

Create Framework Order

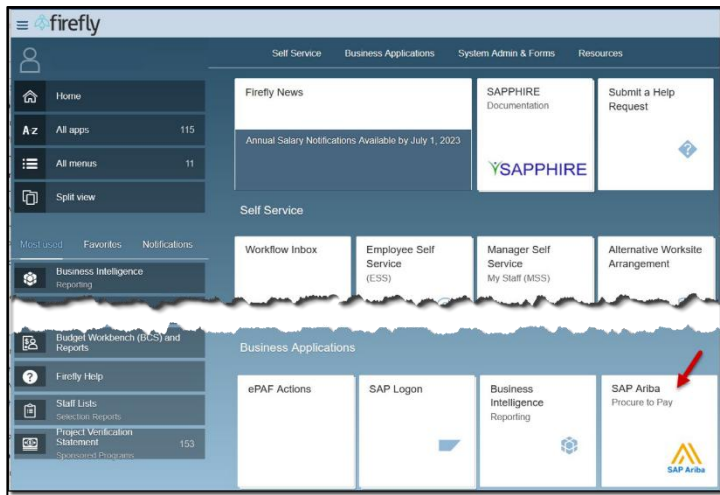
Updated March 4, 2026

Purpose

This document shows the steps needed to create framework order in SAP Ariba.

Procedure

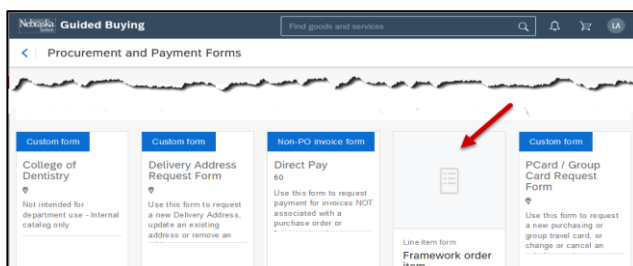
Access SAP Ariba by clicking the “SAP Ariba – Procure to Pay” tile in Firefly.



Click the “Procurement and Payment Forms” tile.



Click the “Framework order item” tile.



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The “Framework order item” screen displays. Complete the Header information as noted below.

Note: Additional fields may display as selections are made.

The screenshot shows the 'Framework order item' screen in the Nebraska System Guided Buying interface. The screen is titled 'Framework order item' and has 'Add to cart' and 'Cancel' buttons. The main form area contains the following fields and controls:

- A:** Product name input field.
- B:** Description text area.
- C:** Start date calendar icon.
- D:** End date calendar icon.
- E:** Expected amount input field with a USD dropdown.
- F:** Max amount input field with a USD dropdown.
- G:** Unit of measure dropdown menu showing 'each'.
- H:** Catalog Number input field.
- I:** UNSPSC dropdown menu showing 'Choose one'.
- J:** View all suppliers button.

The bottom section shows a 'Supplier' area with a 'Recommended supplier' field and a 'View all suppliers' button. The text 'No recommended suppliers' is displayed below.

- 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.

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- 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.

Click **Add to cart**.

Select **Checkout**.

The screenshot shows the 'Guided Buying' checkout interface for 'Allergen Test Kits'. At the top, there are 'Submit' and 'Save and exit' buttons. Below, the 'Ship to' section shows the address '900 N 16 ST, LINCOLN, NE 68583-0525, United States' with a red callout 'L'. The 'Charge to' section shows 'GL Account (0000531100 (Office Supplies))'. The 'Total cost' is '\$600,000.00 USD' and the 'Net amount' is '\$600,000.00 U'. A red callout 'K' is over the item title. The 'Need-by Date' field is empty with a red callout 'M' and a warning 'Need By Date must'. The 'Unloading point' is 'Room 516' with a red callout 'O'. The 'On Behalf Of' dropdown is set to 'Linda Aden' with a red callout 'N'. The 'Company Code' dropdown is set to '1000 (University of Nebraska)'. A red callout 'O' is also present near the bottom right of the form area.

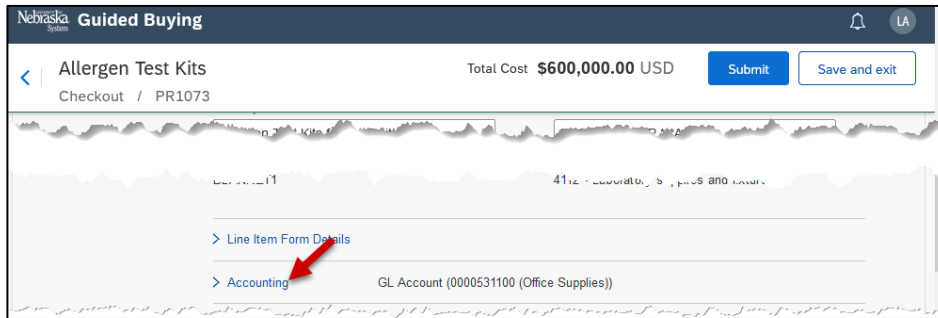
- K. Click into the field to create a title for the order (optional).
- L. Validate **Ship to** information.
- M. Indicate **Need by Date**. **Note:** This date will be validated in the Line Item area of the Checkout screen based on supplier lead time.
- N. Validate **On Behalf Of** information. The **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**.

Scroll down to the item information and expand the item by clicking the arrow to the left of the item.

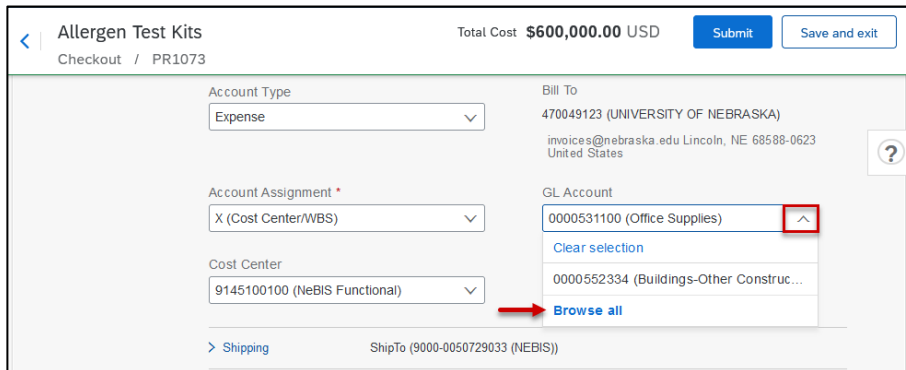
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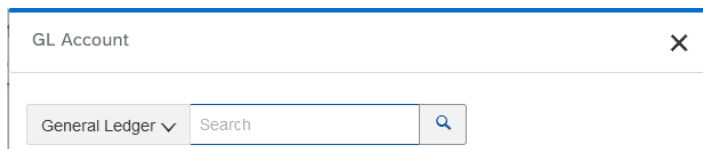
Click the “Accounting” link to change funding information.



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



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



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

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

The screenshot shows the 'Allergen Test Kits' order form. At the top, it displays 'Allergen Test Kits' and 'Checkout / PR1073'. The total cost is '\$600,000.00 USD'. There are 'Submit' and 'Save and exit' buttons. The form includes a description 'Allergen Test Kits for Dr. Smith study', a supplier 'NEOGEN CORP ***ACH***', and a shipping address 'Street City, Nebraska 68527 United States'. It also lists 'Supplier Part Number: BLANKET1' and 'Supplier Part Auxiliary ID: 4112 - Laboratory supplies and fixtures'. A red box highlights a list of expandable sections: '> Line Item Form Details', '> Accounting', '> Shipping', '> Comments', and '> Attachments'. The 'Accounting' section shows 'GL Account (0000531100 (Office Supplies))' and the 'Shipping' section shows 'ShipTo (9000-0050729033 (NEBIS))'.

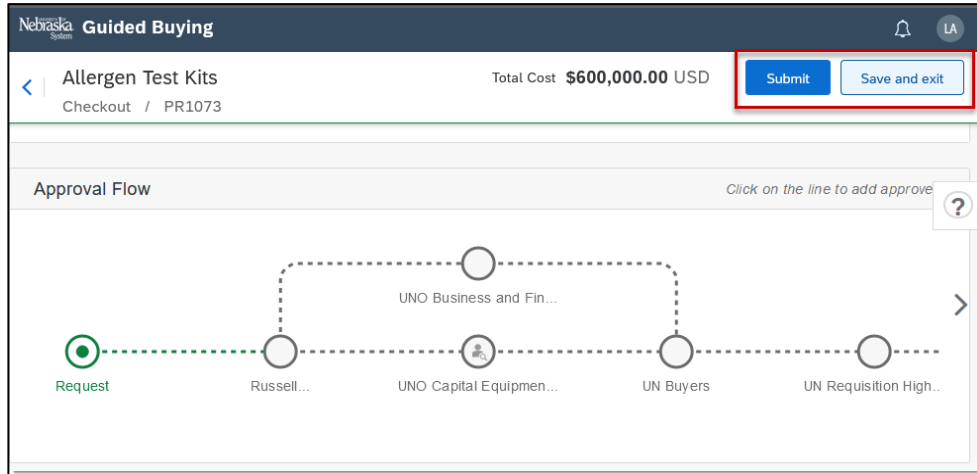
(Optional) Enter any comments or attachments. Check the check box if you want to share the information with the supplier. Click "Add".

The screenshot shows the 'Allergen Test Kits' order form with the 'Comments' and 'Attachments' sections expanded. The 'Comments' section has a text input field labeled 'Write your comment...', a 'Share with supplier' checkbox, and an 'Add' button. The 'Attachments' section has a dashed box for file upload with the text 'Drag and drop file here, or browse to upload, then click the Add button.', a 'Share with supplier' checkbox, and an 'Add' button. Both 'Add' buttons are highlighted with red boxes.

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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).



The confirmation screen displays.