

Guided Buying Navigation

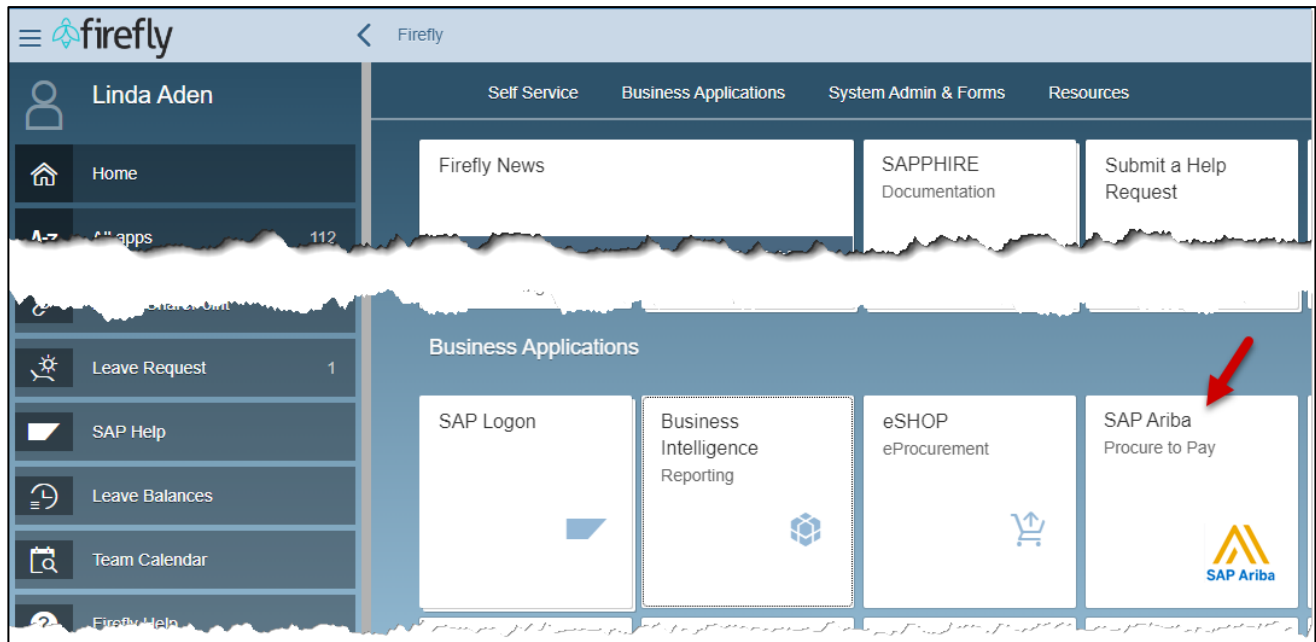
Updated March 11, 2026

Purpose

This document shows the basic navigation in the Guided Buying interface in SAP Ariba.

Procedure

Access SAP Ariba by clicking the **SAP Ariba – Procure to Pay** tile in Firefly. The Guided Buying interface opens.

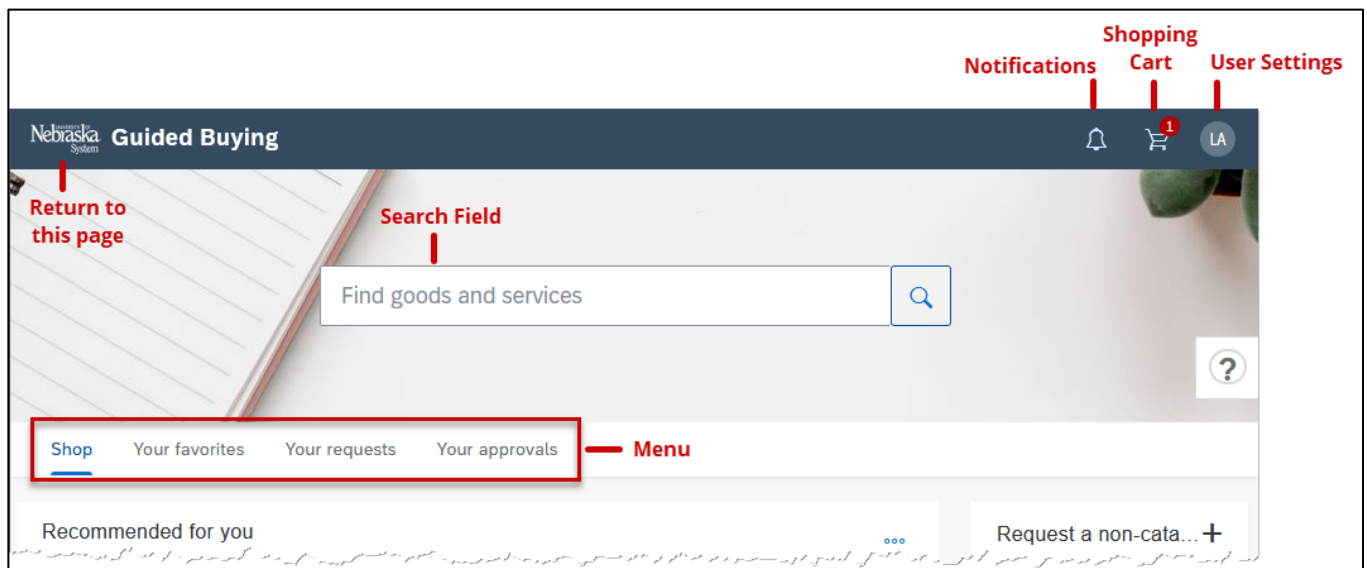


Guided Buying Navigation

Updated March 11, 2026

The top of the Guided Buying screen has several intuitive icons and functionality:

- **NU Logo** – Clicking the logo will returns to the main page.
- **Search field** – Enables search functionality.
- **Notifications Icon** – View notifications.
- **Cart Icon** – View cart.
- **User Icon** – User profile and settings.
- **Menu** – Main page, favorite, requests, and approvals.

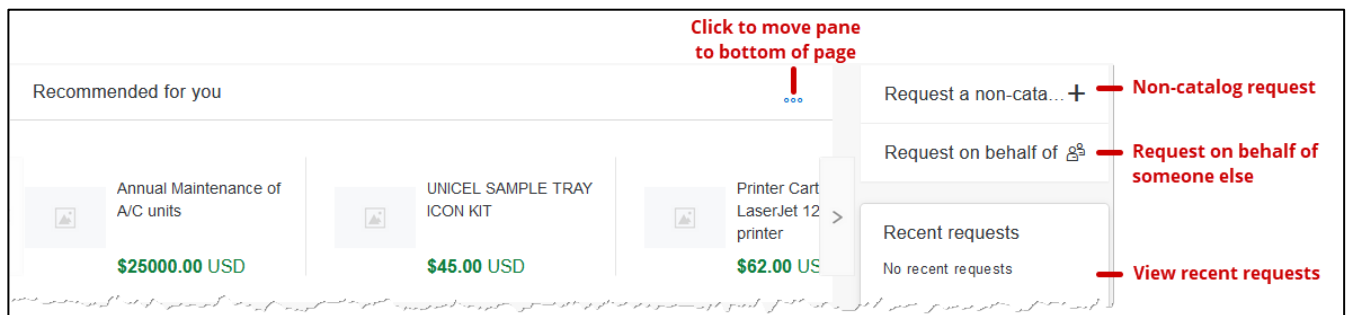


Guided Buying Navigation

Updated March 11, 2026

As you scroll down the page, there are a few areas to note:

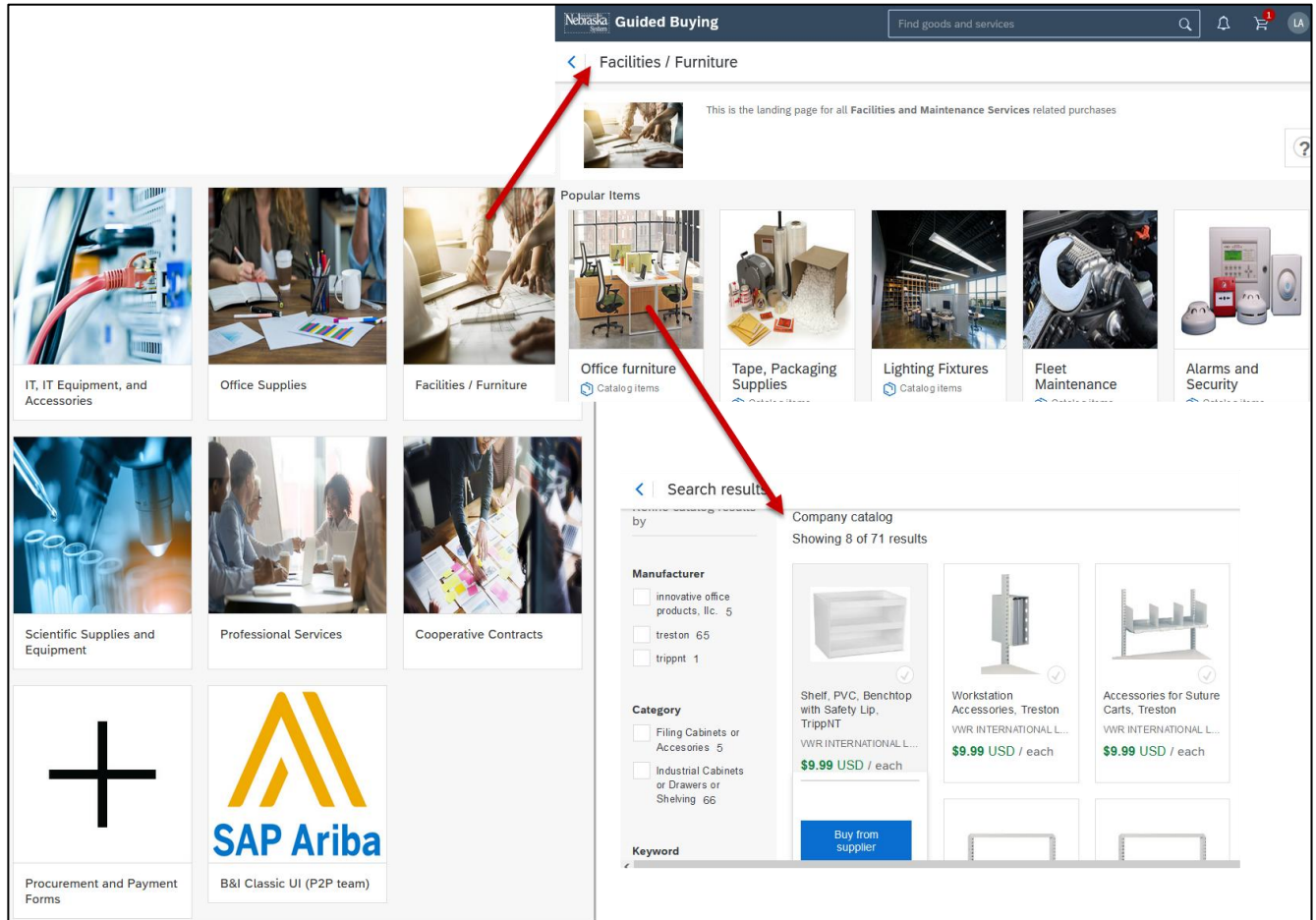
- **Recommended for you** - Defaults to the top of the page. To position at the bottom of the page, click the **ellipses** icon and then **Yes**.
- **Request a non-catalog item** – Request item not in catalog.
- **Request on behalf of** - Click to search for another employee for whom you're making a request. When selected, the other employee's name will appear at the top of the screen along with a **Stop** button. Click **Stop** to end the request on behalf of process. **Note:** The default setting in the search is **Email**. Click the dropdown to search by other terms.
- **Recent requests** - Displays a list of recent requests



Guided Buying Navigation

Updated March 11, 2026

1. At the bottom of the main Guided Buying page there will be category tiles, P2P forms, and access to the classic user interface (UI) of Ariba.
2. Click a category tile. Groups of products within that category are listed. At the bottom of the page, non-catalog request forms, tactical sourcing forms, etc. are accessible.
3. Click a sub-category tile to view individual products.



Guided Buying Navigation

Updated March 11, 2026

Click **Add to favorites** to save a product in your favorites list.



The screenshot shows a product page for a Dell laptop. On the left is an image of the laptop. To the right, the product name 'Laptop Dell' is displayed, followed by the supplier information: 'From CDW GOVT INC ***ACH***REMITTANCE' and 'DELL CTO 5540 I7-1365U 512/16 W11P'. The price is listed as '\$1,291.08 USD / each'. Below the price, it says 'Available immediately'. There is a quantity selector with a minus sign, the number '1', and a plus sign, followed by the word 'each'. At the bottom, there are two buttons: a blue 'Add to cart' button and a star icon followed by the text 'Add to favorites'. A red arrow points to the 'Add to favorites' button.