



# Drexel University

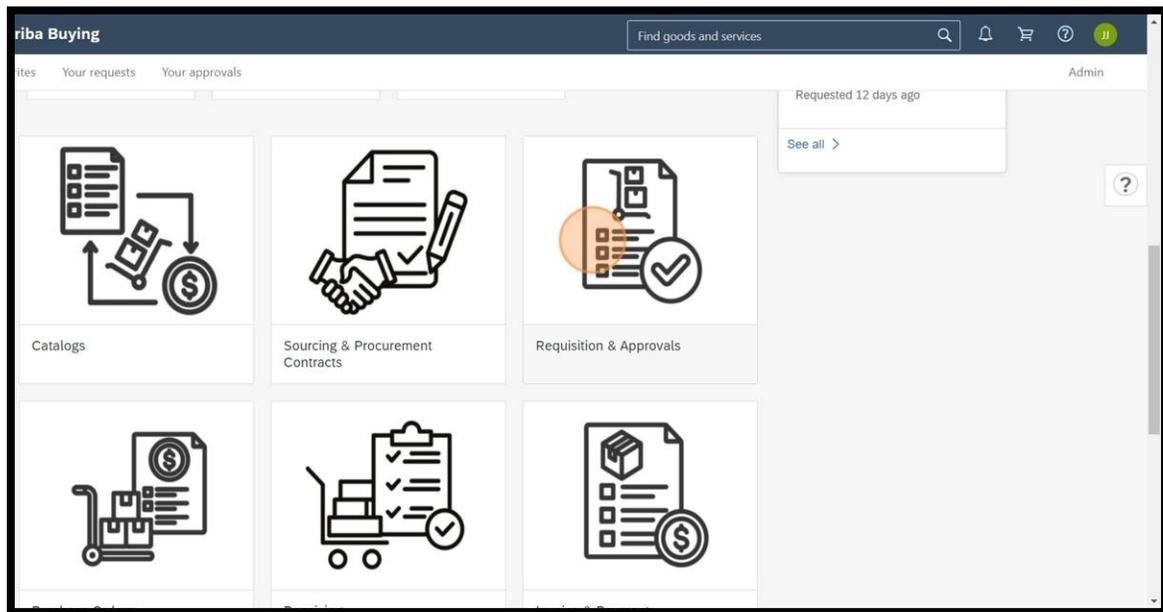
## SAP Ariba Marketplace End-User Guide Submitting and Managing Non-Catalog Requisitions

*Accounts Payable & Procurement Services*

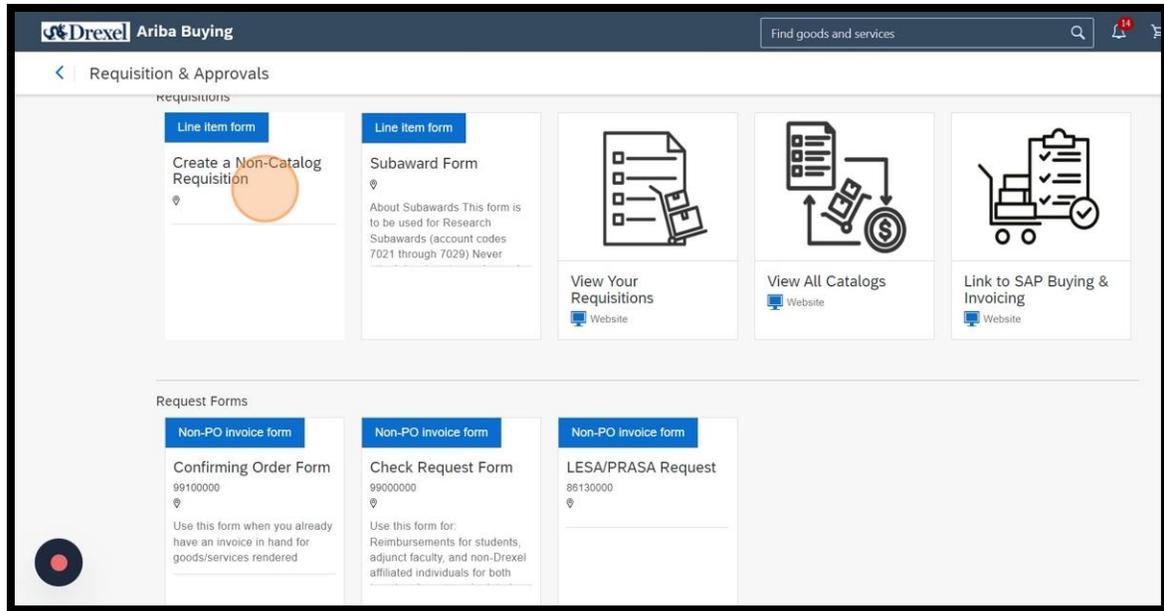
## Submitting and Managing Non-Catalog Requisitions

This guide provides a step-by-step approach for completing a non-catalog requisition in Ariba, making it essential for users seeking to streamline their procurement process. It covers everything from creating a requisition to submitting it for approval, ensuring users understand each required field and choice along the way. Additionally, the guide addresses common scenarios, such as onboarding new suppliers and updating delivery information, making it a comprehensive resource for both new and experienced users. By following this guide, users can enhance their efficiency and accuracy in managing procurement tasks.

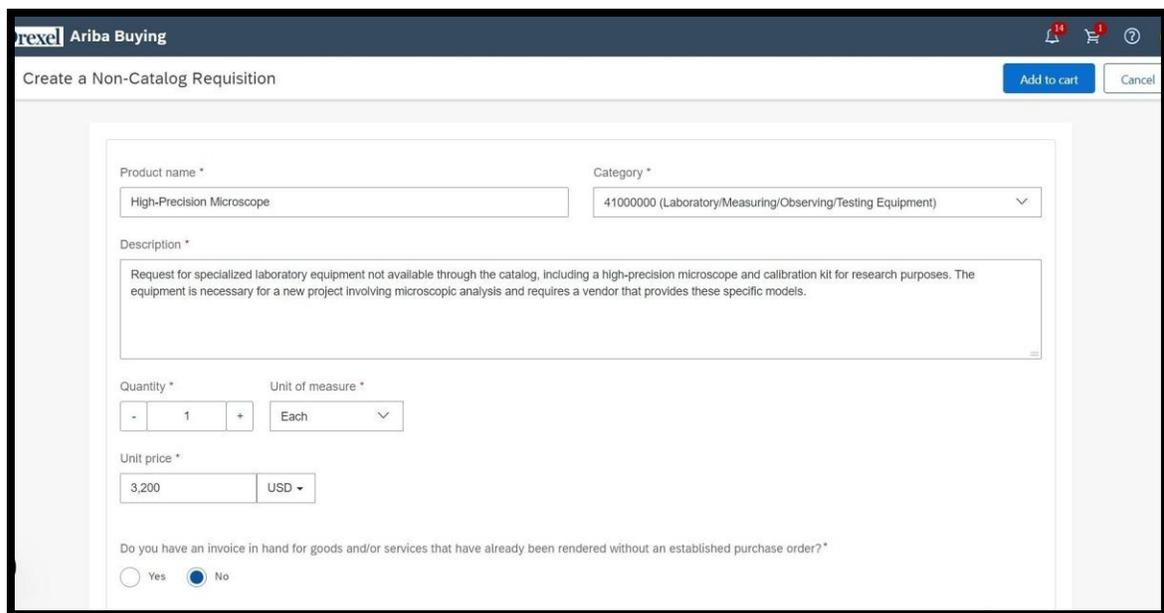
1. Click the tile "**Requisitions and Approvals**"



2. Click "**Create a Non-Catalog Requisition**"



3. Complete the required fields.



4. Answer the required questions. If your supplier is not onboarded, select "**Request new supplier to be onboarded**" and see the adding new supplier guide.

**Drexel Ariba Buying**

Create a Non-Catalog Requisition Add to cart

- 1 + Each

Unit price \*  
3,200 USD

Do you have an invoice in hand for goods and/or services that have already been rendered without an established purchase order?\*

Yes  No

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

Yes  No

FOR SERVICES ONLY: Is the supplier a U.S. citizen or permanent resident?

Yes  No

Is your supplier onboarded? ⓘ

Yes  
 Request new supplier to be onboarded

Please add your attachment(s) here. An attachment is required for all Non-Catalog Purchase Requisitions \*

Upload file

5. Answer the required questions. If your supplier is onboarded, but you need to update the supplier's address, select "**Request new address added to existing supplier**" and see the add new address guide.

**Drexel Ariba Buying**

Create a Non-Catalog Requisition Add to cart

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

Yes  No

FOR SERVICES ONLY: Is the supplier a U.S. citizen or permanent resident?

Yes  No

Is your supplier onboarded? ⓘ

Yes  
 Request new supplier to be onboarded

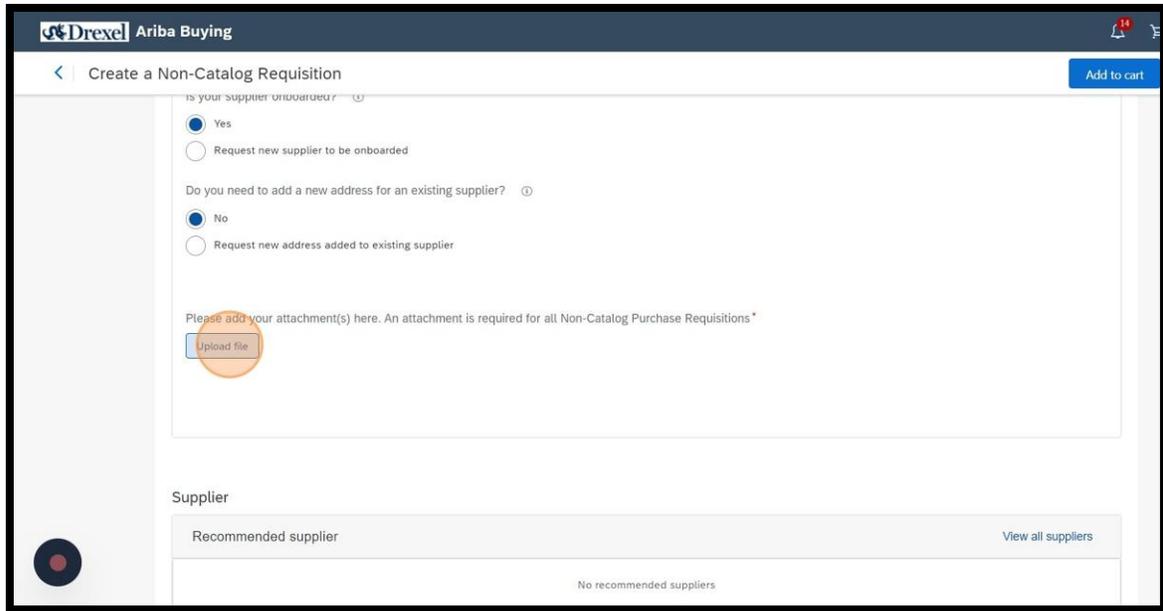
Do you need to add a new address for an existing supplier? ⓘ

No  
 Request new address added to existing supplier

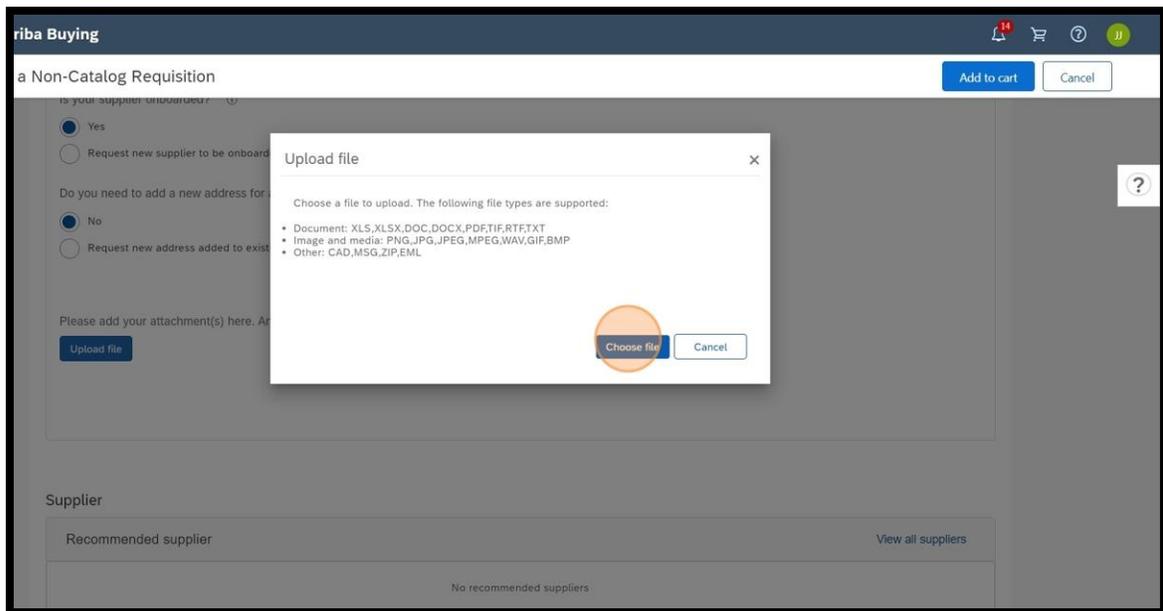
Please add your attachment(s) here. An attachment is required for all Non-Catalog Purchase Requisitions \*

Upload file

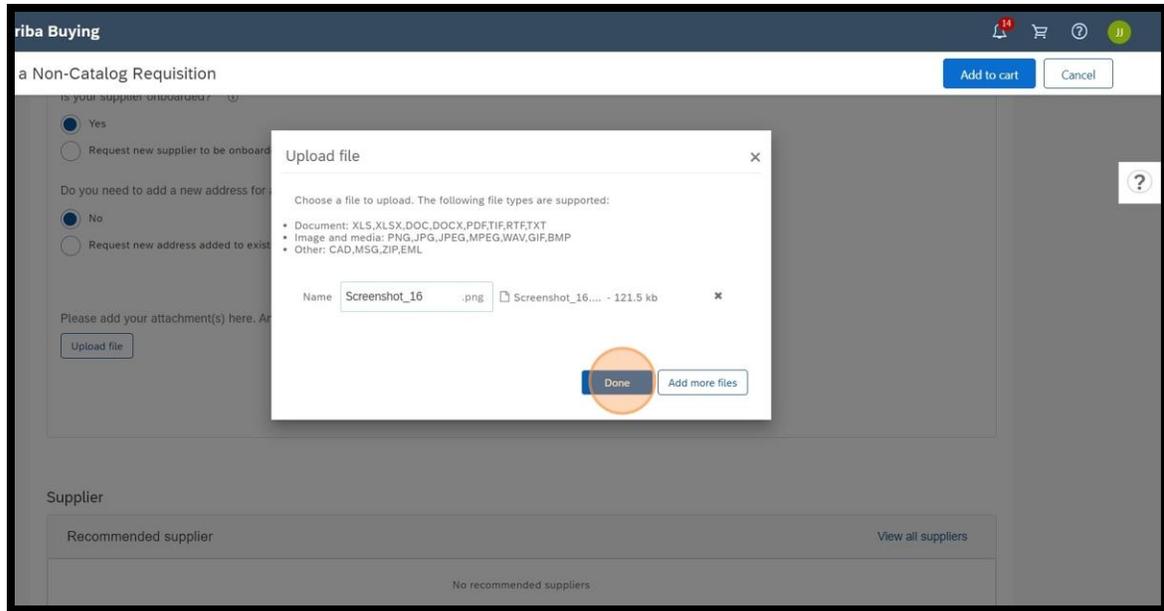
6. Upload the item "**Upload file**"



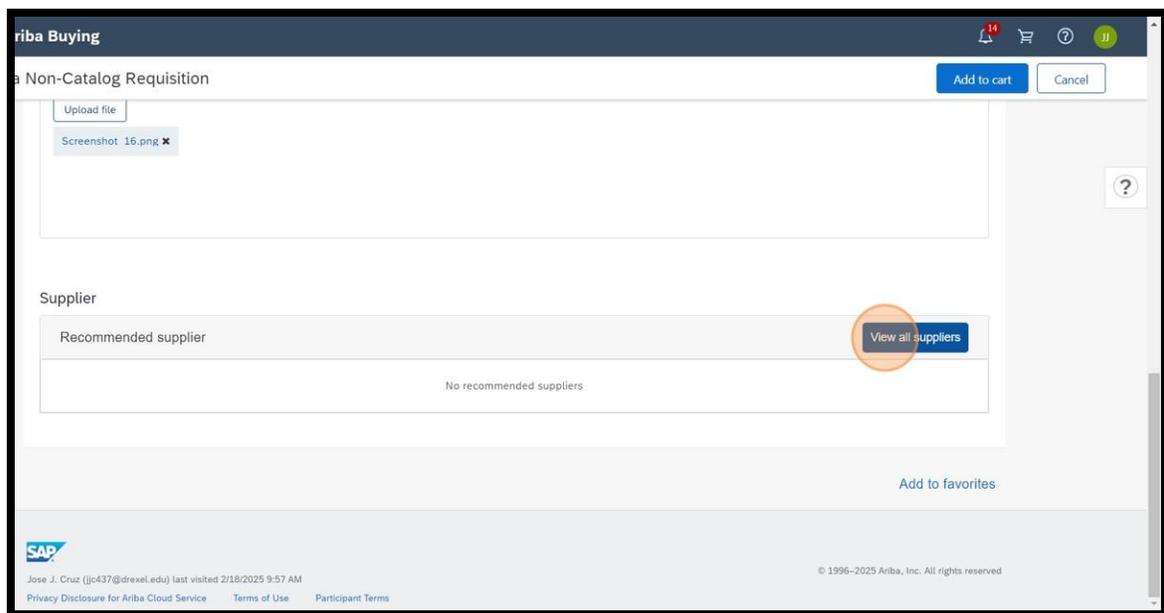
7. Click **"Choose file"**



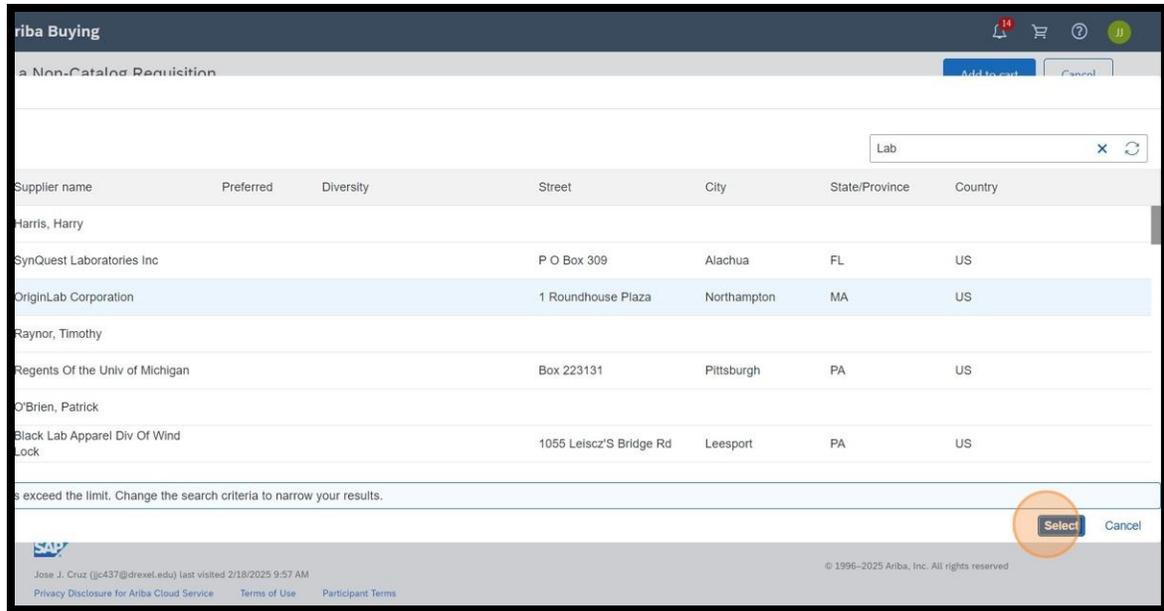
8. Click **"Done"**



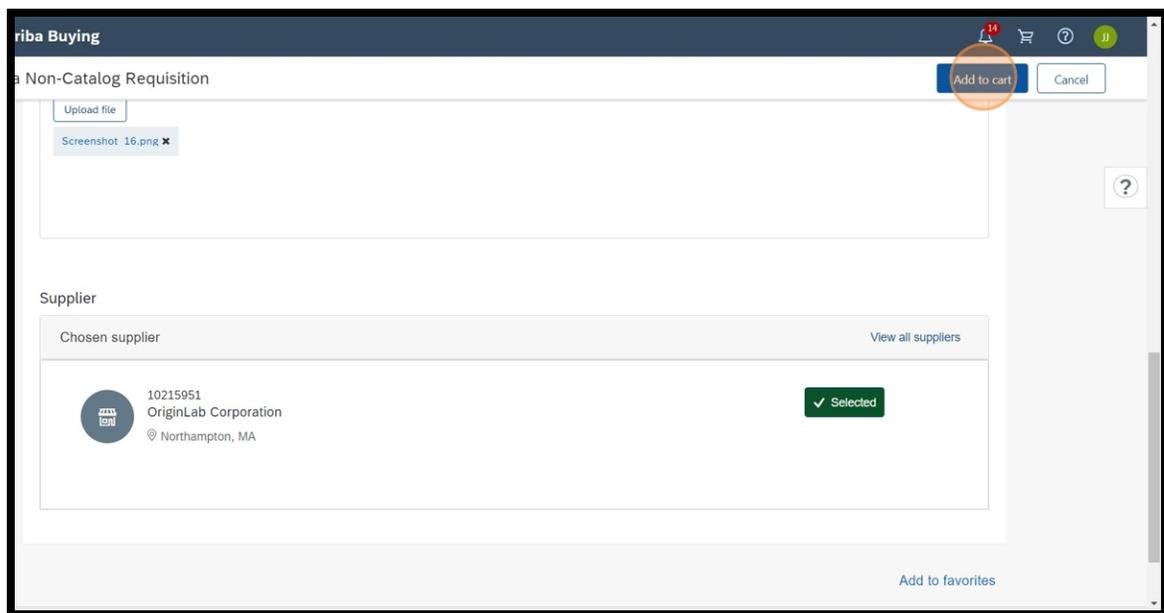
9. Click "View all suppliers"



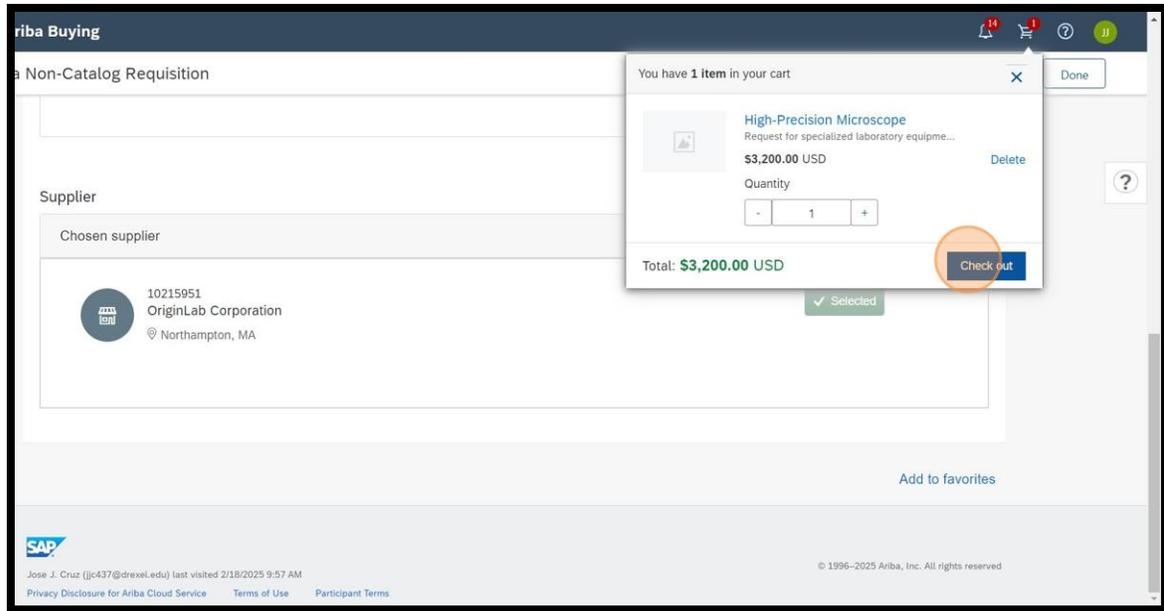
10. Search for the supplier, click the supplier name, and click "Select."



11. Click "Add to cart"

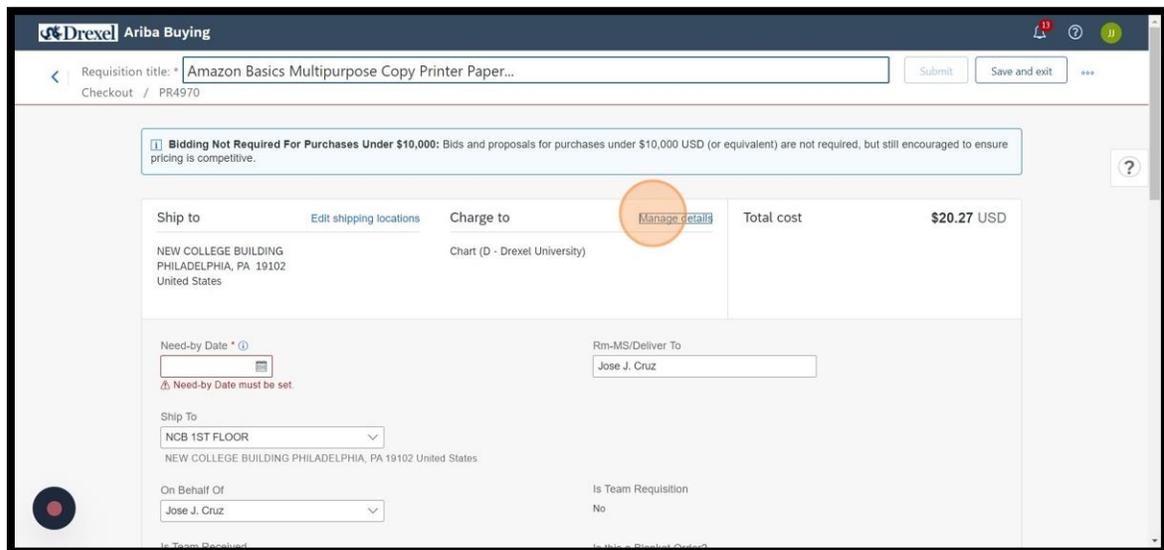


12. Click "Check out." For completing the requisition, please see the guide

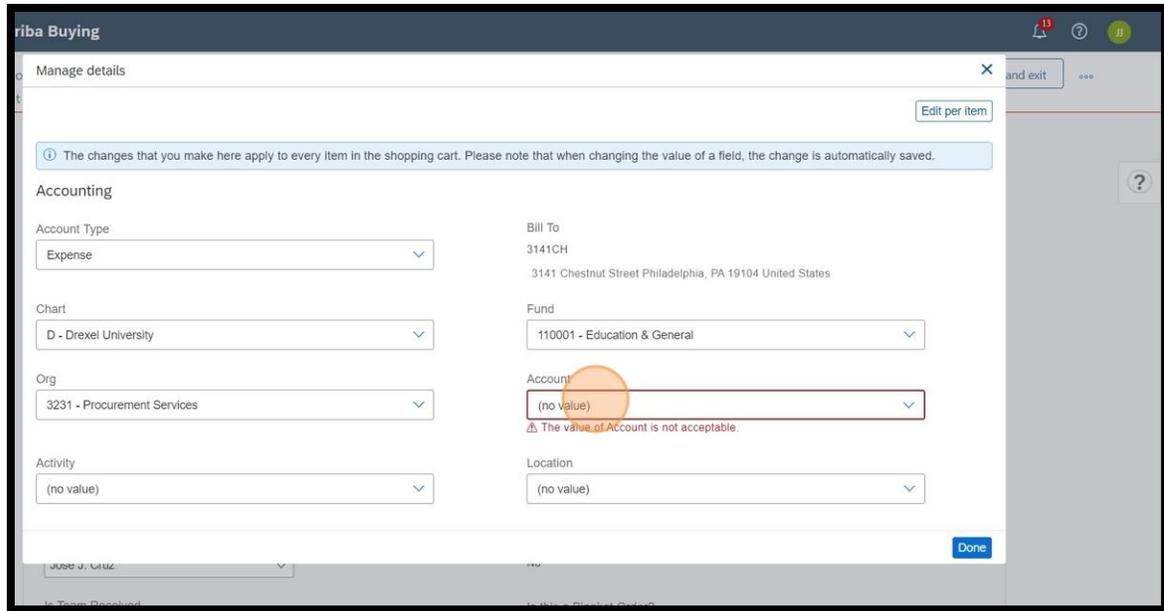


13. Complete the required fields. You may update the requisition title or **Save and exit** the requisition to continue at a later date. Click "**Manage details**" to adjust the allocation information.

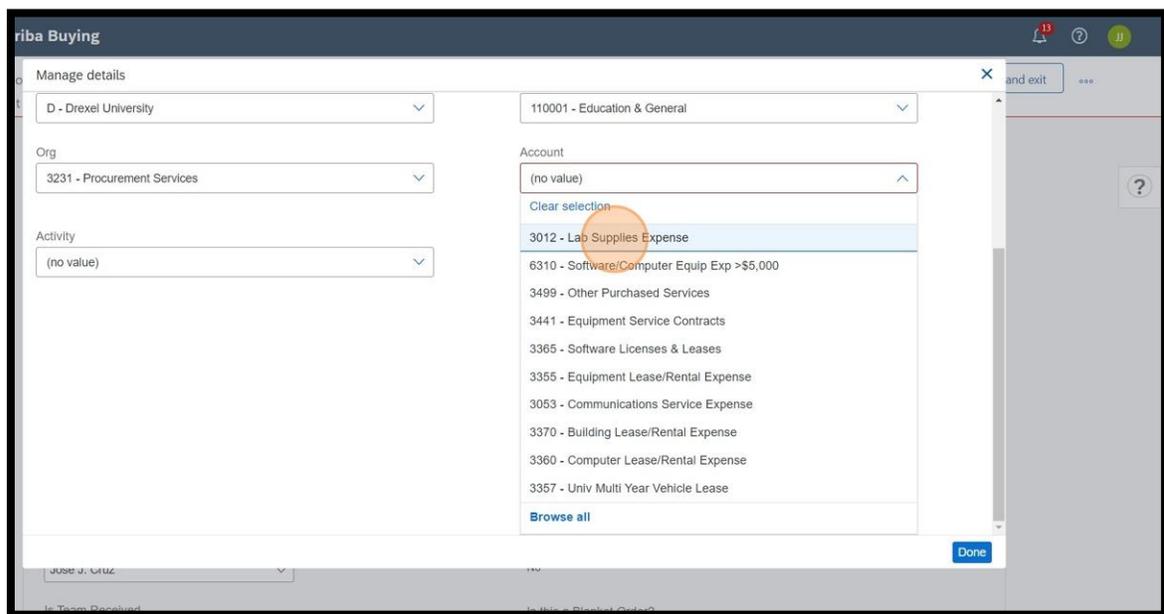
*When contacting Procure Systems or Sourcing please include the Purchase Request ID found under the requisition title. Ex) PR4970.*



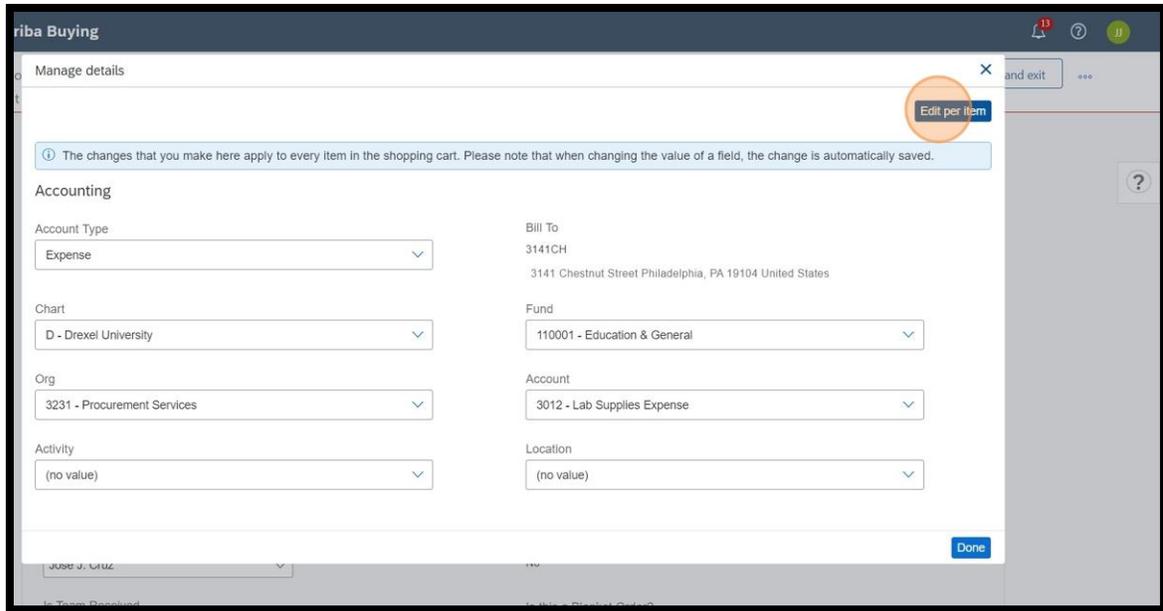
14. Click "(no value)"



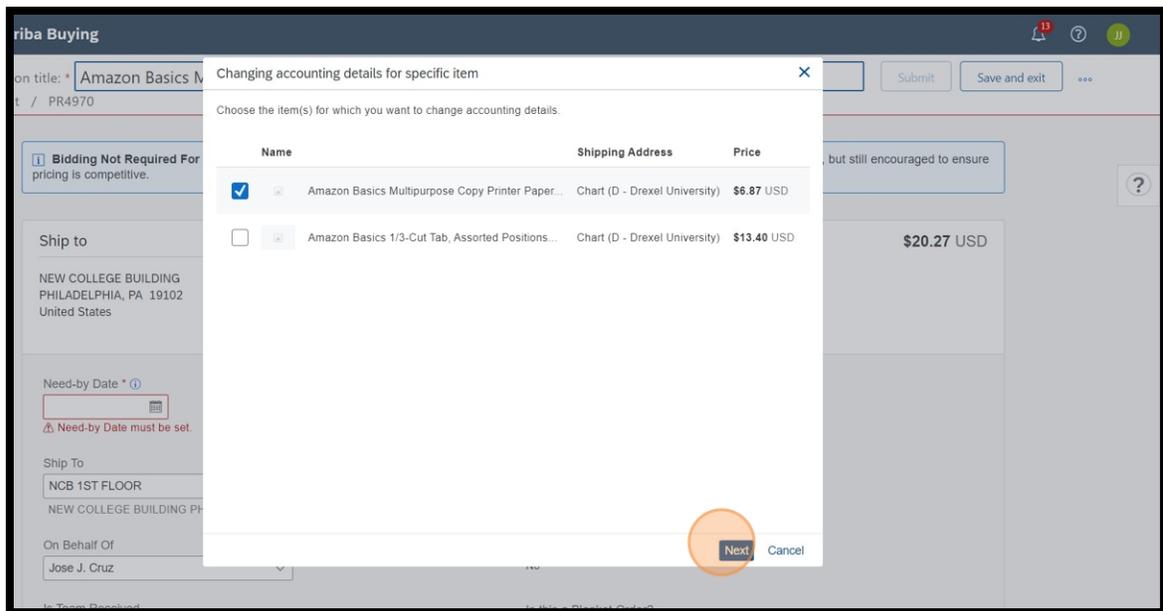
15. Select the appropriate account code from your most recent list or click "**Browse all**" to search for an account code. This will apply to all items in your cart.



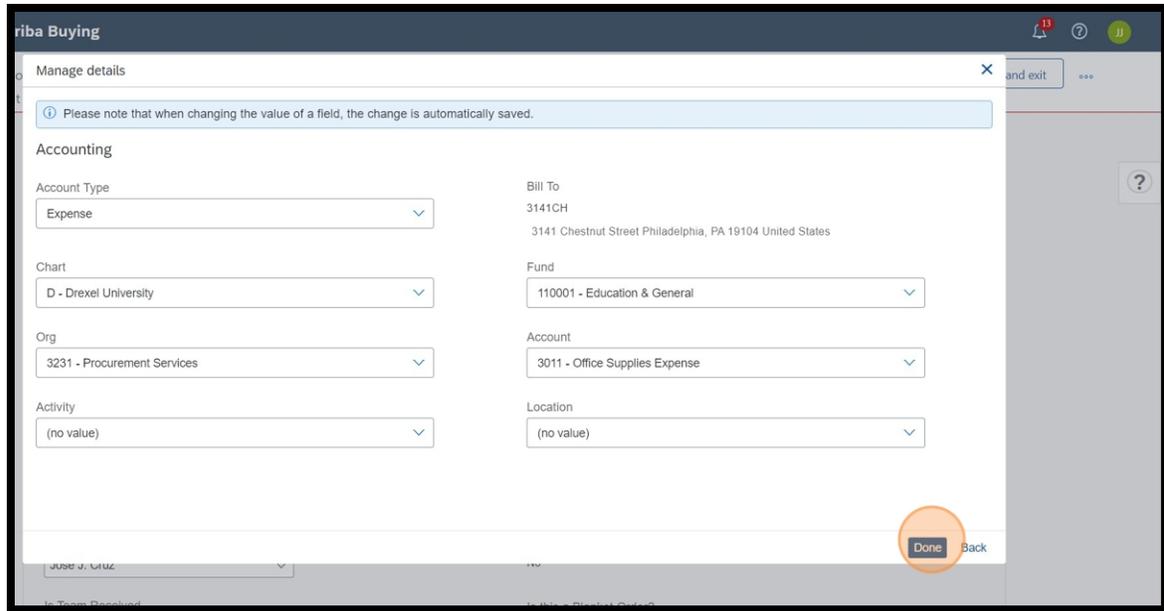
16. You may edit the accounting information per item by clicking "**Edit per item**"



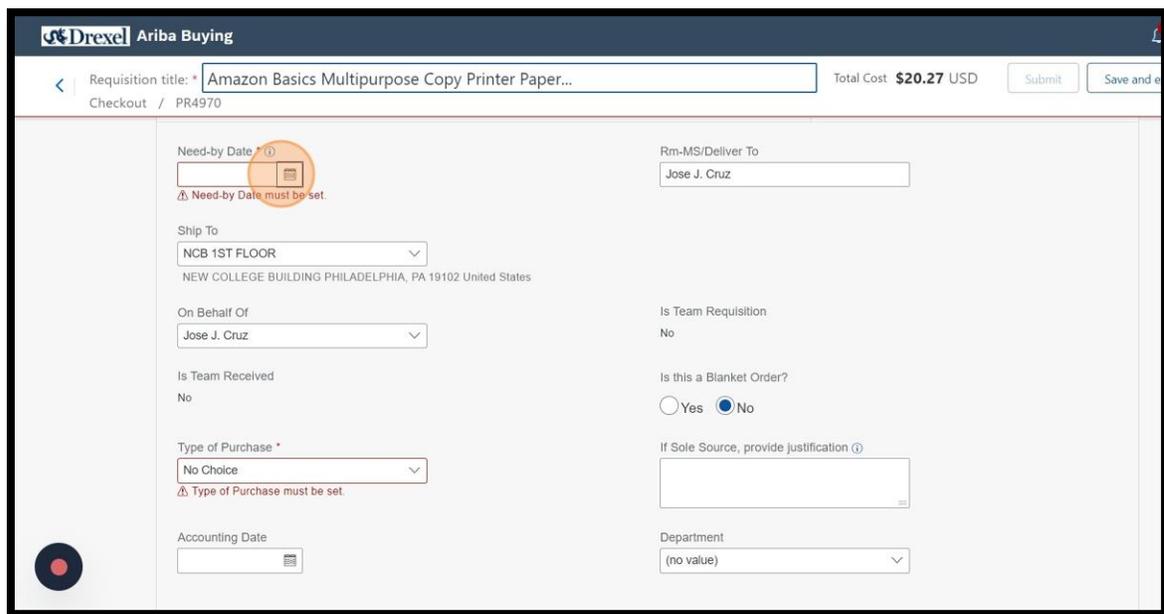
17. Select the item(s) you wish to update using the checkbox and click "Next"



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



19. 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.



20. 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)**

riba Buying

Requisition title: \* Amazon Basics Multipurpose Copy Printer Paper... Total Cost \$20.27 USD [Submit] [Save and exit] ...

/ PR4970

Need-by Date \* ⓘ  
February 25, 2025

Rm-MS/Deliver To  
Jose J. Cruz

Ship To  
NCB 1ST FLOOR  
NEW COLLEGE BUILDING PHILADELPHIA, PA 19102 United States

On Behalf Of  
Jose J. Cruz

Is Team Requisition  
No

Is Team Received  
No

Is this a Blanket Order?  
 Yes  No

Type of Purchase \*  
No Choice  
Type of Purchase must be set.

If Sole Source, provide justification ⓘ

Accounting Date

Department  
(no value)

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

Drexel Ariba Buying

Requisition title: \* Amazon Basics Multipurpose Copy Printer Paper... Total Cost \$20.27 USD [Submit] [Save and e...]

Checkout / PR4970

Need-by Date \* ⓘ  
February 25, 2025

Rm-MS/Deliver To  
Jose J. Cruz/Rm 207

Ship To  
NCB 1ST FLOOR  
Clear selection  
19102 United States  
NCB08  
NCB02  
Browse all

No

Is Team Requisition  
No

Is this a Blanket Order?  
 Yes  No

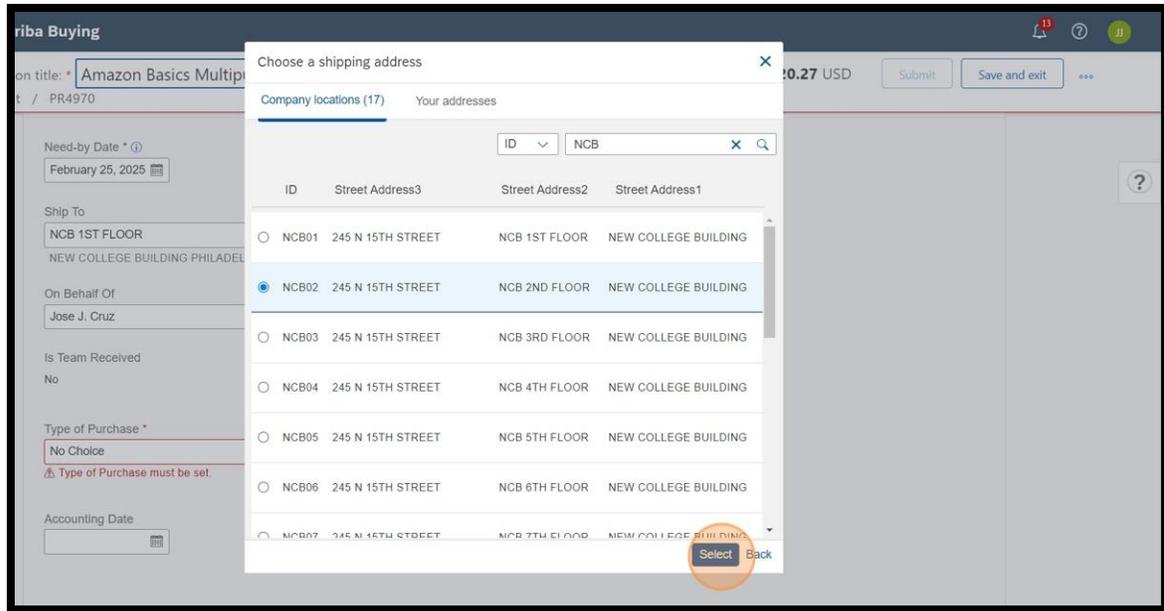
Type of Purchase \*  
No Choice  
Type of Purchase must be set.

If Sole Source, provide justification ⓘ

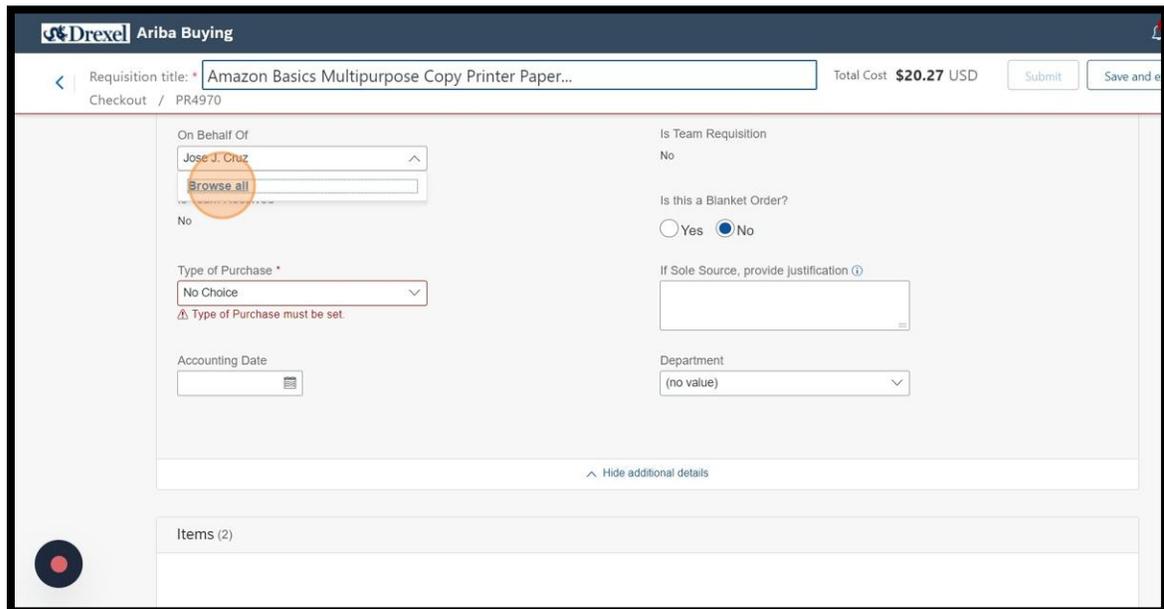
Accounting Date

Department  
(no value)

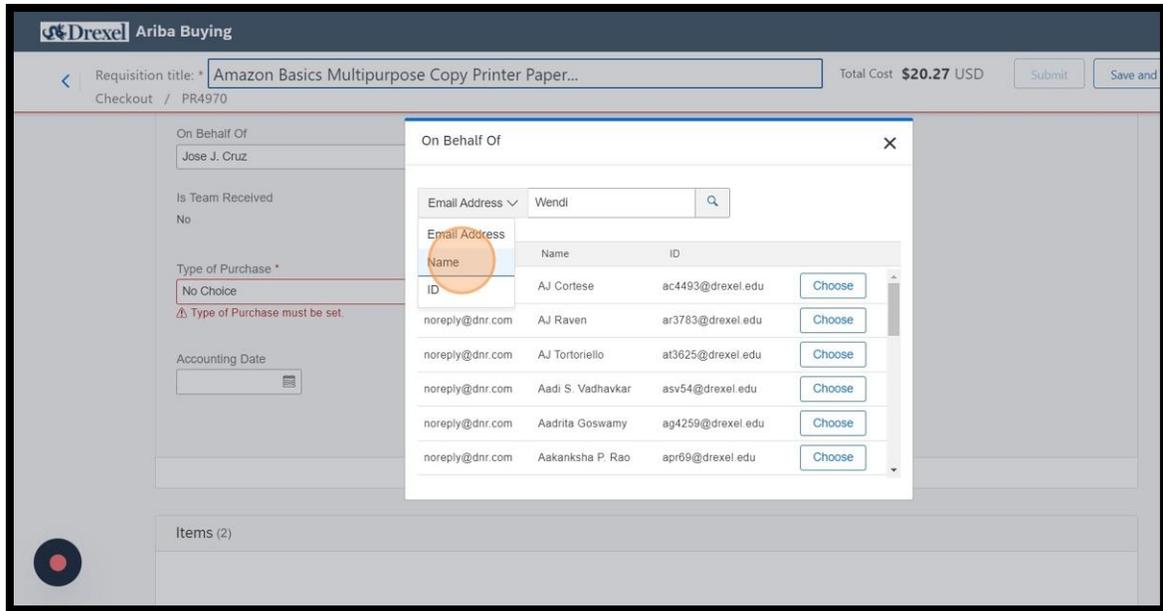
22. Search for the address using the search bar. To refine results, use the filter to the left to filter by street name. Select the desired address with the radio button, then click **"Select"**



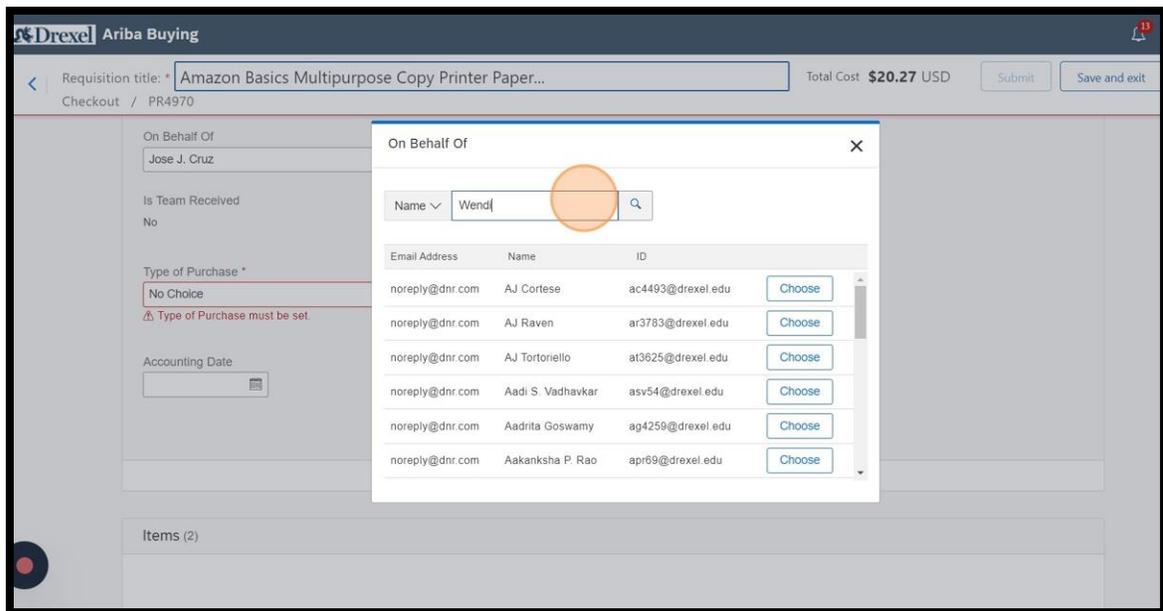
23. In the **"On Behalf Of"** field, search for and select the individual with the appropriate purchasing authority by clicking **"Browse all."**  
*If you have purchasing authority, no changes are needed. If ordering for a manager or colleague with purchasing authority, select them. If they are ordering 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.**



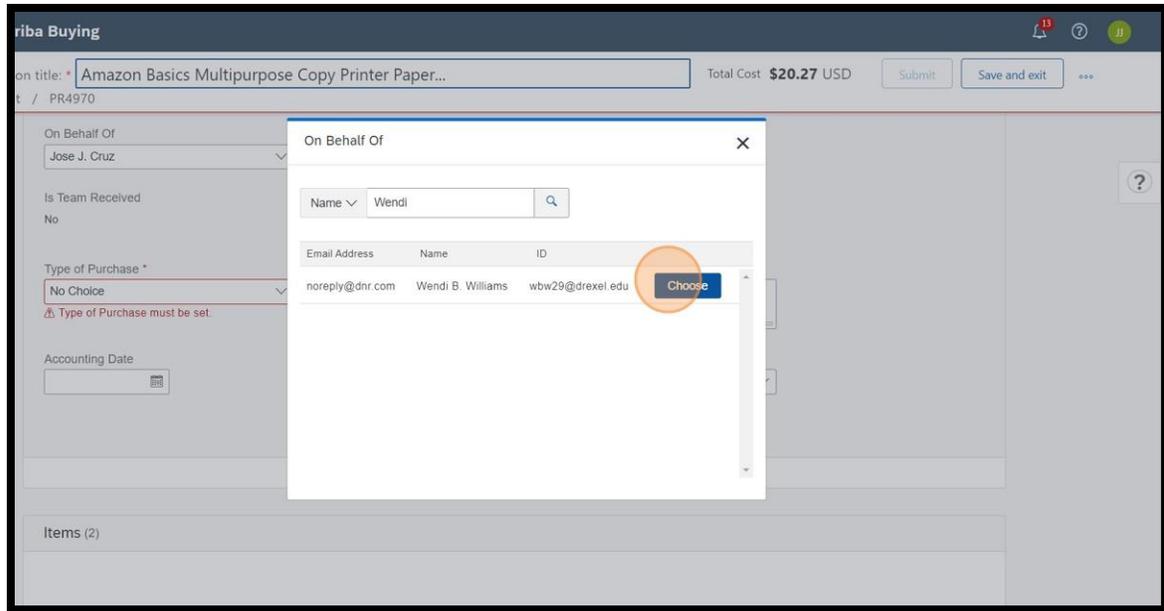
24. Click **"Name"** or **"Email Address"**



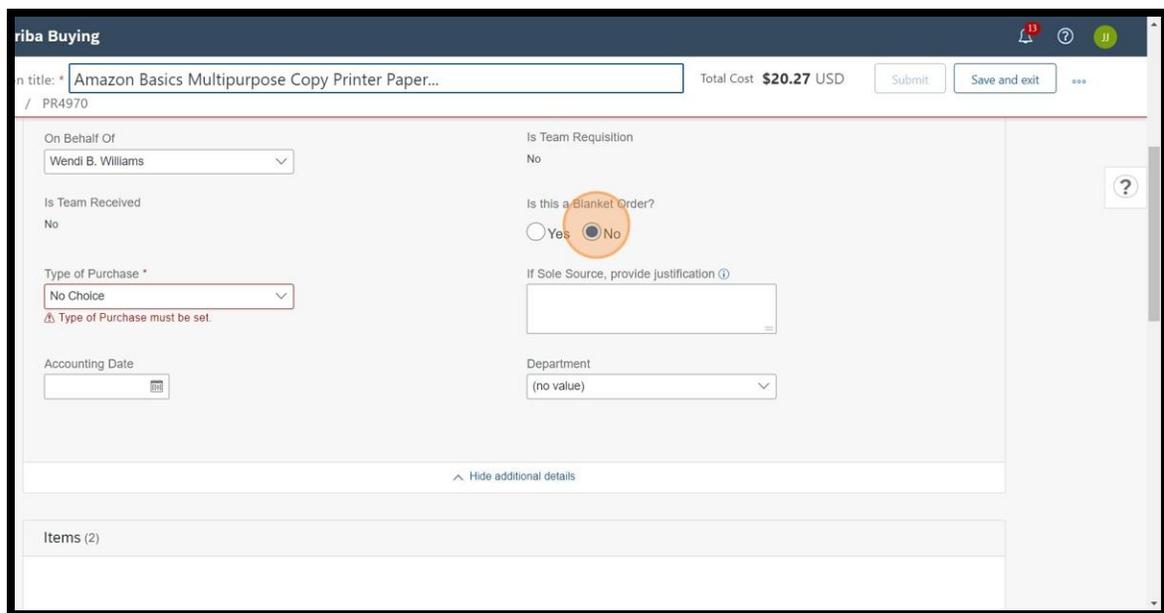
25. Search for the individual.



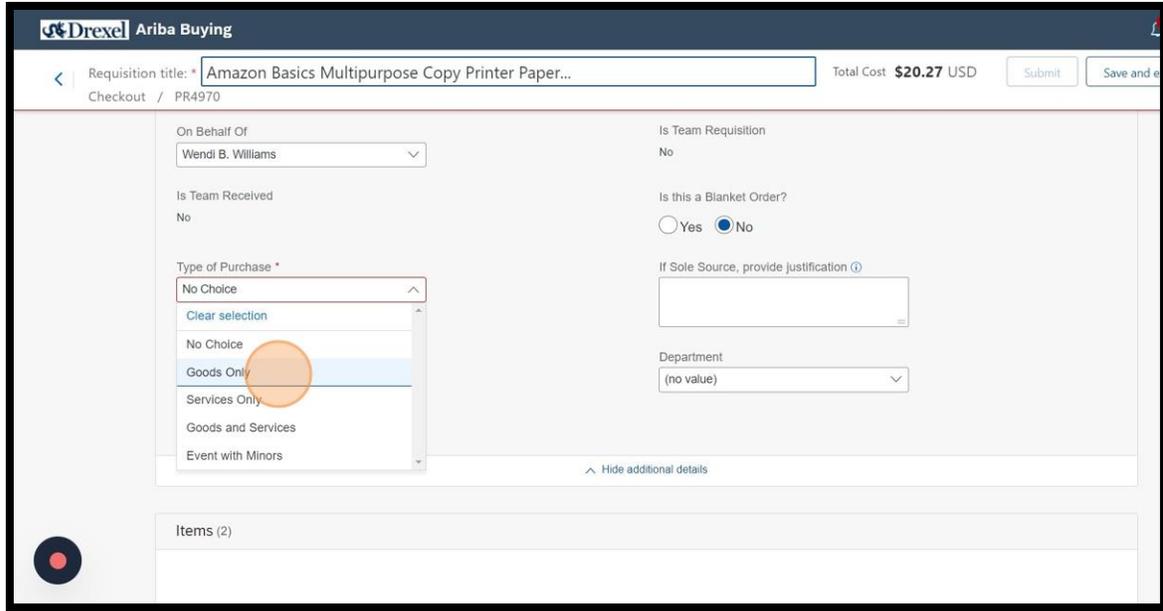
26. Click "Choose"



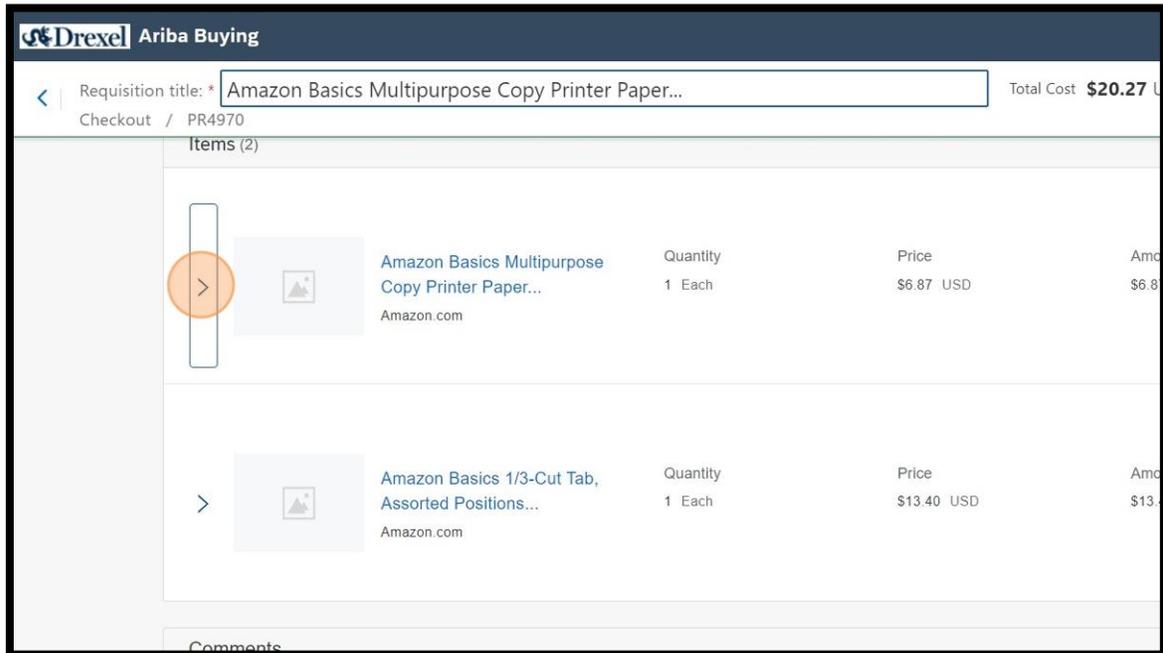
27. Click "Yes" or "No" for "Is this a Blanket Order"



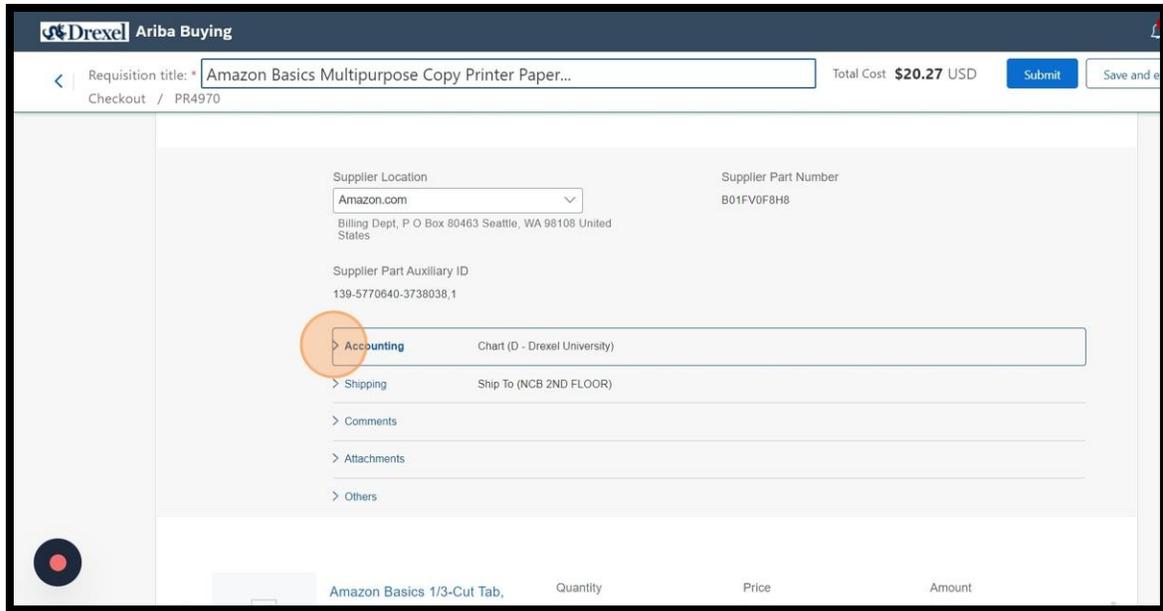
28. Select the "Type of Purchase"



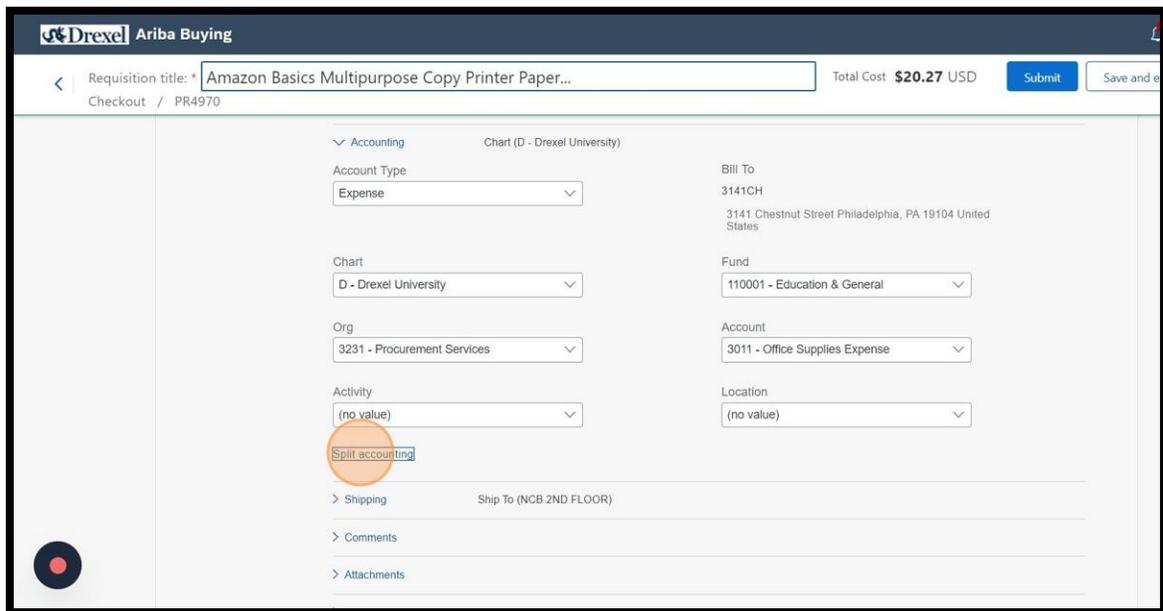
29. Click the drop-down menu for an item to adjust the shipping and/or allocation for the specific item.



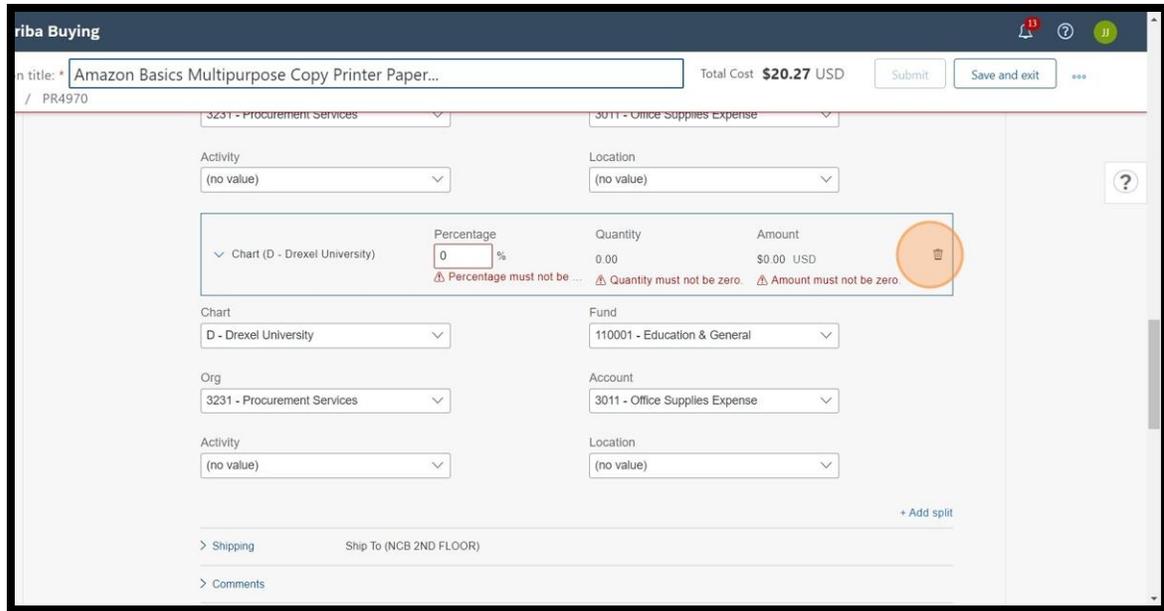
30. You may enter split accounting by clicking "Accounting"



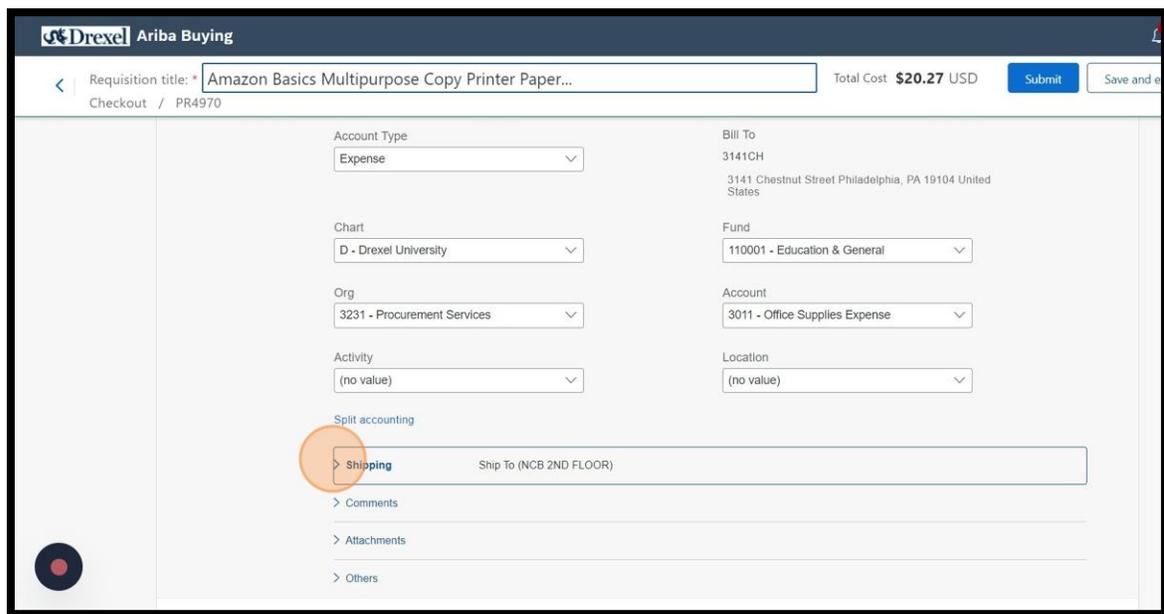
31. Then click "Split accounting"



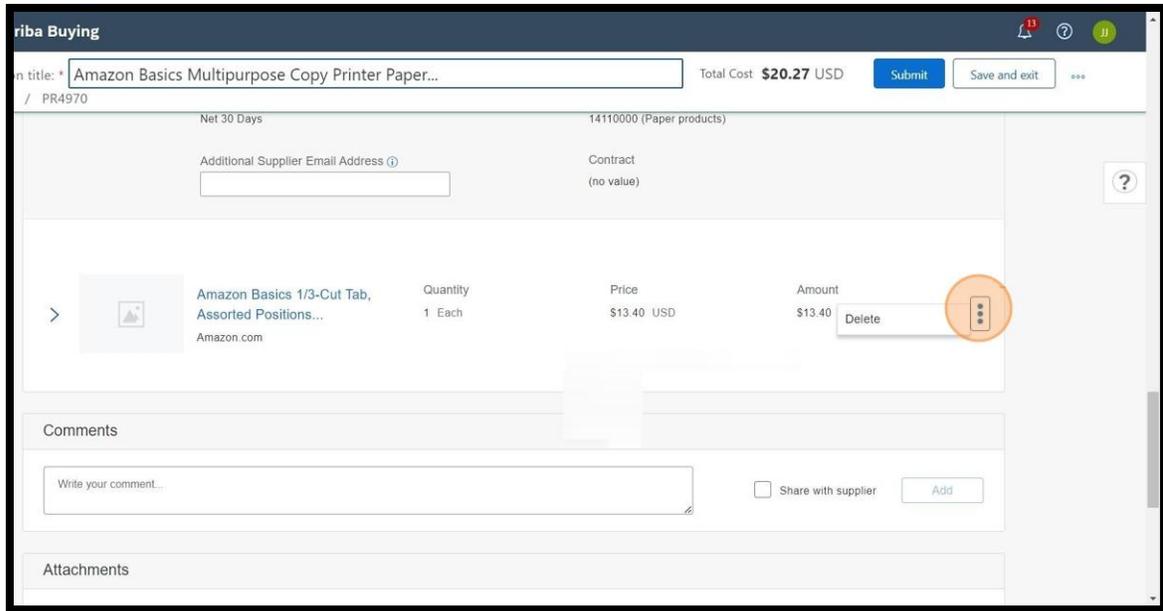
32. Enter the split percentage and adjust the allocation information for the split account. You may delete the split account using the trash bin icon.



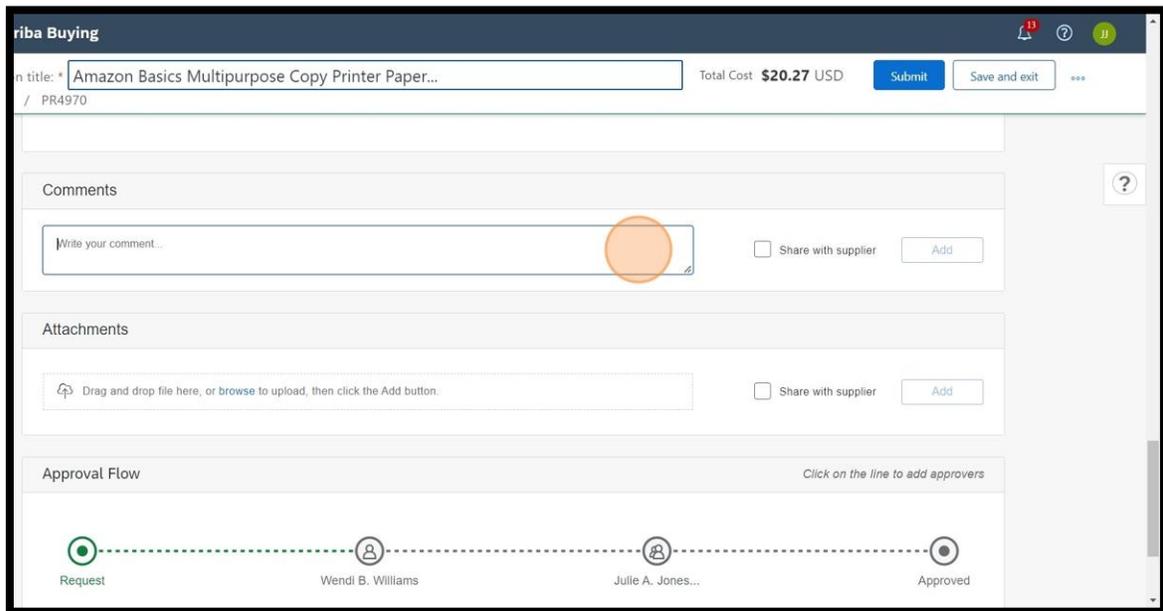
33. To edit the shipping location for the specific item, click "**Shipping**" and select the shipping address. If needed, you may adjust the commodity code under the "**Others**" drop-down menu.



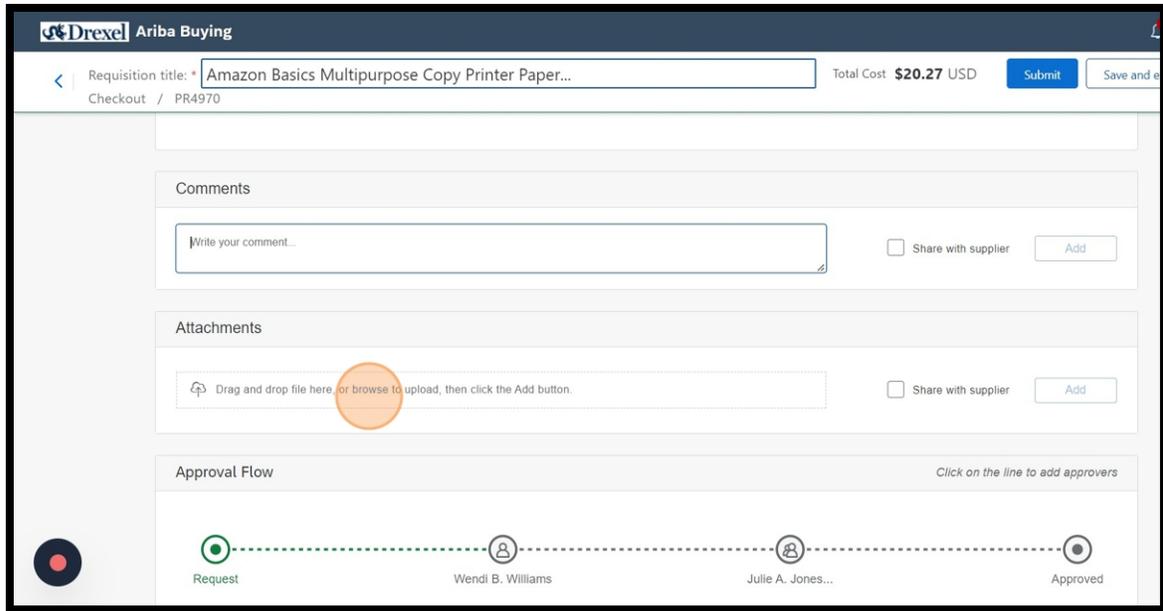
34. Click the vertical ellipses and select "**Delete**" to delete an item.



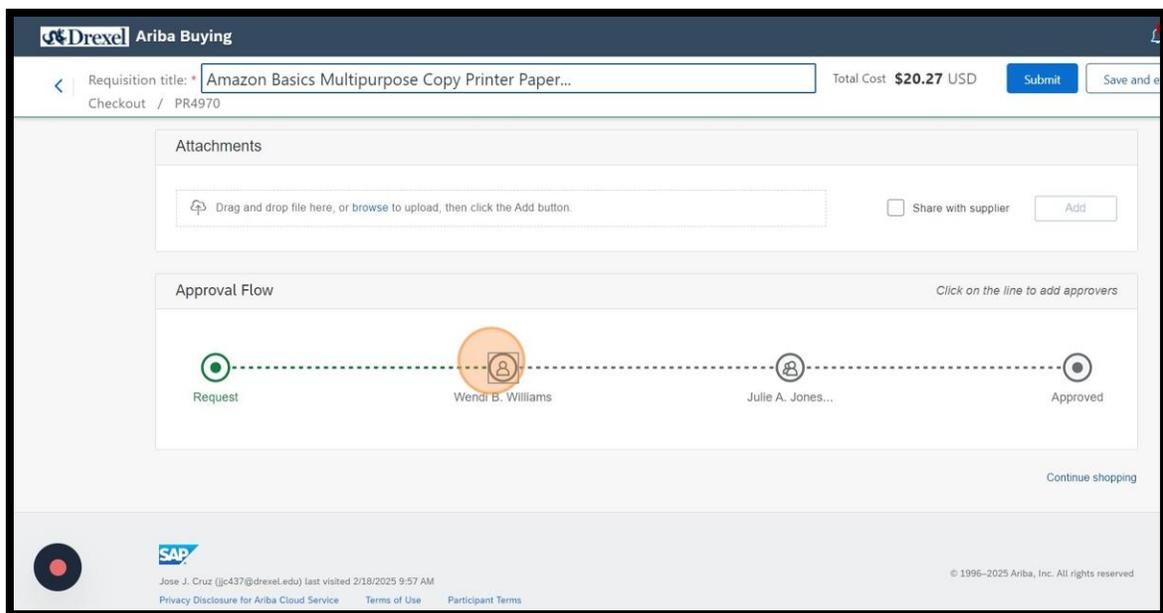
35. You may add a comment for internal use.  
*(Comments cannot be sent to a specific individual.)*



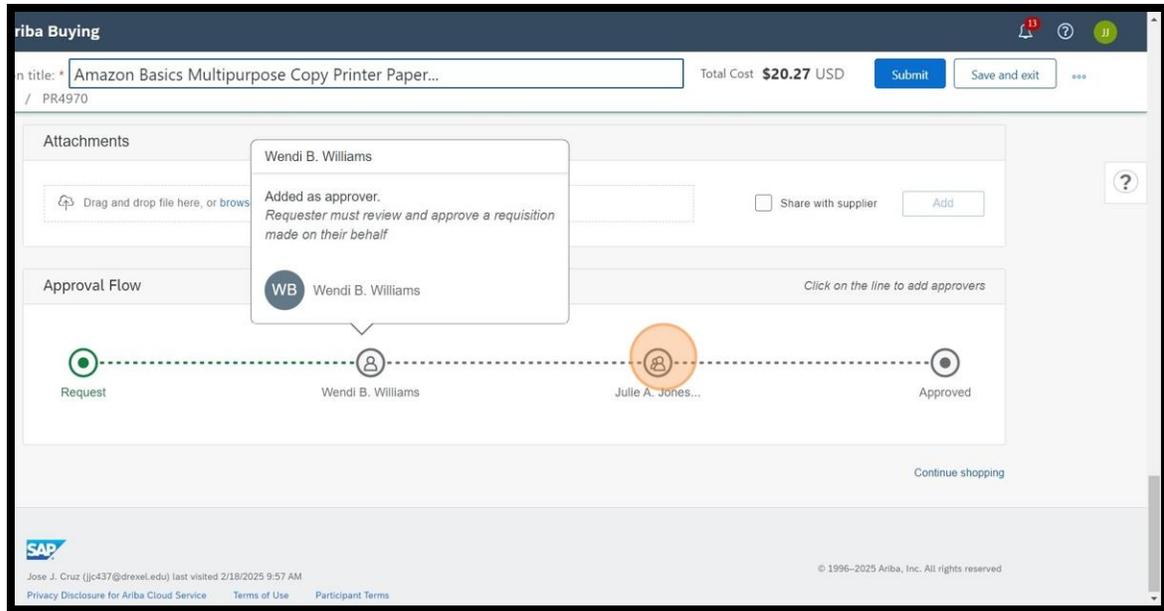
36. You may add an attachment for internal use.



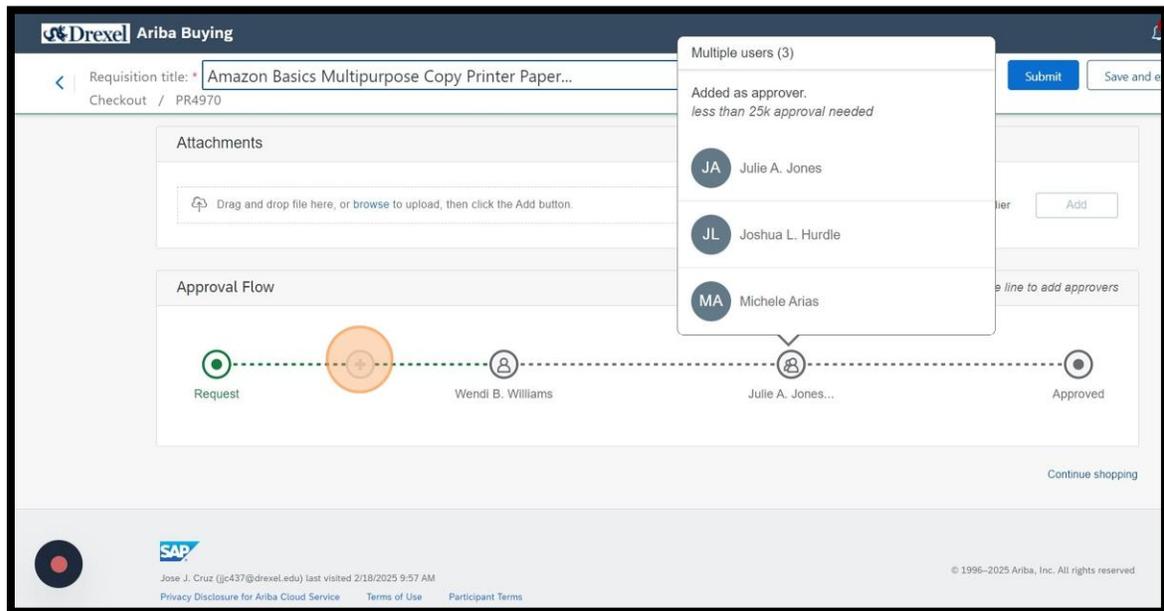
37. Review the approval flow.



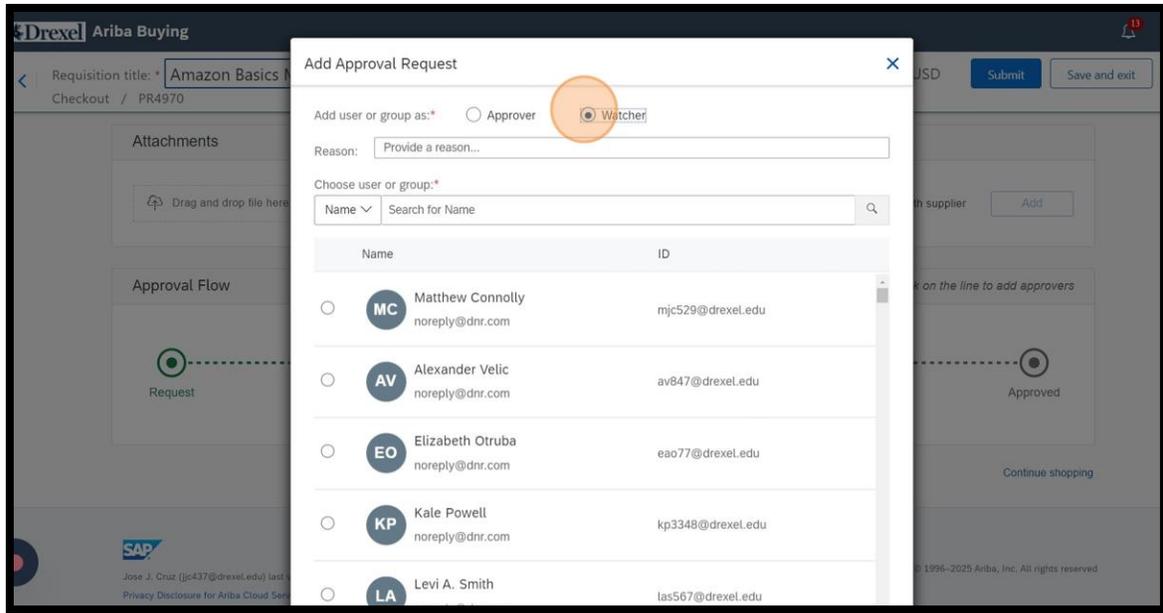
38. Selecting each approval node will display a list of individuals authorized to approve at each step.



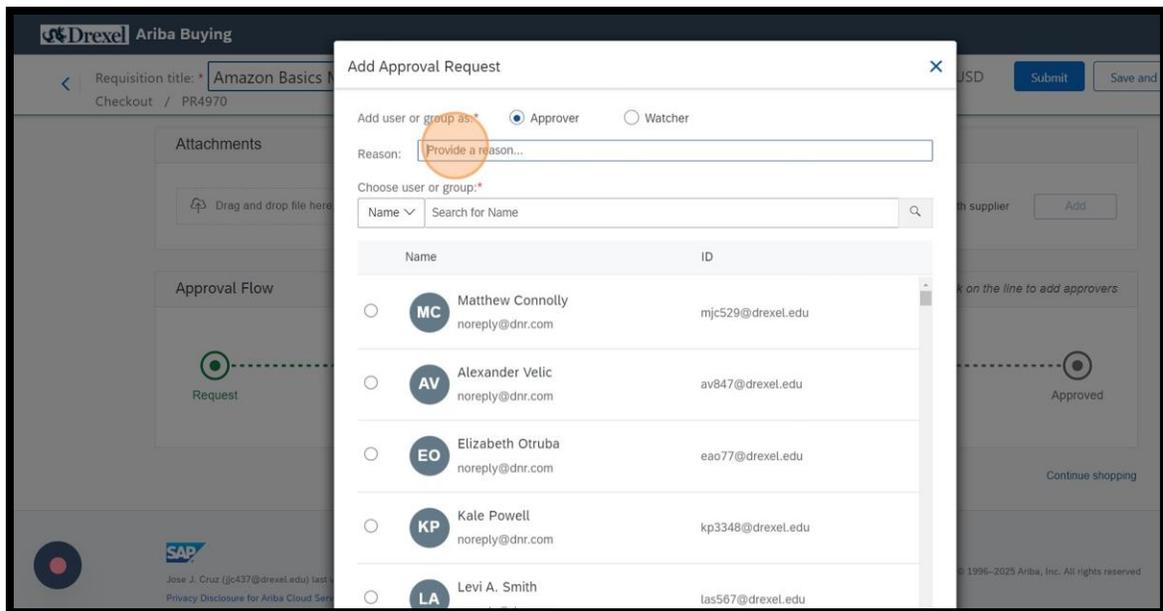
39. You may add sequential approvers or watches either before or after each approval step by hovering over the approval timeline and click the icon shown below.



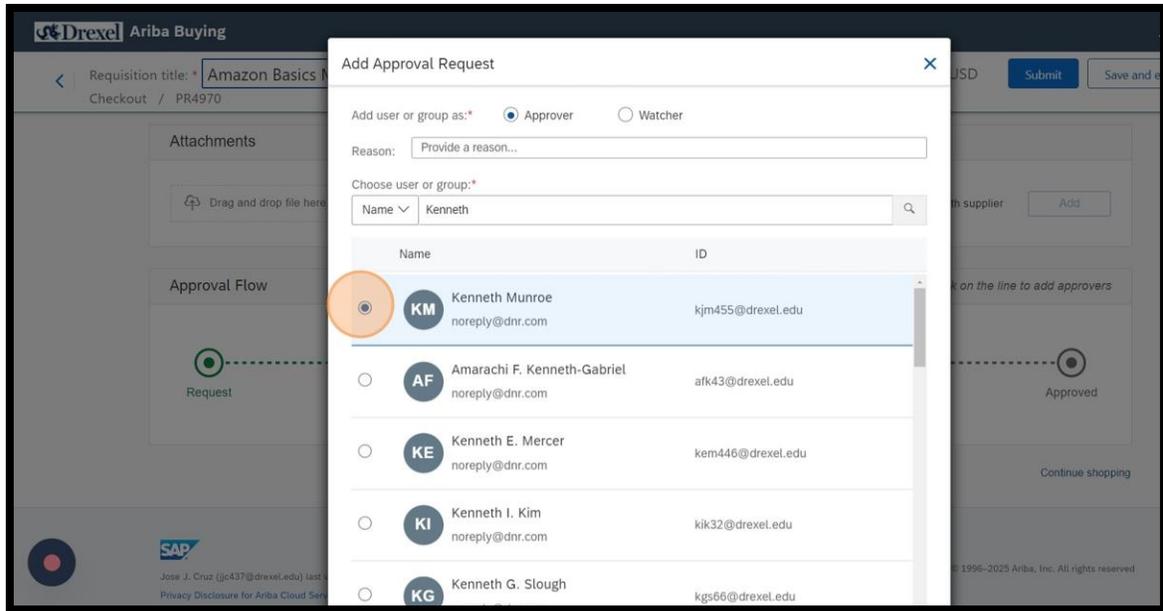
40. Select "Approver" or "Watcher"



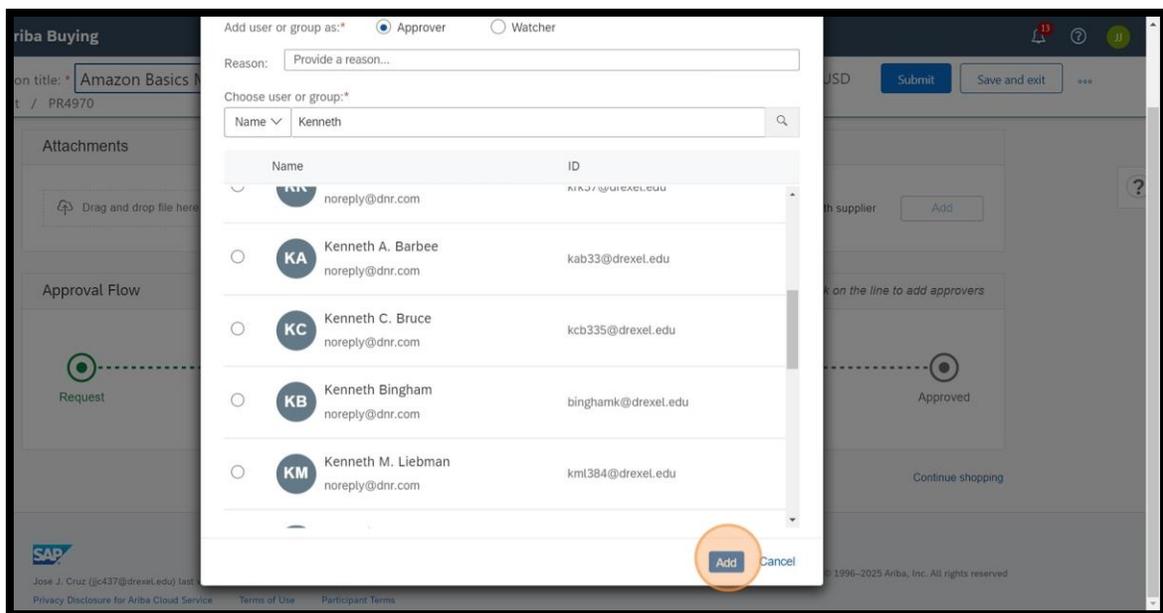
41. You may provide a reason.



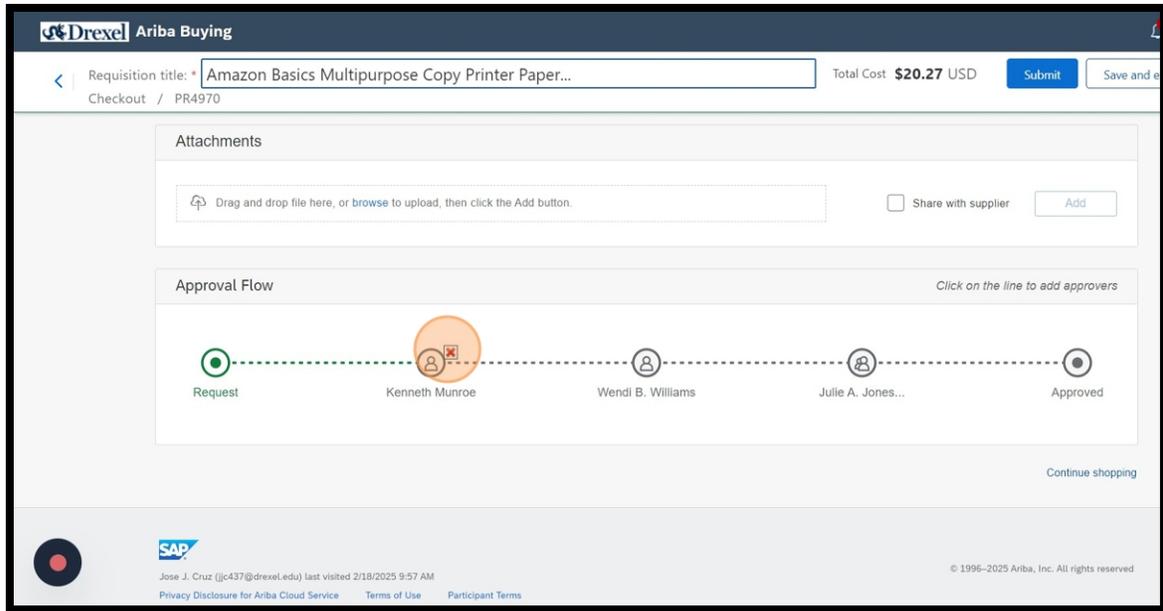
42. Search for the approver by name and select them using the radio button.



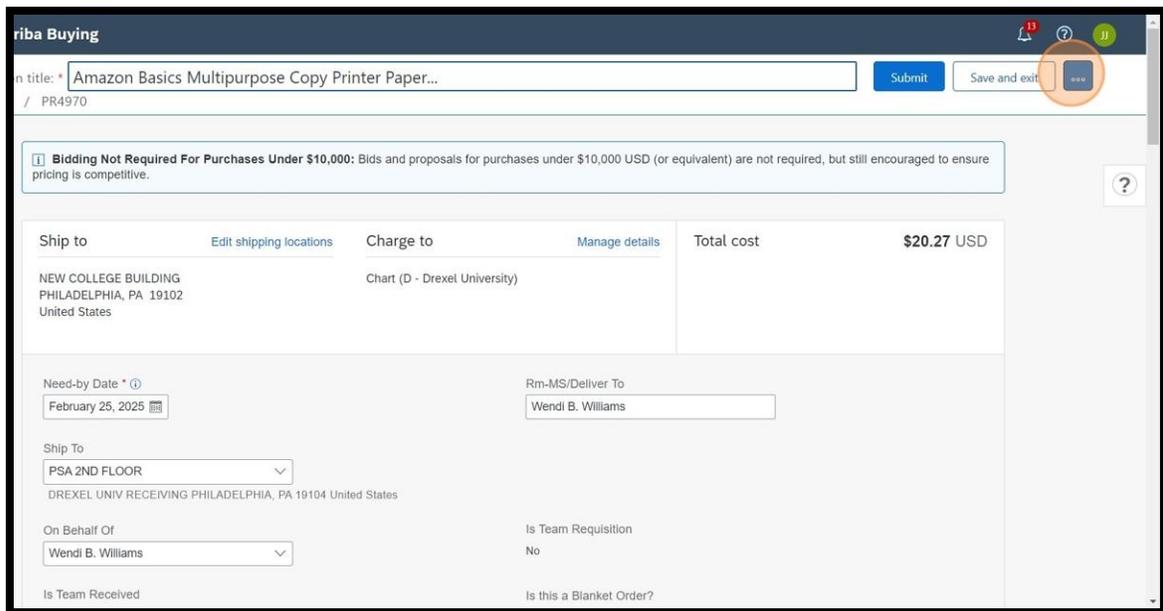
43. Click "Add"



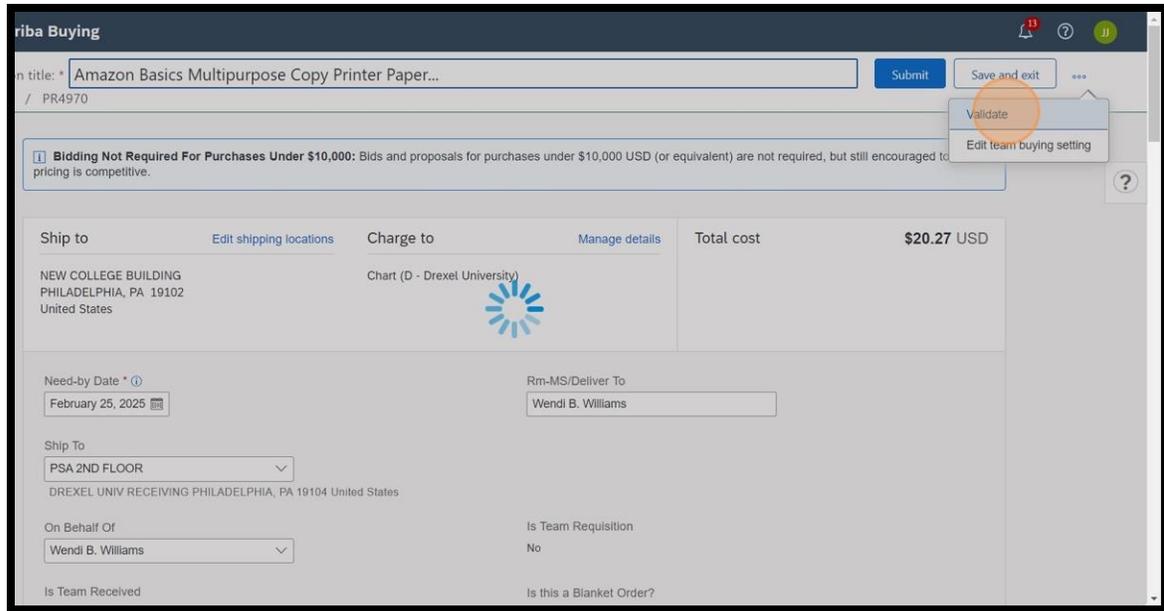
44. Click the red 'x' to remove the added step.



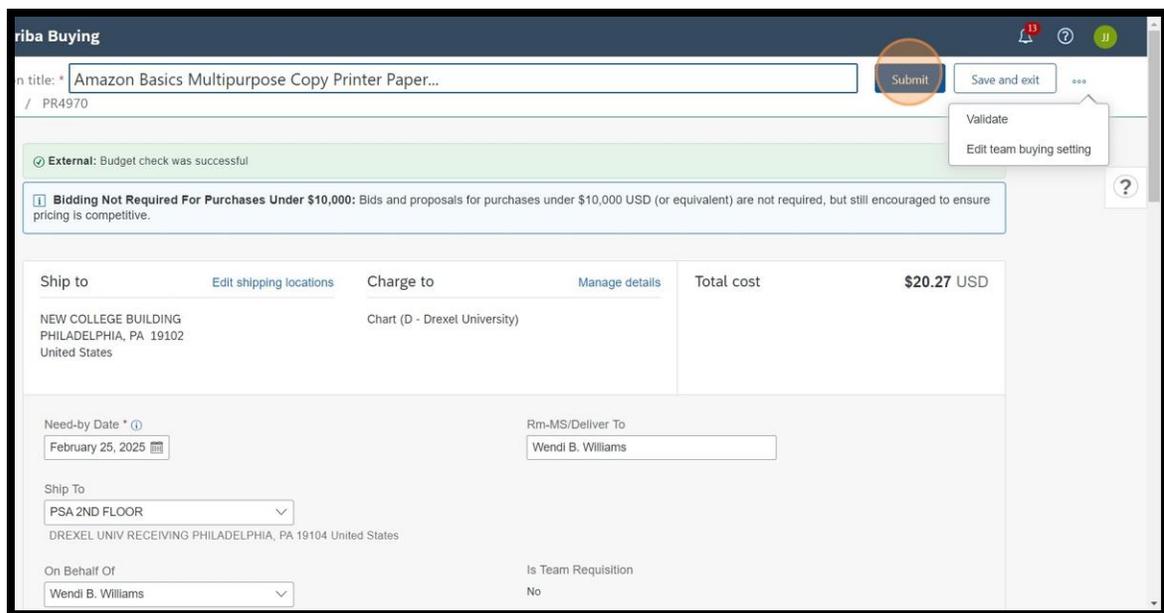
45. Click the "More Actions" button



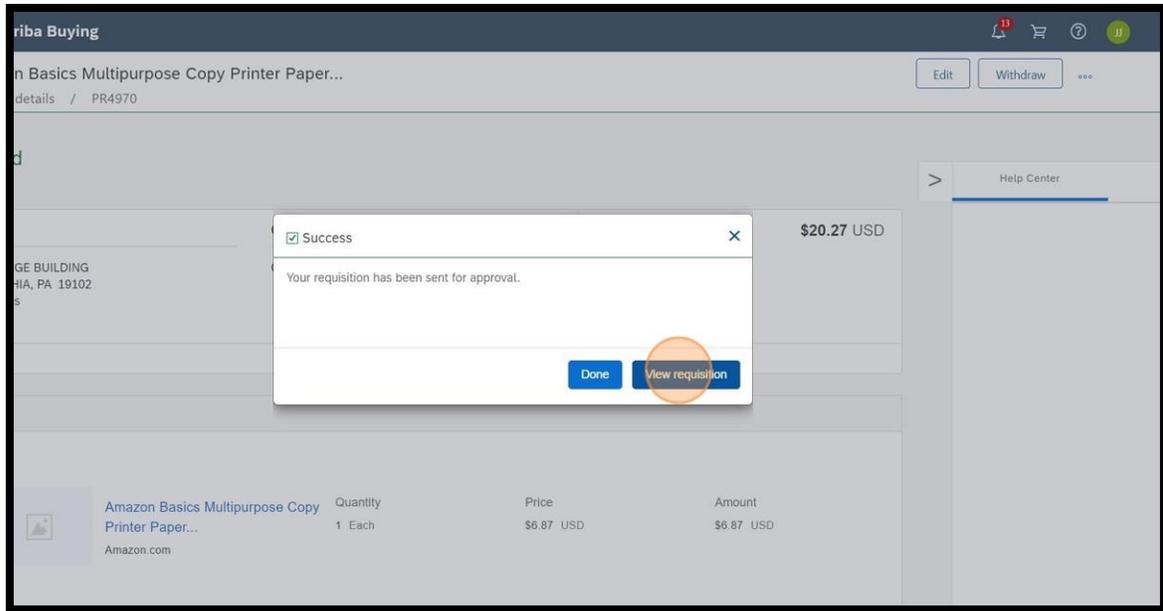
46. Click "Validate." This will check the requisition for any errors and perform a live budget check.



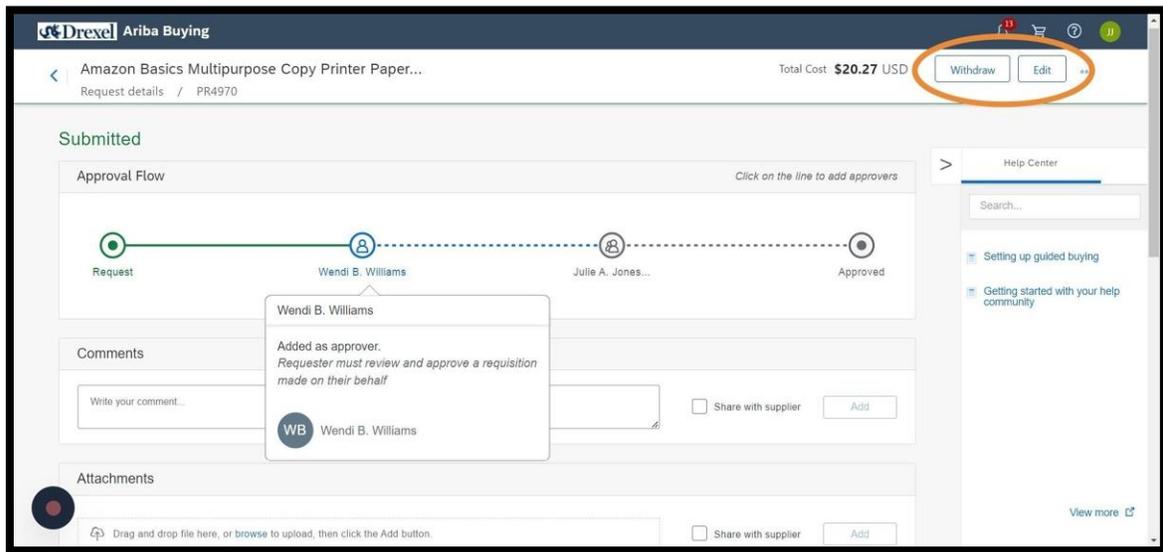
47. Click "Submit." Any errors will be displayed at the top of the page.



48. Click "View requisition"



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



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

Amazon Basics Multipurpose Copy Printer Paper...  
Request details / PR4970

Ship to: NEW COLLEGE BUILDING, PHILADELPHIA, PA 19102, United States  
Charge to: Chart (D - Drexel University)  
Total Cost: \$20.27 USD

Items (2)

Item	Quantity	Price	Amount
Amazon Basics Multipurpose Copy Printer Paper... Amazon.com	1 Each	\$6.87 USD	\$6.87 USD

Show advanced options

51. Review the requisition history.

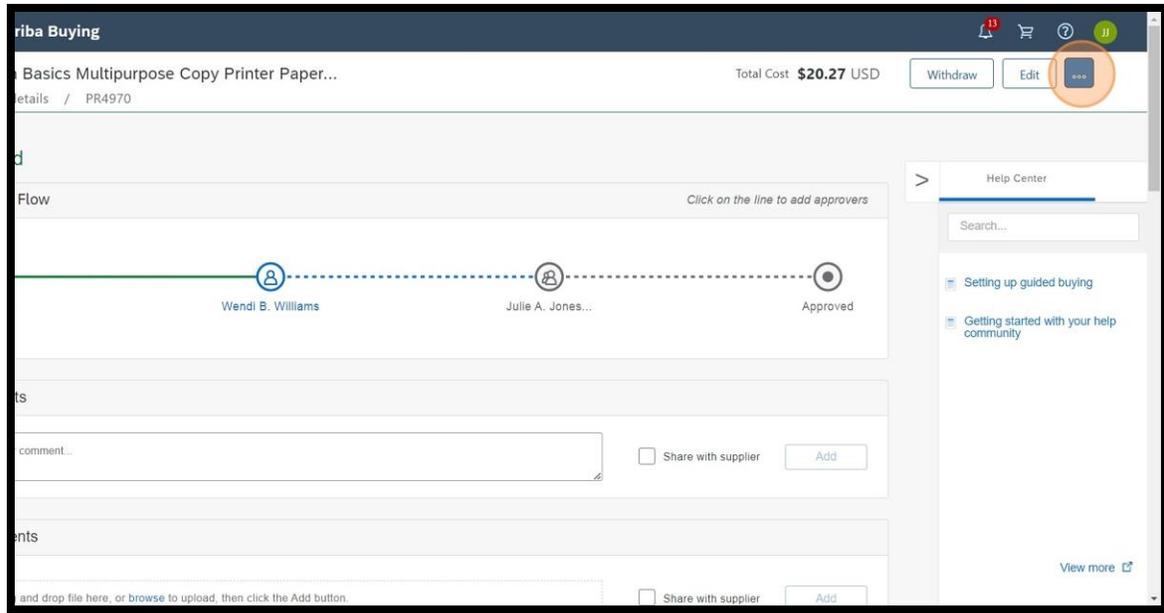
Amazon Basics Multipurpose Copy Printer Paper...  
Request details / PR4970

Total Cost: \$20.27 USD

Date	Real User	User	Action	Summary
February 18, 2025 2:16 PM	Jose J. Cruz	Jose J. Cruz	Requisition sent to the external system	PR4970: Requisition was successfully sent to the external system. ERP reference number: PR4970.
February 18, 2025 2:16 PM	Jose J. Cruz	Jose J. Cruz	Submitted	PR4970 submitted for approval.

History

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



53. Click "Delete"

