Ariba FAQ

Updated October 5, 2026

Why is the University of Nebraska Moving to SAP Ariba

As part of a strategic initiative to improve end-to-end purchasing and invoicing processes, the University of Nebraska has partnered with SAP Ariba to help implement these changes. SAP Ariba is the leading global provider of collaborative business commerce solutions, which will allow our suppliers to easily extend their back-end systems and processes to benefit from electronic transactions.

Buying and Invoicing

I am a shopper in eShop. How do I shop in Ariba?

Ariba does not distinguish between the shopper and requestor roles. If you were previously a shopper and need to have your requisitions approved by a requestor prior to being submitted, you can add an initial approver during your account setup. See the **User Profile Settings: Default Values, Delegate Authority, Email Notification Preferences** resource guide on the SAP Ariba Quick Resource Guides webpage for more detail.

How do I set up my default shipping address and accounting information?

Your shipping address and accounting defaults can be changed in your user profile settings. To change your profile from the Ariba Guided Buying Landing page, click on your initials in the top right corner of the screen, select “app settings,” and then select “change your profile.” Please note that any changes made to your profile settings must be approved by the supervisor listed on your profile. See the **User Profile Settings: Default Values, Delegate Authority, Email Notification Preferences** resource guide on the on the SAP Ariba Quick Resource Guides webpage for more detail.

I work in a business center and enter requisitions for multiple departments. How do I enter requisitions so that the person I’m ordering for gets the goods receipt?

If you are preparing a requisition on behalf of someone else, use the “Request on behalf of” option located to the right of the category tiles on the Guided Buying landing page (above “Recent Requests”). You can also change the “On Behalf Of” option on the Purchase Requisition screen. The person listed in the “On Behalf Of” field in the requisition will be listed as

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the requester and will be added to the approval flow. The requester can also modify the requisition once it is routed for approval. Once the goods receipts are available to enter, the requester will be responsible to enter the goods receipt information by going to the “To receive” tab in the “Your Requests” screen. See the **Create Catalog Requisition**, **Create Non-Catalog Requisition**, **Create Framework Order**, and **Recording Goods Receipt** resource guides on the SAP Ariba Quick Resource Guides webpage for more detail.

How do I view the status of my requisition?

To view the status of your requisition, you can look under “Recent Requests” on the right side of the Guided Buying landing page, next to the category tiles, and click on the requisition to view the status. You can also click on the “Your Requests” tab on the Guided Buying, above the category tiles, to view all of your requests. You can filter by time period, the type of request, etc. to find the request you are looking for. See the **Guided Buying Navigation** resource guide on the SAP Ariba Quick Resource Guides webpage for more detail.

How do I view another person’s requisition?

You can search for another user’s requisition by using the B&I Classic UI tile on the Guided Buying landing page. From there, you can change the search parameters to “Requisition” and search by the requisition title, or the PR number. If you do not know the PR number or title, do not enter anything before hitting the search icon. Once you hit the search icon, you will be brought to an advanced search screen where you can select other search options to find the requisition. See the **Searching for Documents in Ariba** resource guide on the SAP Ariba Quick Resource Guides webpage for more detail.

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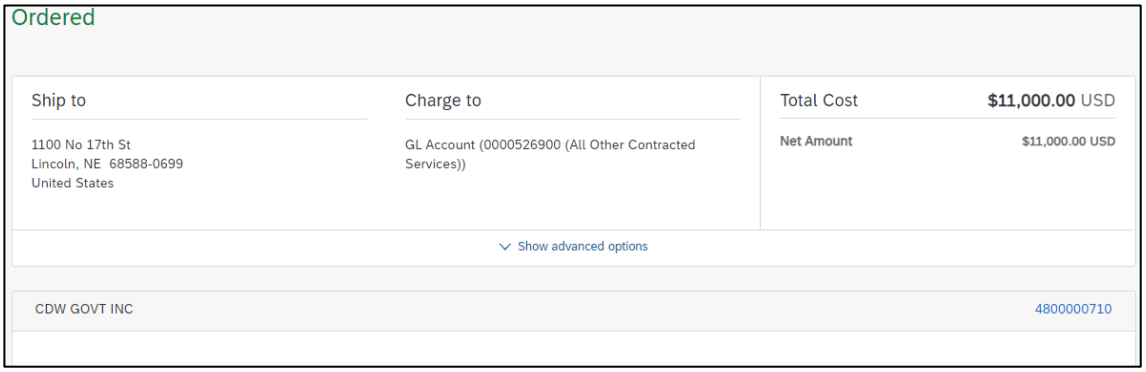
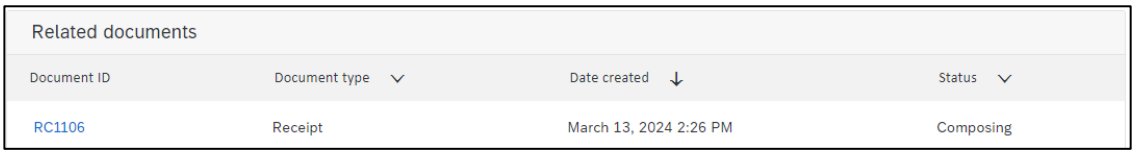
How do I view the status of an invoice?

To view an invoice for a PO that was created by you, you can open the requisition under the "Your Requests" tab. Click on the requisition and then click on the blue Order ID number shown under the header information just above and to the right of the line items.



The Related Documents tile will show all documents related to the Order ID such as goods receipts, invoices, and payment documents.



You can also view an invoice by searching for the supplier invoice number, PO number, or PR number by using the B& I Classic UI tile on the Guided Buying landing page. See the **Searching for Documents in Ariba** resource guide on the SAP Ariba Quick Resource Guides webpage for more detail.

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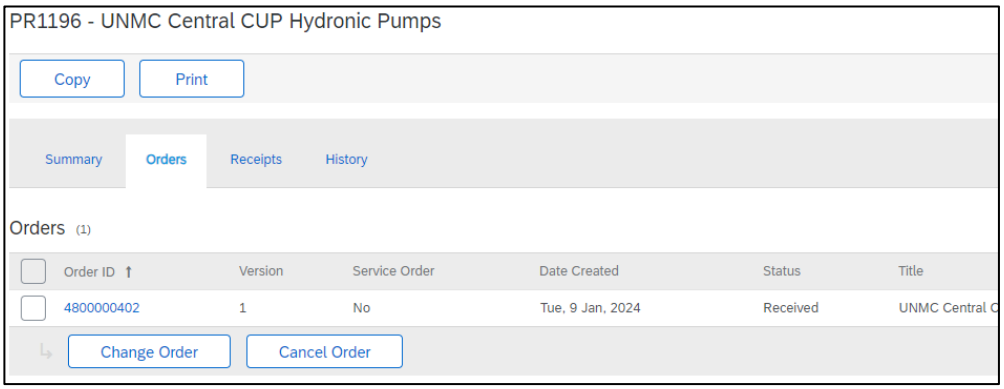
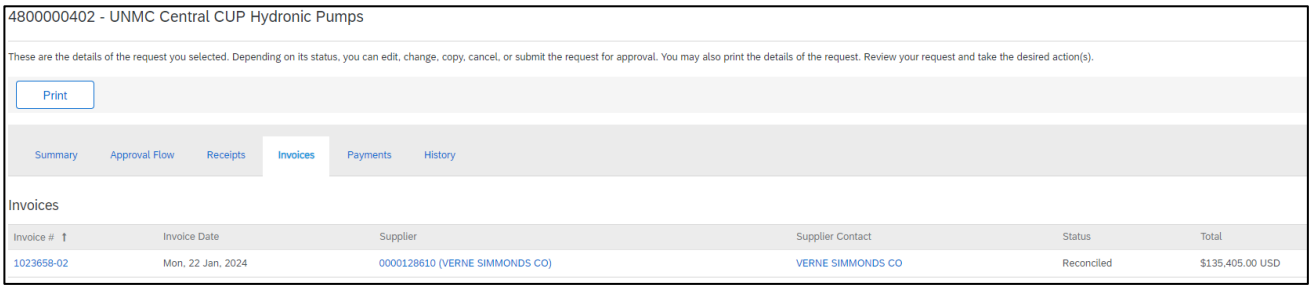
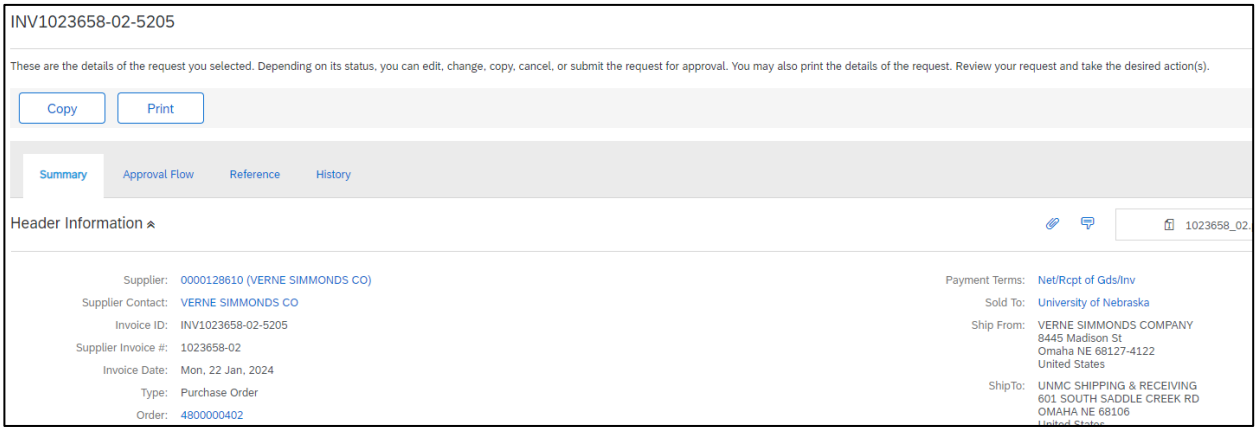
First you must search for the requisition in the B&I Classic view (see directions in the question above). Once you have opened the requisition you are searching for, click on the “Orders” tab. This will bring you to the “Orders” screen which displays the PO number (Order ID). Click on the Order ID shown in blue to open the PO.



Then click on the “Invoices” tab to view all invoices that have been applied to this PO. This screen will also show each invoice’s status.



You can click on the invoice to view more information such as payment information.



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What steps does an invoice go through to be processed for payment?

Step 1: Invoice

- Invoices submitted as Direct Pays will route for approval. The invoice status will show as “Submitted” until it has been reviewed and approved. Once fully approved, the status will update to “Reconciling” until the reconciliation process is complete. Once complete, it will update to “Reconciled.”
- Invoices submitted by a supplier and are tied to a PO in Ariba will automatically move to the Reconciliation process.

Step 2: Reconciliation

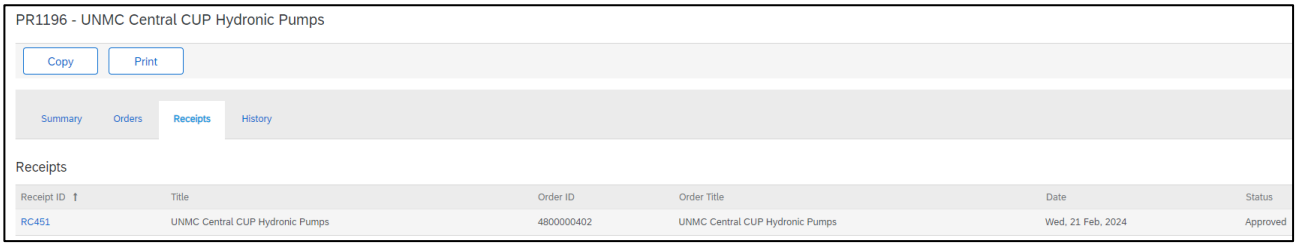
- The invoice reconciliation will show a status of “Approving” as it is being reviewed. Once approved, the status will briefly update to “Approved” before changing to “Paying” as the Payment Request is generated. The status will change to “Paid” after the payment has been processed. To view the Reconciliation document, open the invoice and select the “Reference” tab to view all documents related to the invoice.

Step 3: Payment Requests

- All payments from the University of Nebraska are routed through the State of Nebraska. Once payment has been released, the Payment Request status, as well as the Reconciliation status, will be updated to “Paid.” Payment details can be viewed by opening the payment request.

How do I see if a goods receipt has been entered?

To view the status of a goods receipt for a PO, first you must search for the requisition in the B&I Classic view (see directions in the questions above). Once you have opened the requisition you are searching for, click on the “Receipts” tab. This will bring you to the “Receipts” screen which displays all goods receipts associated with this requisition and the status of each goods receipt.



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My requisition was denied. How do I edit and send it again?

If a requisition was denied and sent back to you to edit, you will need to withdraw the requisition before you are able to make changes. To do this, first open your requisition, then hit the "Withdraw" button at the top of your screen. You can then make any needed changes and hit "submit" for the requisition to reroute through the approval flow. See page 7 of the **Create Non-Catalog Requisition** resource guide on the SAP Ariba Quick Resource Guides webpage for more detail.

Contracts & Sources

How do I view the status of my contract request?

To view the status of your contract request, you will first need to open the contract request from the B&I Classic UI tile on the Guided Buying landing page. Then change your search to "Contract Request (Procurement)" and search for your contract request. Once the contract request is open, navigate to the "Tasks" tab and locate the approval task. The status will be listed at the right-hand side of the tasks screen. You can also view the approval task details to see the task history. See the **Create Contract Request** resource guide on the SAP Ariba Quick Resource Guides webpage for more detail.

My contract request has been approved. What do I need to do next?

There are two steps to create a contract in Ariba: Step 1 is the contract request which is completed by the requester and reviewed by the procurement buyer group. Step 2 is the contract workspace which is completed by the procurement buyer group and signed off by the campus signatory. Once a Contract Request is approved, the buyer will create a Contract Workspace to finalize the contract. No action is needed on the part of the requester once a contract workspace has been created.

If your contract request has been approved and you need to know the status of the contract workspace, you can open the contract workspace from your contract request. First, open your contract request and navigate to the "Tasks" tab. If the contract request has been approved, you will see a new task titled "Create Contract Workspace." Click on this task and select "Open Contract Workspace (Procurement)." You will then be brought to the contract workspace where

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you can view the current tasks that the procurement buyer group is working on to complete the contract.

How do I add the funding source information to my contract request?

The funding source information can be added to the description of the contract request. This is not required information to include in your contract request.

I keep getting emails that my contract request is overdue for approval. What action do I need to take?

As the contract request owner, you will receive notifications when a task in your request is ready to begin, overdue, or completed. Contract requests are handled on a first come, first served basis and may take up to 14 days to process. It is recommended to enter a due date on the approval task of 2 weeks past the task start date.

The approval task is assigned to the buyer group connected to the commodity code selected in the contract request. To see the buyer group assigned to your contract request, navigate to the "Tasks" tab in your contract request, click on the approval task and select "View Task Details." This will bring you to the task screen where you can select the approval flow to view the user group assigned to the task. Clicking on the buyer group will show you the names of the buyers assigned to that group. See the **Create Contract Request** resource guide on the SAP Ariba Quick Resource Guides webpage for more detail.

Miscellaneous

How do I run a report to see all open POs for my cost center?

Ariba has a wide range of reporting capabilities. To run a report in Ariba, you will first need to navigate to the B&I Classic UI tile on the Guided Buying landing page. Once in the B&I Classic view, go to "Manage" at the top right side of the screen and select "Public Reports" to view reports that are available for all users to run. You can also select "Prepackaged Reports" to view all available reporting options and to create your own reports. See the **Reporting** resource guide on the SAP Ariba Quick Resource Guides webpage for more detail.

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