PURPOSE

This Quick Reference Guide (QRG) is designed to show the steps needed to modify a Requisition or Purchase Order in SAP Ariba (e.g., to modify the quantity or order additional items from a vendor).

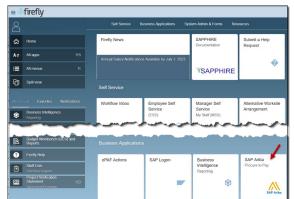
Your order will be in one of the following statuses:

- Composing Still being edited and has not been sent for review/approval. Refer Page 3 of this Guide.
- **Submitting** or **Submitted** In review/approval (based on the approval workflow). Refer Page 4 of this Guide.
- Ordering or Ordered Ordered = In the process of being transmitted to the vendor or SAP; Ordering = the requisition has been transmitted to the vendor and to SAP (and is now a Purchase Order).
 Refer Page 5 of this Guide.
- **Denied** The requisition has been returned for further editing (please read any comments) or has been denied. You can submit a new requisition.

IMPORTANT: Edits to a Requisition in SUBMITTING or SUBMITTED status should be made by withdrawing the original Requisition and creating a new Requisition.

IMPORTANT: To change pricing, the order should be in "ORDERED" status. After the receipt reversal, you can only QUANTITY on catalog orders; pricing can be changed on non-catalog orders.

PROCEDURE



1. Access SAP Ariba by clicking the "SAP Ariba – Procure to Pay" tile in Firefly.

2. From the homepage, click "Your Requests".

Ndiasia Guided Buy	ng V			_₽ x ©
V .	Find goods and services	٩		2
Shop Your favorites	Your requests Your approvals			Admin
	Recommended for you		Request a non-catalog item +	
			Request on behalf of 85	

3. The "Your Requests" screen displays. Note the status of each request and search for the request as shown below.

Nebraska Guided Buying		Find goods and services	a 🛱 ह 🔞
< Your requests			
All (200+) Quotes (50)	To receive (49) Custom forms (12) Invoice requests (189) Filter by	A B C Last 3 months V Request ID V Find a request	Q
Date requested	Amount \$562.00 USD	Compos	sing ?
PR1048 (CW4724)	terral taking MMIDII (Records, (MRICHING)		
Date requested August	31, 2023 Amount \$75,000.00 USD	Submi	tted
PR1036 I	ets for approval flow		
Date requested	Amount \$562.00 USD	Compos	sing
PR1033 (CW4724)	lenst saving MIRED (Neuring, (MIRED))		
	A. Click to filter by timeframe.B. Click to filter by title or ID.		
	C. Enter a search term, if need	led.	

Click on the request to be modified and skip to the appropriate page of this Guide as shown below (based on order status):

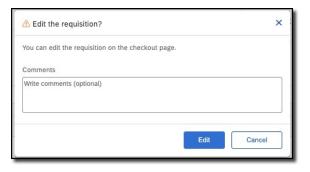
- Composing Page 3
- Submitting or Submitted Page 4
- Ordering or Ordered Page 5

COMPOSING STATUS

1. Note the status of the request and click "Edit."

< (CW4 Reque	1724) est details / PR1056	113 Percenter, Development		Submit Edit	
	Composing			1	
	Ship to	Charge to	Total Cost	\$562.00 USD	
	RR3; PO BOX 23A CURTIS, NE 69025 United States	GL Account (0000531650 (Audio/Visual Equipment Under \$5000))	Net Amount	\$562.00 USD	
		✓ Show advanced options			

2. Click "Edit." (optional: Enter a comment to reviewers.)



Resume composing the requisition. Click "Submit" when complete.

SUBMITTING or SUBMITTED STATUS

1. Note the status of the request and the status of the approval workflow. Click "Withdraw."

Request details / PR1036			Total C	cost \$75,000.00 USD	Withdraw	Edit
Submitted						Help Center
Approval Flow			Click on	the line to add approvers	-	Search
Request	Jessie Combs	UNO Capital Equipmen UNO Capital Equipmen UN IT Review High ap UNO Business and Fin	Buyer Facilities & F	Approved		Setting up guided buying

2. Click "Withdraw." (optional: Enter a comment to reviewers.)

	Comments	Withdraw requisition?		
		After you withdraw the requisition, its	status reverts to "Composing".	
Write comments (optional)	Write comments (optional)	Comments		
		Write comments (optional)		

- 3. From the pop-up screen,
 - A. Click "View requisition" to open and edit the existing Requisition; or
 - B. Click "Done" to delete the Requisition and create a new one (if desired).

✓ Success		×
Your requisition has been withdrawn.		
	в	A
	Done	iew requisition

ORDERING or ORDERED STATUS

1. Note the status of the Purchase Order (PO) and click "Change request." (The PO can be cancelled by clicking "Cancel request.")

🧱 Guided Buying	8				213 23) [E	к
< Request de	etails / PR1023			Change request Cancel requ	est	
O	rdered			1		
	Ship to	Charge to	Total Cost	\$6,052.50 USD	-	
	1100 No 17th St Lincoln, NE 68588-0699 United States	GL Account (0000533100 (Research and Lab Supplies))	Net Amount Discount	\$6,052.50 USD - \$-123.50 USD		
	BECKMAN COULTER INC			4800000352		

2. Click "Change requisition." NOTE: This will create a new version of the request.



3. The order is reopened. Note the "-v#" suffix indicating that this is a new version of the order. Edit as needed and click "Submit" to begin the approval workflow.

Nebiaska Guided Buy	ring						🚆 📀
< Checko	ut / PR1023-V2					Submit	Save and exit
	Ship to	Manage locations Cha	irge to Ma	nage details T	otal cost	\$6,052.50 USD	
	1100 No 17th St Lincoln, NE 68588-0695 United States		ccount (0000533100 (Research and L tlies))		et amount iscount	\$6,052.50 USD - \$-123.50 USD	
			✓ Show additional details				
	Items (1)						
			Quantity	Price 308.8 USD	Net Amount \$6,052.50 U	sp	
		ubes, US 9/16 x 3 3/4 Box of 5 000120876 (BECKMAN COULTER IN	io []	300.0	Gross Amou \$6,052.50 U	nt 🛈	*
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DENIED STATUS

- 1. Note the status of the Purchase Order (PO) and click "Change request." (The PO can be cancelled by clicking "Cancel request.")
- 2. Click "Change requisition." NOTE: This will create a new version of the request.
- 3. The order is reopened. Note the "-v#" suffix indicating that this is a new version of the order. Edit as needed and click "Submit" to begin the approval workflow.