the items are sent. You can change the information for a specific request, by selecting Mare
accounting inform	ation:
Chart:	(no value) V
Fund:	(no value) v
Org: Account:	Choose Value for Ship To
Location:	Location V QUEEN Search
Activity:	Location † Name Country/Region City State/Province/Region Street
shipping and deli	QUEEN QUEEN United States PHILADELPHIA PA 2900 QUEEN LANE Select
Ship To:	
Deliver To:	Done
quired field	
tree and understar re for Ariba Cloud	nd 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. Service
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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 accounting and shipping infor	mation is used as the defau	It account to which the	items you order a	re charged, and the	default address to w	hich the items are s	ent. You can change th
-	1. Change your accounting inform	ation:						
1 Personal Info	Chart:	(no value)	~					
2 Account/Ship	Fund:	(no value)	~					
0 .	Org:	(no value)	\sim					
3 Justify Changes	Account:	(no value)	\sim					
Approval Flow	Location:	(no value)	\sim					
	Activity:	(no value)	~					
5 Review Changes	2. Change your shipping and deliv	ery information:						
	Ship To:	QUEEN	\sim					
	Deliver To:	Wendi B. Williams						
	(*) indicates a required field							
	You expressly agree and understar Privacy Disclosure for Ariba Cloud	d that your data entered inte Service	o this system may be tra	nsferred outside of	the European Union	or other jurisdiction	where you are locate	d, as further described
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18. When finished, click **"Review Changes"** to accept the additions or/updates that created.

	The accounting and shipping info	rmation is used as the default acc	count to which the ite	ns you order are	charged, and the de	ault address to which	th the items are sent. Y	You can change the infor
	 Change your accounting inform 	nation:						
1 Personal Info	Chart:	(no value)	\sim					
2 Account/Ship	Fund:	(no value)	\sim					
	Org:	(no value)	\sim					
3 Justify Changes	Account:	(no value)	\sim					
4 Approval Flow	Location:	(no value)	\sim					
	Activity:	(no value)	\sim					
5 Review Changes	2. Change your shipping and delivery information:							
	Ship To:	QUEEN	\sim					
	Deliver To:	Wendi Williams RM 202						
	(*) indicates a required field							
	You expressly agree and understa Privacy Disclosure for Ariba Cloud	nd that your data entered into this Service	system may be transf	rred outside of the	e European Union or	other jurisdiction wh	ere you are located, as	further described in the A

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

< Accounts Payabl & Procurement	e Services		Q 🔒 @) 🧐 🚾
Personal Profile	UP607: Wendi B. Williams	Prev	Submit	Exit
 Personal Info Account/Ship Justify Changes Approval Flow Review Changes 	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 outs located, as further described in the Ariba Privacy Statement. Privacy Disclosure for Ariba Cloud Ser	side of the European Un vice	ion or other jurisdic	tion where you are
SAP Ariba XXX Wendi B. Williams (www20)@drexet.e Privacy Disclosure for Aniba Cloud Se	du) last visit 2/17/2025 12:44 PM Drexel University-C1 C104_UI5 nice	Prev	Submit © 1996 - 2025 Ar	Exit