

# **Drexel University**

# SAP Ariba Marketplace End-User Guide Resolving Submission Issues for Check Requests and Confirming Orders

Accounts Payable & Procurement Services

## Resolving Submission Issues for Check Requests & Confirming Orders Due to Missing Default Ship-To Address on the User Profile

This guide provides step-by-step instructions to resolve issues preventing users from submitting a check request or confirming orders. It details how to update the invoice in Buying & Invoicing to allow submission and how to select an AP address for the supplier contact field. Users can either update their profile and recreate the check request or confirming order or follow the steps in this guide to fix the existing form and successfully submit it.

Alert! All users require a default address on their profile. Once a default address is added, future forms will not have this error. Please review the guide on adding a default Ship-To address to the user profile first.

Alert! All check requests and confirming orders require attachments.

Tip! Users can either update their profile and recreate the check request or confirming order or follow the steps in this guide to fix the existing form and successfully submit it.



1. From the Ariba dashboard, click "Invoice & Payment"

2. Click "Link to SAP Buying & Invoicing"

Drexel Ari	ba Buying			Find goods and services	٩	Ļ <mark>10</mark>	Ä	0
Invoice &	Payment							
			Website	Website				
1	nvoicing							
	(MA)		, rên					
		$\rightarrow$						
	View Your Invoices	View Invoices to	Link to SAP Buying &					
	Website	Website	Website					
F	Recurring Payments							
	Custom form	王王						
	Recurring Payment Request Form	(\$)(\$)						

#### 3. Click "Invoicing"

Accounts Payable & Procurement Services	Test Site					Q 🖶	7 S U
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Receipt 🗸 Title	ID		~	Q			3, C
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Manage Administration	To Do						~
Forms and Extensions More V	ID IR7b80be1c5a50-1232	Date 2/20/2025	From Amazon.com	Status	Title † 7b80be1c5a50 (\$20.27 USD)		Required Action Reconcile
Recently Viewed V	EP2876 EP2902	1/24/2025 1/29/2025	Jose J. Cruz Jose J. Cruz	Received	Amazon Basics Hanging Organizer File Amazon Basics Multipurpose Copy Prir	Folder, Iter Paper	Review OC Review OC
R022120202212025-1255 BCD123-5NVABCD123-568	EP2957 EP2926	2/18/2025 2/6/2025	Jose J. Cruz Jose J. Cruz	Cr Confirmed	Amazon Basics Multipurpose Copy Prir Amazon Basics Multipurpose Copy Prir	iter Paper	Review OC Review OC

4. Ensure that "invoice" is selected on the left-hand side. Click the search button.

Accounts Payable & Procurement Services	Test Site			🔍 📑 🍞 🛞 Drexel University	JJ -C1-TEST
HOME PROCUREMENT INVOICIN	G CATALOG MORE			Recent $\vee$ Manage $\vee$ Cr	eate $\vee$
Invoice V Supplier Invoice #	Purchase Order #	<u> </u>			3 0
Common Actions			To Do		~
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Requisition			Composing	BI022 Parmetech, Inc Test (Jose J. Cruz)	
Contract Workspace (Procurement)			Composing	Jose Cruz Test Punchout (Jose J. Cruz)	- 11
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BCD123-5NVABCD123-568			INVWR02212025-1255	2/21/2025 Composing	
INV1118-1118 INV1118-1118			G		_

5. Click "Search Options" and select "Title"

Search	Туре:	Invoice	~				
nvoice	Change th	e search criteria or nam	ne, and then Search.				
View All	Searc	ch Filters					Search Options~
My Labels		Approved By:	(select a value) [select > ]		Preparer:	(select a value) [select∨]	
No Items		Date Created:	No Choice V		Purchase Order #:		
Ny Saved Searches		Invoice Amount:	From: To:	USDV	Scheduled Date:	No Choice V	
Public Saved Searches		Invoice Date:			Status	No Choice	
No Items		invoice Date.	Custom		Status.		
			From: Thu, 21 Nov, 2024		Supplier:	(select a value) [select]	
			To: Fri, 21 Feb, 2025		Supplier Invoice #:		
		Invoice Type:	No Choice 🗸				
						Search Reset	Save Search

6. Search for the invoice by title and/or use the other search filters.

Invoice	Change the search criteria or name, and then	n Search.			
View All My Labels No Items My Saved Searches No Items Public Saved Searches No Items	Search Filters          Title:       I         Approved By:       (select a)         Date Created:       No Choi         Invoice Amount:       From:         Invoice Amount:       From:         Invoice Date:       Custor         From:       T         To:       F	value (select ) ice  To: USD  To: USD  Tu, 21 Nov, 2024	Preparer: Purchase Order #: Scheduled Date: Status: Supplier: Supplier Invoice #;	(select a value) [select > ] No Choice > Select a value) [select] (select a value) [select]	Search Options∨
riba M	Invoice Type: No Cho	e		Search Reset	Save Search

#### 7. Click on the invoice.

· my cooco				have foren a rate foren - 1	
No Items	Approved By:	(select a value) [select∨]	Purchase O	rder #:	
No Items	Date Created:	No Choice ~	Scheduled	I Date: No Choice V	
<ul> <li>Public Saved Searches</li> <li>No Items</li> </ul>	Invoice Amount:	From: To:	USD√	Status: No Choice 🗸	
	Invoice Date:	Custom ~	Su	pplier: (select a value) [select]	
		From: Thu, 21 Nov, 2024	Supplier Inv	pice #:	
		To: Fri, 21 Feb, 2025			
	Invoice Type:	No Choice V			
				Search Reset	Save Search
	Search Results		Found 1 item		
	Invoice # 1 Invo	ice Date Supplier	Invoice Amount Max Discount So	heduled Date Status	Matched Order #
	WR02212025 21 F	eb 2025 Rosenberg, William	\$2,000.00 USD	Composing	
	Label 🗸	Copy Delete			
riba 📉					
Cruz (jjc437@drexel.edu) last Privacy Disclosure for Ariba Cloud Ser	visit 2/19/2025 1:39 PM   Drexel University-C1-Ti vice	55T   C95_UI4			© 1996 - 2025 Ariba Inc. All Rights Reserved

#### 8. Click "Edit"

Accounts Payable	Test Site			Q 🖶 Ø 😂 🛄
INVWR02212025-125	55			Status: Composing
These are the details of the requered by Delete Cop	est you selected. Depending on its status, you can ed y Edit Submit History	fit, change, copy, cancel, or submit the request for approval. You r Print	nay also print the details of the requ	est. Review your request and take More
Header Information *		¢9	Dpload Invoice	Invoice Summary: \$2,000.00 USD Details
Supplier:	Rosenberg, William	Payment Terms:	(no value)	
Supplier Contact: Invoice ID: Supplier Invoice #:	Rosenberg, William INVWR02212025-1255 WR02212025	Ship From:	Rosenberg, William Consultant, 117 Belle Arbor Dr Cherry Hill NJ 08034 United States	
Invoice Date: Type:	Fri, 21 Feb, 2025 Non-PO	Remit To Address:	Rosenberg, William Consultant, 117 Belle Arbor Dr Cherry Hill NJ 08034 United States	
Supplier Sales Order #:	(i)			
On Behalf Of:	Jose J. Cruz			
ce Submission Method:	Paper Invoice			
Invoice Origin:	Supplier			
Form Details:	Form Item Details			

9. Add a Ship-To address. Choose from the most recently used options or search for a different address.

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NVWR02212025-1255	5		Save Submit Exit
Invoice Entry Approva	I Flow		
Header Information ≈		<i>(</i> 9	Upload Invoice Invoice Summary: \$2,000.00 USD Details
Туре:	Non-PO	Payment Terms:	(no value)
	O PO-Based	Ship From:	Rosenberg, William 🗸
	Contract-Based		Consultant, 117 Belle Arbor Dr
Supplier: *	Rosenberg, William 🗸		Cherry Hill NJ 08034
Supplier Contact:	Rosenberg, William [ select ]		United States
Supplier Invoice #:*	WR02212025	Ship To:	(no value)
Invoice Date: *	Eri 21 Eeb 2025	Remit To Address:	Rosenberg, William
invoice bate.	FII, 21 FED, 2023		Consultant, 117 Belle Arbor Dr
Supplier Sales Order #;			Cherry Hill NJ 08034
On Behalf Of:	Jose J. Cruz 🗸		United States
Form Details:	Form Item Details		

10. Select a filter.

INVW	Choose Va	alue for Sh	nip To						
Inv	Found more	than 500 items.	. The results shown	here include unique it	ems from the first 50	0 items found.			
Heade	Name		)	Searc	h				Details
	Location	$\smile$		Country/Region	City	State/Province/Region	Street		
	Name Country/Reg	ion		United States	PHILADELPHIA	PA	10 SHURS LANE	Select	î.
	City			United States	PHILADELPHIA	PA	850 N 11TH STREET	Select	
	State/Provinc	ce/Region		United States	PHILADELPHIA	PA	1208 TASKER AVENUE	Select	
	Street		1ST FLOOR	United States	PHILADELPHIA	PA	1427 VINE STREET	Select	
	142702	1427 VINE ST	2ND FLOOR	United States	PHILADELPHIA	PA	1427 VINE STREET	Select	
	142703	1427 VINE ST	3RD FLOOR	United States	PHILADELPHIA	PA	1427 VINE STREET	Select	
	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	
•	ι.							Done	

11. Use the search box to find the address.

nv	Found more	than 500 items. The results shown	here include unique it	ems from the first 50	0 items found.			
te	Name	~ []	Searc	n				
	Location 1	Name	Country/Region	City	State/Province/Region	Street		
	10SHUR	10SHUR	United States	PHILADELPHIA	PA	10 SHURS LANE	Select	-
	11THST	11THST	United States	PHILADELPHIA	PA	850 N 11TH STREET	Select	
	1208TA	1208TA	United States	PHILADELPHIA	PA	1208 TASKER AVENUE	Select	
	142701	1427 VINE ST 1ST FLOOR	United States	PHILADELPHIA	PA	1427 VINE STREET	Select	
	142702	1427 VINE ST 2ND FLOOR	United States	PHILADELPHIA	PA	1427 VINE STREET	Select	
	142703	1427 VINE ST 3RD FLOOR	United States	PHILADELPHIA	PA	1427 VINE STREET	Select	
	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	
	4							

#### 12. Click "Search"

Name	V NCB	Search				
Location 1	Name	Country/Region	City	State/Province/Region	Street	
10SHUR	10SHUR	United States	PHILADELPHIA	PA	10 SHURS LANE	Select
11THST	11THST	United States	PHILADELPHIA	PA	850 N 11TH STREET	Select
1208TA	1208TA	United States	PHILADELPHIA	PA	1208 TASKER AVENUE	Select
142701	1427 VINE ST 1ST FLOOR	United States	PHILADELPHIA	PA	1427 VINE STREET	Select
142702	1427 VINE ST 2ND FLOOR	United States	PHILADELPHIA	PA	1427 VINE STREET	Select
142703	1427 VINE ST 3RD FLOOR	United States	PHILADELPHIA	PA	1427 VINE STREET	Select
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
4						

#### 13. Click "Select"

Approvact	Name	√ NC	В	Sear	ch			
r Information *	Location †	Name	Country/Region	City	State/Province/Region	Street		Summary: \$2,000.00 USD Deta
-	NCB01	NCB 1ST FLOOR	United States	PHILADELPHIA	PA	NEW COLLEGE BUILDING	Select	
type;	NCB02	NCB 2ND FLOOR	United States	PHILADELPHIA	PA	NEW COLLEGE BUILDING	Select	
C	NCB03	NCB 3RD FLOOR	United States	PHILADELPHIA	PA	NEW COLLEGE BUILDING	Select	×
	NCB04	NCB 4TH FLOOR	United States	PHILADELPHIA	PA	NEW COLLEGE BUILDING	Select	
Supplier: *	NCB05	NCB 5TH FLOOR	United States	PHILADELPHIA	PA	NEW COLLEGE BUILDING	Select	
Supplier Contact: Re	NCB06	NCB 6TH FLOOR	United States	PHILADELPHIA	PA	NEW COLLEGE BUILDING	Select	
Supplier Invoice #:*	NCB07	NCB 7TH FLOOR	United States	PHILADELPHIA	PA	NEW COLLEGE BUILDING	Select	$\sim$
Invoice Date: *	NCB08	NCB 8TH FLOOR	United States	PHILADELPHIA	PA	NEW COLLEGE BUILDING	Select	~
Supplier Sales Order #:	NCB10	NCB 10TH FLOOR	United States	PHILADELPHIA	PA	NEW COLLEGE BUILDING	Select	
On Behalf Of:	NCB11	NCB 11TH FLOOR	United States	PHILADELPHIA	PA	NEW COLLEGE BUILDING	Select	

14. Scroll down to the bottom of the page. Click "**Details**"

		No items			*
L∌ Delete Add ▼	Update				
ine Items (1)					
No. † Description	Qty Unit	Price Amount	Discount Charges	Taxes Gross Amount Accountin	Details
Reimbursement for supplies	1 Each $\checkmark$	\$2,000.0 USD \$2,000.00 USD	USD	\$2,000.00 USD (1)	Details
Gelete ▼ Copy	Edit Add Item Detail	ils 🔻 Import Accounting	Export Accounting	Add Item 🔻 🛛 Up	odate
				Base Amn Discr Chr Payable To Supp	sunt: \$2,000.00 USD sunt: \$0.00 USD rgge: \$0.00 USD Tax: \$0.00 USD
Jobr J. Cruz (g437) gdrewsleduj last visit 2/19/2025 1.39 PM Princor Diotromot en Arba Florad Sentre	1] Drexet University-C1-TEST [ C95_UI4			Save Submit	Exit

15. Add a Ship-To address. Choose from the most recently used options or search for a different address.

< Accounts Payable & Procurement Se	rvices	Test Site					Q 🖶 🛛 👻 🕛
Line-Item Details - IN	WWR02212025-1255						Exit Validate and Exit
							=
No. † Description		Qty Unit	Price	Amount	Discount	Charges Taxes	Gross Amount
1 Reimbursemen	t for supplies	1 Each	\$2,000.00 USD	\$2,000.00 USD			\$2,000.00 USD
Full Description: Commodity Code: Supplier Part Number: Supplier Part Auxiliary ID:	Reimbursement for supplies     Check Request Reimburseme	ent 🗸			Reference Date: Ship From:	Fri, 21 Feb, 2025 Rosenberg, William Consultant, 117 Belle Arbo Cherry Hill NJ 08034 United States	m 0. ∨ × Dr
	Additional Pricing Details ①				Ship To:	(no value)	
Bank Code:	(no value)						

16. Click "Validate and Exit"

< (N	Accounts Payable & Procurement Servi	ices	Test S	ite						Q 🖶	0 8 1
Line-Iter	m Details - IN\	/WR02212025-12	55						E	ixit	Validate and Exit
No. t	Description		Otv	Unit	Price	Amount	Discount	Charges	Tayes	Gross Amoun	
1	Reimbursement f	or supplies	1	Each	\$2.000.00 USD	\$2.000.00 USD				\$2.000.00 US	SD.
Suj	Full Description: * Commodity Code: optier Part Number: er Part Auxiliary ID:	Reimbursement for supp Check Request Reimbur Additional Pricing Details	sement	~	æ		Reference Date: Ship From: Ship To:	Fri, 21 Feb, 202 Rosenberg, Will Consultant, 117 Cherry Hill NJ 08 United States NCB 4TH FLOO	25 iii lliam Belle Arbor Dr 3034 DR	() () () () () () () () () () () () () (	~
•	Bank Code:	(no value)						NEW COLLEGE I PHILADELPHIA I United States	BUILDING PA 19102		

#### 17. Click "Submit"

< Accounts Payable & Procurement Se	rvices Test Site			Q 🖶 @ 👻 🕘
NVWR02212025-125	5		Save	Submit Exit
Invoice Entry Approva	l Flow			
leader Information *		(P	Upload Invoice	Invoice Summary: \$2,000.00 USD Details
Туре:	Non-PO	Payment Terms:	(no value)	
	PO-Based	Ship From:	Rosenberg, William	~
	Contract-Based		Consultant, 117 Belle Arbor Dr	
Supplier: *	Rosenberg, William 🗸		Cherry Hill NJ 08034	
Supplier Contact:	Rosenberg, William [ select ]		United States	
Supplier Invoice #: *	WR02212025	Ship To:	NCB 4TH FLOOR	~
Invoice Date: *	Eri 21 Eeb 2025		NEW COLLEGE BUILDING	
invoice pure.	(III, 21160, 2023 📷		PHILADELPHIA PA 19102	
Supplier Sales Order #:	Ü		United States	
On Behalf Of:	Jose J. Cruz 🗸	Remit To Address:	Rosenberg, William	$\sim$
Form Details:	Form Item Details		Consultant, 117 Belle Arbor Dr	
			Cherry Hill NJ 08034	

### **Issues with the Remit-To Address Field**

Tip! If the Remit-To address field did not auto-populate, please follow the steps below.

18. Click the "**Supplier Contact**" field.

INVV	VR02212025-1255		Total 2.000.00 USD Send reg	uest Si
Invoic	e Request / INVWR02212025-1255			
	Composing Saved - just now			
	Charge to			
	On Behalf Of		ېې Drag and drag file bars, at	
	Jose J. Cruz	~	browse to upload an invoice	
	Pay to			
	Supplier *	Remit To Address		
	10000503 (Rosenberg, William)	The Remit To Address cannot be blank. Select	]	
	Supplier Contact			
	Rosenberg, William			
	Supplier Invoice # *	Invoice Date *		
	WR02212025	February 21 2025		

#### 19. Click "Browse all"

C Drexel Ariba Buying			ζ <mark>1</mark> 9 γ
< INVWR02212025-1255		Total 2,000.00 USD Send request	Save
Invoice Request / INVWR02212025-1255			
Composing Saved - just now			
Charge to		~	
On Behalf Of		673 	
Jose J. Cruz 🗸		brag and drop file here, or browse to upload an invoice	
Pay to			
Supplier *	Remit To Address		
10000503 (Rosenberg, William)	~		
	() The Remit To Address cannot be blank. Select		
Supplier Contact			
Rosenberg, William ~			
Clear selection			
Browse all Supplier invoice #	Invoice Date *		_
WR02212025	February 21, 2025		

Alert! If the AP address is not listed, please contact Accounts Payable ap11@drexel.edu

20. Find the correct AP address and click "Choose"

riba Buying										(J)
02212025-1255	5					Total 2,000.00 U	JSD Send re	quest S	ave	
Request / INVW	R02212025-1255	5								
Composin	Supplier Con	tact					×			
Charge to On Behalf Of	Location v	Search for Supplier Co	ontact	٩						?
Jose J. Cru	Location	Name	Country/Region	City	State/Province/Region	Street	*			
Devite	PO-2-10000503	Rosenberg, William	United States	Cherry Hill	NJ	34 Cameo Dr	Choose			
Supplier*	PO-1-10000503	Rosenberg, William	United States	Cherry Hill	NJ	Consultant, 117 Belle Arbor Dr	Choose			
10000503 (	AP-1-10000503	Rosenberg, William	United States	Cherry Hill	NJ	Consultant, 117 Belle Arbor Dr	Choose			
Supplier Con	AP-2-10000503	Rosenberg, William	United States	Cherry Hill	NJ	34 Cameo Dr	Choose			
Rosenberg,							*			
Supplier Invoid	ce #*		Invoice Da	te *						
WR02212025	5		February	21, 2025	1					

21. The AP address will auto populate in the Remit To Address field.

rexel Ariba Buying	-	£ª ⊭ ⑦
INVWR02212025-1255	Total 2,000.00 USD Send request	Save
Invoice Request / INVWR02212025-1255		
Composing Saved - 6 minutes ago		
Charge to	-	
On Behalf Of	<u>ም</u>	
Jose J. Cruz 🗸	brag and drop file here, or browse to upload an invoice	
Pay to		
Supplier * Remit To Address		
10000503 (Rosenberg, William) AP-2-10000503 ~		
34 Cameo Dr, Cherry Hill, NJ, 08003-5125, US		
Supplier Contact		
Rosenberg, William $\checkmark$		
Supplier Invoice #* Invoice Date *		
WR02212025 February 21, 2025		