



# 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

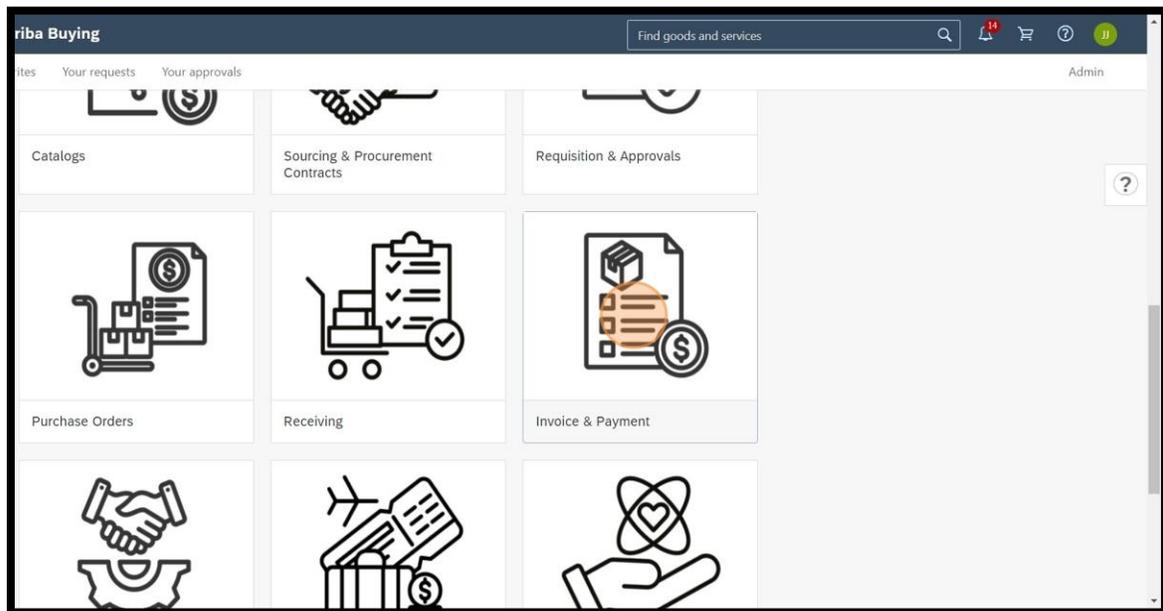
This guide provides step-by-step instructions to resolve issues preventing users from submitting a check request or confirming orders. It details how to update the invoice in Buying & Invoicing to allow submission and how to select an AP address for the supplier contact field. Users can either update 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.

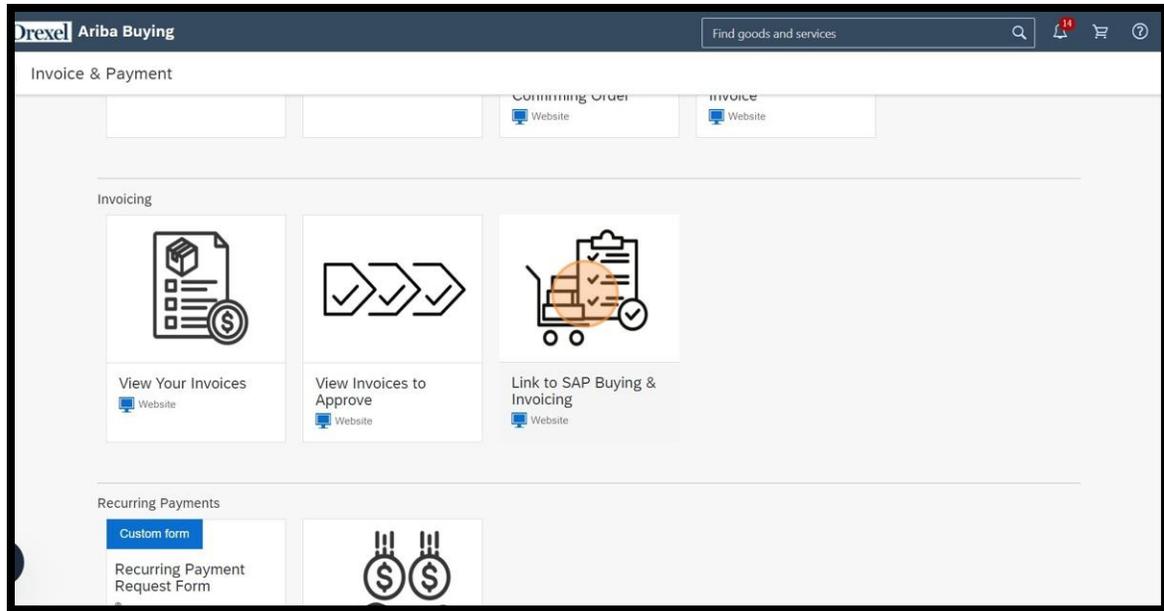
**Alert!** All check requests and confirming orders require attachments.

**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.

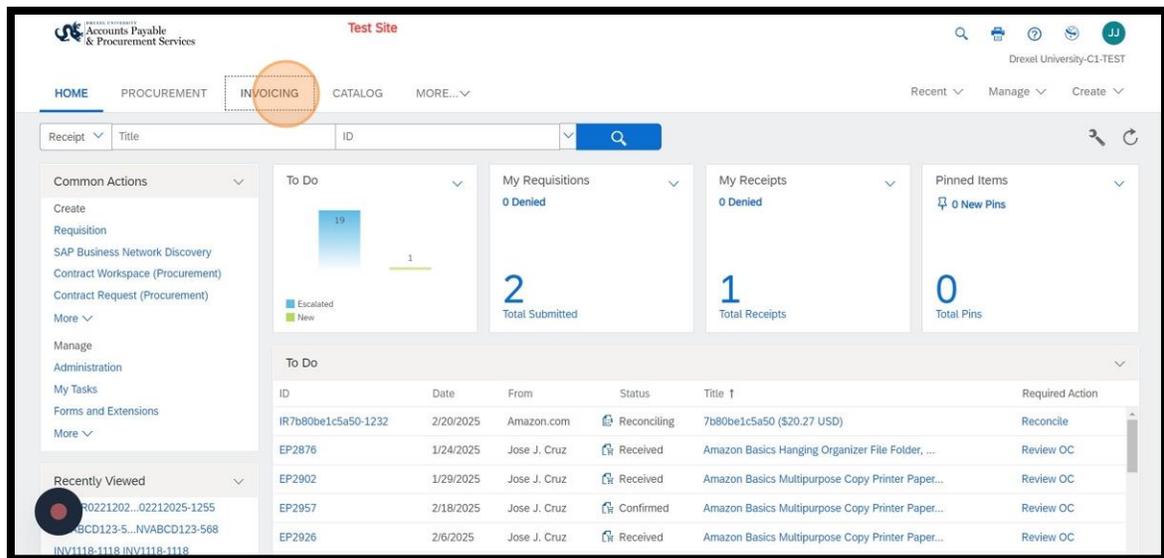
1. From the Ariba dashboard, click "**Invoice & Payment**"



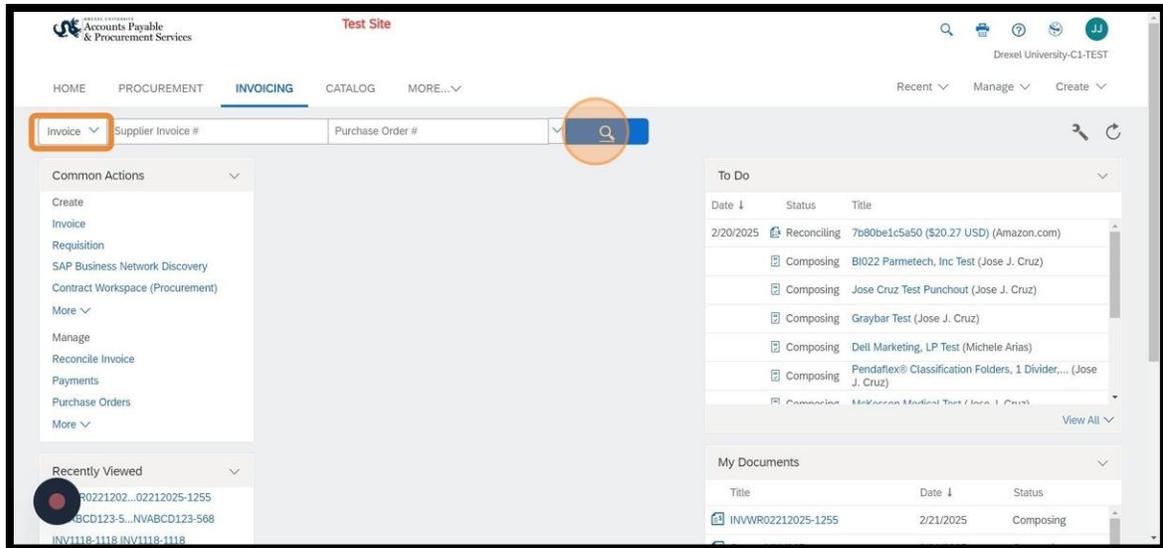
2. Click "**Link to SAP Buying & Invoicing**"



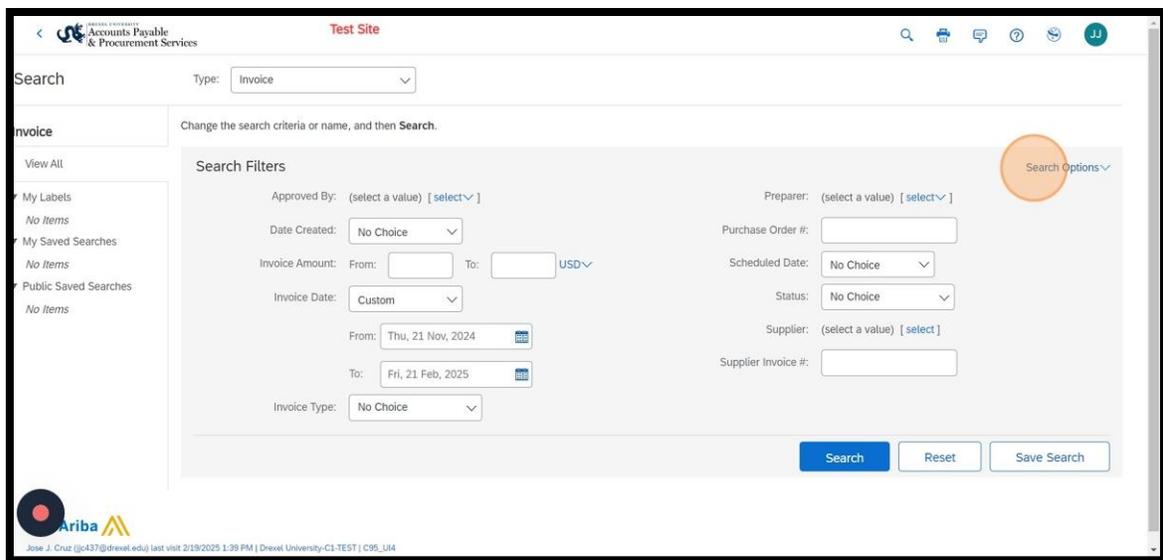
3. Click "Invoicing"



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



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



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

Search Type: Invoice

Invoice

View All

- My Labels
- No Items
- My Saved Searches
- No Items
- Public Saved Searches
- No Items

Change the search criteria or name, and then Search.

Search Filters

Title:

Approved By: (select a value) [select]

Date Created: No Choice

Invoice Amount: From:  To:  USD

Invoice Date: Custom

From: Thu, 21 Nov, 2024

To: Fri, 21 Feb, 2025

Invoice Type: No Choice

Preparer: (select a value) [select]

Purchase Order #:

Scheduled Date: No Choice

Status: No Choice

Supplier: (select a value) [select]

Supplier Invoice #:

Search Options

Search Reset Save Search

Arriba

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7. Click on the invoice.

Approved By: (select a value) [select]

Date Created: No Choice

Invoice Amount: From:  To:  USD

Invoice Date: Custom

From: Thu, 21 Nov, 2024

To: Fri, 21 Feb, 2025

Invoice Type: No Choice

Purchase Order #:

Scheduled Date: No Choice

Status: No Choice

Supplier: (select a value) [select]

Supplier Invoice #:

Search Reset Save Search

Search Results Found 1 item

<input type="checkbox"/>	Invoice #	Invoice Date	Supplier	Invoice Amount	Max Discount	Scheduled Date	Status	Matched Order #
<input type="checkbox"/>	WR02212025	21 Feb 2025	Rosenberg, William	\$2,000.00 USD			Composing	

Label Copy Delete

Arriba

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8. Click "Edit"

Accounts Payable & Procurement Services Test Site

INVWR02212025-1255 Status: Composing

These are the details of the request 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 [More](#)

[Summary](#)
[Approval Flow](#)
[Reference](#)
[History](#)

Header Information Upload Invoice Invoice Summary: \$2,000.00 USD Details

Supplier: Rosenberg, William	Payment Terms: (no value)
Supplier Contact: Rosenberg, William	Ship From: Rosenberg, William
Invoice ID: INVWR02212025-1255	Consultant, 117 Belle Arbor Dr
Supplier Invoice #: WR02212025	Cherry Hill NJ 08034
Invoice Date: Fri, 21 Feb, 2025	United States
Type: Non-PO	Remit To Address: Rosenberg, William
Supplier Sales Order #: <input type="text"/>	Consultant, 117 Belle Arbor Dr
On Behalf Of: Jose J. Cruz	Cherry Hill NJ 08034
Submission Method: Paper Invoice	United States
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.

Accounts Payable & Procurement Services Test Site

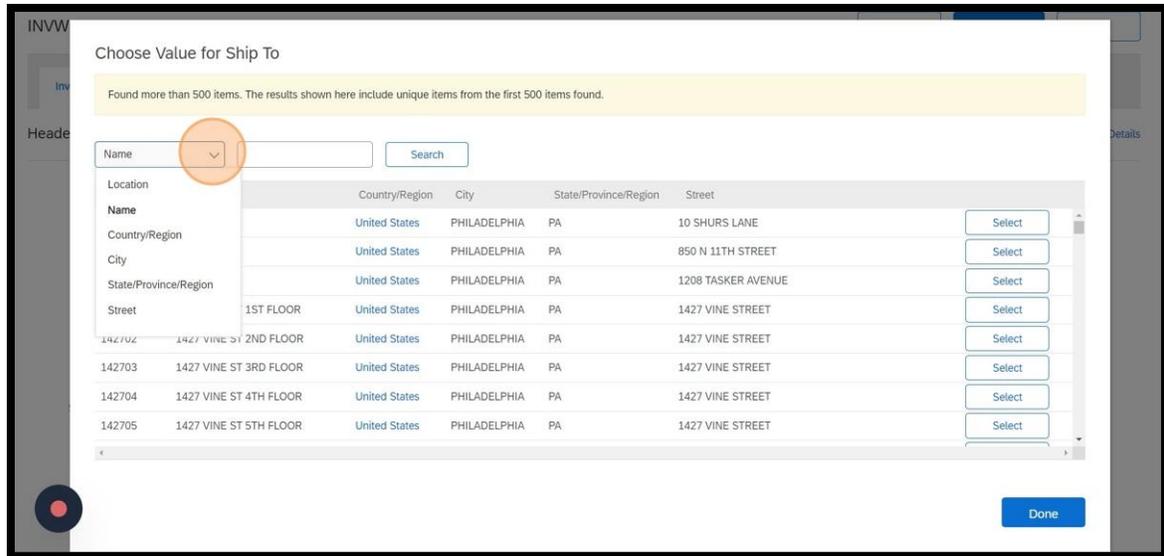
INVWR02212025-1255 Save Submit Exit

[Invoice Entry](#)
[Approval Flow](#)

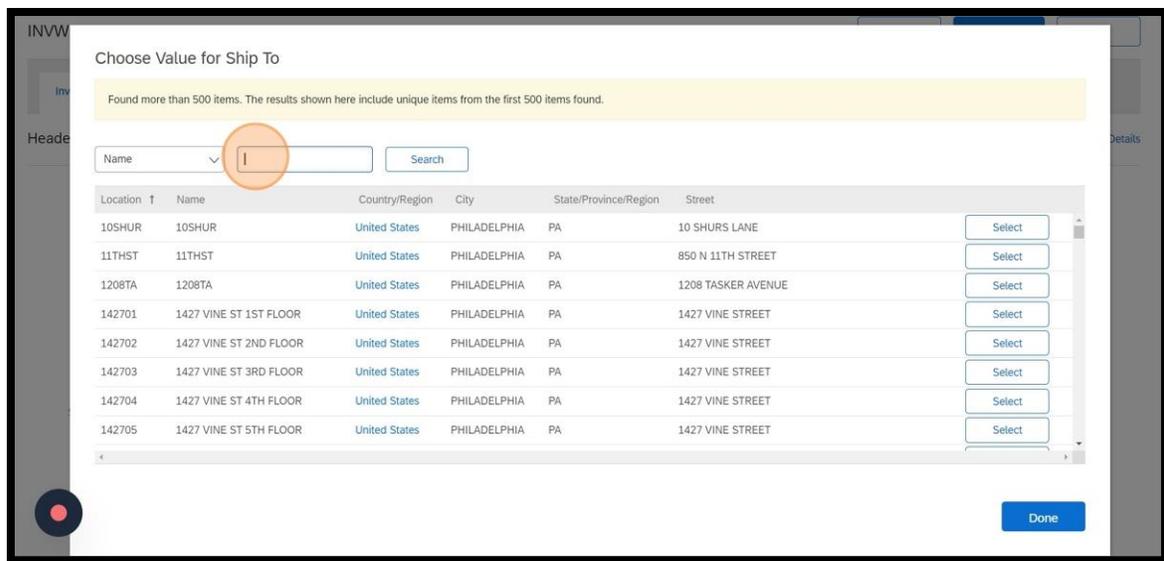
Header Information Upload Invoice Invoice Summary: \$2,000.00 USD Details

Type: <input checked="" type="radio"/> Non-PO	Payment Terms: (no value)
<input type="radio"/> PO-Based	Ship From: Rosenberg, William
<input type="radio"/> 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: * Fri, 21 Feb, 2025	Remit To Address: Rosenberg, William
Supplier Sales Order #: <input type="text"/>	Consultant, 117 Belle Arbor Dr
On Behalf Of: Jose J. Cruz	Cherry Hill NJ 08034
Form Details: Form Item Details	United States

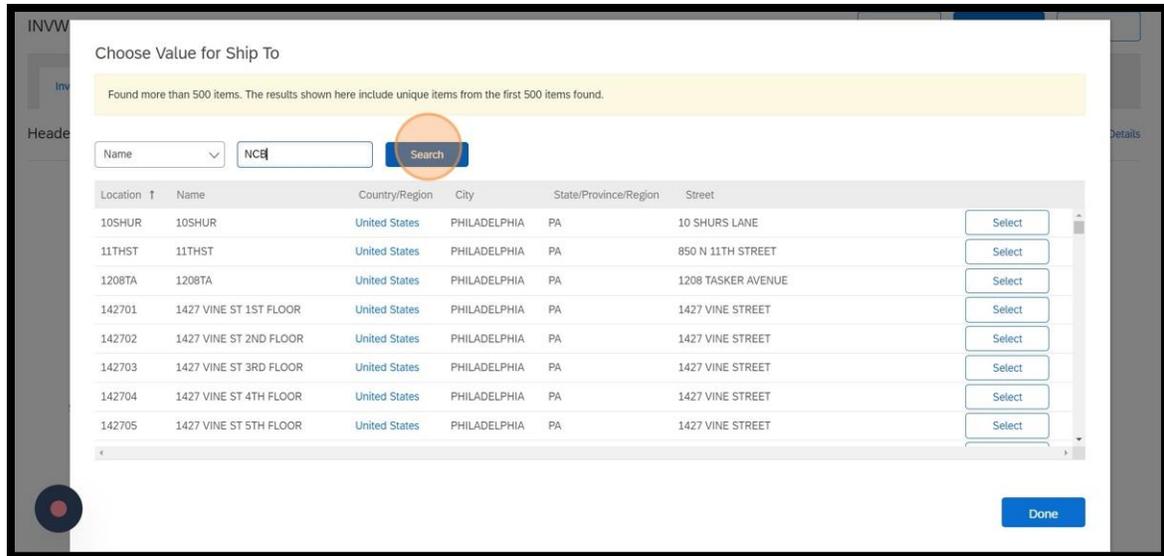
10. Select a filter.



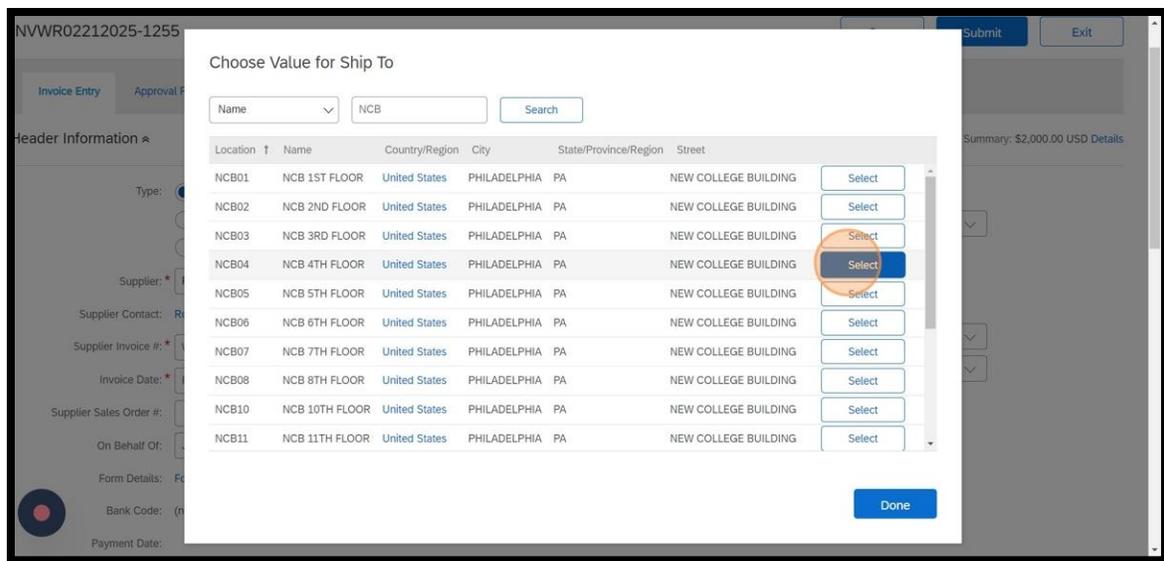
11. Use the search box to find the address.



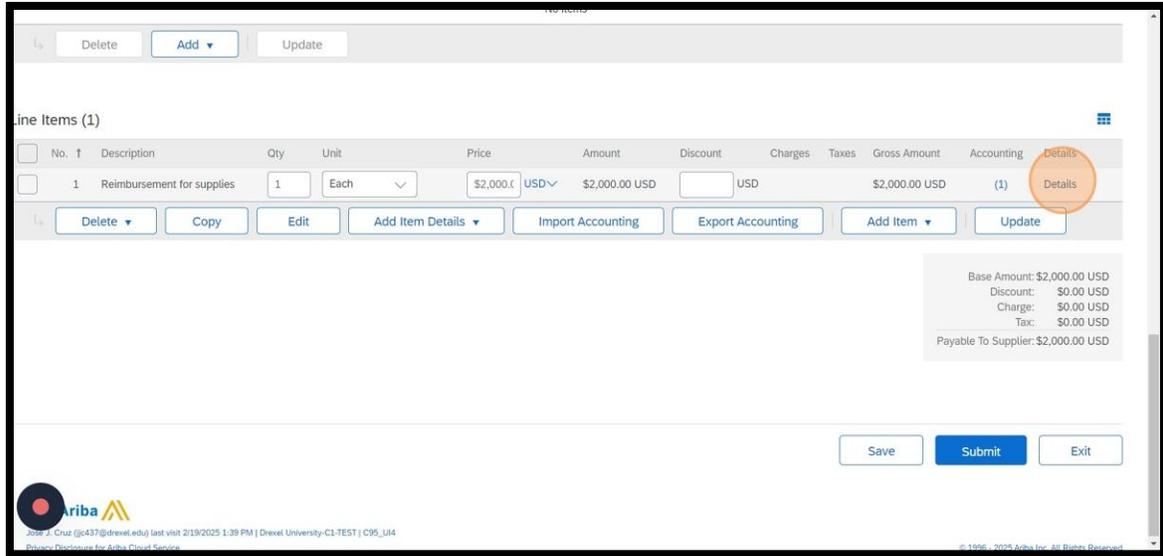
12. Click "Search"



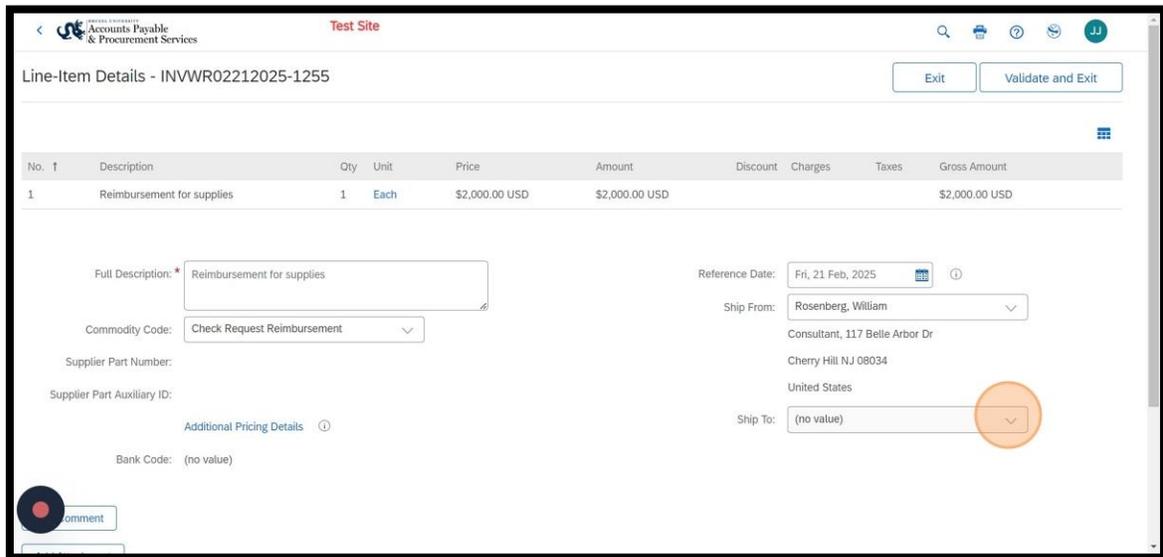
13. Click "Select"



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



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



16. Click "Validate and Exit"

Accounts Payable & Procurement Services **Test Site**

Line-Item Details - INVWR02212025-1255

Exit Validate and Exit

No.	Description	Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount
1	Reimbursement for supplies	1	Each	\$2,000.00 USD	\$2,000.00 USD				\$2,000.00 USD

Full Description: \* Reimbursement for supplies

Commodity Code: Check Request Reimbursement

Supplier Part Number:

Supplier Part Auxiliary ID:

Additional Pricing Details

Bank Code: (no value)

Reference Date: Fri, 21 Feb, 2025

Ship From: Rosenberg, William  
Consultant, 117 Belle Arbor Dr  
Cherry Hill NJ 08034  
United States

Ship To: NCB 4TH FLOOR  
NEW COLLEGE BUILDING  
PHILADELPHIA PA 19102  
United States

17. Click "Submit"

Accounts Payable & Procurement Services **Test Site**

NVWR02212025-1255

Save Submit Exit

Invoice Entry Approval Flow

Header Information   Upload Invoice Invoice Summary: \$2,000.00 USD Details

Type:  Non-PO  PO-Based  Contract-Based

Supplier: \* Rosenberg, William

Supplier Contact: Rosenberg, William [ select ]

Supplier Invoice #: \* WR02212025

Invoice Date: \* Fri, 21 Feb, 2025

Supplier Sales Order #: 

On Behalf Of: Jose J. Cruz

Form Details: Form Item Details

Payment Terms: (no value)

Ship From: Rosenberg, William  
Consultant, 117 Belle Arbor Dr  
Cherry Hill NJ 08034  
United States

Ship To: NCB 4TH FLOOR  
NEW COLLEGE BUILDING  
PHILADELPHIA PA 19102  
United States

Remit To Address: Rosenberg, William  
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.

**Drexel Ariba Buying**

INVWR02212025-1255 Total **2,000.00** USD Send request Save

Invoice Request / INVWR02212025-1255

**Composing** *Saved - just now*

**Charge to**

On Behalf Of  
Jose J. Cruz

**Pay to**

Supplier \*  
10000503 (Rosenberg, William)

Remit To Address  
The Remit To Address cannot be blank. Select ...

Supplier Contact  
Rosenberg, William

Supplier Invoice # \*  
WR02212025

Invoice Date \*  
February 21, 2025

19. Click "**Browse all**"

**Drexel Ariba Buying**

INVWR02212025-1255 Total **2,000.00** USD Send request Save

Invoice Request / INVWR02212025-1255

**Composing** *Saved - just now*

**Charge to**

On Behalf Of  
Jose J. Cruz

**Pay to**

Supplier \*  
10000503 (Rosenberg, William)

Remit To Address  
The Remit To Address cannot be blank. Select ...

Supplier Contact  
Rosenberg, William

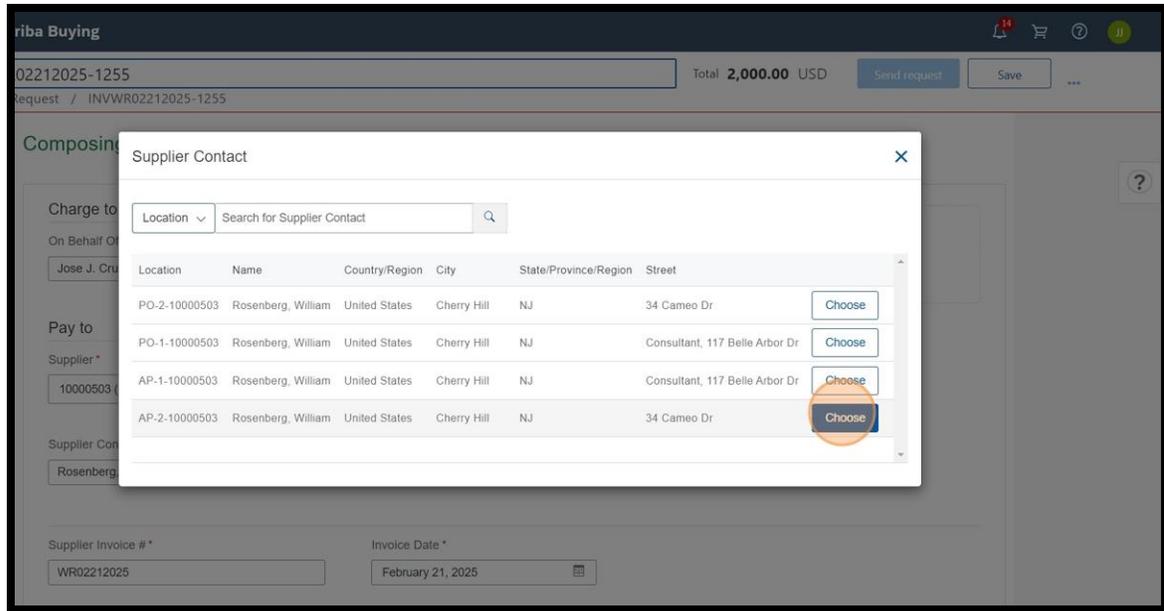
Supplier Invoice # \*  
WR02212025

Invoice Date \*  
February 21, 2025

Clear selection  
**Browse all**

Alert! If the AP address is not listed, please contact Accounts Payable [ap11@drexel.edu](mailto:ap11@drexel.edu)

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



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

