

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"

M Drexel 4	Ariba Buying			Find goods and services	م (<mark>1</mark> 4 ک
< Requis	ition & Approvals				
	Line item form Create a Non-Catalog Requisition	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	Link to SAP Buying & Invoicing
•	Request Forms Non-PO invoice form Onfirming Order Form 9910000 Use this form when you already have an invoice in hand for goods/services rendered	Non-PO involce form Processor Second Secon	Non-PO Invoice form LESA/PRASA Request 86130000 ♥		

3. Complete the required fields.

rexel Ariba	Buying	(<mark>14</mark>	? 0
Create a No	n-Catalog Requisition	Add to cart	Cancel
	Product name * Category *		
	High-Precision Microscope 41000000 (Laboratory/Measuring/Observing/Testing Equipment)	\sim	
	Description *		
	Request for specialized laboratory equipment not available through the catalog, including a high-precision microscope and calibration kit for research purposes. T	he	
	одарлисти в посезав у ки а поч родок плотила пле осорие влагуза але годало в челкот ила рочноса посе зрочно почена.		Cancel
	Quantity * Unit of measure *		k Cancel
	- 1 + Each ~		
	Unit price *		
	3,200 USD -		
			r Cancel
	Do you have an invoice in hand for goods and/or services that have already been rendered without an established purchase order?*		
	Ves No		

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.

C Drexel Ariba Buying	4	Ä
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 FOR SERVICES ONLY: Is the supplier a U.S. citizen or permanent resident? Yes No For supplier onboarded? Yes No 		
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.

C Drexel Ariba Buying	4	È
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?"		
FOR SERVICES ONLY: Is the supplier a U.S. citizen or permanent resident?		
Is your supplier onboarded? ① Yes		
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**"

@Drexel Arib	a Buying	Ū <mark>1</mark> 9 ≿
< Create a N	Ion-Catalog Requisition	Add to cart
	Yes Request new supplier to be onboarded Do you need to add a new address for an existing supplier? O 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	
	Supplier	
	Recommended supplier	View all suppliers
	No recommended suppliers	

7. Click "Choose file"

riba Buying			0 g 🖏	U
a Non-Catalog Requisition			Add to cart Cancel]
Ves Request new supplier to be onboard Do you need to add a new address for a No Request new address added to exist Please add your attachment(s) here. Ar Upload file Supplier	Upload file Choose a file to upload. The following file types are supported: • Document: XL5,XL5X,DOC,DOCX,PDFTIF,RTFTXT • Image and media: PNG,UPCG,MPEG,WAV,GIF,BMP • Other: CAD,MSG,2IP,EML Choose file Choose file Car	X Icel		?
Recommended supplier			View all suppliers	
	No recommended suppliers			

8. Click "Done"

riba Buying		🕛 © ମ୍ମ 🖏
a Non-Catalog Requisition		Add to cart Cancel
by our adplace onboarded? Ves Request new supplier to be onboard Do you need to add a new address for . No Request new address added to exist Please add your attachment(s) here. Ar Upload file	Upload file x Choose a file to upload. The following file types are supported: • Document: XLS,XLSX.DOC.DOCX.PDF.TIF.RTF.TXT • Image and media: PNG.JPG.JPEG.WAV.GIF.BMP • Other: CAD.MSG.ZIP.EML Name Screenshot_16, or 121.5 kb x Done Add more files	3
Supplier		
Recommended supplier		View all suppliers
	No recommended suppliers	

9. Click "View all suppliers"

riba Buying	다. 🕄 🕄
a Non-Catalog Requisition	Add to cart Cancel
Upload file Screenshot 16.png ×	
	(?)
Supplier	
Recommended supplier No recommended suppliers	View all suppliers
	Add to favorites
Jose J. Cruz (jjc437@drexel.edu) last visited 2/18/2025 9:57 AM Privacy Disclosure for Ariba Cloud Service Terms of Use Participant Terms	© 1996-2025 Ariba, Inc. All rights reserved

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

riba Buying						C g 🖏	
a Non-Catalog Requisition	r					Add to cart Cane	
					Lab		×C
Supplier name	Preferred	Diversity	Street	City	State/Province	Country	
Harris, Harry							
SynQuest Laboratories Inc			P O Box 309	Alachua	FL	US	
OriginLab Corporation			1 Roundhouse Plaza	Northampton	MA	US	
Raynor, Timothy							
Regents Of the Univ of Michigan			Box 223131	Pittsburgh	PA	US	
O'Brien, Patrick							
Black Lab Apparel Div Of Wind Lock			1055 Leiscz'S Bridge Rd	Leesport	PA	US	
s exceed the limit. Change the searc	h criteria to narrov	v your results.					
						Select	Cancel
Jose J. Cruz (ijc437@drexel.edu) last visi Privacy Disclosure for Ariba Cloud Service	ted 2/18/2025 9:57 AM Terms of Use	Participant Terms			© 1996–2025 Ariba, Inc. All	rights reserved	

11. Click "Add to cart"

riba Buying	<u>।</u> 🕅 🛱	^
a Non-Catalog Requisition	cart Cancel	
Upload file Screenshot 16.png ×		
		?
Supplier		
Chosen supplier View all suppliers		
10215951 OriginLab Corporation		
Add to favorites	3	¥

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

riba Buying	4 ¹⁰	0 🕖 🕯
a Non-Catalog Requisition	You have 1 item in your cart	Done
Supplier Chosen supplier 10215951 OriginLab Corporation \Im Northampton, MA	High-Precision Microscope Request for specialized laboratory equipme 53,200.00 USD Delete Ouantity ↓ 1 ++ Total: \$3,200.00 USD Check put	?
	Add to favorites	
Jose J. Cruz (jjc437@drevel.edu) last visited 2/18/2025 9:57 AM Privacy Disclosure for Ariba Cloud Service Terms of Use Participant Terms	© 1996-2025 Ariba, Inc. All rights reserved	

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.

Requi	isition title: * Amazon Ba	sics Multipurpose Copy Pr	inter Paper			Submit Save and e	exit 000
Check	kout / PR4970						
	I Bidding Not Requi	ired For Purchases Under \$10,000	Bids and proposals for purch	ases under \$10,000 USD (or	equivalent) are not required	, but still encouraged to ensure	
	pricing is competitive.						
	Shin to	Edit shipping locations	Charge to	Manage details	Total cost	\$20 27 USD	
	emp to	Lon ompany coolions	0111180 10				
	NEW COLLEGE BUILD	DING 9102	Chart (D - Drexel University				
	United States	3102					
	Need-by Date * ()	-		Rm-MS/Deliver To			
	Ē			Jose J. Cruz			
	A Need-by Date must	be set.					
	Ship To						
	NCB 1ST FLOOR	~					
	NEW COLLEGE BUIL	DING PHILADELPHIA, PA 19102 Unit	ed States				
	On Behalf Of			Is Team Requisition			
	Jose J. Cruz	~		No			

14. Click "(no value)"

riba Buying		(<mark>13</mark>	0	
D Manage details	×	and exit	000	
The channes that you make here apply to every item in the shonping cart. Please	Edit per item			
Accounting				?
Account Type	Bill To			
Expense ~	3141CH 3141 Chestnut Street Philadelphia, PA 19104 United States			
Chart	Fund			
D - Drexel University ~	110001 - Education & General			
Org	Account			
3231 - Procurement Services	(no value) ✓			
Activity	Location			
(no value) 🗸	(no value) V			
	Done			
Is Tanm Decelling				

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.

riba Buying		Lª O 💷
o Manage details		× and exit ····
t D - Drexel University	110001 - Education & General	•
Org	Account	
3231 - Procurement Services V	(no value)	2
	Clear selection	
Activity	3012 - Lab Supplies Expense	
(no value)	6310 - Software/Computer Equip Exp >\$5,000	
	3499 - Other Purchased Services	
	3441 - Equipment Service Contracts	
	3365 - Software Licenses & Leases	
	3355 - Equipment Lease/Rental Expense	
	3053 - Communications Service Expense	
	3370 - Building Lease/Rental Expense	
	3360 - Computer Lease/Rental Expense	
	3357 - Univ Multi Year Vehicle Lease	
	Browse all	
		one
JUSE J. CIUZ	110	
Is Team Deceived	la Ibia a Plankal Ordan)	

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

riba Buying		1 <mark>13</mark> (2)	U
o Manage details	Edit per Item	and exit	
 The changes that you make here apply to every item in the shopping cart. Please Accounting 	note that when changing the value of a field, the change is automatically saved.		?
Account Type Expense V	Bill To 3141CH 3141 Chestnut Street Philadelphia, PA 19104 United States		
Chart D - Drexel University	Fund 110001 - Education & General V		
Org 3231 - Procurement Services	Account 3012 - Lab Supplies Expense V		
Activity (no value)	Location (no value)		
	Done		
In Term Decelled	nu Ta Bita y Diastral Andra A		

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

riba Buying			4ª O 🔳
on title: * Amazon Basics N	Changing accounting details for specific item	×	Submit Save and exit ••••
t / PR4970	Choose the item(s) for which you want to change accounting details.		
i Bidding Not Required For	Name	Shipping Address Price	, but still encouraged to ensure
priority is competitive.	Amazon Basics Multipurpose Copy Printer Paper	Chart (D - Drexel University) \$6.87 USD	(?)
Ship to	Amazon Basics 1/3-Cut Tab, Assorted Positions	Chart (D - Drexel University) \$13.40 USD	\$20.27 USD
NEW COLLEGE BUILDING PHILADELPHIA, PA 19102 United States			
Need-by Date * ()			
Ship To			
NCB 1ST FLOOR			
NEW COLLEGE BUILDING PH			
On Behalf Of		Next Cancel	
Jose J. Cruz			
Is Team Deceived	la della d	Plankat Order0	

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

riba Buying			۲ <mark>13</mark>	?	U
o Manage details		×	and exit		
t (i) Please note that when changing the value of a field, the change is automatically sa	aved.				
Accounting					
Account Type	Bill To				?
Expense	3141CH				
	3141 Chestnut Street Philadelphia, PA 19104 United States				
Chart	Fund				
D - Drexel University	110001 - Education & General				
0	A second				
Org	Account				
3231 - Procurement Services	3011 - Office Supplies Expense V				
Activity	Location				
(no value)	(no value)				
	Dor	e Back			
JUSE J. CIUZ					
Is Team Bessived	In this a Display Order				

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.

را باری	Drexel Ariba Buying				Ĺ
<	Requisition title: * Amazon Basics Multipurpose Copy Printer Paper		Total Cost \$20.27 USD	Submit	e and e
	Checkout / PR4970				
	Need-by Date ()	Rm-MS/Deliver To			
		Jose J. Cruz			
	A Need-by Date must be set.				
	Ship To				
	NCB 1ST FLOOR				
	NEW COLLEGE BUILDING PHILADELPHIA, PA 19102 United States				
	On Behalf Of	Is Team Requisition			
	Jose J. Cruz	No			
	Is Team Received	Is this a Blanket Order?			
	No	Yes No			
		0.00 0.00			
	Type of Purchase *	If Sole Source, provide justified	cation (i)		
	No Choice V				
	▲ Type of Purchase must be set.				
	Accounting Date	Department			
		(no value)	\sim		

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	4 ¹⁰ @ 🧃	^
n title: * Amazon Basics Multipurpose Copy Printer Paper	Total Cost \$20.27 USD Submit Save and exit ••••	
/ PR4970		-
Need by Dete 1	Den MC/Dalling Ta	
February 25, 2025		
	2	
Ship To		
NCB 1ST FLOOR		
NEW COLLEGE BUILDING PHILADELPHIA, PA 19102 United States		
On Behalf Of	Is Team Requisition	
Jose J. Cruz V	No	
Is Team Received	Is this a Blanket Order?	
No	⊖Yes ●No	
Type of Purchase *	If Sole Source, provide justification (i)	
No Choice		
A Type of Purchase must be set.	=	
Accounting Date	Department	
	(no value)	
		٣

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

L EDrexel	Ariba Buying	L
Requisiti	on title: * Amazon Basics Multipurpose Copy Printer Paper	Total Cost \$20.27 USD Submit Save and e
Checkou	it / PR4970	
	Need-by Date * () February 25, 2025	Rm-MS/Deliver To Jose J. Cruz/Rm 207
	Ship To NCB 1ST FLOOR Clear selection NCB08 NCB02 Browse all NCB02	Is Team Requisition No Is this a Blanket Order?
	Type of Purchase * No Choice Type of Purchase must be set. Accounting Date	Ves No If Sole Source, provide justification () Department (no value)
		for read

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"**

Buying	:						Lª 0 🐠
tle: • Amazon Basics Multip	Choose	a shipping address			×	20.27 USD Submit	Save and exit 000
PR4970	Compar	ny locations (17) Your add	iresses				
Need-by Date * 🛈			ID 🗸 NCE	3 ×	q		
February 25, 2025							0
Ship To	ID	Street Address3	Street Address2	Street Address1			
NCB 1ST FLOOR	O NCE	301 245 N 15TH STREET	NCB 1ST FLOOR	NEW COLLEGE BUILDING	Î		
NEW COLLEGE BUILDING PHILADEL					-1		
On Behalf Of	NCE	302 245 N 15TH STREET	NCB 2ND FLOOR	NEW COLLEGE BUILDING			
Jose J. Cruz					-		
s Team Deceived	O NCE	303 245 N 15TH STREET	NCB 3RD FLOOR	NEW COLLEGE BUILDING			
No	O NCE	245 N 15TH STREET	NCB 4TH FLOOR	NEW COLLEGE BUILDING			
Type of Purchase *		205 245 N 15TH STREET	NCP 5TH ELOOP				
No Choice	O NOL	505 245 N 15111 STREET	NOD STITFLOOK	NEW COLLEGE DOILDING			
1 Type of Purchase must be set.	O NCE	306 245 N 15TH STREET	NCB 6TH FLOOR	NEW COLLEGE BUILDING			
Accounting Date	○ MCE	207 OVEN 16TH STDEET	MOR 7TH ELOOD	NEW COLLEGE BUILDING	• Back		
					-		

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.

₽ Drexel Ari	iba Buying				1
C Requisition Checkout	title: * Amazon Basics Multipurpose Copy Printer Paper / PR4970		Total Cost \$20.27 USD	Submit	Save and e
	On Behair Or Joge J. Chuz Browse all No Type of Purchase * No Choice A: Type of Purchase must be set Accounting Date	Is Team Requisition No Is this a Blanket Order? Yes No If Sole Source, provide justif Department (no value)	fication ()		
	A Hide	additional details			
•	Items (2)				

24. Click "Name" or "Email Address"

Ari	ba Buying					
< Requisition Checkout	n title: * Amazon Basics Multipur	pose Copy Printer	Paper		Total Cost \$20.27 USD	Submit Save and
	On Behalf Of Jose J. Cruz	On Behalf Of			×	
	Is Team Received No	Email Address 🗸	Wendi	٩		
	Type of Purchase *	Name	Name AJ Cortese	ID ac4493@drexel.edu	Choose	
	▲ Type of Purchase must be set.	noreply@dnr.com	AJ Raven	ar3783@drexel.edu	Choose	
	Accounting Date	noreply@dnr.com noreply@dnr.com	AJ Tortoriello Aadi S. Vadhavkar	at3625@drexel.edu asv54@drexel.edu	Choose	
		noreply@dnr.com	Aadrita Goswamy Aakanksha P. Rao	ag4259@drexel.edu apr69@drexel.edu	Choose	
0	Items (2)					

25. Search for the individual.

M Drexel	Ariba Buying					۲ <mark>۵</mark>
< Requisit	ion title: * Amazon Basics Multipu	rpose Copy Printer	Paper		Total Cost \$20.27 USD	Submit Save and exit
Checko	ut / PR4970					
	On Behalf Of	On Behalf Of			×	
	Jose J. Cruz	On Denuir Or	-		^	
	Is Team Received	Name V Wend		٩		
	Type of Purchase *	Email Address	Name	ID	-	
	No Choice	noreply@dnr.com	AJ Cortese	ac4493@drexel.edu	Choose	
	Type of Purchase must be set.	noreply@dnr.com	AJ Raven	ar3783@drexel.edu	Choose	
	Accounting Date	noreply@dnr.com	AJ Tortoriello	at3625@drexel.edu	Choose	
		noreply@dnr.com	Aadi S. Vadhavkar	asv54@drexel.edu	Choose	
		noreply@dnr.com	Aadrita Goswamy	ag4259@drexel.edu	Choose	
		noreply@dnr.com	Aakanksha P. Rao	apr69@drexel.edu	Choose	
					_	
	Items (2)					

26. Click "Choose"

riba Buying		ß	3 @ 💷
on title: * Amazon Basics Multipurpose t / PR4970	Copy Printer Paper	Total Cost \$20.27 USD Submit Save and exit	000
On Behalf Of Jose J. Cruz V	On Behalf Of	×	
Is Team Received No Type of Purchase * No Choice	Name ∨ Wendi Q Email Address Name ID noreply@dnr.com Wendi B. Williams wbw29@drexel.edu		
▲ Type of Purchase must be set.			
Items (2)			

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

riba Buying	۵ ⁰ رو س
n title: * Amazon Basics Multipurpose Copy Printer Paper	Total Cost \$20.27 USD Submit Save and exit ***
/ PR4970	
On Behalf Of	Is Team Requisition
Wendi B. Williams	No
Is Team Received No	Is this a Blanket Order?
Type of Purchase *	If Sole Source, provide justification ()
No Choice V	
▲ Type of Purchase must be set.	
Accounting Date	Department
	(no value)
~ 1	fide additional details
Items (2)	
	*

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

Requisi	tion title: * Amazon Basics Multipurpose Copy Printer	Paper Iotal Cost \$20.27 USD Submit Save
Checko	ut / PR4970	
	On Behalf Of	Is Team Requisition
	Wendi B. Williams	No
	Is Team Received	Is this a Blanket Order?
	No	Ves No
	Type of Purchase *	If Sole Source, provide justification (i)
	No Choice	
	Clear selection	=
	No Choice	Department
	Goods Only	(no value)
	Services Only	
	Goods and Services	
	Event with Minors	
		 Hide additional details
	Items (2)	

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

M Drexel A	riba Buyin	g				
Checkout	on title: * An / PR4970 Items (2	nazon Basic	s Multipurpose Copy Printer Pa	aper		Total Cost \$20.27 L
			Amazon Basics Multipurpose Copy Printer Paper Amazon.com	Quantity 1 Each	Price \$6.87 USD	Amc \$6.8
	>		Amazon Basics 1/3-Cut Tab, Assorted Positions Amazon.com	Quantity 1 Each	Price \$13.40 USD	Amc \$13
	Comme	onte				

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

رونا	<u>rexe</u> Ariba E	Buying							Ĺ
<	Requisition title Checkout / Pl	Amazon Basic: R4970	s Multipurpose Cop	by Printer Pa	aper		lotal Cost \$20.27 USD	Submit	Save and e
			Supplier Location			Supplier Part Nun	nber		
			Amazon.com		~	B01FV0F8H8			
			Billing Dept, P O Box States	80463 Seattle, W	/A 98108 United				
			Supplier Part Auxiliar	y ID					
			139-5770640-3738038	1					
		(Accounting	Chart (D - E	Drexel University)				
			> Shipping	Ship To (NO	CB 2ND FLOOR)				J
			> Comments						
			> Attachments						
			> Others						
•			Amazon Basics 1/3	-Cut Tab,	Quantity	Price	Amount		

31. Then click "Split accounting"

Checkout / PR4970	тваяся миниригрозе сору глине гарег	
	✓ Accounting Chart (D - Drexel University)	
	Account Type	Bill To
	Expense ~	3141CH
		3141 Chestnut Street Philadelphia, PA 19104 United States
	Chart	Fund
	D - Drexel University	110001 - Education & General
	Org	Account
	3231 - Procurement Services	3011 - Office Supplies Expense
	Activity	Location
	(no value) V	(no value) V
	Split accounting	
	 Ship To (NCB 2ND FLOOR) 	
	> Comments	
	> Attachments	
	/ Autochinoino	

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.

title: * Amazor	Basics Multipurpose Copy Printer Paper		Total Co	st. \$20.27 USD	Submit Save and ex	rit and
/ PR4970						
	3231 - Procurement Services	301	- Onice Supplies Expen	se		
	Activity	Loca	tion			
	(no value) V	(no	value)	~		?
	Pen	centage Qua	intity	Amount		
	✓ Chart (D - Drexel University) 0	% 0.00		\$0.00 USD	(
	∆ P	ercentage must not be 🛕 Q	luantity must not be zero.	\Lambda Amount must not	be zero	
	Chart	Fund				
	D - Drexel University	1100	001 - Education & Genera	al 🗸		
	0.00	A				
	3231 - Procurement Services	301	uni L- Office Supplies Expen	ee 🗸		
			Contro Cappino Experi			
	Activity	Loca	tion			
	(no value) V	(no	value)	\sim		
					+ Add split	
	> Shipping Ship To (NCB 2ND FLC	DOR)				

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.

Requisition title: * Amazo	n Basics Multipurpose Copy Printer Paper	Total Cost \$20.27 USD Submit Save as
Checkout / PR4970		
	Account Type	Bill To
	Expense	3141CH
		3141 Chestnut Street Philadelphia, PA 19104 United States
	Chart	Fund
	D - Drexel University	110001 - Education & General 🗸 🗸
	Org	Account
	3231 - Procurement Services	3011 - Office Supplies Expense
	Activity	Location
	(no value)	(no value)
	Split accounting	
	Shipping Ship To (NCB 2ND FLOOR)	
	> Comments	
	> Attachments	
	> Others	

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

riba Buying				4ª 0 🕖 🕯
n title: * Amazon Ba	asics Multipurpose Copy Printer Pape	r	Total Cost \$20.27 USD Submi	Save and exit •••
/ PR4970	Net 30 Days	14110000 (Paper)	products)	
	Additional Supplier Email Address (j)	Contract (no value)		?
>	Amazon Basics 1/3-Cut Tab, Assorted Positions Amazon.com	Quantity Price 1 Each \$13.40 USD	Amount \$13.40 Delete	i
Comments				
Write your commen	и		Share with supplier	Add
Attachments				

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

riba Buying					(<mark>19</mark> ()	
n title: * Amazon Basics Multip / PR4970	urpose Copy Printer Paper		Total Cost \$20.27 USD	Submit Save and	exit ••	•
Comments						?
Write your comment			Share with supplie	Add		
Attachments						
Drag and drop file here, or bro	wse to upload, then click the Add button.		Share with supplie	Add		
Approval Flow			Click on the	line to add approvers		
	<u>(</u> 8)					
Request	Wendi B. Williams	Julie A. Jones		Approved		

36. You may add an attachment for internal use.

⊈ ©rexel Ar	ba Buying			Ĺ
< Requisition	title: * Amazon Basics Multipurpose Copy Printer Paper	Total Cost \$20.27 USD	Submit	Save and e
Checkout	/ PR4970			
	Comments			
	Write your comment			_
	E.u.e. Tee community	Share with supplier	Add	
	Attachments			
	Drag and drop file here or browse to upload, then click the Add button.	Share with supplier	Add	
	Approval Flow	Click on the li	ne to add approv	/ers
				
	Request Wendi B. Williams Julie A. Jon	es	Approve	d

37. Review the approval flow.

<u>(</u>	Xel Ariba Buying
<	rquisition title: * Amazon Basics Multipurpose Copy Printer Paper Total Cost \$20.27 USD Submit Save and
	neckout / PR4970
	Attachments
	Drag and drop file here, or browse to upload, then click the Add button. Add
	Approval Flow Click on the line to add approvers
	Request Wendi B. Williams Julie A. Jones Approved
	Continue shopping
•	Jose J. Cruz (jc/37@drexeLedu) last visited 2/18/2025 9:57 AM © 1996–2025 Ariba, Inc. All rights reserved Privacy Disclosure for Ariba Cloud Service Terms of Use Participant Terms

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

riba Buying		L ^p	0 🕛 î
n title: * Amazon Basics Multipurg / PR4970	bose Copy Printer Paper	Total Cost \$20.27 USD Submit Save and exit	000
Attachments	Wendi B. Williams		
Drag and drop file here, or brows	Added as approver. Requester must review and approve a requisition made on their behalf	Share with supplier Add	?
Approval Flow	WB Wendi B. Williams	Click on the line to add approvers	
Request	Wendi B. Williams	Julie A. Jones Approved	
		Continue shopping	- 1
Jose J. Cruz (jc437@drexel.edu) last visited 2/18/20: Privacy Disclosure for Ariba Cloud Service Term:	25 9-57 AM s of Use Participant Terms	© 1996–2025 Ariba, Inc. All rights reserved	

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.

⊈ €Drexel ^µ	Ariba Buying	Multiple users (2)	
C Requisition Checkour	on title: * Amazon Basics Multipurpose Copy Printer Paper t / PR4970	Added as approver.	Submit Save and e
	Attachments	JA Julie A. Jones	
	Drag and drop file here, or browse to upload, then click the Add button.	JL Joshua L. Hurdle	lier Add
	Approval Flow	MA Michele Arias	e line to add approvers
	Request Wendi B. Williams	Julie A. Jones	Approved
			Continue shopping
•	Jose J. Cruz (ijc437@drevel.edu) last visited 2/18/2025 9:57 AM Privacy Disclosure for Ariba Claud Service Terms of Use Participant Terms		© 1996–2025 Ariba, Inc. All rights reserved

40. Select "Approver" or "Watcher"

Drexel Ari	ba Buying						۲ <mark>13</mark>
< Requisition	n title: * Amazon Basics N	Add Appro	oval Request		×	JSD	Submit Save and exit
Checkout	/ PR4970	Add user o	r group as:* O Approver	Watcher			
	Attachments	Reason:	Provide a reason				
	C	Choose us	er or group:*				-
	ctp Drag and drop nie nere	Name ∨	Search for Name		Q	in supplier	ADD
		N	ame	ID			
	Approval Flow	0	MC Matthew Connolly noreply@dnr.com	mjc529@drexel.edu	*	k on the line	to add approvers
	Request	0	AV Alexander Velic noreply@dnr.com	av847@drexel.edu			Approved
		0	EO Elizabeth Otruba noreply@dnr.com	eao77@drexel.edu			Continue shopping
	SAP	0	KP Kale Powell noreply@dnr.com	kp3348@drexeLedu			
	Jose J. Cruz (jjc437@drexel.edu) last - Privacy Disclosure for Ariba Cloud Serv	0	Levi A. Smith	las567@drexel.edu		0 1996–2025 /	Ariba, Inc. All rights reserved

41. You may provide a reason.

A Contraction of the second se	riba Buying	Add Approval Request		×	JSD Submit Save and
Checkou	Attachments	Add user or group as: Approver Reason: Provide a rgason	Watcher		
	හි Drag and drop file here	Choose user or group:" Name ✓ Search for Name	ID.	Q	th supplier Add
	Approval Flow	Matthew Connolly	mjc529@drexel.edu	ŕ	k on the line to add approvers
	Request	Alexander Velic	av847@drexel.edu		Approved
		C EO Elizabeth Otruba noreply@dnr.com	eao77@drexel.edu		Continue shopping
•	SAP	C KP Kale Powell noreply@dnr.com	kp3348@drexel.edu		
	Jose J. Cruz (jjc437@drexel.edu) last Privacy Disclosure for Ariba Cloud Serv	O LA Levi A. Smith	las567@drexel.edu		© 1996–2025 Anba, Inc. All rights reserved

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

Art Drexel Ar	iba Buying	Add Approval Request		×	: ISD Submit Streamd e
Checkout	/ PR4970	Add user or group as:*	her		Save and e
	Attachments	Reason: Provide a reason			
	와 Drag and drop file here	Choose user or group:* Name Kenneth		Q	th supplier Add
		Name	ID		
	Approval Flow	Kenneth Munroe noreply@dnr.com	kjm455@drexel.edu	*	k on the line to add approvers
	Request	AF Amarachi F. Kenneth-Gabriel noreply@dnr.com	afk43@drexel.edu	L	Approved
		C KE Kenneth E. Mercer noreply@dnr.com	kem446@drexel.edu		Continue shopping
	SAT	C Kenneth I. Kim noreply@dnr.com	kik32@drexel.edu		
9	Jose J. Cruz (jc437@drexel.edu) last i Privacy Disclosure for Ariba Cloud Serv	Kenneth G. Slough	kgs66@drexel.edu		1995–2025 Aribs, Inc. All rights reserved

43. Click "Add"

riba Buying	Add user or group as:* Approver Wa	tcher	4ª O 🕖 Î
on title: * Amazon Basics N t / PR4970	Reason: Provide a reason Choose user or group:*		JSD Submit Save and exit •••
Attachments	Name 🗸 Kenneth	٩	
The second se	Name		?
د م ع Drag and drop file here	KA Kenneth A. Barbee noreply@dnr.com	kab33@drexel.edu	in supplier Add
Approval Flow	C Kenneth C. Bruce noreply@dnr.com	kcb335@drexel.edu	c on the line to add approvers
Request	C KB Kenneth Bingham noreply@dnr.com	binghamk@drexel.edu	Approved
	C KM Kenneth M. Liebman norepty@dnr.com	kml384@drexel.edu	Continue shopping
Jose J. Cruz (jjc437@drexet.edu) last	- 1	Add Cancel	= 1996-2025 Ariba, Inc. All rights reserved
Privacy Disclosure for Ariba Cloud Service	Terms of Use Participant Terms		*

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

S Drexel Ar	iba Buying					Ĺ
Requisition Checkout	title: * Amazon Basics N / PR4970	Iultipurpose Copy Printer Pape	er	Total Cost \$20.27 USD	Submit	Save and e
	Attachments					
	争 Drag and drop file here	, or browse to upload, then click the Add bu	tton.	Share with supp	lier Add	
	Approval Flow			Click on the	e line to add appr	overs
	• Request	Kenneth Munroe	Wendi B, Williams	Julie A. Jones	Approv) /ed
					Continue	shopping
•	Jose J. Cruz (jc437@drexel.edu) last vi Privacy Disclosure for Ariba Cloud Servi	sited 2/18/2025 9:57 AM re Terms of Use Participant Terms		© 1996-20	025 Ariba, Inc. All righ	ts reserved

45. Click the "More Actions" button

iba Buying						
n title: * Amazon Basics N / PR4970	Aultipurpose Copy Pr	inter Paper			Submit Save an	d exit
i Bidding Not Required Fo pricing is competitive.	r Purchases Under \$10,000	: Bids and proposals for purcha	ases under \$10,000 USD (or e	equivalent) are not required	d, but still encouraged to ensure	(?)
Ship to	Edit shipping locations	Charge to	Manage details	Total cost	\$20.27 USD	
NEW COLLEGE BUILDING PHILADELPHIA, PA 19102 United States		Chart (D - Drexel University))			
Need-by Date * (i)			Rm-MS/Deliver To			
February 25, 2025 📷			Wendi B. Williams			
Ship To						
PSA 2ND FLOOR	~					
DREXEL UNIV RECEIVING F	PHILADELPHIA, PA 19104 Unit	ed States				
On Behalf Of			Is Team Requisition			
Wendi B. Williams	\sim		No			
Is Team Received			Is this a Blanket Order?			Ţ

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

riba Buying			43 0 🕖 🍈
n title: * Amazon Basics Multipurpose Copy Prin / PR4970	ter Paper	Submit Save	and exit
Bidding Not Required For Purchases Under \$10,000: pricing is competitive.	Bids and proposals for purchases under \$10,000 USD (or	equivalent) are not required, but still encouraged to	?
Ship to Edit shipping locations NEW COLLEGE BUILDING PHILADELPHIA, PA 19102 United States	Charge to Manage details Chart (D - Drexet University)	Total cost \$20.27 USD	
Need-by Date * () February 25, 2025 📷	Rm-MS/Deliver To Wendi B. Williams		
Ship To PSA 2ND FLOOR DREXEL UNIV RECEIVING PHILADELPHIA, PA 19104 Uniter	L States		
On Behalf Of Wendi B. Williams	Is Team Requisition No		
Is Team Received	Is this a Blanket Order?		

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

a Buying						4 🖓 💿 🕖
le: * Amazon Basics M	Aultipurpose Copy Pri	inter Paper			Submit Sa	ave and exit ooo
PR4970						
					Val	Idate
External: Budget check was s	successful				Edi	it team buying setting
] Bidding Not Required For ricing is competitive.	r Purchases Under \$10,000	: Bids and proposals for purcha	ases under \$10,000 USD (or e	equivalent) are not required, bu	it still encouraged to ensur	re
Ship to	Edit shipping locations	Charge to	Manage details	Total cost	\$20.27 USI	c
NEW COLLEGE BUILDING PHILADELPHIA, PA 19102 Jnited States		Chart (D - Drexel University)				
Need-by Date * 🕡			Rm-MS/Deliver To			
February 25, 2025 🗰			Wendi B. Williams			
Ship To						
PSA 2ND FLOOR	\sim					
DREXEL UNIV RECEIVING P	PHILADELPHIA, PA 19104 Unit	ed States				
On Behalf Of			Is Team Requisition			

48. Click "View requisition"

riba Buying	4							4ª þ 0 💷
n Basics M details / F	ultipurpose Copy Printer R4970	Paper.					Edit	Withdraw ••••
d							>	Help Center
		Succ	ess		×	\$20.27 USD		
GE BUILDING HIA, PA 19102 S	ī	Your req	uisition has been sent for	approval.				
		_		Done	View requisition			
	Amazon Basics Multipurpose Printer Paper Amazon com	е Сору	Quantity 1 Each	Price \$6.87 USD	Amount \$6.87 USD			

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

Amazon Basics Multip Request details / PR497	urpose Copy Printer Paper 70	Total Cost \$20.27 US		lithdraw Edit
Submitted				
Approval Flow		Click on the line to add approvers	>	Help Center
Request	Wendi B. Williams Wendi B. Williams	Julie A. Jones Approved		Search Setting up guided buying Getting started with your help community
Comments	Added as approver. Requester must review and approve a requisition made on their behalf			
Write your comment	WB Wendi B. Williams	Share with supplier Add		

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

L F1	Drexe	Ariba Buyin	g	Paper					je tij
<	Requ	est details / P	R4970	rapei					
	P Dreg and drop file here, or browse to uploed, then click the Add button. Add							>	Help Ce
	Ship to		harge to		Total Cost	\$20.27 USD		Search	
	NEW COLLEGE BUILDING PHILADELPHIA, PA 19102 United States			Chart (D - Drexel University))				 Setting up g Getting start community
		V Stow advanced options							
	Items (2)								
•	>	A	Amazon Basics Multipurpo Copy Printer Paper Amazon.com	Se Quantity 1 Each	Price \$6.87 USD	Am \$6.	nount 87 USD		

51. Review the requisition history.

	Ama	azon Basics 1/3-Cut	Tab, Quantit	y Price	Amount		
>	Ass Ama	orted Positions	1 Each	\$13.40 USD	\$13.40 USD	>	
							Se
History							T Se
Date		Real User	User	Action	Summary		Gi Gi
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	y 18, 2025 2:16 PM	Jose J. Cruz	Jose J. Cruz	Submitted	PR4970 submitted for approval.		

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

riba Buying	Lª ≽ @ Î
Basics Multipurpose Copy Printer Paper Total Cost \$20.27 USD etails / PR4970	Withdraw Edit
d	Hein Center
Flow Click on the line to add approvers	Search Setting up guided buying Getting started with your help community
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comment Add	
ints	
and drop file here, or browse to upload, then click the Add button.	View more E

53. Click "Delete"

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Basics Multipurpose Copy Printer Paper Total Cost \$20.27 USD etails / PR4970	Withdraw Edit •••• Buyagain
d	Delete
Flow Click on the line to add approvers Click on the line to add approvers Wendi B. Williams Julie A. Jones Approved	Search Setting up guided buying Getting started with your help community
ts comment Share with supplier Add	
and drop file here, or browse to upload, then click the Add button.	View more 🗗