Team Buying: Creating an Order
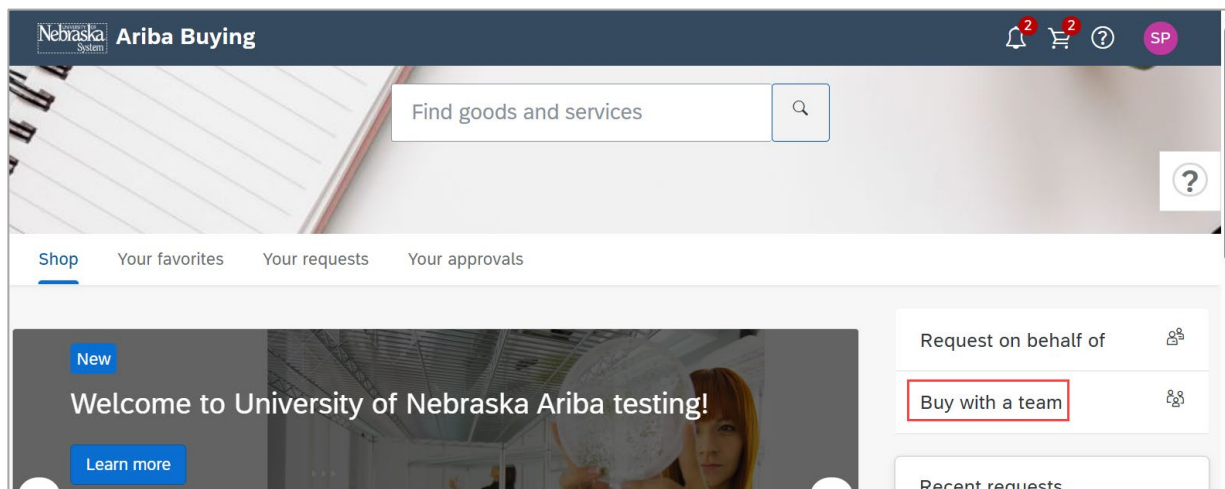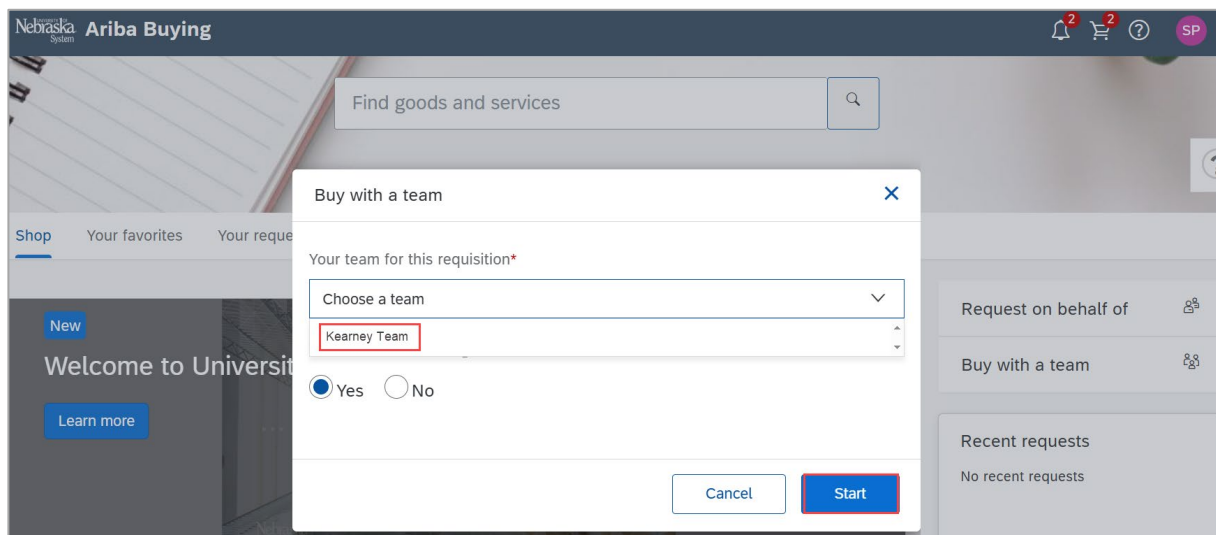
PURPOSE

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.*

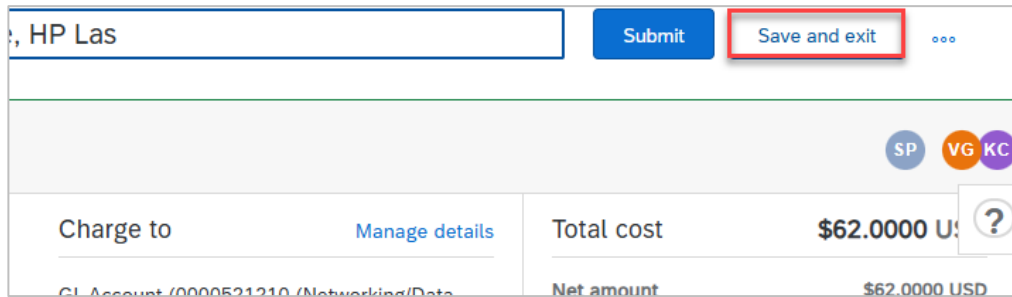Select a team from the dropdown menu. *Note*: select *No* to turn off team receiving. Click *Start*.

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.

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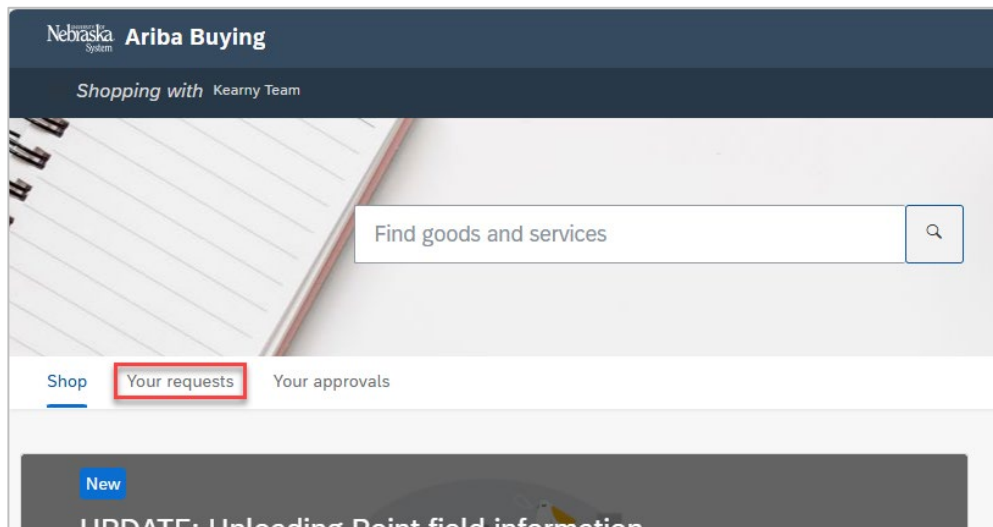
Team Member Instructions

Click on *Your requests* to complete the order.
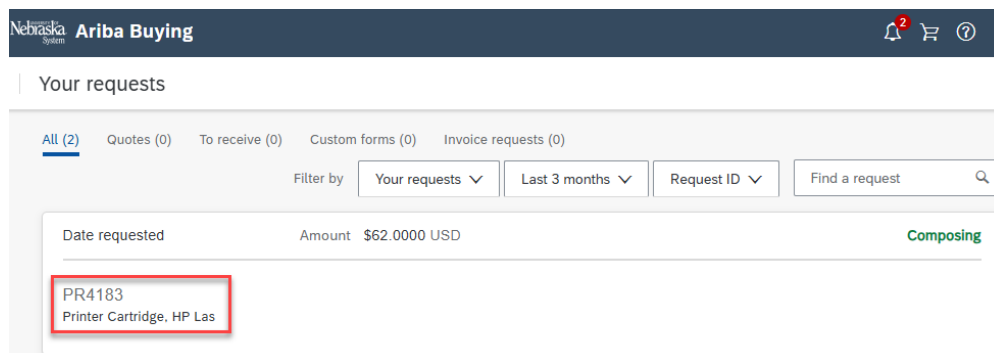
Search for and click on the PR Number.

Click on *Edit.*

On the pop-up window, comments are optional. Click on *Edit.*
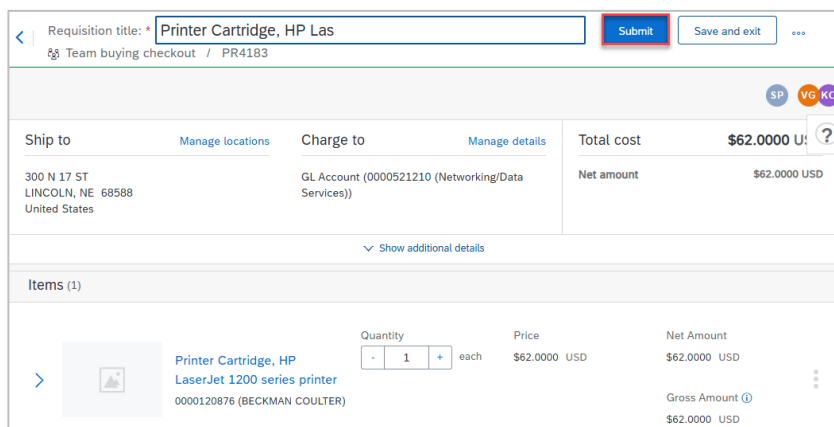
Make necessary edits. When the order is complete, click *Submit.*

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

☑ Success	✕
Your requisition has been sent for approval.	
	Done View requisition
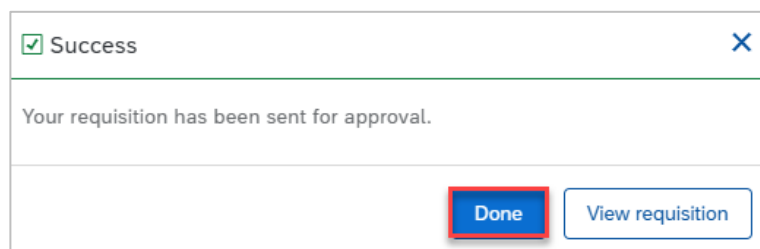
For questions regarding this process please contact P2P@nebraska.edu.