Updated:10/24/2023

Purpose

This Quick Reference Guide (QRG) is designed to show the steps needed to create framework order in SAP Ariba.

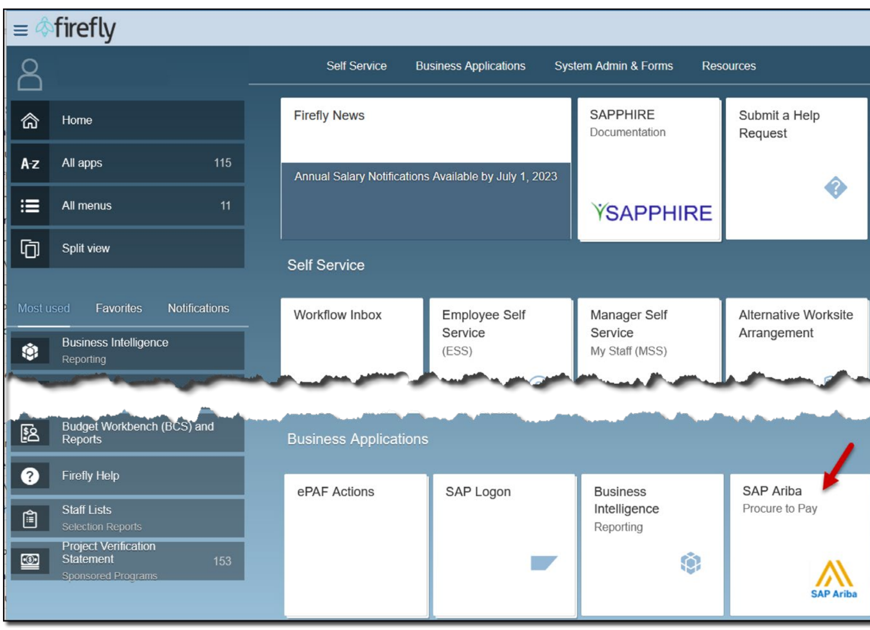
Helpful Hints

- Assemble all supporting documentation prior to beginning work in SAP Ariba.
- For the best experience, please use the following browsers:

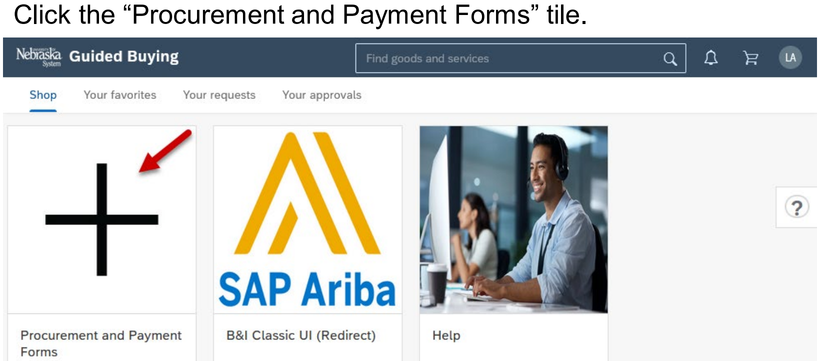
Google Chrome (64-bit)	Apple Safari (64-bit)
Microsoft Edge (32-bit)	Microsoft Edge Chromium (32-bit and 64-bit)
Mozilla Firefox (64-bit)	

Procedure

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

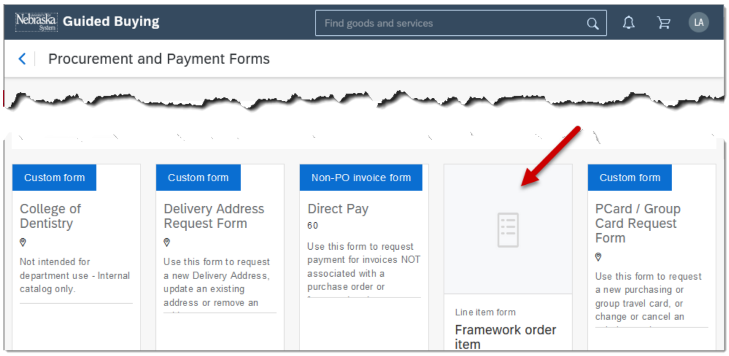


2. Click the “Procurement and Payment Forms” tile.

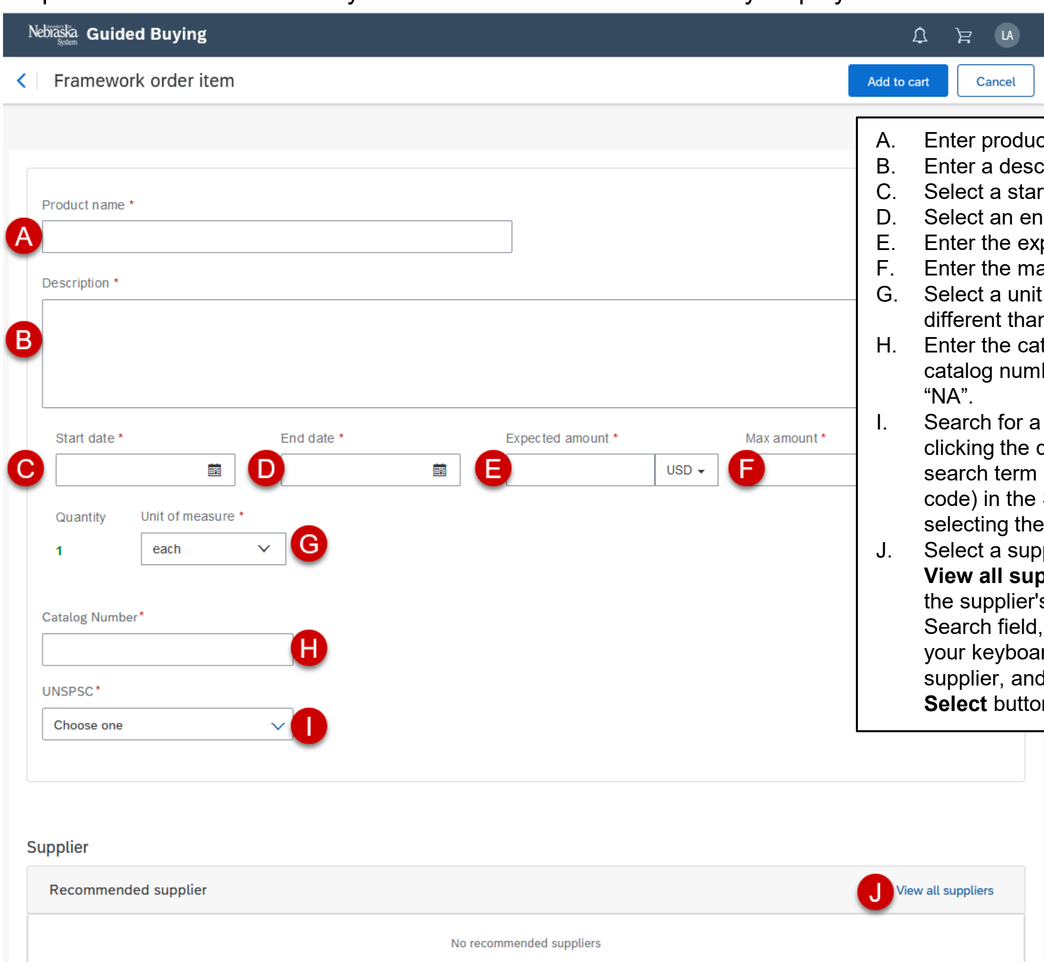


PROCEDURE (CONTINUED)

3. Click the “Framework order item” tile.



4. The “Framework order item” screen displays. Complete the Header information as noted below. Required fields are denoted by “ * “. NOTE: Additional fields may display as selections are made.

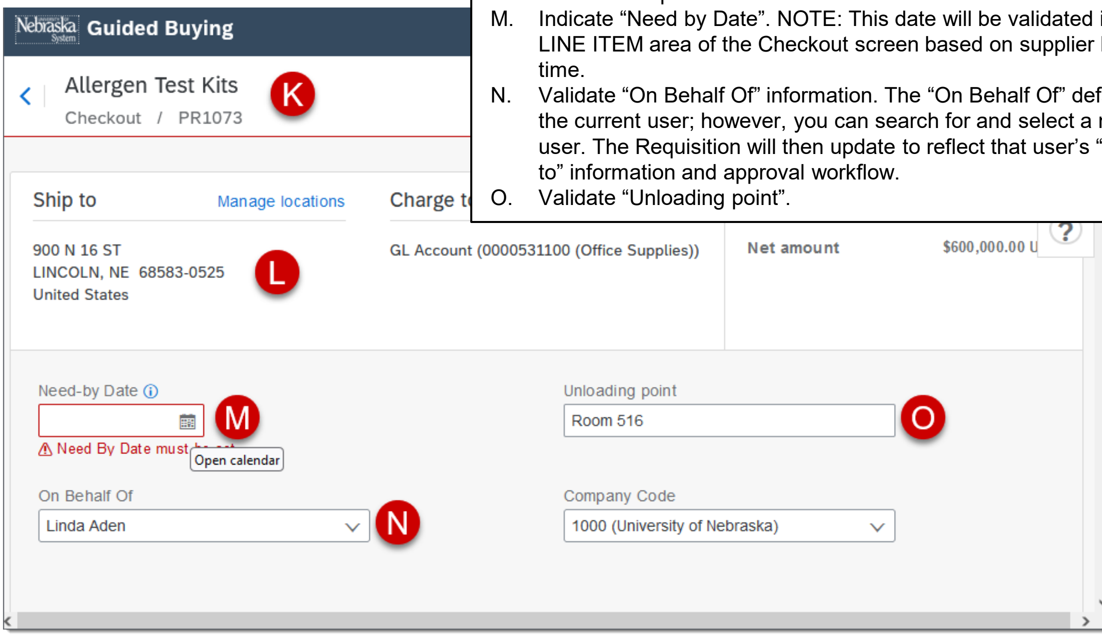


A. Enter product name.
B. Enter a description.
C. Select a start date.
D. Select an end date
E. Enter the expected amount.
F. Enter the max amount.
G. Select a unit of measure if different than the default “each”.
H. Enter the catalog number. If the catalog number is unknown enter “NA”.
I. Search for a UNSPSC code by clicking the dropdown, entering a search term (or the UNSPSC code) in the Search field, and selecting the code.
J. Select a supplier by clicking the **View all suppliers** link, entering the supplier's name in the Search field, pressing Enter on your keyboard, selecting the supplier, and clicking the **Select** button.

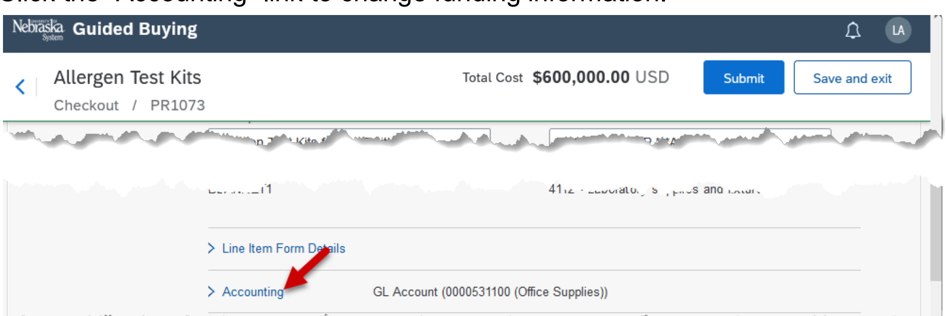
5. Click “Add to cart”.
6. Select “Checkout”.

5. Enter all information required below.

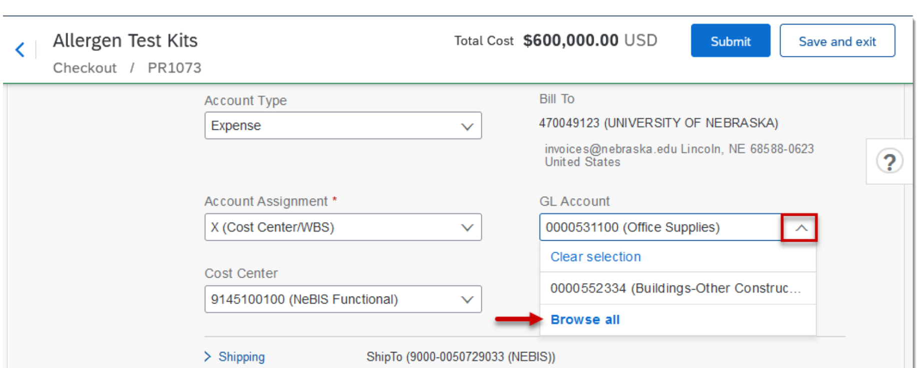
K. (Optional) Click into the field to create a title for the order.
L. Validate “Ship to” information.
M. Indicate “Need by Date”. NOTE: This date will be validated in the LINE ITEM area of the Checkout screen based on supplier lead time.
N. Validate “On Behalf Of” information. The “On Behalf Of” defaults to the current user; however, you can search for and select a new user. The Requisition will then update to reflect that user’s “Charge to” information and approval workflow.
O. Validate “Unloading point”.



6. Scroll down to the item information and expand the item by clicking the arrow to the left of the item.
7. Click the “Accounting” link to change funding information.

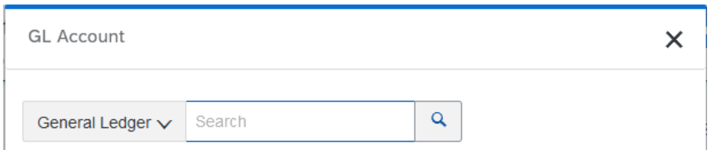


7. Click the dropdown in the field to be changed (e.g., GL Account) and click “Browse all”.



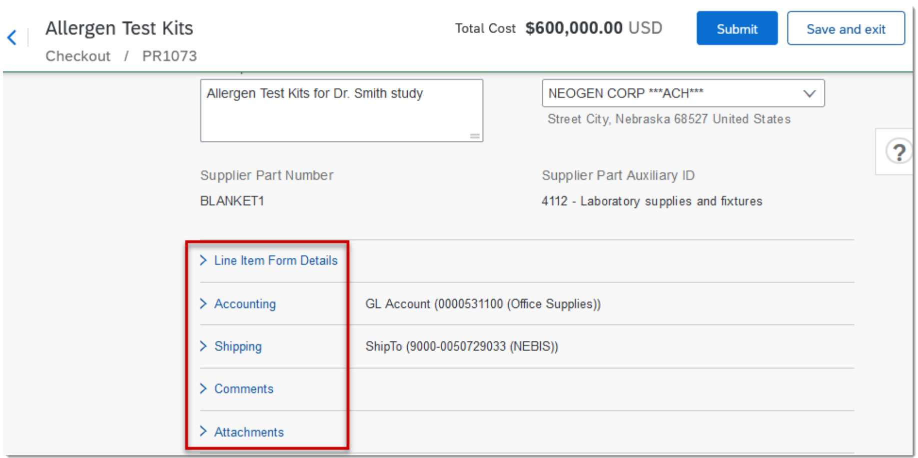
PROCEDURE (CONTINUED)

7. Enter a search term in the field and press “Enter” on your keyboard (or click the magnifying glass).

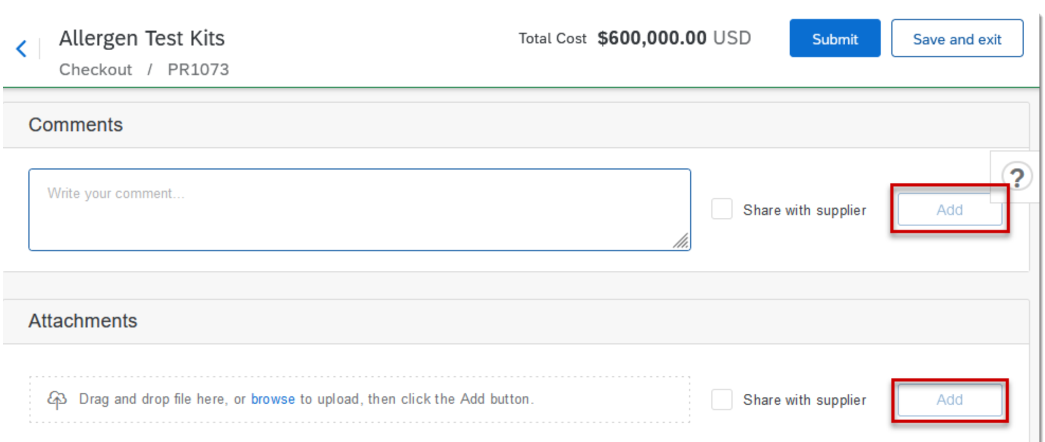


9. Select “Choose” to the right of the search result.

10. (Optional) Expand other item-level sections to review/edit.

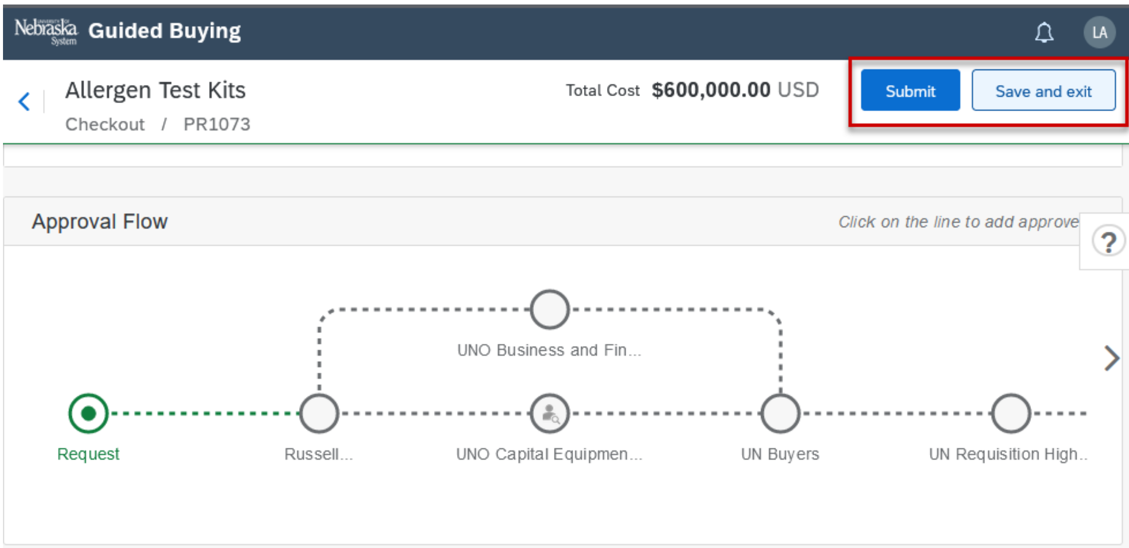


11. (Optional) Enter any comments or attachments. Check the check box if you want to share the information with the supplier. Click “Add”.



PROCEDURE (CONTINUED)

12. Review the Approval Flow at the bottom of the screen and validate that no errors exist on the order. Click “Submit” (no changes allowed) or “Save and exit” (changes can be made).



13. The confirmation screen displays.