

# **Drexel University**

## SAP Ariba Marketplace End-User Guide Team Buying in Ariba

Accounts Payable & Procurement Services

### Team Buying in Ariba: Creation, Management, and Purchasing

This guide provides a straightforward approach to creating and managing teams in Ariba, enabling users to streamline their purchasing processes. By following the steps outlined, you can easily set up teams, assign roles, and utilize team buying features to enhance collaboration within your organization. It simplifies the process of team management, ensuring that all members can confirm receipts and contribute effectively. Team buying replaces cart assignment.

#### **Creating a Team**

1. Click your profile icon.

riba Buying	· •	
Find goods and services		Admin
Upcoming Catalogs Catalog Update: are working to complete integration for the following catalogs, which will become available in the coming weeks:	Request on behalf of $\delta^8$ Buy with a team $\delta^8$	
Learn more     Planer Scientific     Graybar     Amazon     MoKesson     B&H Photo     VWR     Grainger     Rewvity     We appreciate your patience as we finalize these catalogs and will notify you     as soon as they are available in SAP Ariba Marketplace.	Recent requests INV7b80be1c5a50-1232 Submitted INV7b80be1c5a50-1232	
SAP Ariba Training Resources	\$20.27 USD Requested 0 days ago PR4974 Submitted High-Precision Microscope	-

2. Click "App settings"

riba Buying	<u>्</u> ि द 🖞
Find goods and services       Thesa     Your requests       Your requests     Your approvals	Jose J. Cruz () Sign out ? Admin
Upcoming Catalogs Catalog Update are working to complete integration for the following catalogs, which will become available in the coming weeks: • Fisher Scientific • Graybar	Request on behalf of කී Buy with a team කි
Amazon · McKesson     B&H Photo · VWR     Grainger · Revvity     We appreciate your patience as we finalize these catalogs and will notify you     as soon as they are available in SAP Aribe Marketplace.	Recent requests INV7b80be1c5a50-1232 Submitted INV7b80be1c5a50-1232 \$20.27 USD Requested 0 days ago
SAP Ariba Training Resources	PR4974 Submitted High-Precision Microscope

3. Click "Manage your teams"

riba Buying		₹ <mark>1</mark> 4 ž	? ® 👰 📩
Find goods and services       Thesa     Your requests       Your requests     Your approvals	<ul> <li>View your profile</li> <li>Change your profile</li> <li>Madage your team</li> <li>Manage your addresses</li> <li>Change default locale</li> </ul>	Jose J. Cruz	> Admin
Upcoming Catalogs Catalog Update are working to complete integration for the following catalogs, which will become available in the coming weeks: Learn more Fisher Scientific Amazon Amazon B&H Photo Granger Granger Revvity	Delegate authority     Activate mobile device     Deactivate mobile device     Change email notification	f සී දිබු	
We appreciate your patience as we finalize these catalogs and will notify you as soon as they are available in SAP Ariba Marketplace.  • • • • • SAP Ariba Training Resources	Preferences INV7b80be1c5a50-1 \$20.27 USD Requested 0 days ago PR4974 High-Precision Micro	Submitted 232 Submitted scope	

4. You may activate automatic team buying.

rexel Ari	ba Buying	Find goods and services	۹ 🕻	ि <u>स्</u>
Manage y	Your teams		Turn on team buying to automatically with your default team on all transac buying will be on every time you log Automatic team buying?	y collaborate tions. Team in.
	You don't have any teams yet.			
	Teams in which you participate			

5. Click the button highlighted below to create a new team.

riba Buying		Find goods and services		۹ 🖞	Ĕ	0	
your teams							
			Automatic team buying?		)		
Your teams				+			?
	You don't have any teams yet.						
Teams in which you participate							

6. Enter a team name. Optionally, add a description or set the team as your default. When done, click "**Next**."

riba Buying		Find goods and services	a 🕻 🛱 🖲 💷
e your teams			
	Create a team	× Automatic	team buying? []
Your teams	Team name* My team Description You can enter additional information about your team.  Set as your default team.	t Cancel	+
Teams in which you participate			
All AT			

7. Search for the team member and select them.

Arib	a Buying		Find goods and services	۹ 4 <sup>14</sup>
< Manage y	vour teams	Create a team	×	
	Your teams	Add team members*	X Q Automatic	team buying?
		Jy Jessica Y. Lewis-Owona		
		Cre	ate Back	
•	Teams in which you participate			

8. You may set them as a contributor or viewer.

riba Buying		Find goods and services	a 4 k 0 🕖
e your teams	Create a team	×	
	Add team members*	Automatic team bu	ving? [] OFF
Your teams	Team member	Role	+
	JJ Jose J. Cruz	Team owner	
	JJ Jessica J. Leventry	Contributor V	
	RH Rufaida Haque	Contributor 🗸	
		Create	
Teams in which you participate			
Electron All			

9. Click "**Create**." You may create multiple teams.

riba Buying			
e your teams	Create a team	×	
	Add team members*	× Q	team buying? 1 0FF
Your teams	Team member	Role	+
	Jose J. Cruz	Team owner	
	JJ Jessica J. Leventry	Viewer ~	
	RH Rufaida Haque	Contributor ~	
Teams in which you participate		Create	

#### Managing your Team

10. To manage your team, click "More Actions."

	bu buying	Find goods and services
< Manage	your teams	
	Your teams	
	Default All	
	My team ····	
	Jose J. Cruz JRH	
	Teams in which you participate	
	Filter by All ~	

11. You may:

- Edit your team information
- Add team members
- Manage team members (Add, remove, and adjust roles)
- Cancel default team
- Delete the team *To delete a default team, first cancel its default status.*

rexel Ariba Buying			[	Find goods and services	۹ 🖓	Ä	0
Manage your teams							
					Automatic team buying?		
Your teams					+		
Default My team Jose J. Cruz Owner	All Edit team info Add team members Manage team members Cancel default team						
	Delete the team						
Teams in which you	participate						
Filter by All	~				Search by team name Q		
Team name		Owner	Your role	Joined date	Team members #		

12. You can view all the teams you belong to. Click the arrow to view the team members.

rexel Ariba Buying				Find goods and services		م 🖞	<u>و</u> ظ
Manage your teams Your teams						+	
Default My team	All ***						
Jose J. Cruz Owner	U.RH						
Teams in which you pa	rticipate						
Filter by All Team name	~	Owner	Your role	Joined date	Search by team name	<u> </u>	
SIT Testers		Emma Bodisch	Contributor	February 6, 2025	5	$\bigcirc$	

#### **Buying with a Team**

Alert! Once the "On Behalf Of" field is set and a requisition is submitted, it becomes locked. In Guided Buying, there is no option to change this field directly. Only the preparer or the "On Behalf Of" user can modify it within Buying & Invoicing.

Tip! When purchasing as a team, you can follow the same requisition processes outlined in the other guides. The site will function the same way.

13. To begin buying with a team, click "**Buy with a team**" from the Ariba dashboard.

riba Buying	。 ③ 其 <sup>44</sup> 〕
The Your request Your approvals	Admin
Upcoming Catalogs         Require           Catalog Update are working to complete integration for the following catalogs, which will become available in the coming weeks:         Buy will be one available in the coming weeks:           Learn more         • Fishor Scientific         • Graybar           • Amazon         • McKesson           • Bårl Photo         • WWR           • Grainger         • Revity           We appreciate your patience as we finalize these catalogs and will notify you as soon as they are available in SAP Ariba Marketplace.         INV758	est on behalf of 6 ith a leam 6 th requests 0be1c5a50-1232 Submitted 080be1c5a50-1232 Functional Submitted 100 Sted 0 days ago
SAP Ariba Training Resources PR4974 High-f	Submitted

14. Select a team using the drop-down menu. Select "**Yes**" or "**No**" to turn on team receiving. Click "**Start**."

Team receiving allows team members to confirm receipt.

riba Buying	。 () () () () () () () () () () () () ()
Find goods and services	
ites Your requests Your approvals Your team for this requisition*	Admin
New Turn on team receiving?*	Request on behalf of $\delta^3$ Buy with a team $\delta \delta$
For current updates, please visit o Learn more Cancel Start	Recent requests INV7b80be1c5a50-1232 Submitted
	INV7b80be1c5a50-1232 \$20.27 USD Requested 0 days ago
SAP Ariba Training Resources	PR4974 Submitted High-Precision Microscope

15. A banner will appear confirming that you are buying with a team.

Of Drexel Ariba Buying		∠ <mark>14</mark> ≽
Shopping with My team		
Find goods and services		
Shop Your requests Your approvals		
New		89
		දිනි
Learn more	Recent requests	
Learn more	INV7b80be1c5a50-1232 Sub	bmitted
••••	\$20.27 USD Requested 0 days ago	
SAP Ariba Training Resources	PR4974 Sul	bmitted

16. To stop buying with a team, click "**Stop**."

riba Buying	L <sup>14</sup>	े राष्ट्र राष्ट्र
My team		Stop
Find goods and services		2
ests Your approvals		Admin
New	Request on behalf of 89	
-	Buy with a team 🚳	
Learn more	Recent requests	
Learn more	INV7b80be1c5a50-1232 Submitted	
	INV7b80be1c5a50-1232 \$20.27 USD	
	Requested 0 days ago	
SAP Ariba Training Resources	PR4974 Submitted	-

17. Then click "**Stop**" again to confirm. If you wish to continue, click "**Continue**."

riba Buying		L <sup>14</sup>	) E	3 🔟
My team			munactional (	Stop
ests Your approvals	Find goods and services			c) c) c) c) c) c) c) c) c) c) c) c) c) c
	Are you sure you want to stop shopping with My team?			
New	Stop Continue	Request on benait of A*		
		Buy with a team *8*		
Learn more		Recent requests		
Learn more		INV7b80be1c5a50-1232 Submitted		
		INV7b80be1c5a50-1232 \$20.27 USD Requested 0 days ago		
SAP Ariba Training Resources		PR4974 Submitted		

18. You may also activate/deactivate team buying from a requisition by clicking "**More Actions**."

iba Buying						
title: * High-Precision M / PR4974	licroscope				Submit Save and	exit
i Bidding Not Required Fo pricing is competitive.	r Purchases Under \$10,000	Bids and proposals for purcha	ses under \$10,000 USD (or	equivalent) are not require	d, but still encouraged to ensure	?
Ship to	Edit shipping locations	Charge to	Manage details	Total cost	\$3,200.00 USD	
NEW COLLEGE BUILDING PHILADELPHIA, PA 19102 United States		Chart (D - Drexel University)				
Need-by Date * (j)			Rm-MS/Deliver To			
February 25, 2025			Jose J. Cruz/Rm 207			
Ship To						
NCB 2ND FLOOR	~					
NEW COLLEGE BUILDING F	PHILADELPHIA, PA 19102 Unit	ed States				
On Behalf Of			Is Team Requisition			
Jose J. Cruz	$\sim$		No			
Is Team Received			Is this a Blanket Order?			

19. Click "Edit team buying setting"

riba Buying						Lª © 🕕 🕯
n title: * High-Precision N	licroscope				Submit Save and	d exit •••
/ PR4974					Validate	
Bidding Not Required For pricing is competitive.	r Purchases Under \$10,000	Bids and proposals for purchat	ases under \$10,000 USD (or e	equivalent) are not require	d, but still encouraged to	buying setting
Ship to	Edit shipping locations	Charge to	Manage details	Total cost	\$3,200.00 USD	
NEW COLLEGE BUILDING PHILADELPHIA, PA 19102 United States		Chart (D - Drexel University)	)			
Need-by Date * (i)			Rm-MS/Deliver To			
February 25, 2025 🕅			Jose J. Cruz/Rm 207			
Ship To						
NCB 2ND FLOOR	~					
NEW COLLEGE BUILDING F	PHILADELPHIA, PA 19102 Unit	ed States				
On Behalf Of			Is Team Requisition			
Jose J. Cruz	~		No			
Is Team Received			Is this a Blanket Order?			

20.

- 1. Select "**Yes**" or "**No**" to turn on or off team buying.
- 2. Select "**Yes**" or "**No**" to turn on or off team receiving.
- 3. Use the drop-down menu to select a team.

Contexel 4	Ariba Buying						L.
K Requisit	tion title: * High-Precisio ut / PR4974	on Microscope				Submit	Save and exit
	Bidding Not Require	d For Purchases U	nder \$10,000: Bids and proposals f	or purchases under \$10,000 USD (or equival	lent) are not required,	but still encouraged to en	sure
			Edit team buying setting		×		
	Ship to	Edit shippin	Turn on team buying?*	Turn on team receiving?*	.t	\$3,200.00 ∪	SD
	NEW COLLEGE BUILDIN PHILADELPHIA, PA 191 United States	G 02	Yes No Your team for this requisition*	●Yes ○No			
			Choose a team		× .		
	Need-by Date * (i) February 25, 2025 (iii) Shin To		SIT Testers	Save Cancel			
	NCB 2ND FLOOR	, ,					
	NEW COLLEGE BUILDI	NG PHILADELPHIA, I	PA 19102 United States				
	On Behalf Of			Is Team Requisition			
	Jose J. Cruz		*	No			
	Is Team Received			Is this a Blanket Order?			

21. Click "Save"

riba Buying				4 0 🕕
ion title: * High-Precision Microscope			Submit Save	and exit ••••
it / PR4974				
I Bidding Not Required For Purchases U pricing is competitive.	nder \$10,000: Bids and proposals for pur Edit team buying setting	chases under \$10,000 USD (or equivalent) are	e not required, but still encouraged to ensure	?
Ship to Edit shippin NEW COLLEGE BUILDING PHILADELPHIA, PA 19102 United States	Turn on team buying?*  Yes No Your team for this requisition* My team	Turn on team receiving?*	t \$3,200.00 USD	
Need-by Date * () February 25, 2025 () Ship To		Save Cancel		
NCB 2ND FLOOR	<u>~</u> ]			
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?		

22. You may hover over the team member icons to view the team members and roles.

iba Buying						4 🤨	U Î
n title: * High-Precision N uying checkout / PR4974	dicroscope				Submit Save	and exit	
i Bidding Not Required For pricing is competitive.	or Purchases Under \$10,000	Bids and proposals for purc	hases under \$10,000 USD (or e	equivalent) are not require	My team	(3)	?
	and the state of the second second				Jose J. Cruz Owner		
Ship to	Edit shipping locations	Charge to	Manage details	Total cost	Rufaida Haque		
NEW COLLEGE BUILDING PHILADELPHIA, PA 19102 United States		Chart (D - Drexel Universit	(y)		Contributor JJ Jessica J. Leventry Viewer		•
Need-by Date * (i)			Rm-MS/Deliver To				
February 25, 2025			Jose J. Cruz/Rm 207				
Ship To							
NCB 2ND FLOOR	$\sim$						
NEW COLLEGE BUILDING	PHILADELPHIA, PA 19102 Unit	ed States					
On Behalf Of			Is Team Requisition				
Jose J. Cruz			Yes				

#### Updating the On Behalf of Field in Buying & Invoicing for Submitted

#### Requisitions

Alert! Once the "On Behalf Of" field is set and a requisition is submitted, it becomes locked. In Guided Buying, there is no option to change this field directly. Only the preparer or the "On Behalf Of" user can modify it within Buying & Invoicing. 23. From the Ariba Dashboard, click "Invoice & Payment"



24. Click "Link to SAP Buying & Invoicing"



25. Click "Procurement"

Accounts Payable & Procurement Services								
HOME PROCUREMENT	INV	OICING CATA	LOG					
Purchase Order \vee Title			Order ID		`	<u> </u>		
Common Actions Create SAP Business Network Discovery	~	To Do	ĺ	~	My Requisitions 0 Denied	~	My Receipts 0 Denied	
Contract Request (Procurement) Analytical Report Compound Report More ~		Escalated New	1		4 Total Submitted		2 Total Receipts	
Manage Receive		To Do						
Purchase Orders		ID	Date ↓	From	n	Status	Title	
Personal Workspace More ~		EP1505-V2	2/11/2025			C Confirm	ed CNVU0	315812
		RC2652				Compos	ing mini sp	lit condenser reloc
cently Viewed	$\sim$	RC3251				Compos	ing Grills fo	or Urban Eatery
						F		and the second se

26. Click "Catalog" and select "Requisition"

					Por	Manage Sc	Croate
HOME PROCUREMENT	VOICING CAI	ALOG			Rec	vent V Manage V	Create
atalog 🗸 Keywords				✓ Q			2
Common Actions ~	To Do						
Create	ID	Date 4	From	Status	Title	Required A	Action
SAP Business Network Discovery	EP1505-V2	2/11/2025		C Confirmed	CNVU0315812	Review O	c
Contract Request (Procurement) Analytical Report	RC2652			Composing	mini split condenser relocation	Receive	
Compound Report	RC3251			Composing	Grills for Urban Eatery	Receive	
More 🗸	RC3380			Composing	Mill. Heat Pumps	Receive	
Manage	RC3510			Composing	Bathroom Locks for Bentley	Receive	
Receive Purchase Orders	RC2965			Composing	Graduation Regalia Bags	Receive	
Personal Workspace	00000			Comparing	ADA Onorator for Millonnium	Doonkin	
More ~							View All
Sently Viewed	My Docume	nts					

27. Click the search button.

Accounts Payable & Procurement Services						۹ 🖶 💿 د	9 🕖
Statement of the second se							Stop
HOME PROCUREMENT IN	IVOICING CAT	ALOG			Recen	nt ∨ Manage ∨	Create 🗸
equisition V Title		ID		9			20
Common Actions V	To Do			$\smile$			~
Create	ID	Date 4	From	Status	Title	Required Actio	n
SAP Business Network Discovery	EP1505-V2	2/11/2025		CR Confirmed	CNVU0315812	Review OC	î
Analytical Report	RC2652			Composing	mini split condenser relocation	Receive	
Compound Report	RC3251			Composing	Grills for Urban Eatery	Receive	_
More V	RC3380			Composing	Mill. Heat Pumps	Receive	- 1
Manage	RC3510			Composing	Bathroom Locks for Bentley	Receive	_
Receive Purchase Orders	RC2965			Composing	Graduation Regalia Bags	Receive	_
Personal Workspace	00000			Comparing	ADA Onerator for Hillonnium	Decelu	-
More ~							View All $\sim$
cently Viewed	My Docume	nts					$\sim$
B5 Cayman Meloxicam	ID	Т	itle		Date 4	Status	
PR5473 CNVU0318140	PR6740	N	orth Blinds		2/20/2025	Submitted	-

28. Filter by "**Submitted**" status. You may use the other filters to narrow down you search.

Search	Type: Requisition V					
Requisition	Change the search criteria or name, and then Search.					
View All	Search Filters					Search Options >>
' My Labels Archive Items (7)	Title:			If Sole Source, provide justification:		
My Saved Searches No Items Public Saved Searches	Commodity Code: (setect a value) [setect] Date Created: Custom			Requester: Status:	(select a value) [ select ~ ]	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
My Requisitions Requisitions Approved By Me	From: Thu, 6 Feb, 2025 To: Thu, 20 Feb, 2025			Supplier (any line item): Total Cost:	No Choice Composing Submitted	USDV
					Approved Collaborating	Reset Save Search
	Search Results		Four	nd 1401 items	Denied	<b></b> ×
	t Type ID Title	Status	Date Created	Total If S	Invalid	
	PR5786 Video documentation and production	Submitted	11 Feb 2025	\$930.00 USD	Ordering	·
	PR6408 Premium Bright Copy Paper, 98 Bright, 20 lb,	3 Composing	17 Feb 2025	\$82.50 USD	Ordered	
	PR5793 2025 DWIB Alumnae Award	Ordered	11 Feb 2025	\$260.00 USD	Receiving	*

29. Click "Search"

Search	Type: Requisition	~						
Requisition	Change the search criteria or n	ame, and then Search.						
View All	Search Filters							Search Options
My Labels Archive Items (7)	Titt	e:			If Sole Sourc provid justification	e, le n:		
r My Saved Searches No Items	Commodity Cod Date Create	e: (select a value) [select ] d: Custom ~			Requeste Statu	r: (select a value) [select > ] s: Submitted >		h
My Requisitions		From: Thu, 6 Feb, 2025			Supplier (any lin item	ie (No Preference) [ select ] ):		
Requisitions Approved By Me		To: Thu, 20 Feb, 2025			Total Cos	It: From: To:	USDV	
						Search	Reset	Save Search
	Search Results			Four	d 1401 items			<b></b> ×
	t Type ID	Title	Status	Date Created	Total	If Sole Source, provide justification		
	PR5786	Video documentation and production	Submitted	11 Feb 2025	\$930.00 USD			
	PR6408	Premium Bright Copy Paper, 98 Bright, 20 lb,	Composing	17 Feb 2025	\$82.50 USD			
	PR5793	2025 DWIB Alumnae Award	Ordered	11 Feb 2025	\$260.00 USD			

30. Click the requisition ID or title to open the requisition.

					_		item):	
Requisitions Approved By Me				To: Thu, 20 Feb, 2025			Total Cost:	From: USD~
								Search Reset Save Search
Se	arch Re	sults	5			Found	136 items	<b>.</b> ×
	1	Туре	ID	Title	Status	Date Created	Total	If Sole Source, provide justification
		9	PR5124	Phanton Bedding Disposal Unit	Submitted	7 Feb 2025	\$9,100.00 USD	
		7	PR5139	Hand Sanitizer Refills	Submitted	7 Feb 2025	\$150.20 USD	
		₽	PR5916	On Call HOLISTIC TRAVEL RISK MANAGEMENT SOLUTIONS	Submitted	12 Feb 2025	\$25,799.20 USD	Contract with Arthur J. Gallagher Risk Management services is specific to the university and to On Call insurance. Services agreed upon by Risk management department and Global Engagement.
		7	PR4972	ELAM Allyship Winter 2025	Submitted	6 Feb 2025	\$3,500.00 USD	
		P/	PR5212	Research Subaward: Sharing Excess, Inc	Submitted	8 Feb 2025	\$14,966.00 USD	
		7	PR6705	Copy of Posters stock	Submitted	20 Feb 2025	\$300.00 USD	
	14	Labe	el 🕶	Copy Delete	]			

#### 31. Click "**Edit**"

Contents Payable & Procurement Services	Q 🖶	0 9	0
			Stop
R5139 - Hand Sanitizer Refills	s	Status: Sul	omitte
Copy Edit Print			
Summary Orders Receipts History			
Title: Hand Sanitizer Refills	Cart Summary		
On Behalf Of: Scott W. Dunham			
Source System: Ariba Guided Buying	Unspecified (1)	\$150	20 US
ERP Reference ID: PR5139	Total (1 item)	\$150	20115
Is this a Blanket Order? No		\$100	
Type of Purchase: Goods Only			
Sole Source, provide justification:			
Accounting Date: 02/07/2025			
Department: (no value)			
My Labels: Apply Label 🗸 ①			
Ship To: CENTRAL RECEIVING			
Des Michael Transformer			
Rm-ms/Deliver 10: Scott W. Dunnam			

32. Update the "**On Behalf Of**" field.

< Accounts Payable & Procurement Service	cs	۹.	• 0 9 🕛
			Stop
5139: Hand Sanitizer Refills		Print Continue Shopping Sav	e Exit
Summary			
Title: *	Hand Sanitizer Refills	Cart Summary	
On Behalf Of:	Scott W. Dunham	Unspecified (1)	\$150.20 USD
Is Team Requisition:		Total (1 item)	\$150.20 US
Is Team Received:			0100120 000
Source System:	Ariba Guided Buying	Check	
ERP Reference ID:	PR5139		
Is this a Blanket Order?	Ves 🖲 No		
Type of Purchase: *	Goods Only 🗸		
Ne Source, provide justification:	0		
Accounting Date:	02/07/2025		

33. Click "Save"

< Accounts Payable & Procurement Services				۹ 📑	0 9 0
				~	Stop
25139: Hand Sanitizer Refills			Print Con	tinue Shopping Save	Exit
Summary					
Title: * Ha	and Sanitizer Refills			Cart Summary	
On Behalf Of: Sc	cott W. Dunham 🗸			Unspecified (1)	\$150.20 USD
Is Team Requisition:	] 0			Total (1 item)	\$150.20 USD
Is Team Received:	] 0				
Source System: Arib	ba Guided Buying			Check	
ERP Reference ID: PR5	5139				
Is this a Blanket Order?	) Yes 💿 No				
Type of Purchase: * G	ioods Only 🗸				
ole Source, provide justification:		6			
Accounting Date: 02	2/07/2025				