



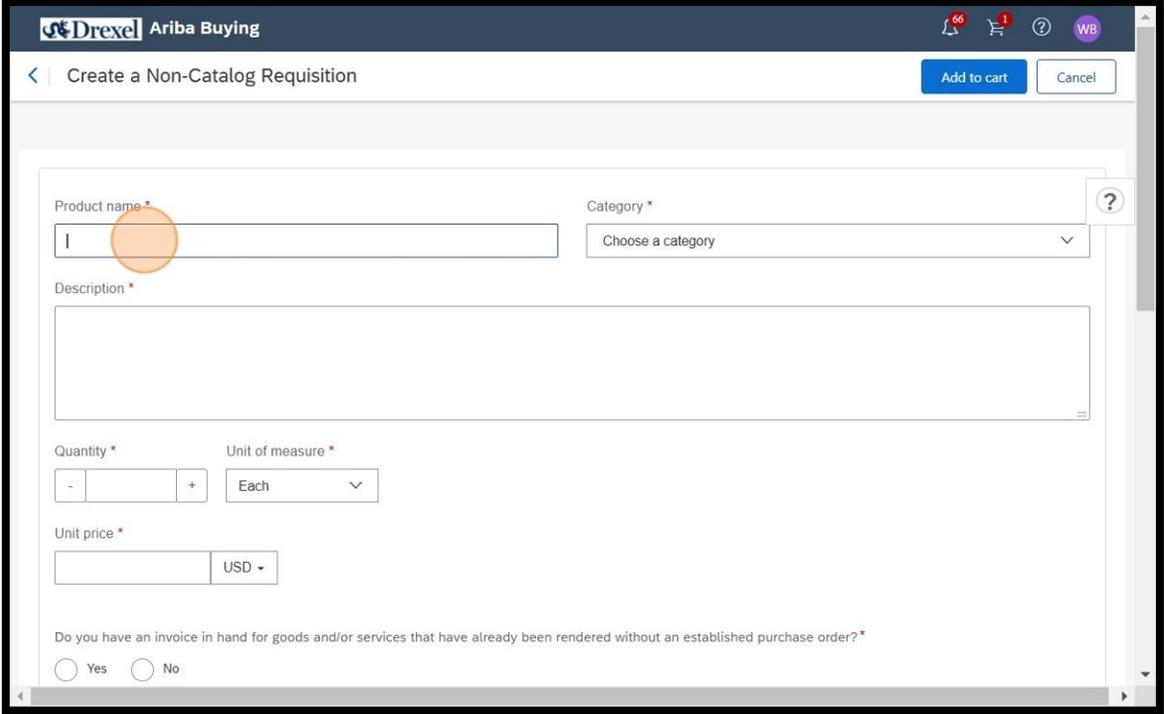
# Drexel University

## SAP Ariba Marketplace End-User Guide Requesting New Suppliers in Ariba

### *Accounts Payable & Procurement Services*

## How to Request a New Supplier in SAP Ariba

1. The "Product Name" is the name or title of the requisition. Click into the field and type the name or title of the requisition.



The screenshot shows the SAP Ariba interface for creating a non-catalog requisition. The header includes the Drexel logo and 'Ariba Buying'. The page title is 'Create a Non-Catalog Requisition'. There are 'Add to cart' and 'Cancel' buttons. The form contains the following fields:

- Product name \***: A text input field with a vertical cursor and an orange circle highlighting it.
- Category \***: A dropdown menu with the text 'Choose a category' and a downward arrow.
- Description \***: A large text area for entering a description.
- Quantity \***: A numeric input field with minus and plus buttons.
- Unit of measure \***: A dropdown menu with 'Each' selected.
- Unit price \***: A numeric input field with a 'USD' dropdown menu.
- Do you have an invoice in hand for goods and/or services that have already been rendered without an established purchase order? \***: Radio buttons for 'Yes' and 'No'.

2. In the "Category" field, click "Choose a category". This is the commodity code.

**Drexel Ariba Buying**

Create a Non-Catalog Requisition Add to cart Cancel

Product name \*  Category \* Choose a category ?

Description \*

Quantity \*    Unit of measure \* Each v

Unit price \*  USD v

Do you have an invoice in hand for goods and/or services that have already been rendered without an established purchase order? \*

Yes  No

3. Select the most accurate commodity code for the order. This identifies what type of purchase is being made.

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Create a Non-Catalog Requisition Add to cart Cancel

Product name \*  Category \* Choose a category ?

Description \*

Quantity \*    Unit of measure \* Each v

Unit price \*  USD v

Do you have an invoice in hand for goods and/or services that have already been rendered without an established purchase order? \*

Yes  No

Choose a category ^

[Clear selection](#)

27000000 (Tools and General Machinery)

80000000 (Management and Business Professionals and Administrative Se...)

**86000000 (Education and Training Services)**

25000000 (Vehicles and their Accessories and Components)

43200000 (Components for information technology or broadcasting or telec...)

43000000 (Information Technology Broadcasting and Telecommunications)

39000000 (Electrical Systems and Lighting and Components and Accessori...)

32000000 (Electronic Components and Supplies)

[Browse all](#)

4. Click in the description field. Add a brief description of the order.

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< Create a Non-Catalog Requisition Add to cart Cancel

Product name \*  Category \*

Description \*

Quantity \*  Unit of measure \*

Unit price \*  USD

Do you have an invoice in hand for goods and/or services that have already been rendered without an established purchase order? \*  
 Yes  No

5. Select the quantity of the item(s) of the requisition.

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< Create a Non-Catalog Requisition Add to cart Cancel

Product name \*  Category \*

Description \*

Quantity \*  Unit of measure \*

Unit price \*  USD

Do you have an invoice in hand for goods and/or services that have already been rendered without an established purchase order? \*  
 Yes  No

6. Select the unit price of the order. (The unit price is based on the quantity.)

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← Create a Non-Catalog Requisition Add to cart Cancel

Product name \*  Category \*  ?

Description \*

Quantity \*  Unit of measure \*

Unit price \*  USD

Do you have an invoice in hand for goods and/or services that have already been rendered without an established purchase order? \*

Yes  No

- Answer the question, "Do you have an invoice in hand for goods or services that have already been rendered without an established purchase order?" The response should be "No". If the answer is "Yes", use the Confirming Order form.

**Drexel Ariba Buying**

66 1 ? WB

← Create a Non-Catalog Requisition Add to cart Cancel

Description \*

Quantity \*  Unit of measure \*

Unit price \*  USD

Do you have an invoice in hand for goods and/or services that have already been rendered without an established purchase order? \*

Yes  No

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

Yes  No

FOR SERVICES ONLY: Is the supplier a U.S. citizen or permanent resident?

8. Answer the question, "Is the supplier a current or recent former student or employee (within the current or previous calendar year) of Drexel University, its subsidiaries and/or affiliates?" The answer should be "No". If the answer is "Yes", contact your HR Business Partner for assistance in hiring this individual or/business.

The screenshot shows the 'Create a Non-Catalog Requisition' page in the Drexel Ariba Buying system. The page header includes the Drexel logo and 'Ariba Buying'. The main content area contains several questions with radio button options:

- Do you have an invoice in hand for goods and/or services that have already been rendered without an established purchase order? \*  
 Yes  No
- Is the supplier a current or recent former student or employee (within the current or previous calendar year) of Drexel University, its subsidiaries and/or affiliates? \*  
 Yes  No
- FOR SERVICES ONLY: Is the supplier a U.S. citizen or permanent resident?  
 Yes  No
- Is your supplier onboarded? ⓘ  
 Yes  
 Request new supplier to be onboarded

At the bottom, there is a section for attachments: 'Please add your attachment(s) here. An attachment is required for all Non-Catalog Purchase Requisitions \*' with an 'Upload file' button.

9. Answer the question, "FOR SERVICES ONLY: Is the supplier a U.S. citizen or permanent resident?" The answer should be "Yes". If the answer is "No", contact the Office of Tax Compliance for more information regarding this type of payment.

**Drexel Ariba Buying**

66 1 ? WB

< Create a Non-Catalog Requisition Add to cart Cancel

30,000 USD

Do you have an invoice in hand for goods and/or services that have already been rendered without an established purchase order? \*

Yes  No

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

Yes  No

FOR SERVICES ONLY: Is the supplier a U.S. citizen or permanent resident?

Yes  No

Is your supplier onboarded? ⓘ

Yes

Request new supplier to be onboarded

Please add your attachment(s) here. An attachment is required for all Non-Catalog Purchase Requisitions \*

Upload file

?

10. If the supplier is not currently a supplier with Drexel University, select the "Request new supplier to be onboarded" field.

**Drexel Ariba Buying**

66 1 ? WB

< Create a Non-Catalog Requisition Add to cart Cancel

Is your supplier onboarded? ⓘ

Yes

Request new supplier to be onboarded

Please add your attachment(s) here. An attachment is required for all Non-Catalog Purchase Requisitions \*

Upload file

?

Supplier

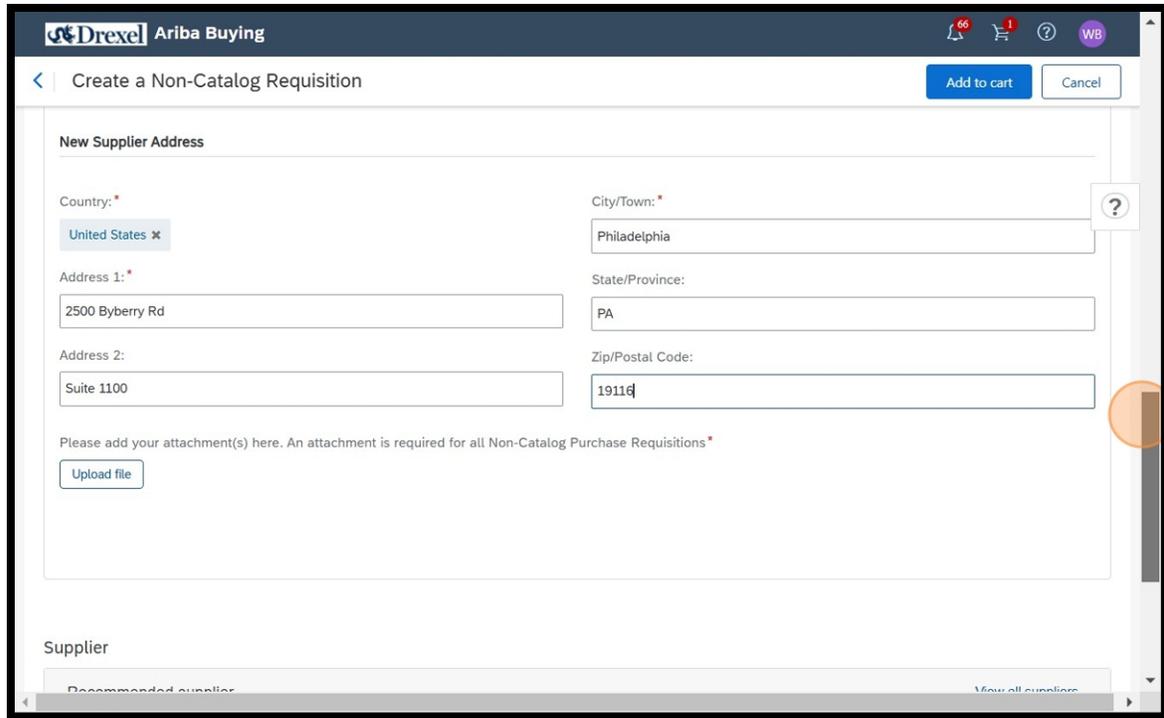
Recommended supplier View all suppliers

No recommended suppliers

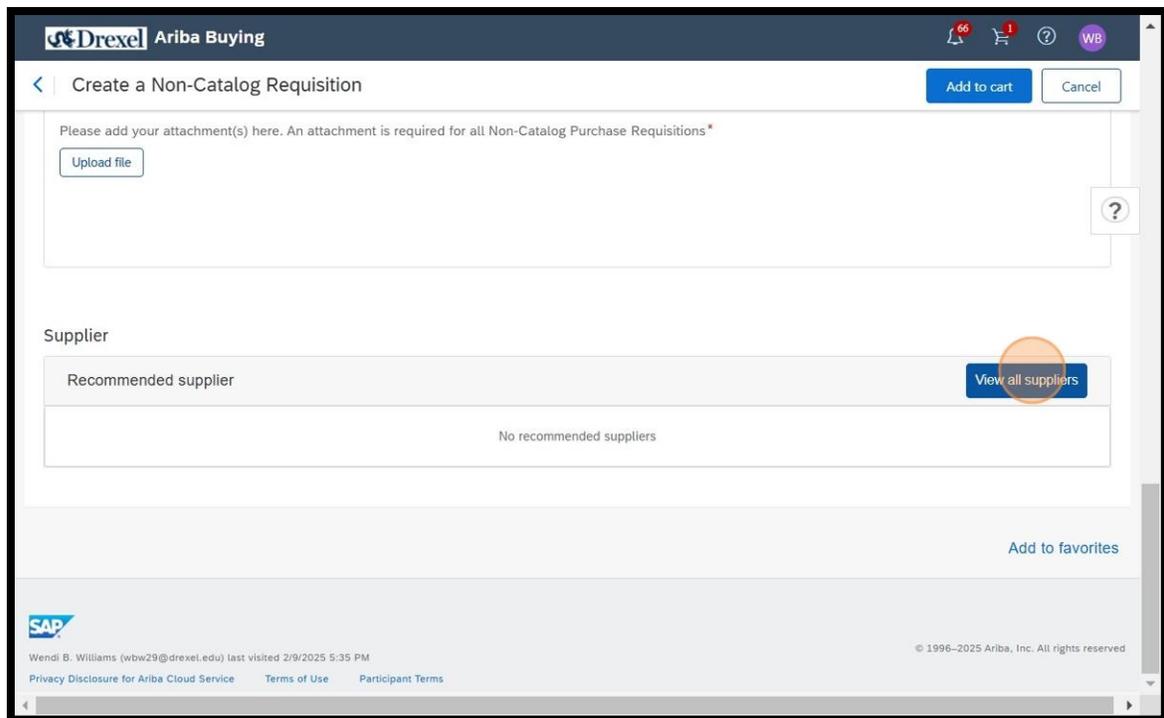
11. A "New Supplier Information" section will be made available to add the new supplier's contact information for them to be sent an invitation to register as a supplier with Drexel University. Please add the business name, the supplier contact person, or department that should receive the invitation to be onboarded. Please include their email address and contact phone number.

The screenshot shows the 'Create a Non-Catalog Requisition' page in the Ariba Buying system. The page header includes the Drexel logo and 'Ariba Buying'. The main heading is 'Create a Non-Catalog Requisition'. There are 'Add to cart' and 'Cancel' buttons. Below the heading, there is a question: 'Is your supplier onboarded?' with two radio button options: 'Yes' and 'Request new supplier to be onboarded'. The 'Request new supplier to be onboarded' option is selected. Below this, there is a note: 'If your supplier is not onboarded, you will need to complete the New Supplier Information below and select the Supplier "\_NEW SUPPLIER REQUEST\_" in the Supplier section at the bottom of this form.' The 'New Supplier Information' section contains a note: '\*Set the Supplier to "\_NEW SUPPLIER REQUEST\_" in the Supplier section at the bottom of this form'. There are five input fields: 'Supplier Name: \*' (containing 'KNIT4U Inc'), 'Supplier Phone:' (containing '267-555-1214'), 'Supplier Contact: \*' (containing 'Nicole Mance'), 'Supplier Email: \*' (containing 'nicolem@knitfouru.com'), and 'Supplier Fax Number (optional):' (containing '(Country, Area, Phone)'). At the bottom of the form, there is a section for 'New Supplier Address'.

12. In the "New Supplier Address" section, enter the supplier's country, complete street address including Apt, suite, unit, building, floor, etc. if applicable, city, state, and zip code.



13. In the "Supplier" section, click "View all suppliers".



14. In the "Search field, type in "New Supplier". When done, click the search icon.

**Drexel Ariba Buying**

Create a Non-Catalog Requisition Add to cart Cancel

Select a supplier

New Supplier  X

Supplier ID	Supplier name	Preferred	Diversity	Street	City	State/Pro
10000384	Leonardi, Thomas			Studio A, 343 S 26th St	Philadelphia	PA
10000400	Barry, John			447 E Mt Airy St	Philadelphia	PA
10000592	Stewart, Mitchell			Bucknell University, Apt C3669	Lewisburg	PA
10095459	Weggel, John					
10096232	Onaral, Banu			Professor, Electrical & Computer Engineer, Commonwealth Hall 7-411	Philadelphia	PA
10096310	Shapiro, Finley			262 Trent Road	Wynnewood	PA
10096524	Bloomfield, Philin			Non-Employee Associate, Biomedical Engineering &	Philadelphia	PA

Your search results exceed the limit. Change the search criteria to narrow your results.

Select Cancel

**SAP**

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15. The supplier, "\_NEW SUPPLIER REQUEST\_", will appear. This is a place holder until the supplier is onboarded. Click "Select".

**Drexel Ariba Buying**

Create a Non-Catalog Requisition Add to cart Cancel

Select a supplier

New Supplier  X

Supplier ID	Supplier name	Preferred	Diversity	Street	City	State/Pro
99999999	_NEW SUPPLIER REQUEST_			3240 Powelton Ave	Philadelphia	PA

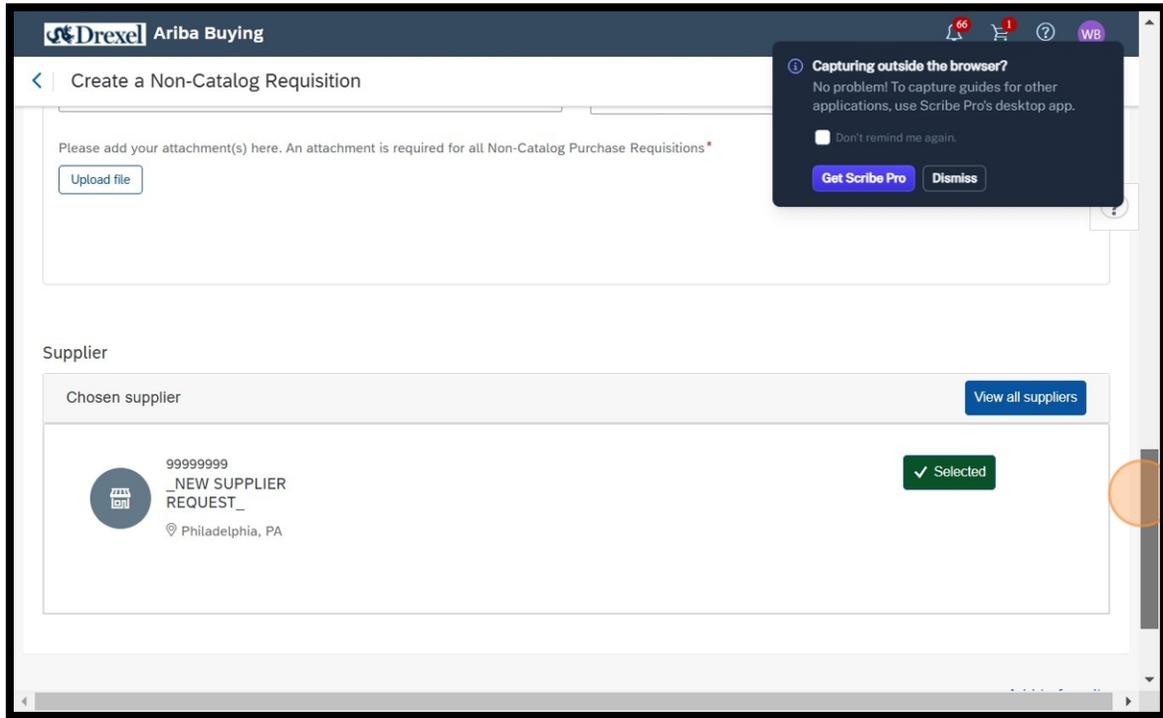
Select Cancel

**SAP**

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16. The "\_NEW SUPPLIER REQUEST\_" is now the placeholder for the new supplier. The Supplier Onboarding team will replace it with the new supplier once they have completed the supplier registration.



17. Once the requisition is reviewed to make sure everything is accurate, select "Add to cart"

**Drexel Ariba Buying** 66 1 WB

[Create a Non-Catalog Requisition](#) Add to cart Cancel

Product name \* Category \* ?

Knitting Machine for Fashion Dept 86000000 (Education and Training Services)

Description \*

2 new knitting machines for fashion department incl. 5-year service contract ?

Quantity \* Unit of measure \*

- 2 + Each

Unit price \*

30,000 USD

Do you have an invoice in hand for goods and/or services that have already been rendered without an established purchase order? \*

Yes  No