Create Non-Catalog Requisition

Updated: August 29, 2024

Purpose

This Quick Reference Guide (QRG) is designed to show the steps needed to create Non-catalog Requisitions in SAP Ariba. It will also detail what to do when a requisition is denied (end of document).

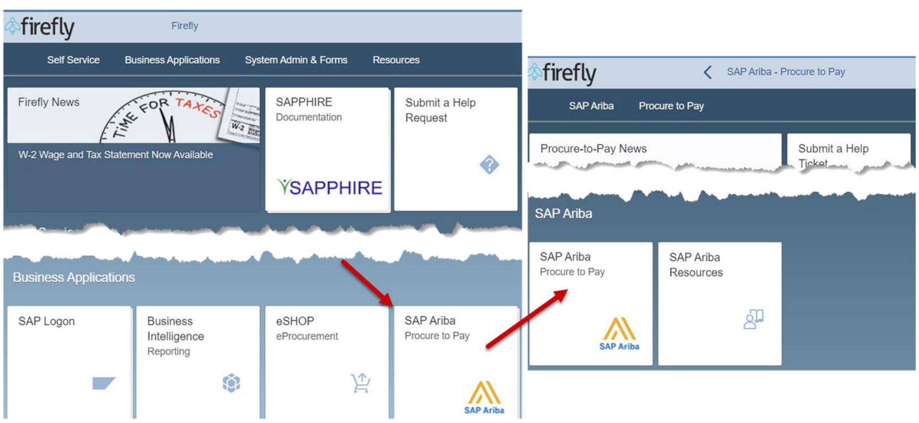
Helpful Hints

- 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)	

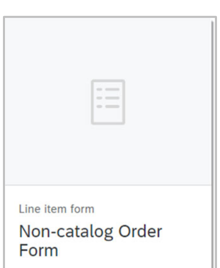
Procedure

1. Access SAP Ariba by clicking the “SAP Ariba – Procure to Pay” tile in Firefly.
2. Click the second “SAP Ariba – Procure to Pay” tile. The “Guided Buying” interface will open.

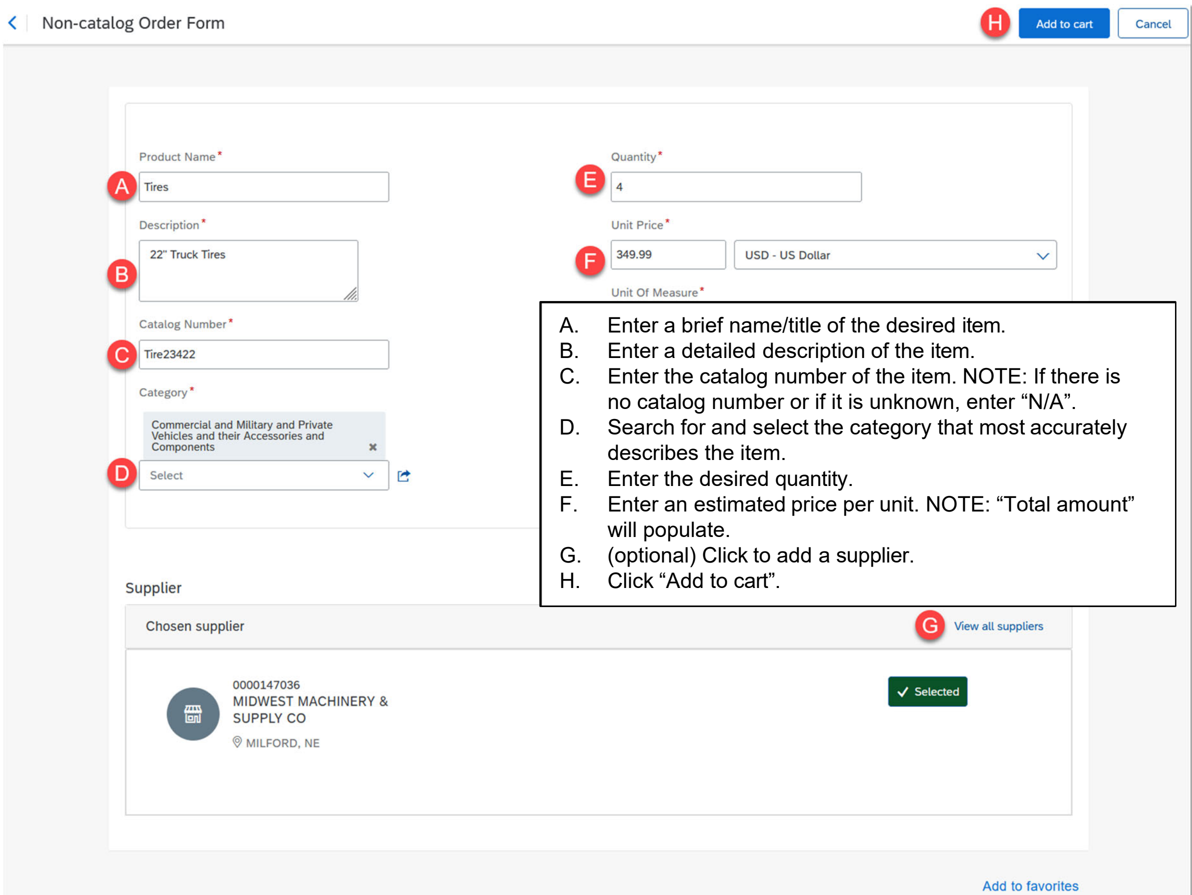


3. On the “Guided Buying” home page, scroll and click the “Procurement and Payment Forms” tile.

4. At the bottom of the page, click the “Non-catalog Order Form”.

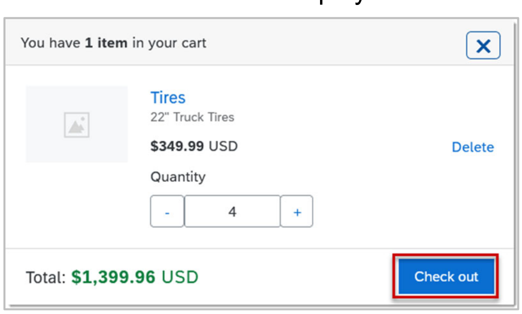


5. The “Non-catalog request” screen displays. Complete the screen as noted below.

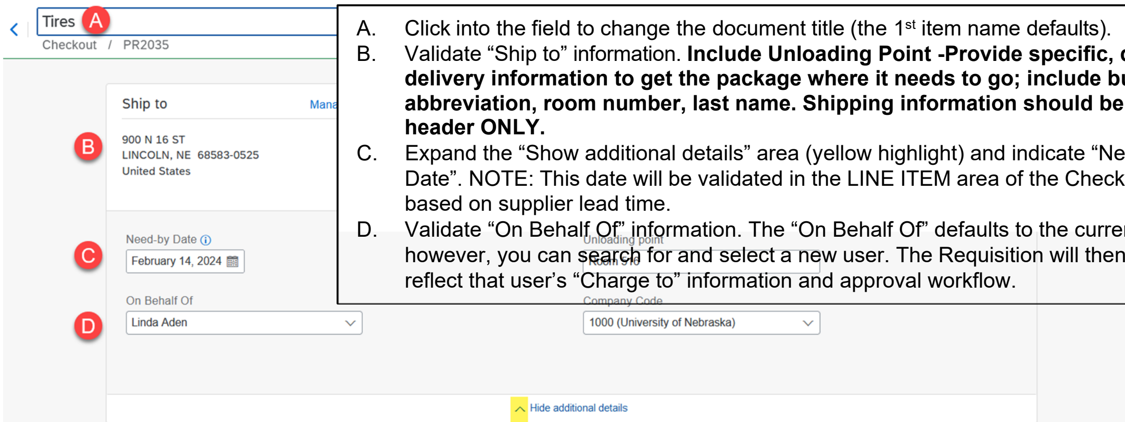


A. Enter a brief name/title of the desired item.
B. Enter a detailed description of the item.
C. Enter the catalog number of the item. NOTE: If there is no catalog number or if it is unknown, enter “N/A”.
D. Search for and select the category that most accurately describes the item.
E. Enter the desired quantity.
F. Enter an estimated price per unit. NOTE: “Total amount” will populate.
G. (optional) Click to add a supplier.
H. Click “Add to cart”.

6. The confirmation screen displays. Continue shopping for other items or click “Check out” to proceed.

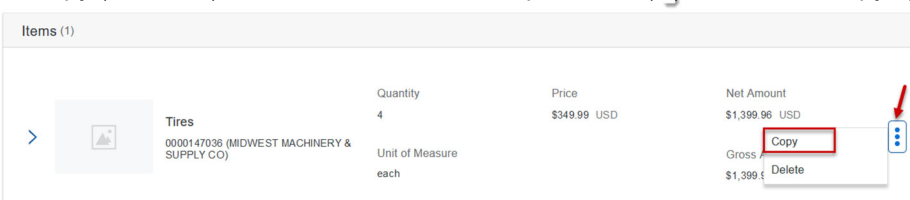


7. The "Summary" screen displays information both at the document level and the line-item level. Fields in this step (Step 5) will affect the entire document; beginning on Step 6 below, changes at the to line-item level will be shown.

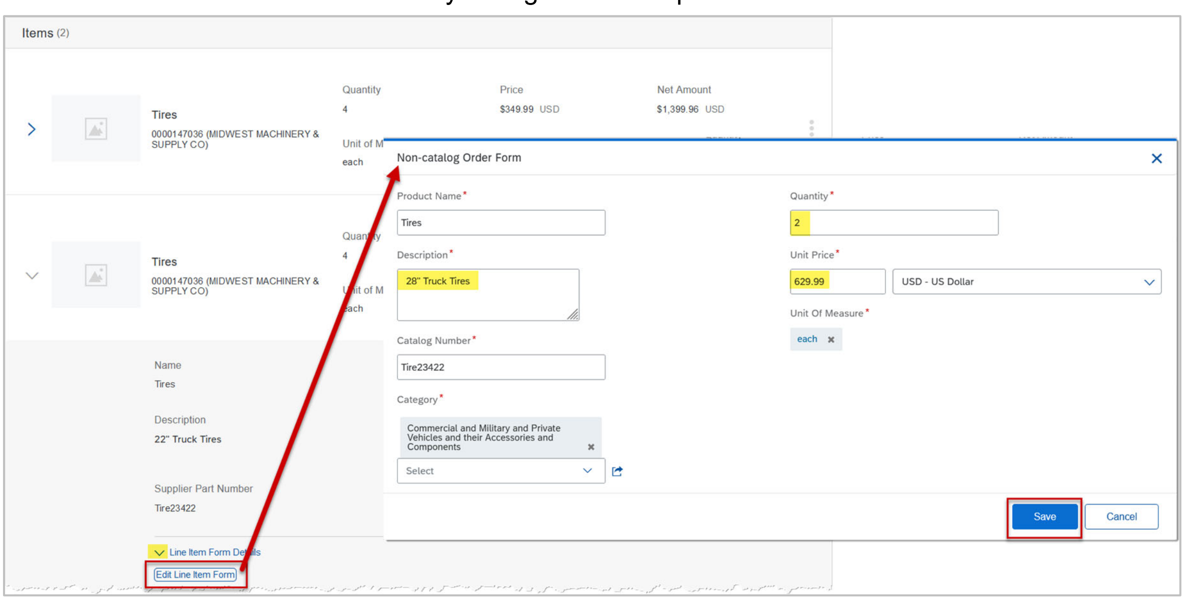


A. Click into the field to change the document title (the 1st item name defaults).
B. Validate "Ship to" information. **Include Unloading Point -Provide specific, detailed delivery information to get the package where it needs to go; include building abbreviation, room number, last name. Shipping information should be at the header ONLY.**
C. Expand the "Show additional details" area (yellow highlight) and indicate "Need by Date". NOTE: This date will be validated in the LINE ITEM area of the Checkout screen based on supplier lead time.
D. 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.

8. To copy (or delete) a LINE ITEM, click the ellipses icon (⋮) and select "Copy" (or "Delete").



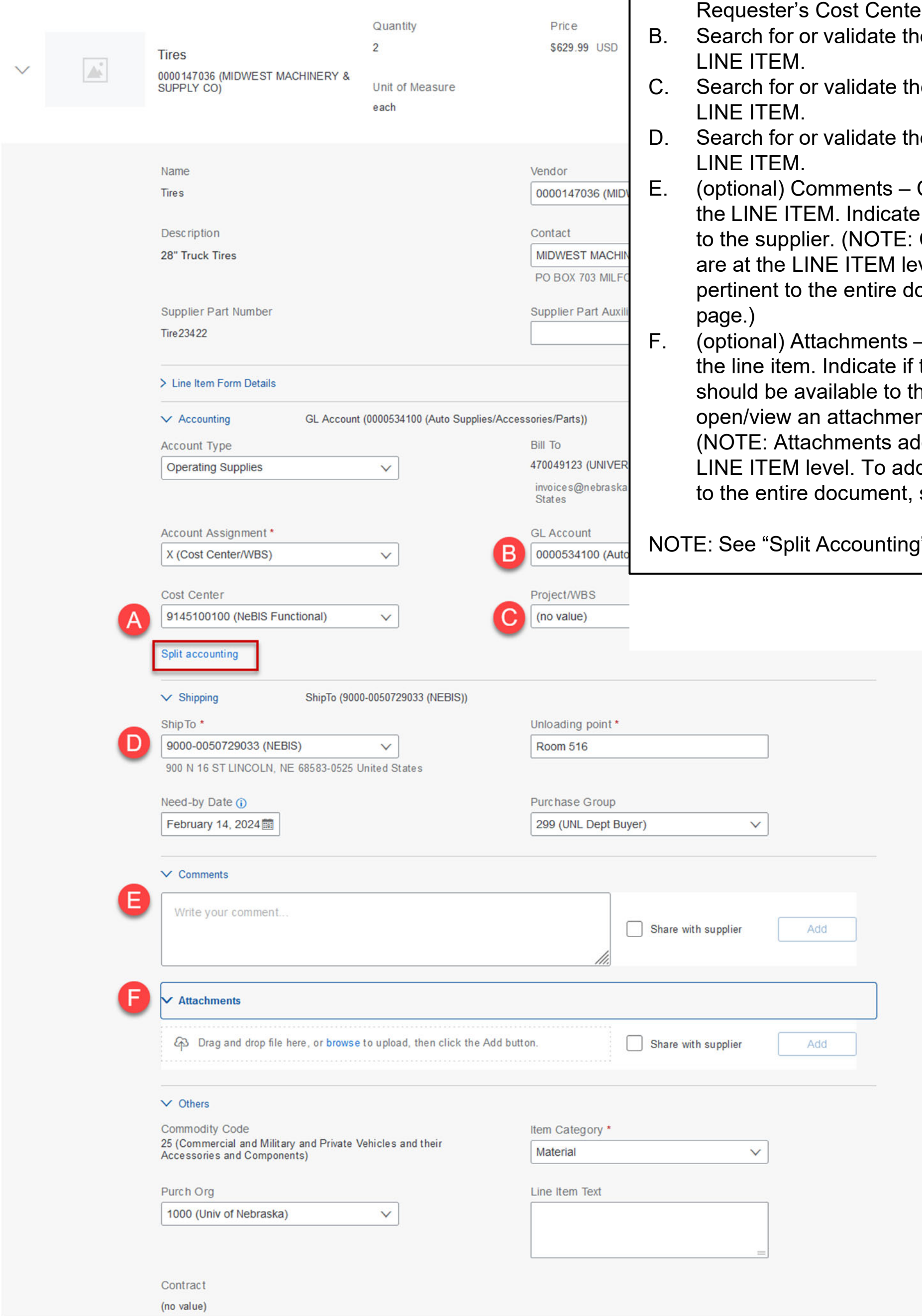
9. A second line item will be added. To edit the copied line item, expand "Line Item Form Details" and select "Edit Line Item Form". Enter any changes to the copied line item and click "Save".



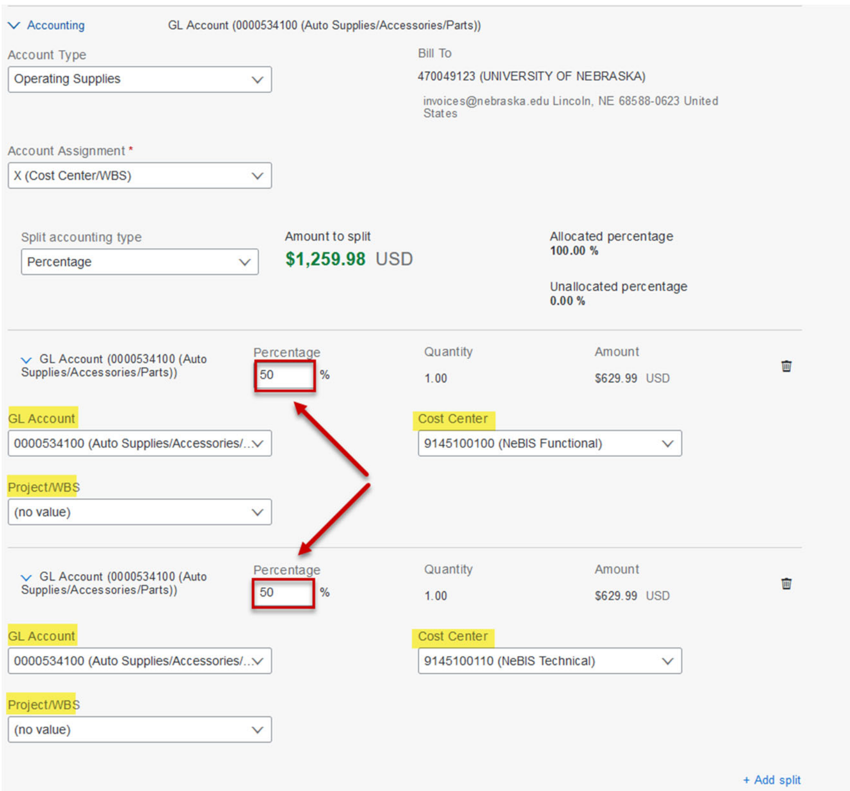
Expand the sections below the LINE ITEM being edited (e.g., Accounting, Shipping, Comments, Attachments, etc.)

A. Search for or validate the Cost Center to be charged for this LINE ITEM (it will default to the Requester's Cost Center).
B. Search for or validate the GL Account for the LINE ITEM.
C. Search for or validate the Project/WBS for this LINE ITEM.
D. Search for or validate the shipping info for this LINE ITEM.
E. (optional) Comments – Can be added here for the LINE ITEM. Indicate if text should be visible to the supplier. (NOTE: Comments added here are at the LINE ITEM level. To add comments pertinent to the entire document, see next page.)
F. (optional) Attachments – Can be added here for the line item. Indicate if the attachment(s) should be available to the supplier. You cannot open/view an attachment once it is added here. (NOTE: Attachments added here are at the LINE ITEM level. To add attachments pertinent to the entire document, see next page.)

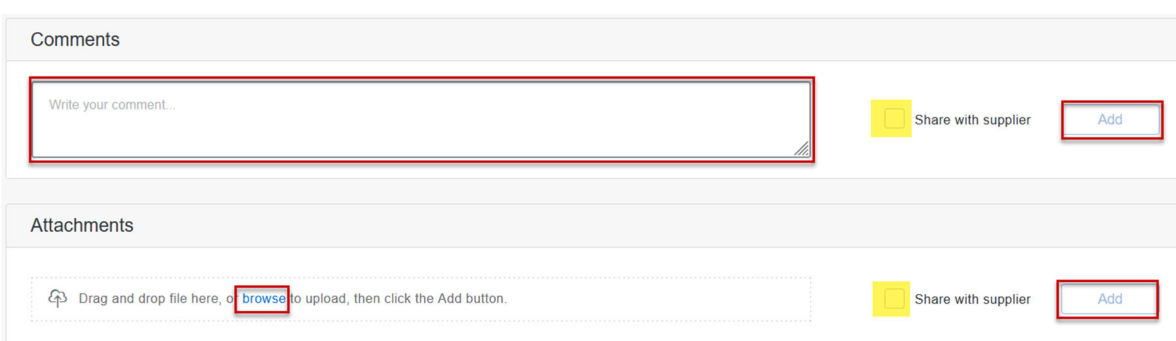
NOTE: See "Split Accounting" on next page.



10. Line items can be split between cost centers, GLs, or Project/WBS. Click the “Split Accounting” link immediately below the Cost Center field. Enter the split percentages (total of all splits must equal 100%) and select/search for appropriate G/L accounts, cost centers, and/or WBS elements.

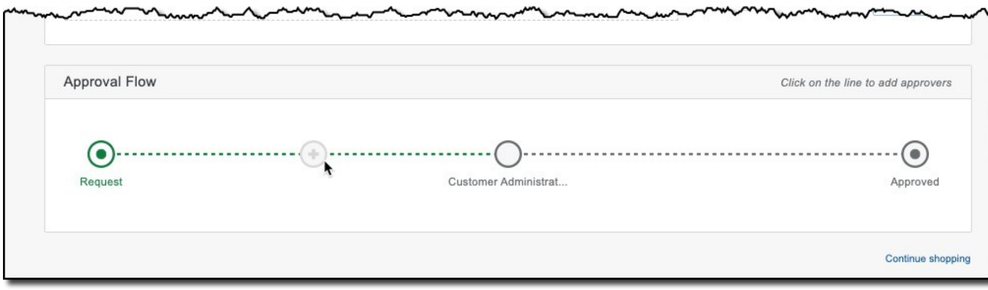


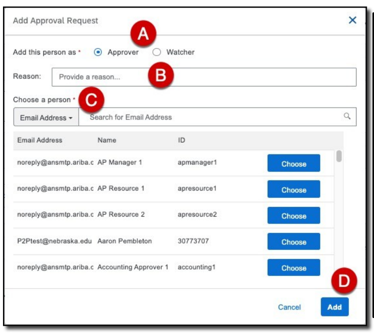
11. Once all line-item edits have been made, comments and attachments can be added at the document level. To add comments at the document level, enter them in the text box. To add attachment(s) at the document level, upload them in the area provided. For each, indicate whether or not to share with the supplier by checking the checkbox. Click “Add”.



Note: If comments and/or attachments are not line-item specific, it is recommended that they always be entered/attached at the document level as they are easier to be overlooked at the line-item level.

12. Scroll to the bottom of the screen and view the current approval workflow. The approval workflow will update as the requisition progresses through the approval process. (Optional) To add an Approver/Watcher, mouse over the dashed line on either side of an existing Approver and click the " + " icon.





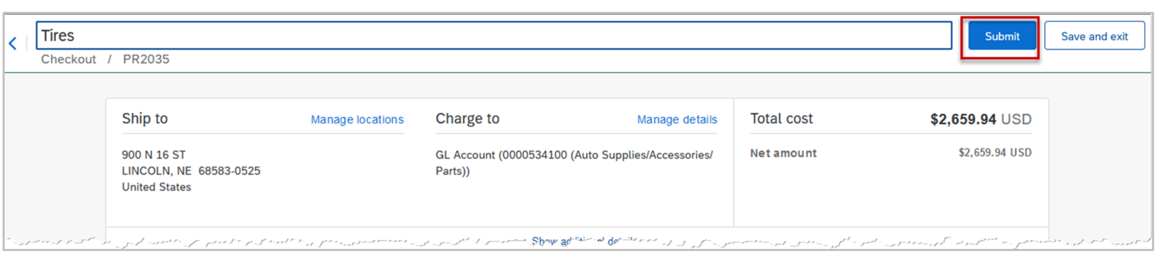
A. Select type of role:
   - *Approver* – Must take action on the request.
   - *Watcher* – Will receive notifications regarding the status of the request but will not be required to take action on the request.

B. (optional) Provide a reason why this user is being added to the workflow.

C. Search for and select the user to be added.

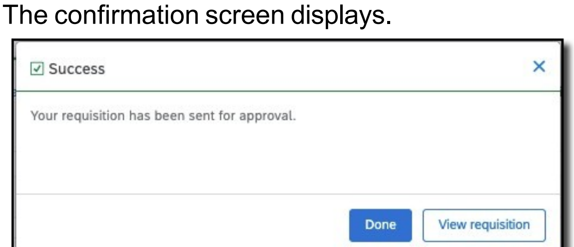
D. Click "Add".

13. Once all edits on the Checkout screen have been completed, click "Submit" to send the Requisition for approval.



Note: If there is missing/incorrect information on the Checkout screen, the "Submit" button will remain grayed-out until all items have been corrected.

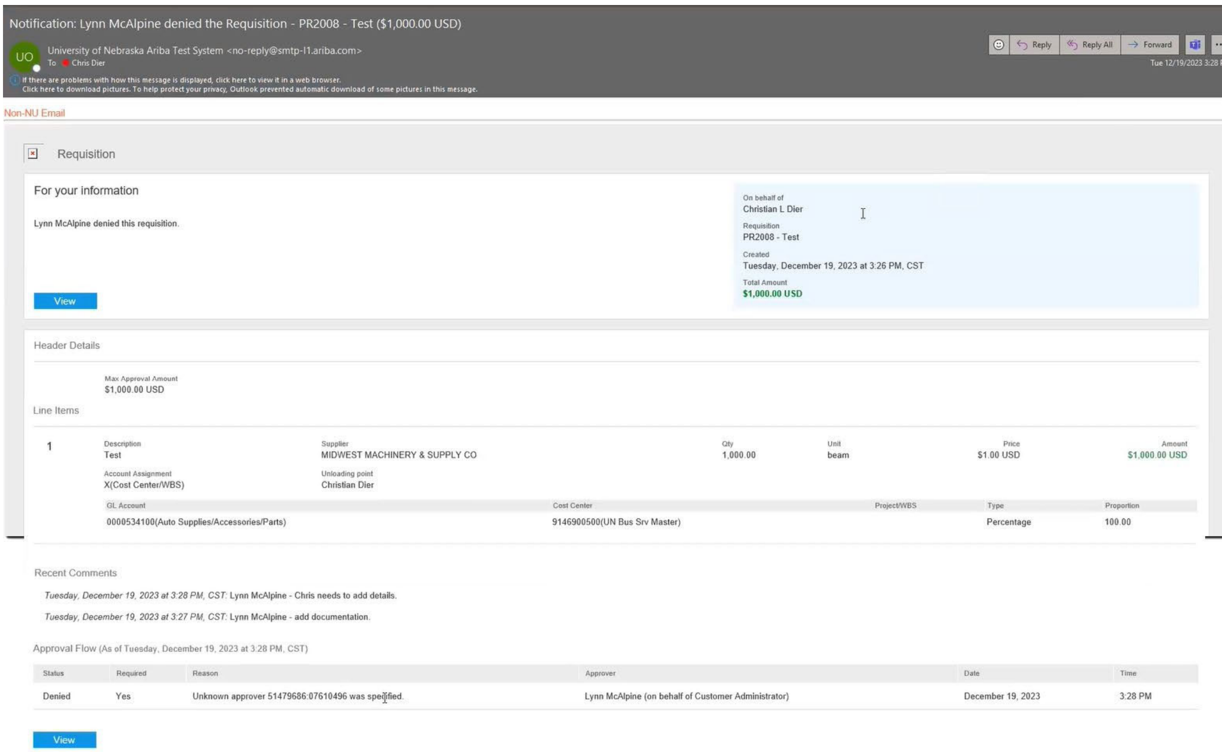
14. The confirmation screen displays.



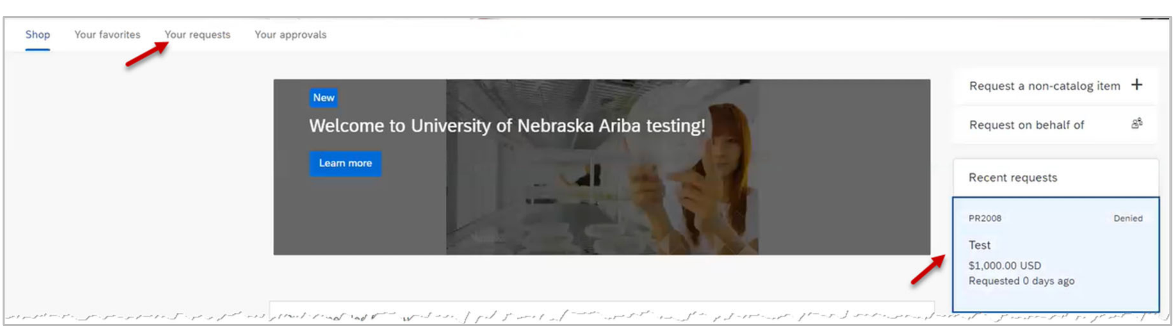
Requisition is Denied: What to Do

The following example will demonstrate how to withdraw a denied requisition. In this case, the approver has denied the request because she needs additional documentation. To edit a denied request, it must first be withdrawn.

When a request is denied, an email will be sent out like the one shown below.



1. To locate a requisition, go to the “Your requests” tab in the Guided Buying home page or, if recently created, go to the “Recent requests” pane on the right-hand side of the same page.



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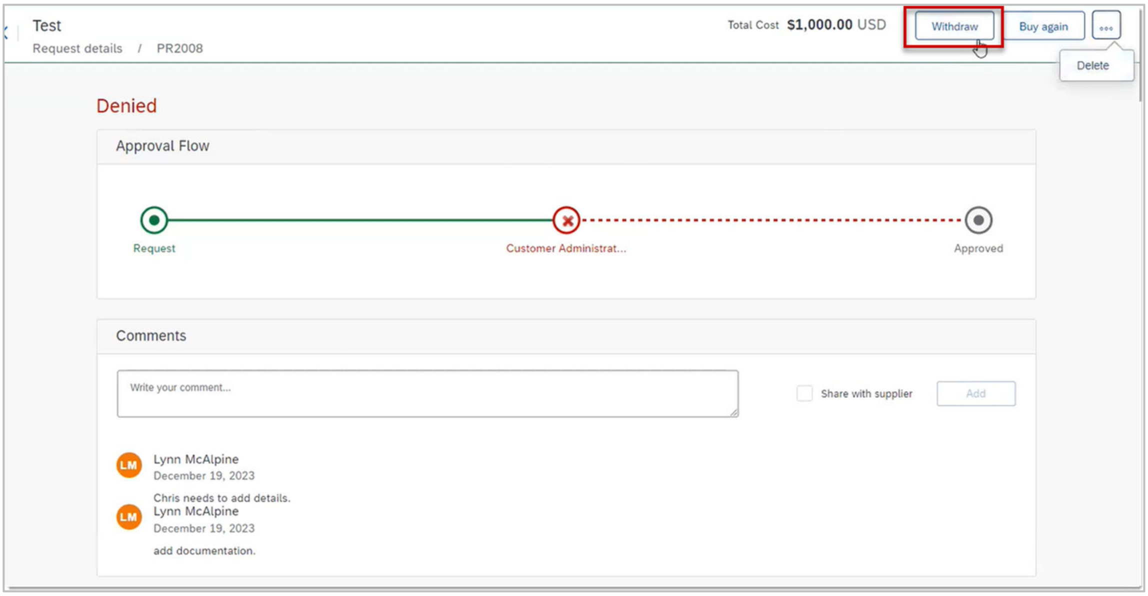
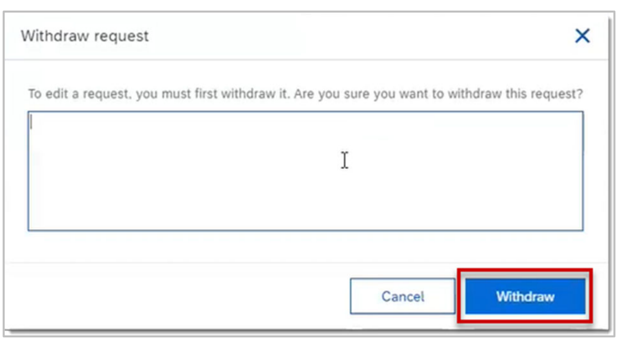
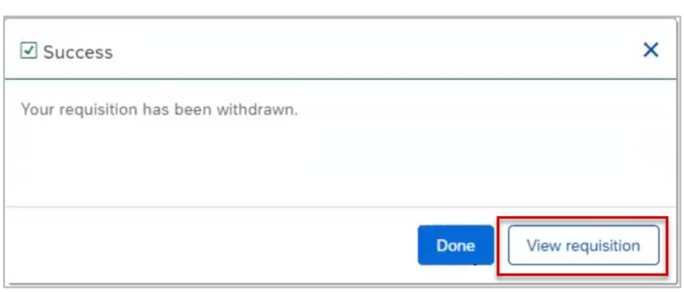
2. With the denied requisition open, there are three options at the top right of the document: "Withdraw", "Buy again", and "Delete" (behind the ellipses icon). Click "Withdraw".



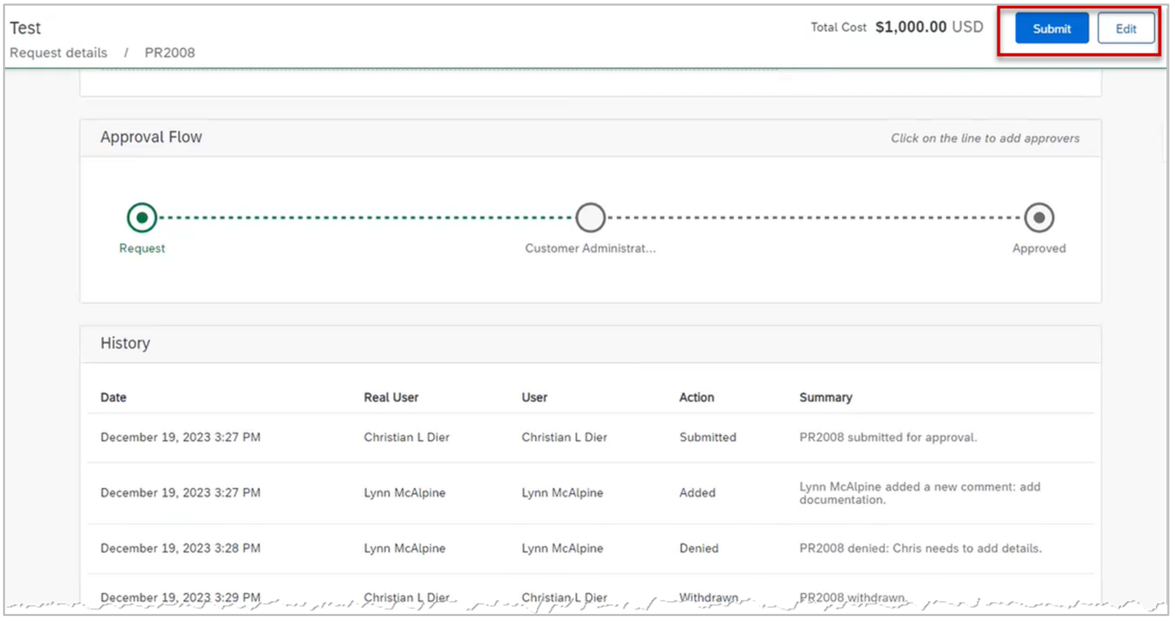
3. A "Withdraw request" dialog box opens. Enter comments in the text field and click "Withdraw".



4. A success message appears. Click "View requisition" to open the request.



5. Click “Edit”, make required changes to the request, and click “Submit” after edits have been made.



6. A success message opens. Click “Done”. The request will be re-routed through the normal approval channels.