

## Ariba Ordering

### **NON-CATALOG ORDERS**

Log into Ariba (IE is best)

#### **Choose**

-Create

-Requisition

-You can also click the add non-catalog item button

**Full Description:** Item number and item description

Enter Quantity

Enter Price

Click Update Amount

#### **Supplier Information:**

**Vendor:** Click the drop down and search

Enter Supplier Part Number. If no number put N/A

#### **Add to Cart**

**The next step is the same as for Catalog orders:**

**Title:** Your Dept/PI/Your Name/Vendor

**Deliver To:** Your Name/Building and Room Number

**Comments:** List Purpose/Specific Benefit to Project

**Add Attachment:** PI Approvals for Orders Over \$1,000

Quote/Pricing Info

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**Edit:** Account Assignment (choose from dropdown menu)

F- Acct #s beginning with 32, 33, 52, 76...

P- Acct #'s beginning with F. ....

**Submit**

--Only ONE vendor per order

--Please email packing slips to [engprocure@purdue.edu](mailto:engprocure@purdue.edu)

## Ariba Ordering

### CATALOG ORDERS

Log into Ariba (IE is best)

#### Choose Catalog Tab

**Shop By:** Supplier  
Choose Catalog

Choose your items, add to cart, check out.

Proceed to check out.

**Title:** Your Dept/PI/Your Name/Vendor  
**Deliver To:** Your Name/Building and Room Number  
**Comments:** List Purpose/Specific Benefit to Project  
**Add Attachment:** PI Approvals for Orders Over \$1,000  
Quote/Pricing Info

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**Edit:** Account Assignment (choose from dropdown menu)  
F- Acct #s beginning with 32, 33, 52, 76...  
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#### Submit

--Only ONE vendor per order

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