Create Catalog Requisition

Updated: August 29, 2024

Purpose

This Quick Reference Guide (QRG) is designed to show the steps needed to create a Catalog-based Requisition in SAP Ariba. It will also detail what to do when a requisition is denied (end of document).

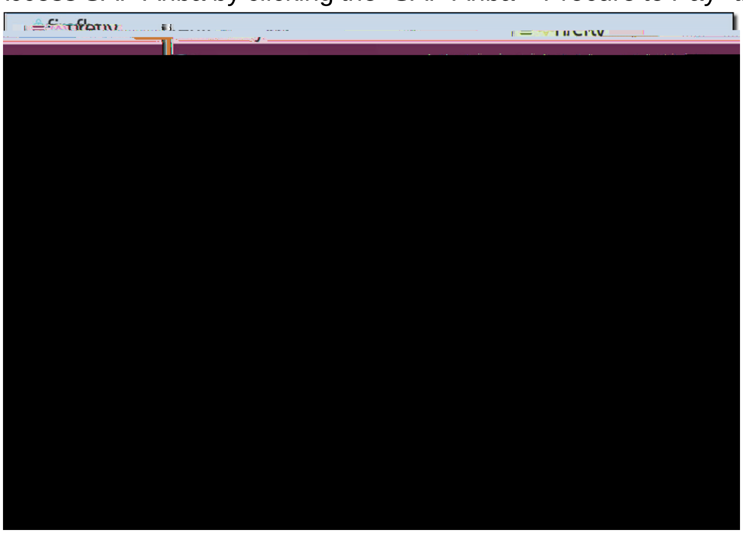
Helpful Hints

- Assemble all supporting documentation prior to beginning work in SAP Ariba.
- For the best experience, please use the following browsers:

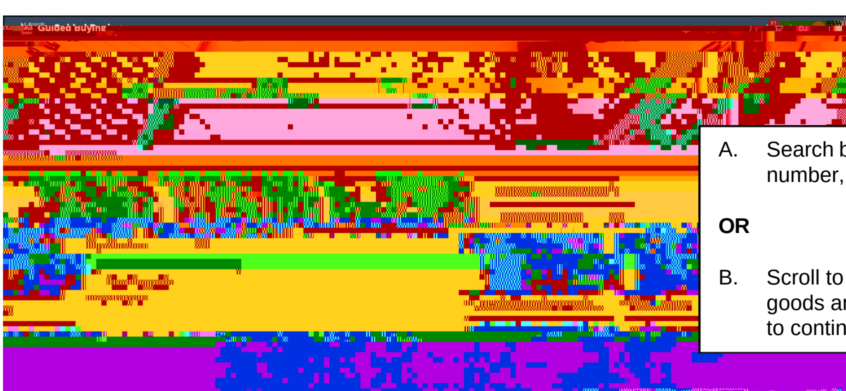
Google Chrome (64-bit)	Apple Safari (64-bit)
Microsoft Edge (32-bit)	Microsoft Edge Chromium (32-bit and 64-bit)
Mozilla Firefox (64-bit)	

Procedure

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



2. Search for items as shown below.



A. Search by entering a keyword, part number, or other search term.

OR

B. Scroll to review the tiles (categories) of goods and services available. Click a tile to continue.

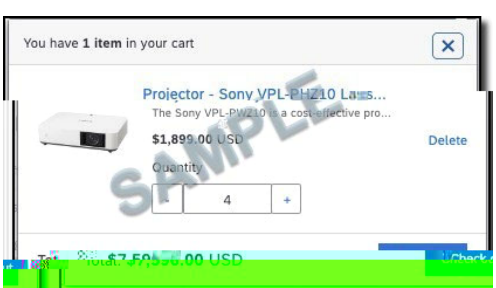
3. As shown below, items can be located directly within Guided Buying (i.e., "hosted catalog" items) or via a link to a supplier website (i.e., "punchout catalogs").

Hosted Catalog Items

Search for and select desired items. Enter the desired quantity. Click "Add to cart."

Proceed to Step #3 below.

Punchout Camn9w.



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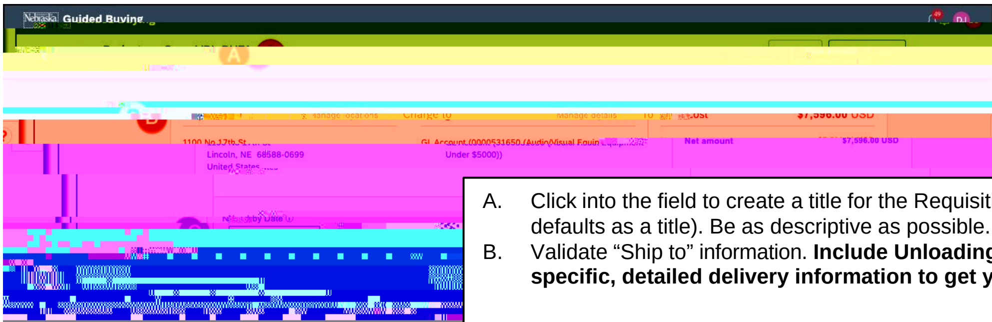
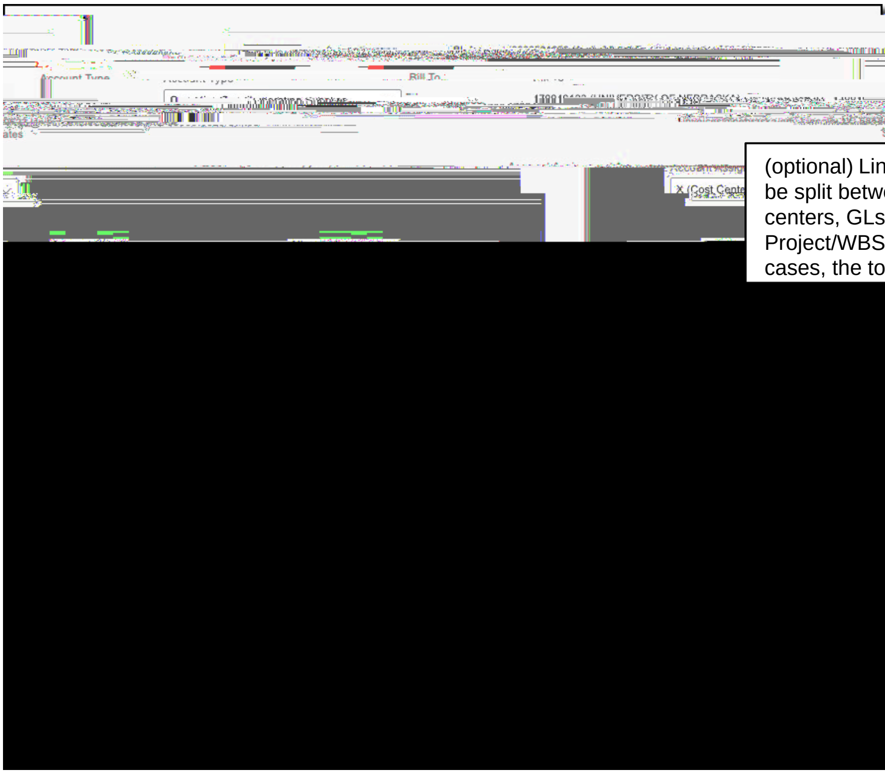


A. Click into the field to create a title for the Requisition (the item name defaults as a title). Be as descriptive as possible.

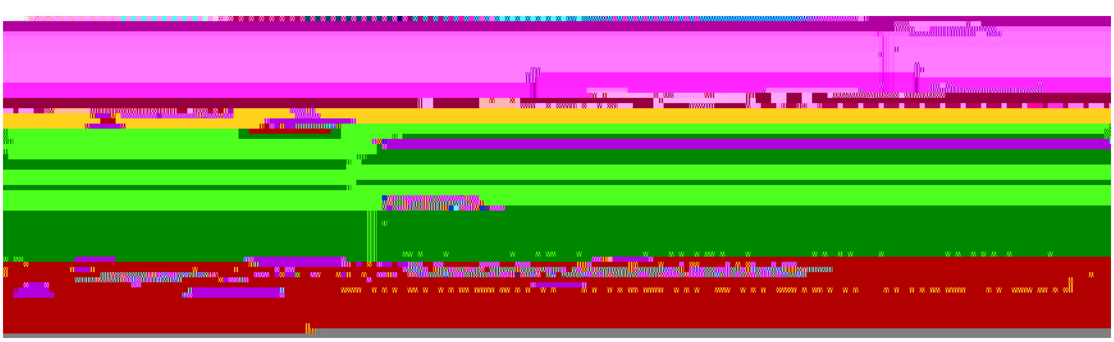
B. Validate "Ship to" information. **Include Unloading Point -Provide specific, detailed delivery information to get your package where**

6. The "Summary" screen displays. Complete the screen as noted below.



7. 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.

8. Click "Add".



Note: If comments and/or attachments are not line-item specific, it is recommended to enter/attach at the document level as it is easier to be overlooked at the line-item level.

9. Scroll to the bottom of the Checkout 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.

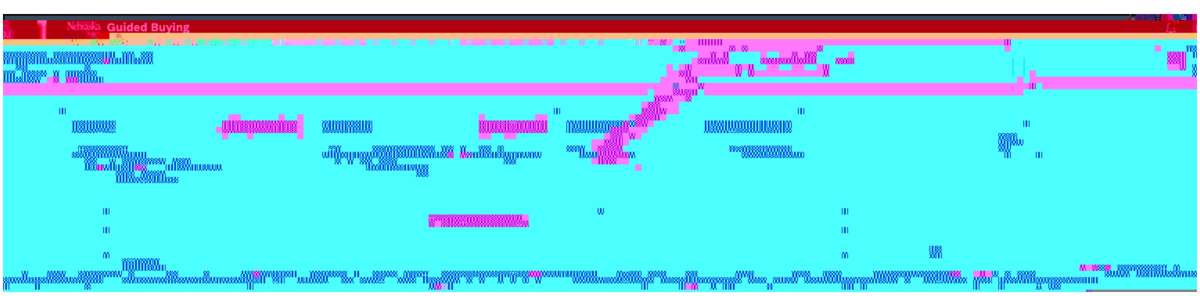
A. Select type of role:
   - *Approver* – Must take action on the request.
   - *Watcher* – Will receive notifications regarding the status of the request but will not be required to take action on the request.

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”.

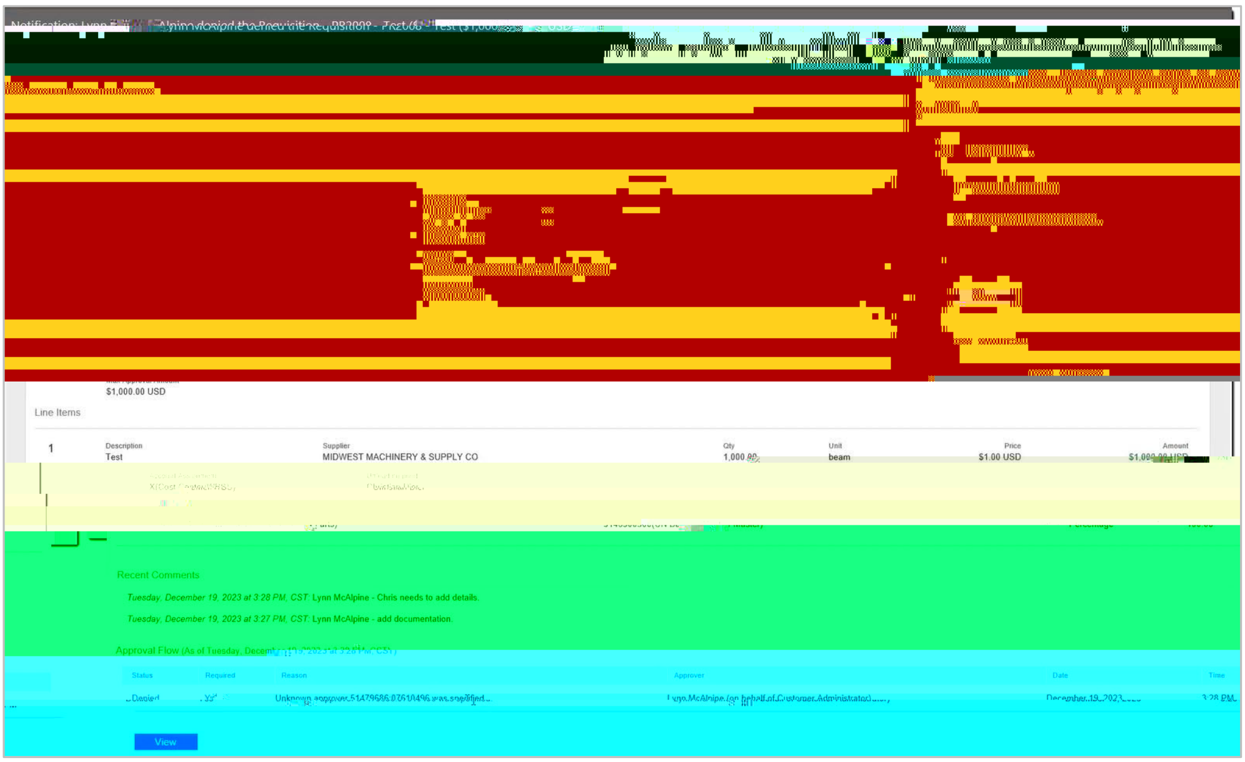
10. Once all edits on the Checkout screen have been completed, scroll to leu TD-.4.0009 Td29e3( )]0006 Tc[App1



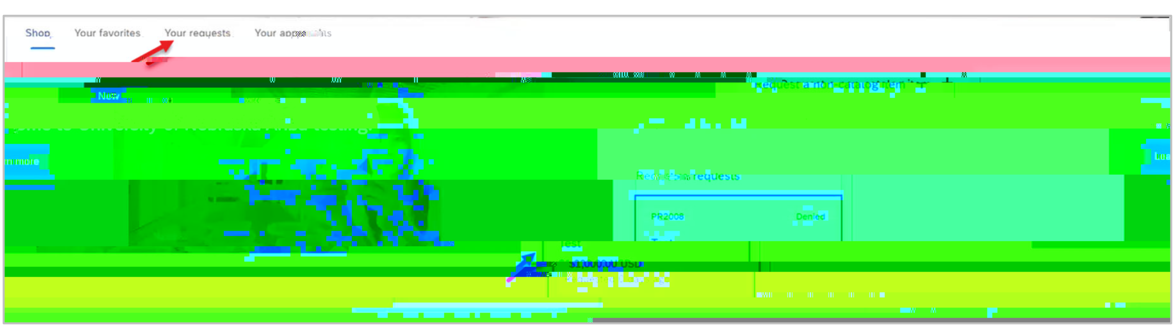
Requisition is Denied: What to Do

The following example will demonstrate how to withdraw a denied requisition. In this case, the approver has denied the request because she needs additional documentation. To edit a denied request, it must first be withdrawn.

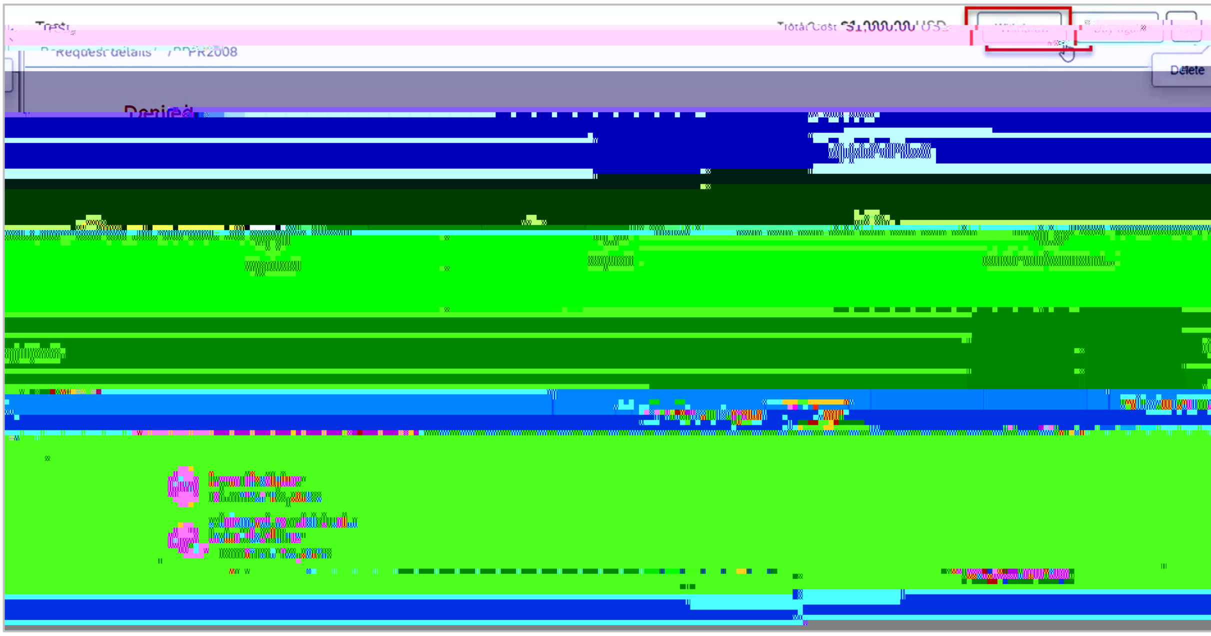
When a request is denied, an email will be sent out like the one shown below.



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



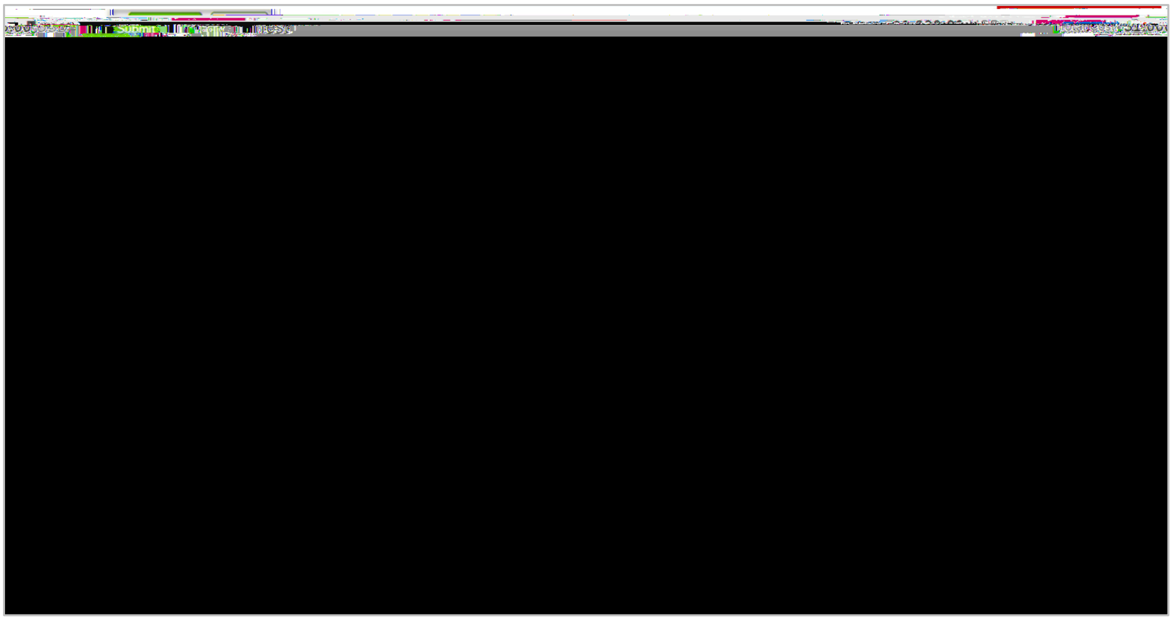
2. With the denied requisition open, there are three options at the top right of the document: “Withdraw”, “Buy again”, and “Delete” (click the ellipses icon). Click “Withdraw”.



3. A “Withdraw request” dialog box opens. Enter comments in the text field and click “Withdraw”.

4. A success message appears. Click “View requisition” to open the request.

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



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