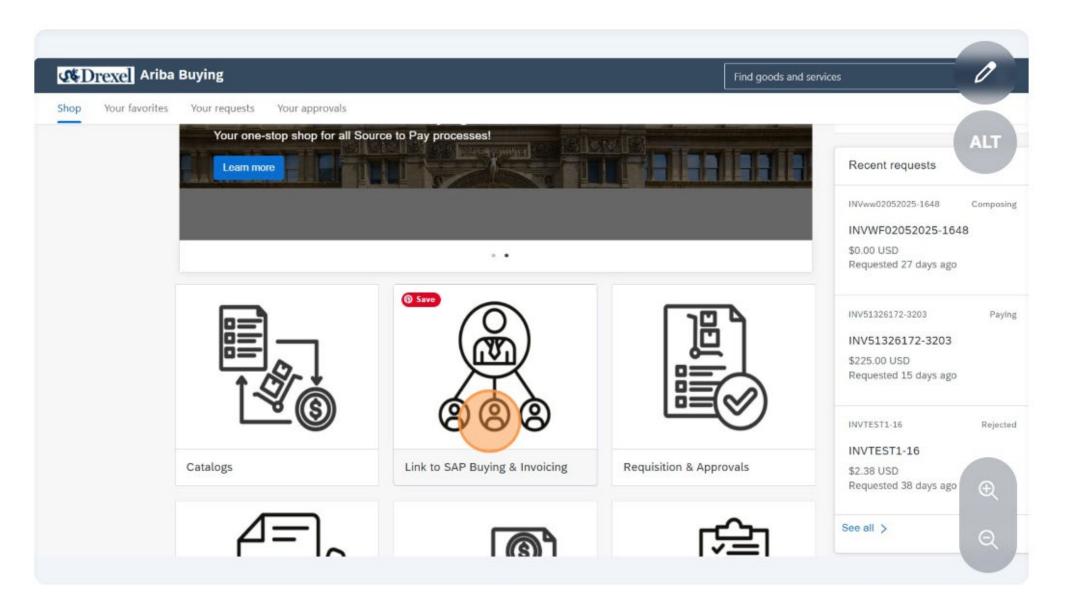
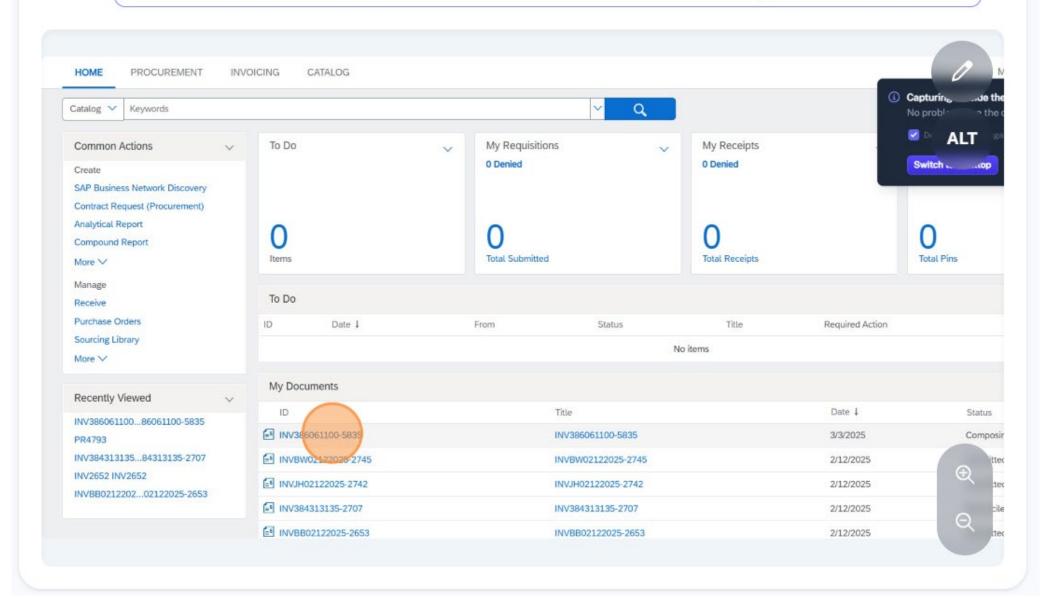
How find and fix errors on an SAP Ariba Marketplace order or invoice



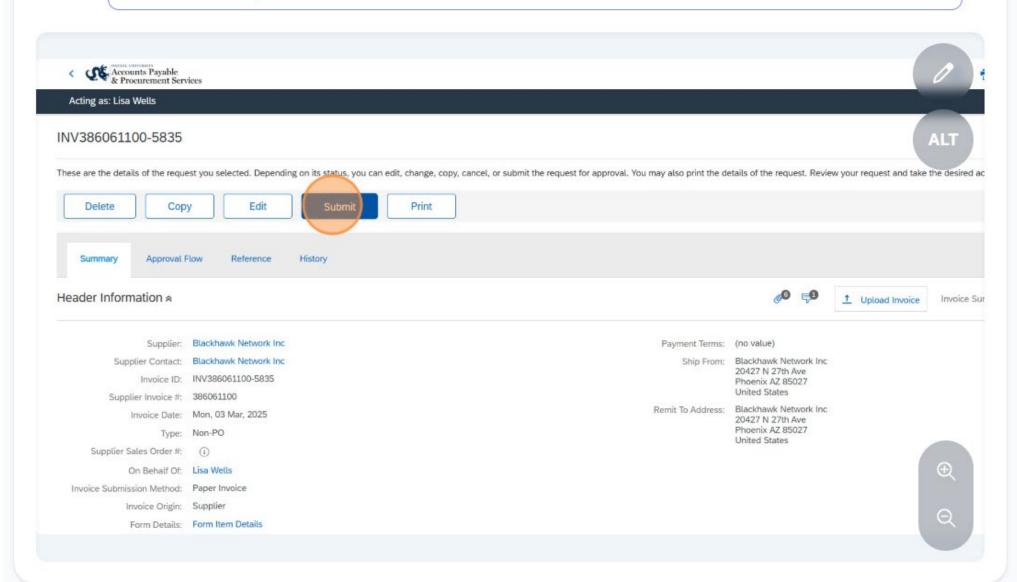
When you log into SAP Ariba Guided Buying, scroll down and select, "Link to SAP Buying & Invoicing.



Locate the order on the Home page and click on it to open. In this example, "INV386061100-5835" is the order that needs to be corrected.



Click "Submit". If you are unable to submit your, any errors will be displayed so you can see what you need to fix.





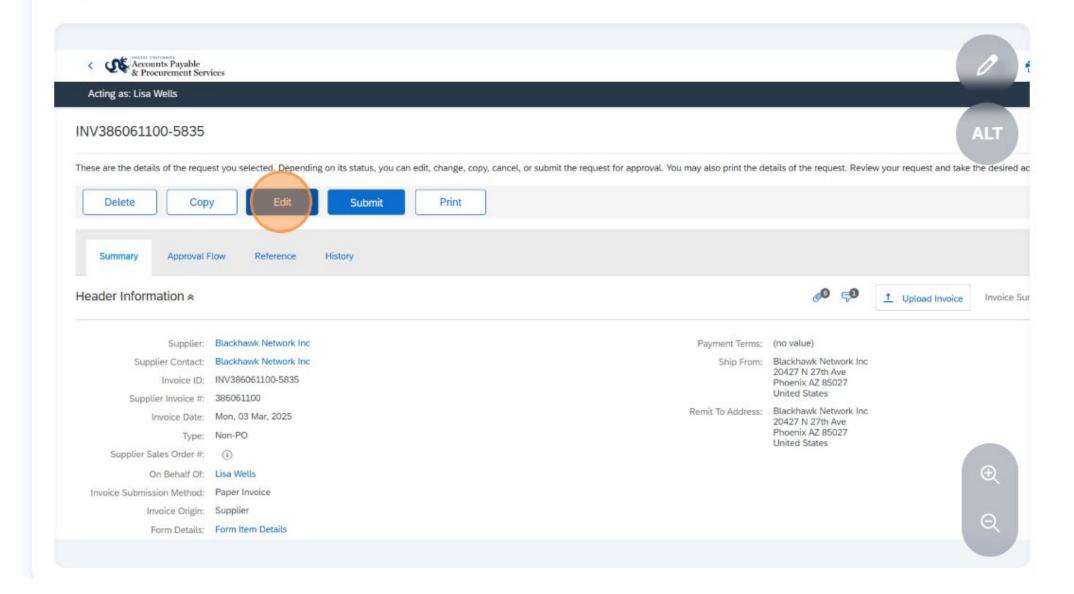
Any errors on your order will be displayed. The order has errors due to the "Ship To" info is not filled in.

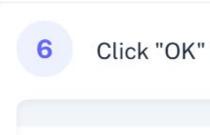


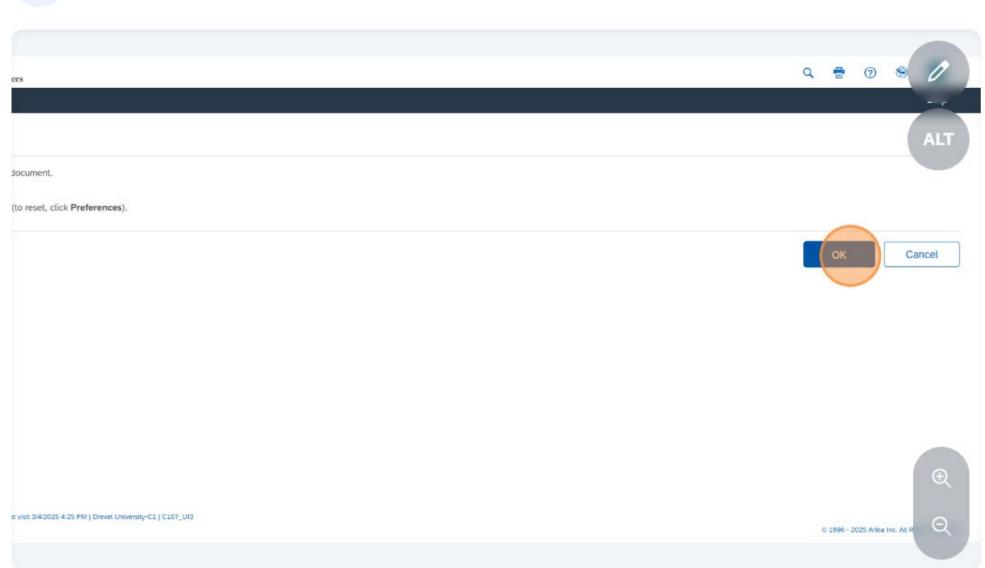


Wendi B. Williams (wbw29@drexel.edu) last visit 3/4/2025 5:31 PM | Drexel University-C1 | C107_UI3

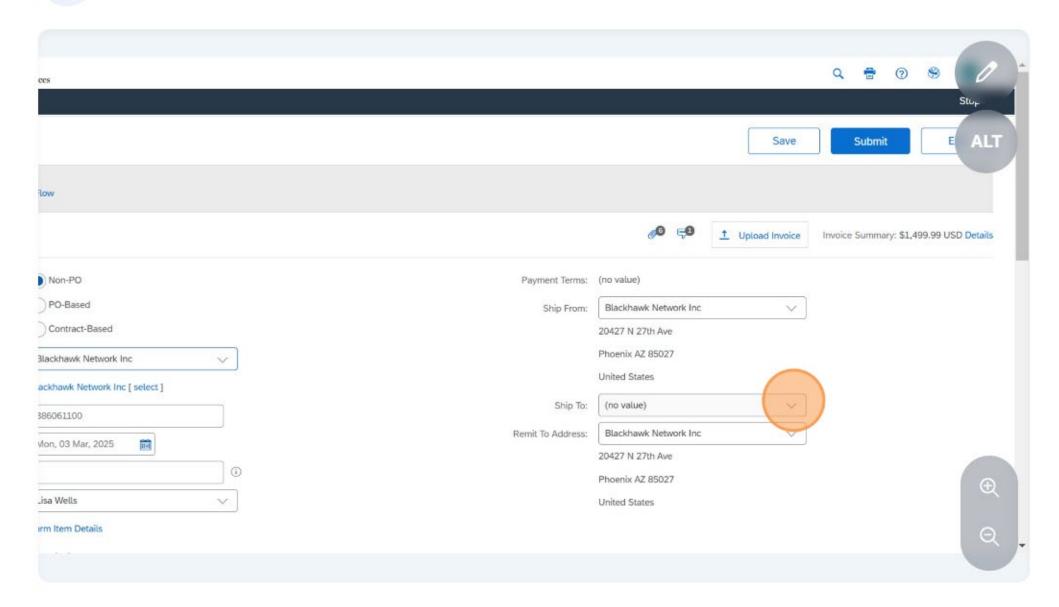
To correct your errors you will dlick "Edit"



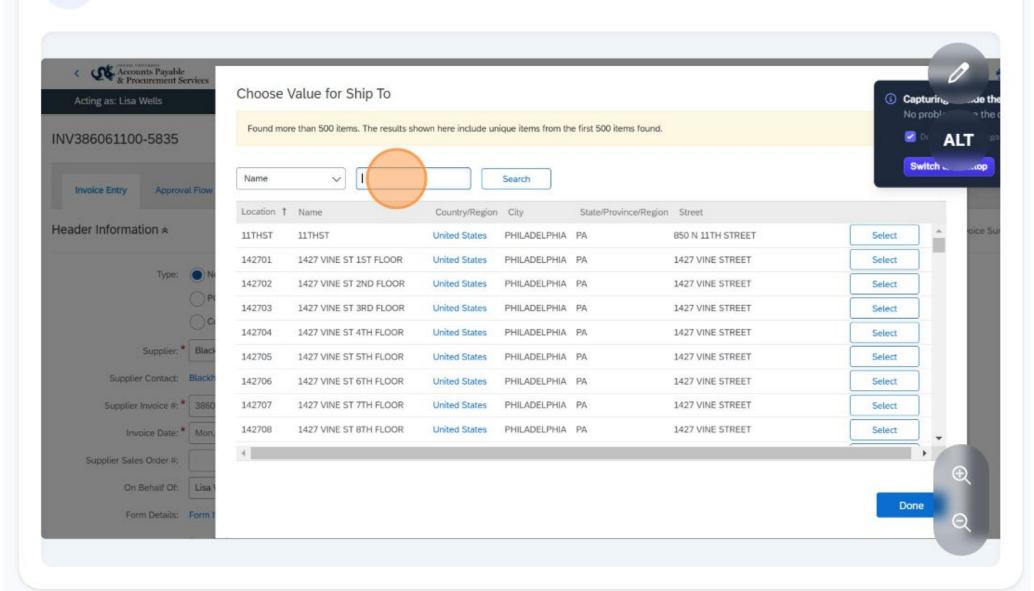




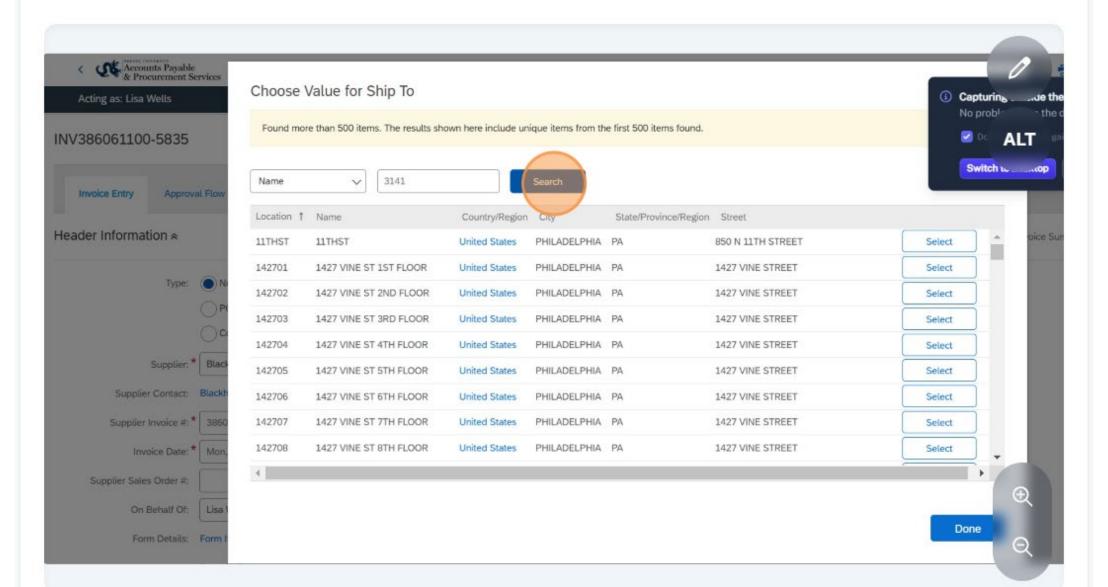
Locate the "Ship To" on your order, select the drop-down to add your address info.



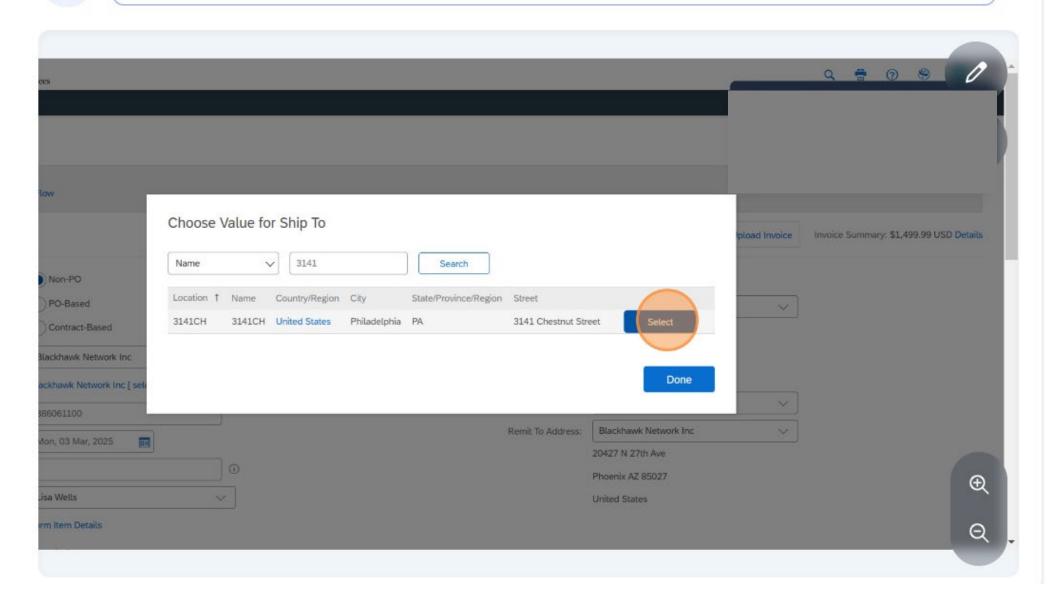
8 Click this text field.



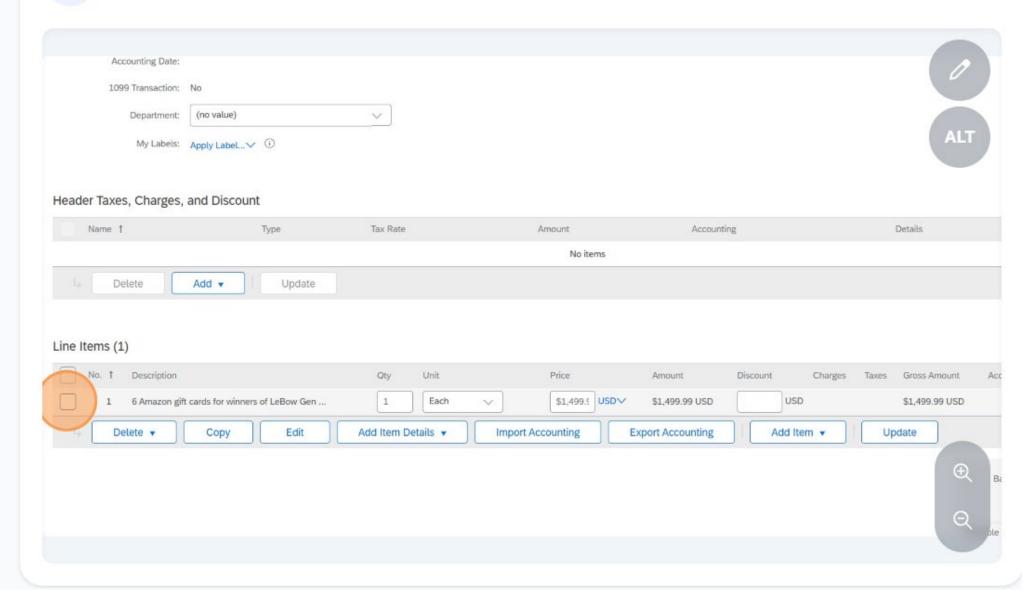
Using the drop-down labeled "Name", search for the correct address by using the street #, name or building name. In this example 3141 was used.



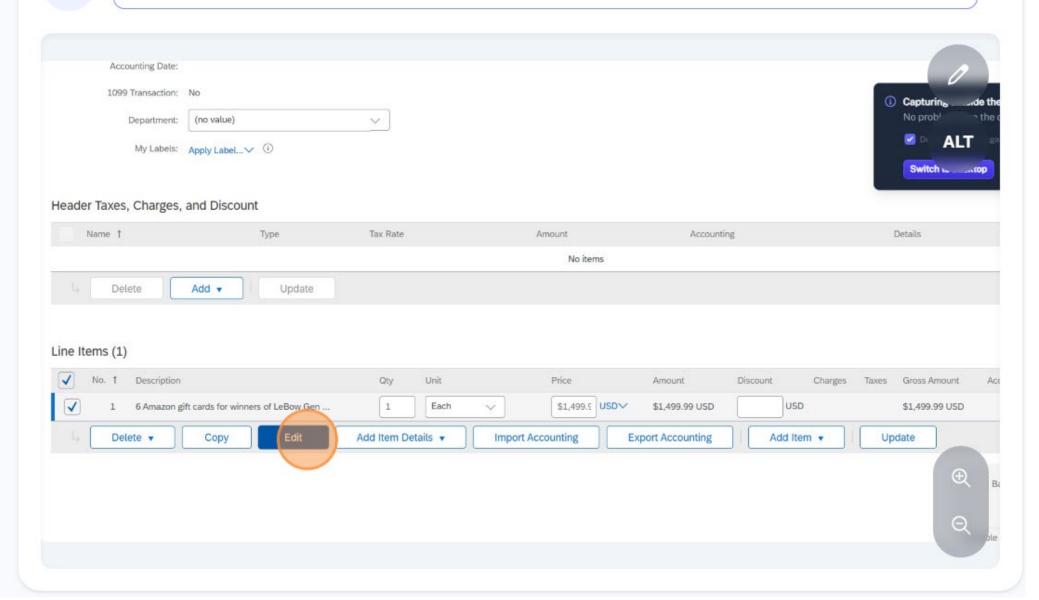
When the correct address is located, click "Select" and then "Done"



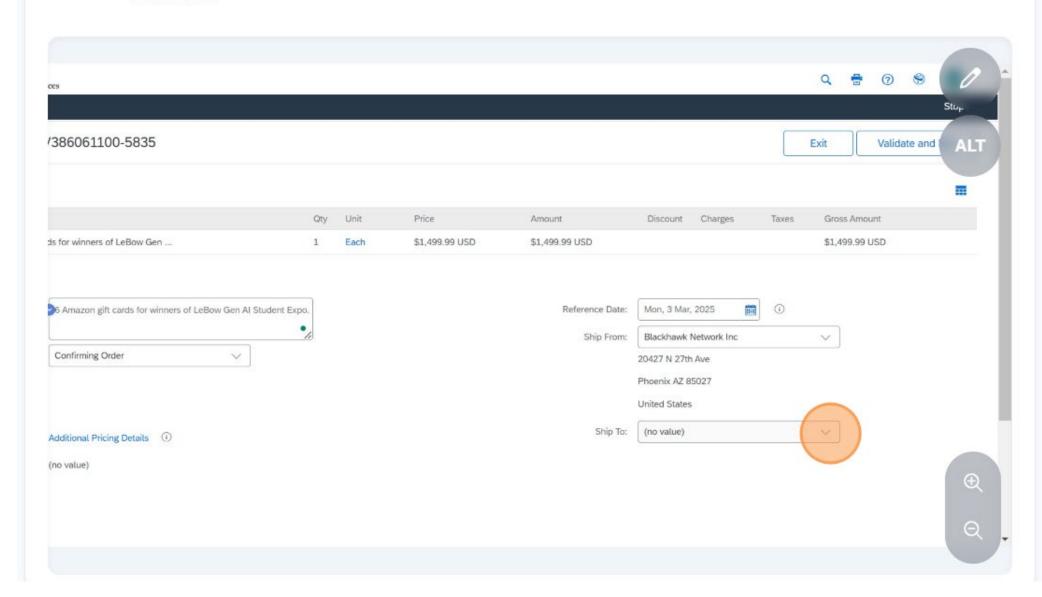
Next step is to add the "Ship To" address to Line Item. Scroll down the Line Items.



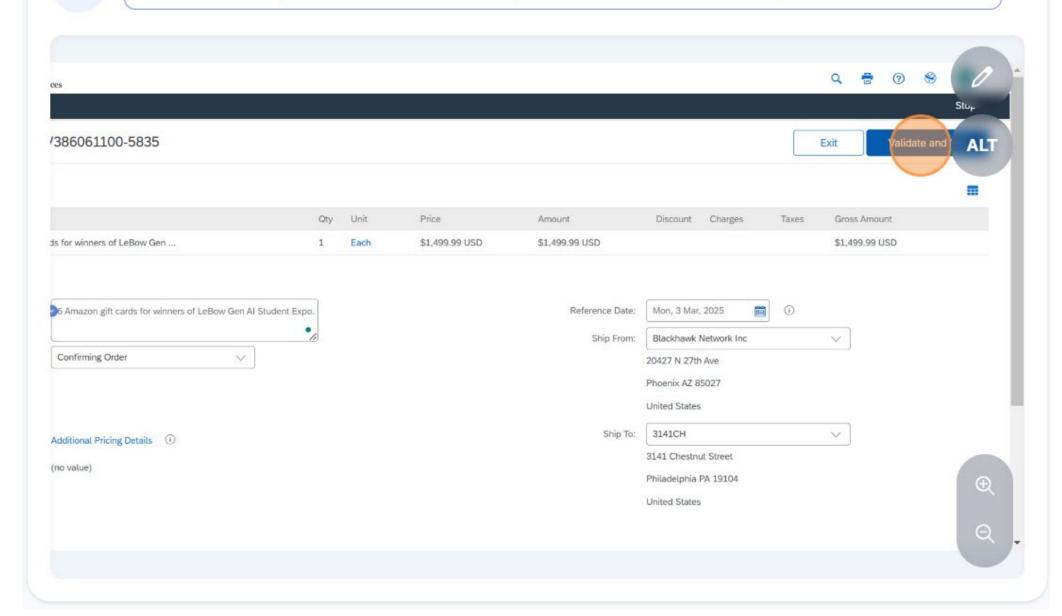
Check the box next to the Line and then click "Edit".



Locate the "Ship To" field for the Line Item and use the drop-down to repeat Steps 9 and 10.



When the "Ship To" address is added, click "Validate and Exit".





Review the information to ensure all is correct, then click "Submit"

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