

Team Buying: Create an Order

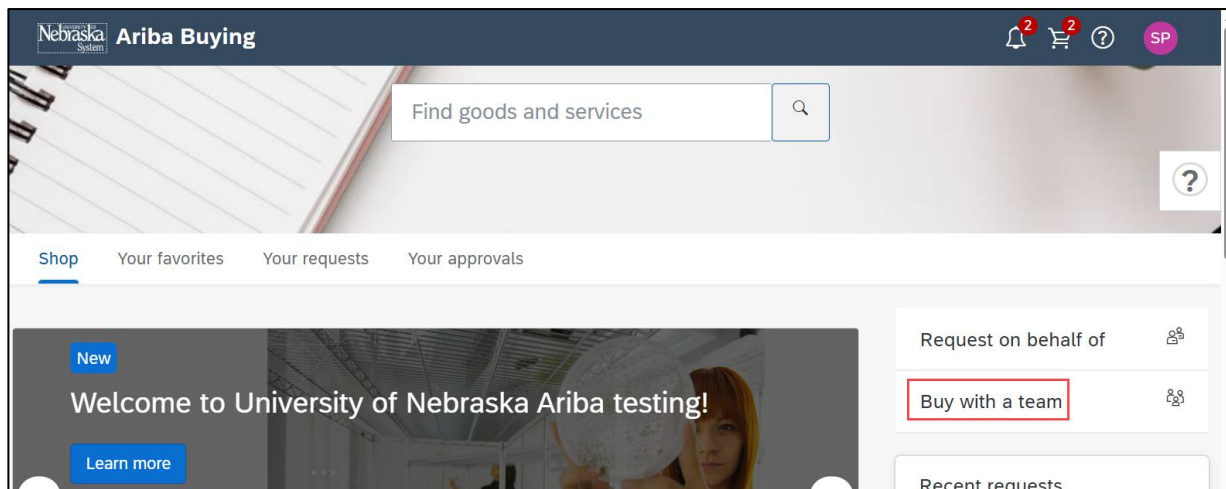
Updated March 16, 2026

Purpose

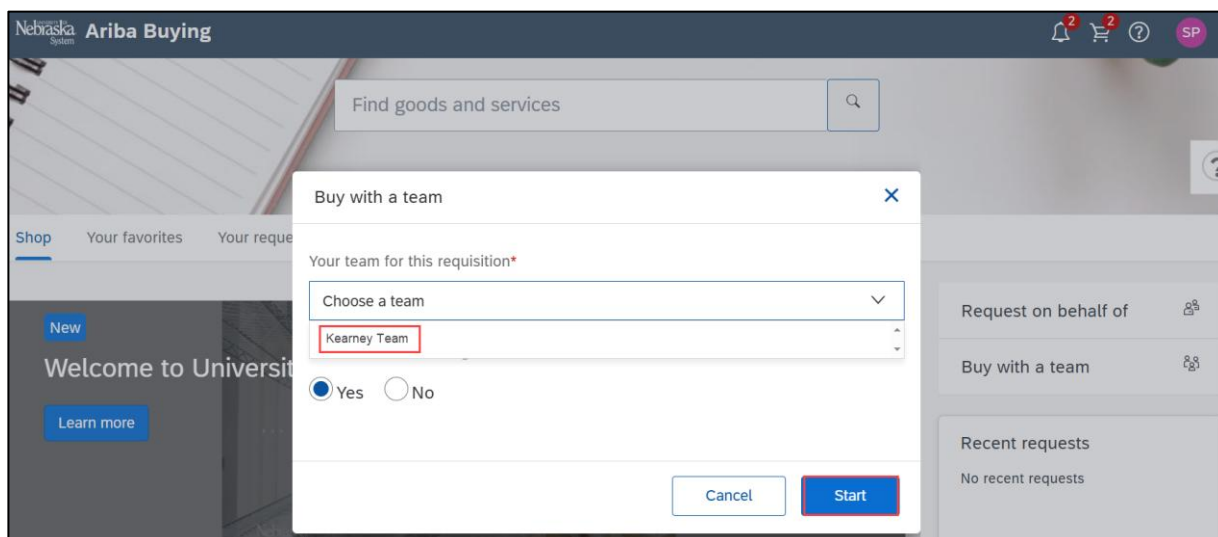
This document demonstrates how to **Buy with a Team** in Guided Buying interface in SAP Ariba.

Procedure

From Ariba Guided Buying, click **Buy with a team**.



Select a team from the dropdown menu. Select **No** to turn off team receiving. Click **Start**.

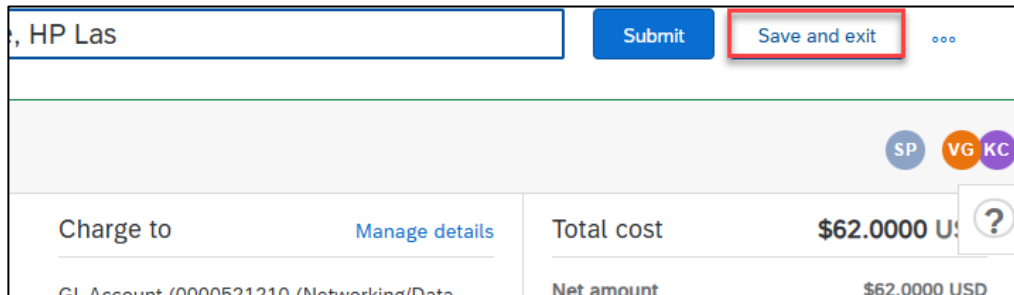


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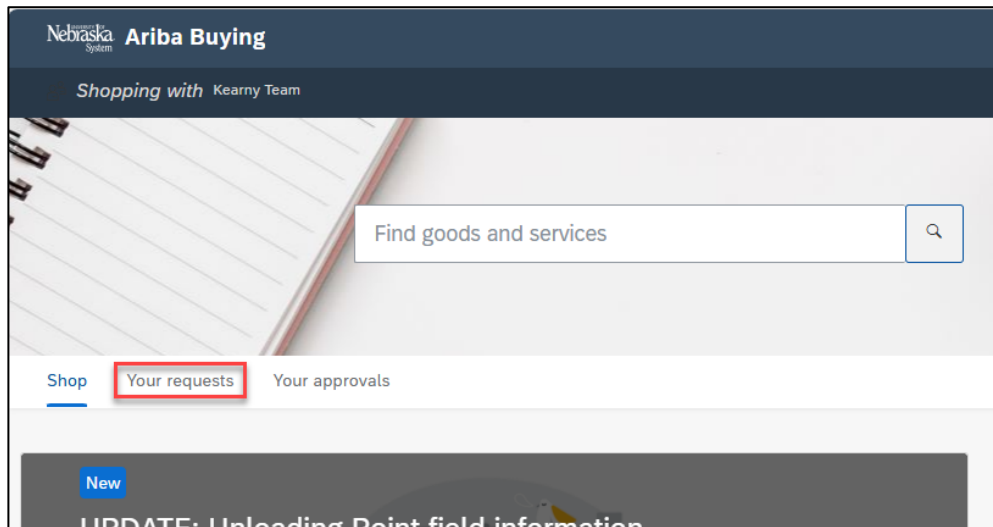
Create a catalog or non-catalog order requisition by following the [Create Catalog Requisition](#) or [Create Non Catalog Requisition](#) resource guides. If a team member will complete the order, continue with the instructions below after order is created.

Click **Save and Exit** for a team member to complete.



Team Member Instructions

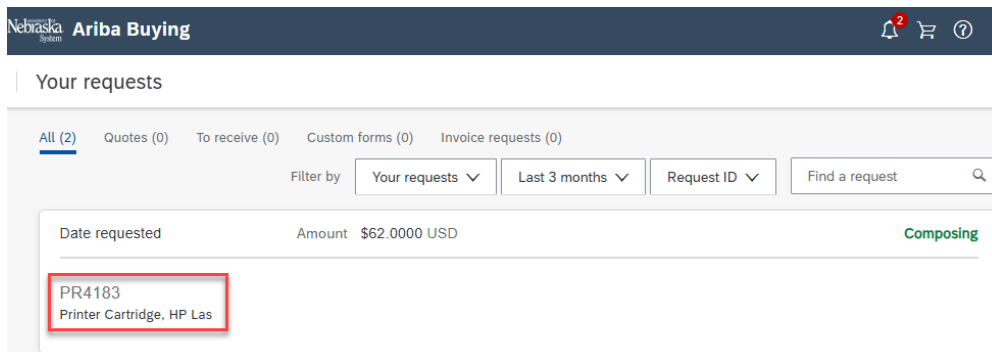
Click on **Your requests** to complete the order.



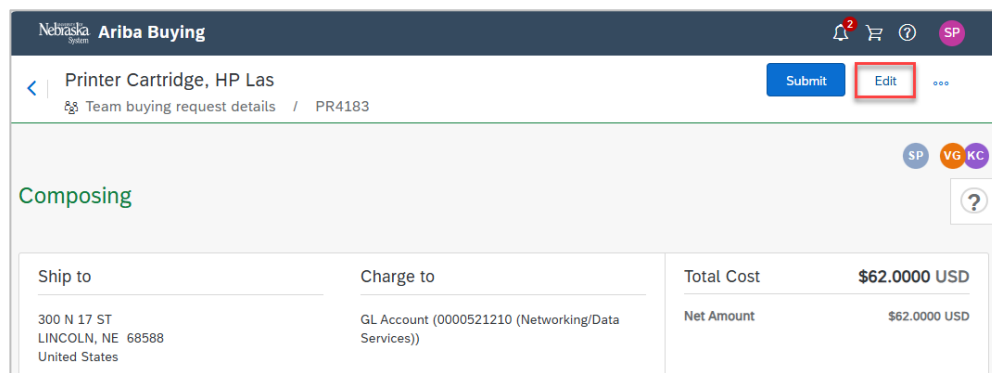
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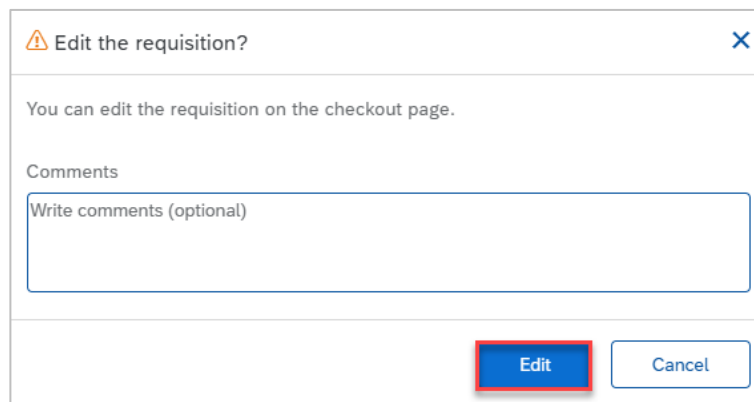
Search for and click on the PR Number.



Click on **Edit**.



On the pop-up window, comments are optional. Click on **Edit**.



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Make necessary edits. When the order is complete, click **Submit**.

The screenshot shows a requisition checkout interface. At the top, the requisition title is "Printer Cartridge, HP Las" and the requisition number is "PR41B3". A "Submit" button is highlighted with a red box. Below this, there are fields for "Ship to" (300 N 17 ST, LINCOLN, NE 68588, United States) and "Charge to" (GL Account (0000521210 (Networking/Data Services))). The "Total cost" is \$62,000 USD, and the "Net amount" is also \$62,000 USD. A table below lists the items, showing one item: "Printer Cartridge, HP LaserJet 1200 series printer" with a quantity of 1 and a price of \$62,000 USD. The "Gross Amount" is also \$62,000 USD.

On the pop-up window, click on **Done**.

The screenshot shows a success pop-up window. It has a green checkmark icon and the text "Success". Below this, it says "Your requisition has been sent for approval." At the bottom, there are two buttons: "Done" (highlighted with a red box) and "View requisition".

For questions regarding this process please contact P2P@nebraska.edu.