This QRC provides the basic steps to create a requisition. Full approval of a requisition is required before a Purchase Order (PO) is generated and sent to the supplier. You can create a requisition by adding catalog items or by adding non-catalog items if you are requesting a service or items not found in a catalog. It is recommended that you use one requisition for catalog items, and a separate requisition for non-catalog items.

Ariba sends a lot of emails. Requesters are encouraged to review the Edit Email Notifications in Ariba QRC to reduce the number of emails that will be received. If you use the same account number or the same ship-to address regularly review the Setting Profile Accounting and Shipping/Delivery Information in Ariba QRC.

Log in to Ariba	
Access Ariba from the Employee Portal.	http://www.purdue.edu/employeeportal/ Ariba - Access to the University Procurement System
Log in using Purdue career account ID and password.	PURDUE UNIVERSITY Log in using your Purdue Career Account **Login:** **Password:** Login To access the page you are requesting, a valid Purdue University career account Username and Password must be provided.

| Create Requisition	
From the **Home** Tab, click **Requisition** under the **Create** menu.	Recent ▾ Manage ▾ Create ▾ Quick Quote Posting Quick Survey Requisition
Instructions for adding items from a catalog, by category, by supplier or contract, or punch-out are found in Add Items to a Requisition – Catalog (Inlcuding University Stores) section. Instructions for adding a non-catalog item is found in the Add Items to a Requisition – Non-Catalog section.	

Add Items to a Requisition - Catalog (Including University Stores)

This section will focus on selecting items from CIF/hosted catalogs, by category, by supplier or punch-out catalog.

- First type of catalog we have is a CIF/hosted catalog items are searched for and added to requisition within Ariba.
- Second type is a Level 1 Punch-out catalog, all searching and adding items is done on the supplier's punch-out website.
- Third type is a Level 2 Punch-out catalog, searching can be completed in Ariba. When ready to add the item to the requisition user punches out the supplier's website.

From the catalog tab, locate items:
A. Search catalogs for items using the **Search** box.
B. Browse by **Category** by selecting a category from the list.
C. Browse by **Supplier** by selecting the link.
D. Go directly to a supplier's **Punch-out Catalog** by clicking the supplier's name with the punch-out icon ( ).
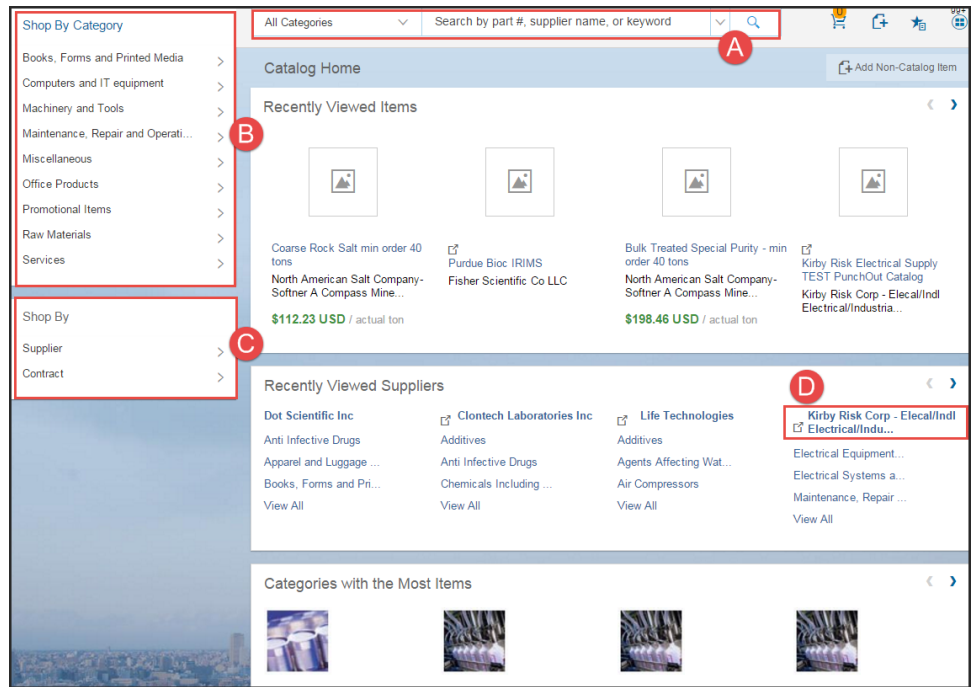
A. Search catalogs for items using the **Search** box.

Enter a description, part number, or the material number (University Stores).

Results will appear from hosted catalogs (hosted catalogs appear on the all suppliers page without an icon next to the name), locate desired item, enter quantity, and click **Add to Cart**.
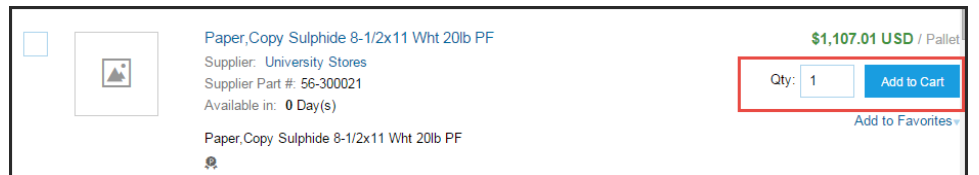
B. Browse by **Category** by selecting a category from the list.

Select category and drill down in the category needed until the item is found. In this example **Maintenance, Repair** opens up **Distribution and Conditioning** then select **Misc. Industrial Pumps and compressors**.

Update the quantity needed and click **Add to Cart**.

Shop By Category		All Categories ⌄	Search
Books, Forms and Printed Media	>	Catalog Home	
Computers and IT equipment	>		
Machinery and Tools	>	Recently Viewed Items	
Maintenance, Repair and Operati...	>	Maintenance, Repair and Operations	
Miscellaneous	>	Distribution and Conditioning Syste...	
Office Products	>	Electrical Systems and Lighting and...	
Promotional Items	>	Miscellaneous Building Construction...	
Raw Materials	>	Miscellaneous Hand Tools	
Services	>	Power Generation and Distribution M...	

Industrial Pumps and Compressors (4)
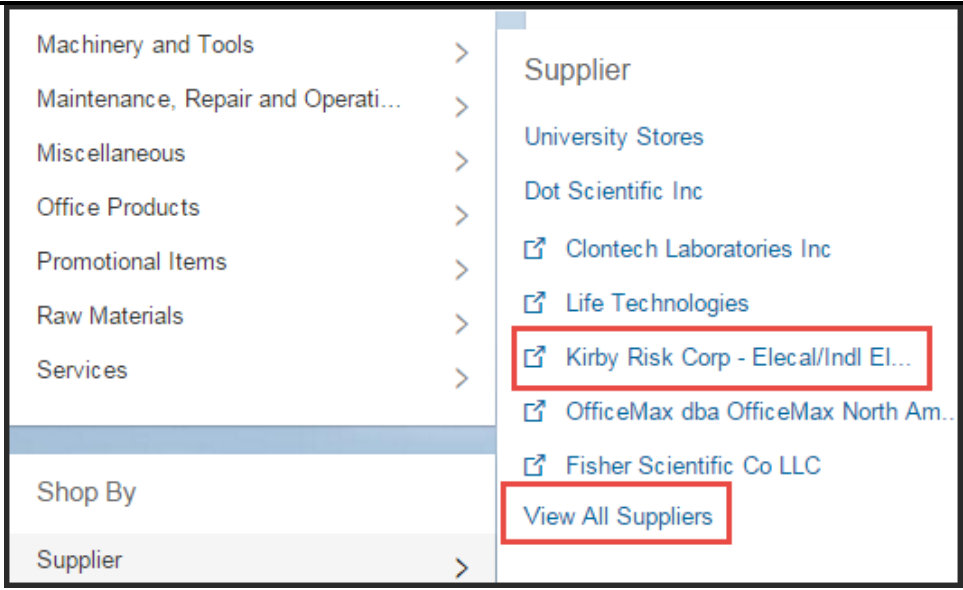
$1,222.00 USD / each

Qty: 1   **Add to Cart**

Add to Favorites ▾

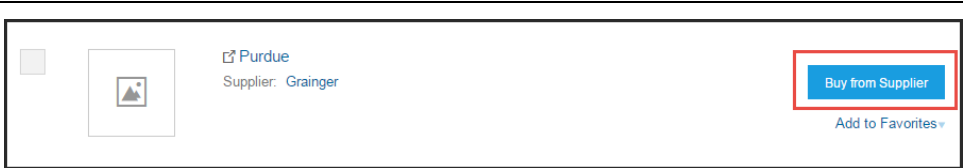**C.** Browse by **Supplier** by selecting the link.

Shop By

Supplier	>
Contract	>
Purchasing Organization	>

One specific supplier may be chosen or click **View All Suppliers** to see a list.	
D. Go directly to a supplier's **Punch-out Catalog** by clicking the supplier's name with the punch-out icon (☐). Click **Buy from Supplier**.	
Browse for items in the supplier's Punch-out site. Each supplier's Punch-out site will be structured differently. Generally, a search for specific items can be conducted by using the search function, or browse by category.	
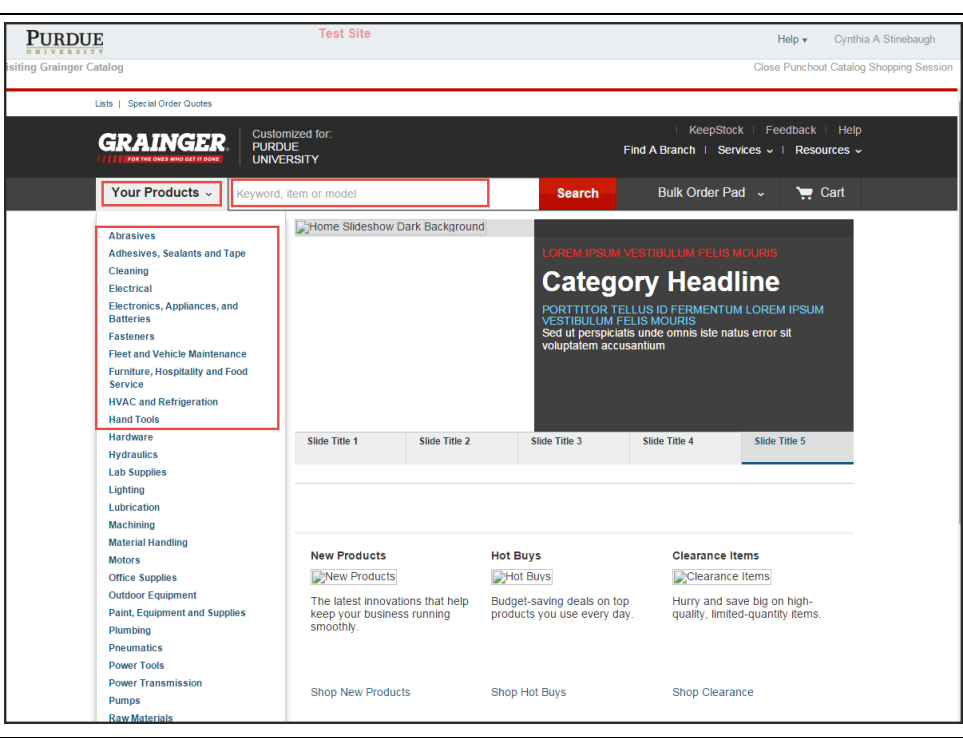
Once desired item(s) is located, enter the quantity of that item, and click **Add to Cart**. **Note:** Catalogs that list multiple items in a list, will allow comparisons, by clicking the checkbox next to the items and then clicking **Compare**.	**Angle Clamps** 16 Results Found that Include 16 Products 📣 How can we improve the **Search Experience**? Product availability based on selecting either shipping or pick up and a location.　Ship to 47906　[Change ⌄]　Dismiss Sort results by:　[Top Sellers ⌄] ▦ Grid │ ☰ List │ Results per page: 16 │ **32** │ 48 **Corner Clamp, 90 Deg, Aluminum**　Price $13.11 / each　Qty: [1] [Add to Cart] Item # **10D587**　+Add to list Mfr. Model # 10D587 Angle Clamp, 90 Deg, Aluminum Alloy, Throat Depth (In.) 2-29/32, Jaw Height (In.) 7/16, Jaw Length (In.)...More Expected to arrive Mon. Jan 25. ☐ Compare　ⓒ　Ship to 47906 Change ⌄ Catalog Page # 1157
Click **View Cart**	**1 Product(s) Added to Cart** | Product(s) Added to Cart	Qty	Your Price	Total Price
---	---	---	---
WESTWARD Corner Clamp,90 Deg,Aluminum	1	$14.57	$14.57	 You have 1 product(s) in your shopping cart.　[Continue Shopping]　[View Cart]
Click **Submit Cart**.	**Cart** Clear Cart　Email Print **Delivery Method**　**Availability** Shipping　Enter ZIP code to check availability [47906] [Go] **Products in Cart** | Product	Quantity	Availability	Total Price
---	---	---	---
WESTWARD Corner Clamp,90 Deg,Aluminum Item # 10D587 Your Price: $13.11 / each	[1] Update Add to List Remove	✓ Typically In Stock ⓘ	$13.11
WESTWARD Angle Vise,90 deg,Fixed,3-1/2 in Open Item # 39M996 Your Price: $150.08 / each	[1] Update Add to List Remove	✓ Typically In Stock ⓘ	$150.08	 If you changed multiple quantities, Update All. Subtotal **$163.19** [Submit Cart]

If all items have been added to the requisition, skip to the [Submitting the Requisition](#) section.

Best Practice is not to mix catalog and non-catalog line items on the same requisition.
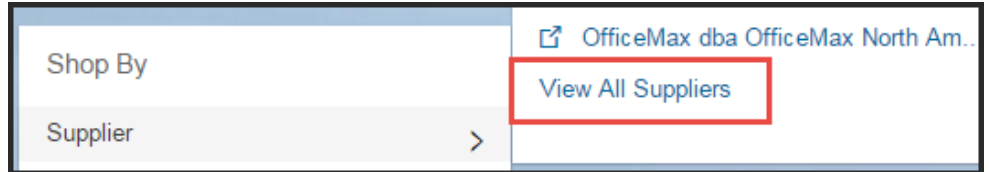
Add Items to a Requisition – Non-Catalog

A search of the catalogs should take place first to verify the items are not available in one of the catalogs.

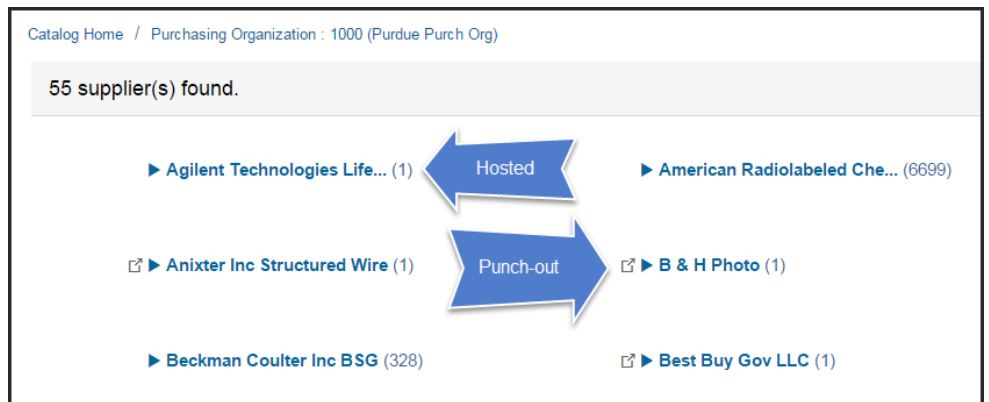|	
Make sure there is not a catalog by using Shop by: **Supplier** Click **View All Suppliers**	
View the list of catalogs, if there is an icon to the left of the name it's a **punch-out** catalog. If no icon it's a **hosted** catalog. Punch-out - user goes out to the vendor's website to search and sees potential results. Hosted - user stays in Ariba searches and sees potentials results.	
If no catalog, From the **Catalog** tab, click **Non-Catalog Item**.	
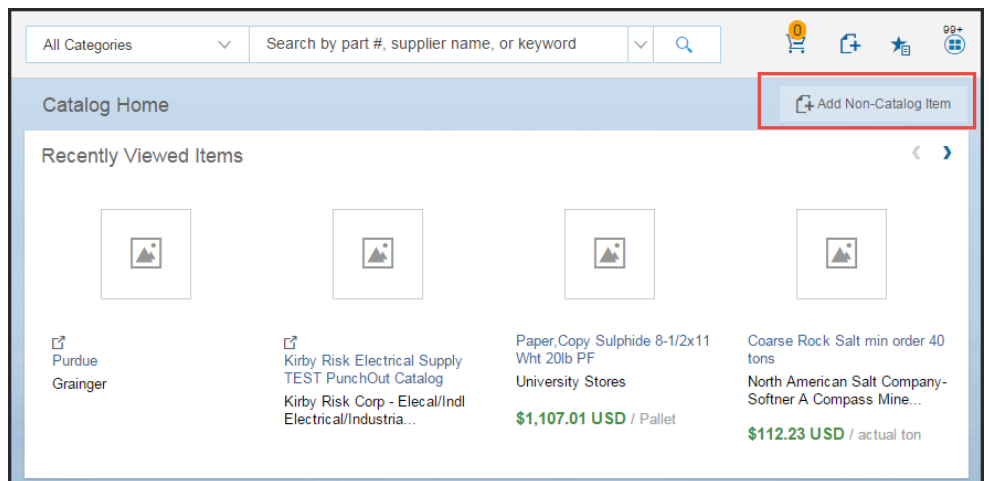
Define the Non-Catalog Item:
A. Provide a full **Description** for the item, make sure the vendor is able to fulfill the order based on this description. Select the appropriate **Commodity Code,** (must use a 4, 6 or 8 digit commodity code). Requisition cannot be submitted with a two digit commodity code assigned.
B. The **Material Group** will default based on the commodity code selected. The **Account Type** will automatically default to expense.
C. Enter the **Quantity, Unit of Measure**, and **Price** for the item,
D. Click the **Update Amount** button.

Enter each item as a separate line item. Unless directed to do otherwise by a staff member of Procurement Services.
TIP: If Shipping/Freight or Special Handling is expected to be $100 or more, it is recommended to add a line item to the requisition. This will assist in paying the invoice in a timely manner without manual intervention needed.
If Shipping is on a quote it should be entered as a line item on the requisition.
If the vendor requests that shipping be entered on the PO, it should be entered as a line item on the requisition.

Purch Org:	1000 (Purdue Purch Org) ⌄
Full Description: *	Acetyl P53 Antibody
Commodity Code: *	Compounds and mixtures ⌄
Material Group:	12350000 (Compounds and mixtur) ⌄
Account Type: *	Expense ⌄
Quantity:	1
Unit of Measure:	each ⌄
Price: *	$269.00 USD⌄

Additional Pricing Details ⓘ

Amount: $269.00 USD

Note: Please select the correct supplier or leave blank if the correct supplier is not known.

Update Amount

A. Select the **Vendor** for the list, B. Provide the **Supplier Part Number,** if no supplier part number is known, enter "**NO PN**". If left blank, a Purchasing Agent is added to approval flow. View the Searching for Supplier in Ariba P2P QRC, Searching for Vendor in SAP QRC and view the abbreviations list used for vendor names.	**Supplier Information** (A) Vendor: 0000004371 (EMD Millipore Corp) Contact: 0000004371 [select] Supplier Part Number: 8254698 (B) Supplier Auxiliary Part ID:
After the information has been completed, click **Add to Cart**. Repeat the previous steps for each item and shipping if $100 or more.	**Add to Cart** Cancel

If all items have been added to the requisition, skip to the Submitting the Requisition section.

Best Practice is not to mix catalog and non-catalog line items on the same requisition.
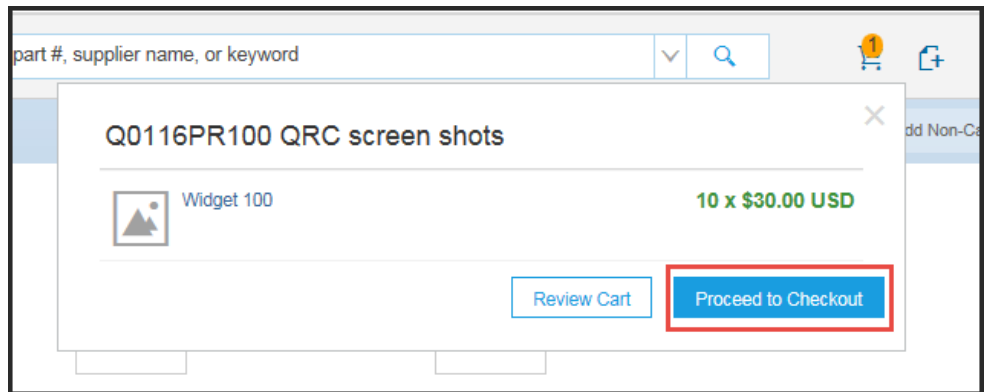
Submitting the Requisition

Once all items are added to requisition, click the shopping cart icon.

Click **Proceed to Checkout**.

part #, supplier name, or keyword	

Q0116PR100 QRC screen shots

Widget 100   10 x $30.00 USD

Review Cart   Proceed to Checkout

Complete requisition **Summary**:

A. **Title:** follow departmental naming convention.

B. **Deliver To**: Delivery instructions from front or back door to person within the building. Person's name, Floor, Room #, Department name, etc.

C. **Need-by-Date** to communicate to the supplier when items are needed. If requisition needs several approvals be mindful of the time it takes for approvals and the PO to reach the supplier. The supplier may have to expedite shipping (at Purdue's cost) to meet the date.

D. **Comments** are only recommended for non-catalog requisitions. For non-catalog requisitions <$3,000 make sure to list the **source for the current, accurate pricing** (e.g. quote number, the person's name, email, phone or web address and the date). To make comments visible to the supplier, click the **Visible to supplier on the purchase order** check-box.

E. Attachments may be added to the entire PR (non-catalog), by clicking **Add Attachment**. View [Adding/Deleting and Attachment to a requisition in Ariba QRC](#)

Q0116PR100: QRC screen shots

Summary

A. Title: *   QRC screen shots

Note: Please limit the Requisition to 100 items per supplier.

Purchasing Unit: West Lafayette

On Behalf Of: Cynthia A Stinebaugh

Company Code: PUR (PURDUE UNIVERSITY)

Shipping Terms: Free on board

My Labels: Apply Label...

B. Deliver To: *   ebaugh/1stFl/Procurement

C. Need-by Date: Mon, 29 Feb, 2016

D. Comments: Quote #12345, list email address, phone #, url and date of pricing information.

☑ Visible to Supplier

E. Attachments: 📎 Add Attachment

Line items may be edited, by selecting the check-box next to the item(s) and clicking **Edit**.

The **Item Details** allows for the following:
view details
- edit accounting information
- edit shipping information
- add line item comments
- add line item attachments

Note: Multiple lines items may be edited at once, by selecting the top checkbox to select all, and then clicking **Edit**. This is called **Mass Editing**. Procure-to-Pay will use the values that are selected for the first item and apply to all subsequent items.

Line Item Details

No.:	1
Full Description:	Widget 100
Supplier Part Number:	1234
Supplier Auxiliary Part ID:	
Qty:	10
UOM:	each
Price:	$30.00 USD
	Additional Pricing Details
Amount:	$300.00 USD
Commodity Code:	Electrical receptacles
Material Group:	39121406 (Electrical receptacl)
Vendor:	0000000002 (1st AYD Corp)
Contact:	0000000002 [select]
Payment Terms:	Z06 [select]
Purch Org:	1000 (Purdue Purch Org)
Line Item Text:	

Accounting
When viewing the details of a punch-out catalog item, you will see the **Edit this Punch-out catalog item** link. In order to change the quantity, delete the item, or duplicate the item, you must click this link.

Account Assignment:
- Order F
- Project (WBSE) P
- Multi Account Assignment X, If Split Accounting is used and different accounts are used

For multiple accounting entries, see **Split Accounting in Ariba QRC**.

Accounting - by Line Item

Account Assignment: *	F (Order) ▼
Bill To: *	
GL Account:	A (Asset)
	F (Order)
Order:	K (Cost center)
	P (Project)
Fund:	X (Multi Account Assignment)

Accounting - by Line Item

Account Assignment: *	P (Project) ▼
Bill To: *	ZBILLTO (Purdue Technology Center Aerospace, P
GL Account:	0000523900 (Other Class & Scient S&e)
Project/WBS:	F0001796303004 (Kuang, Shihuan Resea ▼
Fund:	21030000 (Gen Oper A.R.P.) ⓘ

Split Accounting

Shipping

If the **Ship-To/Plant** does not default from your preferences, select the appropriate location from the list.
The deliver to and need-by date will copy from the summary page.

Shipping - by Line Item

Ship To/Plant: *	FREH (LYTLE J. FREEHAFER HALL OF / ▼
Deliver To: *	CStinebaugh/1stFl/Procur
Need-by Date:	Mon, 29 Feb, 2016 📅 ⓘ
Purchase Group:	100 (Purdue Purch Grp) ▼

Individual **Comments** and **Attachments** can be added to each line item as necessary. These comments and attachments will be associated with the specific line item.
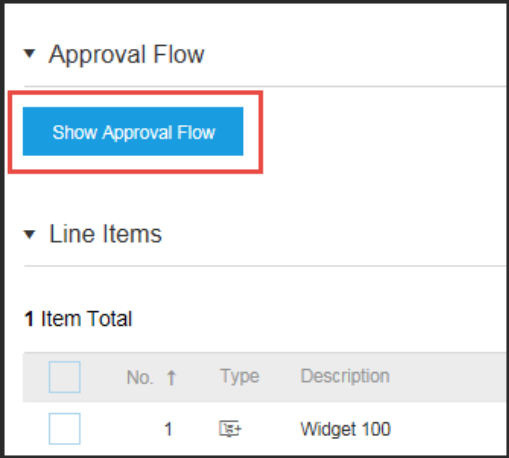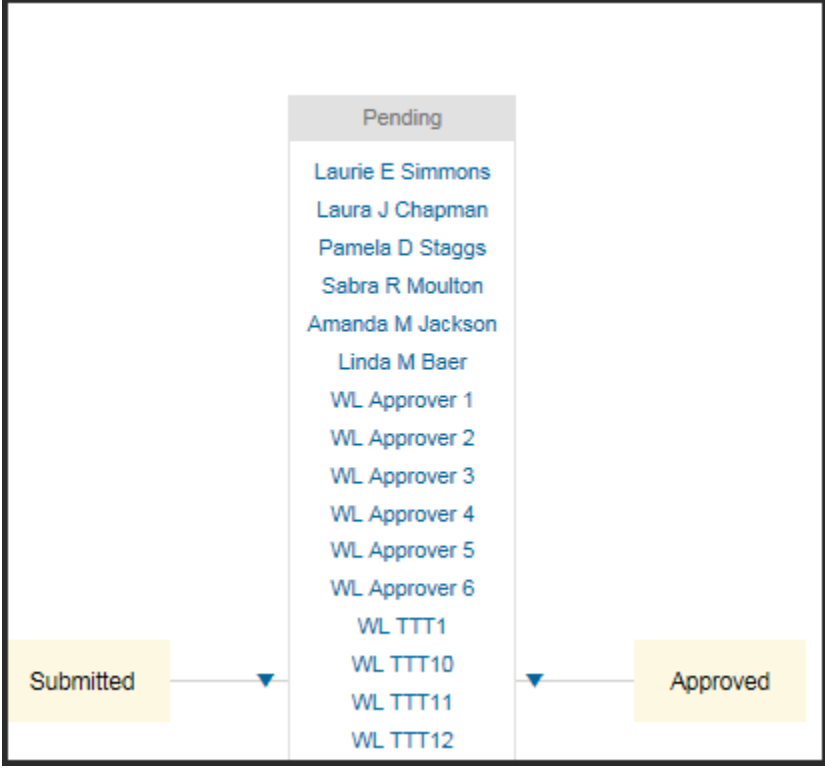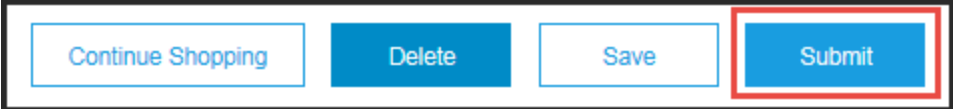
Click **OK** to return to Summary screen.

Comments - by Line Item

Add Comment

Attachments - by Line Item

Add Attachment

Click **OK**	OK Cancel
Click **Show Approval Flow**	▼ Approval Flow **Show Approval Flow** ▼ Line Items **1** Item Total No. ↑ Type Description 1 Widget 100
The **Approval Flow** section illustrates an individual or group of people who must approve the requisition before a PO is created. At least one of the people on the list must approve before the requisition can move forward. If a group name is present, click on the name and all individual's names in the group will display. To add an additional approver or watcher, view the Adding/Deleting Approver or Watcher to Approval Flow in Ariba QRC.	Pending Laurie E Simmons Laura J Chapman Pamela D Staggs Sabra R Moulton Amanda M Jackson Linda M Baer WL Approver 1 WL Approver 2 WL Approver 3 WL Approver 4 WL Approver 5 WL Approver 6 WL TTT1 WL TTT10 WL TTT11 WL TTT12 Submitted → ▼ ▼ → Approved
When the requisition is complete, and additional approvers have been added as needed, click **Submit** to submit the requisition to the indicated approvers. Before a requisition is considered approved, one approver from each node in the approval flow must approve the requisition. If one approver	Continue Shopping Delete Save **Submit**

denies the requisition, Procure-to-Pay will no longer send the requisition to other approvers for review and will consider the requisition as denied. The requester should review the comments or contact the approver who denied for further instructions, the requisition will showing in composing status.	
The requester can access the submitted requisition in the **My Documents** box on the Procurement Dashboard. For details on monitoring the status of a requisition, view the **Monitoring and Editing Requisitions QRC**.	My Documents | ID	Title	Date ↓	Status
---	---	---	---
Q0116PR100	QRC screen shots	1/7/2016	Submitted
S1115PR460	Test Exclude EAC on NC >$3 and >10K #3 vendor 8815	12/23/2015	Submitted
S1115PR459	Test Exclude EAC on NC >$3 and >10K #2 vendor 1920	12/23/2015	Submitted
S1115PR437	Replicate of PROD PO 4500190593	12/14/2015	Received	