

Create Non-Catalog Requisition

Updated: 2/12/2024

PURPOSE

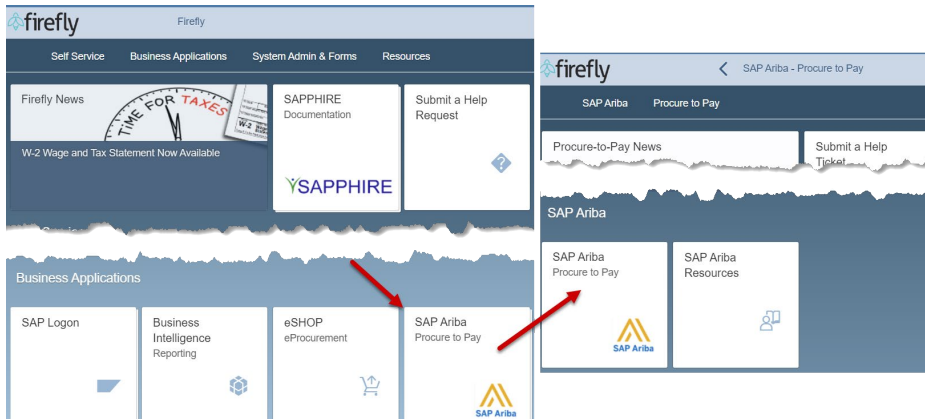
This Quick Reference Guide (QRG) is designed to show the steps needed to create Non-catalog Requisitions in SAP Ariba. It will also detail what to do when a requisition is denied (end of document).

HELPFUL HINTS

- Assemble all supporting documentation prior to beginning work in SAP Ariba.
- For the best experience, please use the following browsers:
 - Google Chrome (64-bit)
 - Apple Safari (64-bit)
 - Microsoft Edge (32-bit)
 - Microsoft Edge Chromium (32-bit and 64-bit)
 - Mozilla Firefox (64-bit)

PROCEDURE

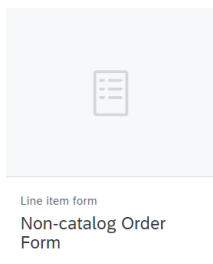
1. Access SAP Ariba by clicking the “SAP Ariba – Procure to Pay” tile in Firefly.
2. Click the second “SAP Ariba – Procure to Pay” tile. The “Guided Buying” interface will open.



3. On the “Guided Buying” home page, scroll and click the “Procurement and Payment Forms” tile.



4. At the bottom of the page, click the “Non-catalog Order Form”.



PROCEDURE (CONTINUED)

5. The “Non-catalog request” screen displays. Complete the screen as noted below.

The screenshot shows the 'Non-catalog Order Form' interface. At the top left is a back arrow and the text 'Non-catalog Order Form'. At the top right are buttons for 'Add to cart' (with a red callout H) and 'Cancel'. The form contains several input fields: 'Product Name' (A) with 'Tires', 'Description' (B) with '22" Truck Tires', 'Catalog Number' (C) with 'Tire23422', and 'Category' (D) with a dropdown menu. To the right are 'Quantity' (E) with '4', 'Unit Price' (F) with '349.99', and 'Unit Of Measure' with a dropdown set to 'USD - US Dollar'. Below these is a 'Supplier' section with 'Chosen supplier' and a list of suppliers. One supplier, 'MIDWEST MACHINERY & SUPPLY CO', is selected (G) and has a green 'Selected' button. A legend box on the right contains instructions for callouts A through H. At the bottom right is an 'Add to favorites' link.

Legend:

- A. Enter a brief name/title of the desired item.
- B. Enter a detailed description of the item.
- C. Enter the catalog number of the item. NOTE: If there is no catalog number or if it is unknown, enter "N/A".
- D. Search for and select the category that most accurately describes the item.
- E. Enter the desired quantity.
- F. Enter an estimated price per unit. NOTE: "Total amount" will populate.
- G. (optional) Click to add a supplier.
- H. Click "Add to cart".

6. The confirmation screen displays. Continue shopping for other items or click “Check out” to proceed.

The screenshot shows a cart confirmation window titled 'You have 1 item in your cart'. It displays a product card for 'Tires' (22" Truck Tires) with a price of '\$349.99 USD' and a 'Delete' link. Below the card is a quantity selector showing '4'. At the bottom, the total is '\$1,399.96 USD' and there is a 'Check out' button highlighted with a red box.

PROCEDURE (CONTINUED)

- 7. The "Summary" screen displays information both at the document level and the line-item level. Fields in this step (Step 5) will affect the entire document; beginning on Step 6 below, changes at the to line-item level will be shown.

A. Click into the field to change the document title (the 1st item name defaults).
B. Validate "Ship to" information.
C. Expand the "Show additional details" area (yellow highlight) and indicate "Need by Date". NOTE: This date will be validated in the LINE ITEM area of the Checkout screen based on supplier lead time.
D. Validate "On Behalf Of" information. The "On Behalf Of" defaults to the current user; however, you can search for and select a new user. The Requisition will then update to reflect that user's "Charge to" information and approval workflow.

- 8. To copy (or delete) a LINE ITEM, click the ellipses icon (⋮) and select "Copy" (or "Delete").

- 9. A second line item will be added. To edit the copied line item, expand "Line Item Form Details" and select "Edit Line Item Form". Enter any changes to the copied line item and click "Save".

PROCEDURE (CONTINUED)

10. Expand the sections below the LINE ITEM you're editing (e.g., Accounting, Shipping, Comments, Attachments, etc.)

Quantity: 2, Price: \$629.99 USD, Unit of Measure: each

Name: Tires, Vendor: 0000147036 (MIDWEST MACHINERY & SUPPLY CO)

Description: 28" Truck Tires, Contact: MIDWEST MACHINERY & SUPPLY CO, PO BOX 703 MILFORD, NE 68401

Supplier Part Number: Tire23422, Supplier Part Auxillary:

> Line Item Form Details

Accounting: GL Account (0000534100 (Auto Supplies/Accessories/Parts))

Account Type: Operating Supplies

Account Assignment: X (Cost Center/WBS)

Cost Center: 9145100100 (NeBIS Functional)

GL Account: 0000534100 (Auto Supplies/Accessories/Parts)

Project/WBS: (no value)

Shipping: ShipTo (9000-0050729033 (NEBIS))

Ship To: 9000-0050729033 (NEBIS), 900 N 16 ST LINCOLN, NE 68583-0525 United States

Unloading point: Room 516

Need-by Date: February 14, 2024

Purchase Group: 299 (UNL Dept Buyer)

Comments: Write your comment...

Attachments: Drag and drop file here, or browse to upload, then click the Add button.

Others: Commodity Code: 25 (Commercial and Military and Private Vehicles and their Accessories and Components), Item Category: Material, Purch Org: 1000 (Univ of Nebraska), Line Item Text:

Contract: (no value)

- A. Search for or validate the Cost Center to be charged for this LINE ITEM (it will default to the Requester's Cost Center).
 - B. Search for or validate the GL Account for the LINE ITEM.
 - C. Search for or validate the Project/WBS for this LINE ITEM.
 - D. Search for or validate the shipping info for this LINE ITEM.
 - E. (optional) Comments – Can be added here for the LINE ITEM. Indicate if text should be visible to the supplier. (NOTE: Comments added here are at the LINE ITEM level. To add comments pertinent to the entire document, see next page.)
 - F. (optional) Attachments – Can be added here for the line item. Indicate if the attachment(s) should be available to the supplier. You cannot open/view an attachment once it is added here. (NOTE: Attachments added here are at the LINE ITEM level. To add attachments pertinent to the entire document, see next page.)
- NOTE: See "Split Accounting" on next page.

PROCEDURE (CONTINUED)

- 11. Line items can be split between cost centers, GLs, or Project/WBS. Click the “Split Accounting” link immediately below the Cost Center field. Enter the split percentages (total of all splits must equal 100%) and select/search for appropriate G/L accounts, cost centers, and/or WBS elements.

The screenshot shows the 'Split Accounting' section of a requisition form. At the top, it displays 'GL Account (0000534100 (Auto Supplies/Accessories/Parts))'. Below this, there are fields for 'Account Type' (Operating Supplies), 'Account Assignment' (X (Cost Center/WBS)), and 'Split accounting type' (Percentage). The 'Amount to split' is \$1,259.98 USD, with 'Allocated percentage' at 100.00% and 'Unallocated percentage' at 0.00%. The main table shows two split rows, each with a 'Percentage' of 50%, 'Quantity' of 1.00, and 'Amount' of \$629.99 USD. The first row is associated with 'GL Account' 0000534100 and 'Cost Center' 9145100100 (NeBIS Functional). The second row is associated with 'GL Account' 0000534100 and 'Cost Center' 9145100110 (NeBIS Technical). Red arrows point to the '50' input fields in the 'Percentage' column of both rows. A '+ Add split' button is visible at the bottom right.

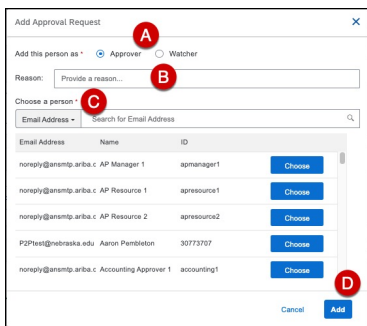
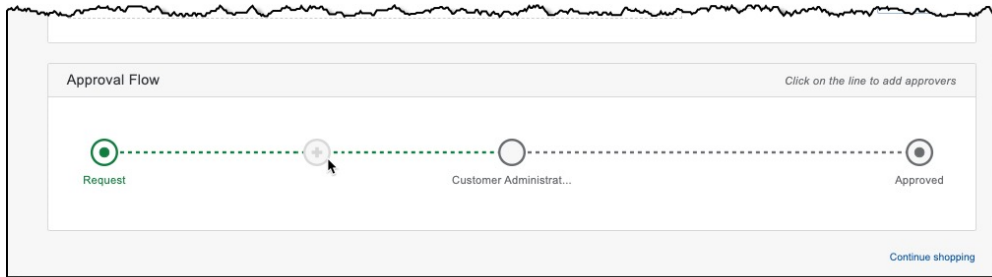
- 12. Once all line-item edits have been made, comments and attachments can be added at the document level. To add comments at the document level, enter them in the text box. To add attachment(s) at the document level, upload them in the area provided. For each, indicate whether or not to share with the supplier by checking the checkbox. Click “Add”.

The screenshot shows the 'Comments' and 'Attachments' sections. The 'Comments' section has a text box labeled 'Write your comment...' and a checkbox labeled 'Share with supplier' next to an 'Add' button. The 'Attachments' section has a dashed box for file upload with the text 'Drag and drop file here, or browse to upload, then click the Add button.' and a checkbox labeled 'Share with supplier' next to an 'Add' button. Red boxes highlight the text input fields and the 'Add' buttons in both sections.

NOTE: If comments and/or attachments are not line-item specific, it is recommended that they always be entered/attached at the document level as they are easier to be overlooked at the line-item level.

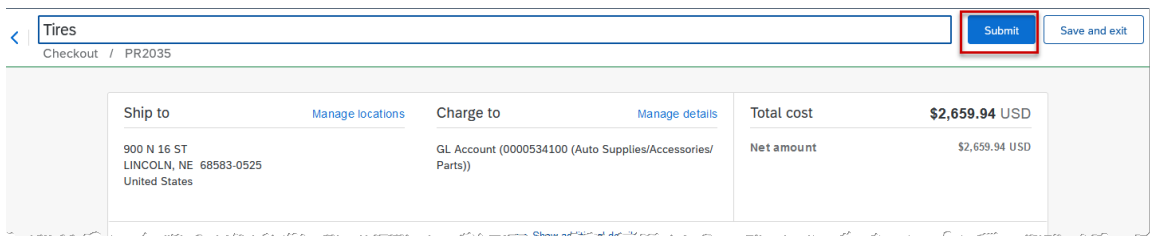
PROCEDURE (CONTINUED)

13. Scroll to the bottom of the screen and view the current approval workflow. The approval workflow will update as the requisition progresses through the approval process. (Optional) To add an Approver/Watcher, mouse over the dashed line on either side of an existing Approver and click the “+” icon.



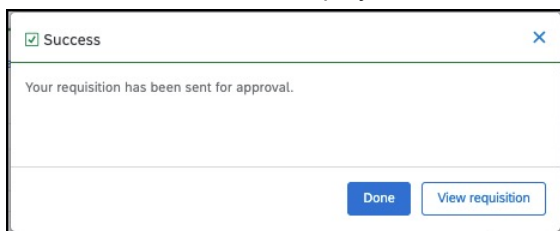
- A. Select type of role:
 - *Approver* – Must take action on the request.
 - *Watcher* – Will receive notifications regarding the status of the request but will not be required to take action on the request.
- B. (optional) Provide a reason why this user is being added to the workflow.
- C. Search for and select the user to be added.
- D. Click “Add”.

14. Once all edits on the Checkout screen have been completed, click “Submit” to send the Requisition for approval.



NOTE: If there is missing/incorrect information on the Checkout screen, the “Submit” button will remain grayed-out until all items have been corrected.

15. The confirmation screen displays.

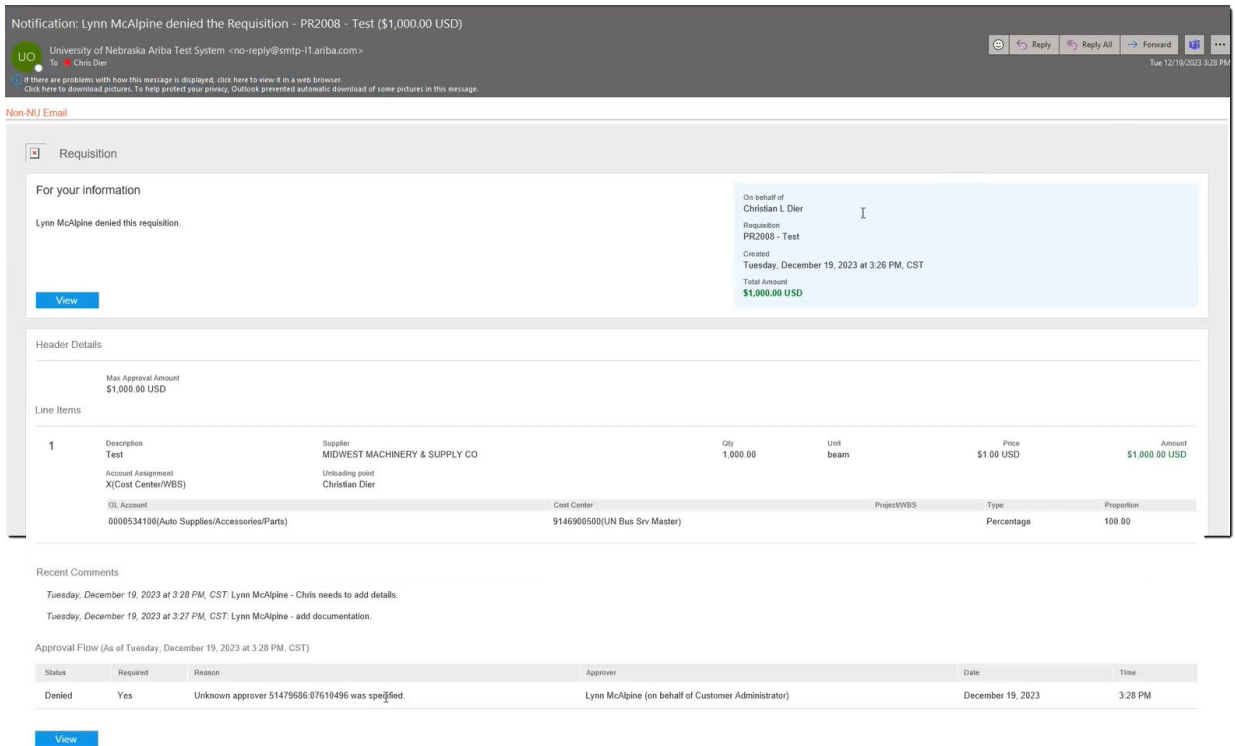


PROCEDURE (CONTINUED)

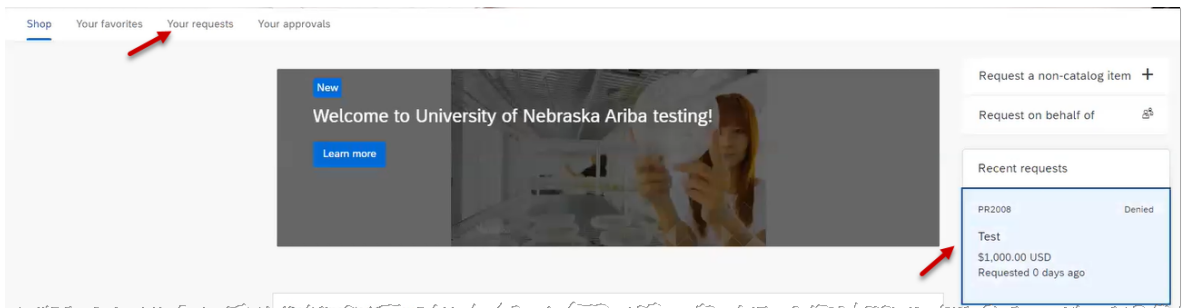
What To Do When a Requisition Is Denied

The following example will demonstrate how to withdraw a denied requisition. In this case, the approver has denied the request because she needs additional documentation. To edit a denied request, you must first withdraw it.

When a request is denied, you will receive an email similar to the one shown below.

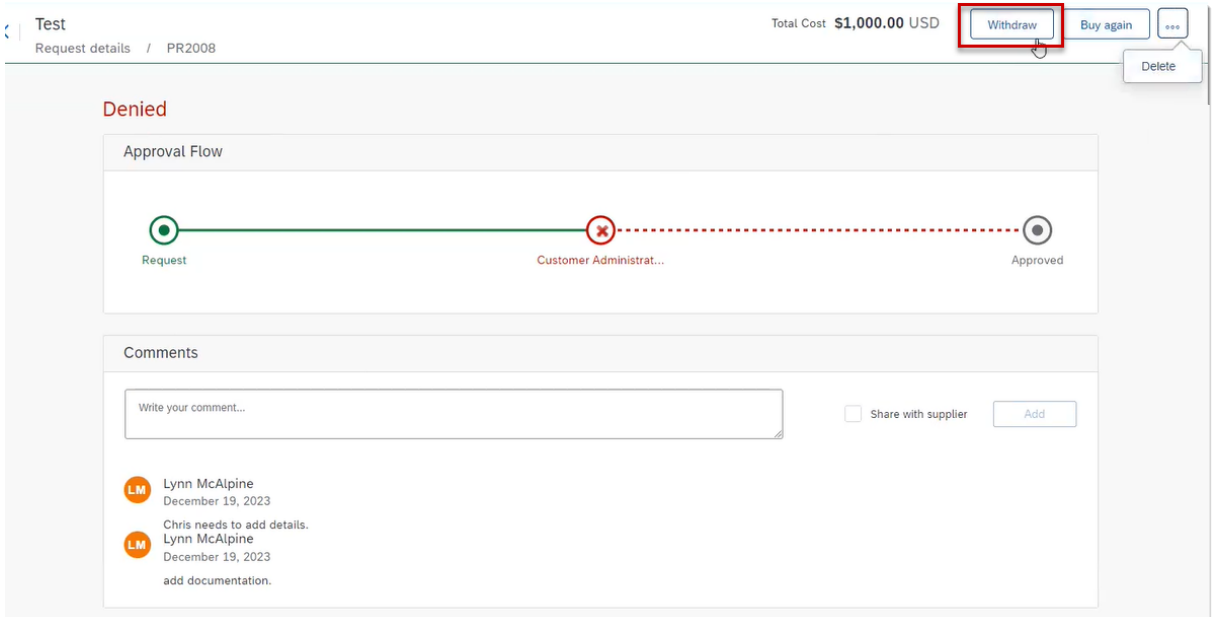


1. To locate a requisition, go to the “Your requests” tab in the Guided Buying home page or, if recently created, go to the “Recent requests” pane on the right-hand side of the same page.

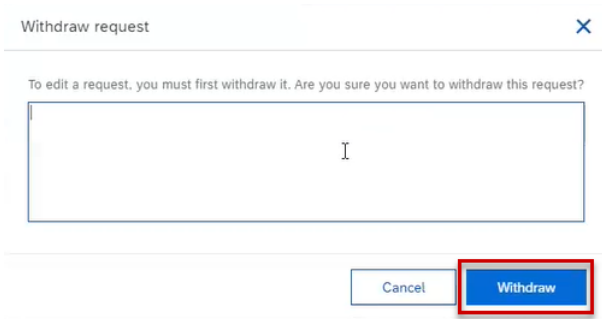


PROCEDURE (CONTINUED)

2. With the denied requisition open, there are three options at the top right of the document: “Withdraw”, “Buy again”, and “Delete” (behind the ellipses icon). Click “Withdraw”.

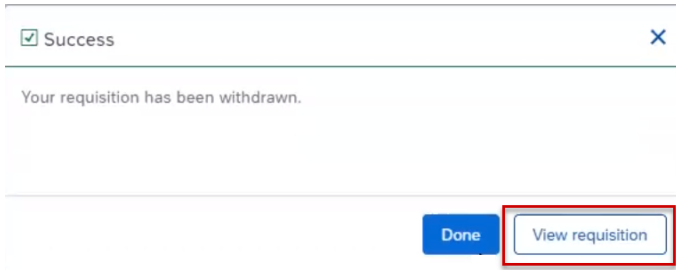


3. A “Withdraw request” dialog box opens. Enter comments in the text field and click “Withdraw”.

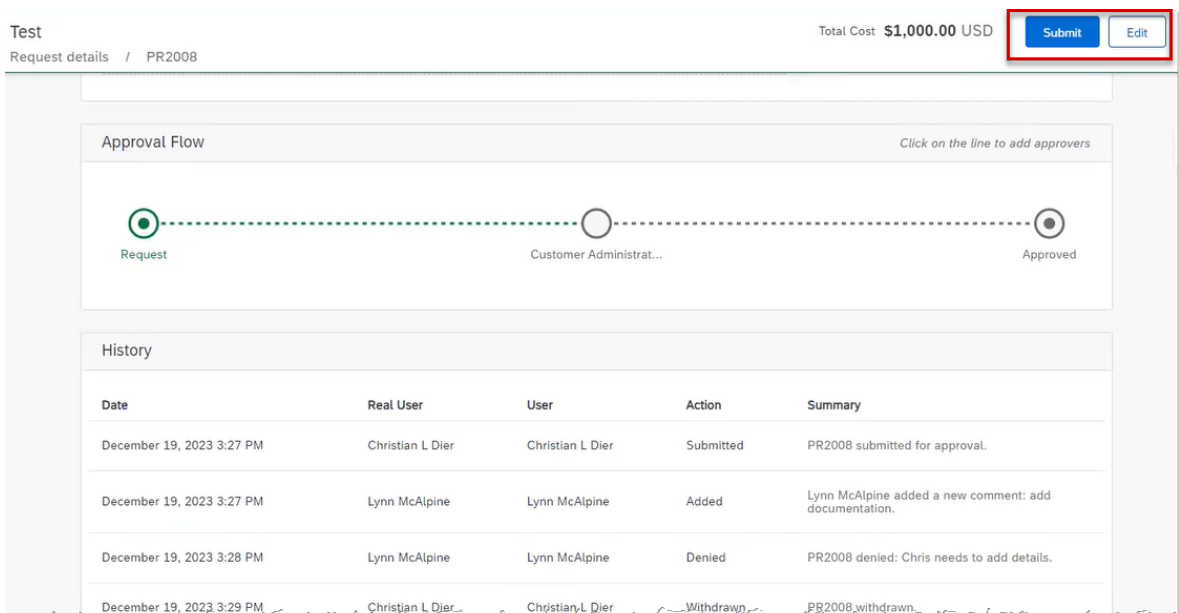


PROCEDURE (CONTINUED)

4. A success message appears. Click “View requisition” to open the request.



5. Click “Edit”, make required changes to the request, and click “Submit” after edits have been made.



6. A success message opens. Click “Done”. The request will be re-routed through the normal approval channels.

