

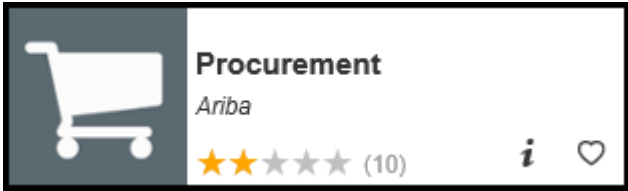

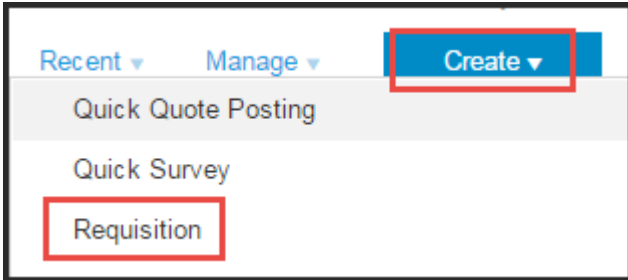
Creating Requisitions in Ariba Quick Reference Guide

Last Updated: 11/07/2019

This QRC provides the basic steps to create a requisition. Full approval of a requisition is required before a Purchase Order (PO) is generated and sent to the supplier.

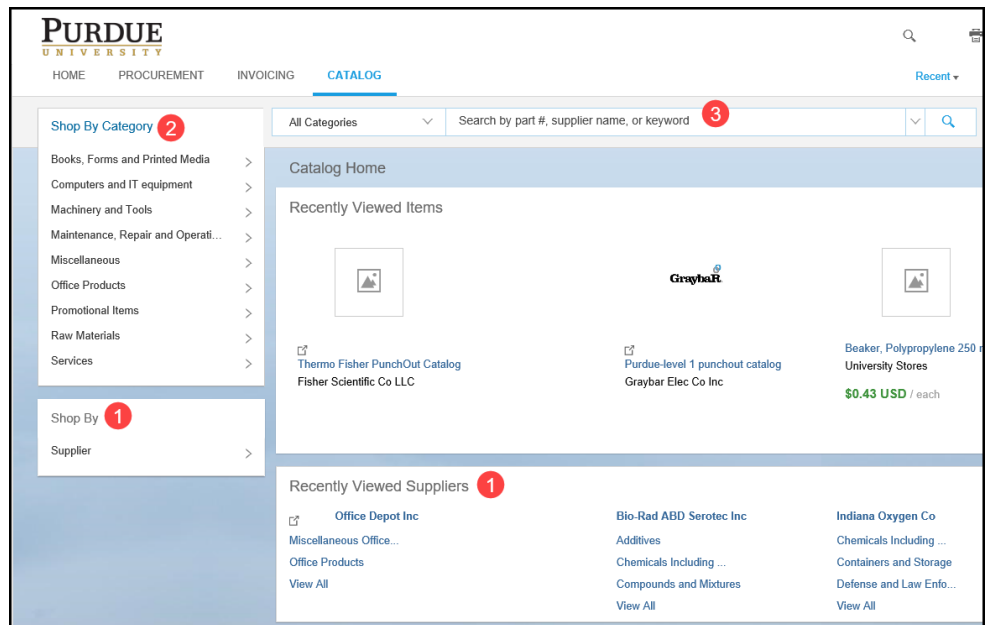
For assistance, contact the Procurement Services Helpdesk at pshelpdesk@purdue.edu.

Jump Links: [Access Ariba](#), [Adding Items to the Requisition – Catalog](#), [Adding Items to the Requisition – Non-Catalog](#), [Preparing the Requisition – Summary](#), [Preparing the Requisition – Line Item\(s\)](#), [Line Item Details](#), [Accounting – Single Account](#), [Accounting – Split Accounts](#), [Shipping, Comments and Attachments](#), [Preparing the Requisition – Approval Flow](#), [Adding an Approver or Watcher](#), [Submitting the Requisition](#), [Approvals](#), [Monitoring Requisitions](#), [Editing a Requisition](#), [Withdrawing a Requisition](#), [Deleting a Requisition](#), [Document Statuses](#)

Access Ariba	
<p>Visit the OneCampus Portal and select Procurement – Ariba.</p>	<p>https://one.purdue.edu/</p> 
<p>Log in using Purdue Career Account ID and BoilerKey passcode.</p>	
Adding Items to the Requisition - Catalog	
<p>This section will focus on selecting items from catalogs. There are 2 types of catalogs:</p> <ul style="list-style-type: none"> • A CIF or hosted catalog allows users to add items to a requisition within Ariba. • A punch-out catalog requires users to 'punch-out' to the suppliers website, add the items to their cart, and then send the information back to the requisition in Ariba. 	
<p>From the Home Tab, click Requisition under the Create menu</p>	

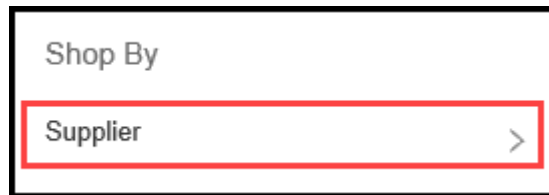
There are 3 ways to search for items in Ariba:

1. **Shop by Supplier** – This is the preferred method and should be used before other methods.
2. **Shop by Category** – This method can be used if the user is having difficulty in locating a supplier that offers the desired item.
3. **Search by Item or Keyword** – This is the least preferred method.



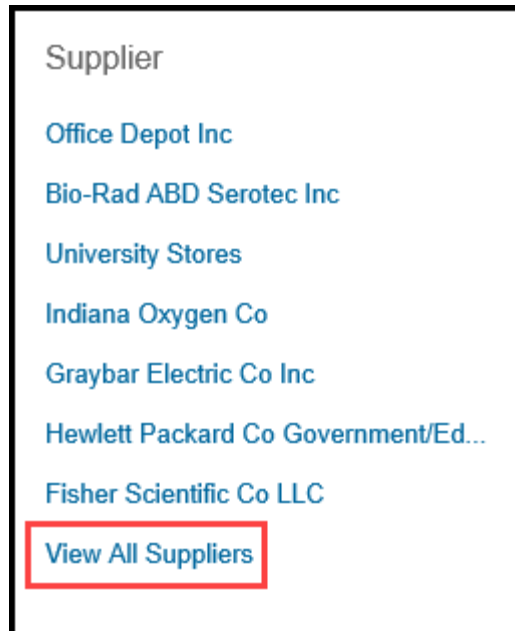
Shop by Supplier

To **Shop by Supplier** hover over the arrow to display additional options.




A list of recently viewed suppliers is displayed.

Click to select one of the listed suppliers, or click **View All Suppliers** for a complete listing.



A list of all suppliers is displayed.

Catalogs listed with the  icon indicates it is a punch-out catalog. All other suppliers have hosted catalogs.

[Catalog Home](#)

30 supplier(s) found.

- [▶ Bio-Rad ABD Serotec Inc \(14073\)](#)
- [▶ Bio-Rad Laboratories Life... \(10432\)](#)
- [▶ CDW Government Inc Sales \(11\)](#)
- [▶ Cell Signaling Technology \(7403\)](#)
-  [▶ Digi-Key \(1\)](#)
- [▶ Dot Scientific Inc \(8576\)](#)
-  [▶ Duncan Supply Co., Inc. -... \(1\)](#)
-  [▶ Fastenal Co Laft \(1\)](#)
-  [▶ Ferguson Enterprises Inc ... \(1\)](#)
- [▶ Fine Science Tools USA Inc \(955\)](#)
-  [▶ Fisher Scientific Co LLC \(5\)](#)
-  [▶ Graybar Electric Co Inc \(1\)](#)
-  [▶ Hewlett Packard Co Govern... \(1\)](#)
-  [▶ HP Products Corp \(1\)](#)
- [▶ Indiana Oxygen Co \(930\)](#)
-  [▶ Kirby Risk Corp - Elecal/... \(1\)](#)
-  [▶ Life Technologies Corpora... \(23696\)](#)
-  [▶ Motion Industries Inc \(1\)](#)
-  [▶ Newark Electronics \(92\)](#)
- [▶ New England Biolabs Inc \(1552\)](#)
-  [▶ Office Depot Inc \(1\)](#)
- [▶ Purdue TEST Supplier - DO... \(1\)](#)
-  [▶ Qiagen Inc \(1\)](#)
- [▶ R.B.S. Inc dba Graham Fee... \(6\)](#)
-  [▶ Roche Diagnostics Corp Ap... \(1675\)](#)
-  [▶ Sigma-Aldrich Corp \(2\)](#)
-  [▶ Takara Bio USA Inc fka CI... \(6429\)](#)
- [▶ University Stores \(1552\)](#)
-  [▶ VWR Scientific Products M... \(300000\)](#)
-  [▶ Xerox Corporation \(1\)](#)

Selecting a supplier with a hosted catalog returns a list of items within Ariba.

- [▶ Indiana Oxygen Co \(930\)](#)
- [▶ Life Technologies Corpora... \(23696\)](#)
- [▶ Newark Electronics \(92\)](#)
- [▶ Office Depot Inc \(1\)](#)

Catalog Home / Supplier: "Indiana Oxygen Co"

930 item(s) found View: [Grid] [List] Sort by: Best selling

Viewing: 100 items 1 2 3

<input type="checkbox"/>		<p>HELIUM UHP 291CF 99.999% CGA580</p> <p>Supplier: Indiana Oxygen Co Supplier Part #: SG1929112-291 Available in: 0 Day(s)</p> <p>HELIUM UHP 291CF 99.999% CGA580 ULTRA HIGH PURITY 291SCF 99.999% MIN PURITY (CGA-580) THE SUM OF N2, O2, CO, CO2, THC AS CH4 AND CO2 <10PPM</p>	<p>\$199.49 USD / Cylinder</p> <p>Qty: 1 Add to Cart</p> <p>Add to Favorites</p>
<input type="checkbox"/>		<p>OXYGEN AVIATORS BREATHING 251CF CGA540 99.5%</p> <p>Supplier: Indiana Oxygen Co Supplier Part #: SGAVIATORS Available in: 0 Day(s)</p> <p>OXYGEN AVIATORS BREATHING 251CF CGA540 99.5% MIN PURITY <7 PPM WATER</p>	<p>\$39.96 USD / Cylinder</p> <p>Qty: 1 Add to Cart</p> <p>Add to Favorites</p>
<input type="checkbox"/>		<p>DRY ICE PELLETS</p> <p>Supplier: Indiana Oxygen Co Supplier Part #: GCIDRYICEP Available in: 0 Day(s)</p> <p>PELLETS DRY ICE</p>	<p>\$0.28 USD / pound</p> <p>Qty: 1 Add to Cart</p> <p>Add to Favorites</p>
<input type="checkbox"/>		<p>OXYGEN, COMPRESSED ULTRA HIGH PURITY</p> <p>Supplier: Indiana Oxygen Co Supplier Part #: SG1979112-8 Available in: 0 Day(s)</p> <p>OXYGEN, COMPRESSED ULTRA HIGH PURITY 303SCF 99.98% MIN PURITY (CGA-540) (IN SIZE 1L CYLINDER)</p>	<p>\$129.60 USD / Cylinder</p> <p>Qty: 1 Add to Cart</p> <p>Add to Favorites</p>
<input type="checkbox"/>		<p>N210 - NITROGEN - 210 CF</p> <p>Supplier: Indiana Oxygen Co Supplier Part #: N210 Available in: 0 Day(s)</p> <p>NITROGEN, COMPRESSED</p>	<p>\$3.71 USD / Cylinder</p> <p>Qty: 1 Add to Cart</p> <p>Add to Favorites</p>

Selecting a supplier with a punch-out catalog prompts the user to click **Buy from Supplier** to launch supplier website.

- [▶ Indiana Oxygen Co \(930\)](#)
- [▶ Life Technologies Corpora... \(23696\)](#)
- [▶ Newark Electronics \(92\)](#)
- [▶ Office Depot Inc \(1\)](#)

Catalog Home / Supplier: "Office Depot Inc"

1 item(s) found View: [Grid] [List] Sort by: Best selling

	<p>Office Depot Punchout Catalog</p> <p>Supplier: Office Depot Inc</p>	<p>Buy from Supplier</p> <p>Add to Favorites</p>
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Browse for items in the supplier's Punch-out site. Each supplier's Punch-out site will be structured differently.

Generally, a search for specific items can be conducted by using the search function, or browse by category.

The screenshot shows the Office Depot website interface. At the top, there is a search bar with the text "Search by Keyword or Item#" and a "Order By Item" dropdown. Below the search bar is a navigation menu with categories like "Office Supplies", "Paper", "Ink & Toner", etc. A "Message" section indicates "You currently have no messages." Below that is a "Recent Orders" section with a table:

Order Number	PO#	Cost Center	Amount	Status
411347499-001 09/20/2019	4500739472	n/a	\$67.29	In Process
411317669-001	4500739472	n/a	\$74.29	In Process

Once desired item(s) is located, enter the quantity of that item, and click **Add to Cart**.

Note: Catalogs that list multiple items in a list, will allow comparisons, by clicking the checkbox next to the items and then clicking **Compare**.

The screenshot shows search results for "Highlighters" with 211 results. The results are sorted by "Relevance" and show 24 items per page. Two items are visible:

- Item 128844:** Office Depot® Brand Chisel-Tip Highlighter, Fluorescent Yellow, Pack Of 12. Price: \$8.99 / dozen. Availability: 3,335. Features: Sold Online, Sold in Stores, Eco-conscious, Recycled content. Includes a "Compare" checkbox and an "Add to Cart" button.
- Item 128853:** Office Depot® Brand Chisel-Tip Highlighter, Assorted Fluorescent Colors, Pack Of 12. Price: \$8.99 / dozen. Availability: 3,850. Features: Sold Online, Sold in Stores, Eco-conscious, Recycled content. Includes a "Compare" checkbox and an "Add to Cart" button.

Once all items have been added to the cart, click **Shopping Cart**.

The screenshot shows a confirmation message: "The item listed below was added to your shopping cart." Below this is a table with the following data:

Description	Your Price/unit	Qty.
Office Depot® Brand Chisel-Tip Highlighter, Fluorescent Yellow, Pack Of 12 Item # 128844 Entered Item # 128844 Eco-conscious Recycled content	\$8.99 /dozen	2

At the bottom of the page, there are two buttons: "SHOPPING CART" and "CHECK OUT".

Click **Check Out**.

The cart is sent to Ariba and the punch-out closes.

Click **Review Cart**.

Continue to the [Preparing the Requisition - Summary](#) step.

Shop by Category

To **Shop By Category** hover over the desired category to display subcategories.

A list of subcategories is displayed.

Click to select one of the subcategories.

From the list of subcategories, drill down by continuing to click through additional categories until the desired item listing is located.

From the list of results, find desired item and enter **Quantity (Qty)** to order.

Click **Add to Cart**.

Catalog Home / Maintenance, Repair and Operations / Distribution and Conditioning Systems and Equipment and Components / Industrial Filtering and Purification / Filters / Water Filters

10 item(s) found View: [Grid Icon]

Add to Cart Compare Items

<input type="checkbox"/>		<p>ELGA PURELAB FLEX 3 W/ FILTER Supplier: Life Technologies Supplier Part #: 4474524 Available in: 2 Day(s)</p> <p>Elga PURELAB Flex 3 Water Purification System, with Purification Pack</p>	<p>\$5,450.00 USD / each</p> <p>Qty: 1 <input type="text"/> Add to Cart</p> <p>Add to Favorites</p>
<input type="checkbox"/>		<p>FLEX MOUNTING BRACKET Supplier: Life Technologies Supplier Part #: 4474526 Available in: 2 Day(s)</p> <p>Elga PURELAB Flex Mounting Bracket</p>	<p>\$359.00 USD / each</p> <p>Qty: 1 <input type="text"/> Add to Cart</p> <p>Add to Favorites</p>
<input type="checkbox"/>		<p>FLEX 3 PURIFICATION PACK Supplier: Life Technologies Supplier Part #: 4474527 Available in: 2 Day(s)</p> <p>Elga PURELAB Flex 3 Purification Pack</p>	<p>\$205.00 USD / each</p> <p>Qty: 1 <input type="text"/> Add to Cart</p> <p>Add to Favorites</p>

Once all items have been added, continue to the [Preparing the Requisition - Summary](#) step.

Search by Item or Keyword

This is the least preferred method for finding items. Searching by item only searches hosted catalogs and does not find the item(s) listed in punch-out catalogs.

To **Search by Item or Keyword** enter a description, part number, or keyword in the search text entry box.

All Categories

From the list of results, find desired item and enter **Quantity (Qty)** to order.

Click **Add to Cart**.

Catalog Home / "dry ice"

121 item(s) found View: [Grid Icon] Sort by: Best selling

Add to Cart Compare Items Viewing: 100 items 1 2

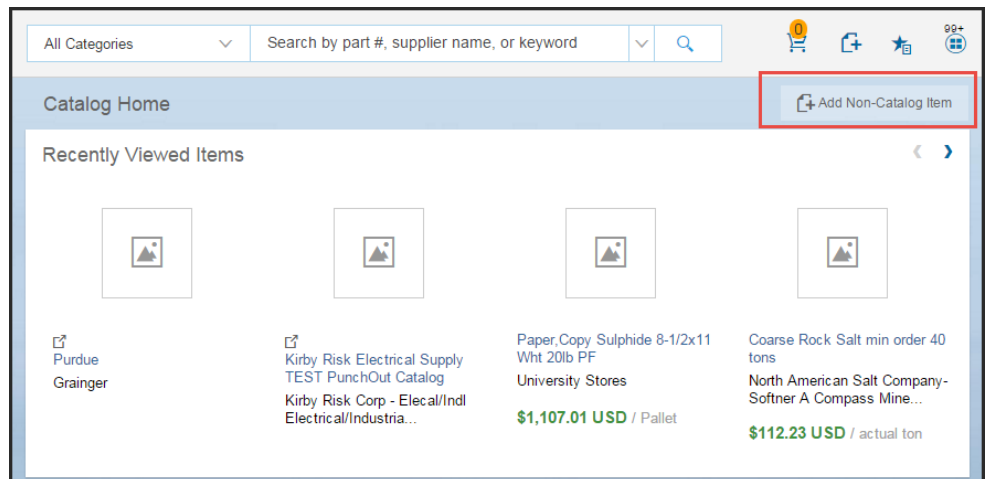
<input type="checkbox"/>		<p>DRY ICE PELLETS Supplier: Indiana Oxygen Co Supplier Part #: CCIDRYICEP Available in: 0 Day(s)</p> <p>PELLETS DRY ICE</p>	<p>\$0.28 USD / pound</p> <p>Qty: 1 <input type="text"/> Add to Cart</p> <p>Add to Favorites</p>
<input type="checkbox"/>		<p>Dry Ice Block Form Supplier: University Stores Supplier Part #: 08-354333 Available in: 0 Day(s)</p> <p>Dry Ice Block Form</p>	<p>\$0.56 USD / pound</p> <p>Qty: 1 <input type="text"/> Add to Cart</p> <p>Add to Favorites</p>
<input type="checkbox"/>		<p>Dry Ice Block Form Supplier: University Stores Supplier Part #: 08-354338 Available in: 0 Day(s)</p> <p>Dry Ice Block Form</p>	<p>\$1.03 USD / pound</p> <p>Qty: 1 <input type="text"/> Add to Cart</p> <p>Add to Favorites</p>

Once all items have been added, continue to the [Preparing the Requisition - Summary](#) step.

Adding Items to the Requisition – Non-Catalog

Before placing a non-catalog order, an effort to search suppliers and catalogs should be made to verify the item(s) is not available from an established supplier.

From the **Catalog** tab, click **Non-Catalog Item**.



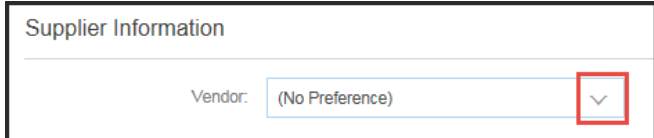
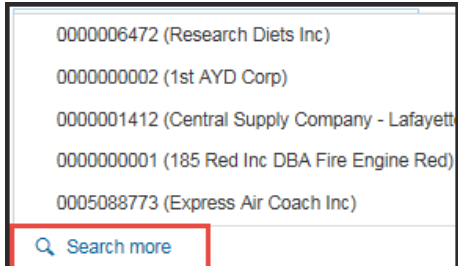
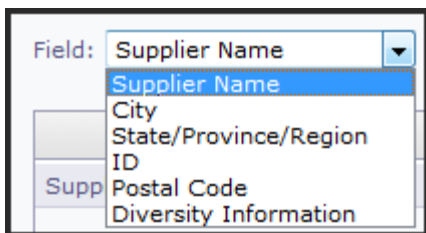


Define the Non-Catalog Item:

- A. Provide a full **Description** for the item, make sure the vendor is able to fulfill the order based on this description. Select the appropriate **Commodity Code**, (must use a 4, 6 or 8 digit commodity code). Requisition cannot be submitted with a two digit commodity code assigned.
- B. The **Material Group** will default based on the commodity code selected. The **Account Type** will automatically default to expense.
- C. Enter the **Quantity, Unit of Measure**, and **Price** for the item,
- D. Click the **Update Amount** button.

Enter **Supplier Information**:

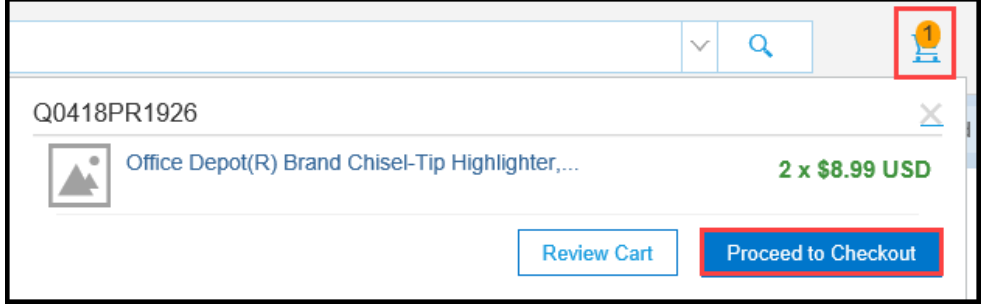
- A. Select the **Vendor** for the list,
- B. Provide the **Supplier Part Number**, if no supplier part number is known, enter **NO PN**.
 - If left blank, a Purchasing Agent is added to approval flow.

Searching for Supplier

<p>Click the Drop Down Arrow for the vendor field</p>																																									
<p>If the supplier name appears in your history, click on the name to select, or, click Search for more.</p>																																									
<p>Search by one of the following:</p> <ul style="list-style-type: none"> • Supplier name • City • State • Postal Code 																																									
<p>Enter term in the text entry box and click Search.</p>																																									
<p>Results are displayed.</p> <p>Find desired supplier and click Select to add to requisition.</p>	<table border="1"> <tr> <td>Five Star Hospitality and Restaurn Supply</td> <td>Wilmington</td> <td>NC</td> <td>0000007780</td> <td>28408</td> <td>WS(Women-Owned Small Business)</td> <td>NO</td> <td>Select</td> </tr> <tr> <td>Forestadent USA</td> <td>St Louis</td> <td>MO</td> <td>0000007973</td> <td>63146</td> <td></td> <td>NO</td> <td>Select</td> </tr> <tr> <td>Everest Interscience Inc</td> <td>Tucson</td> <td>AZ</td> <td>0000008151</td> <td>85705</td> <td></td> <td>NO</td> <td>Select</td> </tr> <tr> <td>Central Products Inc DBA Central Restaurant Products</td> <td>Indianapolis</td> <td>IN</td> <td>0000008690</td> <td>46268</td> <td>SI(Small Business)</td> <td>NO</td> <td>Select</td> </tr> <tr> <td>Vim Recycling DBA Eley Forest Prod</td> <td>Argos</td> <td>IN</td> <td>0000008752</td> <td>46501</td> <td></td> <td>NO</td> <td>Select</td> </tr> </table>	Five Star Hospitality and Restaurn Supply	Wilmington	NC	0000007780	28408	WS(Women-Owned Small Business)	NO	Select	Forestadent USA	St Louis	MO	0000007973	63146		NO	Select	Everest Interscience Inc	Tucson	AZ	0000008151	85705		NO	Select	Central Products Inc DBA Central Restaurant Products	Indianapolis	IN	0000008690	46268	SI(Small Business)	NO	Select	Vim Recycling DBA Eley Forest Prod	Argos	IN	0000008752	46501		NO	Select
Five Star Hospitality and Restaurn Supply	Wilmington	NC	0000007780	28408	WS(Women-Owned Small Business)	NO	Select																																		
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Vim Recycling DBA Eley Forest Prod	Argos	IN	0000008752	46501		NO	Select																																		
<p>Click Add to Cart.</p>																																									

Once all items have been added, continue to the [Preparing the Requisition - Summary](#) step.

Preparing the Requisition - Summary

<p>Once all items are added to requisition, click the shopping cart icon.</p> <p>Click Proceed to Checkout.</p>	
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Complete the requisition **Summary** information.

Q0418PR1926:

Summary

A Title: * WLREQ1 11.5.19 PS

Note: Please limit the Requisition to 100 items per supplier.

Purchasing Unit: West Lafayette

On Behalf Of: WL Requirer 1

Company Code: PUR (PURDUE UNIVERSITY)

Shipping Terms: Destination ⓘ

My Labels: Apply Label... ⓘ

B Deliver To: * any Weatherford/Ste. 208

C Need-by Date: Tue, 26 Nov, 2019 ⓘ

D Comments:

Visible to Supplier

E Attachments: [Add Attachment](#)

A. Title: Follow departmental naming convention.

B. Deliver To: Specific delivery instructions from front or back door to person within the building. *For example: Name, Department, Floor, Room #, etc.*

C. Need-by-Date: Communicates to the supplier when items are needed. If requisition needs several approvals be mindful of the time it takes for approvals and the PO to reach the supplier. The supplier may have to expedite shipping (at Purdue's cost) to meet the date.

D. Comments: Only recommended for non-catalog requisitions. List the following source information:

- Quote Number
- Supplier Contact Name, Email, and/or Phone Number
- Web Address
- Date

To make comments visible to the supplier, click the **Visible to supplier on the purchase order** check-box.

E. Attachments: Can be added to the entire requisition for non-catalog purchases.

Click **Add Attachment**.

Click **Browse** and select the document to attach.

Click the **Visible to supplier on the purchase order** checkbox if the attachment should be available to the supplier.

Add Attachment

File: **Browse...**

Visible to supplier on the purchase order

File: C:\Users\stinebau\Desktop\Adding or Deleting an Attachment to : **Browse...**

Visible to supplier on the purchase order

Preparing the Requisition – Line Item(s)

Line items may be edited, by selecting the check-box next to the item(s).

NOTE: Multiple lines items can be edited at the same time by selecting the top checkbox to select all. This is called **Mass Editing**. Procure-to-Pay will use the values that are selected for the first item and apply to all subsequent items.

Once the line item(s) is selected, click **Actions** and select **Edit** from the drop-down.

▼ Line Items

1 Item Total

<input checked="" type="checkbox"/>	No. ↑	Type	Description	Qty	Unit	Price	Amount
<input checked="" type="checkbox"/>	1		Office Depot(R) Brand Chisel-Tip Highlighter,...	2	dozen	\$8.99 USD	\$17.98 USD

Supplier Part #: 128844 ⓘ
Commodity Code: Writing instruments
Purch Org: 1000 (Purdue Purch Org)
Vendor: 0005046555 (Office Depot Inc)
Line Item Text:
Contact: 0005046555
Payment Terms: Z27
Location:

Actions ▼ | Update Total

Copy
Edit
Delete

Line Item Details

The **Line Item Details** provide information from the requisition such as:

- Item Description
- Part Number
- Quantity
- Unit of Measure (UOM)
- Price
- Commodity Code
- Vendor
- Payment Terms

Line Item Details

No.: 1

Full Description: Office Depot(R) Brand Chisel-Tip Highlighter, Fluorescent Yellow, Pack Of 12

Supplier Part Number: 128844 ⓘ

Supplier Auxiliary Part ID: 128844

Qty: 2

UOM: dozen

Price: \$8.99 USD

Commodity Code: Writing instruments

Vendor: 0005046555 (Office Depot Inc) ▼

Contact: 0005046555 [select]

Payment Terms: Z27

Purch Org: 1000 (Purdue Purch Org) ▼

Line Item Text:

Contract:

Location:

Accounting – Single Account

Select the appropriate account type from the **Account Assignment** drop-down:

- **F (Order)**
- **P (Project)** – WBSE

Accounting - by Line Item

Account Assignment: * F (Order)

Bill To: * A (Asset) (Asset, Purdue University Accounts Payable)

GL Account: F (Order)

Order: K (Cost center)

Fund: P (Project)

X (Multi Account Assignment) ⓘ

[Split Accounting](#)

Click the **arrow** for the Order or Project/WBS drop-down.

Order: * (no value)

The most recently used 5 accounts are listed. To use one of these, click the **account number (name)** to select.

Order: * (no value)

Fund: 009000000974 (MAINT M)

003200000318 (Toxicology Science)

[Search more](#)

To search for an account, click **Search more**.

Order: * (no value)

Fund: 009000000974 (MAINT M)

003200000318 (Toxicology Science)

[Search more](#)

Select **Internal Order** or **Description** from the drop-down.

Enter search info in text entry box.

Click **Search**.

Choose Value for Order

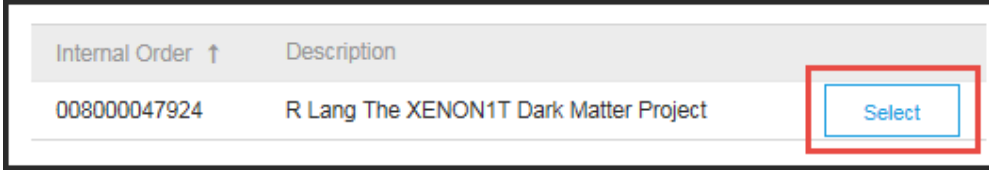
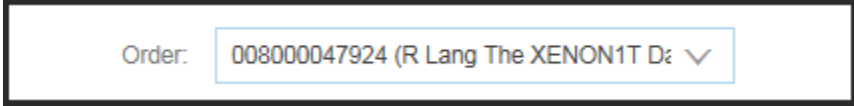
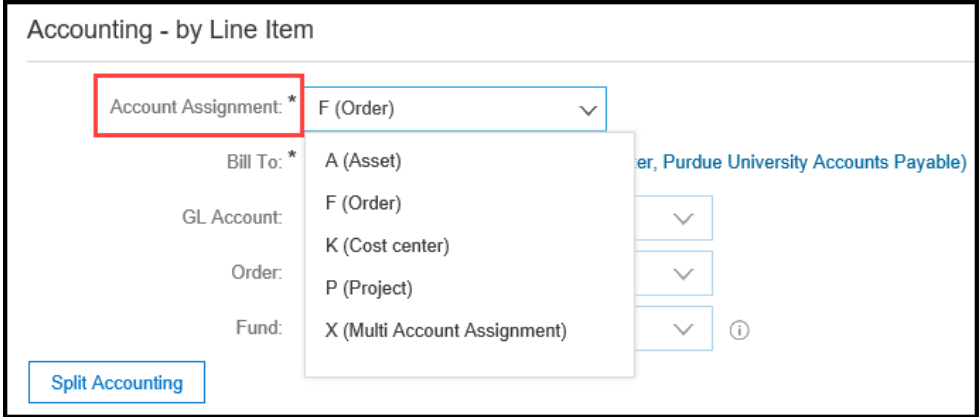
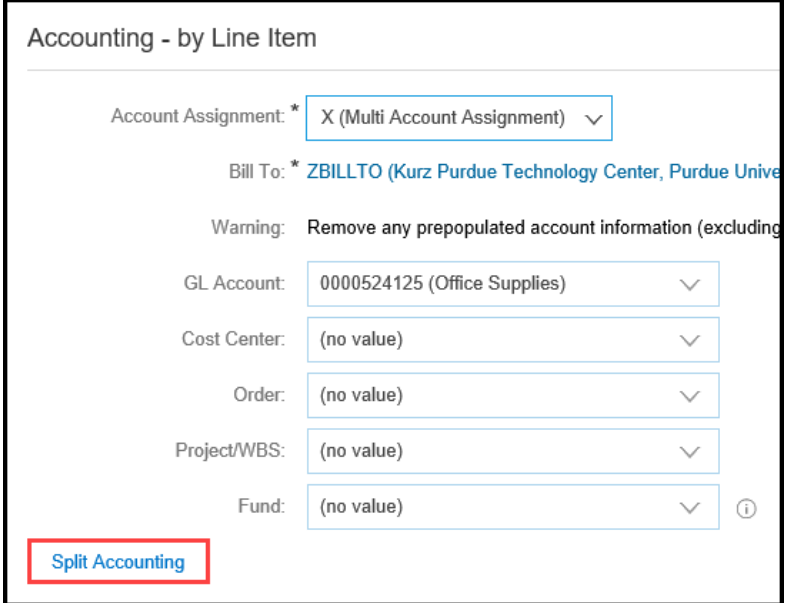
Found more than 500 items. The results shown here include unique items from the first 500 items found.

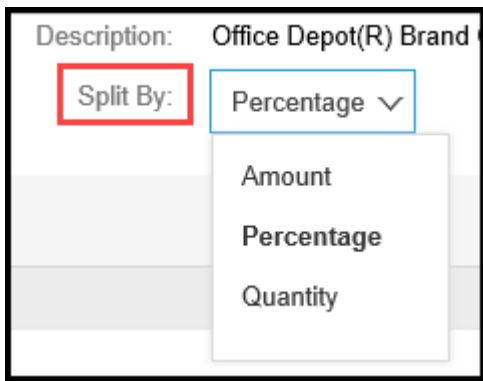
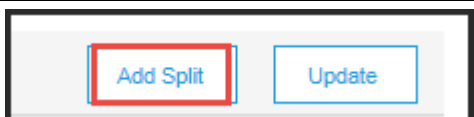
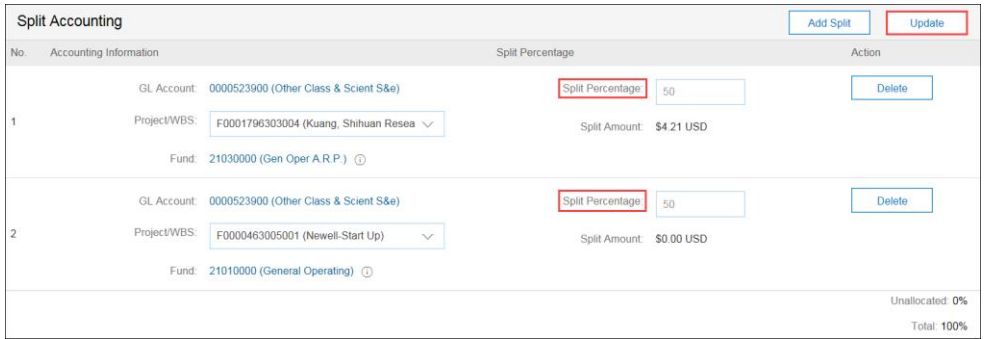
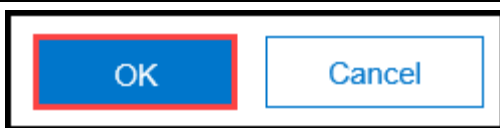
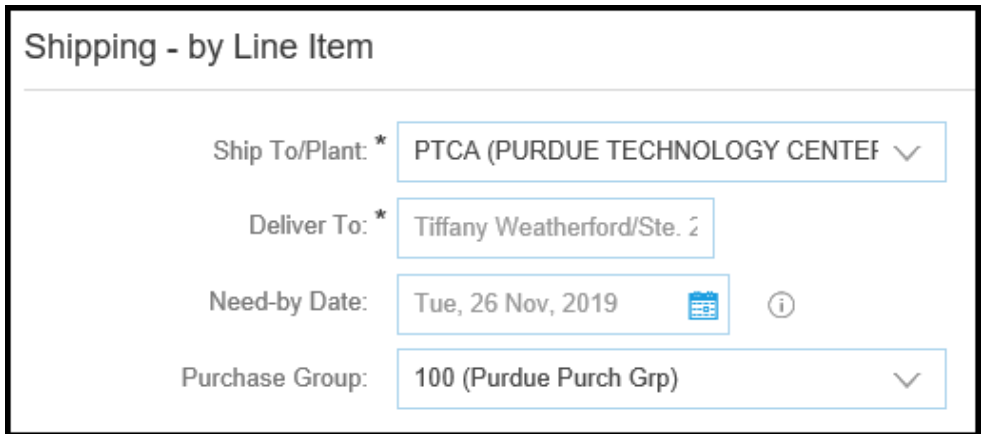
Internal Order [Search](#)

Internal Order

Description

F 12 Bowen Debt Service [Select](#)

<p>Click Select next to the correct order number.</p>	
<p>The order information populates with the correct format.</p>	
<p>Accounting – Split Accounts</p>	
<p>Select the appropriate account type from the Account Assignment drop-down:</p> <ul style="list-style-type: none"> • F (Order) • P (Project) – WBSE • X (Multi Account Assignment) – If using split accounting between Order and WBSE. <p>NOTE: If using split line accounting and the split is only between Orders (F) or only between WBSE (P), then select the appropriate assignment. If the split line accounting will comingle Orders and WBSE, select X (Multi Account Assignment).</p>	
<p>To use multiple accounts, click Split Accounting.</p>	

<p>From the Split By drop-down, select to split the item(s) by Amount, Percentage, or Quantity.</p> <p>NOTE: Only Percentage may be done as a mass change (all lines at one time). For Quantity and Amount each line must be completed separately.</p>	
<p>If more than two splits are needed, click Add Split button until the correct number of lines are visible.</p>	
<p>Enter the Order or WBS Element number.</p> <p>Enter the Split Percentage for each line.</p> <p>Once information is entered, click Update.</p>	
<p>Click OK.</p>	
<p>Shipping</p>	
<p>If the Ship-To/Plant does not default from your preferences, select the appropriate location from the list.</p> <p>The Deliver To and Need-by Date will copy from the summary page.</p>	

Comments and Attachments

Individual **Comments** and **Attachments** can be added to each line item as necessary.

These comments and attachments will be associated with the specific line item.

Comments - by Line Item

[Add Comment](#)

Attachments - by Line Item

[Add Attachment](#)

Click **OK**.

OK

Cancel

Preparing the Requisition – Approval Flow

The **Approval Flow** section illustrates an individual or group of people who must approve the requisition before a PO is created.

At least one of the people on the list must approve before the requisition can move forward.

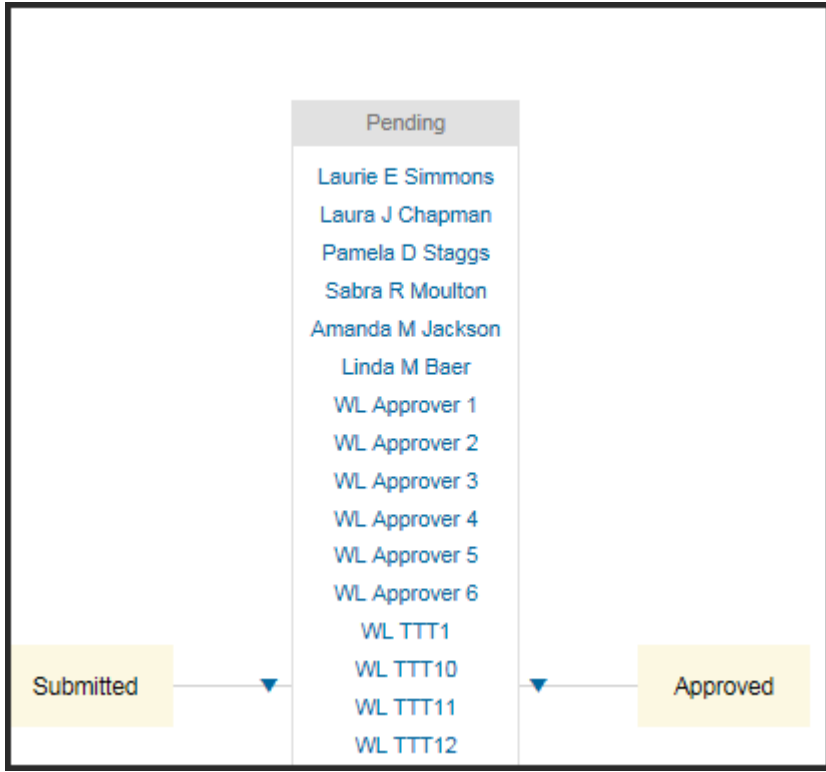
Click **Show Approval Flow**.

▼ Approval Flow

Show Approval Flow

A list of approvers or approver groups is displayed for the requisition.

NOTE: If a group name is present, click on the name and all individual's names in the group will display.

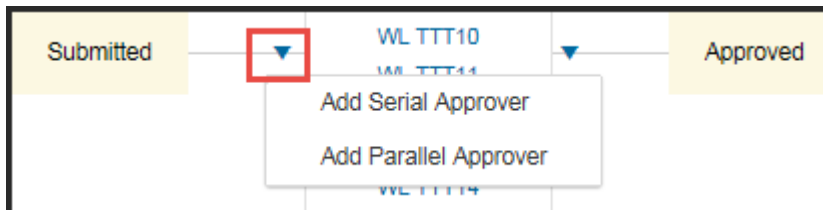


Adding an Approver or Watcher

Click the down arrow button where you would like to add the person or group.

Select one of the following:

- **Add Serial Approver** – The added approver would approve before the next approver(s).
- **Add Parallel Approver** – The added approver would approve at the same time as this approver.
NOTE: The only place to add a parallel approver is the beginning of the approval flow.



Click the Add approver(s) to approval flow drop-down to view a list of recent people or groups.

To add someone that is not in the list, click **Search more**.

Add Approval Request

Add approver(s) to approval flow: *

Add this approval request as:

- Cynthia A Stinebaugh
- Mita Biswas
- P_Central AP
- P_MRP
- WL Requirer 10

Provide a reason:

Select the type of search needed from the drop-down.

Enter the **last name** only.

Click **Search**.

Add to Currently Selected

Name

Click the **checkbox** next to the name to be used.

Add to Currently Selected

Name

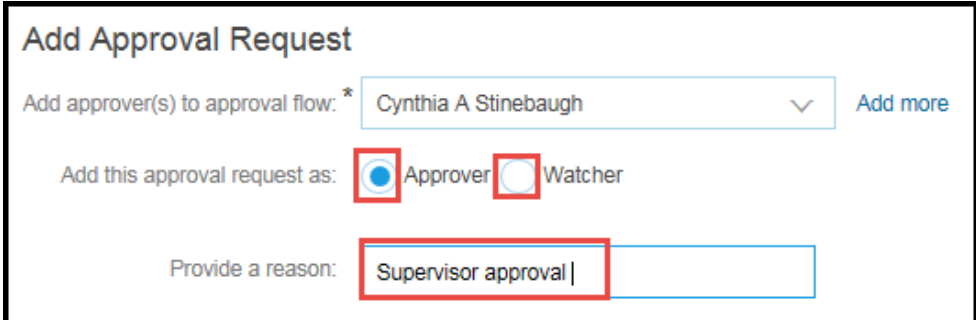
<input checked="" type="checkbox"/>	Name ↑	ID	Email Address
<input checked="" type="checkbox"/>	Cynthia A Stinebaugh	STINEBAU	no-reply@ansmtp.ariba.com

Click **Done**.


Determine if the person should be an **Approver** or a **Watcher**.

Provide a reason for adding this approver.

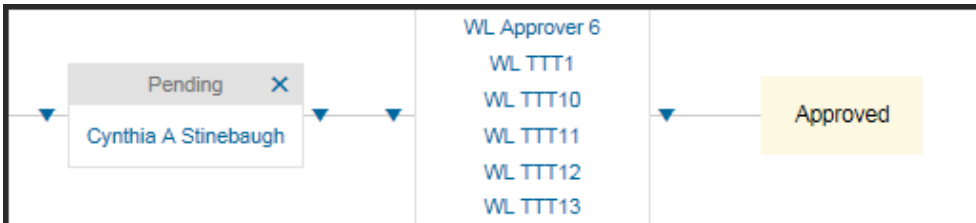
NOTE: This information will appear when hovering over the approval node.



Click **OK**.



The approver or watcher is added to the approval flow.



Submitting the Requisition

When the requisition is complete, and additional approvers have been added as needed, click **Submit** to submit the requisition to the indicated approvers.



Approvals

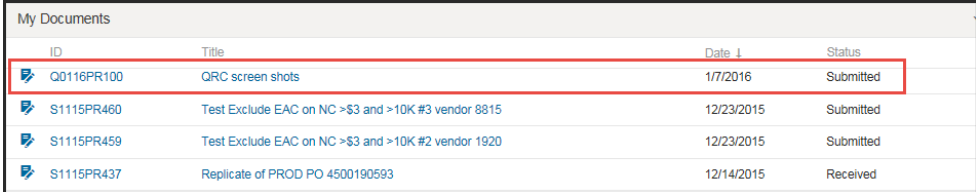
Before a requisition is considered approved, one approver from each node in the approval flow must approve the requisition.

If one approver denies the requisition, Procure-to-Pay will no longer send the requisition to other approvers for review and will consider the requisition as denied. The requester should review the comments or contact the approver who denied for further instructions, the requisition will showing in composing status.

Monitoring Requisitions

Once a requisition has been submitted in Ariba, you can monitor the status of the requisition. Once the requisition is approved, and a purchase order (PO) is created, you will be able to monitor both the requisition and the PO.

The requester can access the submitted requisition in the **My Documents** box on the Procurement Dashboard.



ID	Title	Date	Status
Q0116PR100	QRC screen shots	1/7/2016	Submitted
S1115PR460	Test Exclude EAC on NC >\$3 and >10K #3 vendor 8815	12/23/2015	Submitted
S1115PR459	Test Exclude EAC on NC >\$3 and >10K #2 vendor 1920	12/23/2015	Submitted
S1115PR437	Replicate of PROD PO 4500190593	12/14/2015	Received

Editing a Requisition

Requesters can **Edit** a requisition with a status of Submitted.

From the **My Documents** section, click on the **ID** of the requisition to edit.

My Documents			
ID	Title	Date ↓	Status
Q0116PR105	Test EAC vendor 1920	1/7/2016	Submitted
Q0116PR104	Test EAC vendor 8815	1/7/2016	Submitted
Q0116PR103	Test EAC vendor 8815	1/7/2016	Receiving
Q0116PR101	Test Vendor 2	1/7/2016	Submitted
Q0116PR100	QRC screen shots	1/7/2016	Composing
S1115PR460	Test Exclude EAC on NC >\$3 and >10K #3 vendor 8815	12/23/2015	Submitted
Q0116PR106	Test Exclude EAC on NC >\$3 and >10K #3 vendor 8815	12/23/2015	Submitted

Click **Edit**.

Ariba will pull the requisition from submission and open it for your changes.
Make necessary changes.

Q0116PR104: Test EAC vendor 8815 Print

Summary

Title: *

Note: Please limit the Requisition to 100 items per supplier.

Purchasing Unit: West Lafayette

On Behalf Of:

Company Code:

Shipping Terms:

My Labels:

Deliver To: *

Need-by Date:

Comments:

Visible to Supplier

Click **Submit**.

After submitted the edited requisition, the approval flow will be re-drawn.

The requisition has been submitted.

Withdrawing a Requisition

Requesters can **Withdraw** a requisition with a status of Submitted.

From the **My Documents** section, click on the **ID** of the requisition to withdraw.

ID	Title	Date ↓	Status
Q0116PR105	Test EAC vendor 1920	1/7/2016	Submitted
Q0116PR104	Test EAC vendor 8815	1/7/2016	Submitted
Q0116PR103	Test EAC vendor 8815	1/7/2016	Receiving
Q0116PR101	Test Vendor 2	1/7/2016	Submitted
Q0116PR100	QRC screen shots	1/7/2016	Composing
S1115PR460	Test Exclude EAC on NC >\$3 and >10K #3 vendor 8815	12/23/2015	Submitted
Q0116PR106	Test Exclude EAC on NC >\$3 and >10K #3 vendor 8815	12/23/2015	Submitted

Click **Withdraw**.

Copy Withdraw Edit Print

Once withdrawn, the requisition is pulled from submission.

Request Withdrawn

Your request has been withdrawn. Select an action to take with this request.

Q0116PR104 - Test EAC vendor 8815 has been withdrawn.

- [Edit the withdrawn request now](#)
- [View the details of the withdrawn request](#)
- [Return to the Ariba Buyer Home Page](#)

Deleting a Requisition

Requesters can Delete a requisition with a status of Composing or Submitted.

From the **My Documents** section, click on the **ID** of the requisition to delete.

ID	Title	Date ↓	Status
Q0116PR105	Test EAC vendor 1920	1/7/2016	Submitted
Q0116PR104	Test EAC vendor 8815	1/7/2016	Submitted
Q0116PR103	Test EAC vendor 8815	1/7/2016	Receiving
Q0116PR101	Test Vendor 2	1/7/2016	Submitted
Q0116PR100	QRC screen shots	1/7/2016	Composing
S1115PR460	Test Exclude EAC on NC >\$3 and >10K #3 vendor 8815	12/23/2015	Submitted
Q0116PR106	Test Exclude EAC on NC >\$3 and >10K #3 vendor 8815	12/23/2015	Submitted

Click **Delete**.

Delete Copy Edit Submit Print

Document Statuses			
Document	Prefix	Statuses	Description
Requisition	PR	Composing	The requisition is still being created and has not been submitted or the requisition may have failed to create a purchase order and was sent back to composing status and needs review.
		Submitted	The requisition has been submitted for approval but has not been fully approved.
		Approved	The requisition has been fully approved by all approvers. A PO is automatically created in Ariba.
		Ordering	The PO is currently processing and being sent to the supplier.
		Ordered	The PO has been sent to the supplier.
		***	Once a Requisition is "Ordered", a Purchase Order (PO) is created. The Purchase Order status can also be monitored from the Orders tab of the Requisition. Listed below are additional statuses that may apply to both a PR and PO.
		Receiving	The PO has been partially received.
		Received	The PO has been closed, either partially received and closed, fully received or cancelled.
Purchase Order	PO	Confirming	The supplier partially confirmed the PO.
		Confirmed	The supplier fully confirmed the PO.
		Shipping	The supplier has partially shipped the PO.
		Shipped	The supplier has fully shipped the PO.
		Receiving	The PO has been partially received.
		Received	The PO has been closed, either partially received and closed, fully received or cancelled.