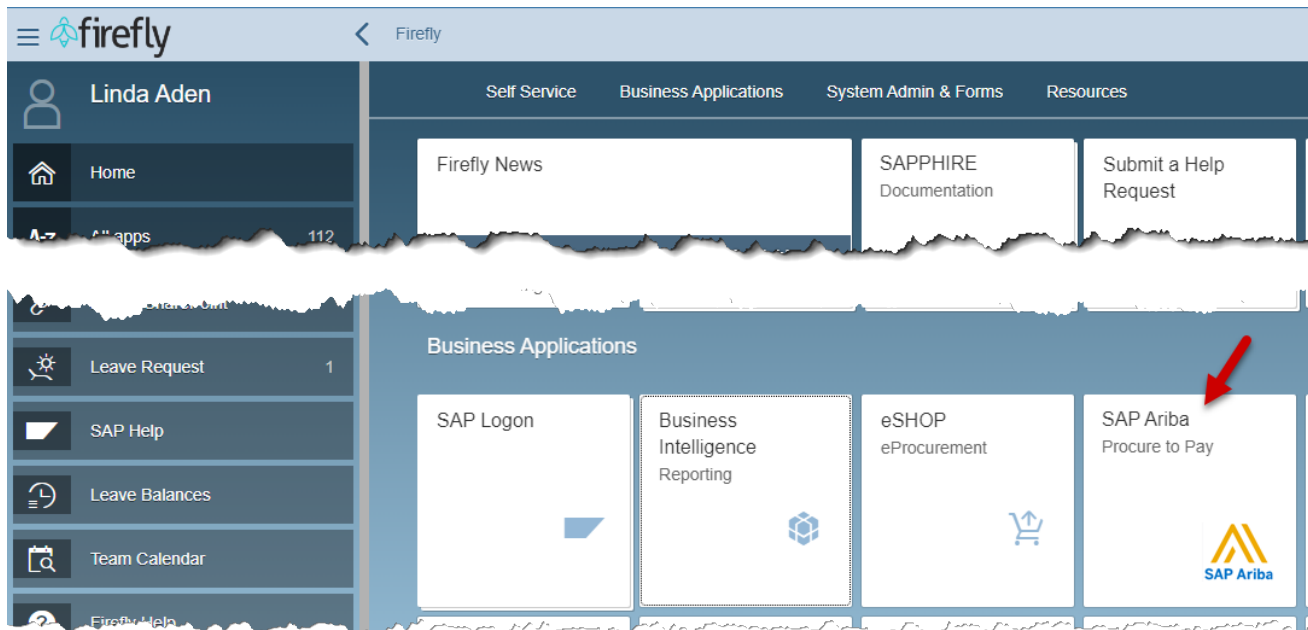


PURPOSE

This Quick Reference Guide (QRG) is designed to show the basic navigation in the Guided Buying interface in SAP Ariba.

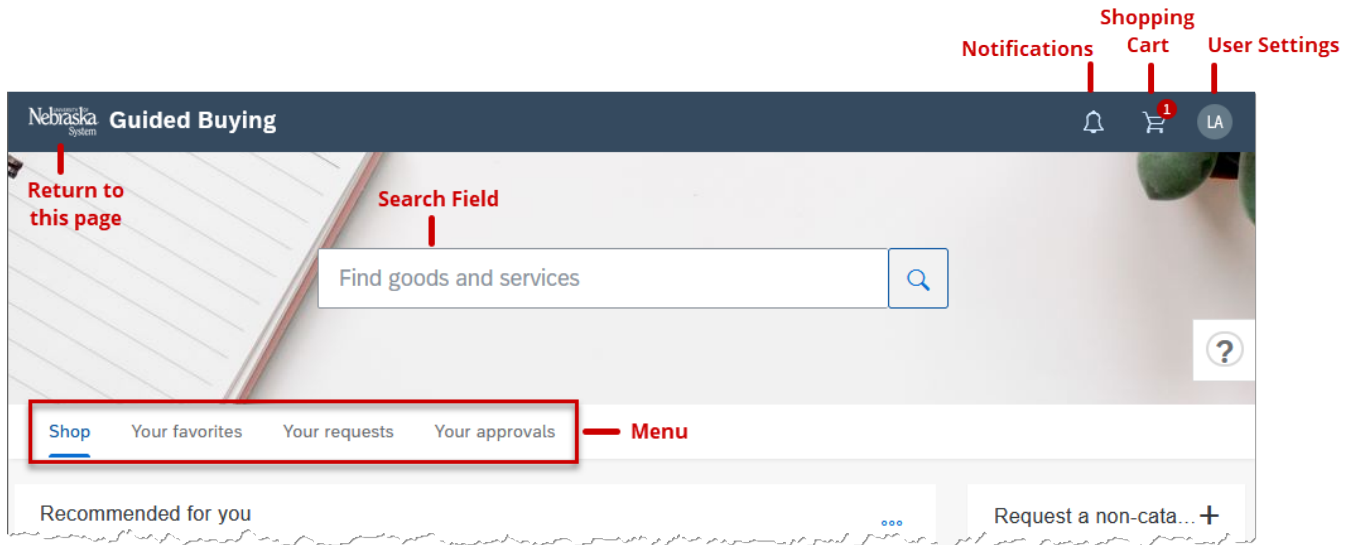
PROCEDURE

1. Access SAP Ariba by clicking the **SAP Ariba – Procure to Pay** tile in Firefly. The Guided Buying interface opens.




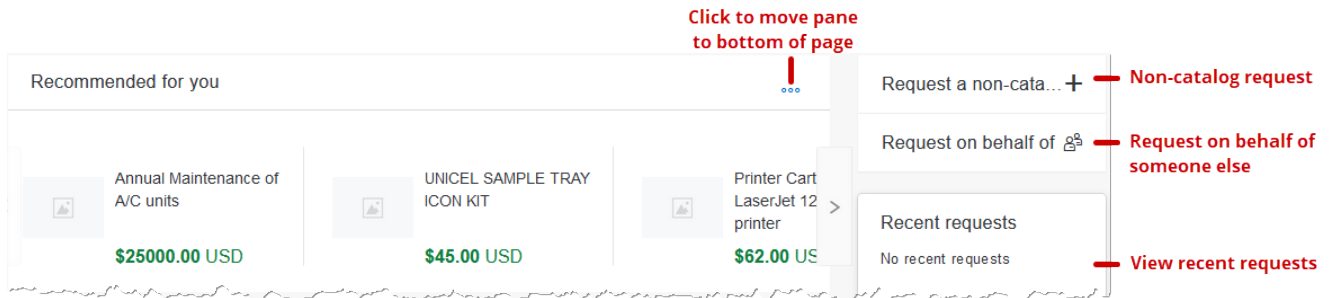
2. The top of the Guided Buying screen has several intuitive icons and functionality:

Function	Description
NU logo	Clicking the logo will always return you to this main page.
Search field	Enter a search term and click the magnifying glass or Enter on your keyboard
Bell icon	Click to view any notifications
Cart icon	Click to view/edit items in your shopping cart
User icon	Click to access user profile settings
Menu	Click the links to access the main page, favorites, requests, and approvals

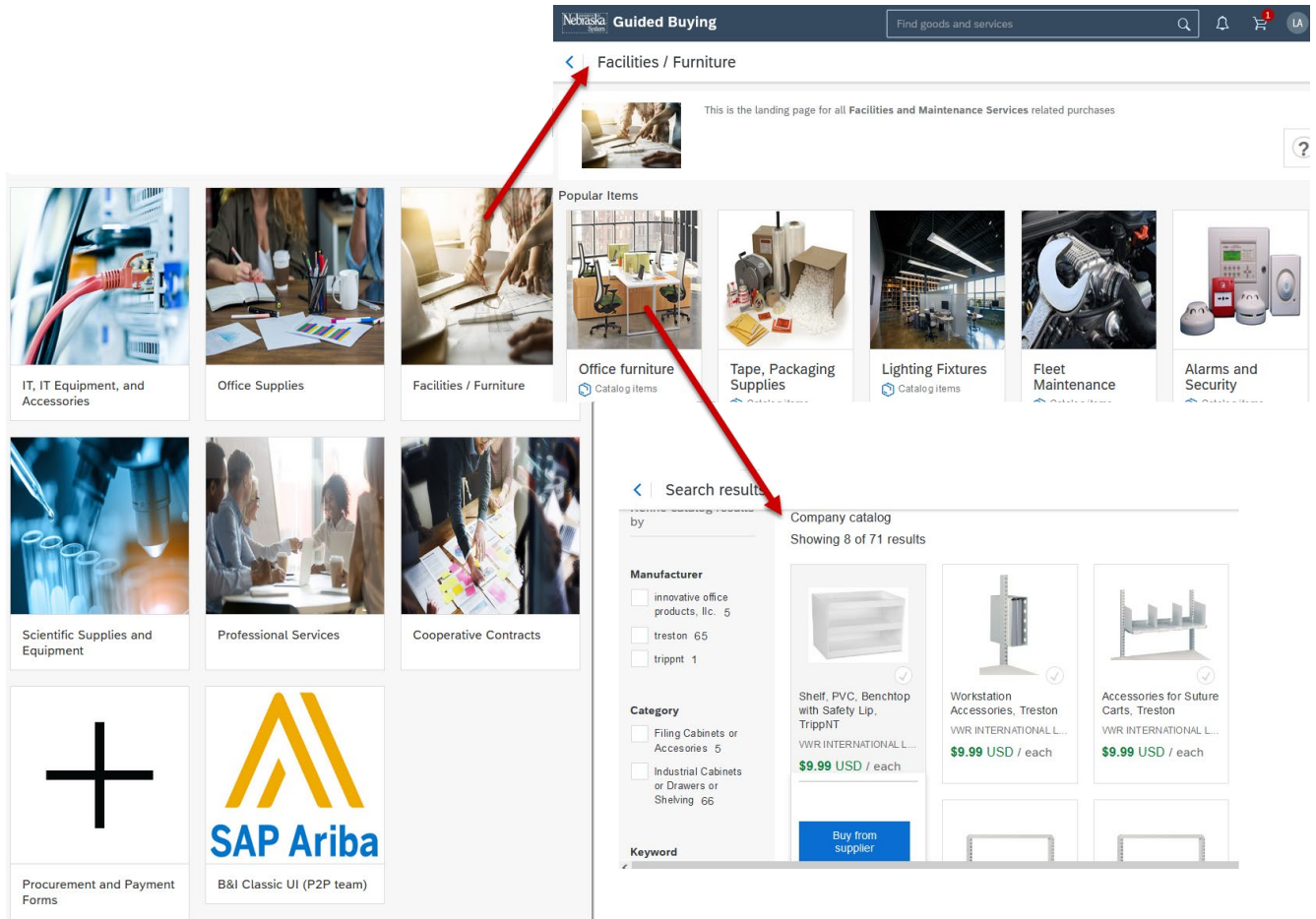


3. As you scroll down the page, there are a few areas to note:

Function	Description
Recommended for you	Defaults to the top of the page. To position at the bottom of the page, click the ellipses icon () and then Yes .
Request a non-catalog item	Click to request an item not currently in the catalog.
Request on behalf of	Click to search for another employee for whom you're making a request. When selected, the other employee's name will appear at the top of the screen along with a Stop button. Click Stop to end the request on behalf of process. Note: The default setting in the search is Email . Click the dropdown to search by other terms.
Recent requests	Displays a list of recent requests



4. At the bottom of the main Guided Buying page there will be category tiles, P2P forms, and access to the classic user interface (UI) of Ariba.
5. Click a category tile. Groups of products within that category are listed. At the bottom of the page, non-catalog request forms, tactical sourcing forms, etc. are accessible.
6. Click a sub-category tile to view individual products.



7. Click **Add to favorites** to save a product in your favorites list.

