



Drexel University

SAP Ariba Marketplace End-User Guide Team Buying in Ariba

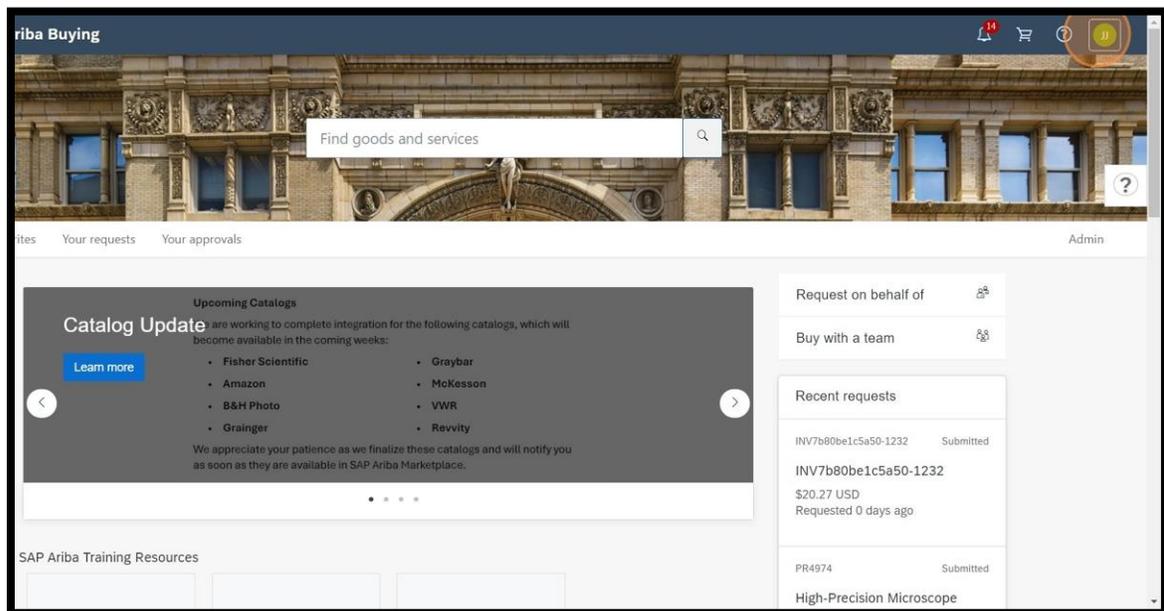
Accounts Payable & Procurement Services

Team Buying in Ariba: Creation, Management, and Purchasing

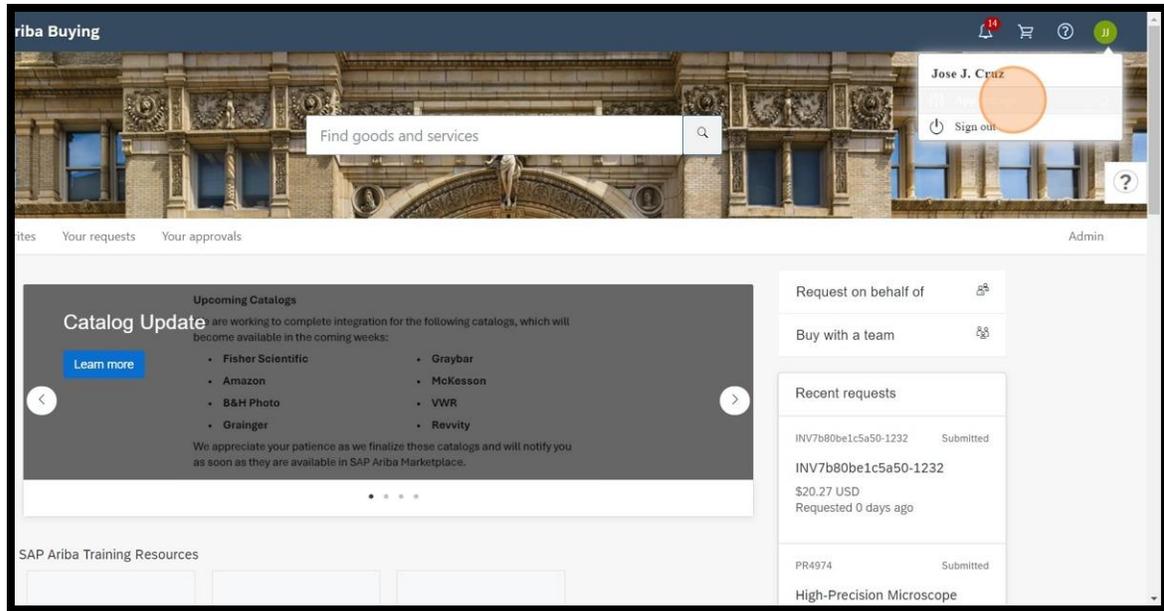
This guide provides a straightforward approach to creating and managing teams in Ariba, enabling users to streamline their purchasing processes. By following the steps outlined, you can easily set up teams, assign roles, and utilize team buying features to enhance collaboration within your organization. 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

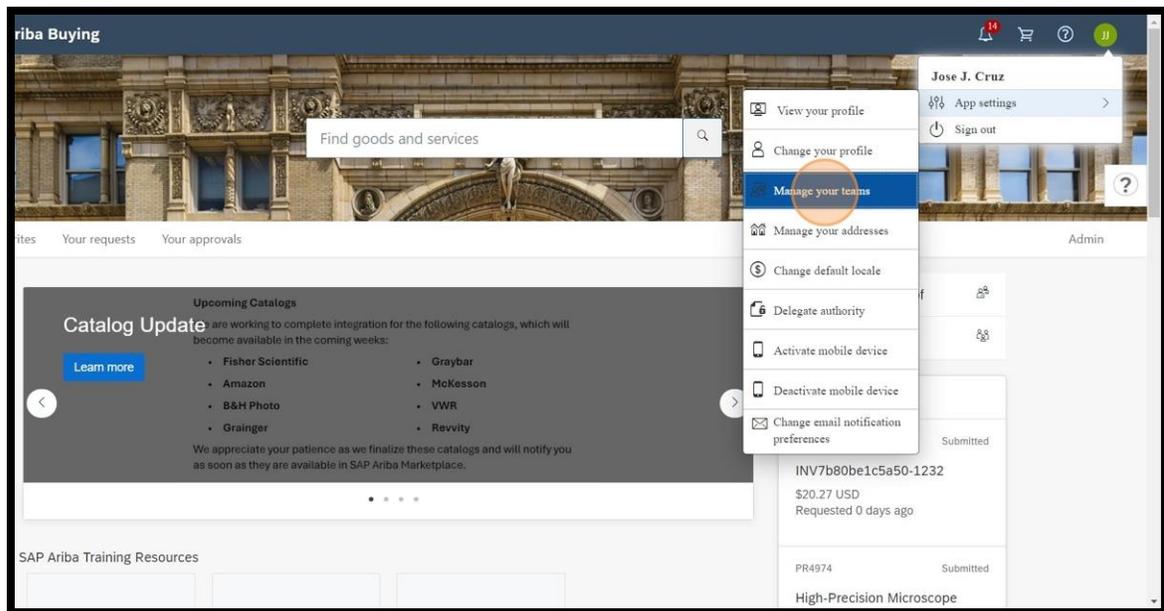
1. Click your profile icon.



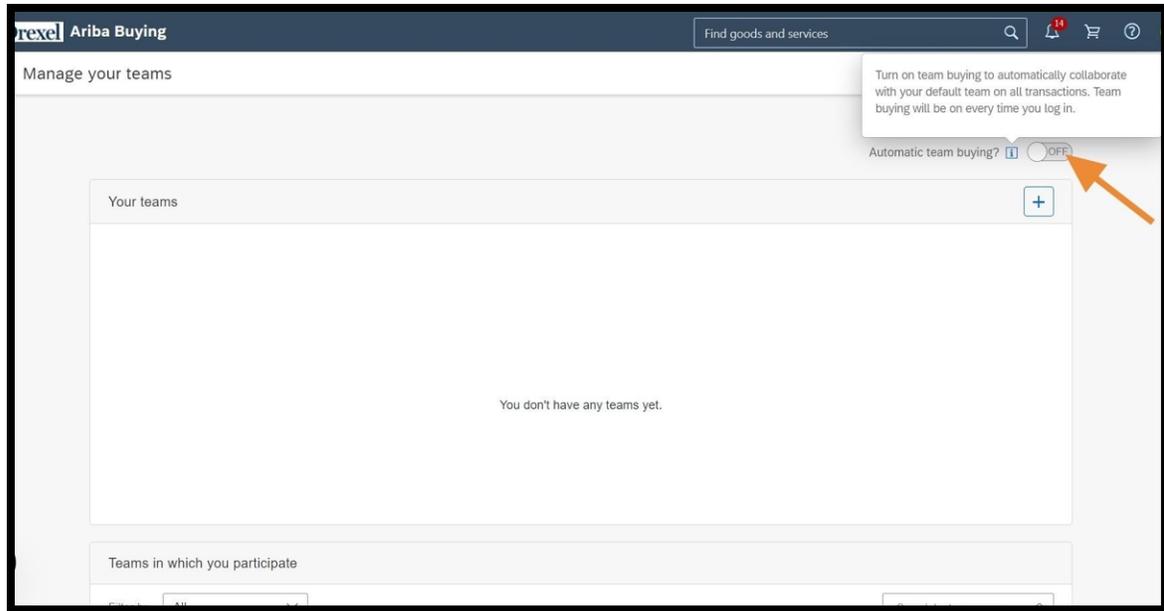
2. Click "App settings"



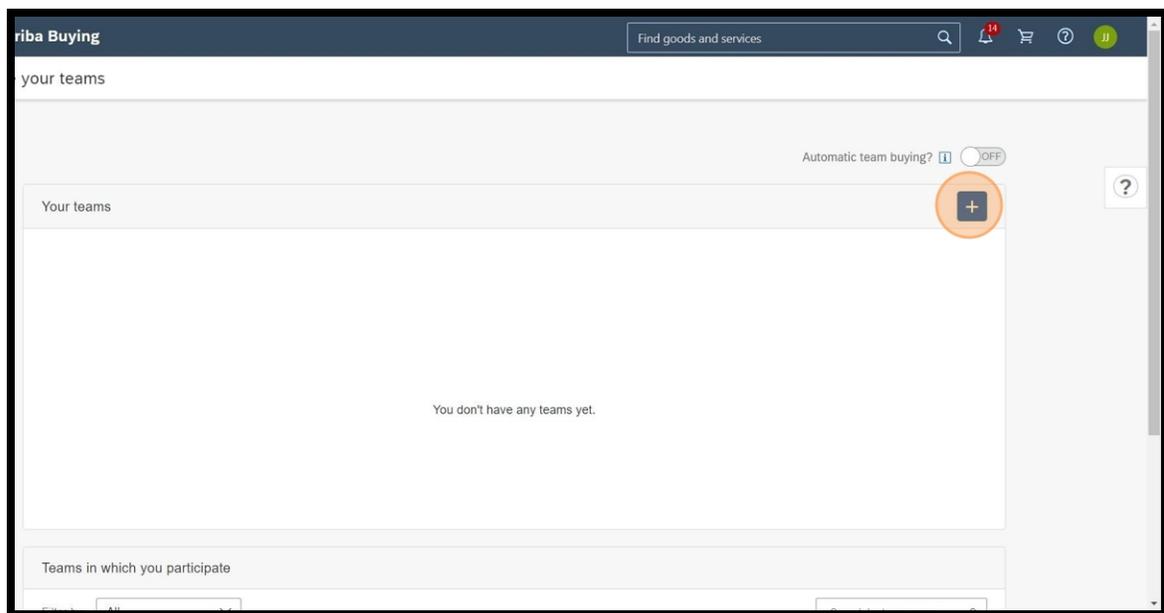
3. Click "Manage your teams"



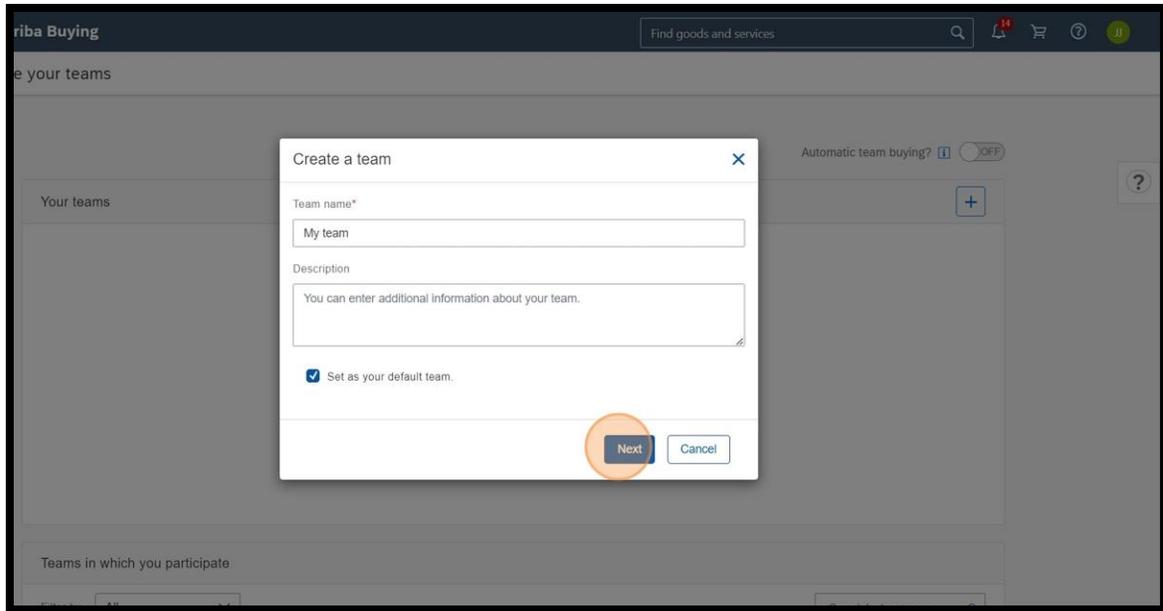
4. You may activate automatic team buying.



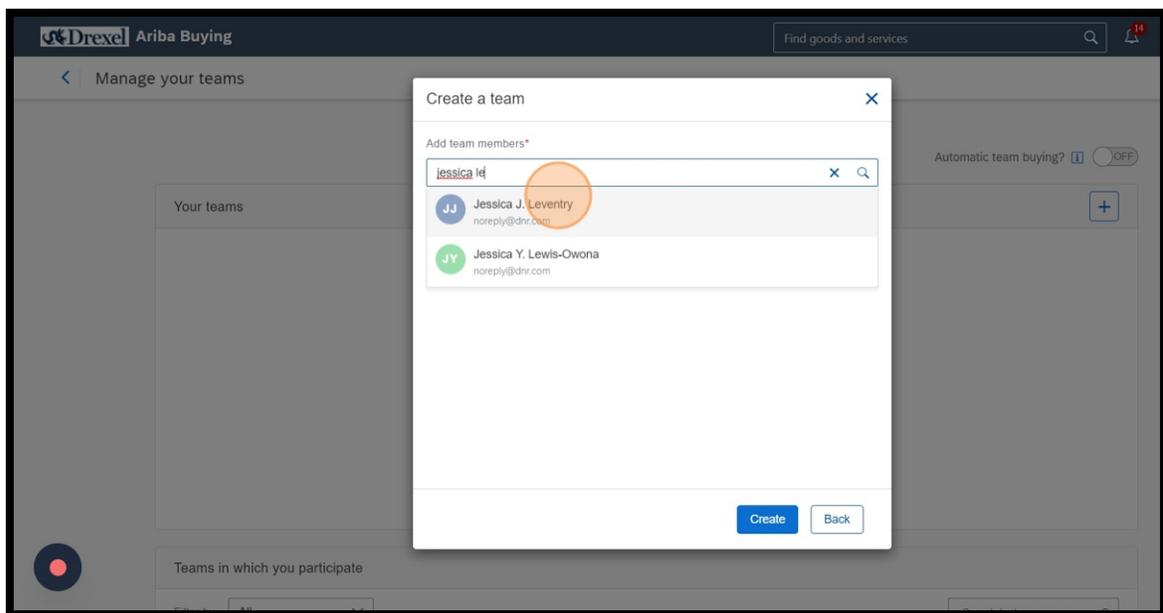
5. Click the button highlighted below to create a new team.



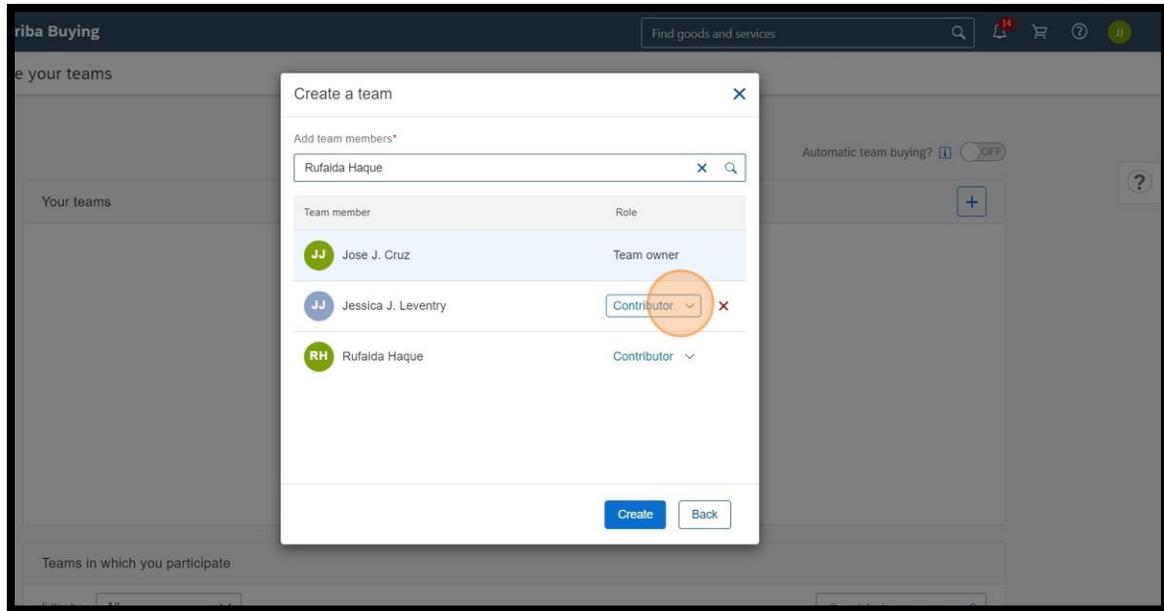
6. Enter a team name. Optionally, add a description or set the team as your default. When done, click "Next."



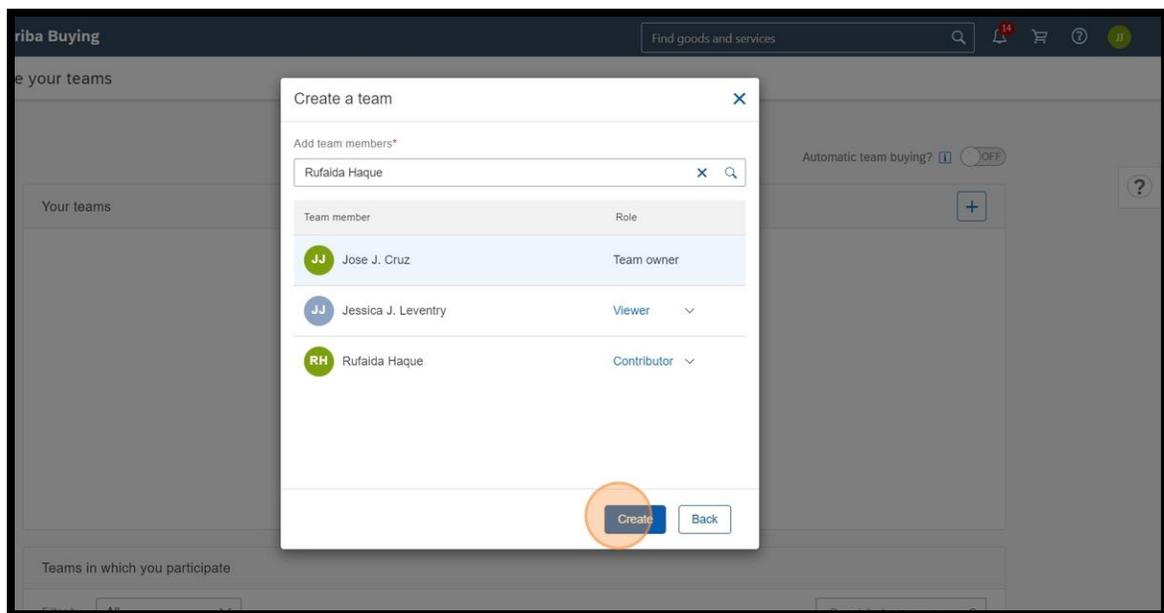
7. Search for the team member and select them.



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

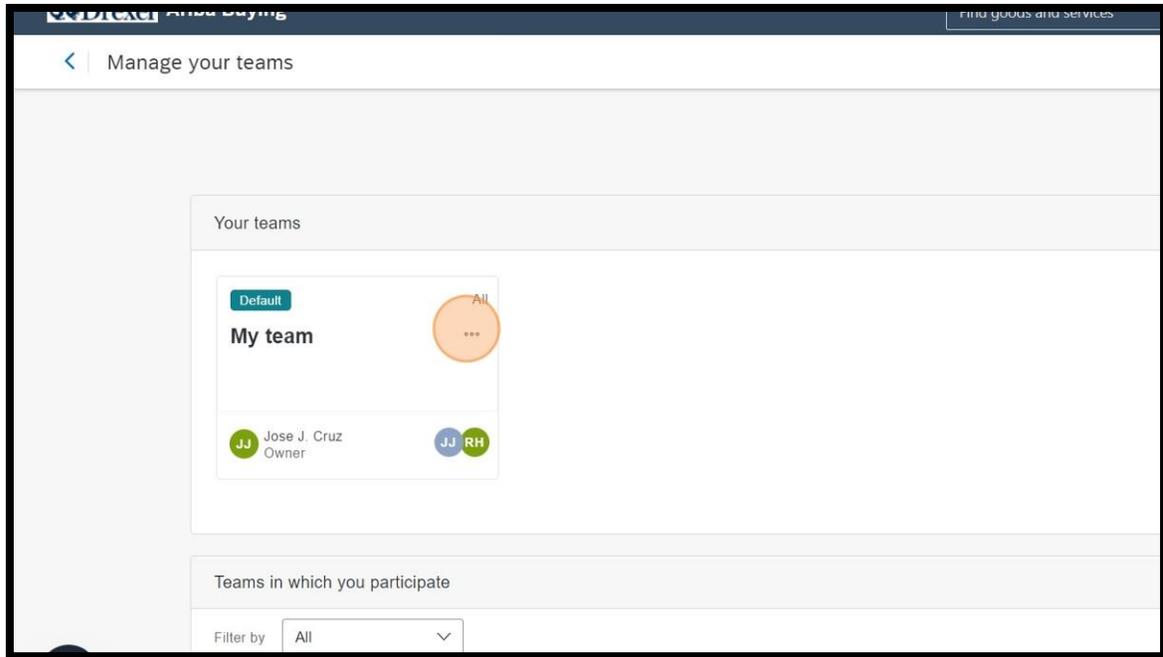


9. Click "Create." You may create multiple teams.



Managing your Team

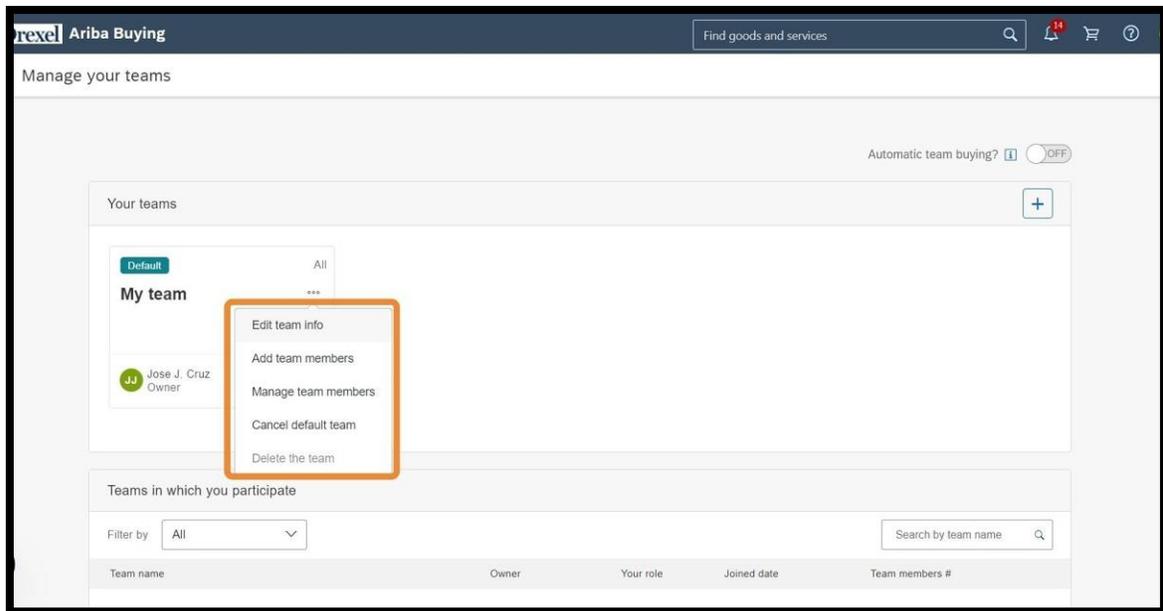
10. To manage your team, click "More Actions."



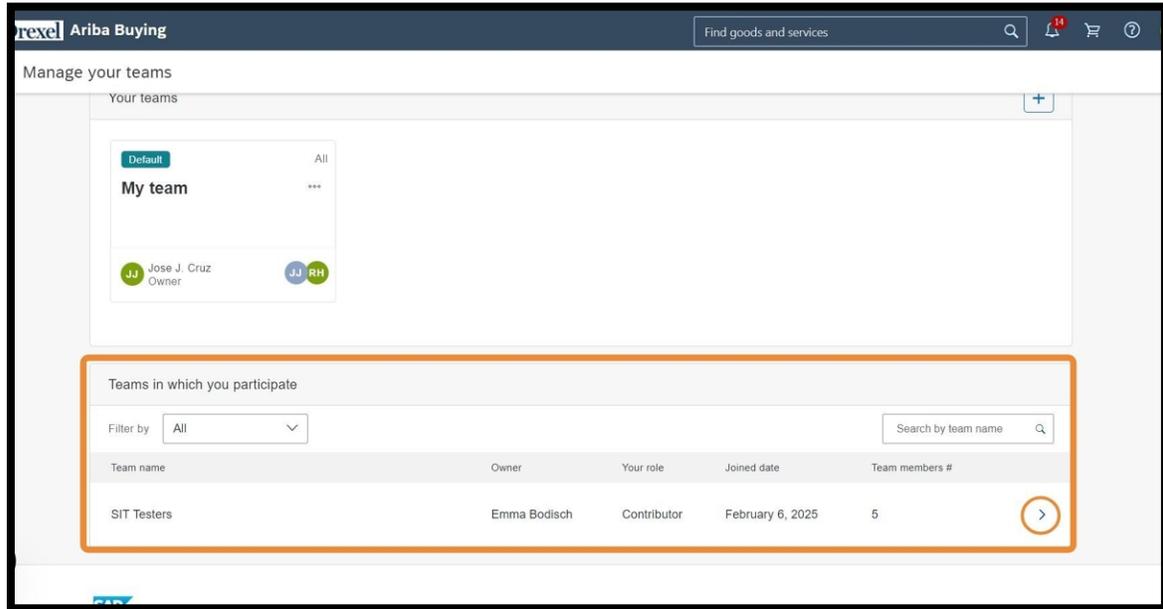
11. You may:

- 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.



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

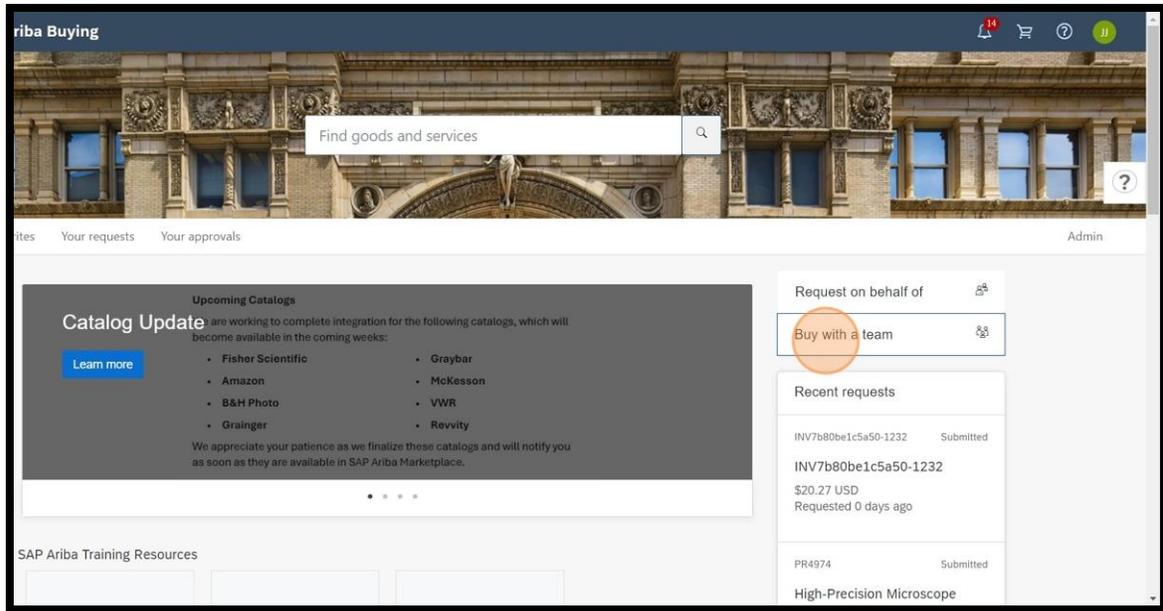


Buying with a Team

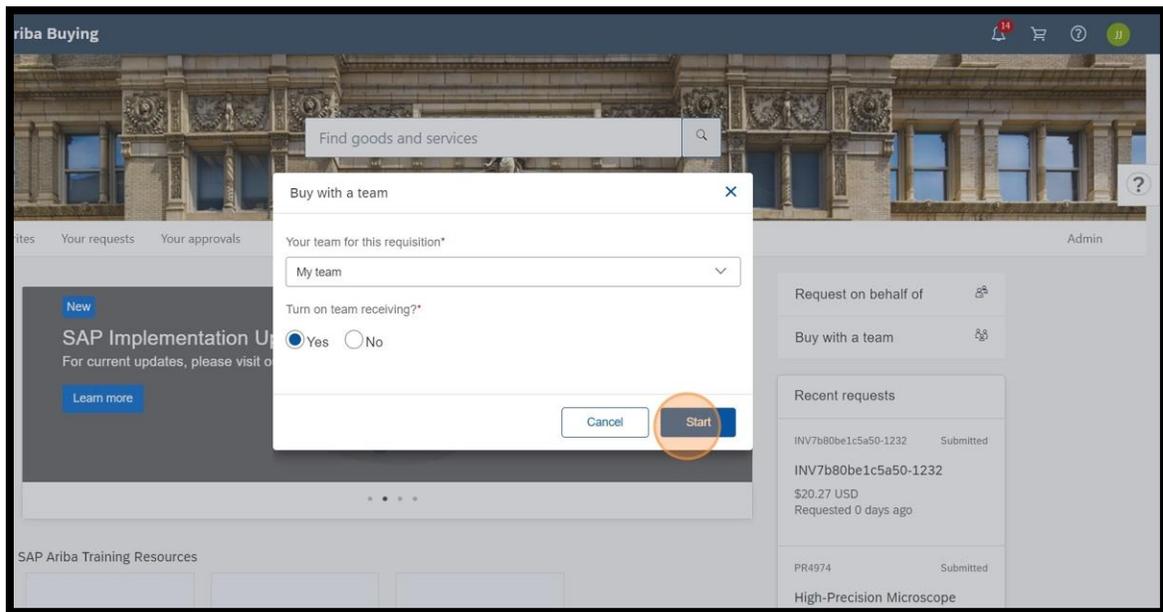
Alert! Once the "On Behalf Of" field is set and a requisition is submitted, it becomes locked. In Guided Buying, there is no option to change this field directly. Only the preparer or the "On Behalf Of" user can modify it within Buying & Invoicing.

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.

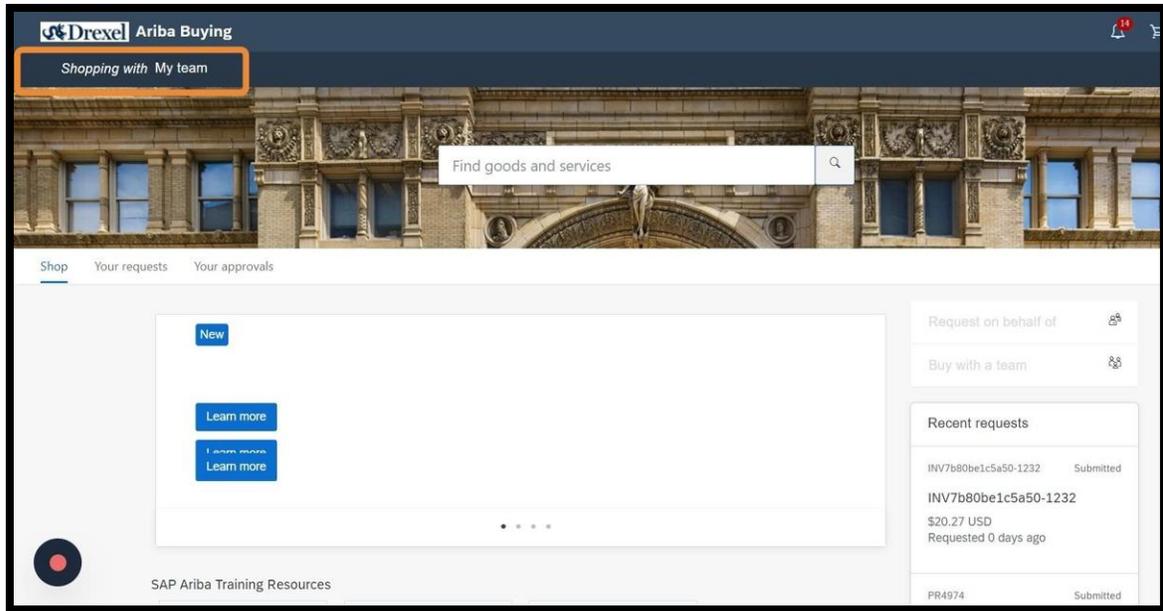
13. To begin buying with a team, click "**Buy with a team**" from the Ariba dashboard.



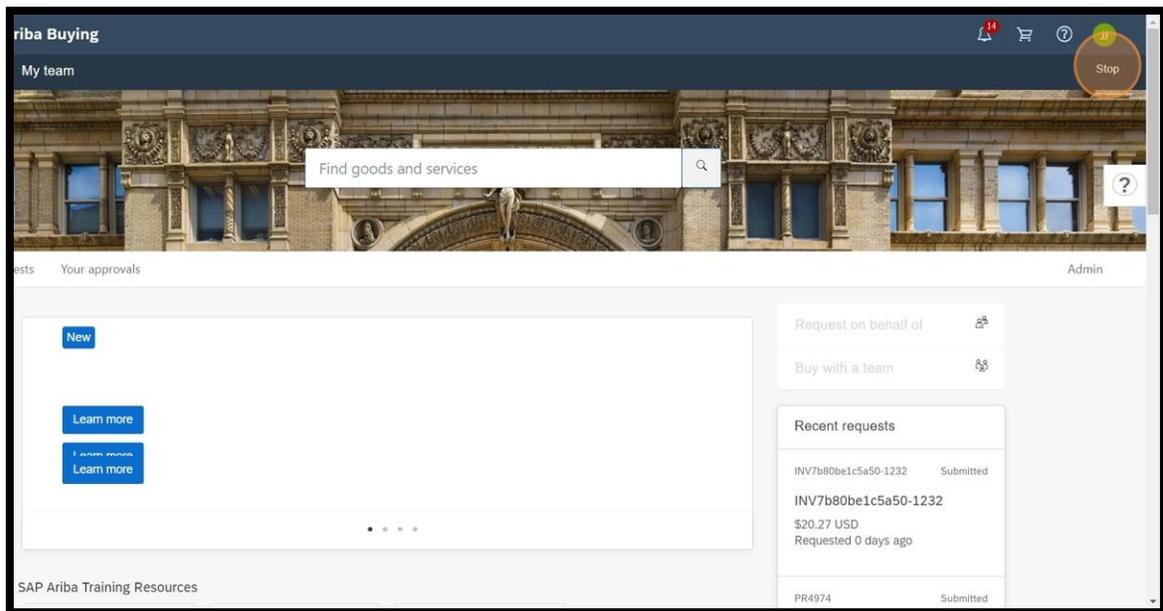
14. Select a team using the drop-down menu. Select "Yes" or "No" to turn on team receiving. Click "Start."
Team receiving allows team members to confirm receipt.



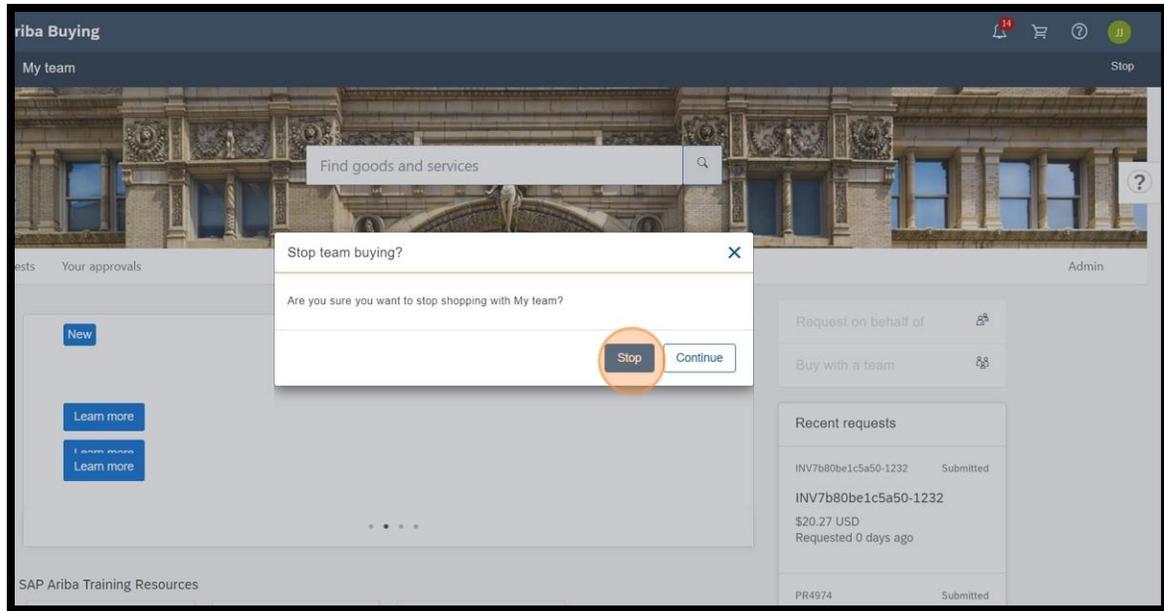
15. A banner will appear confirming that you are buying with a team.



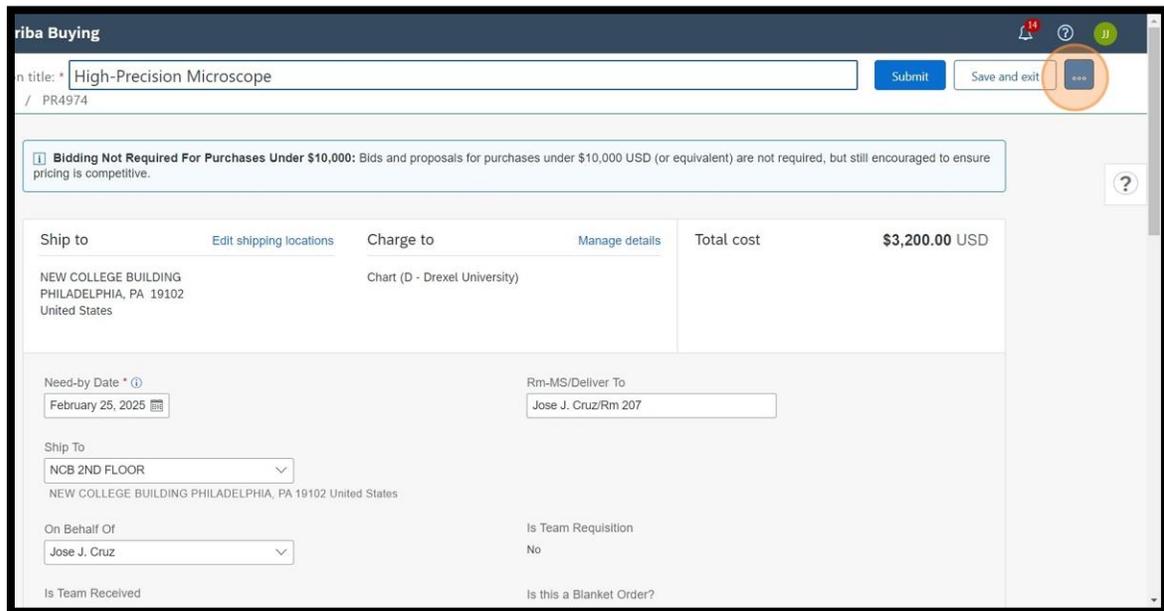
16. To stop buying with a team, click **"Stop."**



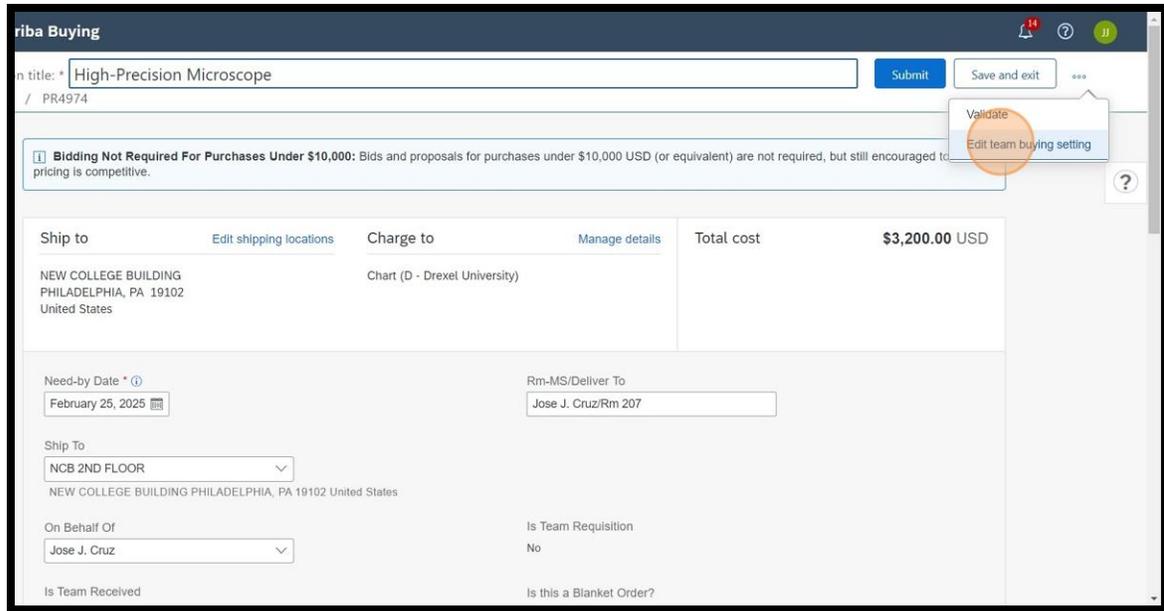
17. Then click **"Stop"** again to confirm. If you wish to continue, click **"Continue."**



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

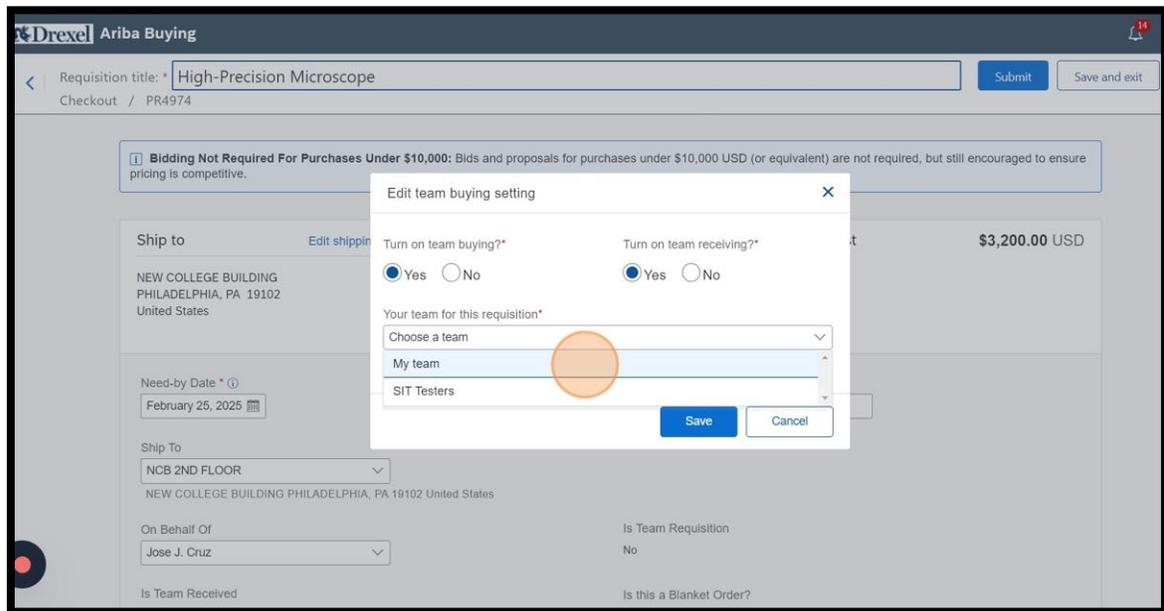


19. Click "**Edit team buying setting**"

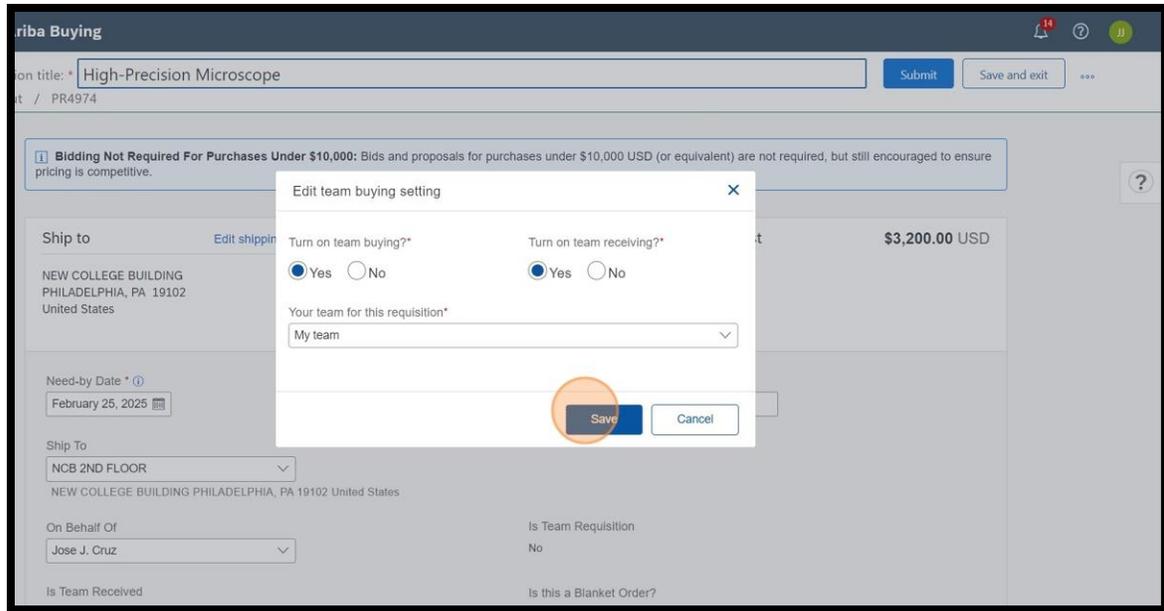


20.

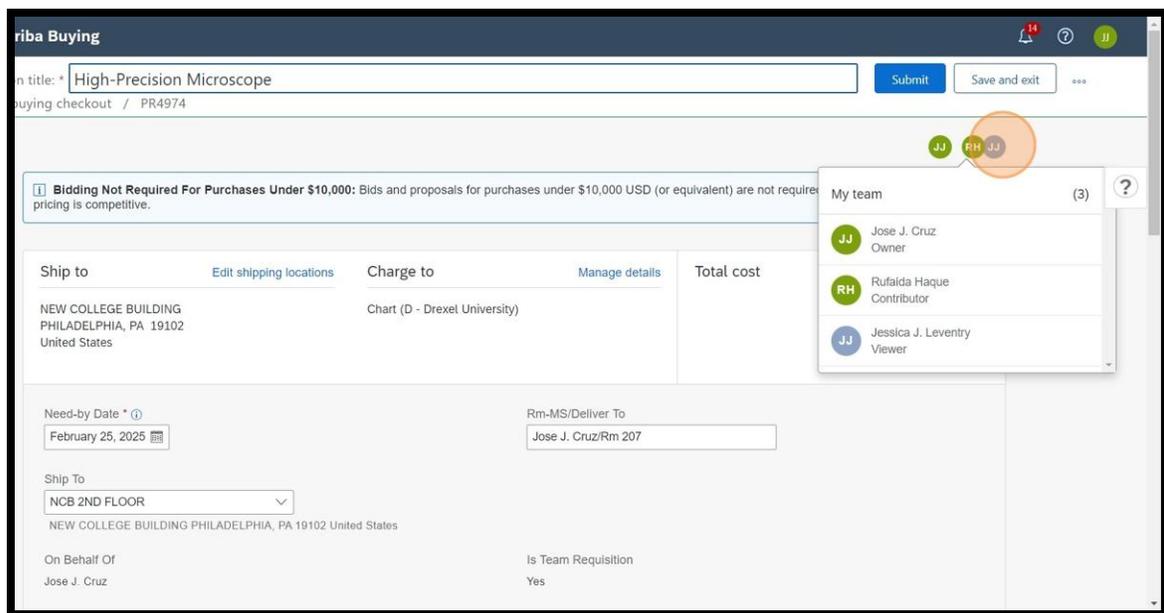
1. Select **"Yes"** or **"No"** to turn on or off team buying.
2. Select **"Yes"** or **"No"** to turn on or off team receiving.
3. Use the drop-down menu to select a team.



21. Click **"Save"**



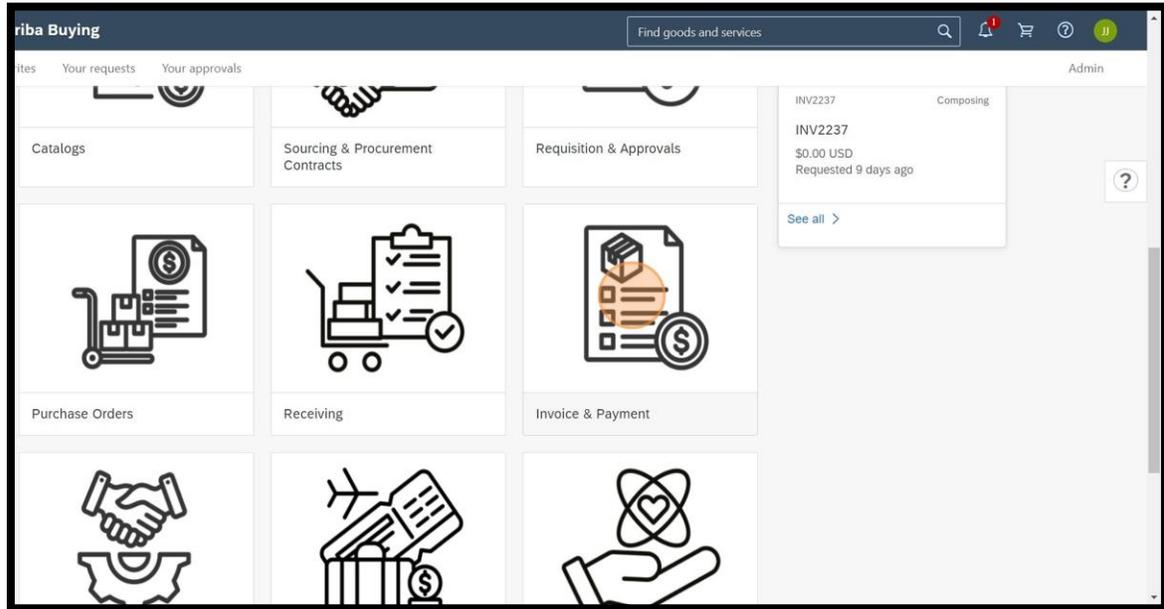
22. You may hover over the team member icons to view the team members and roles.



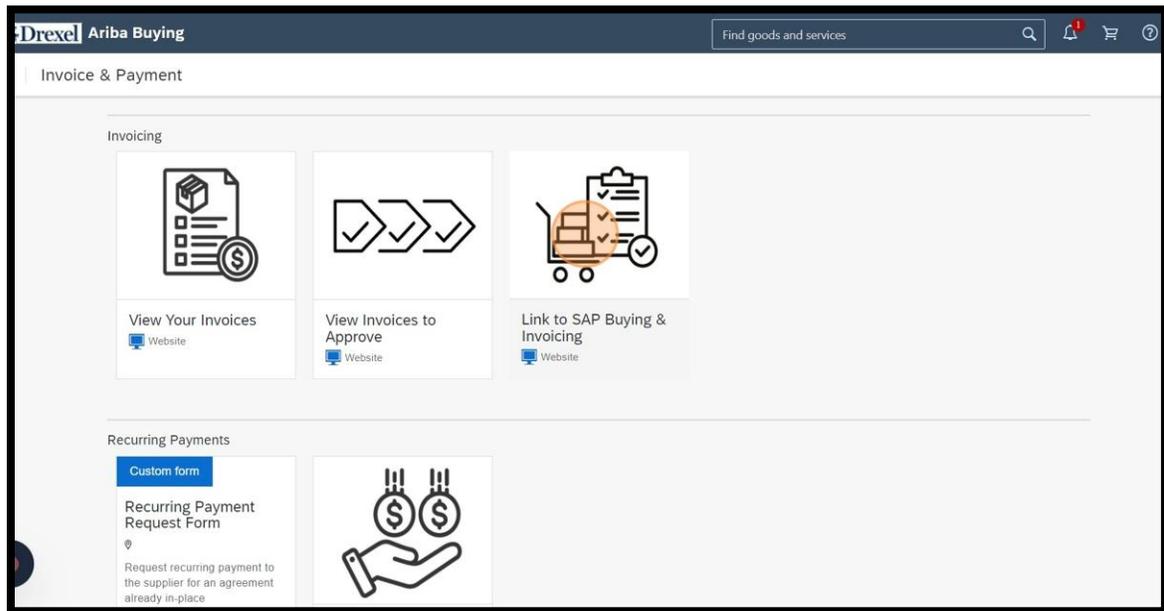
Updating the On Behalf of Field in Buying & Invoicing for Submitted Requisitions

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.

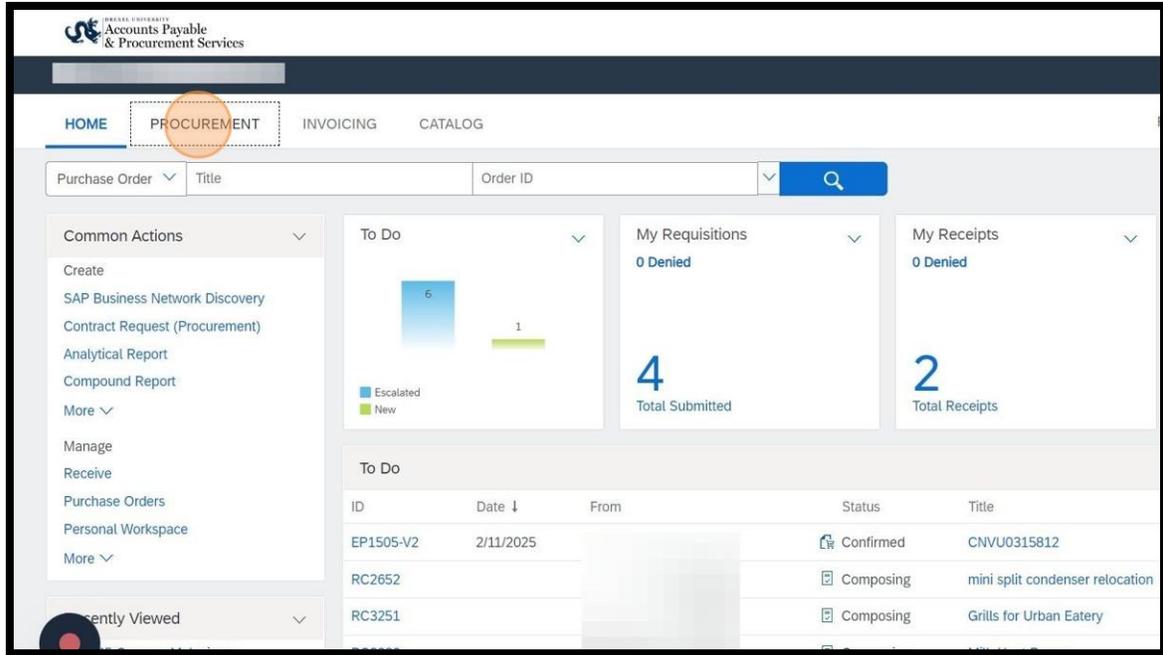
23. From the Ariba Dashboard, click "**Invoice & Payment**"



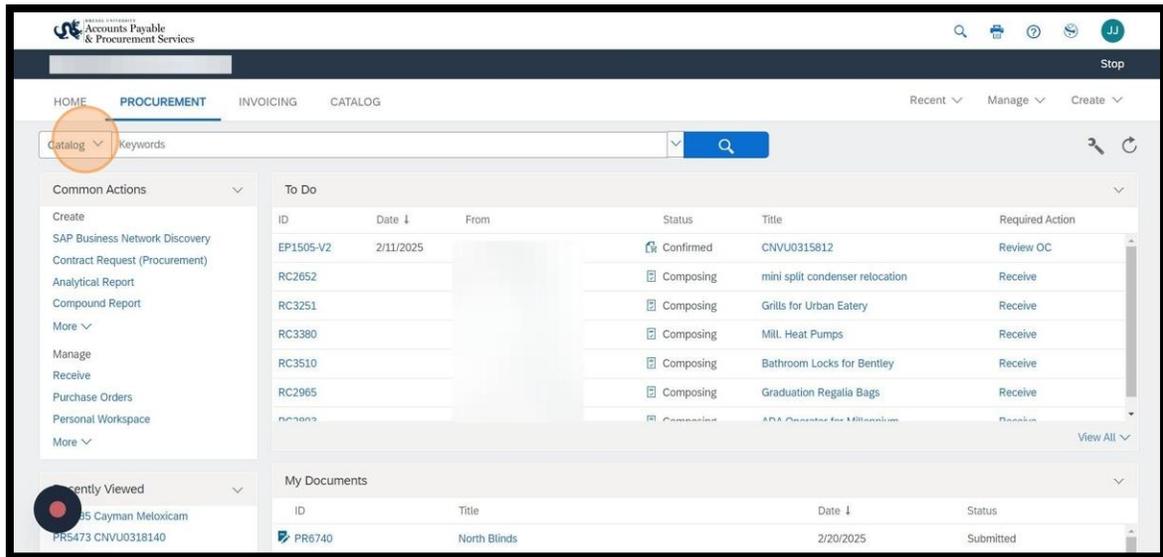
24. Click "**Link to SAP Buying & Invoicing**"



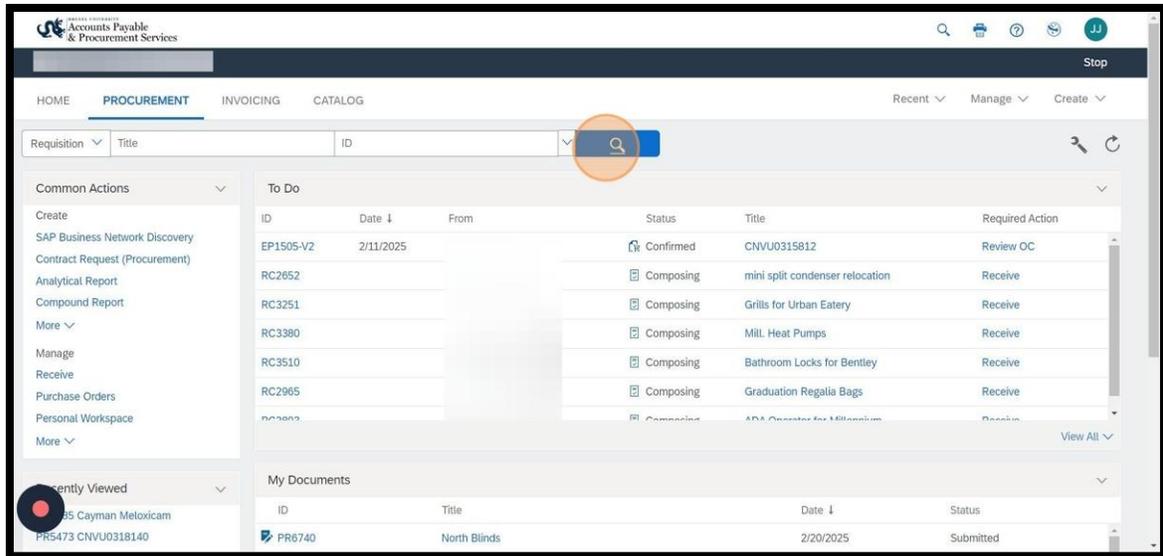
25. Click "**Procurement**"



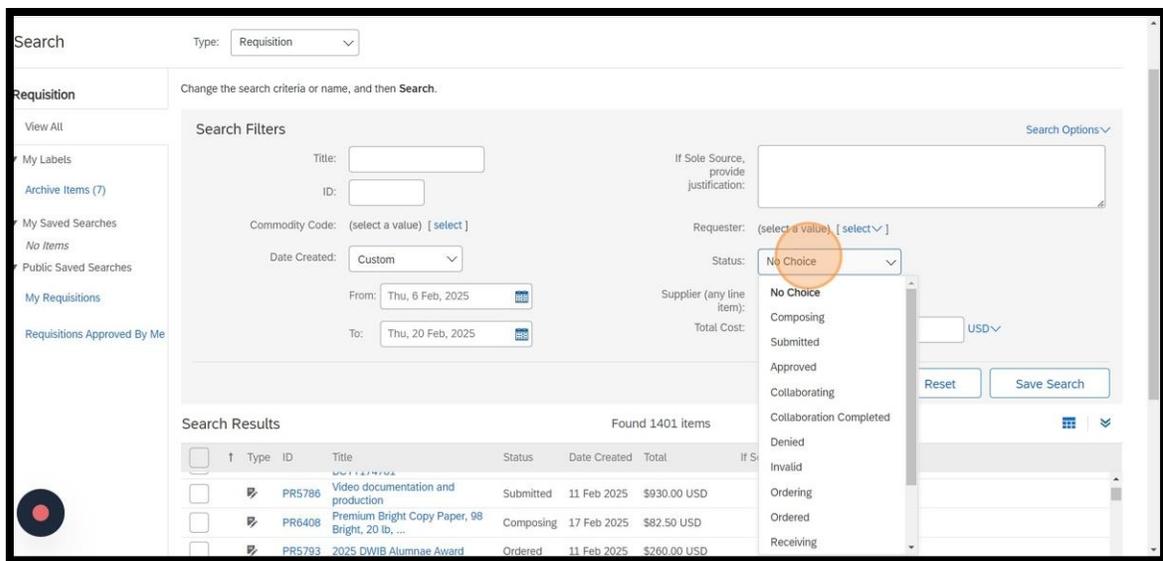
26. Click "Catalog" and select "Requisition"



27. Click the search button.



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



29. Click "Search"

Search Type: Requisition

Requisition

Change the search criteria or name, and then Search.

Search Filters

Title:

ID:

Commodity Code: (select a value) [select]

Date Created: Custom

From: Thu, 6 Feb, 2025

To: Thu, 20 Feb, 2025

If Sole Source, provide justification:

Requester: (select a value) [select]

Status: Submitted

Supplier (any line item): (No Preference) [select]

Total Cost: From: To: USD

Search Options

Search Results Found 1401 items

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.

Public Saved Searches

My Requisitions

Requisitions Approved By Me

Date Created: Custom

Status: Submitted

From: Thu, 6 Feb, 2025

To: Thu, 20 Feb, 2025

Supplier (any line item): (No Preference) [select]

Total Cost: From: To: USD

Search Results Found 136 items

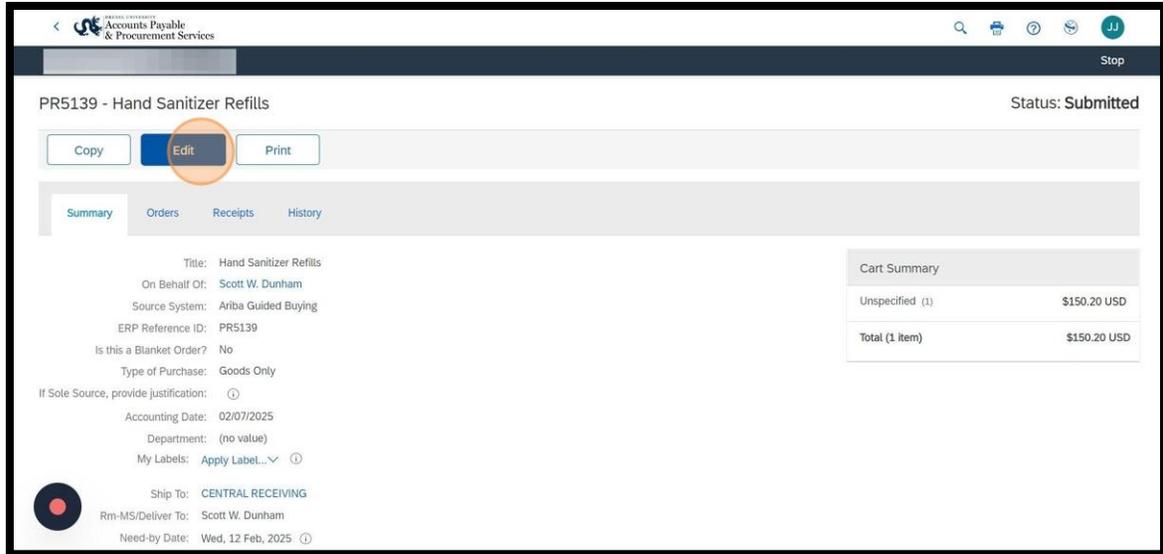
Type	ID	Title	Status	Date Created	Total	If Sole Source, provide justification
	PR5124	Phantom Bedding Disposal Unit	Submitted	7 Feb 2025	\$0,100.00 USD	
	PR5139	Hand Sanitizer Refills	Submitted	7 Feb 2025	\$150.20 USD	
	PR5916	On Call LOGISTIC TRAVEL RISK MANAGEMENT SOLUTIONS	Submitted	12 Feb 2025	\$25,799.20 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.
	PR4972	ELAM Alyship Winter 2025	Submitted	6 Feb 2025	\$3,500.00 USD	
	PR5212	Research Subaward: Sharing Excess, Inc	Submitted	8 Feb 2025	\$14,966.00 USD	
	PR6705	Copy of Posters stock	Submitted	20 Feb 2025	\$300.00 USD	

Label Copy Delete

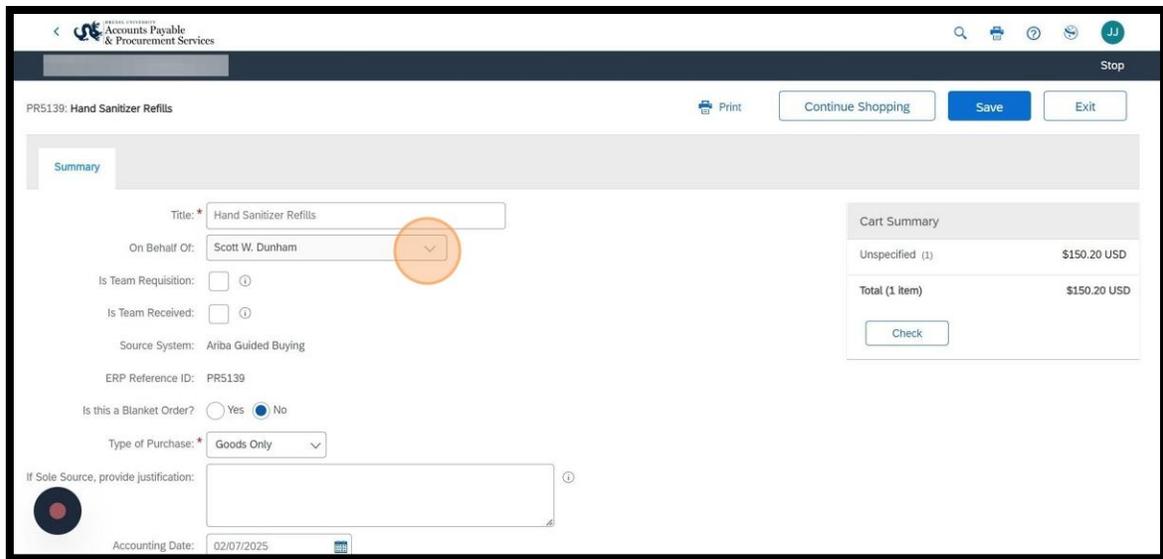
Arriba

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31. Click "Edit"



32. Update the "On Behalf Of" field.



33. Click "Save"


Accounts Payable & Procurement Services








Continue Shopping
Save
Exit

RS139: Hand Sanitizer Refills

Summary

Title: * Hand Sanitizer Refills

On Behalf Of: Scott W. Dunham

Is Team Requisition: ⓘ

Is Team Received: ⓘ

Source System: Ariba Guided Buying

ERP Reference ID: PR5139

Is this a Blanket Order? Yes No

Type of Purchase: * Goods Only

Sole Source, provide justification:

Accounting Date: 02/07/2025

Cart Summary

Unspecified (1)	\$150.20 USD
Total (1 Item)	\$150.20 USD