

## ARIBA ROLES and TIPS FOR ARIBA

Here is the information to obtain ARIBA access to place order.

Please note, you do need to have a paid appointment with Purdue to receive the roles.

In the link below, you are required to take two online course. These online courses need to be taken once a year to keep your ARIBA access.

<https://www.purdue.edu/procurement/training/index.php>

You will take-

- Delegation Authority
- P2P 201- Online

Once you have taken the above courses, you need to email your business office to request the ARIBA roles on your behalf)

- Please note this website for our catalog vendors. It provides whom you can look at for certain type of products. Fisher is the preferred vendor for scientific equipment. <https://www.purdue.edu/procurement/purchasing/catalog-orders/index.php>
- If there is an order cancelation -please notify [engrprocure@purdue.edu](mailto:engrprocure@purdue.edu) so we can release commitment from account, however it is up to end user requestor to cancel order with vendor
- Please note, only 1 vendor, per PR
- If you have a quote from a vendor, make it visible to the supplier and add the quote number in the text or description field. If this is not done, you will not receive the quoted pricing.
- If you need to order from Amazon, please review this link. It provide a quick reference guide for users. In addition, some items may appear blocked or not found, in these cases you may need to email central procurement to ask for an unblock request. In some cases, they do make an exception - <https://www.purdue.edu/procurement/purchasing/catalog-orders/amazon-business.php>
- If you do not find the vendor in ARIBA, please complete purchase request and send order to [engrprocure@purdue.edu](mailto:engrprocure@purdue.edu)

## ORDERS OVER 10K

Because this order is equal to/greater than \$10,000, you must follow the process as directed by Central Procurement. Please follow the steps below.

1. Visit the Procurement Services site and download the Special Purchases Form. This form is to request a waiving of the bidding process. All orders \$10,000 or greater are subject to a bidding process unless an exception is approved.
2. Complete the Special Purchases Form. Have the PI sign the form as the Requester, and then send the form to your department business office to sign for Department approval.
3. Return to the Procurement Services site with your completed Sp. Purchases Form. Use the link to access the Request for Purchases \$10,000 and Over online form. Complete the form. Please be sure to attach your Sp. Purchases form and Quote prior to submitting the online form.
4. You should receive an email notifying you of a successful submission. Central Procurement will then review your request. You should receive another email once their review has been completed. It will contain instructions and a "WS" number (if approved).
5. Use the link below to go to the Purdue Service Portal. Use the Business Center Purchasing Forms to submit a request to the Engineering/Polytechnic Purchasing Center. Please be sure to include your quote, forms, and email with the WS number in the attachments (alternatively, you can email [engrprocure@purdue.edu](mailto:engrprocure@purdue.edu) or [knoy-purchasing@purdue.edu](mailto:knoy-purchasing@purdue.edu) to submit your request). We can then submit the requisition for your purchase order. NOTE: if the email from Central Procurement indicates that your vendor is not in Ariba, we will set up the vendor when you send all the documentation and central's approval. We will not be able to requisition the PO until the vendor is in Ariba.

Procurement Services site: <https://www.purdue.edu/procurement/purchasing/special-purchases/index.php>

Purdue Service Portal (TDX) Resources:

<https://www.purdue.edu/treasurer/finance/operations/business-operations-and-centers/tdx-resources/>