

Team Buying: Creating an Order

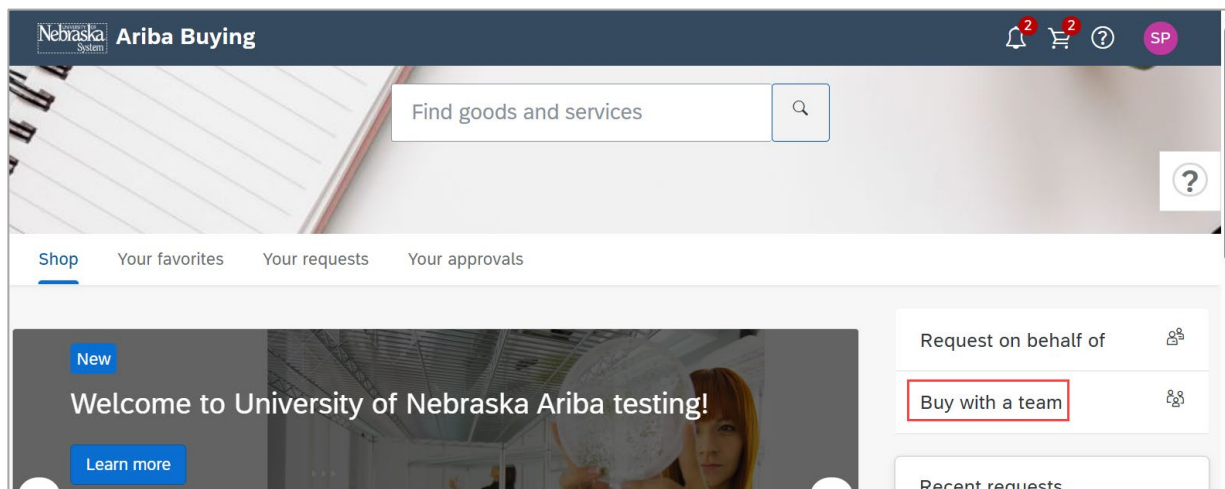
Updated November 18, 2025

PURPOSE

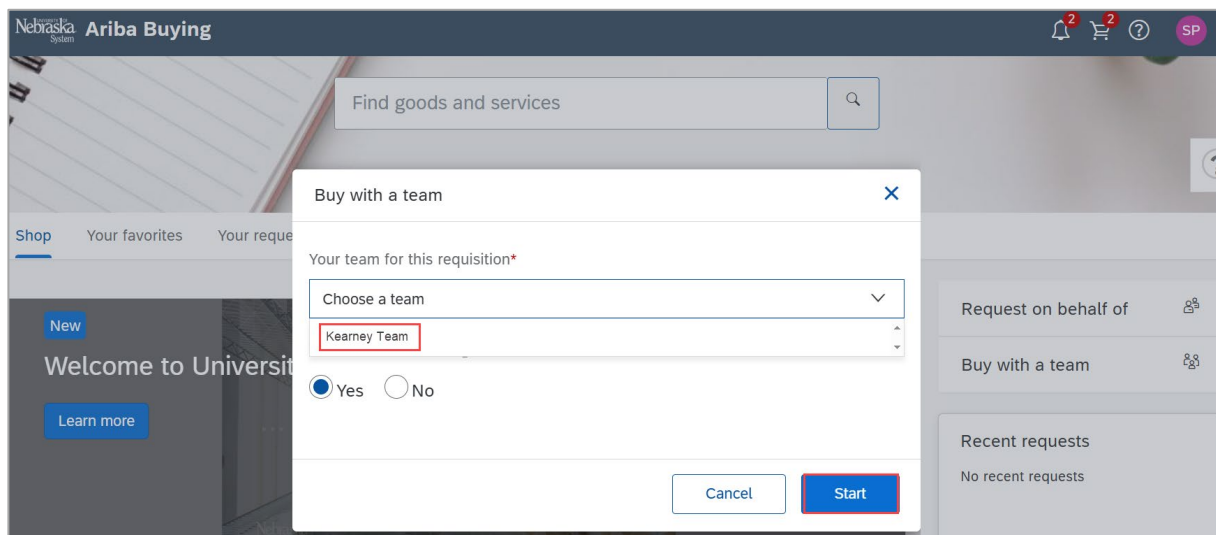
This Quick Reference Guide (QRG) demonstrates how to *Buy with a Team* in Guided Buying interface in SAP Ariba.

PROCEDURE

From Ariba Guided Buying, click *Buy with a team*.



Select a team from the dropdown menu. *Note:* select *No* to turn off team receiving. Click *Start*.

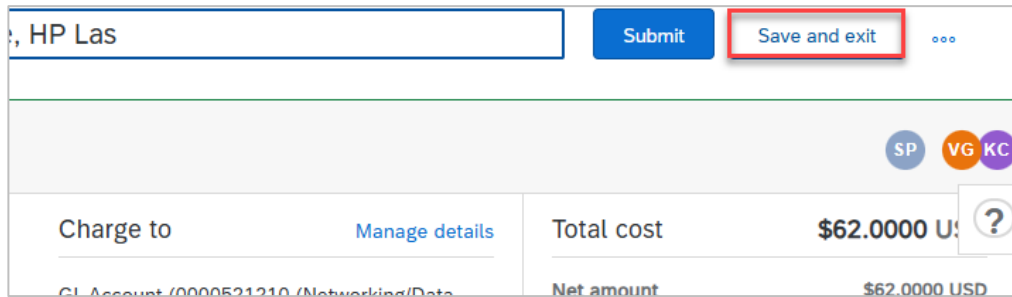


Create a catalog or non-catalog order requisition by following the [Create Catalog Requisition](#) or [Create Non Catalog Requisition](#) resource guides. If a team member will complete the order, continue with the instructions below after order is created.

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Click *Save and Exit* for a team member to complete.



HP Las

Submit Save and exit

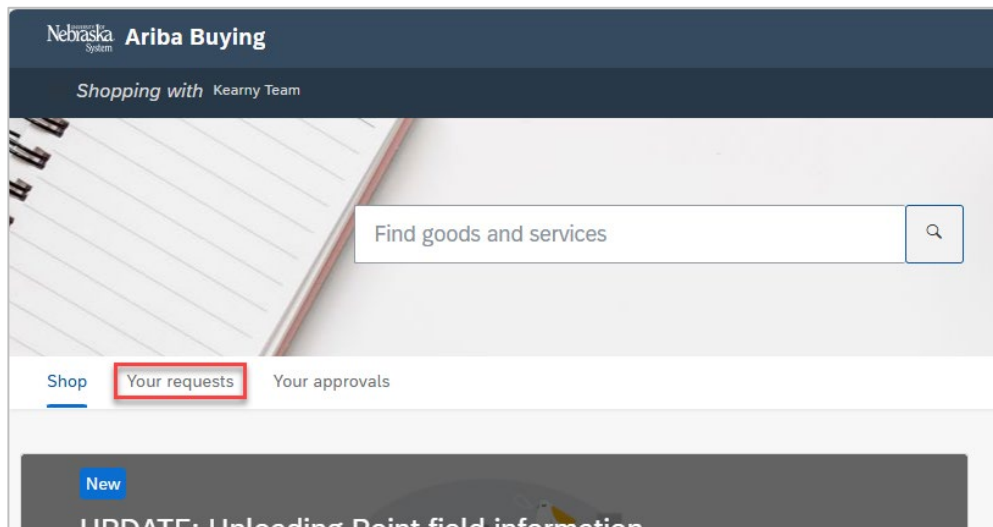
SP VG KC

Charge to [Manage details](#) Total cost \$62.0000 USD ?

CL Account /0000521210 /Networking/Data Net amount \$62.0000 USD

Team Member Instructions

Click on *Your requests* to complete the order.



Nebraska System Ariba Buying

Shopping with Kearny Team

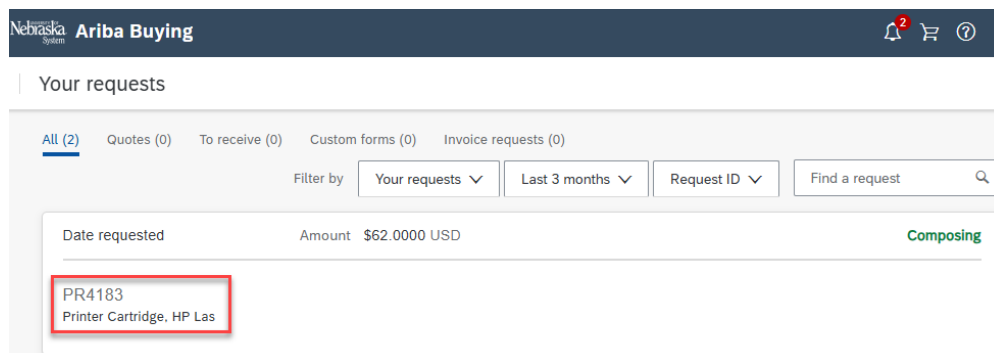
Find goods and services

Shop Your requests Your approvals

New

UPDATE: Unloading Point field information

Search for and click on the PR Number.



Nebraska System Ariba Buying

Your requests

All (2) Quotes (0) To receive (0) Custom forms (0) Invoice requests (0)

Filter by Your requests Last 3 months Request ID Find a request

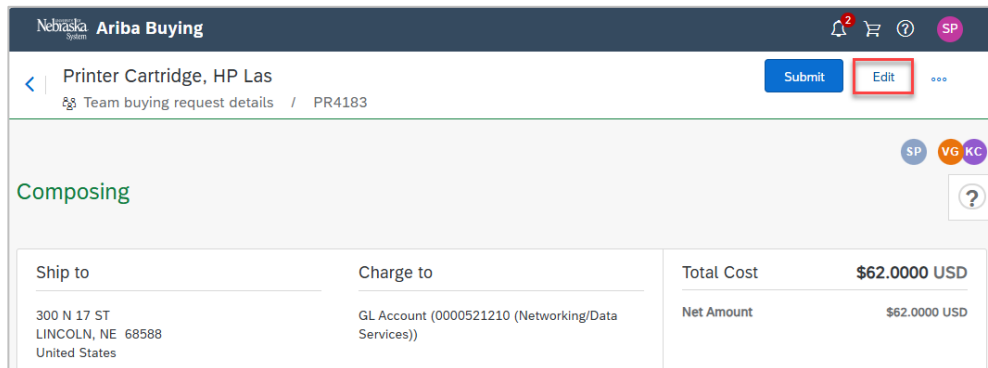
Date requested Amount \$62.0000 USD Composing

PR4183
Printer Cartridge, HP Las

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Click on *Edit*.



Ariba Buying

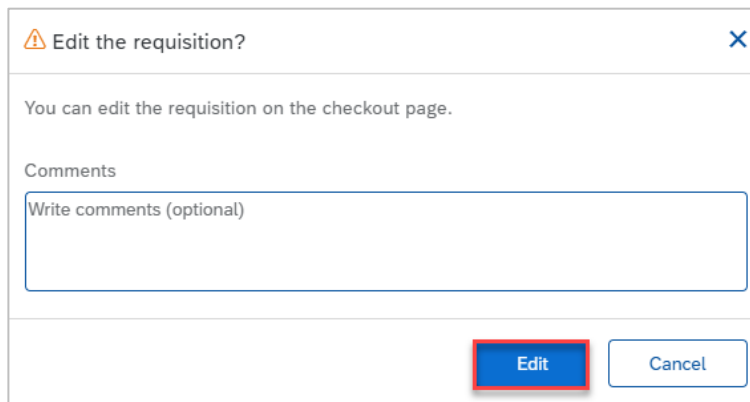
Printer Cartridge, HP Las
Team buying request details / PR4183

Composing

SP VG KC

Ship to 300 N 17 ST LINCOLN, NE 68588 United States	Charge to GL Account (0000521210 (Networking/Data Services))	Total Cost \$62.0000 USD Net Amount \$62.0000 USD
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On the pop-up window, comments are optional. Click on *Edit*.



Edit the requisition?

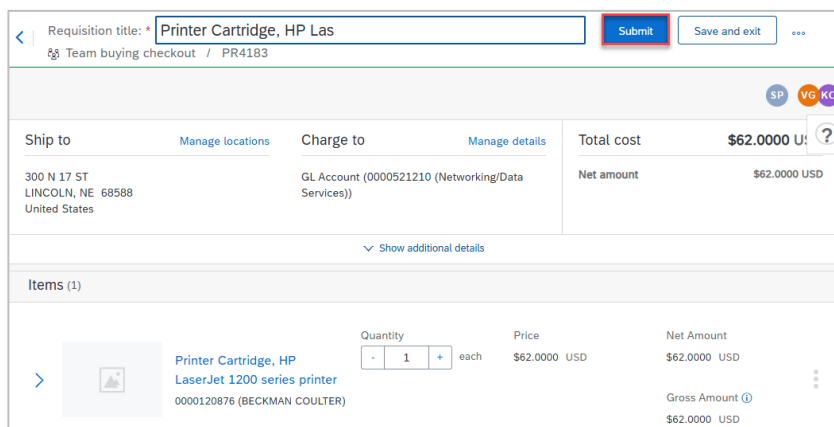
You can edit the requisition on the checkout page.

Comments

Write comments (optional)

Edit **Cancel**

Make necessary edits. When the order is complete, click *Submit*.



Requisition title: Printer Cartridge, HP Las
Team buying checkout / PR4183

Submit **Save and exit**

SP VG KC

Ship to Manage locations 300 N 17 ST LINCOLN, NE 68588 United States	Charge to Manage details GL Account (0000521210 (Networking/Data Services))	Total cost \$62.0000 USD Net amount \$62.0000 USD
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[Show additional details](#)

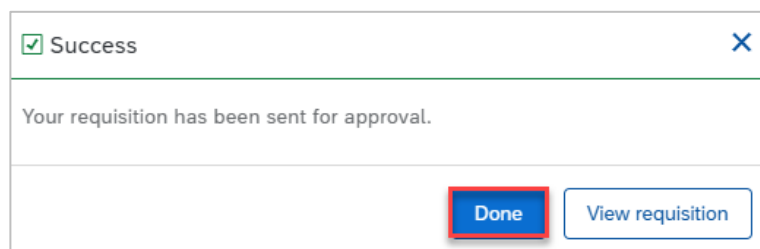
Items (1)

	Quantity	Price	Net Amount
Printer Cartridge, HP LaserJet 1200 series printer 0000120876 (BECKMAN COULTER)	1 each	\$62.0000 USD	\$62.0000 USD
			Gross Amount \$62.0000 USD

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On the pop-up window, click on *Done*.



For questions regarding this process please contact P2P@nebraska.edu.