

Ariba OnDemand User Profile update instructions



This document is an overview of the receiving process in Ariba OnDemand Guided Buying (GB) and in Buying and Invoicing (B&I)

The following instructions will be covered in this document:

- How to update the default accounting
- How to set your default “shipto” location
- User profile Tips

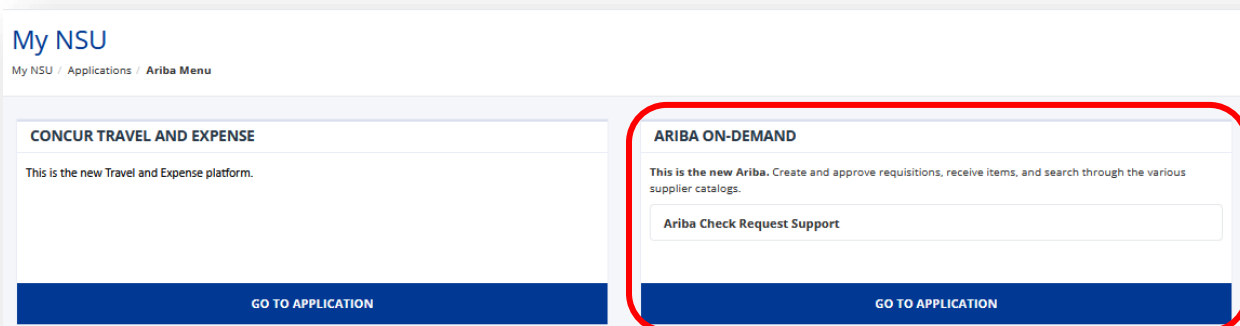
Login

❖ Login to Ariba OnDemand through NSU SSO: <https://sharklink.nova.edu/>

❖ Then click on the Ariba OnDemand icon in **SharkLink**:



❖ Then **“Go to Application”**



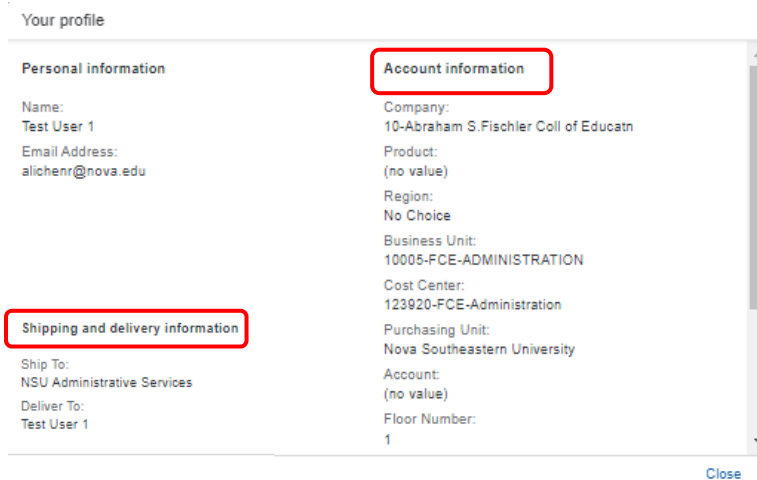
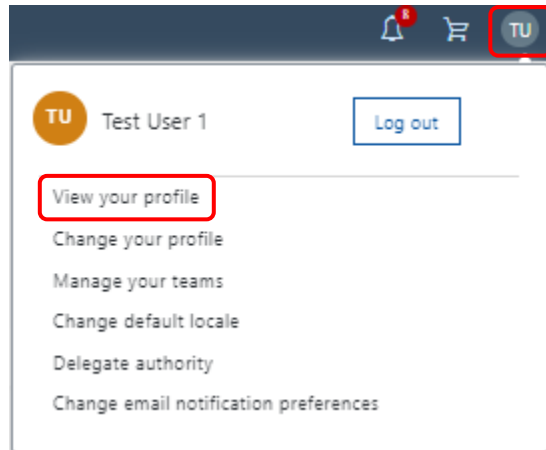
My NSU
My NSU / Applications / Ariba Menu

CONCUR TRAVEL AND EXPENSE	ARIBA ON-DEMAND
This is the new Travel and Expense platform.	This is the new Ariba. Create and approve requisitions, receive items, and search through the various supplier catalogs.
GO TO APPLICATION	GO TO APPLICATION

How to update your Ariba profile and set your Shipto in Ariba (GB)

Step 1:

- In the top right-hand corner of the screen, click on your initials (**Guided Buying**)
- Then select **“View your profile”**
- Before submitting a profile change, review your profile to ensure the information is correct



Step 2:

- If the information is correct, then **“No action is needed”** and you can exit the profile change
- If the information is incorrect, click on **“Change your profile”**
- In the **“Personal info”** tab, verify your supervisor is correct before proceeding to the next screen
 - **Note:** If your supervisor requires changing, it’s recommended that you exit this user profile request and submit a ticket in Service Now.
 - **Note:** Your **“User Profile”** change/update is assigned a document number (**Ex: UP244**)

Personal Profile UP244: Test User 1 [Next](#) [Exit](#)

Groups determine the tasks you perform and the data you work with. The other information is used as default values in many processes.

Personal Profile Information - User Profile

Name: *

Business Email Address: *

Supervisor: ▼ ←

Job Profile: ▼

(*) indicates a required field

You expressly agree and understand that your data entered into this system may be transferred outside of the European Union or other jurisdiction w

- In the **“Account/Ship”** tab, verify the information is correct. If not, use the downward arrows to **“Search more”**, you should see a list of company codes
 - **Note:** You can only select a **“Company”** that you have access to. If your company is incorrect, please exit the user profile request and submit a ticket in Service Now

Company: ▼

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- Next, is the **“Region”**, and it should be **“No Choice”**
- Use the downward arrow to select the **“Business Unit”** and the **“Cost Center”**

Region: No Choice ▼

Business Unit: 10005-FCE-ADMINISTRATION ▼

Cost Center: ■ 10005-FCE-ADMINISTRATION

Purchasing Unit: 🔍 Search more

Cost Center: 123920-FCE-Administration ▼

Purchasing Unit: ■ 123920-FCE-Administration

Account: 🔍 Search more

- The **“Purchasing Unit”** should be Nova Southeastern University
- The **“Account”** field should be **“No Value”**
 - **Note:** The 4-digit account is triggered by the commodity code that is used on the (PR)
- Finally, add/update the **“FL/RM”**

Purchasing Unit: Nova Southeastern University ▼

Account: (no value) ▼

Floor Number: 1 ←

Room Number: 1 ←

- **Note:** The accounting combination and shipto will be defaulted on all Purchase requisitions that's created in Ariba. If you create PR's for other centers and/or Regional campuses, you will have to change the accounting on the PR's to reflect the correct accounting and shipto location
- To change the **"Shipto"** location, use the downward arrow to **"Search more"**

2. Change your shipping and delivery information:

Ship To: NSU Administrative Services ▼

Deliver To: NSU Administrative Services
Roberto Weir

(*) indicates a required field 🔍 Search more

- Click on the downward arrow to change the filter type to search for your location

Choose Value for Ship To

Name	▼	Rolling Hills	Search
Location			
Name			
Country/Region			
City			
State/Province/Region			
Street			
AHCUST	NSU KPCOM AHEC	United States	Davie
AHCPSL	NSU AHEC Community Affairs	United States	Port Saint Lucie

Choose Value for Ship To

Name

Location ↑	Name	Country/Region	City	State/Province/Region	Street	
ECIBLL	NSU HPD ECI Billing Rolling Hills	United States	Fort Lauderdale	FL	NSU HPD The Eye Care Institute Billing Department	<input type="button" value="Select"/>
RESROL	NSU Residence Hall Rolling Hills	United States	Fort Lauderdale	FL	NSU Residence Hall Rolling Hills	<input type="button" value="Select"/>
RHILL1	NSU OIIT Rolling Hills Office Plaza	United States	Fort Lauderdale	FL	NSU OIIT	<input type="button" value="Select"/>
RHLBSV	NSU BSV Rolling Hills Office Plaza	United States	Fort Lauderdale	FL	NSU Business Services	<input type="button" value="Select"/>
RHLOPM	NSU OPM Rolling Hills Office Plaza	United States	Fort Lauderdale	FL	NSU Procurement Management	<input type="button" value="Select"/>
RHLPUB	NSU OPM Rolling Hills Office Plaza	United States	Fort Lauderdale	FL	NSU Publications	<input type="button" value="Select"/>

- The **“Deliver to”** name is systematically set when your Ariba profile was created.
- Once the shipto has been selected, then click **“Next”**

2. Change your shipping and delivery information:

Ship To:

Deliver To: ←

Step 3:

- The **“Justify Changes”** tab, the Ariba user can add comments and/or add an attachment justifying the User profile change for their supervisor’s approval
 - **Note:** Adding comments/attachments in this screen is optional
- Then, click **“Next”**

Prev **Next** Exit

Personal Profile

UP244: Test User 1

Enter comments explaining why you are changing your personal profile.

Comments - Entire User Profile

Comments:

Attachments - Entire User Profile

Add Attachment

(*) indicates a required field

You expressly agree and understand that your data entered into this system may be transferred outside of the European Union or

Step 4:

- In the **“Approval Flow”** tab, you will see your supervisor’s approval queue pending approval
 - **Note:** For the changes to apply on your requisition in Ariba, your supervisor must approve the User profile request first.
- Then, click **“Next”**

Prev **Next** Exit

Personal Profile

UP246: Test User 1

Review the approvers assigned to review the request. Add and delete approvers as necessary, depending on

Approval Flow - User Profile

Submitted → Pending (Taylor, Michael) → Approved

(*) indicates a required field

You expressly agree and understand that your data entered into this system may be transferred outside of

Step 5:

- The last step is to **“Review Changes”**, In this screen, you will review the **“User Profile” (UP)** changes made before you submit this for approval.
 - **Note:** If you notice incorrect information, simply click on one of the tabs on the left and edit the field/s that requires correction
- Now submit your request for approval



Personal Profile UP246: Test User 1

Review your request and then submit it for approval.

Change	From	To
Floor Number	1	2
Room Number	1	12

(*) indicates a required field

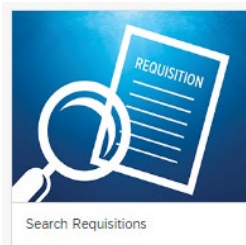
You expressly agree and understand that your data entered into this system may be transferred outside of the European Union

- 1 Personal Info
- 2 Account/Ship
- 3 Justify Changes
- 4 Approval Flow
- 5 Review Changes

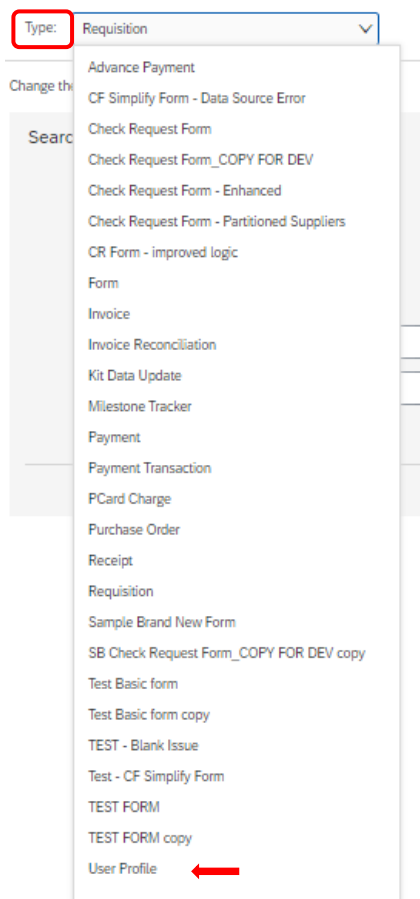
How to locate your request

Step 6:

- On the Home screen of Guided Buying, click on the **“Search Requisitions”** tile



- At the top of the screen, use the downward arrow to change the search **“Type”** to **“User Profile”**



- In the **“User Profile”** screen, there are search filters to help narrow your search results
- If you know the **“UP ID”**, then you can use the document number, then click **“Search” (Ex. UP244)**

Type: User Profile

Change the search criteria or name, and then Search.

Search Filter

Title:

ID: UP246

Date Created: No Choice

Requester: (select a value) [select v]

Status: No Choice

Search Results Found 1 item

Type	ID	Title	Status	Date Created
Type 1	UP246	User Profile Changes for Test User 1	Submitted	28 Jun 2023

Label **Search** Reset Save Search

- Once you find the document, click on the document number, to review the status of your request.
- Click on the **“Approval flow”** tab to verify if your supervisor has approved the request

UP246 - User Profile Changes for Test User 1

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details

Withdraw Edit Print

Summary **Approval Flow** History

Title: User Profile Changes for Test User 1
My Labels: Apply Label...

User Profile Details

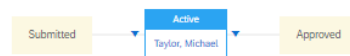
	From	To
Change	1	2
Floor Number	1	12
Room Number		

UP246 - User Profile Changes for Test User 1

These are the details of the request you selected. Depending on its status, you ca

Withdraw Edit Print

Summary **Approval Flow** History



- After your supervisor approves the **UP** request, you will see the changes on your new requisitions in Ariba

User profile Tips:

- ❖ If your supervisor is incorrect on your Ariba profile, it's recommended to submit an Ariba Access form request to get the information updated.
- ❖ If you attempt to change your supervisor in the **User profile (UP)**, the new supervisor and the old supervisor are required to approve your **User profile (UP)** change. It's recommended **NOT** to do this as your supervisor may no longer be employed with the University.
- ❖ If you require access to a particular accounting combination that is not visible in Ariba, its recommended that you submit an Ariba Access Form request to update your accounting
- ❖ If your supervisor hasn't approved the **User profile (UP)** request, kindly send an email with the **UP** document number to approve the request.
- ❖ If you are unable to submit an Ariba Access Form request, then please submit a ticket in Service Now