

Complete Custom Forms / Requests

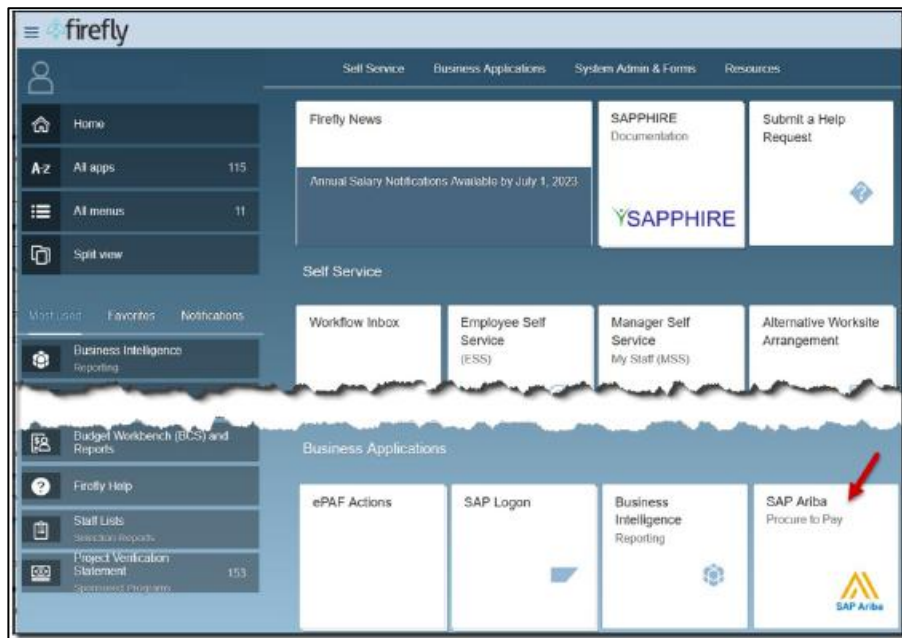
Updated March 31, 2026

Purpose

This document is designed to show the steps needed to complete custom forms and requests in SAP Ariba.

Procedure

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



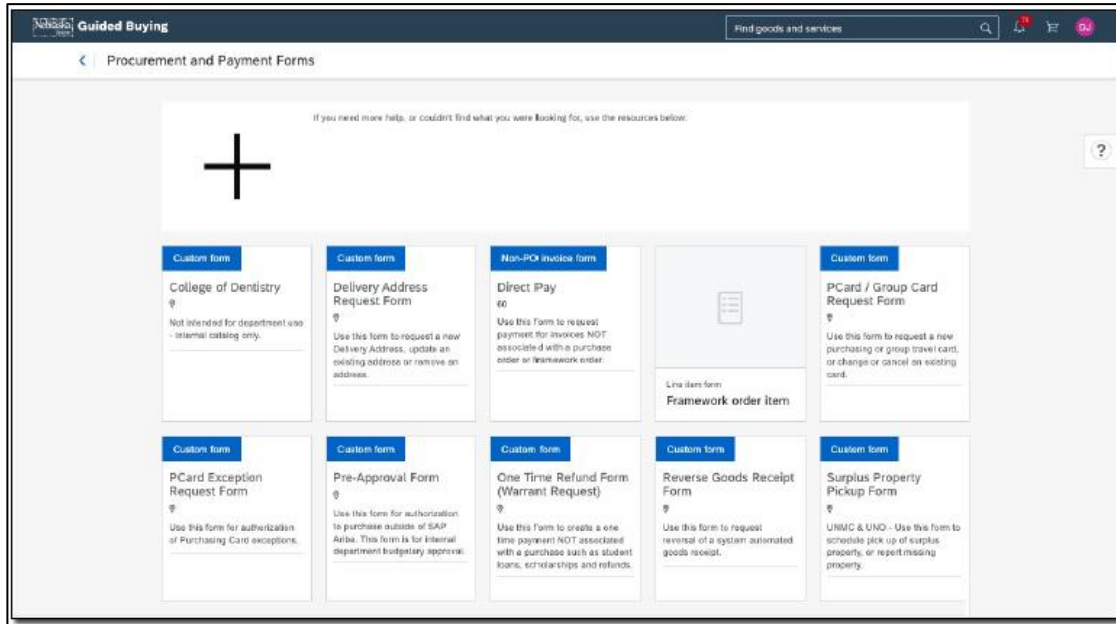
Scroll to locate the “Procurement and Payment Forms” tile. Click the tile.



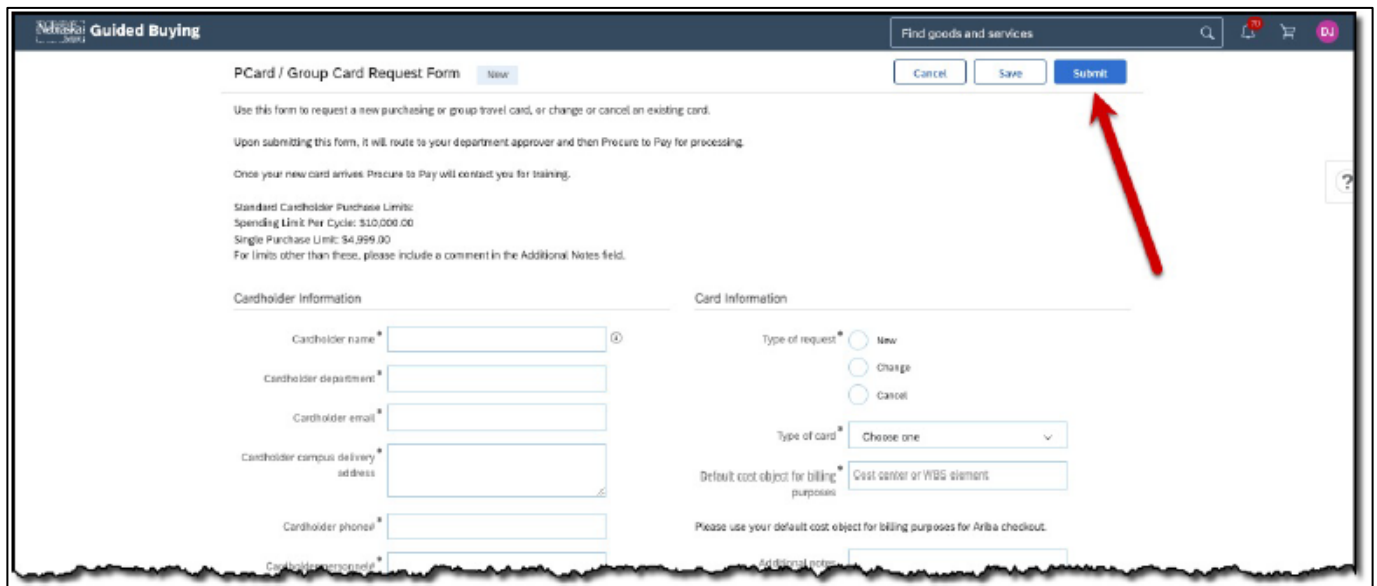
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The custom forms available display. Click on a tile to select a form. NOTE: The forms available will be updated periodically, as needed.



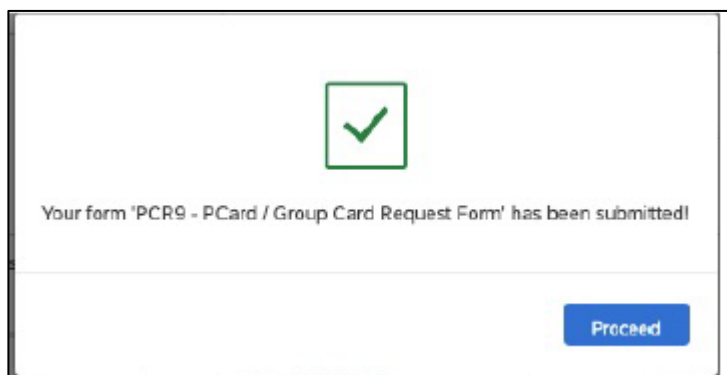
Complete the form fields as shown in the sample below. Required fields are denoted by “ * ”. Click “Submit” when complete.



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The confirmation screen displays. Click “Proceed.”



Click “Exit.”

