

## **Drexel University**

## SAP Ariba Marketplace End-User Guide Managing Purchase Orders

Accounts Payable & Procurement Services

## Managing Purchase Orders in Ariba System

This guide is essential for anyone managing purchase orders in the Ariba system as it provides a step-by-step approach to efficiently track and manage purchase orders after requisition approval. It consolidates vital information, such as PO details, supplier data, and order history, into a single location, simplifying the workflow. Additionally, it offers instructions for printing, modifying, or canceling orders, ensuring users can navigate the system confidently and effectively.

1. Once a requisition is fully approved, Ariba will automatically generate a purchase order. Click "**Your requests**"

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Shop     Your favorites     Your approvals		
Upcoming Catalogs Catalog Update: are working to complete integration for the following catalogs, which will become available in the coming weeks: Learn more - Fisher Scientific - Graybar	Request on behalf of Buy with a team	යිම් දිනී
Amazon - McKesson     S&H Photo - VWR     Grainger - Revvity	Recent requests	
We appreciate your patience as we finalize these catalogs and will notify you as soon as they are available in SAP Ariba Marketplace.	PR4970 Amazon Basics Multipurp Copy Printer Paper \$20.27 USD Requested 0 days ago	Ordered OSE
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2. Click "Purchase orders"

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<b>F</b> /	Hammermill Printer Paper, Great White 30% PR4918 Purchase orders: U0326230 Date requested: February 6, 2025	Status RECEIVED	Last updated 0 days ago		
F	Amazon Basics 1/3-Cut Tab, Assorted Positions PR4964	Status COMPOSING	Last updated 0 days ago		
	BIC(R) Wite-Out(R) Correction Tape, 471 3/5in PR4649 Purchase orders: U0326246	Status RECEIVED	Last updated 6 days ago		

3. You may apply filters to your search.

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5. Click on the purchase order.

<b>Ariba Buying</b>			[	Find goods and services	م 🖓
< Your requests					
Recent requests Requisitions Purchase ord	To receive Request for quo	tes Invoices Cu	istom forms		
Purchase order ID	Requisition ID	Status			Last updated
Search by purchase order ID Q	Search by requisition ID	Q Orde	red	<b>x</b> ~	11/18/2024 - 02/18/2025
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Select a supplier					Apply filte
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BI022 Parmetech, Inc Test U0323923 Requisition: PR900 Wendi B. Williams requested on behalf of you	С	ORDERED)	67 days a	go Parmetech, Ir	nc

6. The **Purchase Order (PO) page** displays details such as the PO number, PO status, quantity of items confirmed by the supplier, the number of items shipped, the quantity of items that you accepted so far, and the estimated delivery date. Additionally, it contains supplier information, requisition details, purchase order history, and related documents, offering a centralized view of all relevant PO-related data.

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St An Bill Se Un	upplier nazon.com Iling Dept, P O Box 80463 Email autite, WA 98108	noreply@dnr.com	Bill to 3141 Chestnut Street Philadelphia, PA 19104 United States	Ship to / Deliver to NEW COLLEGE BUILDING PHILADELPHIA, PA 19102 United States			
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		Quantity	Price	Amount			

7. You may navigate to the approved requisition by clicking "**PR4970**."

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< Amazor PR4970	Basics Multipurpose Copy Printer Paper U0330720		[	View in SAP Ariba Pro
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	Amazon.com Billing Dept, P O Box 80463 Email noreply@dnr.com Seattle, WA 98108 United States	3141 Chestnut Street Philadelphia, PA 19104 United States	NEW COLLEGE BUILDING PHILADELPHIA, PA 19102 United States	
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	Quantity	Price	Amount	

8. You may review the items ordered.

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	Address	NEW COLLEGE BUILDING PHILADELPHIA, I	PA 19102 United States	P Comments	@ Attachments			
l	> Terms and cor	nditions						
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9. You may review related documents such as receipts and order confirmations.

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	> Terms and conditions					
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	History					
	Date	Real User	User	Action	Summary	
	February 18, 2025 3:50 PM		aribasystem	Ordered	Order U0330720 was successfully carbon copied to the ERP system.	
	February 18, 2025 3:50 PM		aribasystem	Ordered	Order U0330720 was successfully sent via Ariba Network to Amazon.com : Amazon.com.	
			2 records			

10. Receipt documents show the quantity ordered and the amount accepted so far. For instructions on how to confirm receipt/accept goods or services, please refer to the Receipting guide.

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History	Name		Accepted	Ordered Qty.	Prev. accepted	Unit	-11				
Date		Amazon Basics Multipurpose Copy Printer Pa per	0	1	0	Each					
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11. You may review the history of the purchase order from earliest to latest.

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	February 18, 2025 3:50 PM		aribasystem	Ordered	Order U0330720 was successfully carbon copied to the ERP system.				
	February 18, 2025 3:50 PM		aribasystem	Ordered	Order U0330720 was successfully sent via Ariba Network to Amazon.com : Amazon.com.				
			2 records			J			

12. To print a purchase order, click "View in SAP Ariba Procurement"

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Basics Multipurpose Copy Printer Paper			View in SAP Ariba Proc	urement
Ordered				
Confirmed 0/2 =  0/2	Received By Quantity 0/2	Estimated delivery		?
Supplier	Bill to	Ship to / Deliver to		
Amazon.com Billing Dept, P O Box 80463 Email noreply@dnr.com Seattle, WA 98108 United States	3141 Chestnut Street Philadelphia, PA 19104 United States	NEW COLLEGE BUILDING PHILADELPHIA, PA 19102 United States		
Payment terms Net 30 Days		Net amount ordered 20.27 USD Details		
Items				
Quantity	Drice	Amount		

## 13. Click "Print."

< Accounts Payabl & Procurement	le Test Site Services
)330720 - Amazon	Basics Multipurpose Copy Printer Paper Status: Ordered
se are the details of the requ	iest you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the More
Change Re	ceive Close Print Resend to Supplier
Summary Approval	Flow Receipts Invoices Payments History
Order ID:	00330720
Version:	1
Order Confirmation Status:	Unconfirmed
Title:	Amazon Basics Multipurpose Copy Printer Paper
Supplier:	Amazon.com
Contact:	Amazon.com
Close Order:	Open
Source System:	Ariba Guided Buying
Accounting Date:	
Department:	(no value)
My Labels:	Apply Label v ①
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14. To submit a change request, cancel, or buy again click the requisition ID, "**PR4973**."

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K High-Pr PR4973	u0330721				View in SAP Ariba P
	Ordered				
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	Supplier		Bill to	Ship to / Deliver to	
	OriginLab Corporation 1 Roundhouse Plaza, Suite 303, Suite 303 Northampton, MA 01060 United States	Contact Eric Newton Email noreply@dnr.com Phone 4135862013	3141 Chestnut Street Philadelphia, PA 19104 United States	NEW COLLEGE BUILDING PHILADELPHIA, PA 19102 United States	
	Payment terms Net 30 Days			Net amount ordered 3,200.00 USE Detail	) S
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15. To cancel the request, click "**Cancel Request**," provide a reason, and then click "**Cancel Requisition**."

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corporation				U0330721		
	High-Precision Microscop	Quantity 1	Price \$3,200.00 USD	Amount \$3,200.00 USD		
	OriginLab Corporation	Unit of Measure Each				View more 🗗

16. To buy again, click the "More Actions" button and then "Buy Again"

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corporation					U0330721		
	High-Precision Microscop	Quantity 1	Price \$3,200.00	USD	Amount \$3,200.00 USD		
	OriginLab Corporation	Unit of Measure Each					View more 12*

17. To submit a change request, click "Change request"

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		✓ Show advanced opt	ions					
corporation					U0330721			
	High-Precision Microscope	Quantity 1	Price \$3,200.00 USD	Amount \$3,200.00	USD			
	OriginLab Corporation	Unit of Measure Each					View more 🗗	÷

18. Then click "Change requisition"

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h-Precision Microscope uest details / PR4973			Change r	request	Cancel request ••••
əd				>	Help Center
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OLLEGE BUILDING DELPHIA, PA 19102 States	C Changing the requisition will generate anoth	ner version.			<ul> <li>Setting up guided buying</li> <li>Getting started with your help community</li> </ul>
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High-Precision Microscope	Quantity I	Price Amount \$3,200.00 USD \$3,200.00	) USD		
Chighinab Corporation	Unit of Measure Each				View more

19. Make the necessary changes and click "**Submit**." A version number will be appended to the requisition ID.

Buying						₽ 0
e: * High-Precision N	licroscope				Submit Save and	d exit 000
Bidding Not Required Fo cing is competitive.	or Purchases Under \$10,000	: Bids and proposals for purcha	ases under \$10,000 USD (or e	equivalent) are not required	d, but still encouraged to ensure	
Ship to	Edit shipping locations	Charge to	Manage details	Total cost	\$3,200.00 USD	
en en com						
NEW COLLEGE BUILDING PHILADELPHIA, PA 19102 Jnited States		Chart (D - Drexel University)				
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NEW COLLEGE BUILDING PHILADELPHIA, PA 19102 Jnited States Need-by Date * () February 25, 2025 ()		Chart (D - Drexel University)	Rm-MS/Deliver To Jose J. Cruz			
NEW COLLEGE BUILDING PHILADELPHIA, PA 19102 United States Need-by Date * () February 25, 2025 () Ship To		Chart (D - Drexel University)	Rm-MS/Deliver To Jose J, Cruz			

Is Team Requisition

Is this a Blanket Order?

No

Change Requests are not permitted for Catalog Orders.

On Behalf Of

Jose J. Cruz

Is Team Received

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