

Ariba 9R1 Training Workbook: Creating a Requisition

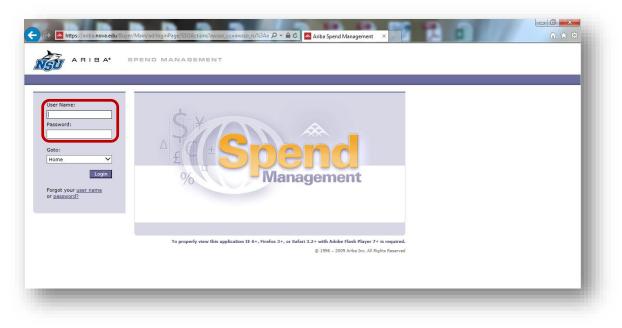
This document will review tips for effectively creating Catalog and Non-Catalog Ariba Purchase Requisitions.

- Back to Top-Return here
- Logging In–Access and log into Ariba
- <u>Create a Catalog Requisition</u>-Create a request using an existing supplier catalog
- <u>Create a Non-Catalog Requisition</u>—Create a request for a supplier without an existing catalog
- <u>Edit Requisition</u>–Update shipping and accounting information
- Search for Requisitions Search for previously entered requisitions
- **<u>Comments and Attachments</u>**-Add, edit, or delete <u>comments</u> or <u>attachments</u> without editing a document
- Approvers-Add an approver to a requisition approval flow without editing a document



Log in to Ariba

1. Log into Ariba at <u>https://ariba.nova.edu</u> using your email/computer user name and password.





Create a Catalog Requisition

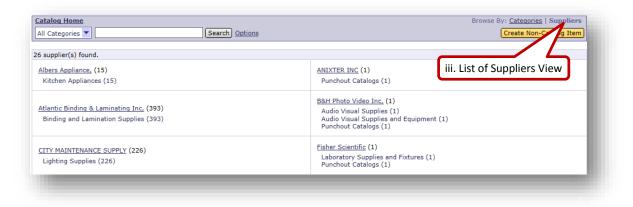
1. Click 'Create' \rightarrow 'Requisition' at the top of the page, or through Common Actions.



2. Catalog Home page

- a. Locate the needed catalog one of four ways
 - i. Click on the 'All Categories' drop down
 - ii. Search for the supplier's name in the search box
 - iii. Click on the Suppliers link to view a list of suppliers with catalogs (2nd image)
 - iv. Review and select from the categories listed



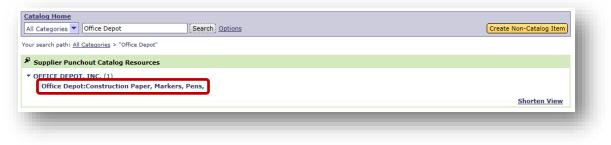




b. Access the needed catalog. For this example, we will search for 'Office Depot.'

atalog Home All Categories ▼ Office Depot × Search ations	Browse By: Categories <u>Suppliers</u> (Create Non-Catalog Item)
Punchout Catalog (15) Punchout Catalogs (15)	StanDaRD TECHNOLOGY EQUIPMENT Standard PCs and Laptops (1) Standard Monitors (1)
Office Supplies (397) General Office Supplies (2) Customized Rubber Stamps (1) Toner (1) Binding and Lamination Supplies (393)	Other Technology (6) IT Accessories (2) Printers and Scanners (1) Software (1) More
NSU Stationery- Letterhead and Envelopes (26492) Customized Envelopes and Letterhead (26492)	Scientific and Research Laboratory Supplies and Fixtures (1)
Coffee, Tea, and Cutlery (220) Coffee, Tea, and Cutlery (220)	Promotional Items (1)

c. Click on the catalog description to access a punchout catalog, e.g., 'Office Depot:Construction Paper, Markers, Pens.'



- d. Navigate within the catalog as needed to locate, select, and add items to your cart.
 - i. Each punchout catlog will have unique functionality and tools.
 - ii. For catalog training documents, view categories at <u>http://www.nova.edu/procurement/vendors.html</u>.

Office DEPOT.	stapler SEARCH SUGGESTIONS Swingline stapler	C CATEGORY MATCHES Reduced Effort &	My Account - Orde	
Message Last update by: TINA M V	electric stapler swingline electric stapler stapler s basic long reach stapler	Basic Staplers Electric Staplers Specialty Staplers Staplers & Staples Heavy-Duty Staplers		Welcome, Wright, Tina M
		Examples of	catalog naviga	tion
	Z			tion
Browse Catalog Office Supplies (30)	c stapler" found 30 re	esults.		
Dur search for "electri Browse Catalog Office Supples (3) School Supples (3) Brand Esselte (7)	c stapler" found 30 re	asults. lable!		ct litem, price and more!



e. Check out of the punchout catalog to return to the Ariba requisition.

Description		Your Price/unit	Qty.	 Email Assistance FAQs
ð	Swingline® Optima® 70 Electric Stapler Item # 179260 Entered Item # 179260 Contract Items	\$179.96 /each	1	
Continue Shopping		SHOPPING CART	CHECK OUT 下	

- 3. This will take you to the Ariba requisition 'Summary' tab.
 - a. Add a title and click 'Submit.'
 - i. Go to \underline{edit} if errors are present or changes are needed.

PR143960:	Back to Catalog Submit Exit
Review your requisition, make changes as necessary, and submit the request for approval.	
Summary Approval Flow	
Enter Requisition Name: *	a.
On Behalf Of: Wright, Tina M	
Is this Purchase Order for the Ext Fiscal Year:	
Related Projects: Create Project Add To Project	
My Labels: 🚯 Apply Label	
Line Items (1)	Show Details
☑ No. Type Description	Qty Unit Price Amount
V 1 Swingline(R) Optima(R) 70 Electric Stapler	1 each \$179.96 USD \$179.96 USD
Edit) Copy Delete Add from Catalog) Add Non-Catalog Item	
	Total Cost: \$179.96 USD Update Total



Create a Non-Catalog Requisition

1. Click 'Create' \rightarrow 'Requisition' at the top of the page, or through Common Actions.



2. Catalog Home page

a. Click 'Create Non-Catalog Item.'

Catalog Home) Options	Browse By: Categories Suppliers
Punchout Catalog (15) Punchout Catalogs (15)	StanDarD TECHNOLOGY EQUIPMI Standard PCs and Laptops (1) Standard Monitors (1)	ENT
Office Supplies (397) General Office Supplies (2) Customized Rubber Stamps (1)	Other Technology (6) IT Accessories (2) Printers and Scanners (1)	

- 3. Complete all fields.
 - a. Fields marked with an asterisk are required to proceed.
 - b. Click 'Yes' for 'New Supplier:' if a supplier is not available in the Supplier drop down.
 i. <u>Attach</u> a W9 to the 'Summary' tab of the requisition for new suppliers.
- 4. Click 'OK' to return to the Ariba requisition.

R143963:	Ttems:0 Total: \$0.00 USD
If you cannot locate the item you want in the catalog, request a non-catalog item using the fi	elds below. Non-catalog items may take longer to process because your purchasing department may get involved to
Enter full description of the item below. Include sizes, dimensions, colors and ot	her specifications when applicable.
Full Description: Realspace PRO Quantum 9000 Series Ergonomic Mesh Mid-Back Chair, Black	Quantity: * 1
	Unit Of Measure: * each
Commodity Code: * Furniture and Furnishings	Estimated Unit Price: * \$325.99 USD
Manufacturer Name: [®] Quantum Part Number: [®] [130313	Amount: \$325.99 USD
New Supplier: * 🔿 Yes 💿 No	
Supplier: Workscapes Inc.	
Contact: <u>Workscapes Inc</u> [select]	
	[Update Total]
	OK) Cancel

- 5. This will return you to Catalog Home.
 - a. 'Click Checkout' to return to the Summary tab of the requisition.

PR163668:		W Items: 1 Total: \$5.00 USD	Checkout Exit
Add items to your requisition from the catalog, and optionally select o	talog items you've identified as your favorites. You can also enter details for n	on-catalog items.	
Catalog Home		Browse By:	Categories Suppliers
All Categories 💌 (Search)	Options		reate Non-Catalog Item



b. Add a title, and click 'Submit.'

i. Go to edit if errors are present or changes are needed.

R143963: Realspace Chair for Tina 12/15/2014 Review your requisition, make changes as necessary, and submit the request for approval.	Back to Catalog Submit Exit
summary Approval Flow	b.
iter Requisition Name: [*] Realspace Chair for Tina 12/15/2014	
n Behalf Of: Wright,Tina M X 🕑	
this Purchase	
elated Projects: <u>Create Project</u> Add To Project	
iy Labels: 🛐 Apply Label	
ne Items (1)	Hide Details 🔲 🗧
No. Type Description	Qty Unit Price Amount
1 📕 Realspace PRO Quantum 9000 Series Ergonomic	1 each \$325.99 USD \$325.99 USD
Supplier: Workscapes Inc, Contact: Workscapes Inc Accounting:	Realspace PRO Quantum 9000 Series Ergonomic Mesh Mid-Back Chair, Black
Bill To: Accounts Payable- East Campus	
Activity Code: 1 66-Business Services	
Dept./Program: 1 66005-BUS SVS Index/Org: 1 160100-Off of Procurement Managmnt (OPM)	↓
Edit Copy Delete Add from Catalog Add Non-Catalog Item	
	Total Cost: \$325.99 USD
	Update Total



SPEND MANAGEMENT

Edit Requisition

- 1. Once the order is created, you will return to the Ariba requisition 'Summary' tab.
 - a. Set default accounting and delivery information using <u>these</u> instructions, prior to entering an order.
 - i. Once defaulted, edits to shipping and accounting will be needed only when atypical information is used.
 - b. Click in the box next to the desired line item and click 'Edit.'

Enter Requisition Name: * On Behalf Of: Parish, Ann-Marie ×	
Is this Purchase Order for the next fiscal Year:	
My Labels: 🚯 Apply Label	
Line Items (1)	Hide Details 💷 🛛
☑ No. Type Description	Qty Unit Price Amount
1 Swingline(R) Optima(R) 70 Electric Stapler	1 each \$179.96 USD \$179.96 USD
Supplier: Office Depot Inc, Swingline(R) Opti Accounting:	ima(R) 70 Electric Stapler
Bill To: Accounts Payable- East Campus	
Activity Code:	
Dept./Program: 🚦 (no value)	
Index/Org: 🚹 (no value)	
Account: 1 3266-Supplies-Office	
Edit Copy Delete Add from Catalog Add Non-Catalog Item	
	Total Cost: \$179.96 US
	10ta cost. \$175.50 cc

- i. Scroll down to 'Accounting By Line Item.'
- ii. First, clear existing accounting, if needed.
 - 1) Click 'Reset Accounting Fields' to clear 'Index/Org' and 'Dept/Program.'
 - 2) Click in 'Activity Code' box and click the 'x' to clear this field.

	G - BY LINE ITEM
Bill To:	Accounts Payable- East Campus
Activity Code: 🚺	* <mark>[66-Business Service × 😒</mark>
Dept./Program: 🚺	Must enter Index/Org
Index/Org: 🚦	(none selected)
Account: 🗓	* 3266-Supplies-Office
	To ensure accuracy, please confirm account code if generated by the system and adjust if needed.
	Reset Accounting Fields



- iii. Click on the drop down arrow for 'Index/Org.'
 - 1) The last few indexes used will be listed in the drop down.
 - 2) Click to choose one of these indexes, or click 'Search for More' for additional choices.

Bill To:	Accounts Payable- East Campus
Activity Code: 🚦	(none selected)
Dept./Program: 🚦	(none selected)
Index/Org: 🚦	(none selected)
Account: 🚦	 # 140122-Undergraduate Admissions 229241-Davie Eye CI-PC 160100-Off of Procurement Managmnt (OPM) 229110-NMB CI-Opt Clinic P/C 162680-Athletics Services Building
	Search for more 2)

- a) Search for an index in the 'Choose Value for Index/Org' pop up.
- b) Click 'Select' to choose an index.

Choose Value for Index/Org	
Field: ID and/or Name V 155020 Search	a)
ID and/or Name ↑ ID (no value) Select)	
155020-Publications Office 155020 Select	b)
Don	D

iv. Click on the drop down arrow for Dept./Program and click 'Search for More.'

Bill To:	Accounts Payable- East Campus
Activity Code: 🚦	(none selected)
Dept./Program: 🚦	(none selected)
Index/Org: 🚦	* 58050-COUS UG ADMISSIONS 2923-NMB Optometry Clinics
Account: 🚺	* 58045-COLLEGE OF UG STUDIES 66005-BUS SVS 85010-PHYSICAL PLANT ADMIN
	Search for more
	Search for more Reset Accounting Fields

1) Only the Dept./Program matching the index will be shown-Click 'Select.'

Field: ID and/or Name ID and/or Name ID and/or Name ID and/or Name ID Name (no value) Select 66012-BUS SVS- 66012 BUS SVS- (Fund)	pt./Prog	ram	
(no value) Select	• 🗸		Search
	ID	Name	
PUBLICATIONS PUBLICATIONS SELECT	66012		Select
PUBLICATIONS		ID	ID Name



v. Click on the drop down arrow for 'Activity Code' and click 'Search for More.

Bill To:	Accounts Payable- East Campus
Activity Code: 🚦	(none selected)
Dept./Program: 🚦	66-Business Services 58-Stdnt Affrs & Coll of UG Studies
Index/Org: 🚦	* 81-DIVISION OF CLINICAL OPERATIONS
Account: 🕄	* 55-Sherman Library Rsrch Tech Ctr
	Search for more

1) Only the Activity Code matching the index will be shown-click 'Select.'

Edit this PunchO	ut catalog item	Choose Value for Activity Co	de	
ACCOUNTIN	G - BY LINE ITEM	Field: ID and/or Name 🗸		Search
Bill To:	Accounts Payable- East Campus			Gearch
Activity Code: 🚦	(none selected)	ID and/or Name ↑	ID	
Dept./Program: 🚺	66012-BUS SVS-PUBLI	(no value)		Select
ndex/Org: 🚦	* 155020-Publications Of	66-Business Services	66	Select
Account: 🚦	* 3266-Supplies-Office			Select
	To ensure accuracy, please confirm accou			Done

- vi. Accounting errors are now cleared.
- vii. Scroll down to 'Shipping By Line Item' and click on drop down arrow for 'Ship To:'

Bill To:	Accounts Payable- East Campus
Activity Code: 🚺	* <u>66-Business Services</u>
Dept./Program: 🚦	66012-BUS SVS-PUBLI
Index/Org: 🛐	* 155020-Publications Of
Account: 🗓	* 3266-Supplies-Office
	To ensure accuracy, please confirm account code if generated by the system and adjust if needed
	Reset Accounting Fields
Split Accounting	Reset Accounting Fields
	Reset Accounting Fields BY LINE ITEM
SHIPPING -	
SHIPPING -	BY LINE ITEM
SHIPPING -	
SHIPPING -	BY LINE ITEM
SHIPPING - Ship To: Deliver To:	BY LINE ITEM
SHIPPING - Ship To: Deliver To: Floor:	BY LINE ITEM



viii. Click on the 'Field:' drop down for more search options.

ld: Nam	e V					
D ↑	Name	Street	State	Postal Code		
DMSVC	Admin Service Bldg	3600 South University Drive	FL	33328	Select	^
HCCEN	Central Florida AHEC	328 S. Central Avenue	FL	32703	Select	
AHCEVR	Everglades AHEC	5725 Corporate Way Suite 102	FL	33407	Select	-

- ix. Select desired 'Field,' e.g. 'Street' for street address.
- x. Enter search information and click 'Search.'

ID Stree State Post						
C ↑	Name	Street	State	Postal Code		
DMSVC	Admin Service Bldg	3600 South University Drive	FL	33328	Select	^
HCCEN	Central Florida AHEC	328 S. Central Avenue	FL	32703	Select	
HCEVR	Everglades AHEC	5725 Corporate Way Suite 102	FL	33407	Select	
HCPSL	AHEC Community Affairs	University Park 584 NW University Blvd	FL	34986	Select	
LLIED	NSU College Health Care Sciences PA Program Terry	3200 South University Drive	FL	33314	Select	

xi. Click 'Select' next to the correct address.

	reet 🗸	3001			arch
D ↑	Name	Street	State	Postal Code	
RHILL2	NSU OIIT	8001 SW 36th Street Suite 2	FL	33314	Select
RHLBSV	NSU- Business Services	8001 SW 36th St	FL	33314	Select
RHLOPM	NSU - Procurement Management	8001 SW 36th St	FL	33314	Select
RHLPUB	NSU - Publications	8001 SW 36th St	FL	33314	Select



xii. Manually type in the 'Floor,' 'Room,' and 'Phone' information.

	SHIPPING - BY	
	Ship To:	* NSU - Publications
	Deliver To:	* Parish, Ann-Marie
	Floor:	*
xii.	Room:	*
	Phone (xxx-xxx-xxxx):	*
	Need-by Date: 🚦	

xiii. Click 'OK' to accept these changes and return to the 'Summary' tab of the requisition.

SHIPPING - BY L	INE ITEM	1
Ship To:	NSU - Publications	- 8
Deliver To:	Parish, Ann-Marie	
Floor:	1	
Room:	Front Desk	
Phone (xxx-xxx-xxxx):	954-262-5555	
Need-by Date: 🛐		
COMMENTS - BY Add Comment ATTACHMENTS -		
Add Attachment		
		ncel

2. Follow the same steps to update 'Shipping – Entire Requisition.'

r Requisition Name: *					
Behalf Of: Parish, Ann-Marie					
nis Purchase er for the Fiscal Year:					
abels: 1 Apply Label					
a Items (1)			Hide Deta	ils 📖	×
No. Type Description		Qty Unit	Price A	mount	
Supplier: Office Depot Inc, Accounting: Bill To: Accounts Payable- East Campus	Swingline(R) Optima(R) 70 Electric Stapler				^
Activity Code: 1 66-Business Services					
Dept./Program: 66012-BUS SVS-PUBLICATIONS					
Index/Org: 155020-Publications Office					
Account: 8 3266-Supplies-Office					
To ensure accuracy, please confirm account code if generated by the system and adjust if needed.					*
Edit Copy Delete Add from Catalog Add Non-Catalog Item					
SHIPPING - ENTIRE REQUISITION			Total Cos	t: \$179.96 Update Tr	
Ship To: * (none selected)					
Deliver To:					
Floor: *					
Room: *					
Phone (xxx-xxx-xxxx): *					
Need-by Date: 🚦					



- 3. Click on the Approval Flow tab, to see if all errors are now cleared.
 - a. Click the 'Summary' tab to make additional <u>edits</u>.

а.	Estimately Approval Flow 3.
	APPROVAL FLOW - REQUISITION
	The approval flow cannot be displayed because the Ariba system found the following errors or missing fields.
	Enter Requisition Name must be set.
	Back to Catalog (Submit) Exit

4. When all errors are cleared, enter a requisition title and click 'Submit.'

view your requisition, make changes as necessary, and submit the request for approval.	
mmary Approval Flow	
ter Requisition Name: * Office Depot - Publications - 12/16/14 - Stapler	
Behalf Of: Parish, Ann-Marie	
this Purchase Jer for the	
t Fiscal Year: Labels: 1 Apply Label	
elterns (1)	Hide Details
No. Type Description	Qty Unit Price Amount
Din To. Accounts Payable* Lasc campus	
Activity Code: 1 66-Business Services	
Dept./Program: 🚦 66012-BUS SVS-PUBLICATIONS	
Index/Org: 155020-Publications Office	
Account: 🚦 3266-Supplies-Office	
To ensure accuracy, please confirm account code if generated by the system and adjust if needed.	
Reset Accounting Fields	
Edit Copy Delete Add from Catalog Add Non-Catalog Item	
	Total Cost: \$179.96 US
	Update Tota
SHIPPING - ENTIRE REQUISITION	
Ship To: * NSU - Publications	
Deliver To: * Parish, Ann-Marie	
Floor:	
Room: * Front Desk	
Phone (xxx-xxxx): * 954-262-5555	
· · · · · · · · · · · · · · · · · · ·	



SPEND MANAGEMENT

Search for Requisitions

Previous requisitions can be searched for in Ariba at any time.

- 1. Click 'Search' then 'Requisition' to start a document search.
 - a. Most Ariba users have permission to view only documents that they create or are an approver for.

Home	Procurement	Т &	E Welcome Gorden, Wr
Searc	h Manage	Recen	t Preferences
a ch	talog eck Request		💆 Configure Tabs 🛛 URefresh Conte
	pense Report ceipt		H News
	ceipt Tracker quisition		IIWELCOME TO ARIBA PPRDII
ins Tr	avel Authorization		NEW CATALOG ANNOUNCEMENT: The Office of Procurement Management is pleased to announce the Home Depot catalog is now available.
el			**IMPORTANT FISCAL YEAR END DATES**

- 2. Set your search options the first time you search for a document.
 - a. Click 'Search Options' to view the available search filters.

Search Filters			Search Options
Enter Requisition Name:	Facility:		
ID:	Index/Org:	(select a value) [select]	

b. Scroll to the bottom of the 'Search Options' drop down and click 'Select All.'

Search Filters				 Account Activity Code Approved By
Enter Requisition Name: ID: Account: Activity Code: Approved By: Approver: Collaboration: Commodity Code: Date Approved: Date Created: Date Ordered: Date Created: Date Submitted: Dept./Program: Description (any line item):	(select a value) [select] (select a value) [select] (select a value) [select] (select a value) [select] No Choice (select a value) [select] No Choice To: To: To: No Choice (select a value) [select] No Choice (select a value) [select] (select a value) [select] (select a value) [select] (select a value) [select]	Facility:	Either [select] [select] [select] [select] [select]	
			S	Supplier Part Number Total Cost Select All Hide All

- 3. Click 'Select' next to 'Preparer' and click 'Clear' each time you search, to remove the defaulted information.
 - a. Repeat these steps under 'Requester.'
 - i. Clear defaults to ensure inclusive search results. If 'Preparer' and 'Requester are not cleared, only documents prepared and requested by the listed user will display in search results.





- 4. Type the PR number into the 'ID:' field.
 - a. Enter the DO number into the 'Order ID' field if the PR is not available.
 - i. Enter the exact Ariba DO number, without the additional 0 added in Banner.
 - 1) Example: Search for DO12345 not DO012345
- 5. Note the 'Date Created' field is now defaulted to the previous two weeks.

	Search Filters				Search Options
					_
	Enter Requisition Name:		Facility:		
	ID:	PR15050C ×	Index/Org:	(select a value) [select]	
4.	Account:	(select a value) [select]	Need-by Date (any line item):	No Choice 🗸	
	Activity Code:	(select a value) [select]	Non-Catalog Item (any line item):	○Yes ○No	
	Approved By:	(select a value) [select]	Order ID (any line item):		
	Approver:	(select a value) [select]	Originating System:		
	Collaboration:	No Choice V	Originating System Ref. ID:		
	Commodity Code:	(select a value) [select]	Preparer:	(select a value) [select]	
	Date Approved:	No Choice V	Price (any line item):	To: USD	
	Date Created:	Custom Y From: Mon, 15 Jun, 2015	Purchasing Unit:	(select a value) [select]	
5.	Date created.	To: Today, 11:59 PM	Requester:	(select a value) [select]	
	Date Ordered:	No Choice V	Status:	No Choice 🗸	
	Date Received:	No Choice V	Supplier (any line item):	(select a value) [<u>select</u>]	
	Date Submitted:	No Choice V	Supplier Part Number:		
	Dept./Program:	(select a value) [select]	Total Cost:	To: USD	
	Description (any line item):				
				Search	set Save Search
L					

- a. Click the 'Date Created:' drop down to select a predetermined date range.
- b. OR click on the calendar icons to select a specific date range.

Search Filters			Search Options
Enter Requisition Name:		Facility:	
ID:	PR150500	Index/Org:	(select a value) [<u>select</u>]
Account:	(select a value) [select]	Need-by Date (any line item):	No Choice V
Activity Code:	No Choice Today	Non-Catalog Item (any line item):	Yes O No 🖲 Either
Approved By:	Yesterday This Week	Order ID (any line item):	
Approver: a.	Last Week select]	Originating System:	
Collaboration:	Last Month	Originating System Ref. ID:	
Commodity Code:	Last Quarter select] This Year	Preparer:	(select a value) [select]
Date Approved:	Last Year	Price (any line item):	To: USD
Date Created:	Custom From: Mon, 15 Jun, 2015	Purchasing Unit:	(select a value) [select]
	To: Today, 11:59 PM	0. Requester:	(select a value) [select]
Date Ordered:	No Choice V	Status:	No Choice
Date Received:	No Choice V	Supplier (any line item):	(select a value) [select]
Date Submitted:	No Choice V	Supplier Part Number:	
Dept./Program:	(select a value) [select]	Total Cost:	To: USD
Description (any line item):			
			Search (Reset) Save Search
			6.

- 6. Click 'Search.'
- 7. Click the document number or name to open the located document(s.)

Searc	ch Results		Found 1 item			
	Type ID	Enter Requisition Name	Statu	Activity Code	Date Created 🕴	Total
	PR150501	HPD Osteopathic Medicine/Clinical Immunology Stationery June 2015	Comp	osing O	Tue, 23 Jun, 2015	\$315.62 USD
L	Label V Copy Delete					

a. Add <u>approvers</u>, <u>attachments</u>, or <u>comments</u> to Composing or Submitted documents without editing.



SPEND MANAGEMENT

Comments and Attachments

Comments and attachments are used to explain details or reasons for an order to approvers. Comments and attachments can be added to 'Submitted' documents without clicking 'Edit' or 'Withdraw.'

1. Click 'Add Comment' under 'Comments – Entire Requisition' to create a new comment.

	Chair for Tina 12/15/2014	
this Purchase rder for the ext Fiscal Year:		
elated Projects: Create Pro	iect. Add To Project	
ly Labels: 🔋 Apply Label		
ine Items (1)		Hide Details 🔲 🕷
o. Type Description		Qty Unit Price Amount
1 🔝 Realspace PRO Q	uantum 9000 Series Ergonomic	1 each \$325.99 USD \$325.99 USD Detail
Supplier: Workscapes Inc, Contact: Workscapes Inc Accounting:		Realspace PRO Quantum 9000 Series Ergonomic Mesh Mid-Back Chair, Black
Bill To: A	counts Payable- East Campus	
Activity Code: 1 66	-Business Services	
Dept./Program: 🚺 😚	005-BUS SVS	
Index/Org: 🚺 10	0100-Off of Procurement Managmnt (OPM)	×
		Total Cost: \$325.99 USD
SHIPPING - ENTI	REREQUISITION	
Ship To:	Nursing Program- Terry Bldg	
	Wright, Tina M	
Floor:	2	
Room:	FRONT DESK	
Phone (xxx-xxx-xxxx):	954-262-8825	
Need-by Date: 🚺		•
COMMENTS - ENT	IRE REQUISITION	

- a. Type the desired comment.
 - i. Comments are visible to all individuals with access to view this document, including approvers, Procurement, and Accounts Payable.
- b. Click 'OK.'

	Chair needed to replace existing, broken chair.	
C		^
Comments:		~



- 2. Click 'Edit' to modify a comment.
 - a. Adjust the comment as needed, and click 'OK.'
- 3. Click 'Delete' to remove a comment.

	Visible to Supplier
Chair needed to replace existing, broken chair.	
[Friday, December 19, 2014 at 11:58 AM]	Edit Delete
2.	3.

4. On the 'Summary' tab under 'Attachments – Entire Requisition,' click 'Add Attachment.'

mments			
			Visible to Supplier
Wright, Tina M	Chair needed to replace existing, broken chair.		
	[Friday, December 19, 2014 at 11:58 AM]	Edit Delete	
ld Comment			
ATTACHMENTS - EN	TIRE REQUISITION		

a. Click 'Browse' to search your computer for the document.

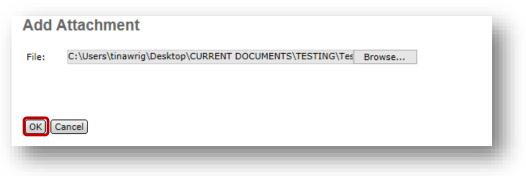
Add Attachment	
File:	Browse
OK Cancel	

b. Click on the document and click 'Open' to select.

Organize 🔻 New fold	er	i = •	
Documents	Name	Date modified	Туре
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c. Click 'OK' to add the attachment.



- i. Attachments are visible to all individuals with access to view this document, including approvers, Procurement, and Accounts Payable.
- 5. Click 'Delete' to remove an attachment.

Attachments				
file Name ↑	Size	Creator	Visible to Supplier	
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Add an Approver

Approvers and watchers can be added to 'Submitted' documents without clicking 'Edit' or 'Withdraw.'

- 1. Click the 'Approval Flow' tab.
- 2. Click 'Add Approver.'

Legend:	Pending 😰 Watcher	
PR143963	Quijada, Marissa R Crocquet, Marc M Corominas, Miguel A	
<	2.	

- 3. Click the drop down arrow for the 'Add approver to the approval flow:' field.
 - a. Click 'Search for more.'

	Summary Approval Flow	Orders Receipts History
3.	Add approver to approval flow:	(no value)
	Add this approver as:	Procurement - AV/IT Procurement - MRO
	Provide a reason:	Procurement - Office Supply/Furniture Corominas,Miguel A
	Legend: 🔽 Pending 🔛	
		Search for more

- b. Type the approver's last name or first name and click 'Search.'
- c. Click the check box next to the approver's name and click 'Done' to select.

dd to Currently Select	ed b.		Currently Selected
Field: Name	 corominas 	Search	□ Name ↑ ID Email Address
] Name ↑	ID	Email Address	No items
Corominas, Miquel A	<u>coromina</u>	coromina@nova.edu	
			Done



- 4. In the 'Add this approver as:' field, click the radio button next to 'Approver' or 'Watcher' to select approval type.
 - a. Approvers must approve the requisition before it can be ordered.
 - b. Watchers are given access to review documents, but do not approve.
- 5. Type a note into 'Provide a reason,' letting the individual know why he or she has been added as an approver.

add approver to approval add this approver as: Provide a reason:	flow: * Corominas.Miquel A 💿 😳 Approver Watcher 4. Please be aware of this purchase × 5.
Legend: 🔽 Pendir	
PR143963 🐑 -	
-	e approval flow, as the first or subsequent approver rallel to the entire approval flow

- 6. Choose the location to add the approver.
 - a. Composing requisition options are
 - i. 'first or subsequent'
 - ii. 'parallel to the entire approval flow'

dd approver to approval flow	: * Corominas,Miguel A 💿 🕀
d this approver as:	● Approver ○ Watcher
ovide a reason:	Please review prior to all other approvers ×
Legend: 🔽 Pending	😰 Watcher
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	proval flow, as the first or subsequent approver I to the entire approval flow
OK Cancel	



- b. Submitted requisition options are
 - i. 'parallel to the entire approval flow'
 - ii. 'before the selected approver'
 - iii. 'after the selected approver'
 - 1) In this example, the approver would be added before 'Budget Approver.'

Add this approver as: Provide a reason:	Approver O Watcher Approval needed due to accounting
Legend: I Activ	re Pending Watcher U Supler,Robin L Budget Approver Approved for the second s
Add approver before	barallel to the entire approval flow bre the selected approver in the approval flow bre the selected approver in the approval flow

- 7. Click 'OK' to add the new approver.
- 8. 'New approver was added successfully' message will display.
- 9. Click 'Delete Approver' to remove a manually added approver.
 - a. Only manually added approvers can be deleted, and only by the individual who added them.

S Back	Delete Copy Edit Submit Print
Summary Approval Flow Orders Receipts History	
Legend: 🔽 Pending 😴 Watcher	
PR143963 Corominas, Miguel A	Crocquet,Marc M
Add Approver 9.	>

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Please contact aribahelp@nova.edu if you have any questions or need assistance with requisition creation or editing.