*Updated: Sept. 1, 2023*

PURPOSE

This Quick Reference Guide (QRG) is designed to show the steps needed to custom forms and requests in SAP Ariba.

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

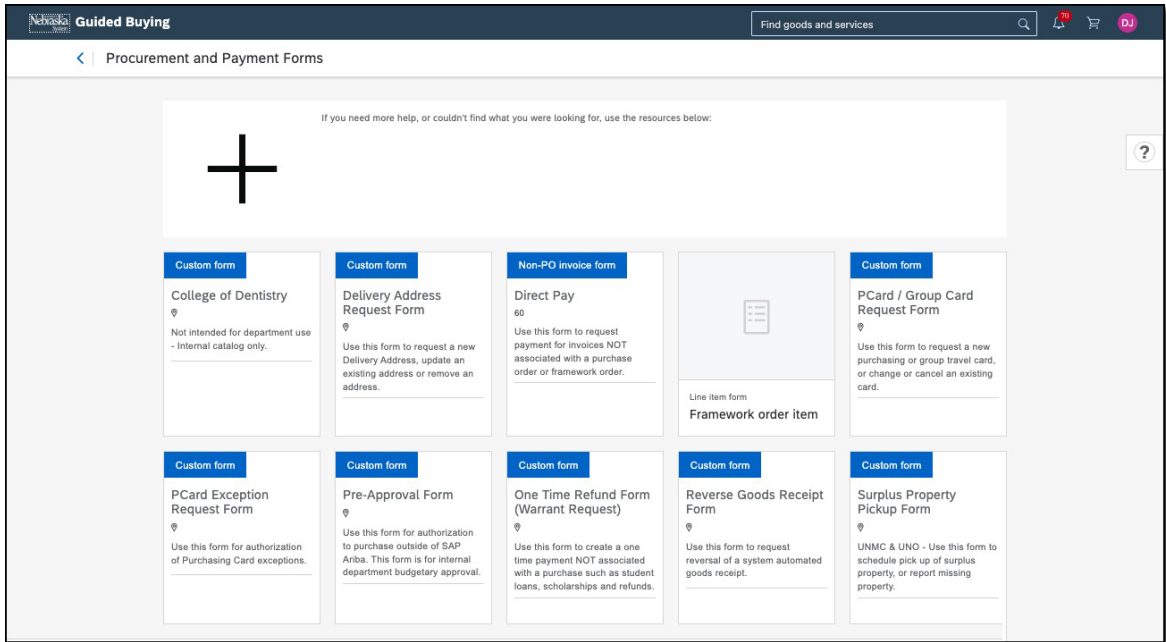1. Access SAP Ariba by clicking the "SAP Ariba – Procure to Pay" tile in Firefly.
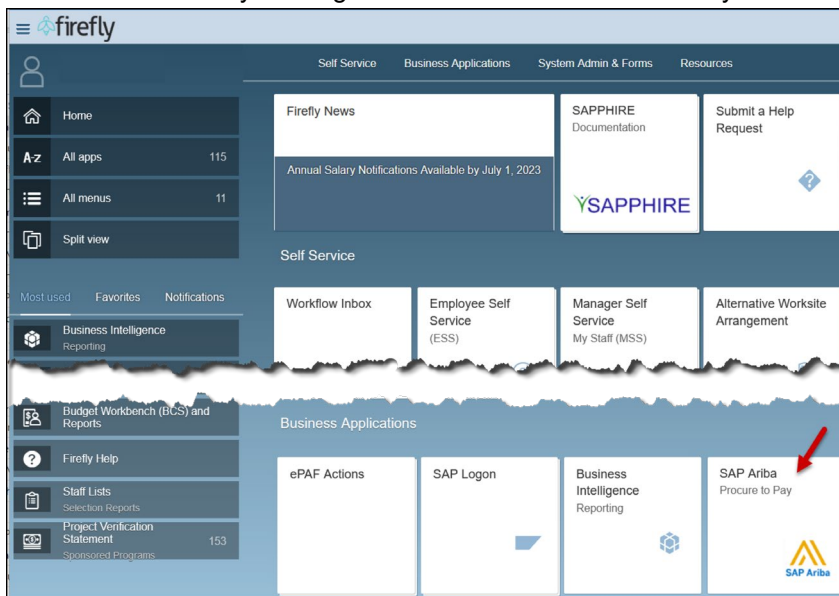
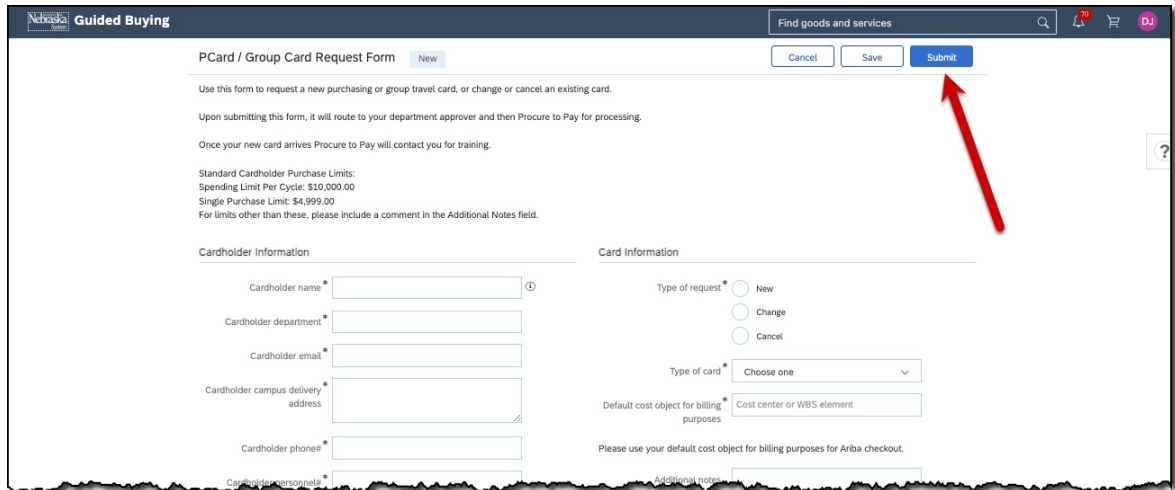2. Scroll to locate the "Procurement and Payment Forms" tile. Click the tile.
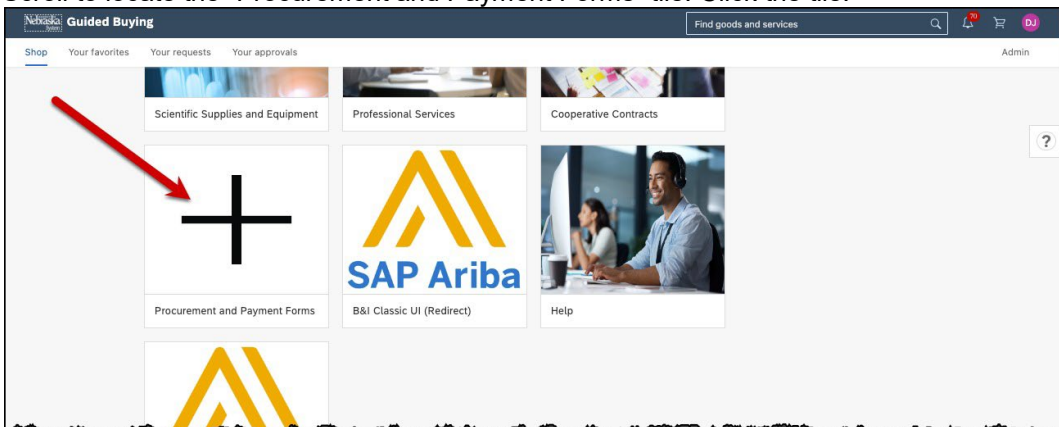
PROCEDURE (CONTINUED)

3. The custom forms available display. Click on a tile to select a form. NOTE: The forms available will be updated periodically, as needed.
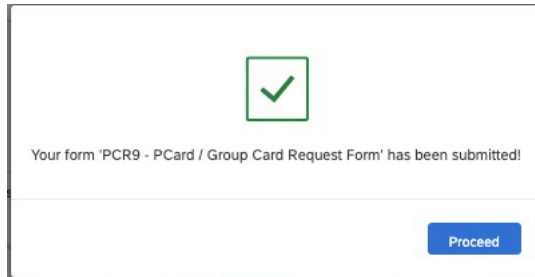

4. Complete the form fields as shown in the sample below. Required fields are denoted by " * ". Click "Submit" when complete.

PROCEDURE (CONTINUED)

5. The confirmation screen displays. Click "Proceed."

6. Click "Exit."