Quick Steps to Create DELL Purchase Requisition (catalog vendor)

1. Obtain an eQuote from **ITS**. Verify the eQuote is for the items/quantity to order!
2. Login to Ariba
3. **Create** click Requisition link
4. Select **Dell** as your catalog vendor - click Buy from Supplier button
5. If the SECURE CONTENT message appears at the bottom of the screen, click the **"Show all content"** button to allow the **Quotes** link to appear.
6. Select **Quotes** link on Dell Premier page (*top left of screen below Dell logo*)
7. Enter eQuote number in box (this is a 13 digit number)
8. Click View Details
9. Click Create Order Requisition
10. Click Continue Securely
11. Click Submit Order Requisition to bring the eQuote into Ariba
12. Click the Proceed to Checkout button
13. Complete the Summary Screen details – **Title, Deliver To, Need by Date**
14. **Attach Quote**
15. Edit the Line Item Details to add or change your **accounting information**
16. Once all this is complete, click the Submit button to send requisition for approval.
    *NOTE – Purchaser (requisitioner) must complete receiving in Ariba upon notification from IT Services

Quick Steps to Create APPLE Purchase Requisition (non-catalog vendor)

1. Obtain a Web Proposal from ITS (e-mail helpdesk@pfw.edu). Verify the proposal is for the items/quantity to be ordered!
2. Login to Ariba
3. **Create** click Requisition link
4. Click on [+ Add Non-Catalog Item] button
5. **Full Description field –** Apple Computer orders should be entered into Ariba broken out by line item and **not entered as one line or lot.** **Each item** should be entered with the specific part # in the Supplier Part # field, its corresponding price in the price field, and the appropriate quantity. This detailed information will be listed on the Apple proposal. Be sure to include the **proposal #** in the first line item description (example: iPad Air per proposal 2101020304)
6. Commodity Code – **Computers (ID# 432115)** or **Computer Equipment and Accessories (ID# 4321)**
7. Vendor = **Apple Inc. (ID# 534)**
8. Supplier Part # = **item# from web proposal**
9. Click Add to Cart button on Create Non-Catalog Item page, repeat steps 4-9 for each additional item
10. Click the shopping cart icon and select the Proceed to Checkout button
11. Complete the Summary Screen details – **Title, Deliver To, Need by Date**
12. Attach proposal/quote to the PR and the proposal number should be noted in the Comment box (**Pricing per Web Proposal # xxxx)** marked "Visible to Supplier".
13. Edit the Line Item Details to add or change accounting information
14. Once all this is complete, click the Submit button to send requisition for approval.