



# Drexel University P2P Transformation

Submitting an Order with Non-USD Currency

# Submitting an Order with non-USD Currency

- To submit an order using any non-USD currency, please use the Confirming Order when you already have an invoice in hand for goods/services rendered or the Check Request forms for reimbursements for students, adjunct faculty, and non-Drexel affiliated individuals
  - The invoice can be submitted using a foreign currency, it will then route through approvals including an approval from Treasury
  - The Treasury group will review the invoice and apply the conversion from the selected currency to USD based on the most up to date conversion rate.
- Note: Before using the Confirming Order or Check Request form, you must confirm you have a Ship to address defaulted from your user profile

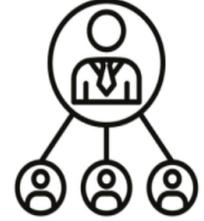
# Confirming Order Form

- Sign into Ariba Guided Buying via SSO

The screenshot displays the Drexel Ariba Buying interface. At the top, the Drexel logo and 'Ariba Buying' text are visible, along with a search bar containing 'Find goods and services'. Below this is a navigation menu with 'Shop', 'Your favorites', 'Your requests', and 'Your approvals'. The main content area features a large banner with the text 'Welcome to SAP Guided Buying' and 'Your one-stop shop for all Source to Pay processes!'. A 'Learn more' button is present on the banner. Below the banner are three tiles: 'Catalogs' (with a shopping cart icon), 'Link to SAP Buying & Invoicing' (with a person icon), and 'Requisition & Approvals' (with a document and checkmark icon). The 'Requisition & Approvals' tile is highlighted with a yellow border. A blue callout box with the text 'Click on the "Requisition & Approvals" tile' points to this tile. A small blue circle with the number '1' is located in the top right corner of the callout box.

# Confirming Order Form

## Requisition & Approvals

<p>Line item form</p> <p>Create a Non-Catalog Requisition</p> <p>IF FOR A BLANKET PO, SET THE PRICE TO 1 AND QUANTITY TO THE TOTAL VALUE OF THE PO LINE</p>	<p>Line item form</p> <p>Subaward Form</p> <p>About Subawards This form is to be used for Research Subawards (account codes 7021 through 7029) Never</p>	 <p>View Your Requisitions</p> <p>Website</p>	 <p>View All Catalogs</p> <p>Website</p>	 <p>Link to SAP Buying &amp; Invoicing</p> <p>Website</p>
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Click "Confirming Order Form"

## Request Forms

<p>Non-PO invoice form</p> <p>Confirming Order Form</p> <p>99100000</p> <p>Use this form when you already have an invoice in hand for goods/services rendered</p>	<p>Non-PO invoice form</p> <p>Check Request Form</p> <p>99000000</p> <p>Use this form for: Reimbursements for students, adjunct faculty, and non-Drexel affiliated individuals for both</p>	<p>Non-PO invoice form</p> <p>LESA/PRASA Request</p> <p>86130000</p>
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**Note:** You will need to have a default ship to address set on your user profile to submit this form. If you do not have one set please first go to your user profile and set your ship to address

# Confirming Order Form

## Composing

Saved - just now

### Charge to

On Behalf Of

Joshua L. Hurdle

3

The on behalf of field will default to your name. Update if necessary



Drag and drop file here, or [browse](#) to upload an invoice

### Pay to

Supplier \*

Search for Supplier

Remit To Address

4

Search for a supplier using the drop down. The Supplier Contact and Remit to Address will then default

Supplier Contact

# Confirming Order Form

**5** Enter Supplier Invoice #

Supplier Invoice # \*

Invoice Date \*

March 19, 2025

**6** The invoice date defaults to today. Update as needed

Invoice details

Net amount

0.00 USD

Commodity Code  
99100000 (Confirming Order)

**7** Enter the supplier invoice amount and use the currency drop down to select the correct foreign currency

Full Description \*

**8** Enter a full description for the order

# Confirming Order Form

**Supplier Information**

Is your supplier onboarded? 

Yes

Request new supplier to be onboarded

Commodity Code: \*

Select  

 Make a selection

Accounting Date: \*

MM/DD/YYYY 

 Enter a date

9: Indicate whether your supplier is onboarded and answer any follow up questions

10: Select a commodity code from the drop down

11: Add the accounting date

# Confirming Order Form

12

Select No – If this is a reimbursement the Check Request form should be used

Is this for a reimbursement?

Yes  No

**Note:** The answers you select may prompt follow up questions

Do you have an Invoice in hand for goods and/or services that have already been rendered without an established Purchase Order?\*

Yes  No

Indicate whether you have an invoice in hand

13

⚠ Make a selection

Is this for a service?

Yes  No

Indicate whether this is for a service

14

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

Yes  No

Indicate whether the supplier is a current or former student or employee

15

⚠ Make a selection

16

Indicate whether the supplier is a U.S. Citizen or Permanent Resident Alien

Is the supplier a U.S. Citizen or Permanent Resident Alien?\*

Yes  No

⚠ Make a selection

Was service totally performed outside the United States? If this request is for other than a service, such as a reimbursement, please select "NO":\*

Yes  No

Indicate whether service was performed outside the United States

17

⚠ Make a selection

# Confirming Order Form

18

Internal Attachments:

Upload file

Upload an attachment

Internal documents

19

Check the box to confirm you have set a Ship to address on your user profile

By checking this box, I confirm that I have an established and saved Ship To address in my profile. I understand that I cannot submit this request without ensuring this information is accurate and up to date.

Confirmed Valid Ship-To Address has been established.

## Statement of Acknowledgement:

I acknowledge that I have read and understand the Drexel University Purchasing Policy, specifically the section on Unauthorized Purchases. I certify that this request is in full compliance with the University's policy, which restricts Confirming Orders to emergency situations where obtaining a prior Purchase Order (PO) was not feasible. I confirm that the justification provided accurately represents the nature of the emergency and the reasons for deviating from standard procurement procedures.

I am aware that any unauthorized use of Confirming Orders or engagement in practices that violate the Drexel Purchasing Policy, particularly the Unauthorized Purchases section, may result in disciplinary action. This can include, but is not limited to, mandatory training, written warnings, temporary suspension of purchasing privileges, or permanent revocation of purchasing rights, with escalation to senior leadership and subject to Internal Audit review for repeat violations.

By submitting this form, I take full responsibility for ensuring this request aligns with the University's procurement policies. \*

I Confirm

⚠ Make a selection

Check the box to confirm that you understand the Drexel Purchasing Policy

20

# Confirming Order Form

If taxes are required expand the Taxes section and click + Add tax

21

Form fields and sections:

- Taxes** (dropdown menu)
- + Add tax** (button)
- Accounting** (dropdown menu)
- Account Type** (dropdown menu): Expense
- Chart** (dropdown menu): D - Drexel University
- Account** (dropdown menu)
- Activity** (dropdown menu)
- Org** (dropdown menu)
- Location** (dropdown menu)
- Fund** (dropdown menu)
- Split accounting** (checkbox)

Expand the accounting section and enter relevant accounting.  
**Note: Activity and Location are optional**

22

If split accounting is required, click Split Accounting to add the split. The split % must total 100%

23



# Confirming Order Form

INV9876543-1446 Total 1,000.00 CAD

Invoice Request / INV9876543-1446

Comments

Write your comment...

Attachments

Drag and drop file here, or [browse](#) to upload, then click the Add button.

Process

Request — Drexel University Tr... — Reconciling

24

26

25

Add any necessary comments, then click Add

Click Send request

Add any additional attachments, then click Add

**Note:** The treasury group is on the approval flow to review any documents with non-USD currency



# Check Request Form

- Sign into Ariba Guided Buying via SSO

The screenshot displays the Drexel Ariba Buying interface. At the top, the Drexel logo and 'Ariba Buying' text are visible, along with a search bar containing 'Find goods and services'. Below this is a navigation menu with 'Shop', 'Your favorites', 'Your requests', and 'Your approvals'. The main content area features a large banner with the text 'Welcome to SAP Guided Buying' and 'Your one-stop shop for all Source to Pay processes!'. A 'Learn more' button is present on the banner. Below the banner are three tiles: 'Catalogs' (with a shopping cart icon), 'Link to SAP Buying & Invoicing' (with a person icon), and 'Requisition & Approvals' (with a document and checkmark icon). The 'Requisition & Approvals' tile is highlighted with a yellow border. A blue callout box with the text 'Click on the "Requisition & Approvals" tile' points to this tile. A small blue circle with the number '1' is located in the top right corner of the callout box.

# Check Request Form

## Requisition & Approvals

Line item form

### Create a Non-Catalog Requisition



IF FOR A BLANKET PO, SET THE PRICE TO 1 AND QUANTITY TO THE TOTAL VALUE OF THE PO LINE

Line item form

### Subaward Form



About Subawards This form is to be used for Research Subawards (account codes 7021 through 7029) Never



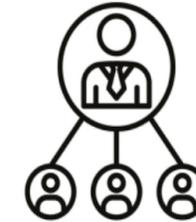
View Your Requisitions

Website



View All Catalogs

Website



Link to SAP Buying & Invoicing

Website

2

Click "Check Request Form"

## Request Forms

Non-PO invoice form

### Confirming Order Form

99100000



Use this form when you already have an invoice in hand for goods/services rendered

Non-PO invoice form

### Check Request Form

99000000



Use this form for:  
Reimbursements for students, adjunct faculty, and non-Drexel affiliated individuals for both

Non-PO invoice form

### LESA/PRASA Request

86130000



**Note:** You will need to have a default ship to address set on your user profile to submit this form. If you do not have one set please first go to your user profile and set your ship to address

# Check Request Form

## Composing

Saved - just now

### Charge to

On Behalf Of

Joshua L. Hurdle

3

The on behalf of field will default to your name. Update if necessary



Drag and drop file here, or [browse](#) to upload an invoice

### Pay to

Supplier \*

Search for Supplier

Remit To Address

4

Search for a supplier using the drop down. The Supplier Contact and Remit to Address will then default

Supplier Contact

# Check Request Form

5

Enter Supplier Invoice #

Supplier Invoice # \*

Invoice Date \*

March 31, 2025

6

The invoice date defaults to today. Update as needed

Invoice details

Net amount

0.00 USD ▾

Commodity Code  
99000000 (Check Request Reimbursement)

7

Enter the supplier invoice amount and use the currency drop down to select the correct foreign currency

Full Description \*

8

Enter a full description for the order

# Check Request Form

**Supplier Information**

Is your supplier onboarded? ⓘ

Yes

Request new supplier to be onboarded

Accounting Date: \*

MM/DD/YYYY ⓘ

⚠ Enter a date

Is this request for goods/services? \*

Goods and Services    Goods Only    Services Only    Neither Goods nor Services

9 Indicate whether your supplier has been onboarded and answer any follow up questions

10 Enter the accounting date

11 Select "Neither Goods not Services"

# Check Request Form

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

Yes  No

12  
Indicate whether your supplier is a current or former student or employee

⚠ Make a selection

Is the supplier a U.S. Citizen or Permanent Resident Alien?: \*

Yes  No

13  
Indicate whether your supplier is a US citizen or Permanent Resident Alien

⚠ Make a selection

Check Distribution Special Handling Instructions:

14  
Enter any special handling instructions

By checking this box, I confirm that I have an established and saved Ship To address in my profile. I understand that I cannot submit this request without ensuring this information is accurate and up to date.

Confirmed Valid Ship-To Address Default has been established.

15  
Check the box to confirm you have set a Ship to address on your user profile

# Check Request Form

16

If taxes are required expand the Taxes section and click + Add tax

17

18

Accounting

Account Type: Expense

Chart: D - Drexel University

Account: [dropdown]

Activity: [dropdown]

Org: [dropdown]

Location: [dropdown]

Fund: [dropdown]

Split accounting

Expand the accounting section and enter relevant accounting.

**Note: Activity and Location are optional**

If split accounting is required, click Split Accounting to add the split. The split % must total 100%

# Check Request Form

INV9876543-1446 Total 1,000.00 CAD

Invoice Request / INV9876543-1446

Comments

Write your comment...

Attachments

Drag and drop file here, or [browse](#) to upload, then click the Add button.

Process

Request — Drexel University Tr... — Reconciling

19

21

20

Add any necessary comments, then click Add

Click Send request

Add any additional attachments, then click Add

**Note:** The treasury group is on the approval flow to review any documents with non-USD currency

