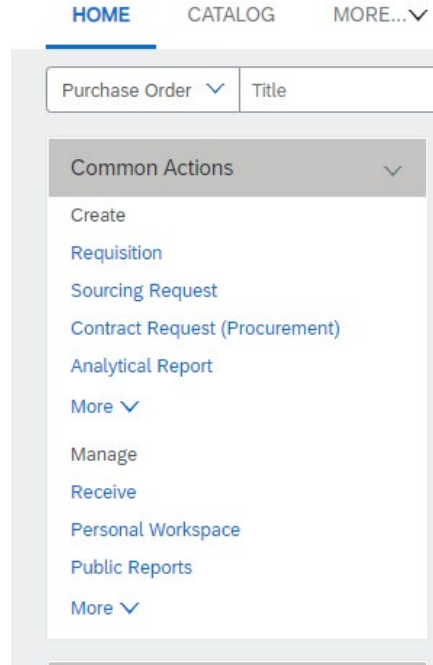
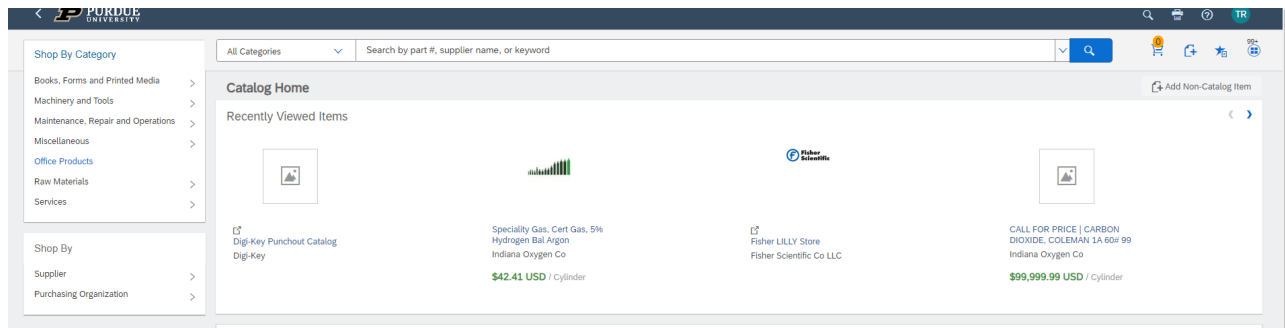


Ariba PR Creation – Engineering/Polytech Guide

Click on “Requisition” to create (PR) purchase requisition.



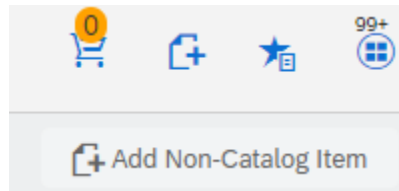
Choose to Shop by Catalog Supplier



22 supplier(s) found.

- ▶ Amazon Capital Services Inc (1)
- ▶ Bio-Rad Laboratories (6151)
- ▶ Carolina Biological Suppl... (1)
- ▶ Dell Computer Corporation (1)
- ▶ Fastenal Co Laft (1)
- ▶ Fisher Scientific Co LLC (3)
- ▶ Hp Products Corp (1)
- ▶ Kirby Risk Corp - Elecal... (1)
- ▶ Medline Industries Inc (1)
- ▶ R.B.S. Inc (10)
- ▶ Steelcase Inc (1)
- ▶ B & H Photo (1)
- ▶ Cannon IV Inc (1)
- ▶ Cell Signaling Technology (12995)
- ▶ Digi-Key Corp (1)
- ▶ Ferguson Enterprises LLC (1)
- ▶ GovConnection Inc (1)
- ▶ Indiana Oxygen Co (695)
- ▶ Life Technologies Corpora... (1)
- ▶ Phoenix Press Inc (1)
- ▶ Sherwin-Williams Co-West ... (1)
- ▶ VWR Scientific Products (1370628)

Or “Add Non-Catalog Item”



When done with each part number and item description, click “Add to Cart” and keep adding each item. Only 1 per vendor PR.

Create Non-Catalog Item Print Add to Cart Cancel

Purch Orig: 1000 (Purdue Purch Orig)

Full Description: * Enter a description for this item. Location:

Commodity Code: * Laboratory supplies and fixtures

Account Type: * Expense

Quantity: 1

Unit of Measure: each

Price: * \$0.00 USD Additional Pricing Details ⓘ

Amount: \$0.00 USD

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

Supplier Information

Vendor: (No Preference)

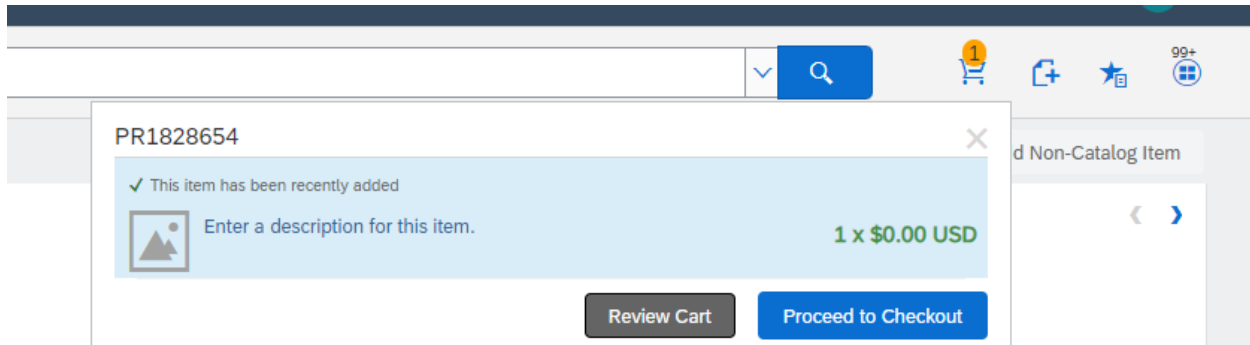
Contact: (no value) [select]

Supplier Part Number: ⓘ

Supplier Part Auxiliary ID:

Add to Cart Cancel

When done adding items click “Proceed to Checkout”.



PURDUE UNIVERSITY

PR1828654: AAE/S.Collicott/Digi-key/trb/AE418 components

Print Continue Shopping Delete Save Submit

Summary

Title: *AAE/S.Collicott/Digi-key/trb/AE418 components

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

Purchasing Unit: West Lafayette

On Behalf Of: Tania R Bell

Company Code: PUR (PURDUE UNIVERSITY)

Shipping Terms: (no value)

My Labels: Apply Label...

Deliver To: *Steven H Collicott 3098

Need by Date: Fri 31 May, 2024

Comments:

Visible to Supplier

Attachments: Add Attachment

Cart Summary	
Unspecified (1)	\$0.00 USD
Total (1 item)	\$0.00 USD

Click on the top check mark to mark all lines and then click the drop down to “edit”, this is where you enter your account information, GL code, and ship to address.

Line Items

1 Item Total

CURRENCY WARNING	No.	Type	Description	Qty	Unit	Price	Amount
<input checked="" type="checkbox"/>	1		Enter a description for this item.	1	each	\$0.00 USD	\$0.00 USD

Supplier Part #:

Commodity Code: Laboratory supplies and fixtures

Purch Org: 1000 (Purdue Purch Org)

Vendor: (No Preference)

Line Item Text:

Contact: (no value)

Location:

Actions Update Total

Continue Shopping Delete Save Submit

- Actions
- Copy
 - Edit
 - Delete

“Line item Details” will include the information you’ve already put on each line, you don’t need to make changes here. Unless you forgot information in previous screens, then you will have to edit each line item by clicking that line-item choice.

Line Item Details

No.: 1

Full Description:

Supplier Part Number:

Supplier Part Auxiliary ID:

Qty:

UOM:

Price: USD

Additional Pricing Details ⓘ

Commodity Code:

Vendor:

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

Purch Org:

Line Item Text:

Accounting - by Line Item

Account Assignment: *

Bill To: * ZBILLTO (2550 Northwestern Avenue Facility, Purdue University Accounts Payable)

GL Account:

Order: *

Fund:

[Split Accounting](#)

Shipping - by Line Item

Ship To/Plant: *

Deliver To: *

Need-by Date:

Purchase Group:

Click "Save" before "Submit" to review.

PR1828654 - AAE/S.Collicott/Digi-key/trb/AAE418 components

[Delete](#) [Copy](#) [Edit](#) [Submit](#) [Print](#)

If you want to review before submitting click "Print". If you need to make changes now you can click "edit" to go back in and make changes.

AAE/S.COLLICOTT/DIGI-KEY/TRB/AAE418 COMPONENTS
REQUISITION NO. PR1828654
Issued: Friday, May 24, 2024 EDT. Created: Friday, May 24, 2024 EDT by Tania R Bell

COMPOSING

LINE ITEMS

SUPPLIER:	TOTAL AMOUNT
	\$0.00 USD

SHIP TO/PLANT: CHAFFEE HALL 100 ALLISON RD WEST LAFAYETTE, IN 47907 United States	BILL TO: 2550 Northwestern Avenue Facility, Purdue University Accounts Payable 2550 Northwestern Avenue, Suite 1100 West Lafayette, IN 47906 United States Phone: +1 765-494-0450
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DELIVER TO:
Steven H Collicott 3098
 Assmt Class:
 GL Account (Print): 0000336010
 Assmt (Print):
 Cost Center (Print):
 Order (Print):
 Project WBS (Print):
 Fund (Print):
 Shipping Terms:

LINE ITEM DETAILS (1 LINE ITEM)						
NO.	DESCRIPTION	PART NUMBER	QTY	NEED-BY DATE	UNIT PRICE	AMOUNT
1	Enter a description for this item.		1 each	Friday, May 31, 2024 EDT	\$0.00 USD	\$0.00 USD
Full Description: Enter a description for this item.						
Location:						

Preview of Approvals						TOTAL AMOUNT
Required	Status	Reason	Approver	Approved By	Date	\$0.00 USD
Required	Pending	Purchasing Agent must populate the Supplier Shipping Terms.				

REQUISITION COMMENTS

When you submit your PR will become a PO (Purchase Order). If approvals need to review our PR will stay PR until it gets approved.

Stages of an order, PR composing, PR submitted, PO ordered, PO received.

All orders under \$1k are auto received in the system, it does not mean the order has been sent by the vendor. Some catalog vendors can change statuses to PO confirmed and PO shipped.