



Drexel University P2P Transformation

System Navigation

Agenda

- Explain the screen navigations in Guided Buying
- Describe the various tiles and uses
- Show how to find your requisitions, purchase orders, receipts, and invoices.
- How to access the To Do tasks
- Demonstrate how to change your profile details and locale settings.

Important: Points to be considered for navigating in the system

- Guided Buying is the starting point to initiate the purchasing, receiving and invoicing processes
- Requisitions can be created by all users but can only be submitted by someone with the proper Purchasing Authority
- This QRG explains the dashboards and tiles in the Guided Buying system

Guided Buying – System Navigation

- When users sign in, they're brought to the home landing page. The landing page contains customized clickable tiles (explained later in this guide). Using the category specific images below. Users can also use the search bar to find items or services

The screenshot shows the Drexel Ariba Buying home page. At the top left is the Drexel logo and 'Ariba Buying'. The top right has notification, cart, help, and user profile icons. A search bar is highlighted with a yellow box, containing the text 'Office'. A dropdown menu of suggestions is shown below it, with the first item 'office' highlighted in blue. A blue callout box with the number '1' and the text 'Type in and search for the the items' points to the search bar. Below the search bar is a navigation menu with 'Shop', 'Your favorites', 'Your requests', and 'Your approvals'. A large banner for 'A new catalog with Amazon' is visible. On the right, there are sections for 'Request on behalf of', 'Buy with a team', and 'Recent requests'. A second blue callout box with the number '2' and the text 'Suggestions are shown as highlighted' points to the highlighted 'office' suggestion in the dropdown menu.

Guided Buying – System Navigation (Continued)

Drexel Ariba Buying Office

Search Results

Explore Catalogs Spot Buy Catalog Suppliers Forms Explore more results

▼ Catalogs

- Microsoft Office 365 (1 Year) Professional Plus**
Software - Microsoft Office 365 - Single license - Digital Download
Ariba P2P Test Supplier
Supplier Part #: MSO365
\$49.95 USD / Each
No lead time available
- Ball point pen - Write Bros - Medium tip - Red Ink - Box of 12**
Ariba P2P Test Supplier
Supplier Part #: PMBallpoint-12
\$5.99 USD / Each
Available in 1 day(s)
- Ball point pen - Write Bros - Medium tip - Black Ink - Box of 12**
Ariba P2P Test Supplier
Supplier Part #: PMBallpoint-12
\$5.99 USD / Each
Available in 1 day(s)
- Ball point pen - Write Bros - Medium tip - Blue Ink - Box of 12**
Ariba P2P Test Supplier
Supplier Part #: PMBallpoint-12
\$5.99 USD / Each
Available in 1 day(s)

4 Click the arrow to navigate back to Landing Page

3 Matching search results are shown by the system

Guided Buying – System Navigation (Continued)

5 Click this button to raise a requisition on behalf of another user
(Someone with the proper purchasing authority)

6 Click this button to create a purchase requisition via Team Requisitioning
(Covered in 02. Requisition Creation and Approval Workflow)

7 Recent requests are seen here

Recent requests

PR902	Received
Copy of Copy of Copy of test01	
\$21,984.00 USD	
Requested 0 days ago	
INVU0320884INV8-572	Paying Failed
INVU0320884INV8-572	
\$30.00 USD	
Requested 14 days ago	
PR720	Submitted
Copy of Copy of Copy of Copy of Test Supplier Emails	
\$800.00 USD	
Requested 12 days ago	

Guided Buying – System Navigation (Continued)

The screenshot displays the Ariba Buying interface for Drexel University. At the top, the navigation bar includes 'Shop', 'Your favorites', 'Your requests', and 'Your approvals'. A 'New' badge is present above the main content area. The main content features a 'Welcome to SAP Guided Buying' banner with a 'Learn more' button. Below the banner are three main navigation tiles: 'Catalogs' (with a shopping cart icon), 'Sourcing & Procurement Contracts' (with a document icon), and 'Requisition & Approvals' (with a document and checkmark icon). On the right side, there is a 'Recent requests' section listing items like 'Copy of Copy of Copy of test01' and 'INVU0320884INV8-572'. Three callout boxes with numbered circles (8, 9, 10) point to the 'Your approvals', 'Your requests', and 'Your favorites' buttons respectively, providing instructions on how to access these features.

8 Click this button to access your pending approval requests

9 Click this button to access your submitted requests

10 Click this button to access your favorites

Guided Buying – System Navigation (Continued)

➤ Your favorites

The screenshot shows the 'Your favorites' page in the Ariba Buying system. The page header includes the Drexel logo, 'Ariba Buying', a search bar with the text 'Find goods and services', and user information 'JB'. The navigation menu includes 'Shop', 'Your favorites' (selected), 'Your requests', 'Your approvals', and 'Admin'. The main content area displays a list of favorites. The first item is 'Frequently Purchased Items', which is highlighted with a yellow box and callout 11. Below it is a card for 'ACCO Jumbo Paper Clips, Smooth Finish, 1-7/8", Ariba P2P Test Supplier' with a price of '\$19.71 USD' and a quantity of '1'. This card is highlighted with a yellow box and callout 13. A 'Delete' button is visible to the right of the list. Callout 12 points to an edit/rename icon next to the 'Frequently Purchased Items' title. A 'Create a list' button is also visible in the top right of the favorites section.

11 Click this button to create a favorites list

12 Click this button to edit/rename your favorites

13 Click this button to add your favorites

Guided Buying – System Navigation (Continued)

➤ Your requests

14

Recent requests (Requisitions, POs, Invoices etc.) will be displayed in the respective tabs

< | Your requests

Recent requests | Requisitions | Purchase orders | To receive | Request for quotes | Invoices | Custom forms

Recently updated within 3 months

Requisitions View all

	<p>Test Remittance 1 PR1092 Purchase orders: U0323965 Date requested: December 18, 2024 You requested on behalf of  George F. Matuch</p>	Status RECEIVING	Last updated 0 days ago	Amount \$2,198,400.00 USD
	<p>Copy of Copy of Copy of Copy of Test Supplier Emails PR720 Date requested: November 29, 2024 You requested on behalf of  George F. Matuch</p>	Status SUBMITTED	Last updated 1 days ago	Amount \$800.00 USD
	<p>Test Requisition 1 PR903 Team: Test Team</p>	Status COMPOSING	Last updated 4 days ago	Amount \$1,000.00 USD

Guided Buying – System Navigation (Continued)

➤ Your approvals

15

Documents requiring your approval will be listed in this tab

Your approvals

To approve (37) To watch (0) Recent approvals (111) Custom forms (0)

Filter by Type Last 3 months Find a request

IRC13INV181-181 IRC13INV181-181	Melissa Louie Requested October 11, 2024	\$200.00 USD	See details
IRC12INV172-172 IRC12INV172-172	Melissa Louie Requested October 9, 2024	\$500.00 USD	See details
IRUE010003123-295 IRUE010003123-295	Requester User Requested November 5, 2024	\$15,129.00 USD	See details
IRINVTAX2-299 IRINVTAX2-299	Eric Gooch Requested November 5, 2024	\$4,200.00 USD	See details
IRC13INV175-175 IRC13INV175-175	Melissa Louie Requested October 10, 2024	\$200.00 USD	See details

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Click the button 'See details' to display the document



Guided Buying – System Navigation (Continued)

➤ Steps to query the documents

The screenshot displays the Drexel Ariba Buying interface. At the top, the header includes the Drexel logo, the text 'Ariba Buying', a search bar with the placeholder 'Find goods and services', and user navigation icons for notifications (51), shopping cart, help, and user profile (JB). Below the header, a navigation bar contains 'Shop', 'Your favorites', 'Your requests' (highlighted with a yellow box), and 'Your approvals'. An 'Admin' link is visible in the top right corner.

The main content area features a large banner with the text 'Welcome to SAP Guided Buying' and 'Your one-stop shop for all Source to Pay processes!'. Below the banner are three main navigation tiles: 'Catalogs' (with a document and dollar sign icon), 'Sourcing & Procurement Contracts' (with a document and handshake icon), and 'Requisition & Approvals' (with a document and checkmark icon). A yellow callout box with the number '1' and the text 'Click this button to access your requests' points to the 'Your requests' button in the navigation bar.

On the right side of the interface, there are several panels: 'Request on behalf of' and 'Buy with a team' (both with group icons), a 'Recent requests' list, and a 'Request on behalf of' section. The 'Recent requests' list includes two entries:

Request ID	Status	Description	Amount	Requested
PR902	Received	Copy of Copy of Copy of test01	\$21,984.00 USD	Requested 0 days ago
INVU0320884INV8-572			\$30.00 USD	Requested 14 days ago
PR720	Submitted	Copy of Copy of Copy of Copy of Test Supplier Emails	\$800.00 USD	Requested 12 days ago

Guided Buying – System Navigation (Continued)

The screenshot displays the Ariba Buying interface. At the top, the 'Drexel Ariba Buying' logo is on the left, and a search bar with the text 'Find goods and services' is on the right. Below the search bar, the 'Your requests' page is shown with a navigation menu including 'Recent requests', 'Requisitions', 'Purchase orders', 'To receive', 'Request for quotes', 'Invoices', and 'Custom forms'. The 'Requisitions' tab is highlighted. A callout box labeled '1' points to the 'Requisitions' tab with the text 'Click this button to access Purchase requisitions'. Below the navigation menu, there are several filter sections: 'Requisition ID' (with a search input), 'Requisition title' (with a search input), 'Purchase order ID' (with a search input), 'Status' (with a dropdown menu), 'Last updated' (with a date range '10/08/2024 - 01/08/2025' and a calendar icon), 'Supplier' (with a dropdown menu 'Select a supplier'), 'Requested-by type' (with a dropdown menu 'All'), and 'On behalf of user' (with a dropdown menu 'Select a user'). An 'Apply filters' button and a 'Reset filters' link are located at the bottom right of the filter section. A callout box labeled '2' points to the 'Apply filters' button with the text 'Apply the necessary filters to find the requisitions'. Below the filters, there is a table with columns for 'Requisition title and ID', 'Status', 'Last updated', and 'Amount'. The first row of the table shows 'Copy of Copy of Copy of test PR1240', 'SUBMITTED', '0 days', and 'Amount'. The 'Date requested' is 'January 7, 2025' and the requester is 'George F. Matuch'.

Guided Buying – System Navigation (Continued)

3 Click this button to access Purchase Orders

4 Apply the necessary filters to find the Purchase Orders

Your requests

Recent requests Requisitions **Purchase orders** To receive Request for quotes Invoices Custom forms

Purchase order ID: Search by purchase order ID

Requisition ID: Search by requisition ID

Status: [Dropdown]

Last updated: 10/08/2024 - 01/08/2025

Supplier: Select a supplier

Apply filters Reset filters

Sort by: Date requested - Recent to oldest

Requisition title and ID	Status	Last updated	Amount
test U0324022 Requisition: PR1234 You requested on behalf of GF George F. Matuch	ORDERED	0 days ago	\$1,000.00 USD

Supplier: Telrose Corporation

Guided Buying – System Navigation (Continued)

5 Click this button to access items to be received

Your requests

Recent requests Requisitions Purchase orders **To receive** Request for quotes Invoices Custom forms

Filter by: Your items ▾ Last 3 months ▾ Order Id ▾ Find an order 🔍

If you're receiving an item, enter the quantity or amount you're receiving in the **Accepted** field. Then click **Submit** to confirm receipt. If you're receiving a service, click **Receive**. You can find any order, including orders you've fully received, by entering the order number in the **Find an order** search field.

U0324022 Supplier: Telrose Corporation Material

	No.	Quantity	Prev. Accepted	Accepted
test	1	10	0	<input type="text" value="0.00000"/>

Receive All ⓘ

Submit

6 Apply the necessary filters to find the Pos to be received

Guided Buying – System Navigation (Continued)

The screenshot shows the 'Your requests' page in the Ariba Buying system. The 'Invoices' tab is selected in the navigation bar. A callout box labeled '7' points to the 'Invoices' tab with the text 'Click this button to access the invoices'. Another callout box labeled '8' points to the filter controls with the text 'Apply the necessary filters to find the Invoices'. The filter controls include a 'Filter by' section with two dropdown menus: 'Last 3 months' and 'Invoice Id', and a search box labeled 'Find a request'.

7 Click this button to access the invoices

8 Apply the necessary filters to find the Invoices

Requested	Amount	Status
December 18, 2024	\$2,260.00 USD	Submitted
INVU032088413INV1-768 INVU032088413INV1-768		
December 18, 2024	\$30.00 USD	Submitted
INVU0320884INV13-767 INVU0320884INV13-767		
December 18, 2024	\$30.00 USD	

Guided Buying – System Navigation (Continued)

Drexel Ariba Buying Find goods and services 36

< Your requests

INVU0320888inv23-547
INVU0320888inv23-547

Requested November 26, 2024 Amount \$250.00 USD **Paying**

INVU0320888INVOICE-543
INVU0320888INVOICE-543

Requested November 25, 2024 Amount \$250.00 USD **Paying Failed**

INVU0320888inv21-534
INVU0320888inv21-534

Requested November 25, 2024 Amount \$250.00 USD **Paying Failed**

INVU0320888inv20-531

9 Click the invoice number to open the Invoice

Guided Buying – System Navigation (Continued)

INVU0320888INVOICE-543

Status: **Reconciled**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s). [More](#)

Copy

Print

11

Click the reference tab

Summary

Approval Flow

Reference

History

Orders

Order ID ↑	Date	Title	Supplier	Total Received	Total Invoiced	Total Reconciled	Total Ordered	Status
U0320888	Tue, 26 Nov, 2024	Office Furniture _ Sol Validation 1125	Telrose Corporation	\$25,000.00 USD	\$17,100.00 USD	\$17,100.00 USD	\$25,000.00 USD	Received

Receipts (2)

ID ↑	Title	Order ID	Order Title	Date	Status
RC355	Office Furniture _ Sol Validation 1125	U0320888	Office Furniture _ Sol Validation 1125	Tue, 26 Nov, 2024	Approved
RC356	Office Furniture _ Sol Validation 1125	U0320888	Office Furniture _ Sol Validation 1125	Tue, 26 Nov, 2024	Approved

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Click the IR number to open the Invoice reconciliation document

Reconciliation

ID ↑	Date Created	Supplier	Status	Amount
IRU0320888INVOICE-543	Tue, 26 Nov, 2024	Telrose Corporation	Paying	\$250.00 USD

Guided Buying – System Navigation (Continued)

14 Click the arrow button to navigate back to Guided Buying screen

13 Invoice reconciliation has been opened

DREXEL UNIVERSITY
Accounts Payable & Procurement Services

IRU0320888INVOICE-543 Status: **Paying**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the [More](#)

[Force Pay](#) [Force Reject](#) [Print](#)

[Exceptions](#) [Line View](#) [Approval Flow](#) [Reference](#) [History](#)

IRU0320888INVOICE-543

Invoice ID: [INVU0320888INVOICE-543](#)
Invoice From: Telrose Corporation on Tue, 26 Nov, 2024
Invoice Type: Purchase Order
Purchase Order(s): [U0320888](#)

Total Amount: \$250.00 USD [Details](#)

[Header Information](#) ▾

Assigned To Me (0) [All Exceptions \(0\)](#)

There are no exceptions assigned to you on this invoice.

Guided Buying – System Navigation (Continued)

- Default Accounting in your profile

The screenshot displays the SAP Guided Buying interface for Drexel University. At the top left, the Drexel logo and 'Ariba Buying' are visible. A search bar with the text 'Find goods and services' is centered. In the top right corner, a user profile icon labeled 'JB' is highlighted with a yellow box. A dropdown menu is open, listing various user actions such as 'View your profile', 'Change your profile', 'Manage your teams', 'Manage your addresses', 'Change default locale', 'Delegate authority', 'Activate mobile device', 'Deactivate mobile device', and 'Change email notification preferences'. A blue callout box with the number '1' and the text 'Click this button to access the 'App Settings'' points to the 'App settings' option in the dropdown menu. Below the search bar, there are navigation tabs for 'Shop', 'Your favorites', and 'Your recent'. A large banner below the navigation tabs reads 'Welcome to SAP Guided Buying' and 'Your one-stop shop for all Source to Pay processes!' with a 'Learn more' button. At the bottom, there are three icons representing different document types.

Guided Buying – System Navigation (Continued)

➤ Default Accounting in your profile (Continued)

The screenshot shows the Drexel Ariba Buying user interface. At the top left, the Drexel logo and 'Ariba Buying' text are visible. A search bar with the placeholder text 'Find goods and services' is centered. Below the search bar, a navigation menu includes 'Shop', 'Your favorites', 'Your requests', and 'Your approvals'. A large banner for a new catalog with Amazon is displayed. On the right side, a user profile dropdown menu is open, showing options like 'View your profile', 'App settings', 'Change your profile', 'Manage your teams', 'Manage your addresses', 'Change default locale', 'Delegate authority', 'Activate mobile device', 'Deactivate mobile device', and 'Change email notification preferences'. A 'Test Remittance 1' notification is also visible.

2 Click the option 'App settings'

3 Click the button 'Change your profile'

Guided Buying – System Navigation (Continued)

➤ Default Accounting in your profile (Continued)

The screenshot shows the 'Personal Profile' page for user 'UP114: Jithin B'. The page has a navigation bar with 'Prev', 'Next', and 'Exit' buttons. A sidebar on the left contains five menu items: '1 Personal Info', '2 Account/Ship', '3 Justify Changes', '4 Approval Flow', and '5 Review Changes'. The 'Account/Ship' menu item is highlighted with a yellow box. The main content area contains the following text: 'The accounting and shipping information is used as the default account to which the items you order are charged, and the default address to which the items are sent. You can change the [More](#)'. Below this, there are two sections: '1. Change your accounting information:' and '2. Change your shipping and delivery information:'. The 'Accounting information' section contains six dropdown menus: 'Chart: D - Drexel University', 'Fund: 1100 - API 3414 Hamilton', 'Org: 3733 - Project Administration', 'Account: 0020 - Interfund Bank Account', 'Location: 001000 - 0000000001Main Building000...', and 'Activity: 0137 - Immigration Law Society'. The 'Shipping and delivery information' section contains two dropdown menus: 'Ship To: Ariba - St. Louis' and 'Deliver To: Jithin B'. Two callouts are present: callout 4 points to the 'Next' button with the text 'Click the button 'Account/Ship''; callout 5 points to the 'Account' dropdown menu with the text 'Add the Accounting details from the drop down'.

4 Click the button 'Account/Ship'

5 Add the Accounting details from the drop down

Personal Profile UP114: Jithin B

Prev Next Exit

The accounting and shipping information is used as the default account to which the items you order are charged, and the default address to which the items are sent. You can change the [More](#)

1. Change your accounting information:

Chart: D - Drexel University

Fund: 1100 - API 3414 Hamilton

Org: 3733 - Project Administration

Account: 0020 - Interfund Bank Account

Location: 001000 - 0000000001Main Building000...

Activity: 0137 - Immigration Law Society

2. Change your shipping and delivery information:

Ship To: Ariba - St. Louis

Deliver To: Jithin B

1 Personal Info

2 Account/Ship

3 Justify Changes

4 Approval Flow

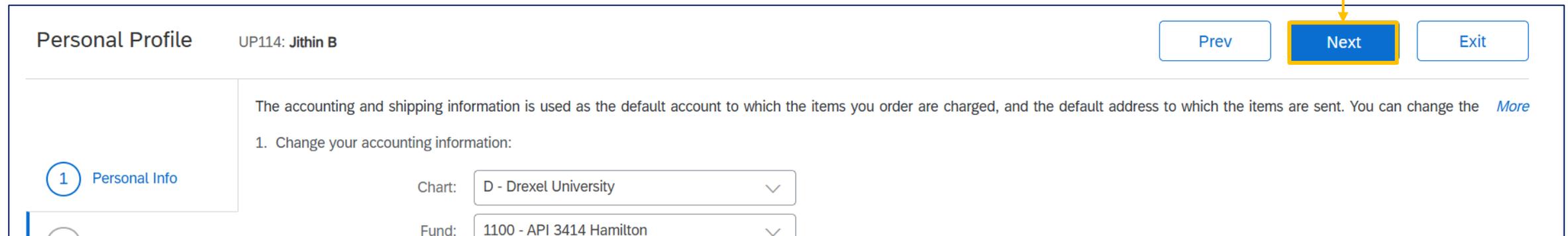
5 Review Changes

Guided Buying – System Navigation (Continued)

➤ Default Accounting in your profile (Continued)

6

Click 'Next' navigate to the next page



Personal Profile UP114: Jithin B

Prev Next Exit

The accounting and shipping information is used as the default account to which the items you order are charged, and the default address to which the items are sent. You can change the [More](#)

1. Change your accounting information:

1 Personal Info

Chart: D - Drexel University

Fund: 1100 - API 3414 Hamilton

Guided Buying – System Navigation (Continued)

7

Once 'Completed' click 'Submit'

 Drexel University
Accounts Payable & Procurement Services

Personal Profile UP114: Jithin B Prev **Submit** Exit

Review your request and then submit it for approval. [More](#)

Change	From	To
Fund	(no value)	1100 - API 3414 Hamilton
Org	(no value)	3733 - Project Administration
Account	(no value)	0020 - Interfund Bank Account
Location	(no value)	001000 - 0000000001Main Building0000000014
Activity	(no value)	0137 - Immigration Law Society

(*) indicates a required field

You expressly agree and understand that your data entered into this system may be transferred outside of the European Union or other jurisdiction where you are located, as further described in the [Ariba Privacy Statement](#). [Privacy Disclosure for Ariba Cloud Service](#)

1 Personal Info
2 Account/Ship
3 Justify Changes
4 Approval Flow
5 Review Changes

Prev **Submit** Exit

After submission you have now updated your default accounting elements. All your future PRs will default to these accounting elements

Guided Buying – System Navigation (Continued)

- Change default locale and set your currency

The screenshot displays the Drexel Ariba Buying user interface. At the top left, the 'Drexel Ariba Buying' logo is visible. A search bar in the center contains the text 'Find goods and services'. Below the search bar, a navigation menu includes 'Shop', 'Your favorites', 'Your requests', and 'Your approvals'. A large banner advertisement for a new catalog with Amazon is shown below the navigation menu. On the right side, a user profile dropdown menu is open, showing the user's name 'Jithin B' and several options: 'View your profile', 'App settings', 'Sign out', 'Change your profile', 'Manage your teams', 'Manage your addresses', 'Change default locale', 'Delegate authority', 'Activate mobile device', 'Deactivate mobile device', and 'Change email notification preferences'. A 'Test Remittance 1' entry is also visible at the bottom of the dropdown menu.

1 Click the option 'App settings'

2 Click the button 'Change default locale'

Guided Buying – System Navigation (Continued)

➤ Change default locale (Continued)

The screenshot shows a web interface for 'Drexel University Accounts Payable & Procurement Services'. The main heading is 'Change Default Locale and Currency'. Below the heading is a descriptive sentence: 'To use a different currency, for a request, than the default one specified here, select the different currency value when you create the request.' followed by a 'More' link. Underneath, it says 'Change your default locale and currency:'. There are two dropdown menus: 'Locale: English-United States' and 'Default Currency: US Dollar'. At the bottom right, there are 'OK' and 'Cancel' buttons. Three numbered callouts are present: 3 points to the 'Locale' dropdown, 4 points to the 'Default Currency' dropdown, and 5 points to the 'OK' button.

3 Change your locale from the drop down

4 Change your default currency

5 Once completed, click 'OK'

Guided Buying – System Navigation (Continued)

➤ Delegation of Authority

The screenshot displays the Drexel Ariba Buying user interface. At the top left, the 'Drexel Ariba Buying' logo is visible. A search bar in the center contains the text 'Find goods and services'. Below the search bar, a navigation menu includes 'Shop', 'Your favorites', 'Your requests', and 'Your approvals'. A prominent banner for a new catalog with Amazon is shown. On the right side, a user profile dropdown menu is open for 'Jithin B', listing various account management options. Two callout boxes with numbered circles provide instructions: '1 Click the option 'App settings'' points to the 'App settings' option in the dropdown, and '2 Click the button 'Delegate authority'' points to the 'Delegate authority' option in the same dropdown.

1 Click the option 'App settings'

2 Click the button 'Delegate authority'

Drexel Ariba Buying

Find goods and services

Shop Your favorites Your requests Your approvals

A new catalog with Amazon is coming Jan 31, 2025
Click into the Catalogs tile on Jan 31 to view it
Learn more

Jithin B

- View your profile
- App settings
- Sign out
- Change your profile
- Manage your teams
- Manage your addresses
- Change default locale
- Delegate authority
- Activate mobile device
- Deactivate mobile device
- Change email notification preferences

Admin

Receiving

Test Remittance 1
\$2,198,400.00 USD
Requested 0 days ago

Guided Buying – System Navigation (Continued)

➤ Delegation of Authority (Continued)

The screenshot shows the 'Delegate Authority' form in the Accounts Payable & Procurement Services system. The form is titled 'Delegate Authority' and includes the user 'UP115: Jithin B'. On the left, a navigation pane shows three steps: '1 Delegate', '2 Approval Flow', and '3 Review Changes'. The main form area contains the following fields:

- Delegatee:** A dropdown menu with 'Eric Hunter' selected. A callout '3' points to this field with the instruction 'Add your delegate from the drop down'.
- Delegation Start Date:** A date and time picker set to '12/18/2024' at '12:00 AM'. A callout '4' points to this field with the instruction 'Add Start date, End date and time'.
- Delegation End Date:** A date and time picker set to '12/20/2024' at '11:59 PM'. A callout '4' also points to this field.
- Delegation Reason:** A text area containing 'Planned vacation'. A callout '5' points to this field with the instruction 'Add the delegation reason'.

At the bottom of the form, there is a notification checkbox labeled 'Continue to notify me by email of approval requests'. The form has 'Next' and 'Exit' buttons at the top right and bottom right.

Guided Buying – System Navigation (Continued)

 Drexel University
Accounts Payable & Procurement Services

Delegate Authority UP115: Jithin B

6 Click 'Next' to navigate to the next page

1 Delegate

2 Approval Flow

3 Review Changes

Delegatee: * Eric Hunter

Delegation Start Date: * 12/18/2024 12:00 AM

Delegation End Date: * 12/20/2024 11:59 PM

Delegation Reason: Planned vacation

Notification: Continue to notify me by email of approval requests

Next Exit

Next Exit

Guided Buying – System Navigation (Continued)

The screenshot shows the 'Delegate Authority' page for user 'UP115: Jithin B'. The page includes a navigation sidebar with three options: '1 Delegate', '2 Approval Flow', and '3 Review Changes'. The 'Approval Flow' option is highlighted with a yellow box. The main content area displays an approval workflow diagram with three stages: 'Submitted', 'Pending' (with 'Ashley Gaston' as the approver), and 'Approved'. A yellow arrow points from callout 7 to the 'Approval Flow' option in the sidebar. Callout 7 is a dark blue box with white text that reads: '7 Review the approval workflow (Before you are allowed to set the delegation it must go to your manager for approval)'. Callout 8 is another dark blue box with white text that reads: '8 Click 'Next' to navigate to next page'. A yellow arrow points from callout 8 to the 'Next' button in the bottom right corner of the interface. The 'Next' button is highlighted with a yellow border. Other buttons visible are 'Prev' and 'Exit'.

All delegation of authority requests are routed to your supervisor for approval. This is to prevent someone from delegating their approval downward (to a lower level)

Guided Buying – System Navigation (Continued)

 Drexel University
Accounts Payable & Procurement Services

9 **Click 'Submit' to submit the delegation request for approval**

Delegate Authority UP115: Jithin B Prev **Submit** Exit

Review your request and then submit it for approval. [More](#)

Change	From	To
Delegatee	(no value)	Eric Hunter
Delegation Start Date		12/18/2024
Delegation End Date		12/20/2024
Delegation Reason		Planned vacation

1 Delegate

2 Approval Flow

3 Review Changes

Prev **Submit** Exit

Guided Buying – System Navigation (Continued)

The screenshot displays the Ariba Buying interface. At the top, the header includes the Drexel logo, the text "Ariba Buying", a search bar with the placeholder "Find goods and services", and utility icons for notifications (51), shopping cart, help, and user profile (JB). Below the header, a navigation bar contains "Shop", "Your favorites", "Your requests", "Your approvals", and "Admin". The main content area features a grid of six tiles: "Catalogs" (highlighted with a yellow border), "Sourcing & Procurement Contracts", "Requisition & Approvals", and three partially visible tiles at the bottom. A callout box with a blue background and white text, labeled "1", points to the "Catalogs" tile with the text: "Existing catalogs can be viewed by clicking this tile". On the right side, a sidebar displays a list of items, including "Copy of Copy of Copy of test01" and "INVU0320884INV8-572" with a "Paying Failed" status.

Guided Buying – System Navigation (Continued)

The screenshot displays the Drexel Ariba Buying interface. At the top, the header includes the Drexel logo, the text 'Ariba Buying', a search bar with the placeholder 'Find goods and services', and navigation icons for notifications (51), shopping cart, help, and user profile (JB). Below the header, the page title is 'Catalogs'. The main content area shows a grid of catalog tiles. The first tile, 'Amazon', is highlighted with a yellow border. The other tiles are 'CDWG PUNCHOUT', 'Thomas Scientific PunchOut' (with a placeholder 'Image Not Available'), 'GovConnection Test Punchout Catalog', and 'McMaster Punchout'. A callout box with the number '2' and the text 'Specific catalogs can be accessed by clicking their respective tile' points to the Amazon tile.

Guided Buying – System Navigation (Continued)

Drexel Ariba Buying

Find goods and services

51

Amazon

amazonbusiness

Amazon
From Amazon.com

Buy from supplier

Add to favorites

3

Click the button 'Buy from supplier' to punch out to the Supplier's catalog

Amazon

amazonbusiness

Amazon
From Amazon.com

Open supplier site?

Click Yes to open the supplier site to shop. After you select items to purchase and check out, the supplier site will automatically redirect you back to guided buying. Do you want to continue?

Yes

Cancel

4

Click 'Yes' to confirm to redirect to Supplier site

Guided Buying – System Navigation (Continued)

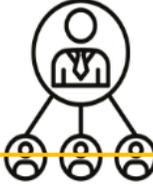
The screenshot shows the Ariba Buying interface. At the top left is the Drexel logo and 'Ariba Buying'. A search bar contains 'Find goods and services'. On the right are notification, shopping cart, help, and user icons. Below the header are navigation tabs: 'Shop', 'Your favorites', 'Your requests', 'Your approvals', and 'Admin'. The main area features a grid of six tiles: 'Catalogs', 'Sourcing & Procurement Contracts' (highlighted with a yellow border and a callout box), 'Requisition & Approvals', and three partially visible tiles at the bottom. The callout box, labeled '1', contains the text: 'Sourcing and Contract Requests can be accessed by clicking this tile'. An arrow points from the callout to the 'Sourcing & Procurement Contracts' tile. On the right side, a sidebar shows a list of items with details like 'Requested 12 days ago', '\$21,984.00 USD', 'Requested 0 days ago', 'INVU0320884INV8-572', 'Paying Failed', '\$30.00 USD', 'Requested 14 days ago', and a 'See all >' link.

Guided Buying – System Navigation (Continued)

Drexel Ariba Buying Find goods and services

[Sourcing & Procurement Contracts](#)

Sourcing

-  **Submit Sourcing Request**
Website
-  **Link to SAP Sourcing**
Website

Contracts

-  **Submit Contract Request**
Website
-  **List of Master Agreements**
Website
-  **Link to SAP Contracts**
Website

2 Sourcing Request can be initiated by clicking this tile

3 Contract Request can be initiated by clicking this tile

Guided Buying – System Navigation (Continued)

The screenshot displays the Ariba Buying interface. At the top, the header includes the Drexel logo, the text "Ariba Buying", a search bar with the placeholder "Find goods and services", and notification icons for alerts (51), a shopping cart, a help icon, and a user profile icon labeled "JB". Below the header, a navigation bar contains links for "Shop", "Your favorites", "Your requests", and "Your approvals". The main content area features a grid of six tiles, each with an icon and a label: "Catalogs" (shopping cart and document), "Sourcing & Procurement Contracts" (handshake and document), "Requisition & Approvals" (document with checkmark), "Inventory" (shopping cart and document with dollar sign), "Checklist" (shopping cart and checklist), and "Orders" (document with dollar sign). The "Requisition & Approvals" tile is highlighted with a yellow border. To the right, a sidebar displays a list of requisitions. A blue callout box with the number "1" and the text "Requisitions and approvals can be accessed by clicking this tile" points to the highlighted tile. The requisition list includes items like "Copy of Copy of Copy of test01" for \$21,984.00 USD and "INVU0320884INV8-572" for \$30.00 USD.

1
Requisitions and approvals can be accessed by clicking this tile

Guided Buying – System Navigation (Continued)

Drexel Ariba Buying Find goods and services 51

[<](#) | Requisition & Approvals



Purchase Requisitions (PR) are internal documents that serve as the foundation for the planned and controlled purchasing of goods and services across Drexel University. By adhering to established requisition processes, you can ensure compliance and accountability.

When a request to purchase goods or services is submitted, a PR is generated. Each PR has a unique ID for seamless tracking. **Workflow approvals** ensure compliance and accountability. Upon full approval, the PR is dispatched to the relevant supplier, minimizing manual intervention and accelerating procurement.

Additional Features:

1. **Punch-Out and External Catalogs:** Paramount allows shopping from external catalogs.
2. **Team Requisitioning:** Team members can collaboratively edit or take over team requisitions, promoting agility and efficiency.
3. **Shop on Behalf:** Requestors can create requisitions on behalf of other users, streamlining the process.

Resources

 <p>Purchasing Policy Website</p>	 <p>Training Guides Website</p>	 <p>Contact for Questions Website</p>	 <p>Independent Contractor Tax Forms Website</p>	 <p>Reports Website</p>
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Guided Buying – System Navigation (Continued)

The screenshot displays the Ariba Buying interface. At the top, the 'Drexel Ariba Buying' logo is on the left, and a search bar with the text 'Find goods and services' is on the right. Below the header, the 'Requisition & Approvals' section is active. It contains two columns of 'Requisitions' and a 'Request Forms' section below. The 'Requisitions' section includes tiles for 'Create a Non-Catalog Requisition', 'Subaward Form', and 'View Your Requisitions'. The 'Request Forms' section includes tiles for 'Check Request Form', 'Confirming Order Form', and 'Print Services RFQ Form'. Seven numbered callouts (3-7) point to specific tiles with explanatory text boxes.

3 A Subaward Requisitions can be submitted by clicking this form

4 A Non-Catalog Requisition can be initiated by clicking this form

7 A Check Request Form can be initiated by clicking this form

5 A Print Services RFQ can be initiated by clicking this form

6 A Confirming Order Form can be initiated by clicking this tile

Guided Buying – System Navigation (Continued)

Drexel Ariba Buying Find goods and services

< | Requisition & Approvals

Use this form for:
Reimbursements for students, adjunct faculty, and non-Drexel affiliated individuals for both

Use this form when you already have an invoice in hand for goods/services rendered

Provide a description to help users understand what the form is for.
print services

Approvals

View Your Approvals
Website

8 Approvals can be accessed by clicking this tile

Guided Buying – System Navigation (Continued)

Drexel Ariba Buying Find goods and services

Shop Your favorites Your requests Your approvals

See all >

1 Purchase Orders can be accessed by clicking this tile

Purchase Orders

Receiving

Invoice & Payment

Supplier Management

Travel & Expense

Resources & Reporting

Guided Buying – System Navigation (Continued)

2

Policies, Training Guides, Reports etc can be accessed by clicking the respective tiles

Drexel Ariba Buying

< | Purchase Orders

Resources

- 
Purchasing Policy
Website
- 
Training Guides
Website
- 
Contact for Questions
Website
- 
Reports
Website

Purchase Order

- 
View Your Purchase Orders
Website

3

Purchase Orders can be displayed by clicking this tile

Guided Buying – System Navigation (Continued)

The screenshot displays the Drexel Ariba Buying interface. At the top left, the Drexel logo and 'Ariba Buying' text are visible. A search bar on the top right contains the text 'Find goods and services'. Below the header, there are navigation tabs: 'Shop', 'Your favorites', 'Your requests', and 'Your approvals'. The main content area features six tiles, each with an icon and a label: 'Purchase Orders' (shopping cart with dollar sign), 'Receiving' (shopping cart with clipboard and checkmark), 'Invoice & Payment' (document with dollar sign), 'Supplier Management' (handshake over gear), 'Travel & Expense' (airplane over money), and 'Resources & Reporting' (hand holding atom). The 'Receiving' tile is highlighted with a yellow border. A callout box with a blue background and white text points to the 'Receiving' tile, stating: 'Goods Receipts can be accessed by clicking this tile'. A small blue circle with the number '1' is positioned near the callout box. A 'See all >' link is visible in the top right corner of the main content area.

Guided Buying – System Navigation (Continued)

The screenshot displays the Ariba Buying interface. At the top left, the Drexel logo and 'Ariba Buying' are visible. Below this is a breadcrumb trail showing '< | Receiving'. The main content area is divided into two sections: 'Resources' and 'Receiving'. The 'Resources' section contains four tiles: 'Purchasing Policy', 'Training Guides', 'Contact for Questions', and 'Reports'. Each tile includes an icon, a title, and a 'Website' link icon. The 'Receiving' section contains one tile: 'View Your POs to Receive', which includes an icon of a person with a clipboard, a title, and a 'Website' link icon. A search bar and a notification bell with '51' are located in the top right corner. Two callout boxes with arrows point to specific tiles: callout 2 points to the 'Resources' section, and callout 3 points to the 'View Your POs to Receive' tile.

2 Policies, Training Guides, Reports etc can be accessed by clicking the respective tiles

3 Goods Receipts can be displayed by clicking this tile

Guided Buying – System Navigation (Continued)

The screenshot displays the Ariba Buying interface. At the top left is the Drexel logo and the text "Ariba Buying". To the right is a search bar with the placeholder text "Find goods and services" and a magnifying glass icon. Below the header are navigation tabs: "Shop", "Your favorites", "Your requests", and "Your approvals". The main content area features six tiles arranged in a 2x3 grid:

- Purchase Orders:** Icon of a shopping cart with a document and a dollar sign.
- Receiving:** Icon of a shopping cart with a checklist and a checkmark.
- Invoice & Payment:** Icon of a document with a cube and a dollar sign. This tile is highlighted with a yellow border.
- Supplier Management:** Icon of two hands shaking over a gear.
- Travel & Expense:** Icon of a hand holding a credit card over a stack of money.
- Resources & Reporting:** Icon of a hand holding a globe with a heart inside.

A callout box with a blue background and white text is positioned to the right of the "Resources & Reporting" tile. It contains the number "1" in a dark blue circle, with a yellow arrow pointing from the circle to the "Invoice & Payment" tile. The text in the callout box reads: "Invoice and Payments can be accessed by clicking this tile".

Guided Buying – System Navigation (Continued)

2 Policies, Training Guides, Reports etc can be accessed by clicking the respective tiles

3 Confirming Order can be submitted by clicking this form

4 Check Request can be initiated by clicking this form

The screenshot shows the Ariba Buying interface for Drexel University. The top navigation bar includes the Drexel logo and 'Ariba Buying'. Below the navigation bar, the breadcrumb trail shows 'Invoice & Payment'. The main content area is divided into two sections: 'Resources' and 'Forms'. The 'Resources' section contains four tiles: 'Purchasing Policy', 'Training Guides', 'Contact for Questions', and 'Reports', each with an icon and a 'Website' link. The 'Forms' section contains three tiles: 'Check Request Form', 'Confirming Order Form', and 'Submit On-Call Confirming Order'. The 'Check Request Form' tile is highlighted with a callout box, and the 'Confirming Order Form' tile is also highlighted with a callout box. The 'Submit On-Call Confirming Order' tile is highlighted with a callout box. The 'Check Request Form' tile includes the following text: 'Non-PO invoice form', 'Check Request Form', '99000000', and 'Use this form for: Reimbursements for students, adjunct faculty, and non-Drexel affiliated individuals for both'. The 'Confirming Order Form' tile includes the following text: 'Non-PO invoice form', 'Confirming Order Form', '99100000', and 'Use this form when you already have an invoice in hand for goods/services rendered'. The 'Submit On-Call Confirming Order' tile includes the following text: 'Submit On-Call Confirming Order' and 'Website'. The 'Submit PO-Based' tile is partially visible on the right side of the 'Forms' section.

Guided Buying – System Navigation (Continued)

The screenshot shows the 'Invoice & Payment' section of the Ariba Buying interface. It features several tiles for invoice management. Callout 5 points to the 'Submit PO-Based Invoice' tile. Callout 6 points to the 'Submit On-Call Confirming Order' tile. Callout 7 points to the 'Link to SAP Buying & Invoicing' tile. Callout 8 points to the 'View Your Invoices' tile. The interface also includes two 'Non-PO invoice form' tiles for 'Check Request Form' and 'Confirming Order Form'.

5

PO based Invoice can be submitted by clicking this tile

8

Your submitted invoices can be displayed by clicking this tile

6

On-call Confirming Orders can be submitted by clicking this tile (Facilities Use Only)

7

All the invoices that are pending your approval will be displayed here

Guided Buying – System Navigation (Continued)

The screenshot displays the Ariba Buying interface for Drexel University. At the top, the header includes the Drexel logo, the text "Ariba Buying", and a search bar with the placeholder "Find goods and services". Below the header, the breadcrumb "Invoice & Payment" is visible. The main content area features three tiles: "View Your Invoices" (with a document icon and a dollar sign), "View Invoices to Approve" (with a checkmark icon), and "Link to SAP Buying & Invoicing" (with a shopping cart icon). A yellow box highlights the "Link to SAP Buying & Invoicing" tile, with a callout box (9) stating: "Link to SAP Buying and Invoices (Ariba B&I act as the backend of Guided Buying which is used by procurement professionals to perform advanced purchasing and administrative activities)". Below this, a "Recurring Payments" section contains a "Custom form" titled "Recurring Payment Request Form" with a description: "Request recurring payment to the supplier for an agreement already in-place" and a "recurring" input field. A yellow box highlights this form, with a callout box (10) stating: "Recurring Payment can be requested by clicking this form". To the right of the form is a tile "View Your Payment Request Forms" (with a hand holding coins icon), highlighted by a yellow box and callout box (11): "This tile displays the submitted Payment Request forms".

Guided Buying – System Navigation (Continued)

The screenshot displays the Drexel Ariba Buying interface. At the top left, the Drexel logo and 'Ariba Buying' text are visible. A search bar on the top right contains the text 'Find goods and services'. Below the header, there are navigation tabs for 'Shop', 'Your favorites', 'Your requests', and 'Your approvals'. The main content area features a grid of six tiles, each with an icon and a label: 'Purchase Orders' (shopping cart with document), 'Receiving' (shopping cart with clipboard), 'Invoice & Payment' (document with box and coin), 'Supplier Management' (handshake over gear), 'Travel & Expense' (airplane and document), and 'Resources & Reporting' (atom symbol). A yellow box highlights the 'Supplier Management' tile, and a blue callout box with the number '1' and the text 'Supplier Management Resources can be accessed from this tile' points to it. A 'See all >' button is located in the top right corner of the grid.

Guided Buying – System Navigation (Continued)

Drexel Ariba Buying

Find goods and services

< | Supplier Management

2 Resources, Training Guides, Preferred Supplier List and Diverse Supplier List can be accessed here

 **Supplier Management** involves capturing, storing, updating, and analyzing supplier data, and onboarding new suppliers via Payment Works, where their suitability is evaluated.

Drexel University **Preferred Suppliers** play a pivotal role in our supply chain, ensuring access to goods and services across specific commodities. Their established relationships enable swift procurement, and we strongly recommend utilizing suppliers from our preferred supplier list.

Resources

-  **Supplier Resources**
Website
-  **Training Guides**
Website
-  **Contact for Questions**
Website
-  **Preferred Supplier List**
Website
-  **Diverse Supplier List**
Website

Guided Buying – System Navigation (Continued)

The screenshot displays the Ariba Buying interface. At the top left is the Drexel logo and the text "Ariba Buying". At the top right is a search bar with the placeholder text "Find goods and services" and a magnifying glass icon. Below the header are navigation tabs: "Shop" (underlined), "Your favorites", "Your requests", and "Your approvals". The main content area features six tiles arranged in a 2x3 grid:

- Purchase Orders:** Icon of a shopping cart with a document and a dollar sign.
- Receiving:** Icon of a shopping cart with a clipboard and a checkmark.
- Invoice & Payment:** Icon of a document with a box and a dollar sign.
- Supplier Management:** Icon of two hands shaking over a gear.
- Travel & Expense:** Icon of a plane, a ticket, and a dollar sign. This tile is highlighted with a yellow border.
- Resources & Reporting:** Icon of a document with a heart and a pencil.

A callout box with a blue background and white text is positioned over the "Resources & Reporting" tile, pointing to the "Travel & Expense" tile. The callout contains the text: "1 Travel and Expense resources can be accessed from this tile". A "See all >" button is located in the top right corner of the main content area.

Guided Buying – System Navigation (Continued)

Drexel Ariba Buying Find goods and services

Travel & Expense

Resources

- 
Business Travel Policy
Website
- 
Purchasing Card Policy
Website
- 
Spousal/Companion Travel & Entertainment Expense Policy
Website
- 
Business Meeting Meals and Catering Expense Guidelines
Website
- 
Training Guides
Website

2
Travel Policies, Purchasing Card Policy, Training guides etc. can be accessed here by clicking the respective tiles

Guided Buying – System Navigation (Continued)

The screenshot displays the Ariba Buying interface. At the top left is the Drexel logo and 'Ariba Buying'. A search bar at the top right contains the text 'Find goods and services'. Below the header, a navigation breadcrumb shows '< | Travel & Expense'. The main content area is divided into two sections: 'Travel' and 'Expenses'. The 'Travel' section contains a 'Cash Advances' tile with an icon of a hand holding a dollar bill and a 'Website' icon. The 'Expenses' section contains two tiles: 'P-Card Documents' with a card icon and a 'Website' icon, and 'Concur' with the SAP Concur logo and a 'Website' icon. Three callout boxes on the right provide instructions: Callout 3 points to the Cash Advances tile, stating 'Travel advance resources can be accessed from this tile'. Callout 4 points to the P-Card Documents tile, stating 'P-Card Documents can be accessed here'. Callout 5 points to the Concur tile, stating 'This tile navigates to the SAP Concur tool'.

3 Travel advance resources can be accessed from this tile

4 P-Card Documents can be accessed here

5 This tile navigates to the SAP Concur tool

Guided Buying – System Navigation (Continued)

The screenshot displays the SAP Ariba Buying interface. At the top left, the Drexel logo and 'Ariba Buying' text are visible. A search bar on the top right contains the text 'Find goods and services'. Below the header, there are navigation tabs: 'Shop', 'Your favorites', 'Your requests', and 'Your approvals'. The main content area features a grid of six tiles, each with an icon and a label: 'Purchase Orders' (shopping cart with document), 'Receiving' (shopping cart with checklist), 'Invoice & Payment' (document with box and coin), 'Supplier Management' (handshake over gear), 'Travel & Expense' (airplane, ticket, and coin), and 'Resources & Reporting' (hand holding atom symbol). The 'Resources & Reporting' tile is highlighted with a yellow border. A callout box with a blue background and white text, labeled '1', points to this tile with the text 'SAP Ariba Reports can be accessed from this tile'. A 'See all >' button is located in the top right corner of the grid area.

Guided Buying – System Navigation (Continued)

The screenshot shows the 'Resources & Reporting' section of the Ariba Buying interface. The page features a search bar at the top right with the text 'Products and services'. Below the search bar, the 'Resources & Reporting' section contains several tiles:

- General Website**: Features the Drexel University logo and a 'Website' icon.
- Policies**: Features a classical building icon and a 'Website' icon.
- Training Guides**: Features an icon of a person pointing to a chart and a 'Website' icon.
- Training Sessions (Career Pathway)**: Features an icon of a person pointing to a chart and a 'Website' icon.
- Department Directory**: Features a magnifying glass icon and a 'Website' icon.
- Reports**: Features a bar chart icon and a 'Website' icon.

Yellow arrows and callout boxes highlight specific navigation paths:

- Callout 2**: A blue box with the text 'Link to Drexel University Procurement Website' and the number '2' in a circle. An arrow points from the search bar area to the 'General Website' tile.
- Callout 3**: A blue box with the text 'SAP Ariba Training Guides' and the number '3' in a circle. An arrow points from the 'Training Guides' tile to the 'Policies' tile.
- Callout 4**: A blue box with the text 'Link to Drexel University Procurement Website' and the number '4' in a circle. An arrow points from the 'Policies' tile to the 'General Website' tile.

Guided Buying – System Navigation (Continued)

The screenshot shows the 'Resources & Reporting' section of the Drexel Ariba Buying system. The page features a search bar at the top right with the text 'Find goods and services'. Below the search bar, the 'Resources & Reporting' breadcrumb is visible. The main content area contains several tiles, each with an icon and a title. A callout box labeled '5' points to the 'Training Sessions (Career Pathway)' tile. Another callout box labeled '6' points to the 'Reports' tile, with a sub-callout labeled '7' pointing to the 'Department Contact Directory' tile. The 'Training Sessions (Career Pathway)' tile is highlighted with a yellow border, and a yellow arrow points from the '5' callout to it. The 'Reports' tile is also highlighted with a yellow border, and a yellow arrow points from the '6' callout to it. The 'Department Contact Directory' tile is highlighted with a yellow border, and a yellow arrow points from the '7' callout to it.

5 Training Sessions can be accessed here

6 SAP Ariba Reports

7 Department Contact Directory

Resources & Reporting

- General Website
- Policies
- Training Guides
- Training Sessions (Career Pathway)
- Department Directory
- Reports