Create Catalog Requisition

Updated October 8, 2026

Purpose

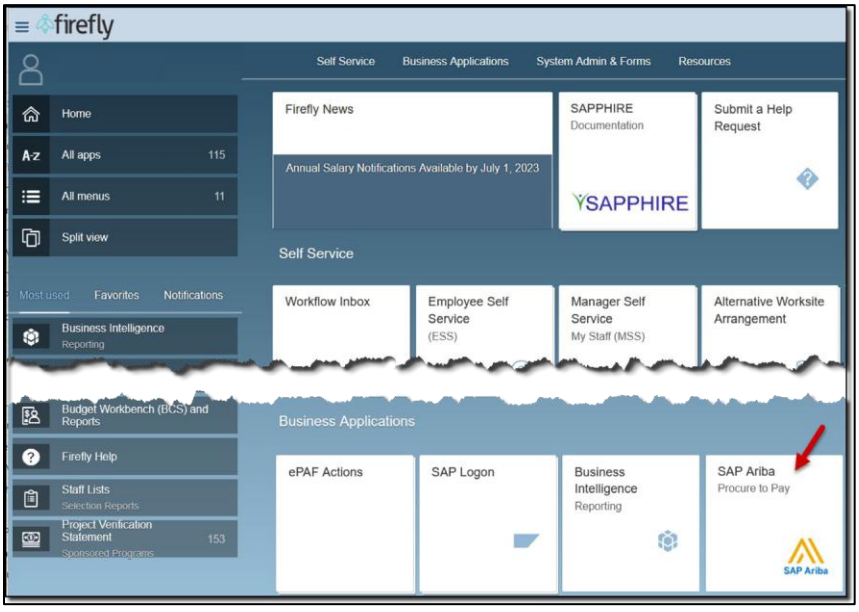
This document shows the steps needed to create a Catalog-based Requisition in SAP Ariba. It also details what to do when a requisition is denied.

Helpful Hints

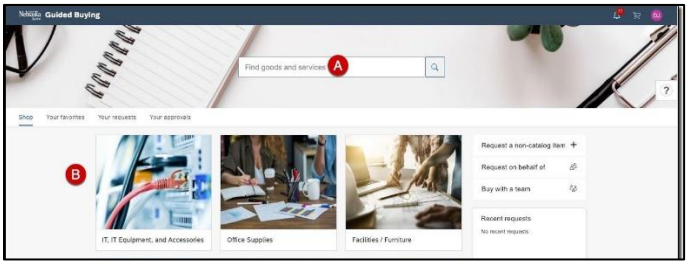
- Assemble all supporting documentation prior to beginning work in SAP Ariba.
- For the best experience, use an up-to-date modern browser like Google Chrome, Apple Safari, Microsoft Edge, or Mozilla Firefox.
- **One vendor per cart – do not mix vendors.**

Procedure

Access SAP Ariba by clicking the **SAP Ariba – Procure to Pay** tile in Firefly.



Search for items using the search box (A Below), or by scrolling the tiles to view categories and stores (B tile).



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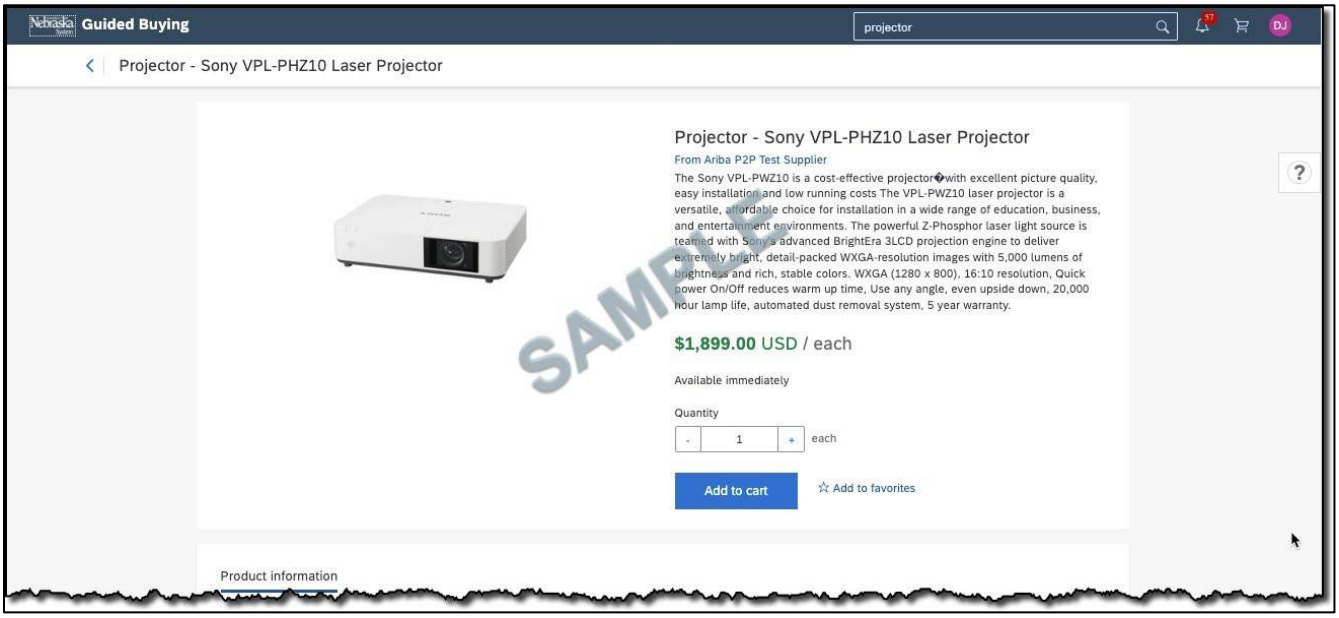
Shopping is available through Guided Buying (hosted catalog items) or via a link to a supplier website (punchout catalogs).

Hosted catalog items can be searched for and selected. Enter the quantity desired and click “Add to Cart”. ***Do not add more than one vendor to a cart.***



Punchout catalog items can be found by searching for the desired supplier or clicking on the appropriate tile. Click the Buy from Supplier link to visit the supplier website.



Shop on the supplier’s website by adding items to the shopping cart. Follow the prompts to check out of the supplier site and return to SAP Ariba (various vendors have different methods of accomplishing this task). Click Close Session to exit supplier site without items in the shopping cart.

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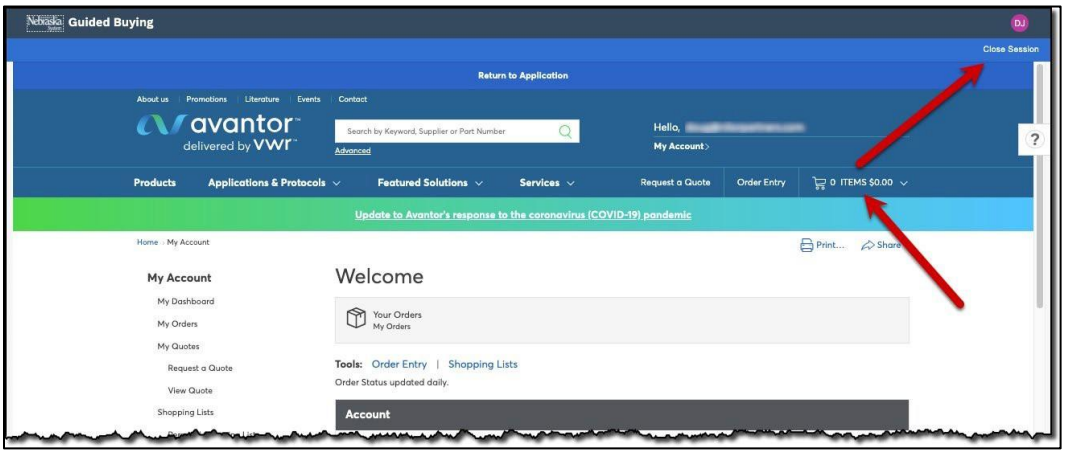
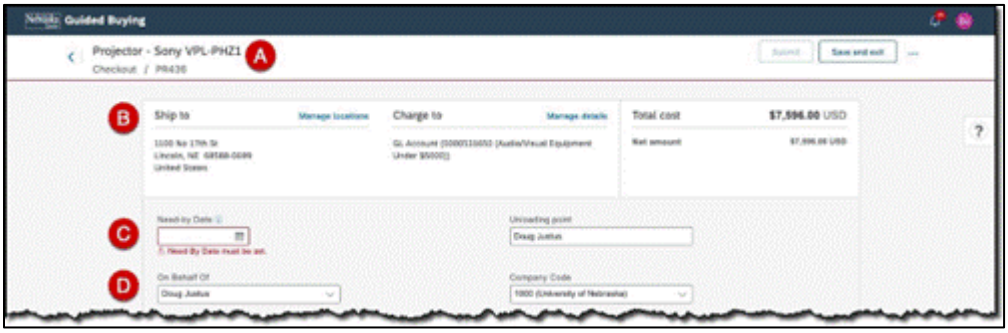


The confirmation screen will display. Continue shopping and add additional items to the cart or click "Check out" to proceed. ***One vendor per cart – do not mix vendors.***



The **Checkout** screen displays. Complete the screen as noted below:



A. Click into the field to create a title for the Requisition (the first catalog item name is the default). Be as descriptive as possible.
B. Validate "Ship to" information.

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C. Indicate “Need by Date”. Note: This date will be validated in the **Line Item** area of the Checkout screen based on supplier lead time.

D. Validate “On Behalf Of” information. The “On Behalf Of” defaults to the current user; however, search to locate and select a new user. The Requisition will then update to reflect that user’s “Charge to” information and approval workflow.

E. The **Suppress Order** field determines whether a purchase order will automatically be sent to the supplier in the Ariba Network.

   a. The Suppress Order field defaults to NO. This means the purchase order will be sent to the supplier. Examples of when to select NO: updating line PO line items, changing PO prices, updating delivery information, etc.

   b. If the selection is switched to YES, the supplier will not receive a copy of the purchase order. Examples of when to select YES: internal changes to the order, such as cost object changes, GL changes, etc.



The **Summary** screen displays. Complete the screen as noted below:

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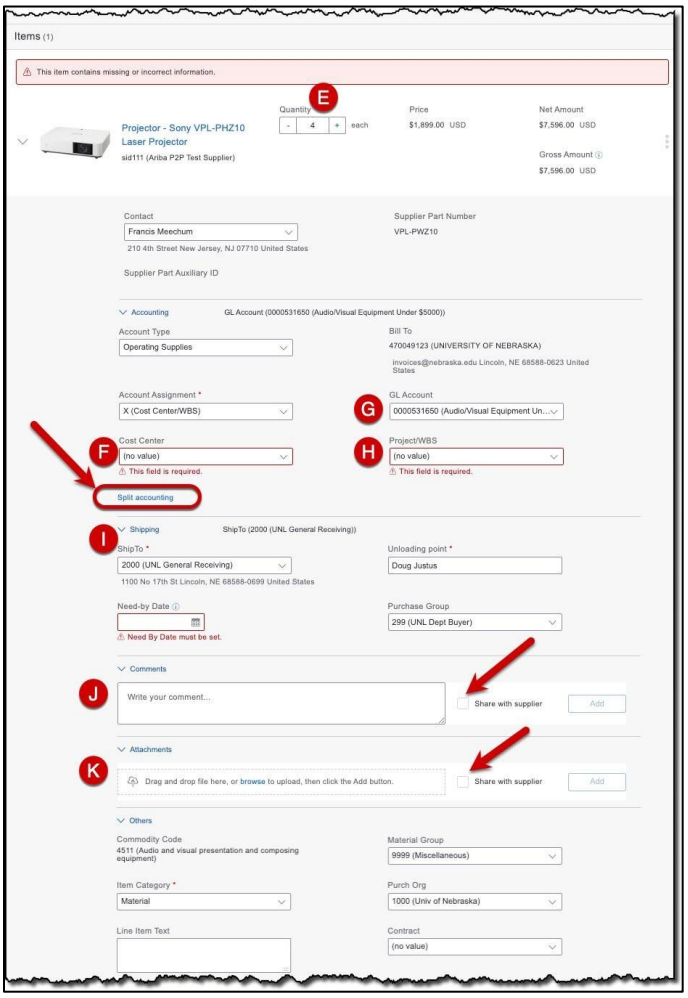

E. (optional) Modify Line Item quantity. NOTE: Quantity of **punchout catalog** items cannot be modified here. To modify **punchout catalog** line items, delete the line item and return to the supplier website.

F. Enter or validate the Cost Center to be charged for this Line Item (it will default to the Requester's Cost Center).

G. Validate the GL Account for the Line Item.

H. Search for or validate the Project/WBS for this Line Item.

I. Validate the shipping info for this Line Item.

J. (optional) Comments – Can be added here for the Line Item. Indicate if text should be visible to the supplier. (Note: Comments added here are at the Line Item level. To add comments pertinent to the entire document, see next page.)

K. (optional) Attachments – Can be added here for the Line Item. Indicate if the attachment(s) should be available to the supplier. The attachment cannot be opened/viewed once it is added

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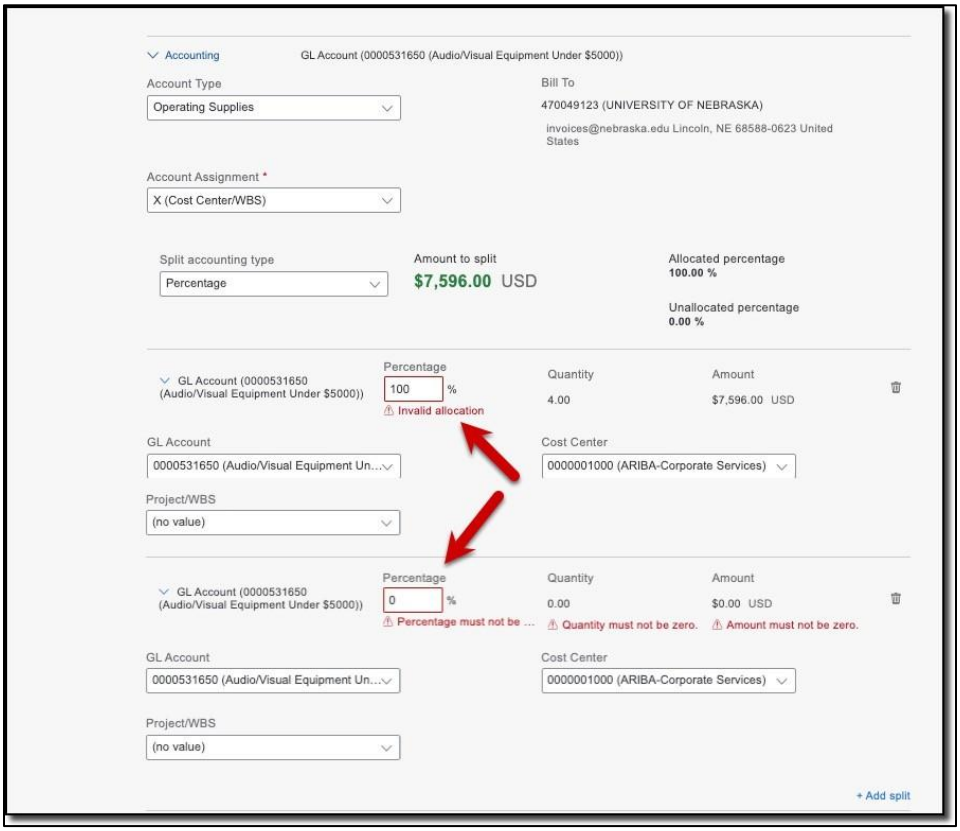
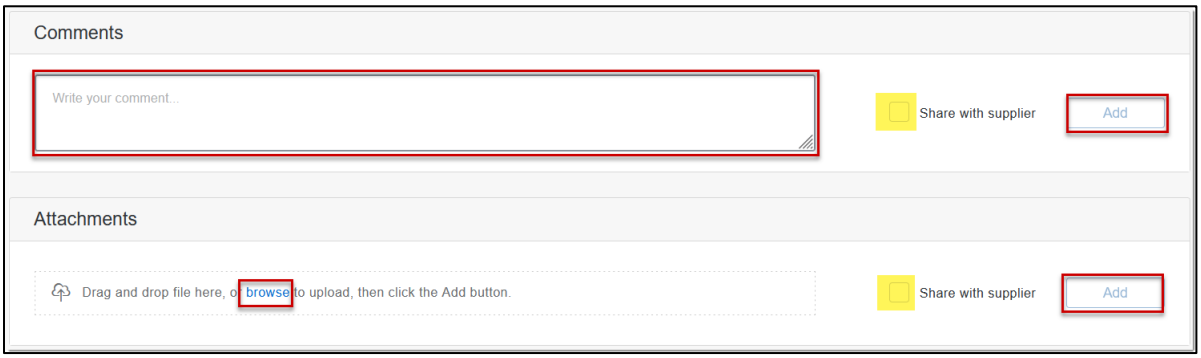
here. (Note: Attachments added here are at the Line Item level. To add attachments pertinent to the entire document, see next page.)

Line items can be split between cost centers, GLs, or Project/WBS. In all cases, the total of splits must equal 100%.



To add comments at the document level, enter them in the text box. To add attachment(s) at the document level, upload them in the area provided. For each, indicate whether to share with the supplier by checking the checkbox. Click **Add**.



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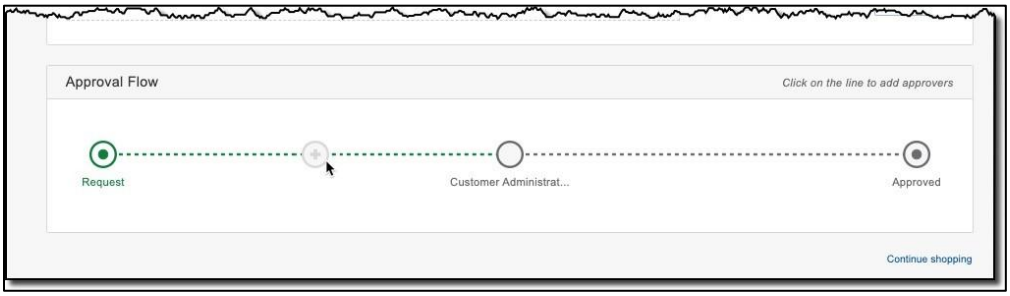
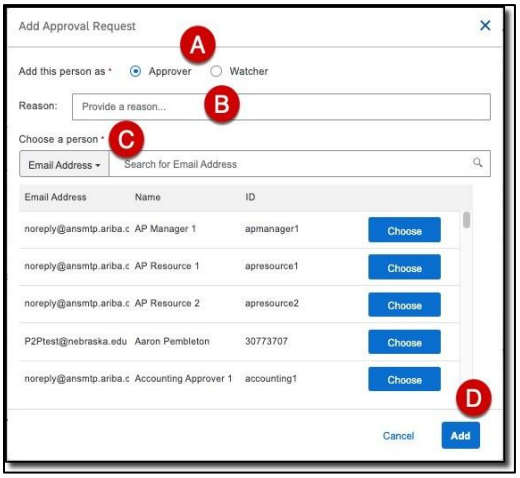
Note: If comments and/or attachments are not line-item specific, it is recommended that they always be entered/attached at the document level as they are easier to be overlooked at the line-item level.

Scroll to the bottom of the Checkout screen and view the current approval workflow. The approval workflow will update as the requisition progresses through the approval process. To add an Approver/Watcher, mouse over the dashed line on either side of an existing Approver and click the " + " icon.





A. Select type of role:
    a. **Approver** – Must take action on the request.
    b. **Watcher** – Will receive notifications regarding the status of the request but will not be required to take action on the request.
B. (optional) Provide a reason why this user is being added to the workflow.
C. Search for and select the user to be added.
D. Click "Add".

Once all edits on the Checkout screen have been completed, scroll to the top of the screen and click **Submit** to send the Requisition for approval.

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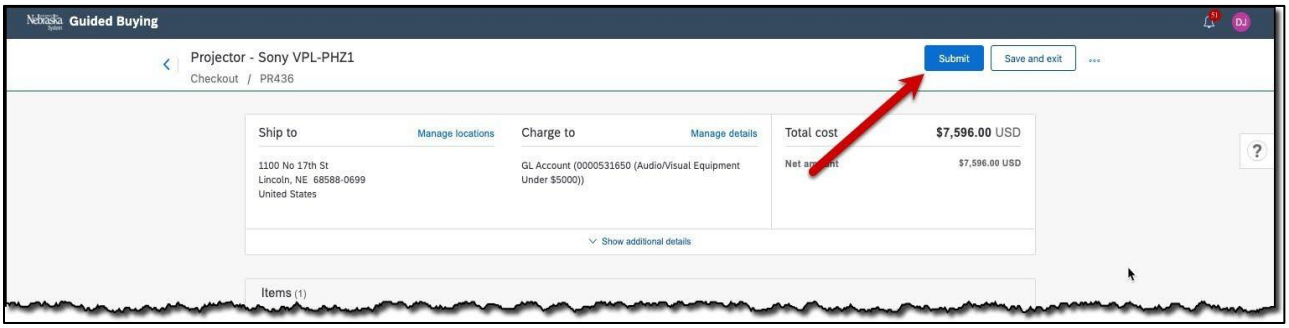
Note: If there is missing/incorrect information on the Checkout screen, the **Submit** button will remain grayed-out until all items are corrected.



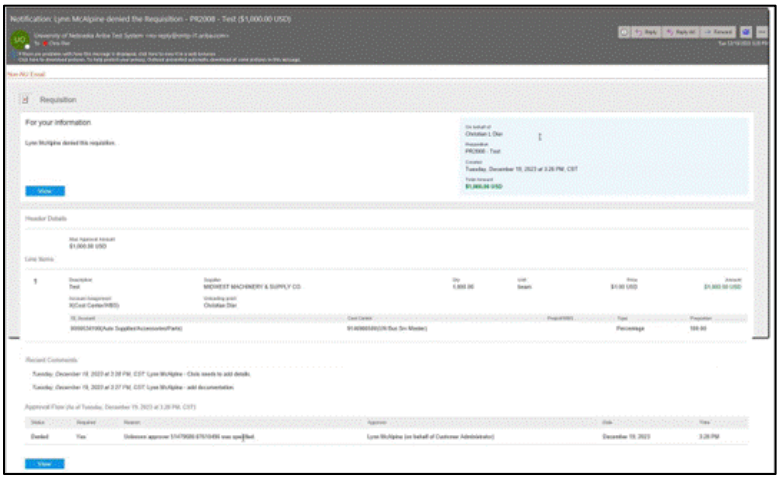
A confirmation screen displays.



What to do When a Requisition is Denied

The following example will demonstrate how to withdraw a denied requisition. In this case, the approver has denied the request because she needs additional documentation. To edit a denied request, it must be withdrawn first.

When a request is denied, an email will be sent like the one shown below.



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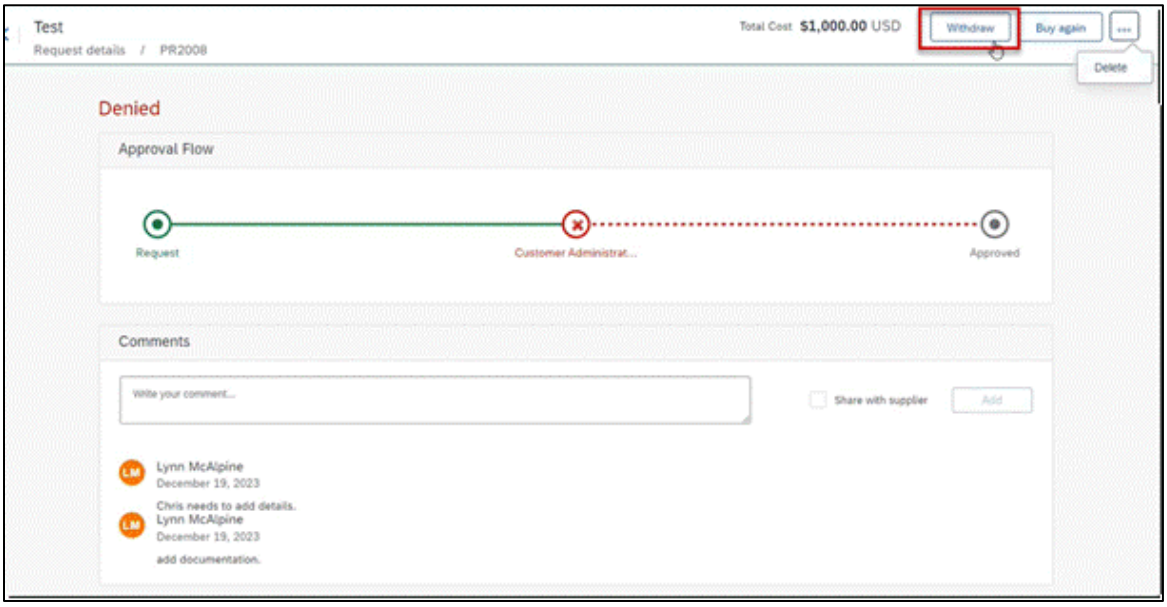
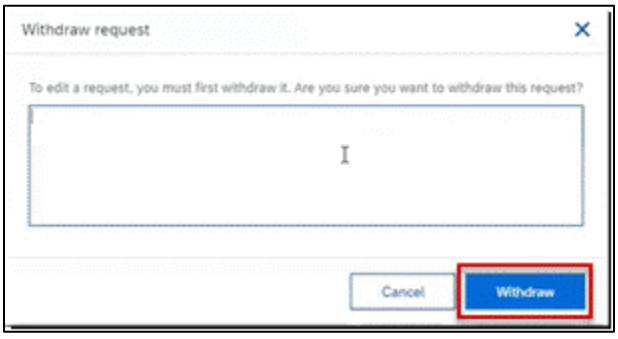
To locate a requisition, go to the **Your requests** tab in the Guided Buying home page (dates, choose “all”) or, if recently created, go to the **Recent requests** pane on the right-hand side of the same page.



With the denied requisition open, there are three options at the top right of the document: **Withdraw, Buy again**, and **Delete** (click the ellipses icon). Click **Withdraw**.



A **Withdraw request** dialog box opens. Enter comments in the text field and click **Withdraw**.



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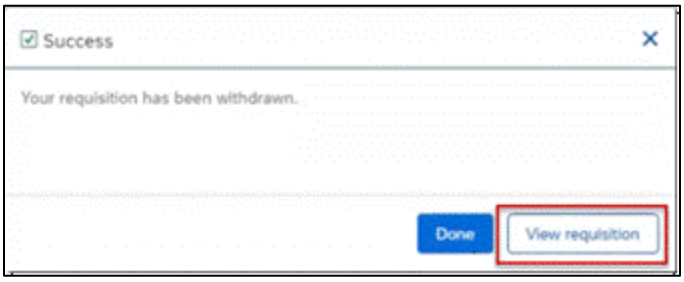
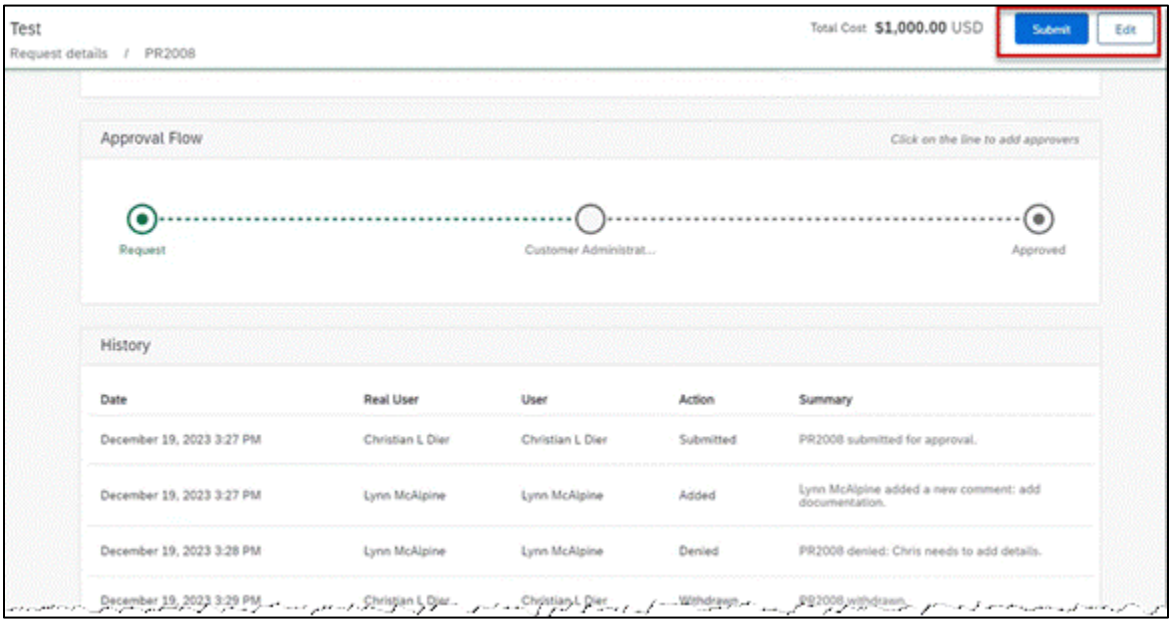
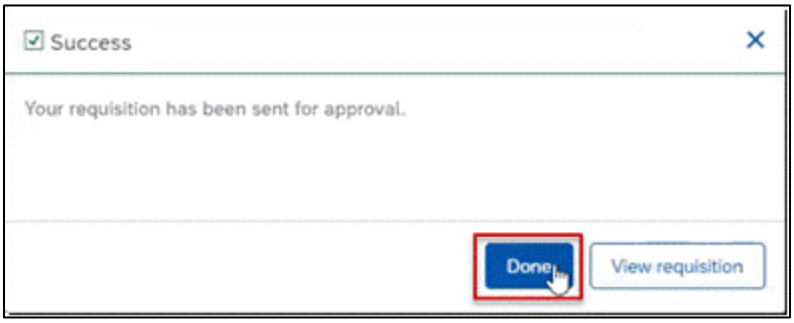
A success message appears. Click “View requisition” to open the request.



Click **Edit**, make required changes to the request, and click **Submit** after edits have been made.



A success message opens. Click **Done**. The request will be re-routed through the normal approval channels.



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