2025

Drexel University

SAP Ariba Marketplace End-User Guide
Submitting and Managing Catalog Orders

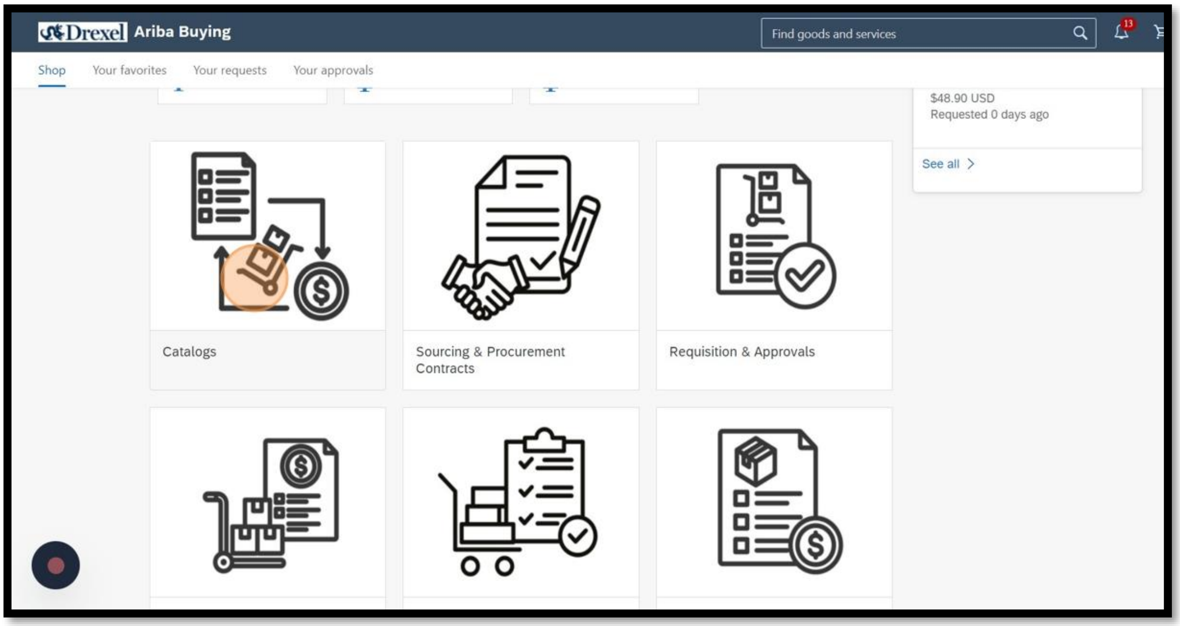
Accounts Payable & Procurement Services

Rev. 022025

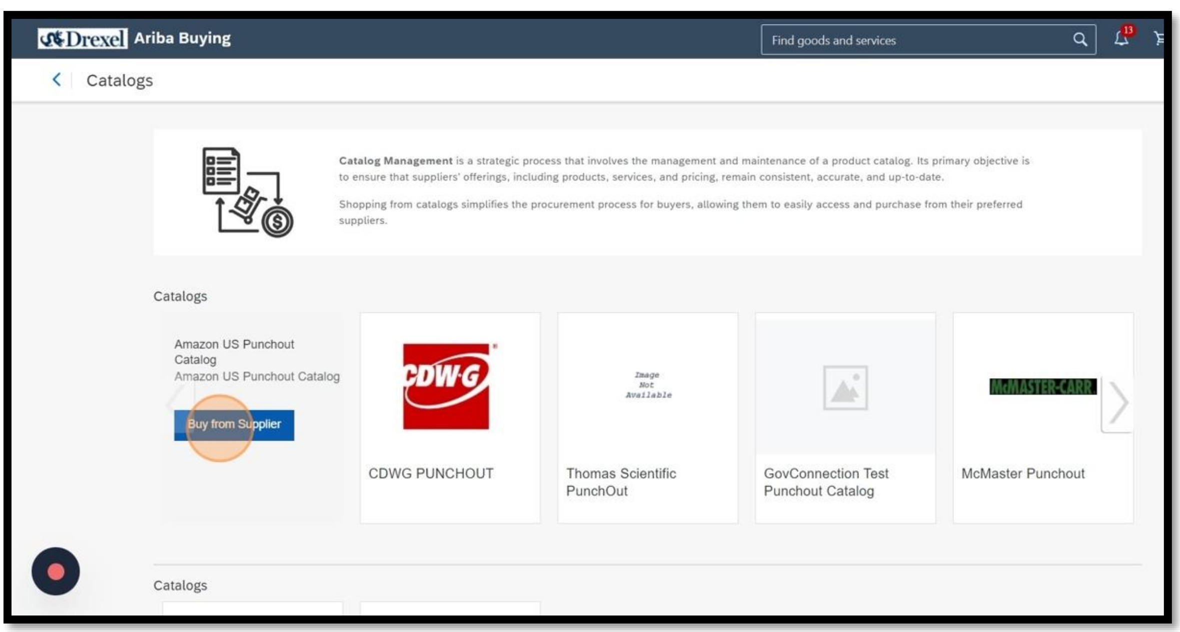
Submitting and Managing Catalog Orders

This guide offers a step-by-step process for creating and managing catalog orders, helping individuals streamline their purchasing, maintain accurate accounting, and effectively manage requisitions.

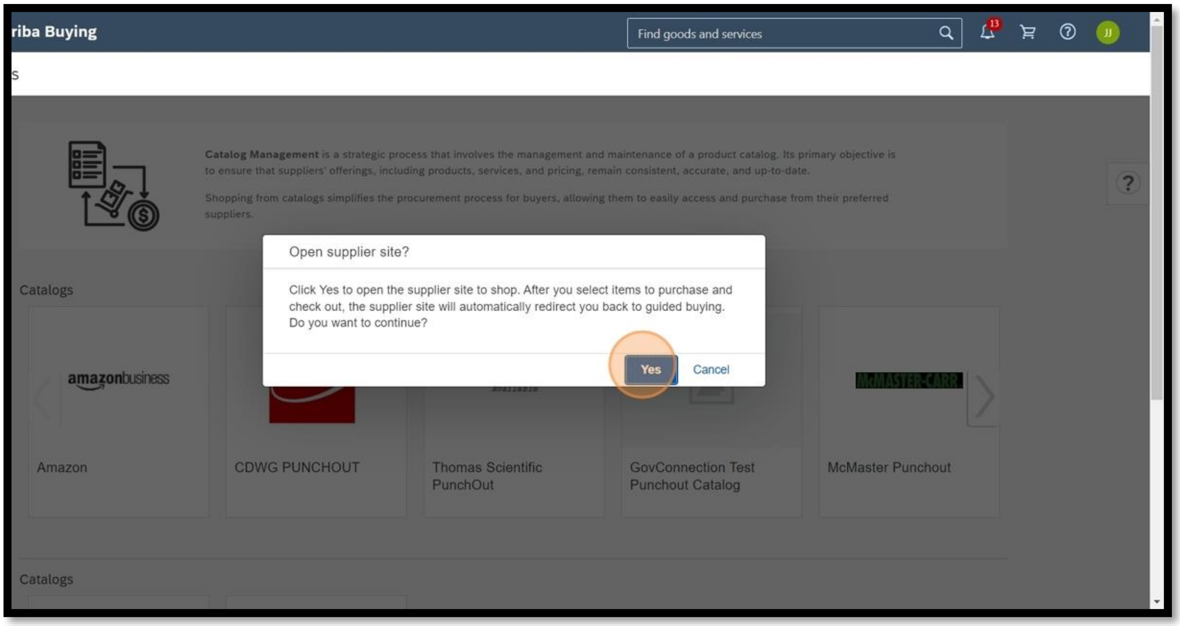
1. Click the "**Catalogs**" tile



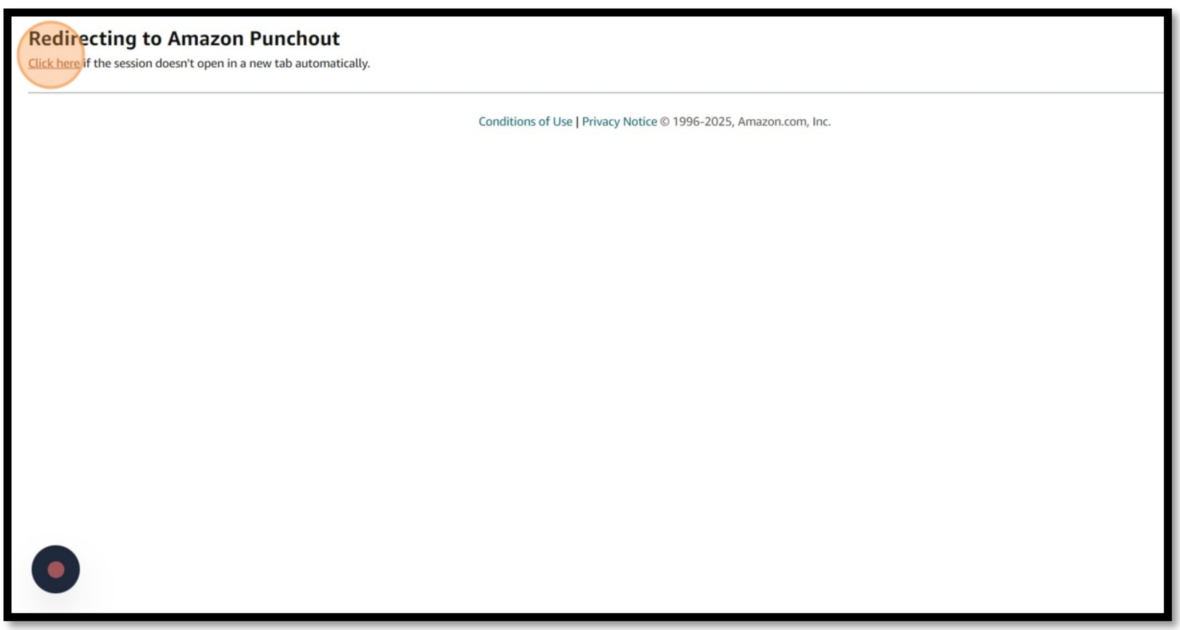
2. Click "**Buy from Supplier**"



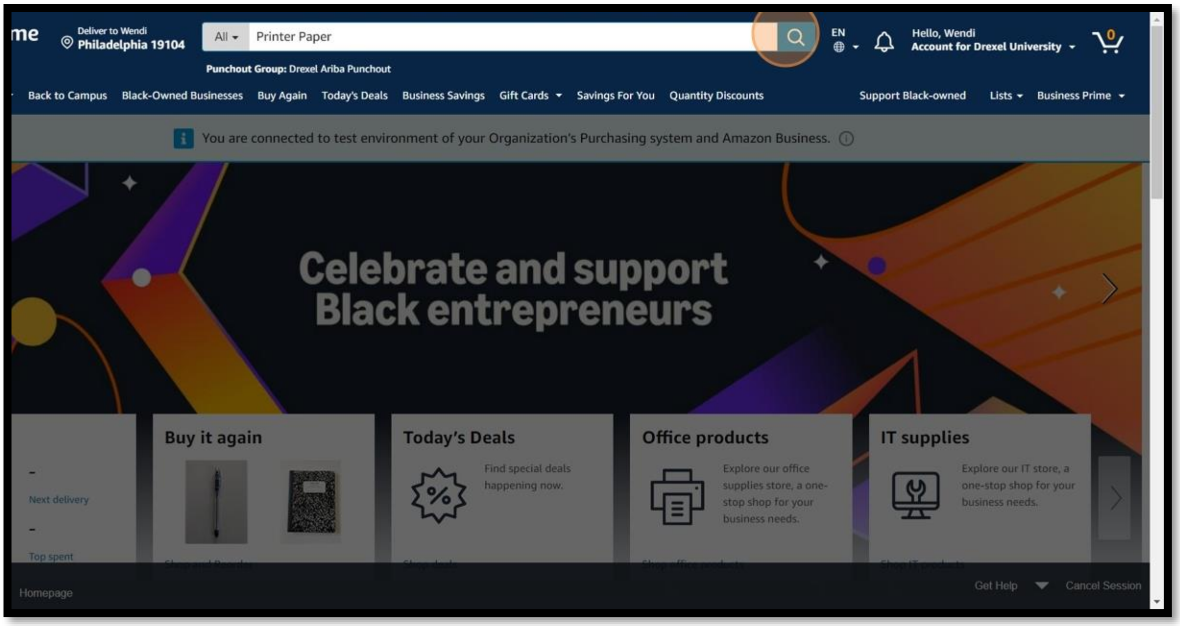
3. Click "**Yes**"



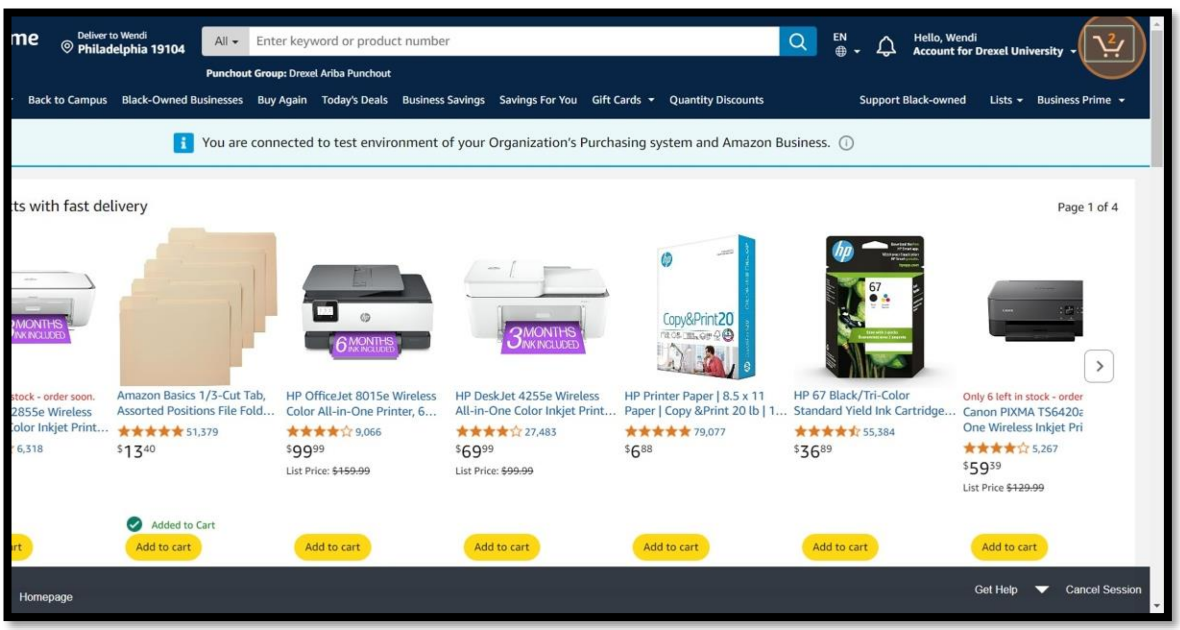
4. If you are not automatically redirected, click "**Click here**"



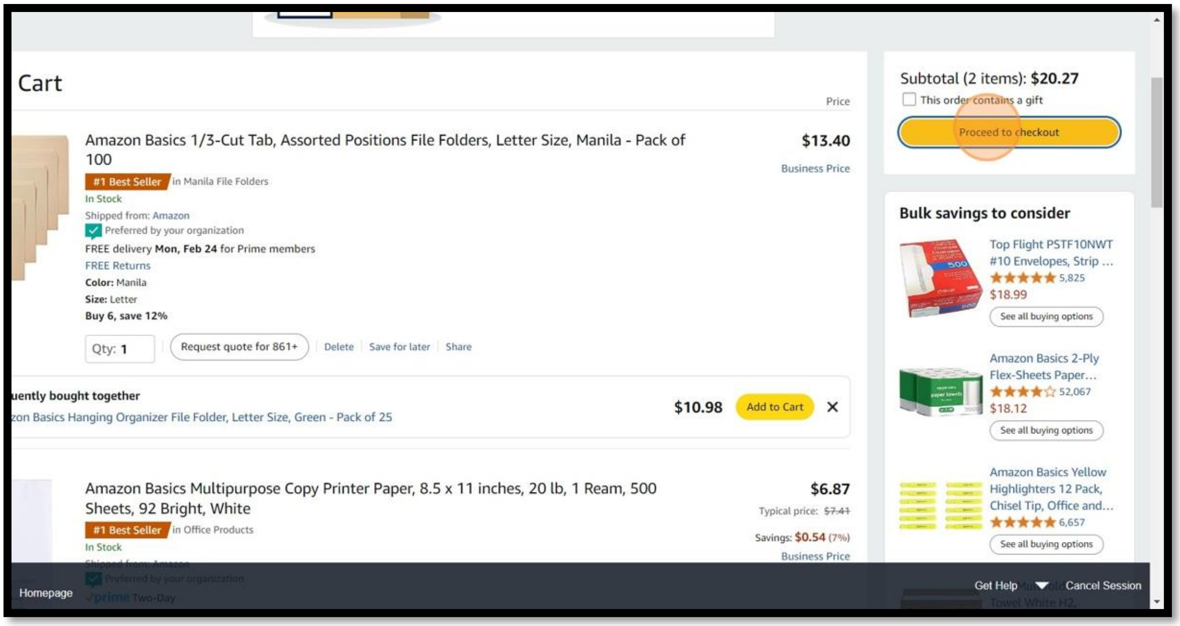
5. Use the search bar to search for the product/service and click the search icon.



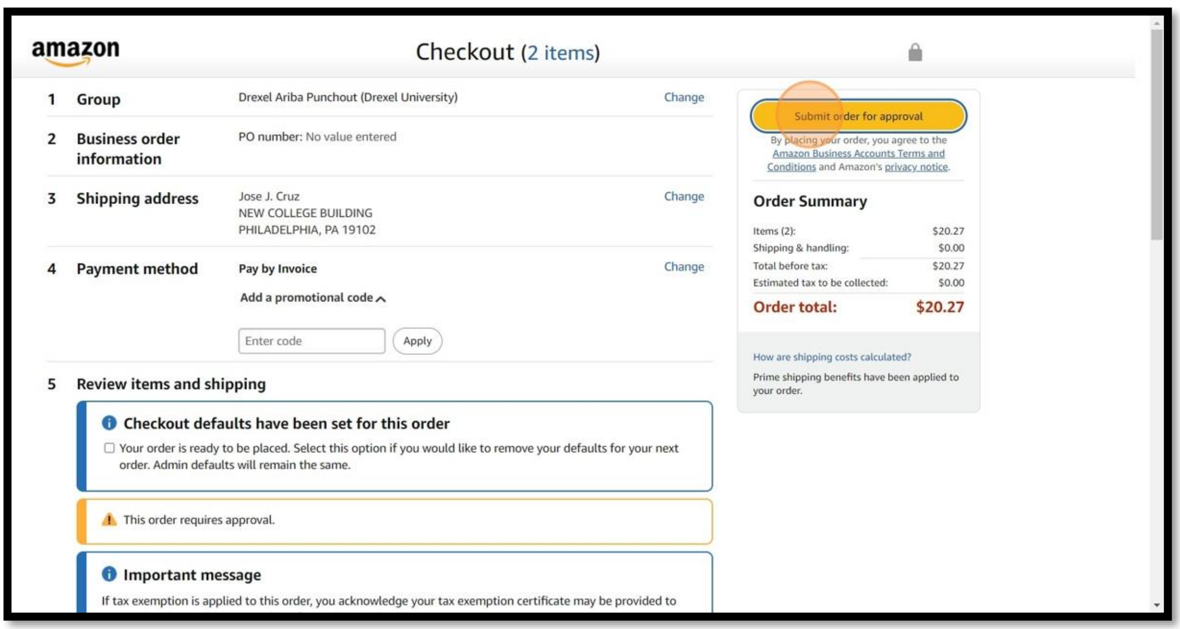
6. Once you are done adding items to your cart, click the cart icon.



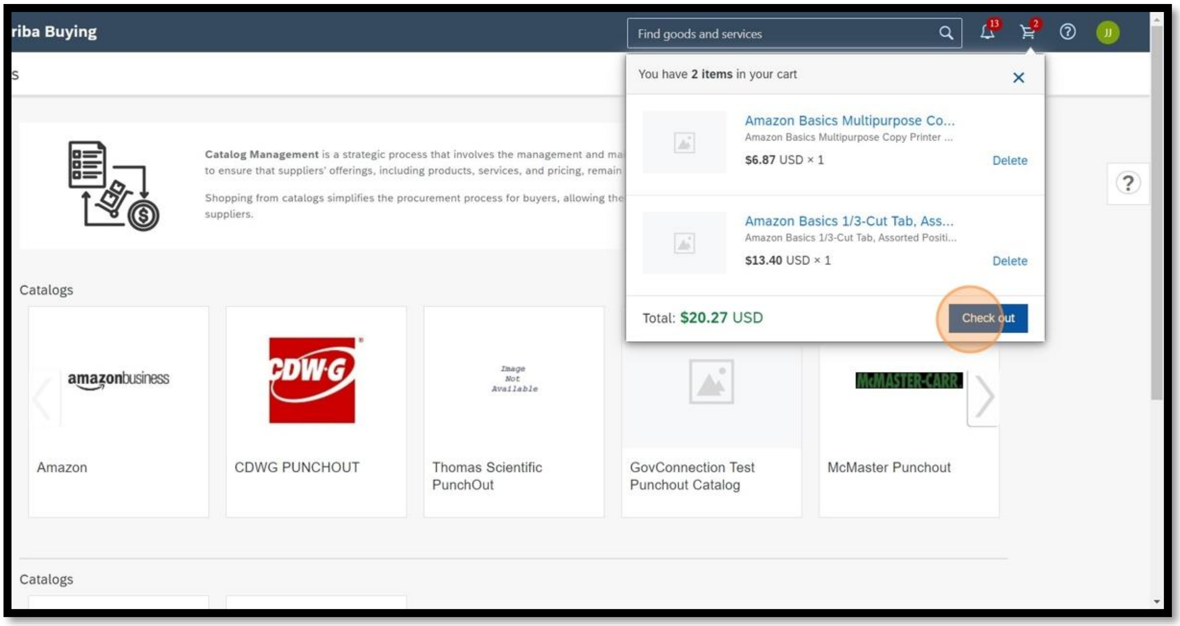
7. Review your cart and click "**Proceed to Checkout**"



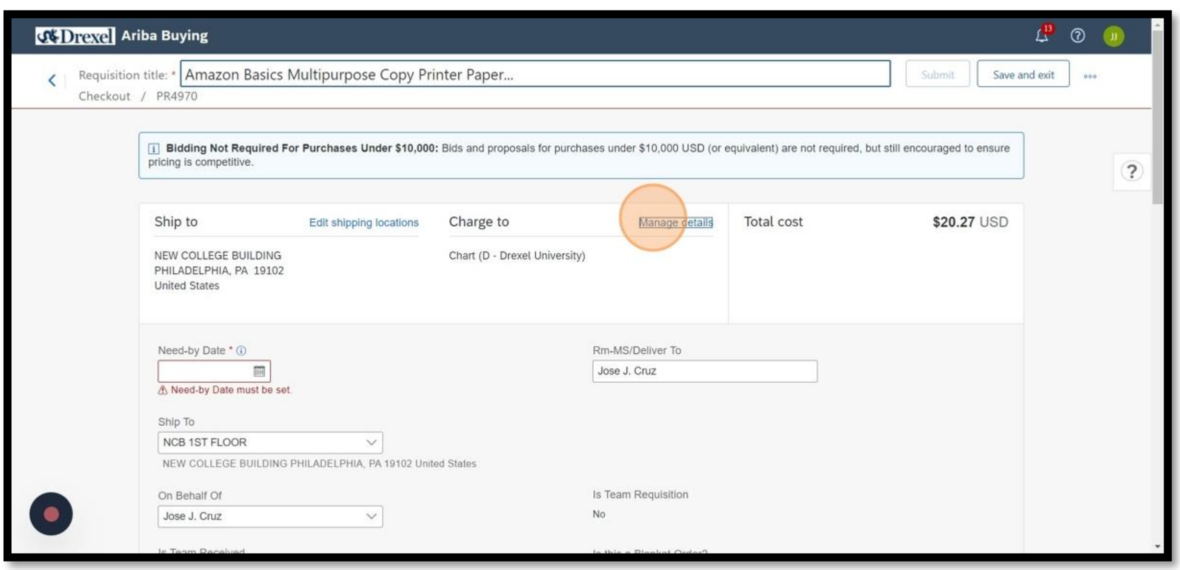
8. Click "**Submit order for approval**." You may update the shipping address on the requisition page.



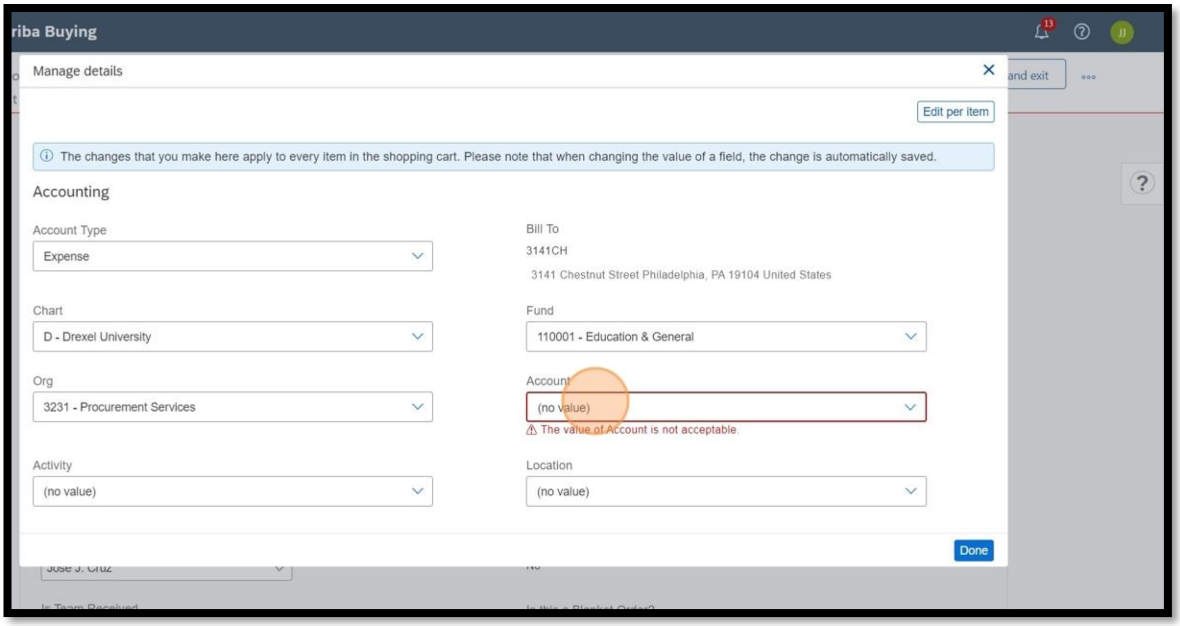
9. Review your cart in Ariba and click "**Check out**"



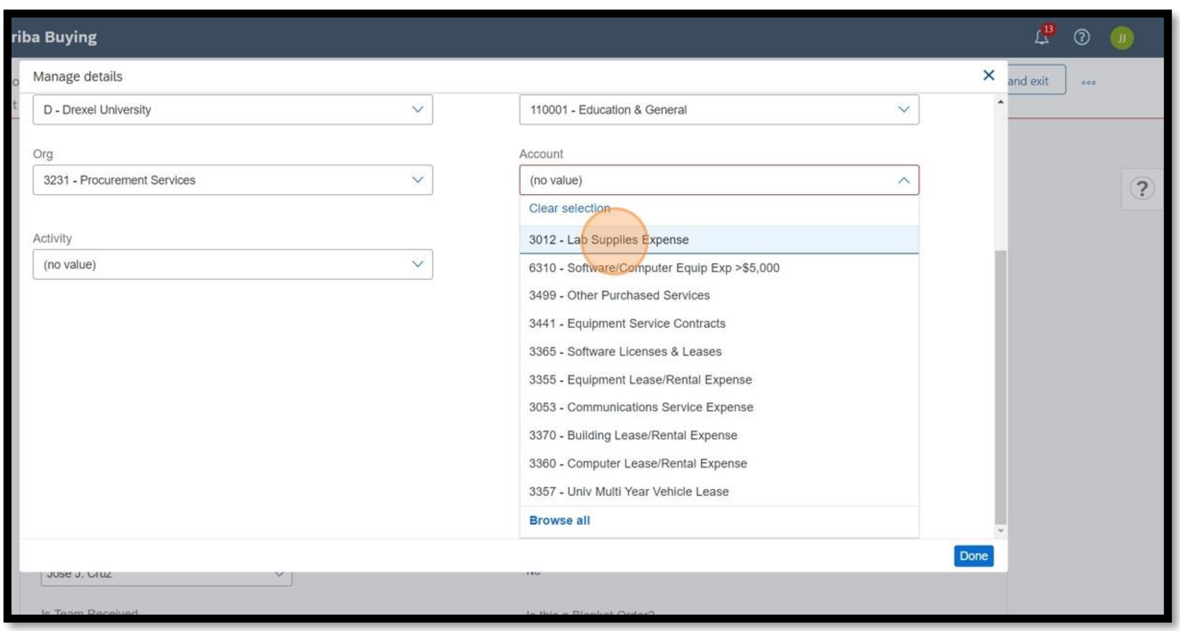
10. Complete the required fields. You may update the requisition title or **Save and exit** the requisition to continue at a later date. Click "**Manage details**" to adjust the allocation information.
When contacting Procure Systems or Sourcing please include the Purchase Request ID found under the requisition title. Ex) PR4970.



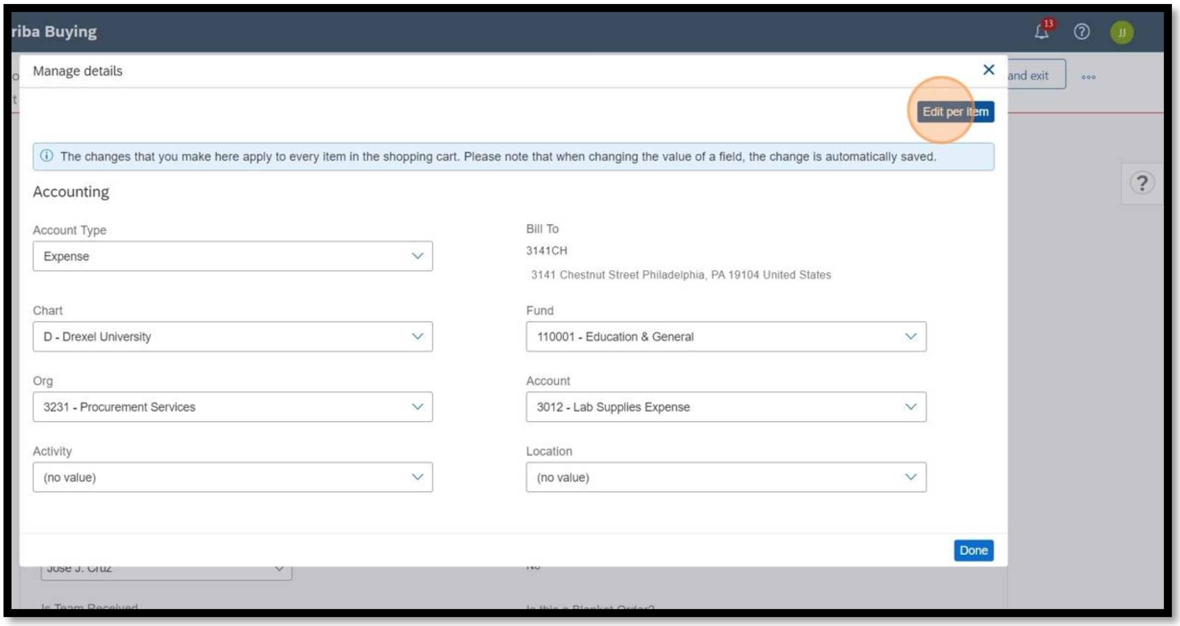
11. Click "**(no value)**"



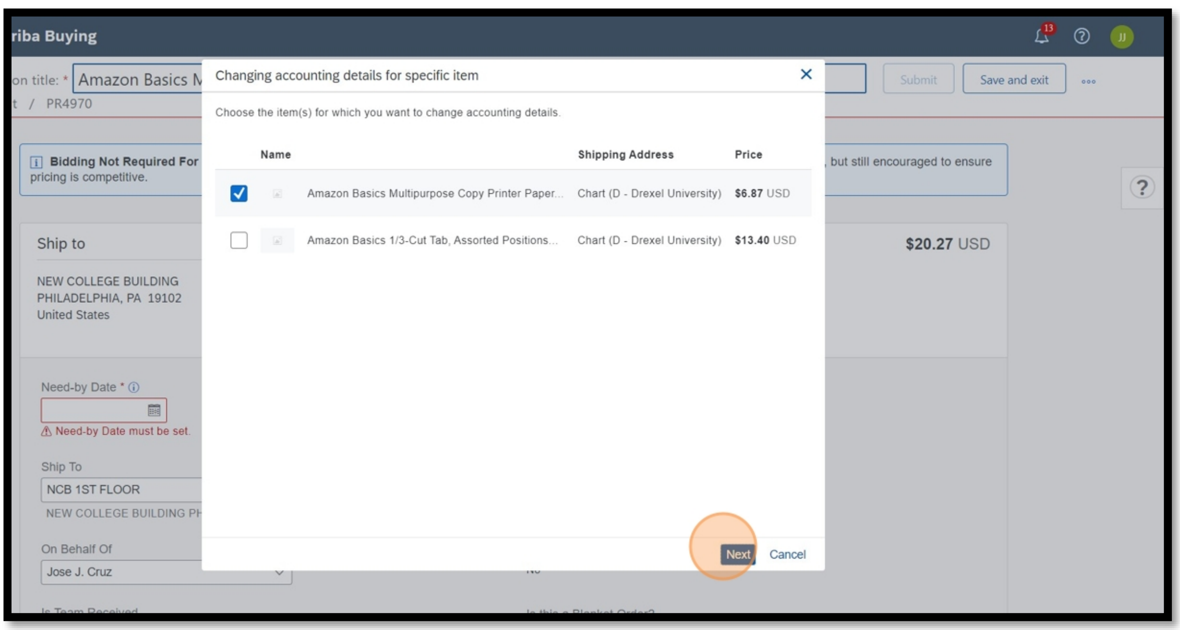
12. Select the appropriate account code from your most recent list or click **"Browse all"** to search for an account code. This will apply to all items in your cart.



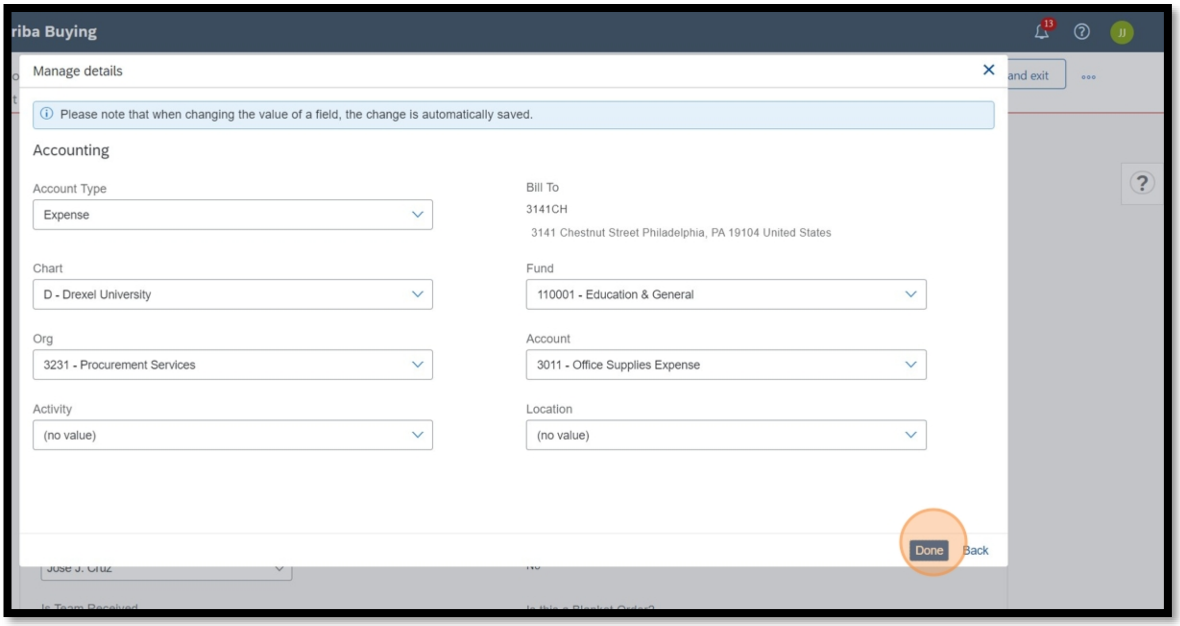
13. You may edit the accounting information per item by clicking "**Edit per item**"



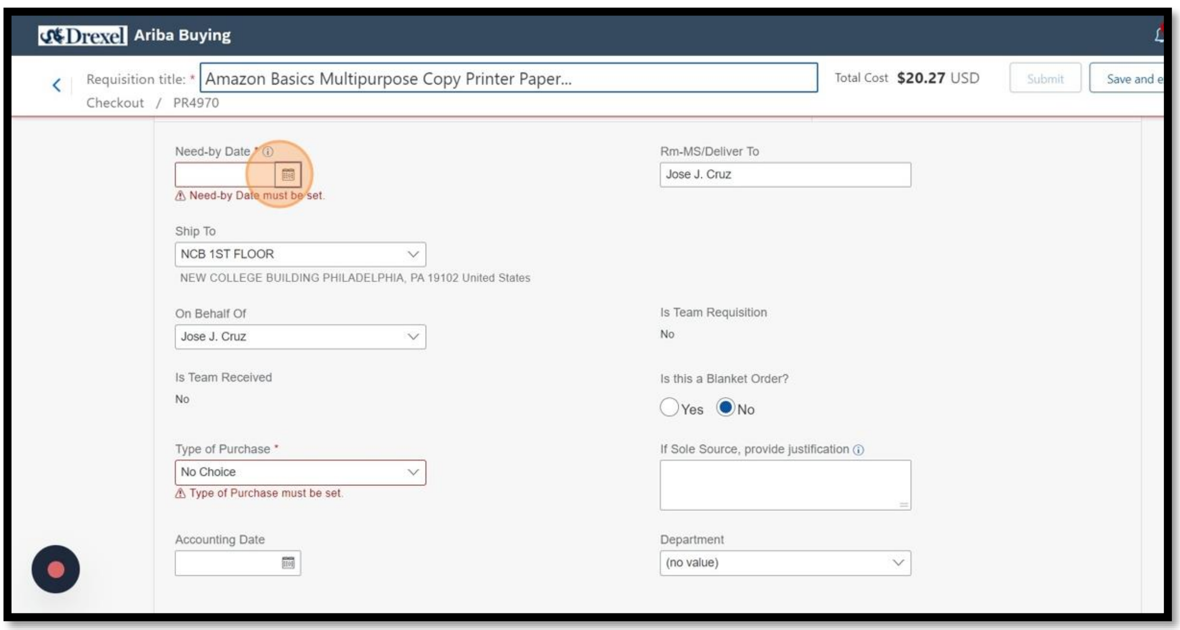
14. Select the item(s) you wish to update using the checkbox and click **"Next"**



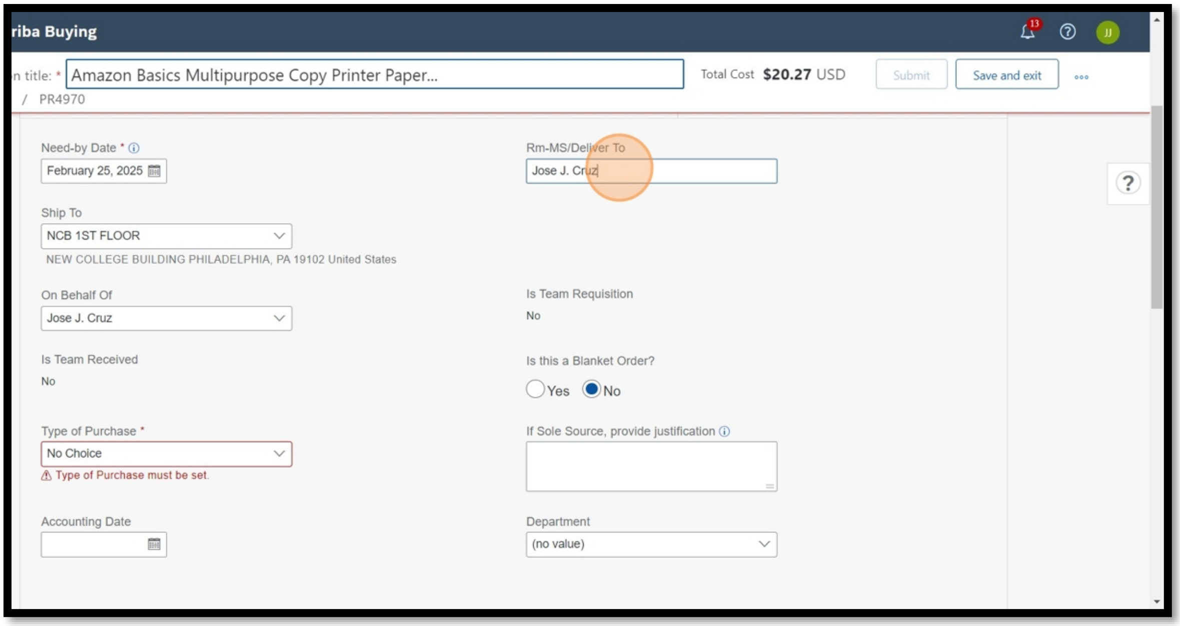
15. Select the allocation information for the item(s) selected and click **"Done"**



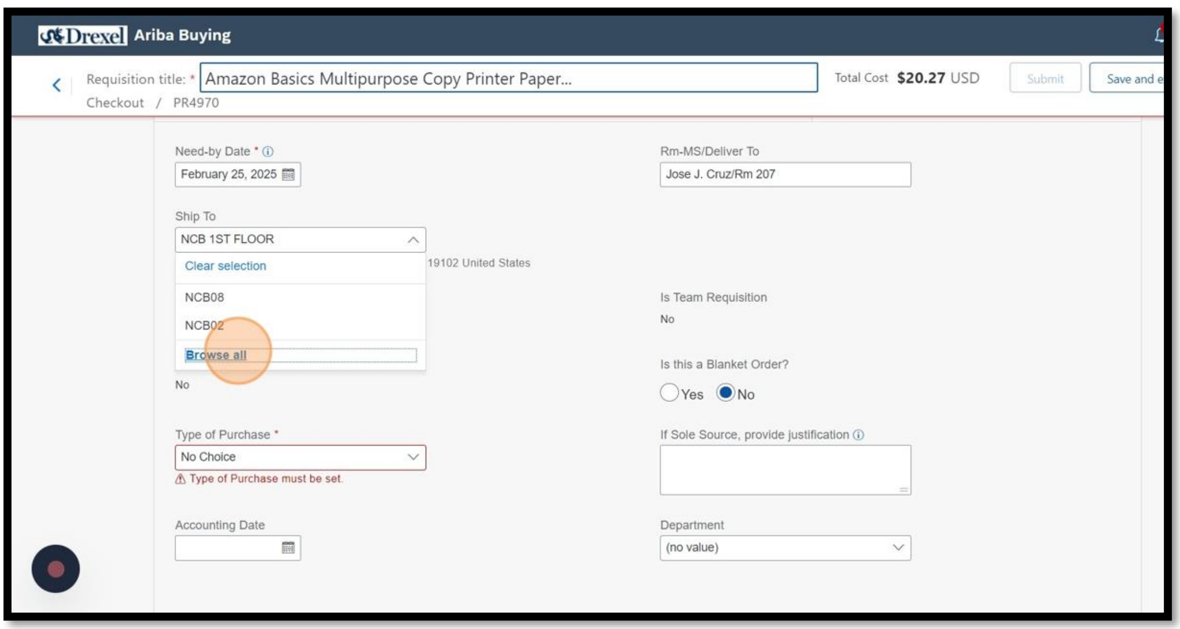
16. Complete the header information starting with the Need-by Date. This is an informational field for the supplier and does not guarantee delivery by the date selected. Please be reasonable when making a selection.



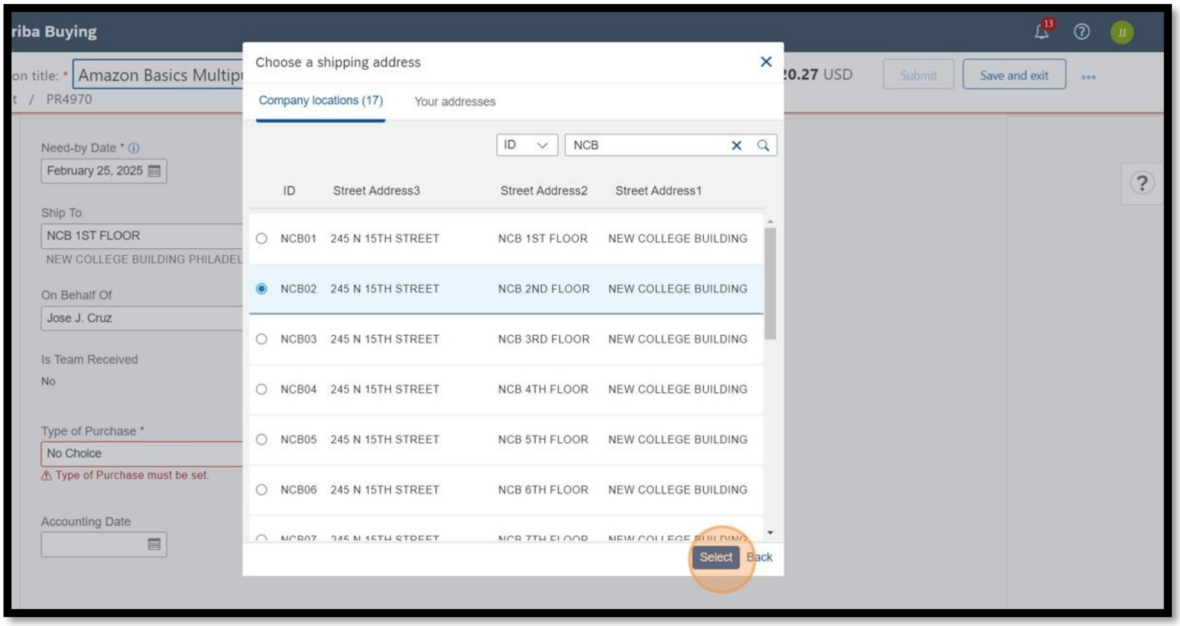
17. Enter the recipient's name. This will default to the requisition owner's name. Please add additional delivery information such as the mailstop or room number. ***(25 Character Limit)***



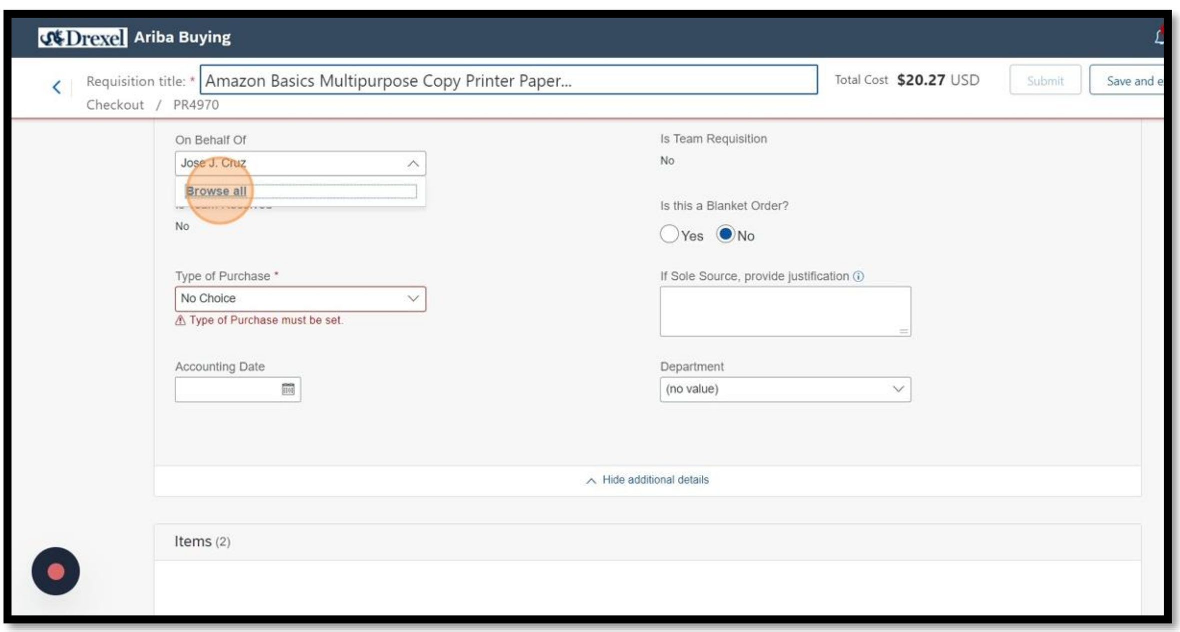
18. To update the shipping location for all items, select the **Ship To** field, click the drop-down menu, and choose **"Browse all"**



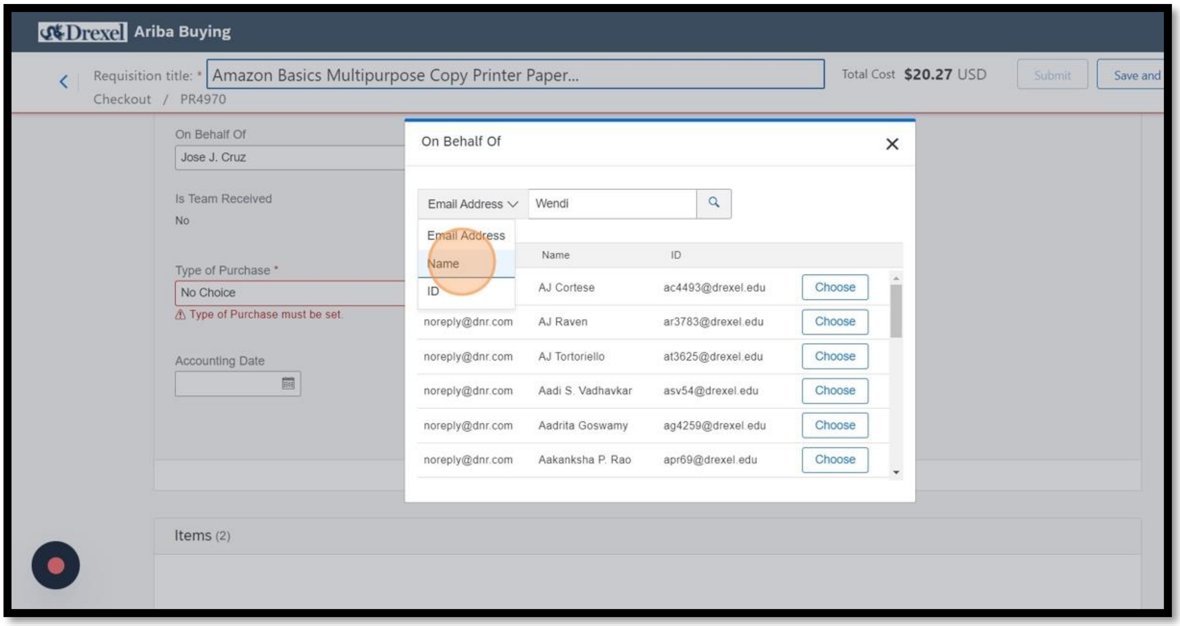
19. Search for the address using the search bar. To refine results, use the filter to the left to filter by street name. Select the desired address with the radio button, then click **"Select"**



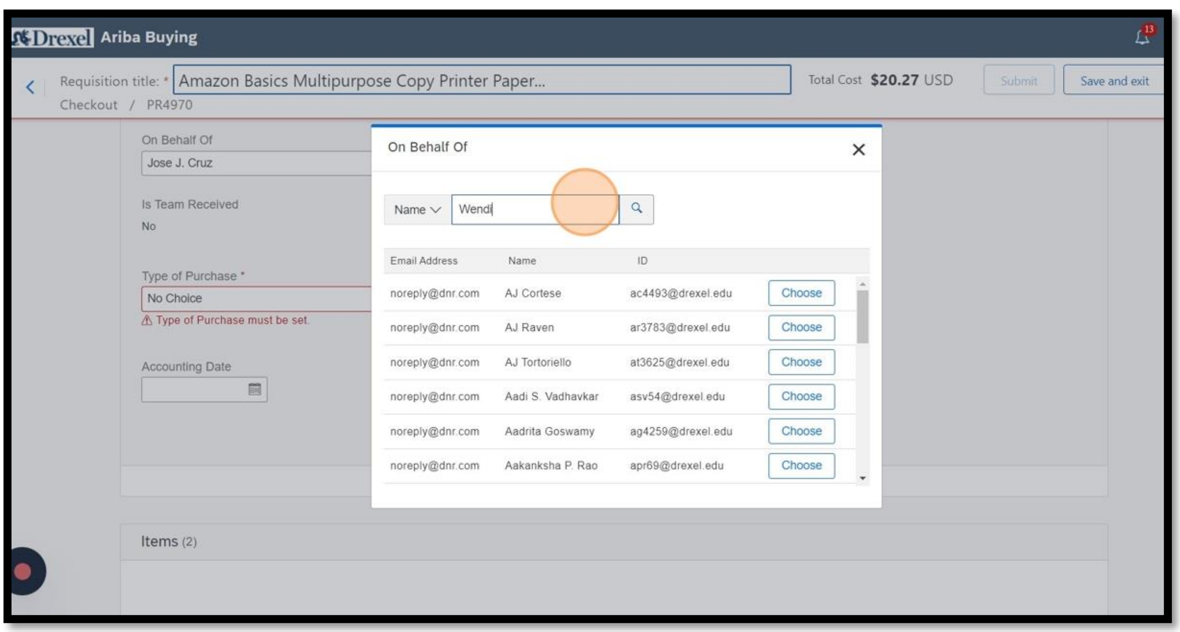
20. In the **"On Behalf Of"** field, search for and select the individual with the appropriate purchasing authority by clicking **"Browse all."**
    If you have purchasing authority, no changes are needed. If ordering for a manager or colleague with purchasing authority, select them. If they are ordering for you and you don't have authority over the selected cost center, they should be selected.
    Updating the 'On Behalf Of' field will also update the recipient field. If you made changes to the 'On Behalf Of' field, verify that the recipient field is correct.



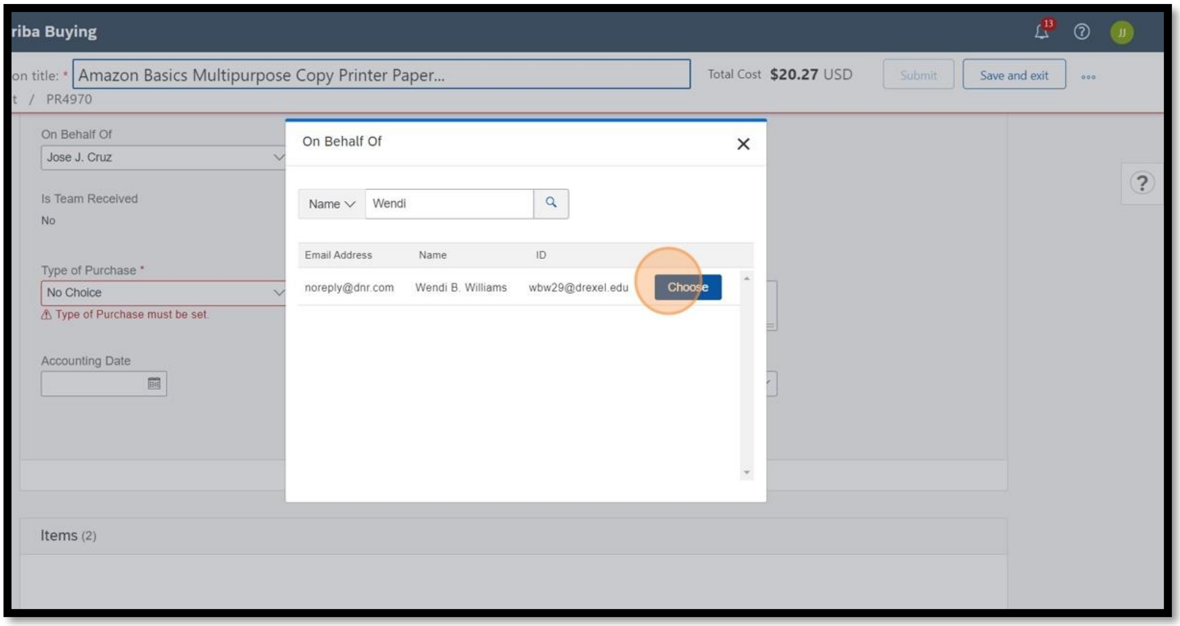
21. Click "**Name**" or "**Email Address**"



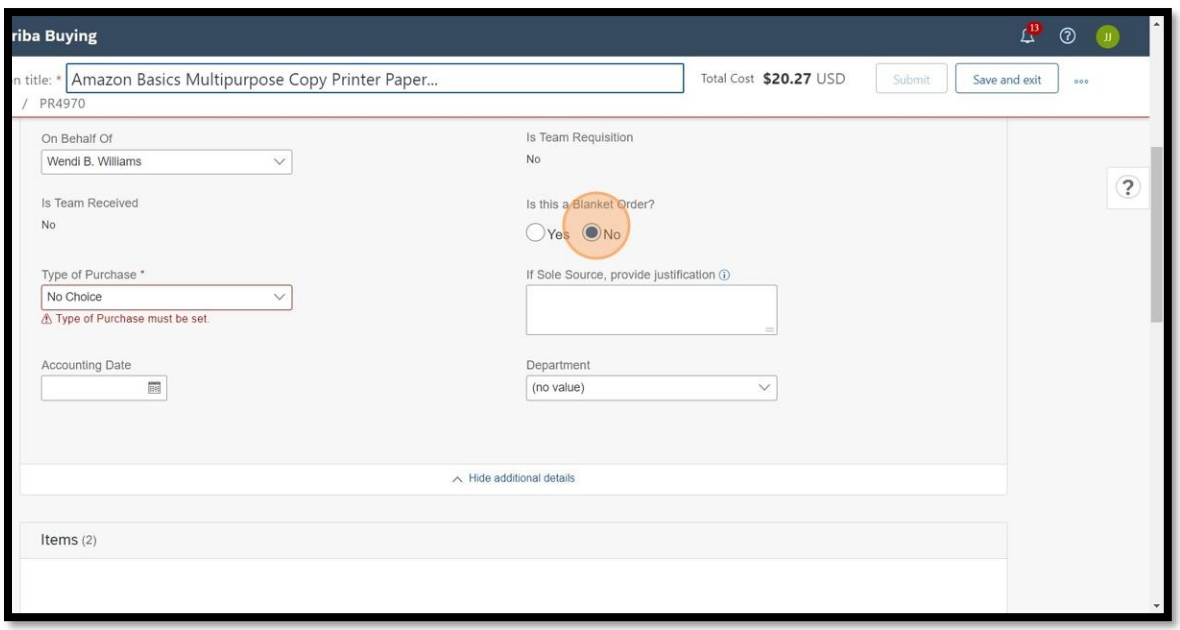
22. Search for the individual.



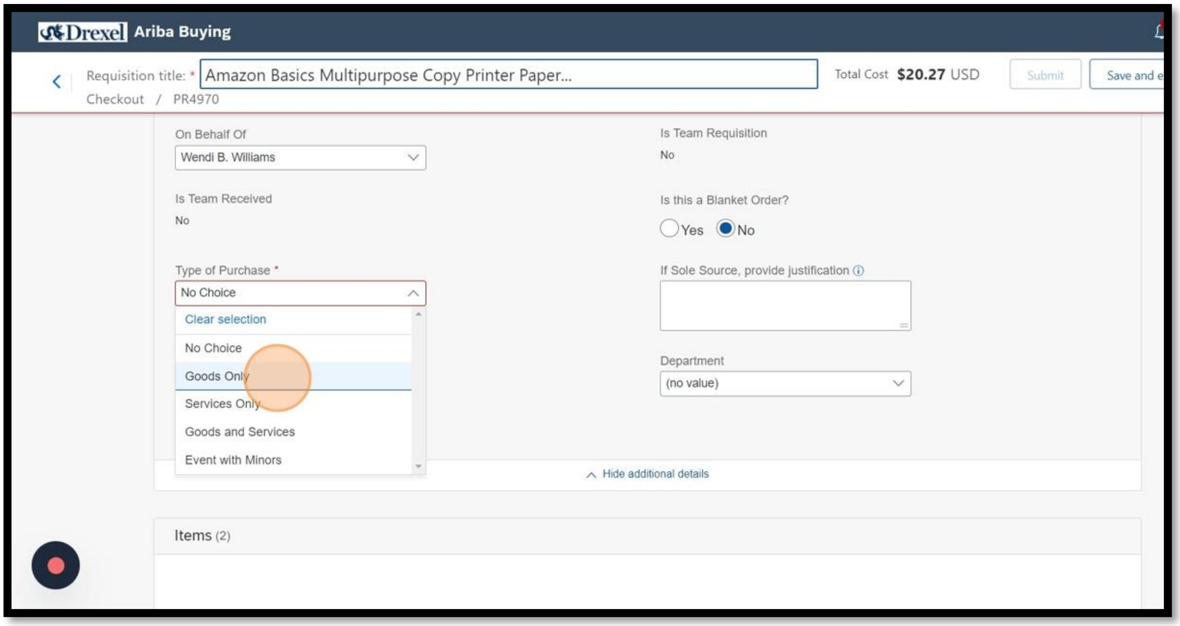
23. Click "**Choose**"



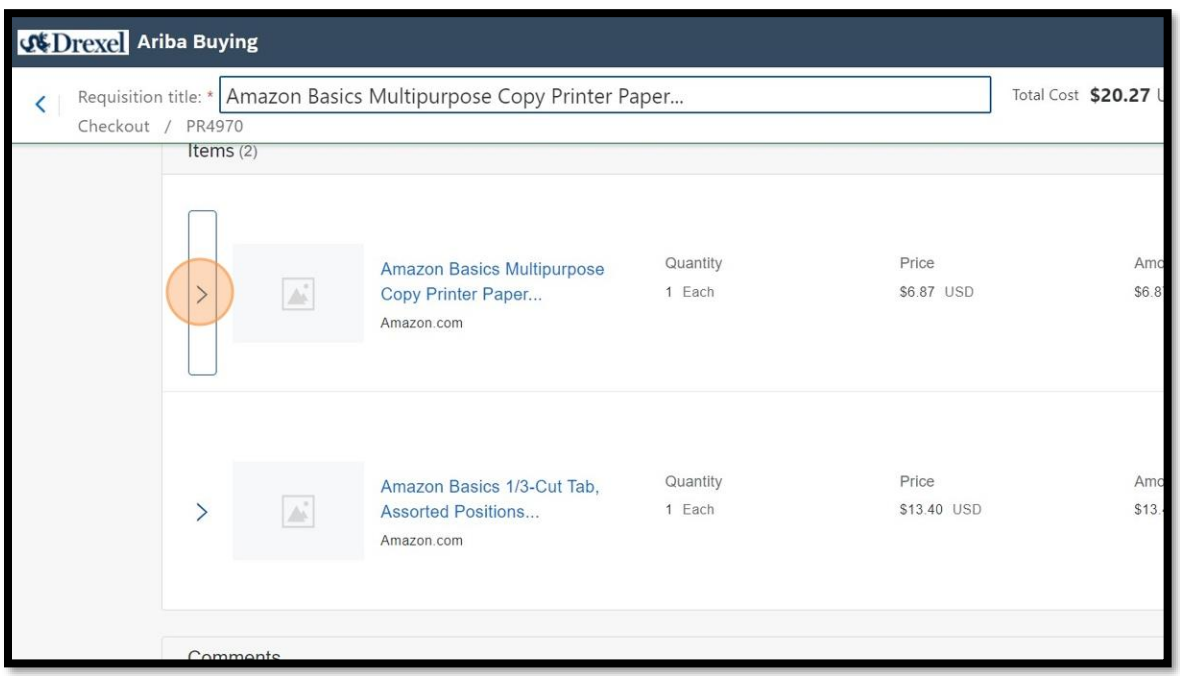
24. Click "**Yes**" or "**No**" for "**Is this a Blanket Order**"



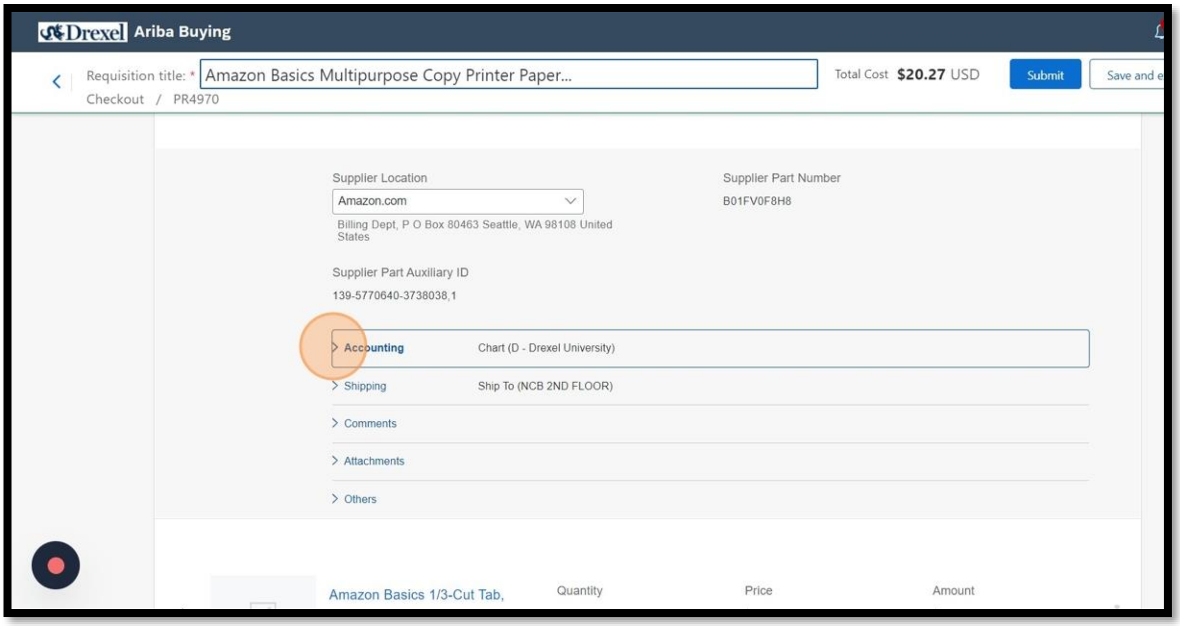
25. Select the "**Type of Purchase**"



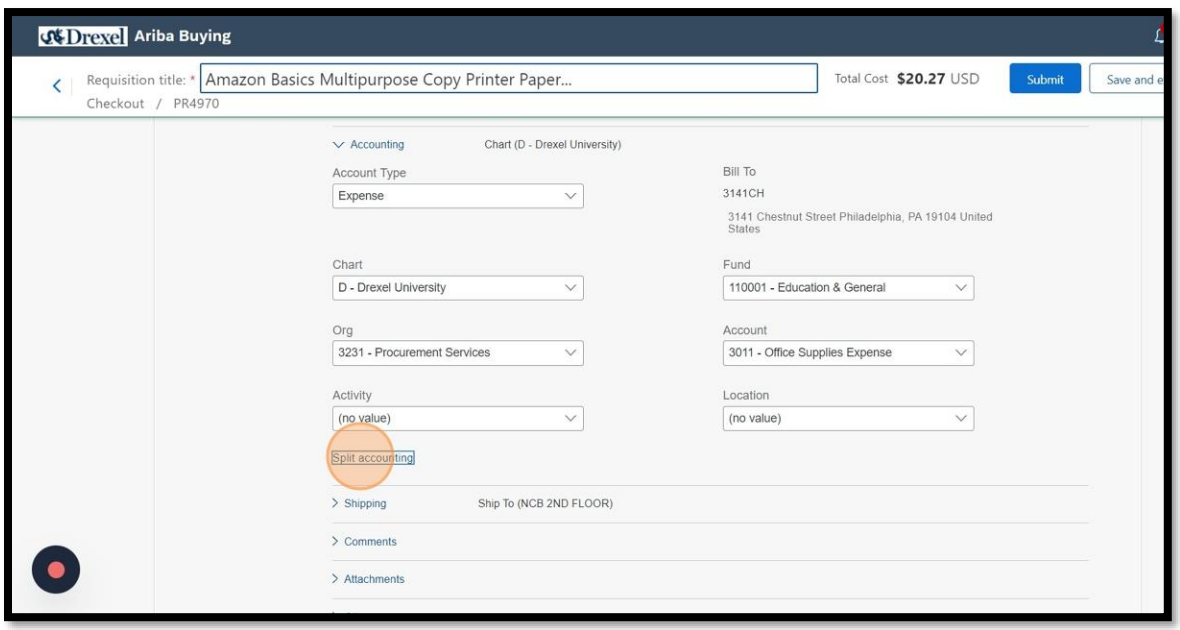
26. Click the drop-down menu for an item to adjust the shipping and/or allocation for the specific item.



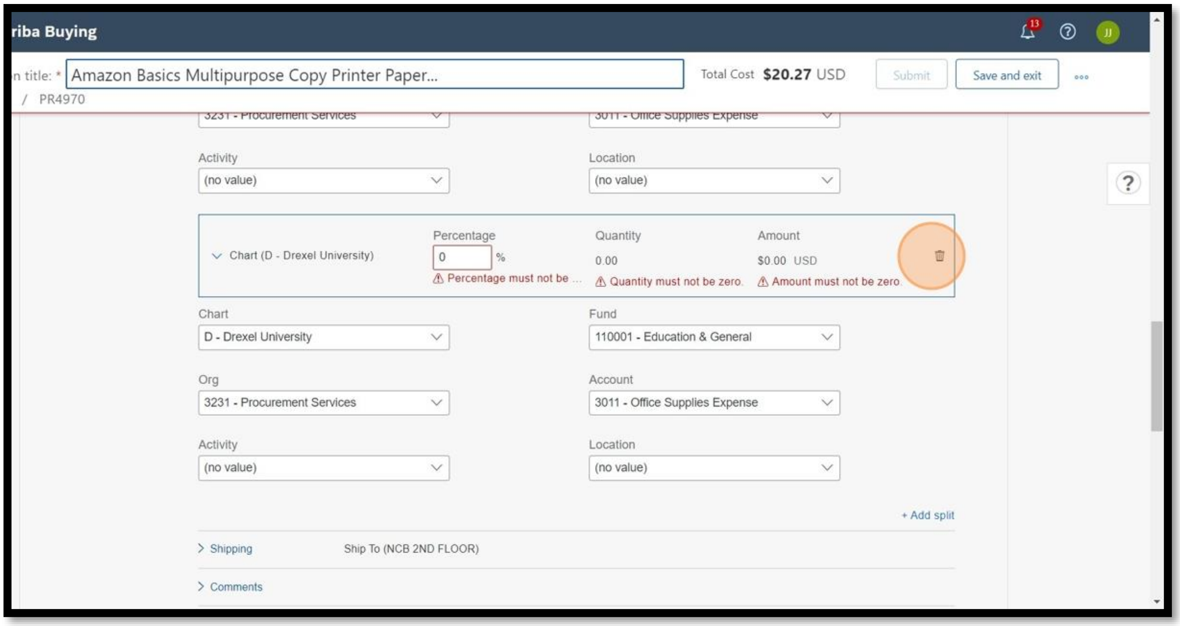
27. You may enter split accounting by clicking "**Accounting**"



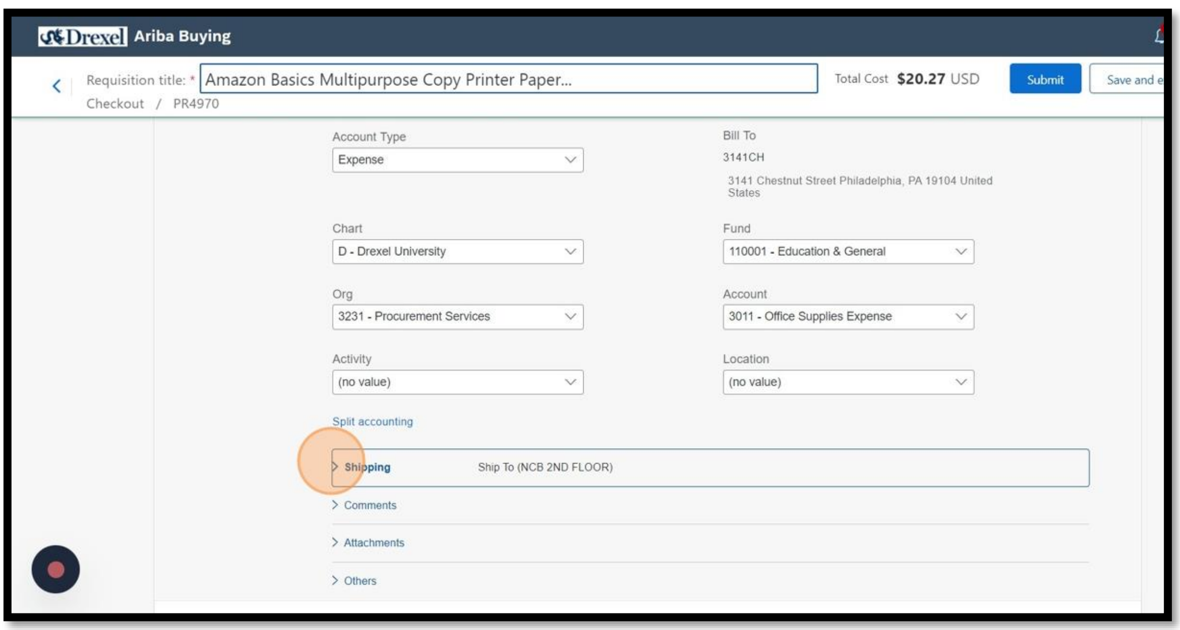
28. Then click "**Split accounting**"



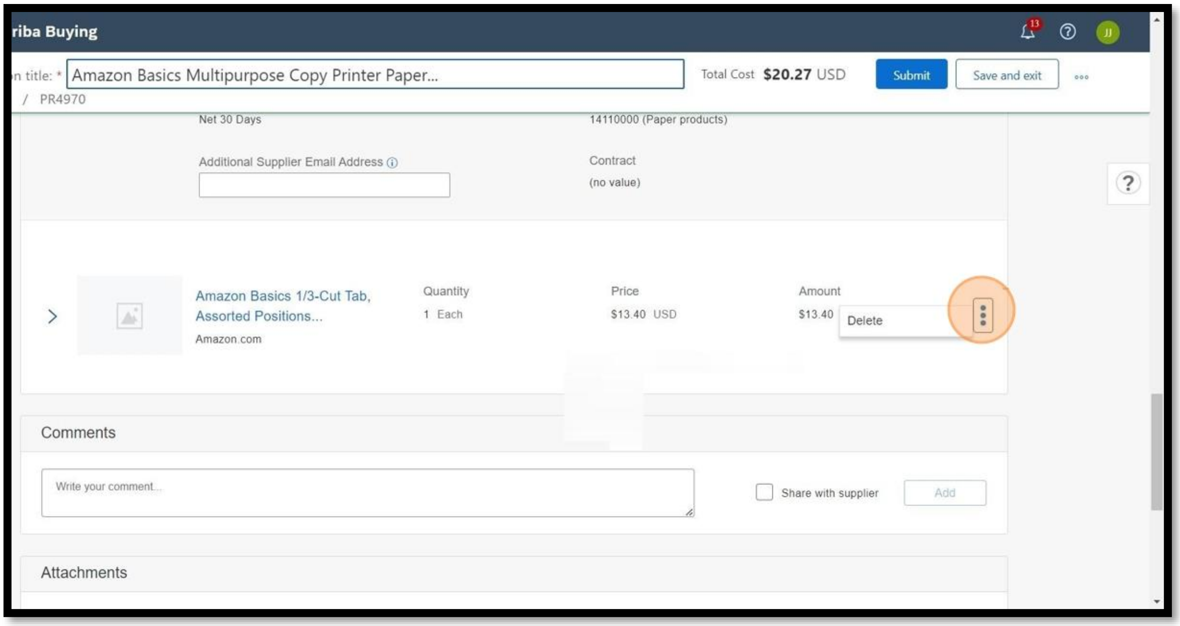
29. Enter the split percentage and adjust the allocation information for the split account. You may delete the split account using the trash bin icon.



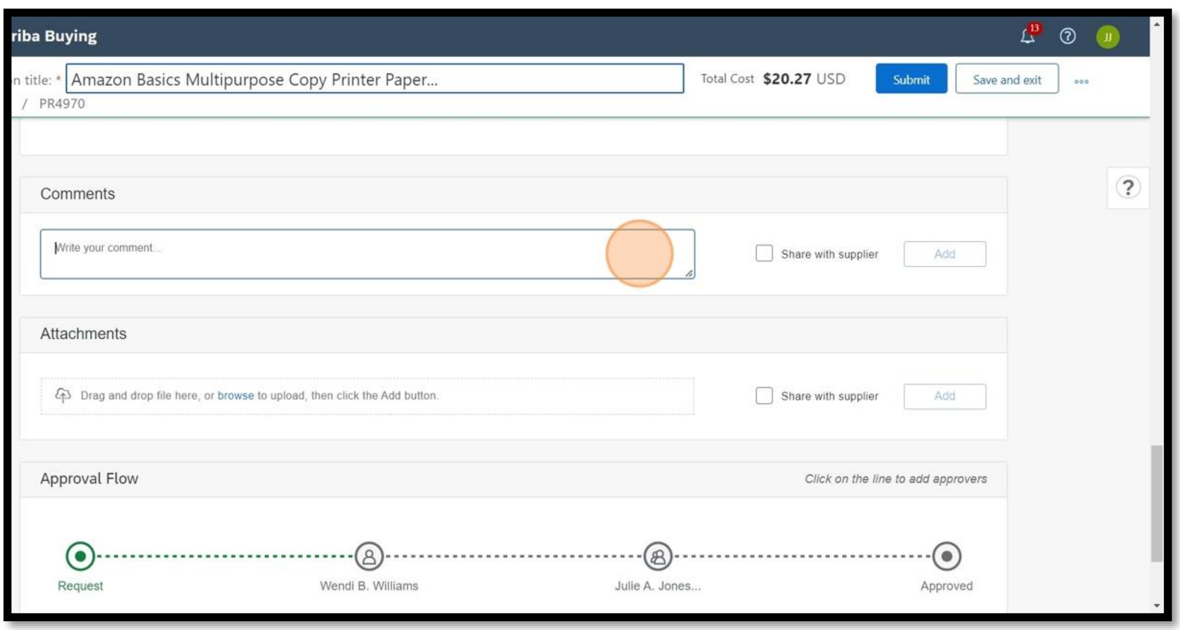
30. To edit the shipping location for the specific item, click "**Shipping**" and select the shipping address. If needed, you may adjust the commodity code under the "**Others**" drop-down menu.



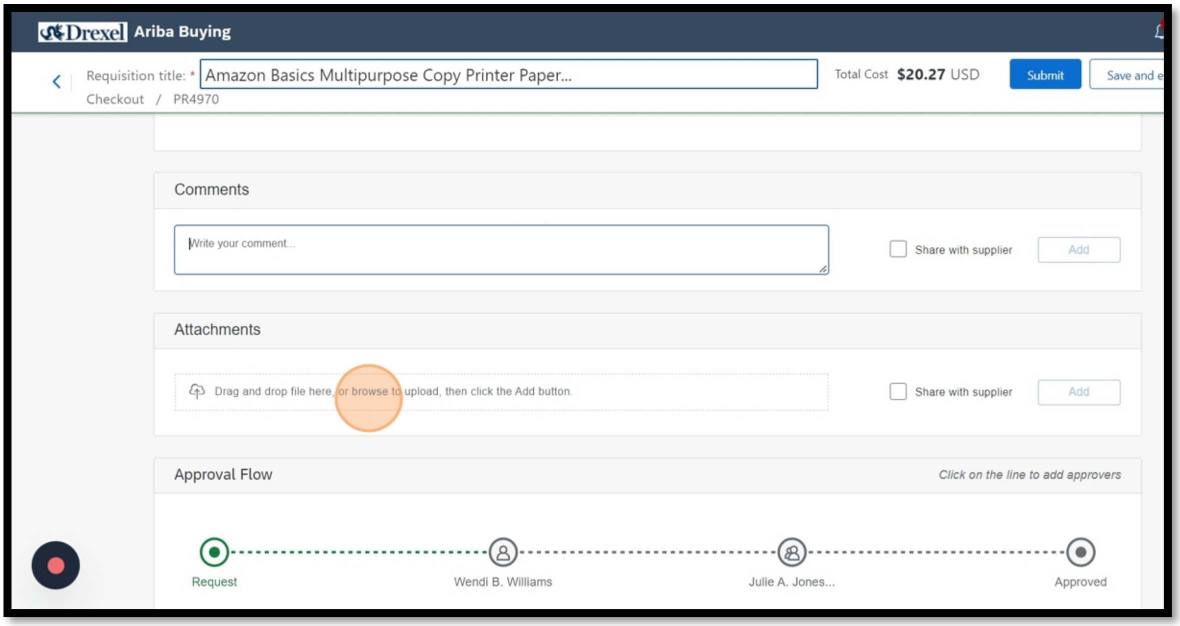
31. Click the vertical ellipses and select "**Delete**" to delete an item.



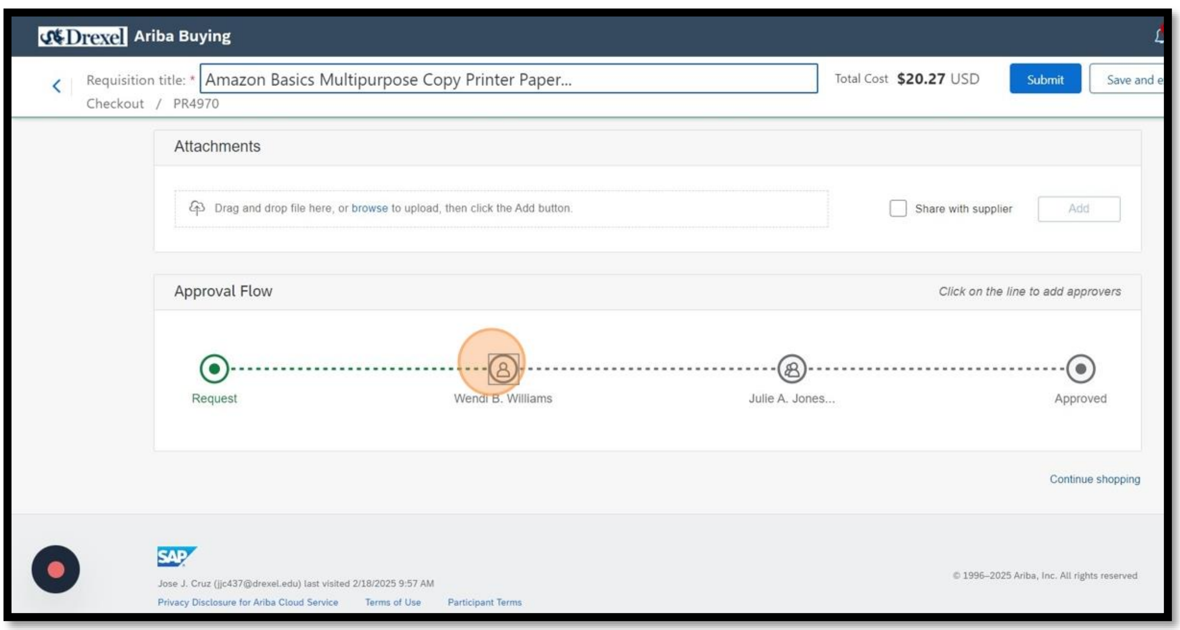
32. You may add a comment for internal use.
(You cannot share comments with suppliers for catalog orders. Comments cannot be sent to a specific individual.)



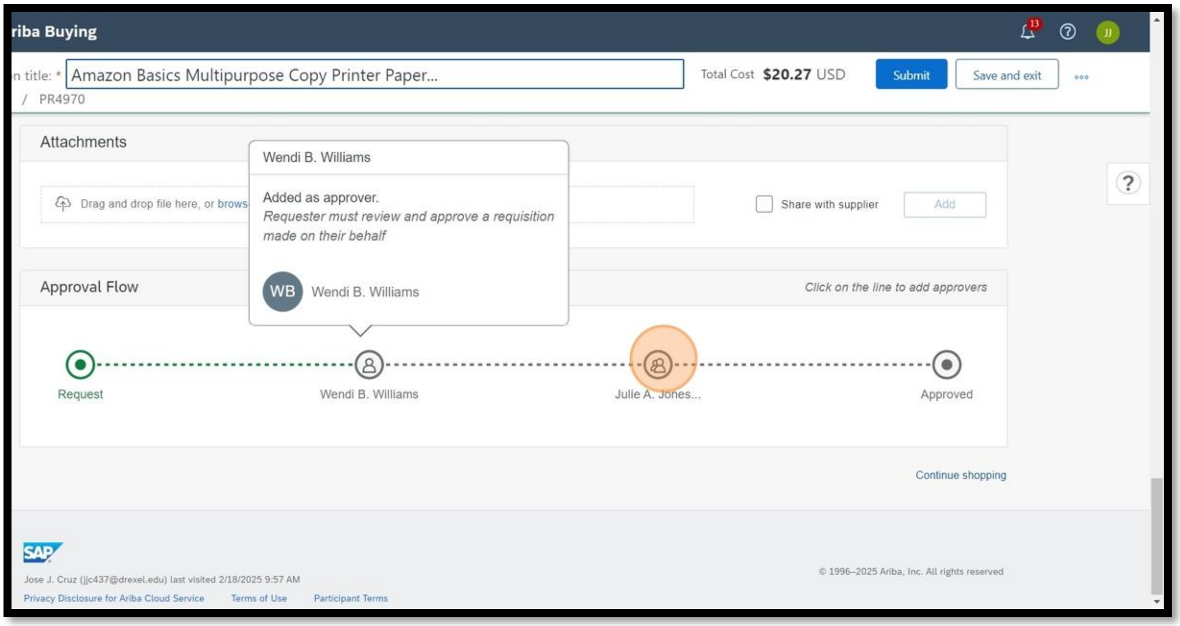
33. You may add an attachment for internal use.
(You cannot share attachments with suppliers for catalog orders.)



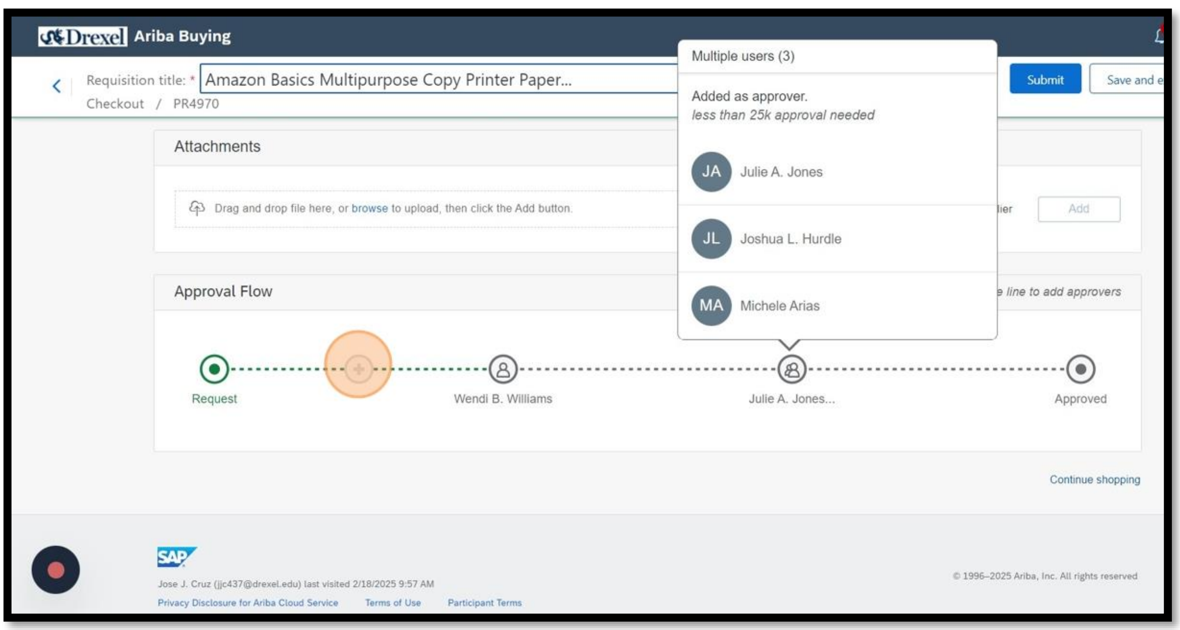
34. Review the approval flow.



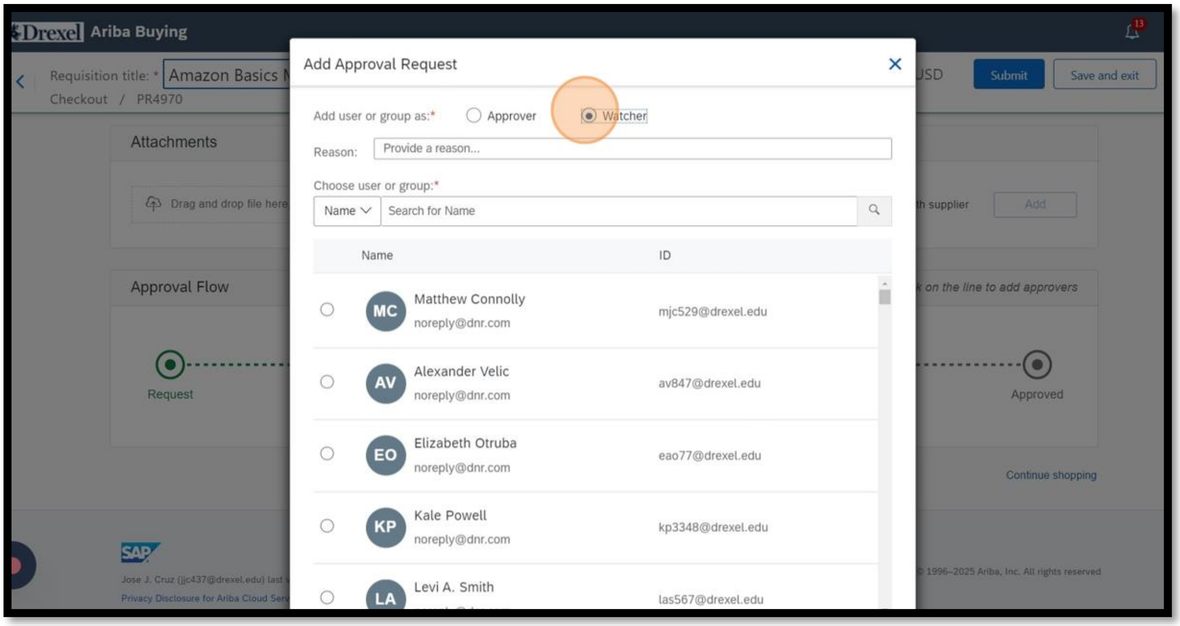
35. Selecting each approval node will display a list of individuals authorized to approve at each step.



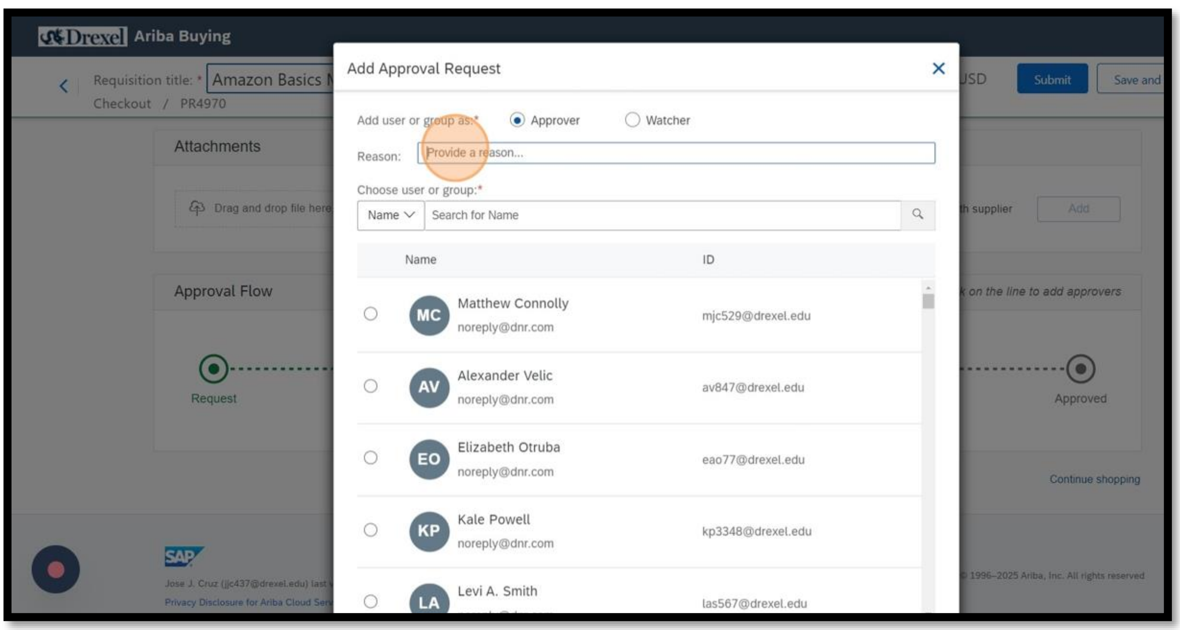
36. You may add sequential approvers or watches either before or after each approval step by hovering over the approval timeline and click the icon shown below.



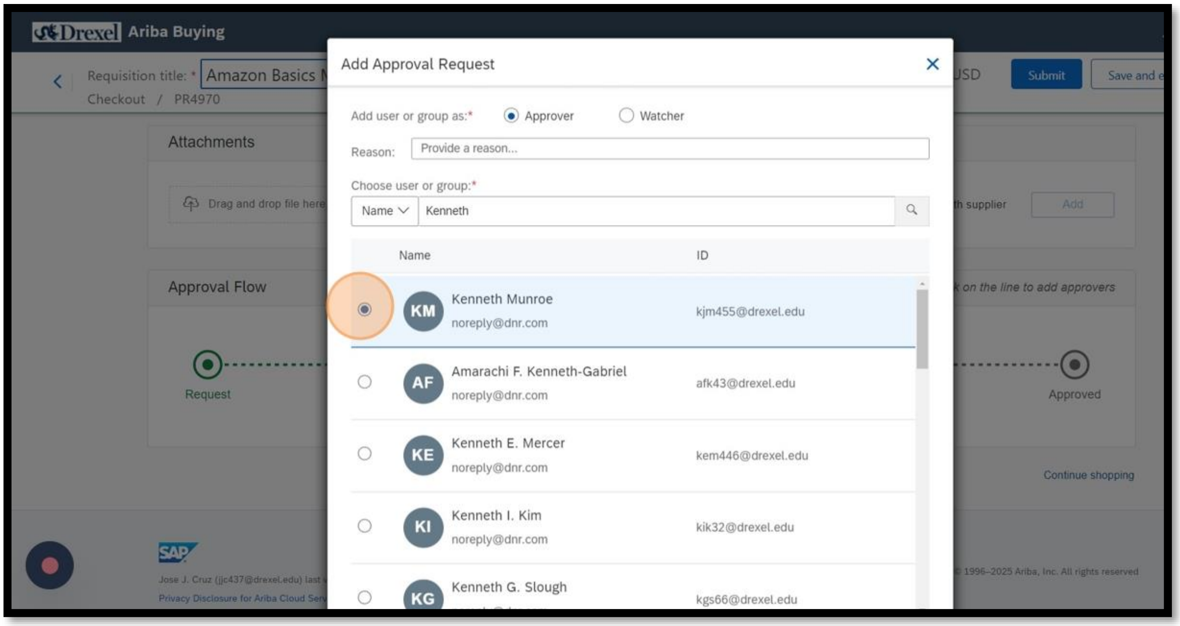
37. Select "**Approver**" or "**Watcher**"



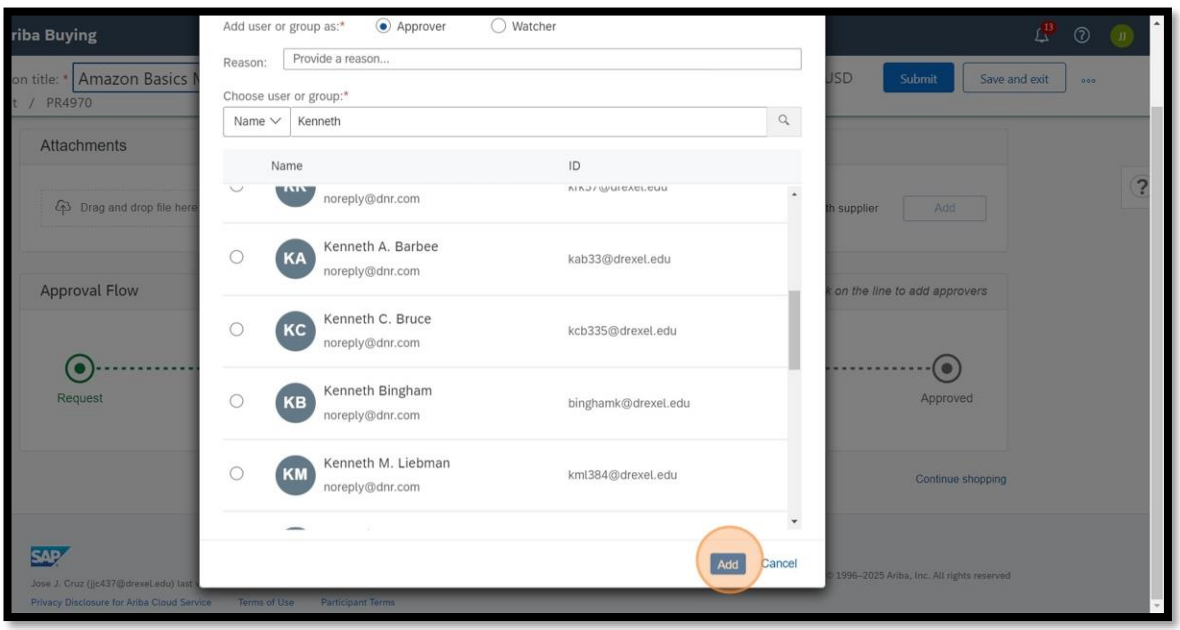
38. You may provide a reason.



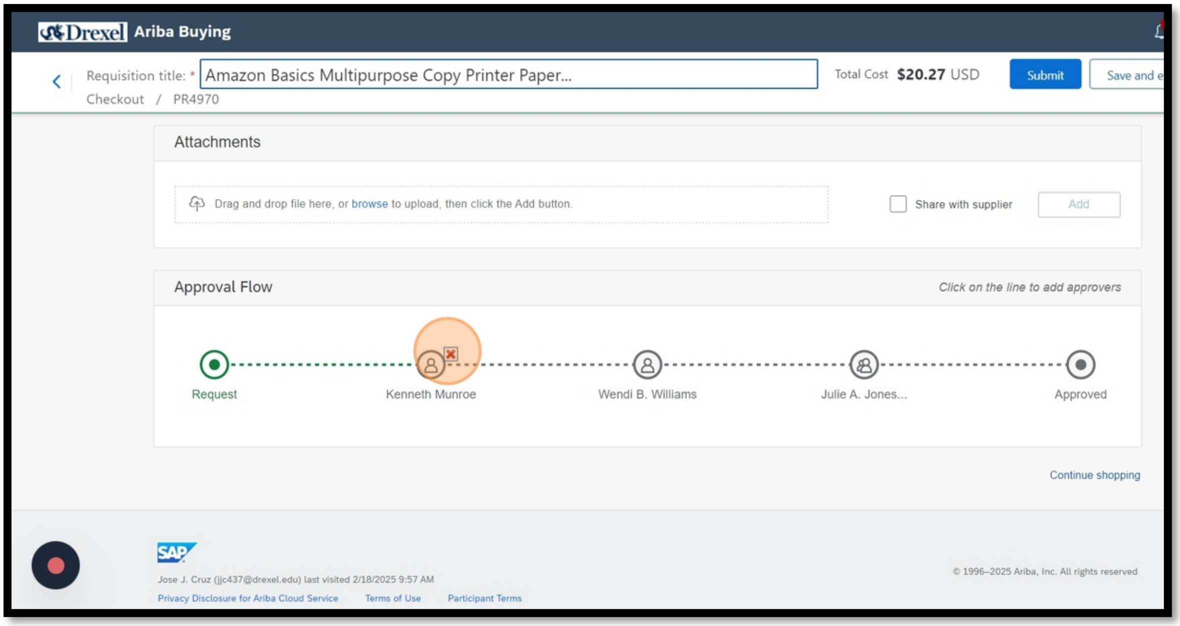
39. Search for the approver by name and select them using the radio button.



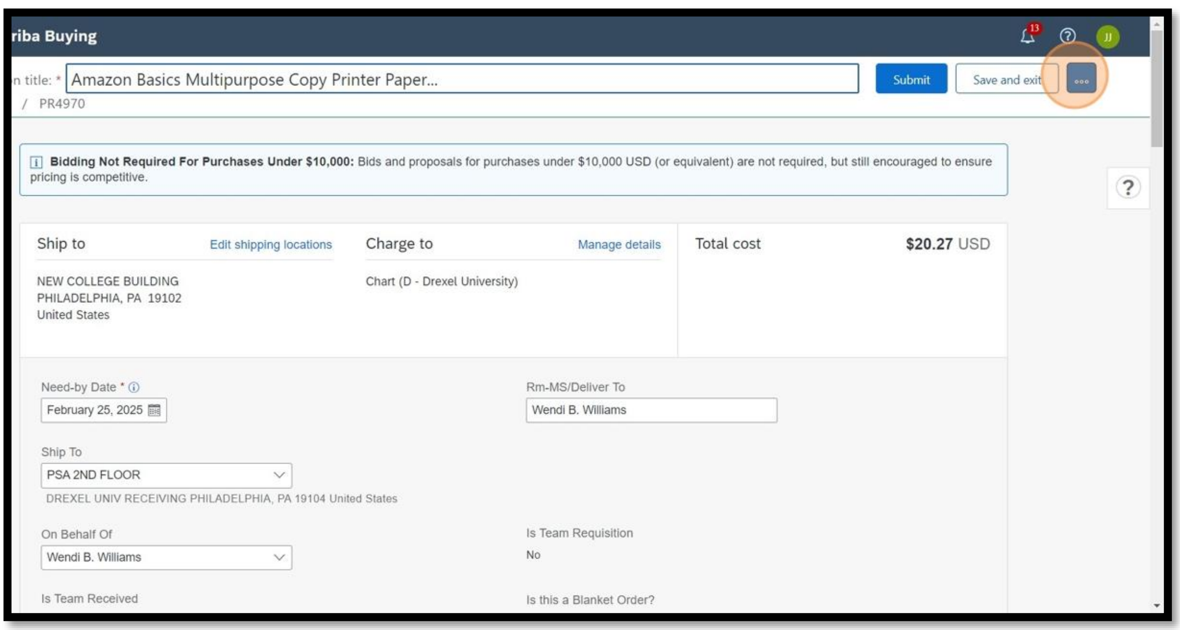
40. Click "**Add**"



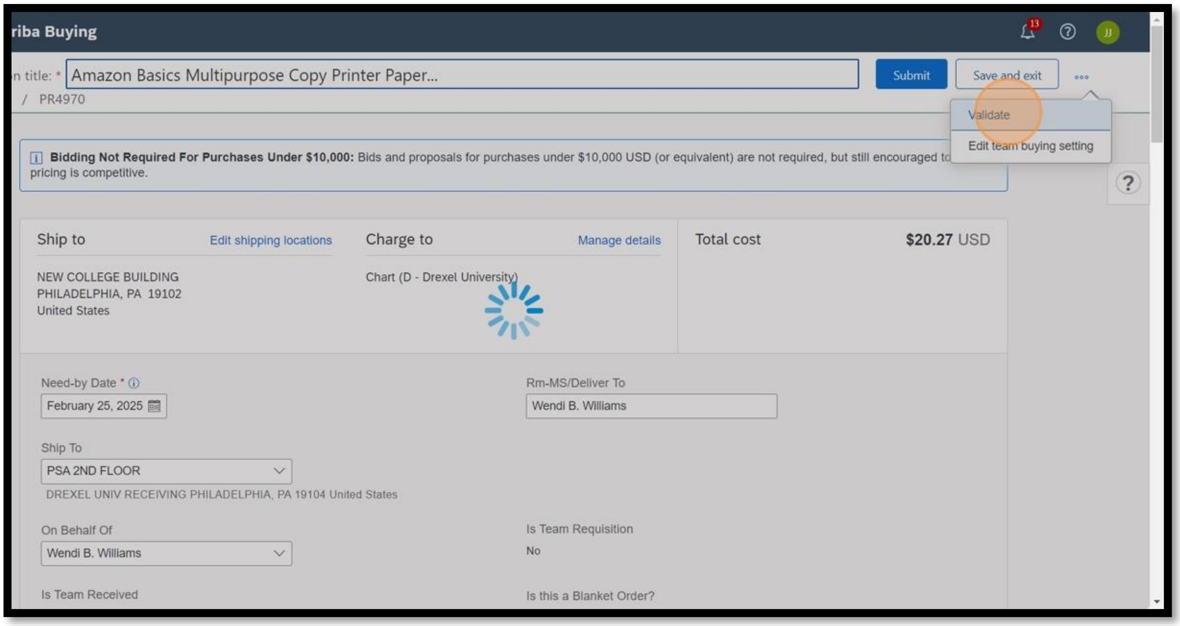
41. Click the red 'x' to remove the added step.



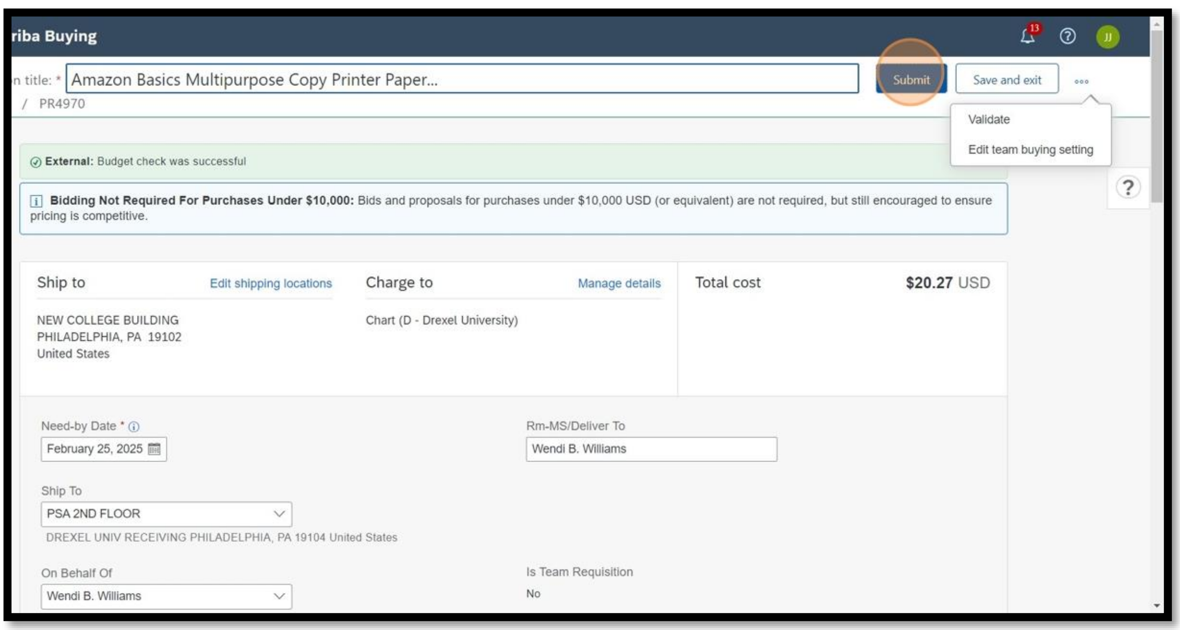
42. Click the "**More Actions**" button



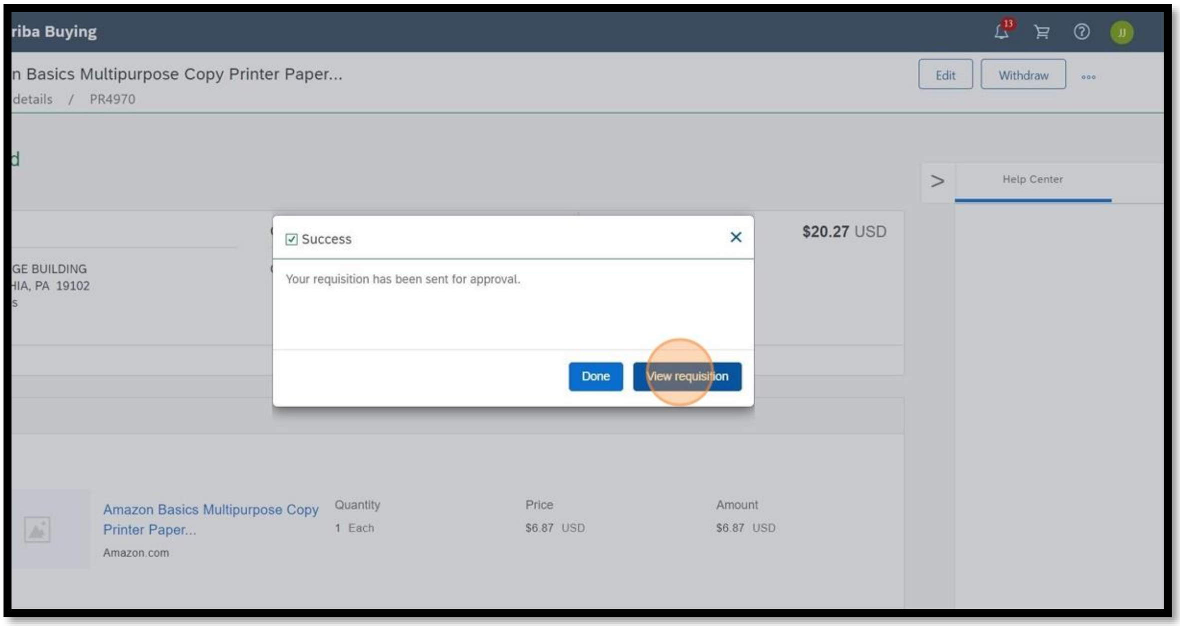
43. Click "**Validate**." This will check the requisition for any errors and perform a live budget check.



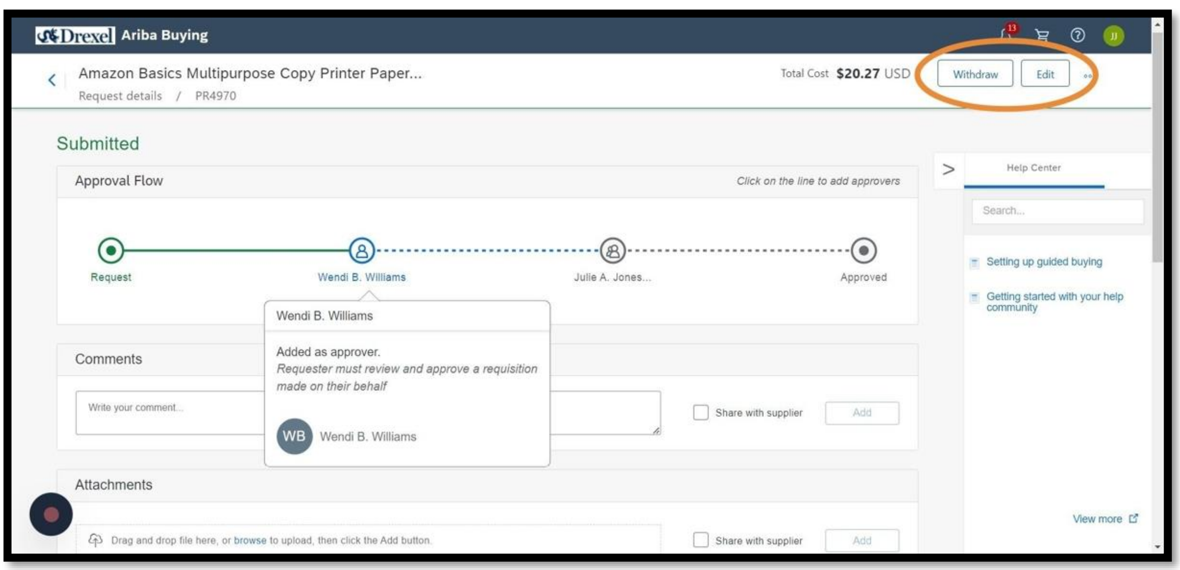
44. Click "**Submit**." Any errors will be displayed at the top of the page.



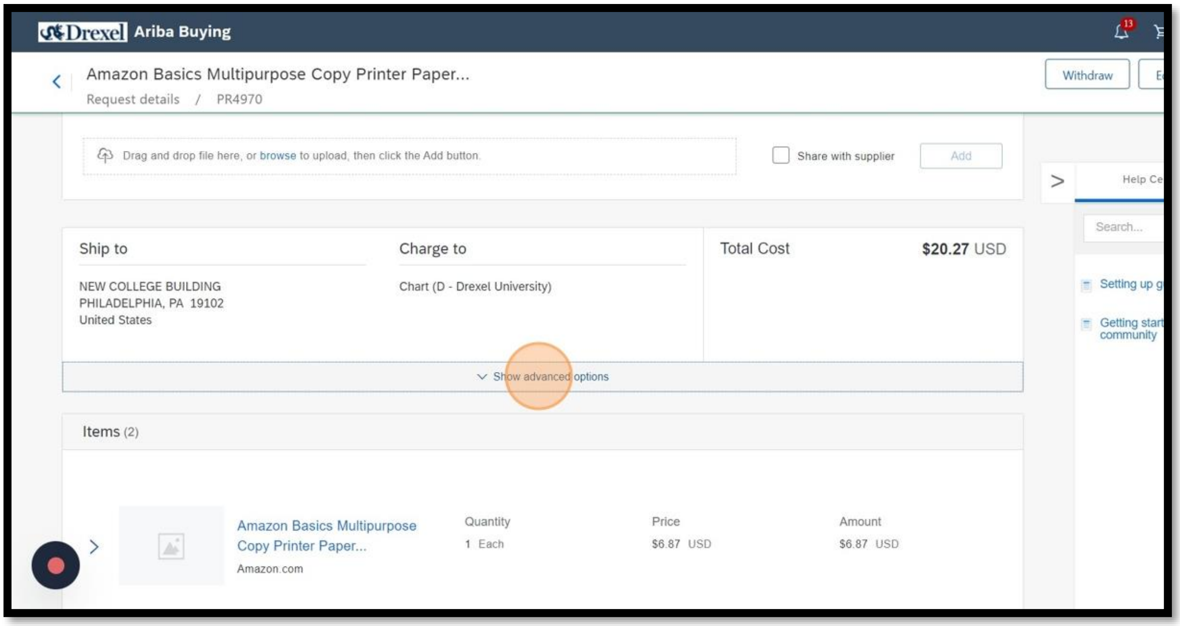
45. Click "**View requisition**"



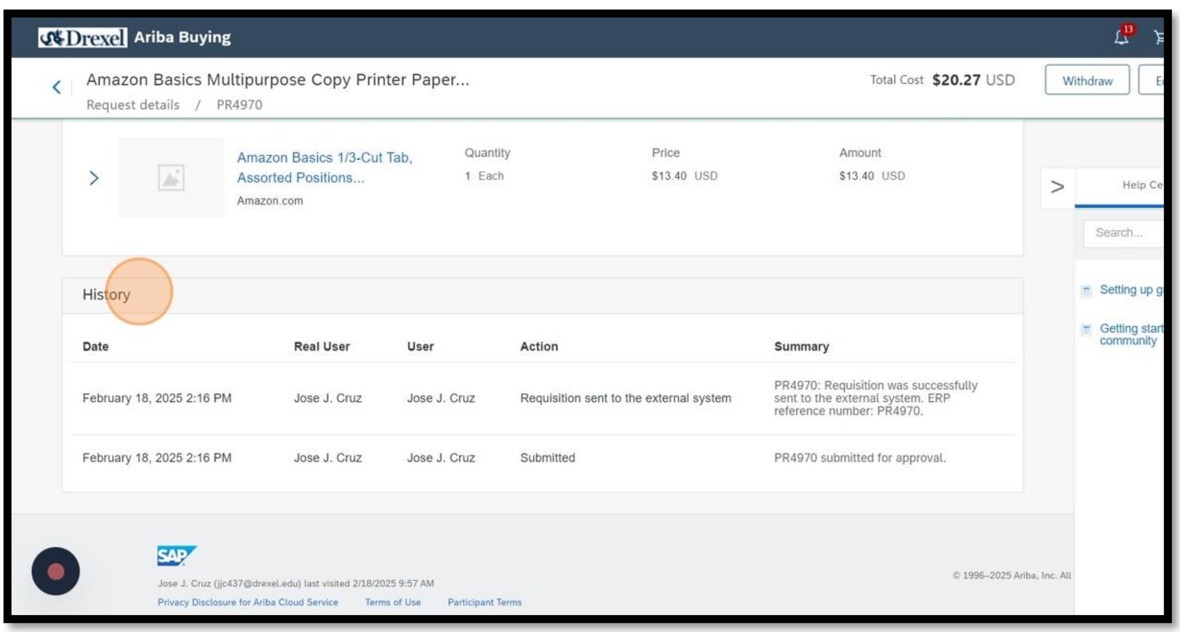
46. Review the submitted requisition for accuracy. To withdraw it from the approval flow or make edits, click "**Withdraw**" or "**Edit.**"



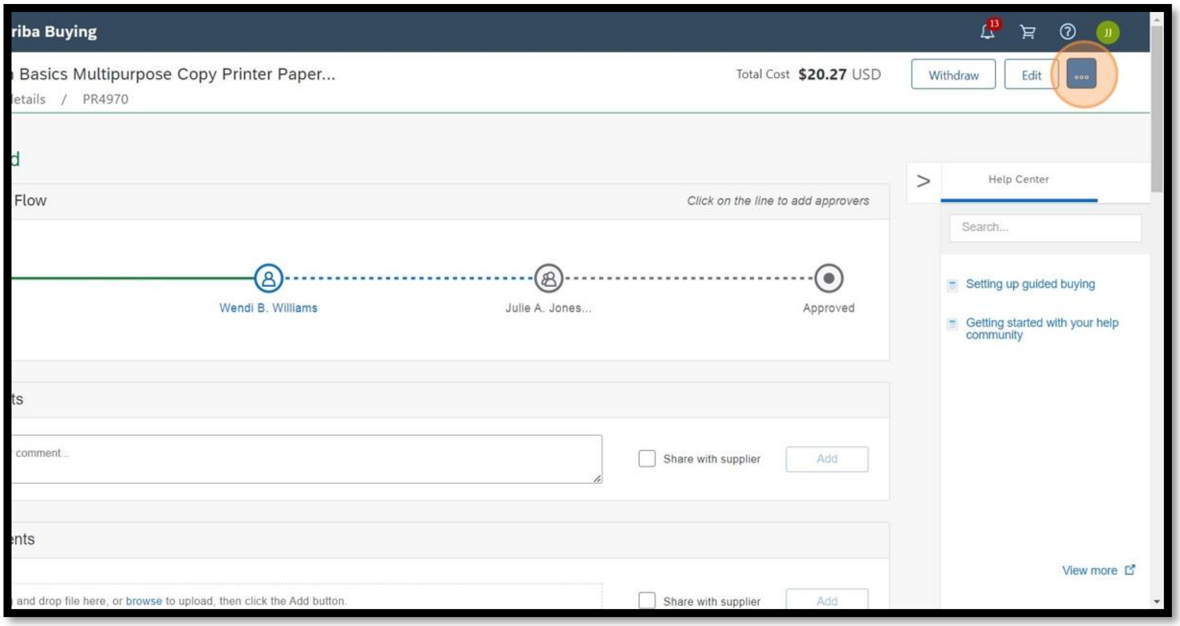
47. Click "**Show advanced options**" to review the header information.



48. Review the requisition history.



49. To delete the requisition, click "**More Actions**."



50. Click "**Delete**"