

Create Non-Catalog Requisition

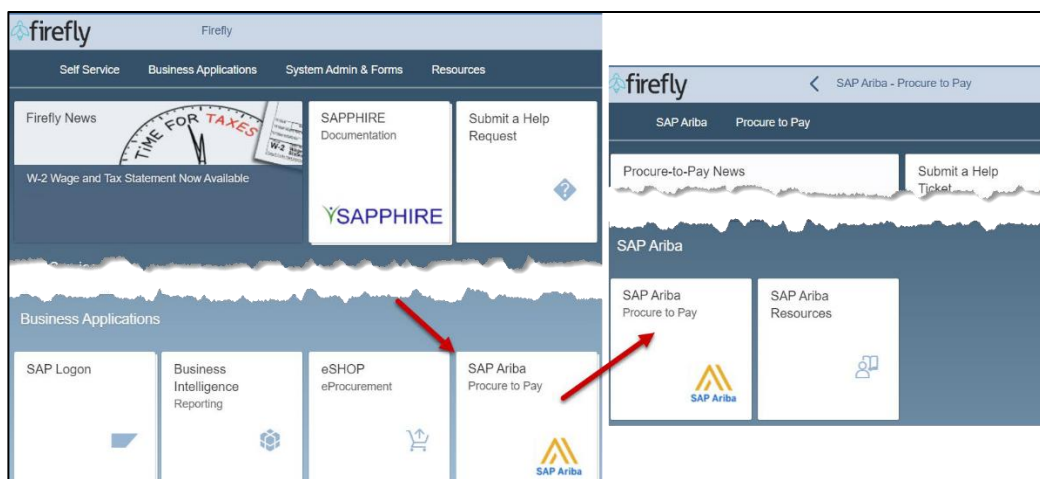
Updated March 5, 2026

Purpose

This document shows the steps needed to create Non-catalog Requisitions in SAP Ariba. It will also detail what to do when a requisition is denied.

Procedure

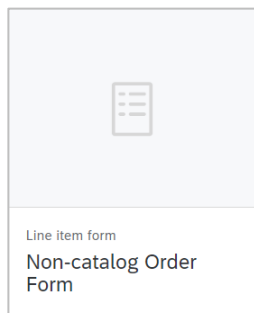
Access SAP Ariba by clicking the **SAP Ariba – Procure to Pay** tile in Firefly and click the **SAP Ariba** tile. The “Guided Buying” interface will open.



On the **Guided Buying** home page, scroll and click the **Procurement and Payment Forms** tile.



At the bottom of the page, click **Non-catalog Order Form**.



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The **Non-catalog request** screen displays. Complete the screen as noted below.

The screenshot shows the 'Non-catalog Order Form' interface. It includes fields for Product Name, Description, Catalog Number, Category, Quantity, Unit Price, and Unit of Measure. A 'Supplier' section is also visible, showing a chosen supplier: 'MIDWEST MACHINERY & SUPPLY CO'. A legend box is overlaid on the form, providing instructions for each lettered field:

- 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".

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

The screenshot shows a cart confirmation screen with the following details:

- Item: Tires (22" Truck Tires)
- Price: \$349.99 USD
- Quantity: 4
- Total: \$1,399.96 USD
- Buttons: Delete, Check out

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The **Summary** screen displays information both at the document level and the line-item level. Fields completed here will affect the entire document. Beginning below, changes at the to line-item level will be shown.

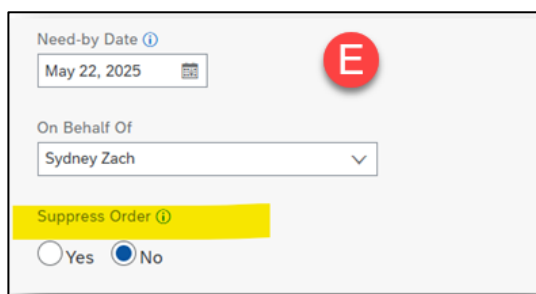
The screenshot shows a web interface for a requisition summary. At the top, there is a document title field containing 'Tires' with a red circle 'A' next to it. Below the title, there are two buttons: 'Submit' and 'Save and exit'. The main content area is divided into several sections. On the left, there is a 'Ship to' section with a red circle 'B' next to it, containing the address '900 N 16 ST LINCOLN, NE 68503-0525 United States'. To the right of this is a 'Charge to' section with a red circle 'C' next to it, containing 'GL Account (0000534100 (Auto Supplies/Accessories/ Parts))'. Further right is a 'Total cost' section with a red circle 'D' next to it, showing '\$1,399.96 USD' and 'Net amount \$1,399.96 USD'. Below these sections, there are two rows of fields. The first row has 'Need-by Date' (with a red circle 'C' next to it) set to 'February 14, 2024' and 'Unloading point' set to 'Room 515'. The second row has 'On Behalf Of' (with a red circle 'D' next to it) set to 'Linda Aden' and 'Company Code' set to '1000 (University of Nebraska)'. At the bottom of the form, there is a yellow highlight under the text 'Hide additional details'.

- 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 only be at the header.
- C. Expand the *Show additional details* (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 but searching allows users to select a new user. The Requisition will then update to reflect that user's *Charge to* information and approval workflow.

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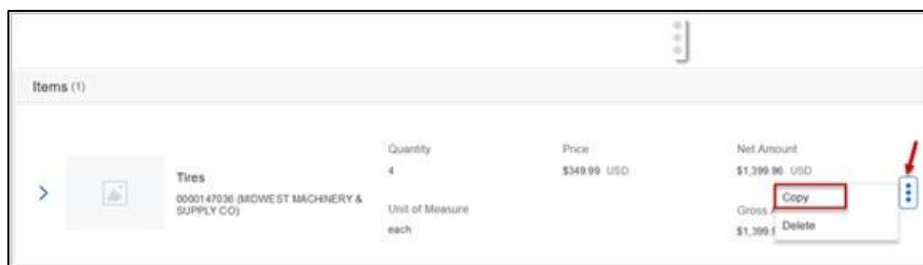
- E. The Suppress Order field determines whether a purchase order will automatically be sent to the supplier in the Ariba Network.
 - a. The Suppress Order field defaults to NO. This means the purchase order will be sent to the supplier. Examples of when to select NO: updating line PO line items, changing PO prices, updating delivery information, etc.
 - b. If the selection is switched to YES, the supplier will not receive a copy of the purchase order. Examples of when to select YES: internal changes to the order, such as cost object changes, GL changes, etc.




The screenshot shows a form section with the following elements:

- Need-by Date** (with an information icon): A date field set to "May 22, 2025" with a calendar icon.
- On Behalf Of**: A dropdown menu showing "Sydney Zach".
- Suppress Order** (with an information icon): A label highlighted in yellow.
- Radio Buttons**: Two radio buttons labeled "Yes" and "No". The "No" button is selected.
- Red Circle with 'E'**: A red circle containing the letter 'E' is positioned to the right of the "Need-by Date" field.

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



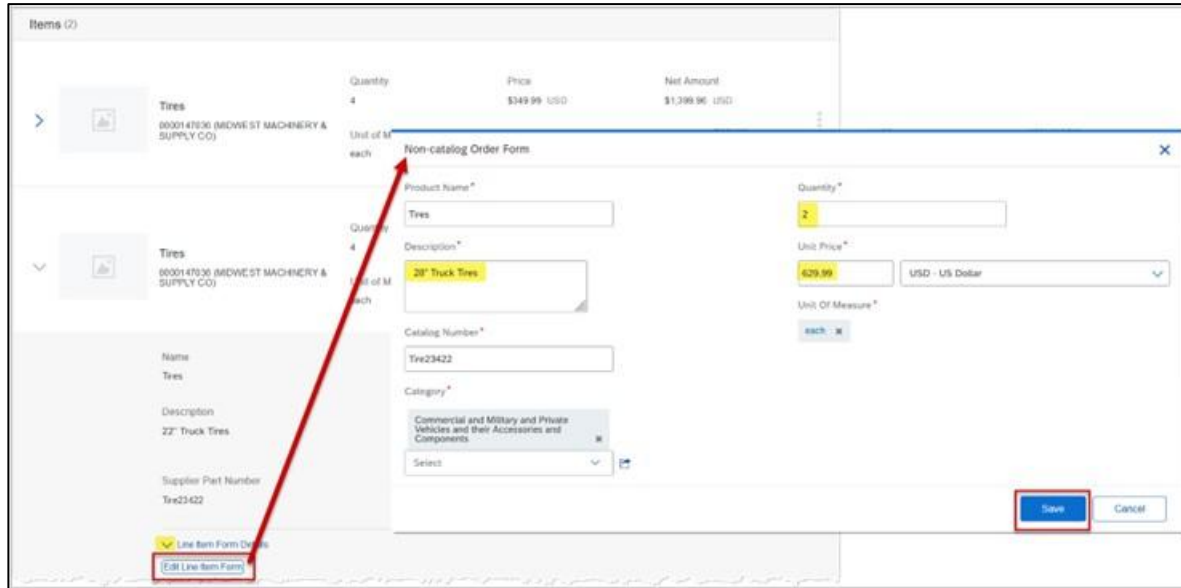
Items (1)	Quantity	Price	Net Amount
 Tires 000147036 (BROWEST MACHINERY & SUPPLY CO)	4	\$349.99 USD	\$1,399.96 USD
	Unit of Measure each		Gross \$1,399.96 Delete

The screenshot shows a table with one line item. A context menu is open on the right side of the table, with a red arrow pointing to the ellipses icon. The menu options are "Copy" and "Delete".

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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.)

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The screenshot shows a requisition form for 'Tires' with the following details:

Quantity	Price	Net Amount
2	\$629.99 USD	\$1,259.98 USD

Item Details: 000147036 (MIDWEST MACHINERY & SUPPLY CO), 20" Truck Tires, Supplier Part Number Tre23422.

Accounting: GL Account 0000534100 (Auto Supplies/Accessories/Parts), Account Type Operating Supplies, Cost Center 0145100100 (ieBIS Functional), Project/WBS (no value).

Shipping: Ship To 9000-0000729033 (NEBR), Unloading point Room 516, Need-by Date February 14, 2024.

Comments and Attachments sections are present but empty.

Other: Commodity Code 25 (Commercial and Military and Private Vehicles and their Accessories and Components), Item Category Material, Purch Org 1000 (Univ of Nebraska).

Annotations: Red circles A-F highlight the Cost Center, GL Account, Project/WBS, Ship To, Comments, and Attachments fields respectively.

- 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. An attachment cannot be

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opened/viewed 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** below.

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.

Accounting GL Account (0000534100 (Auto Supplies/Accessories/Parts))

Account Type: Operating Supplies

Bill To: 470049123 (UNIVERSITY OF NEBRASKA)
invoices@nebraska.edu Lincoln, NE 68588-0623 United States

Account Assignment *: X (Cost Center/WBS)

Split accounting type: Percentage

Amount to split: \$1,259.98 USD

Allocated percentage: 100.00 %

Unallocated percentage: 0.00 %

GL Account (0000534100 (Auto Supplies/Accessories/Parts))	Percentage	Quantity	Amount
0000534100 (Auto Supplies/Accessories/Parts)	50 %	1.00	\$629.99 USD
GL Account: 0000534100 (Auto Supplies/Accessories/Parts)			Cost Center: 9145100100 (NeBIS Functional)
Project/WBS: (no value)			
GL Account (0000534100 (Auto Supplies/Accessories/Parts))	50 %	1.00	\$629.99 USD
GL Account: 0000534100 (Auto Supplies/Accessories/Parts)			Cost Center: 9145100110 (NeBIS Technical)
Project/WBS: (no value)			

+ Add split

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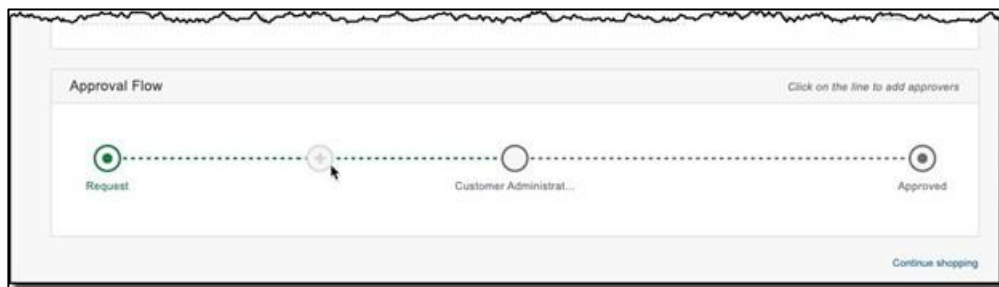
Once all line-item edits have been made, comments and attachments can be added at the document level. To add comments at the document level, enter them in the text box. To add attachment(s) at the document level, upload them in the area provided. For each, indicate whether or not to share with the supplier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



The screenshot shows two sections: 'Comments' and 'Attachments'. The 'Comments' section features a text input field with the placeholder 'Write your comment...', a 'Share with supplier' checkbox, and an 'Add' button. The 'Attachments' section features a drag-and-drop area 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. Red boxes highlight the text input field, the 'Add' button, the 'browse' button, and the second 'Add' button.

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.

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.



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- A. Select type of role:
 - a. Approver – Must take action on the request.
 - b. 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**.

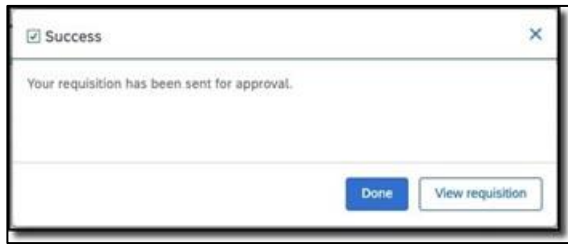
When edits on the **Checkout** screen are complete, click **Submit** to send the Requisition for approval.

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

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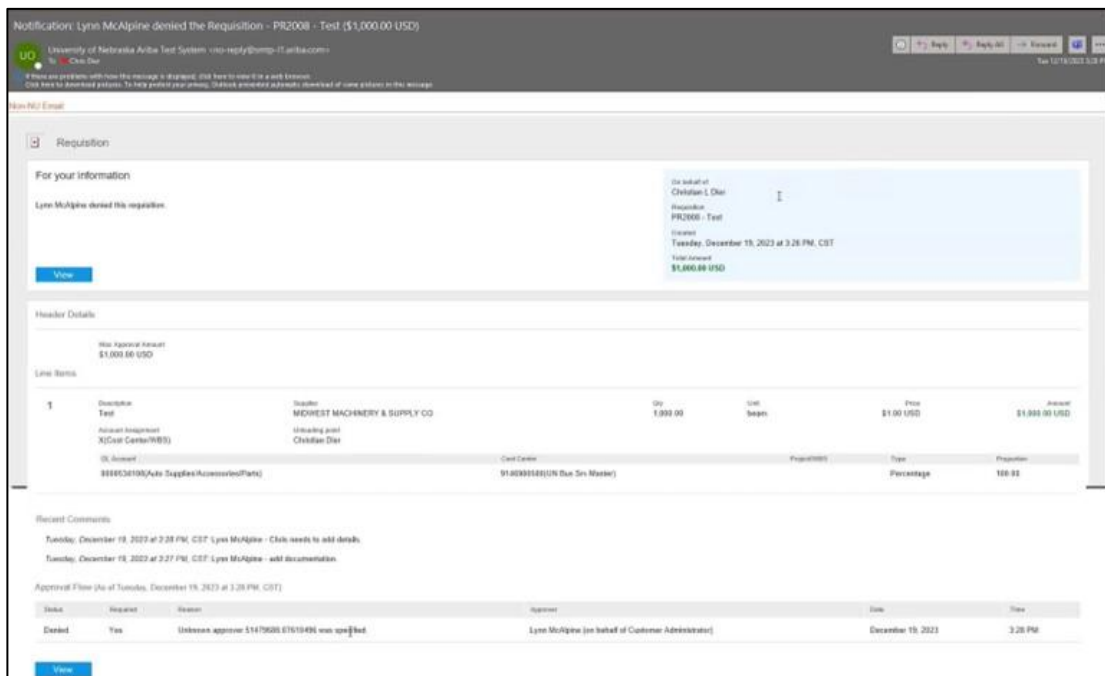
The confirmation screen displays.



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 of needed 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.



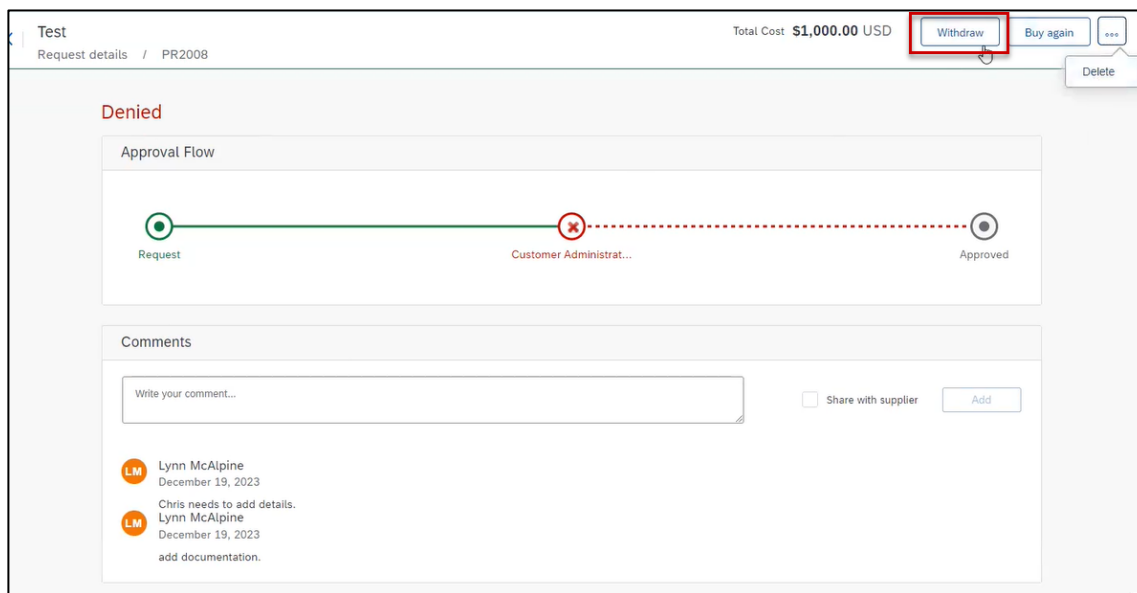
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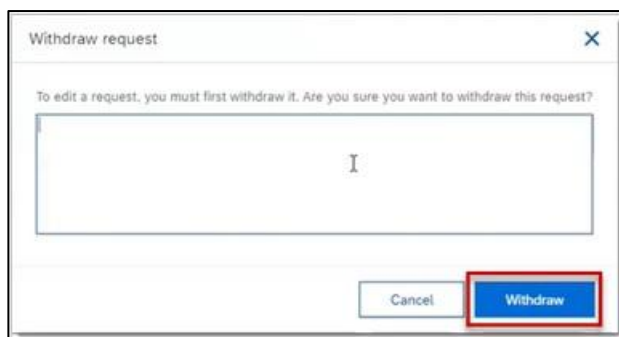
To locate a requisition, go to the **Your requests** tab in the Guided Buying home page or, if recently created, go to **Recent requests** pane on the right-hand side of the same page.



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**.



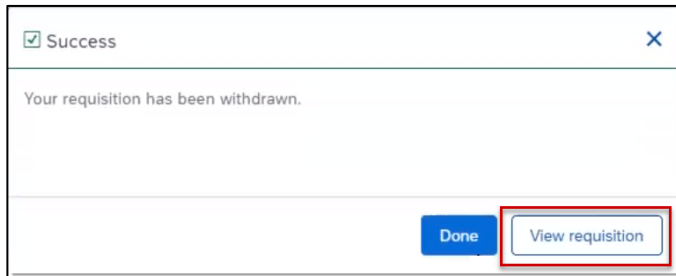
A **Withdraw request** dialog box opens. Enter comments in the text field and click **Withdraw**.



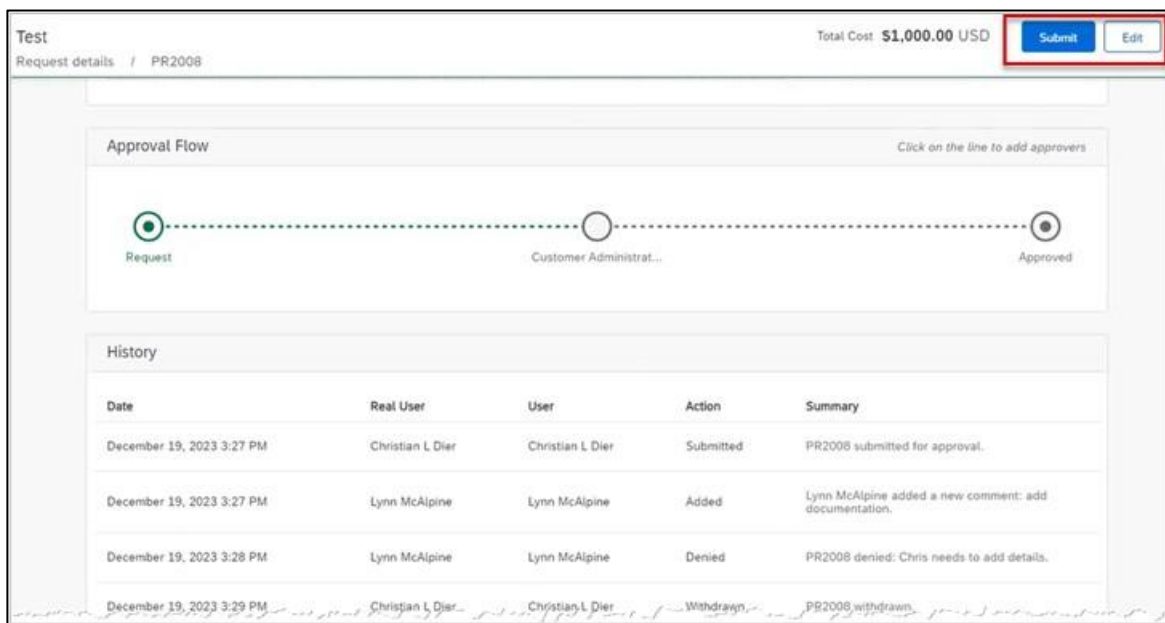
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A success message appears. Click **View requisition** to open the request.



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



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

