

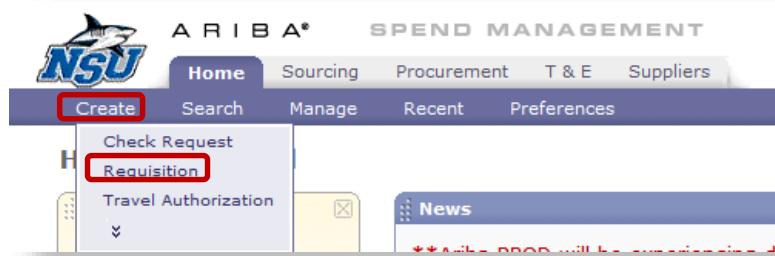
ARIBA: Hosted Catalog—General Navigation

This document will review tips for effectively using the hosted catalogs. Click the blue links to navigate to different sections of the document.

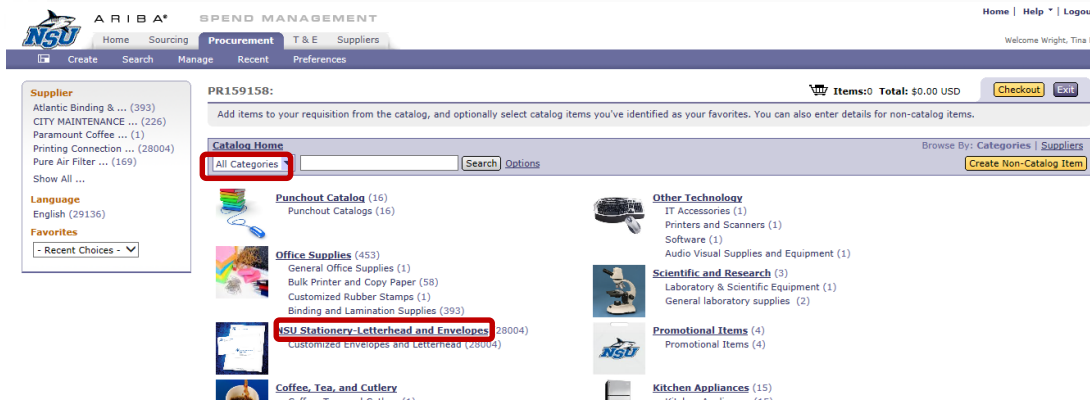
- [Back to Top](#)—Return here
- [Access the Catalogs](#)—Locate and enter the hosted catalog(s)
- [Part Numbers and Descriptions](#)—Review hosted catalog part number and description formatting
- [Search for Items](#)—Locate the item(s) to be ordered
- [Search for Requisitions](#)—Search for previously entered requisitions
- [Favorites](#)—Add, organize, and order favorite items
- [Add Items to Cart](#)—Add single or [multiple](#) items to the Ariba requisition cart
- [Edit](#)—Adjust your cart to update quantity or make other needed changes
- [Copy](#)—Copy requisitions for repeat orders
- [Check Out](#)—Complete and submit an order for approval

Access the Catalog(s)

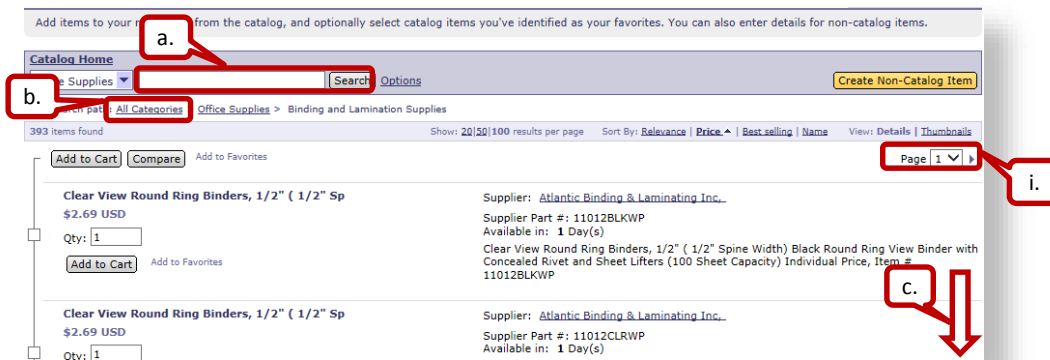
1. Log into Ariba at <https://ariba.nova.edu> and click 'Create' → 'Requisition' at the top of the page, or through Common Actions.



1. Catalog Home page
 - a. Click on a category to view all catalogs in that category.
 - i. Example—Clicking 'Binding and Lamination Supplies' navigates to Atlantic Binding and Laminating catalog.

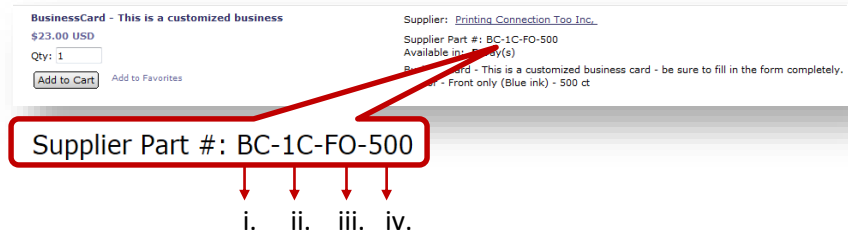


2. Catalog view—From this view you can
 - a. Enter information into the [search](#) box
 - b. Click 'All Categories' to return to [Catalog Home](#)
 - c. Scroll down the page to locate items manually
 - i. Select a page from the drop down menu, or go to the next page by clicking the arrow



Part Numbers and Descriptions

1. Part numbers in each catalog are standardized when possible.
 - a. Example—Printing Connection Too part numbers
 - i. Product type: BC=business card, ENV=envelope, LET=Letterhead
 - ii. Color: 1C=one-color, 2C=two-color, ATH=Athletics, UNS=University School
 - iii. Printed surfaces: FO=front only/one-sided imprint, TS=front and back/two-sided imprint
 - iv. Quantity: 500=# of cards in the example; other quantities include 1,000, 1,500, 2,500, and 5,000



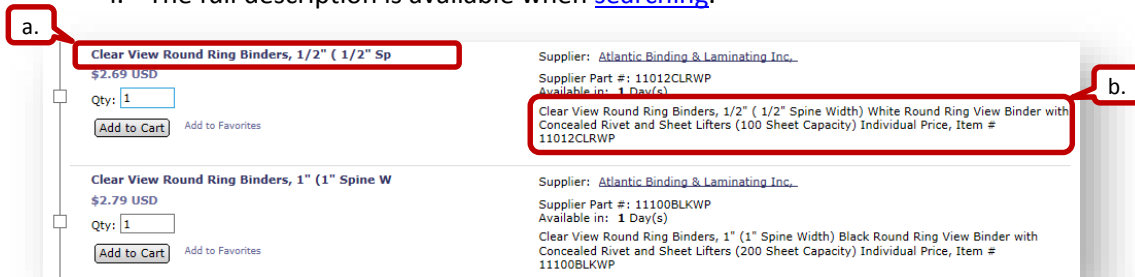
BusinessCard - This is a customized business card
 \$23.00 USD
 Qty: 1
 Add to Cart Add to Favorites

Supplier: [Printing Connection Too Inc.](#)
 Supplier Part #: BC-1C-FO-500
 Available in: 1 Day(s)
 BusinessCard - This is a customized business card - be sure to fill in the form completely.
 BusinessCard - Front only (Blue ink) - 500 ct

Supplier Part #: BC-1C-FO-500

i. ii. iii. iv.

2. Description layout is also standardized.
 - a. An abbreviated, bold, purple description displays on the left side.
 - b. The full description—including brand name, description, and size—displays on the right-hand side.
 - i. The full description is available when [searching](#).



a. Clear View Round Ring Binders, 1/2" (1/2" Sp

\$2.69 USD
 Qty: 1
 Add to Cart Add to Favorites

Supplier: [Atlantic Binding & Laminating Inc.](#)
 Supplier Part #: 11012CLRWP
 Available in: 1 Day(s)

b. Clear View Round Ring Binders, 1/2" (1/2" Spine Width) White Round Ring View Binder with Concealed Rivet and Sheet Lifters (100 Sheet Capacity) Individual Price, Item # 11012CLRWP

Clear View Round Ring Binders, 1" (1" Spine W

\$2.79 USD
 Qty: 1
 Add to Cart Add to Favorites

Supplier: [Atlantic Binding & Laminating Inc.](#)
 Supplier Part #: 11100BLKWP
 Available in: 1 Day(s)

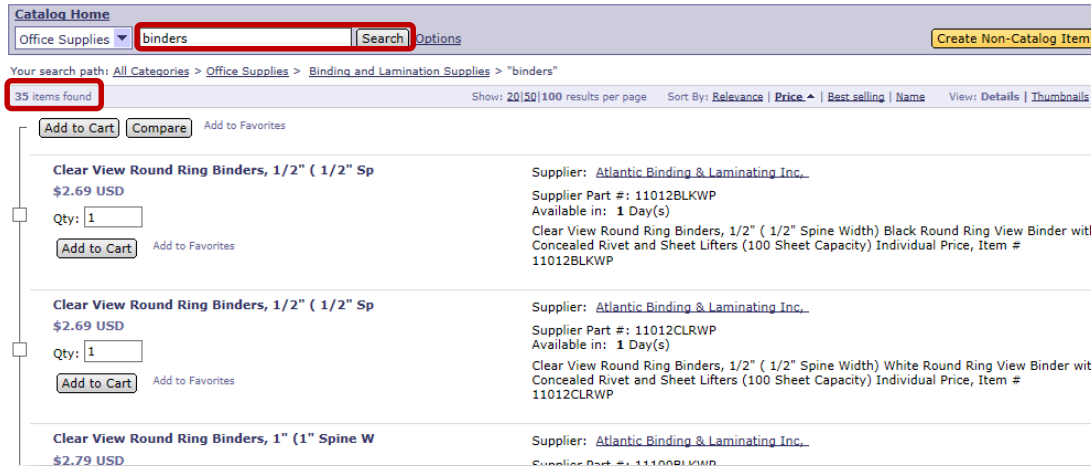
Clear View Round Ring Binders, 1" (1" Spine Width) Black Round Ring View Binder with Concealed Rivet and Sheet Lifters (200 Sheet Capacity) Individual Price, Item # 11100BLKWP

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Search for Items

Use a combination of category, part number, and description for effective searches.

1. Select a category from [Catalog Home](#) before searching to limit search results to that category.
2. Once in the needed category, use the search box to locate products.
 - a. Refine search results by description and/or [part numbers](#).
 - i. Example—Search only “binders” to list all products containing the term.



Catalog Home
Office Supplies ▾ binders [Search] Options Create Non-Catalog Item

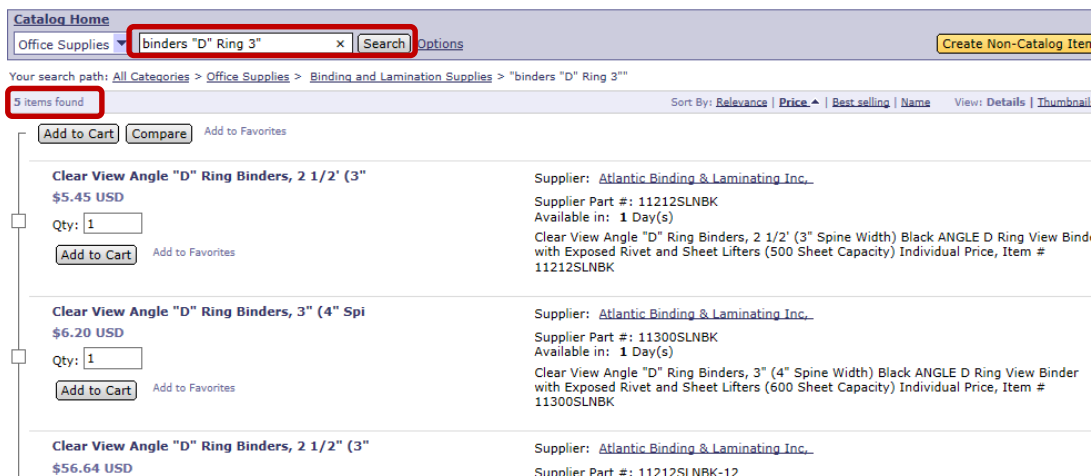
Your search path: All Categories > Office Supplies > Binding and Lamination Supplies > "binders"

35 items found Show: 20/50/100 results per page Sort By: Relevance | Price ▲ | Best selling | Name View: Details | Thumbnails

Add to Cart Compare Add to Favorites

<p>Clear View Round Ring Binders, 1/2" (1/2" Sp \$2.69 USD</p> <p>Qty: <input type="text" value="1"/></p> <p>Add to Cart Add to Favorites</p>	<p>Supplier: Atlantic Binding & Laminating Inc. Supplier Part #: 11012BLKWP Available in: 1 Day(s) Clear View Round Ring Binders, 1/2" (1/2" Spine Width) Black Round Ring View Binder with Concealed Rivet and Sheet Lifters (100 Sheet Capacity) Individual Price, Item # 11012BLKWP</p>
<p>Clear View Round Ring Binders, 1/2" (1/2" Sp \$2.69 USD</p> <p>Qty: <input type="text" value="1"/></p> <p>Add to Cart Add to Favorites</p>	<p>Supplier: Atlantic Binding & Laminating Inc. Supplier Part #: 11012CLRWP Available in: 1 Day(s) Clear View Round Ring Binders, 1/2" (1/2" Spine Width) White Round Ring View Binder with Concealed Rivet and Sheet Lifters (100 Sheet Capacity) Individual Price, Item # 11012CLRWP</p>
<p>Clear View Round Ring Binders, 1" (1" Spine W \$2.79 USD</p>	<p>Supplier: Atlantic Binding & Laminating Inc. Supplier Part #: 11100BLKWP</p>

- ii. Example—Add more terms to a search to limit results.



Catalog Home
Office Supplies ▾ binders "D" Ring 3" x [Search] Options Create Non-Catalog Item

Your search path: All Categories > Office Supplies > Binding and Lamination Supplies > "binders "D" Ring 3"

5 items found Sort By: Relevance | Price ▲ | Best selling | Name View: Details | Thumbnails

Add to Cart Compare Add to Favorites

<p>Clear View Angle "D" Ring Binders, 2 1/2' (3" \$5.45 USD</p> <p>Qty: <input type="text" value="1"/></p> <p>Add to Cart Add to Favorites</p>	<p>Supplier: Atlantic Binding & Laminating Inc. Supplier Part #: 11212SLNBK Available in: 1 Day(s) Clear View Angle "D" Ring Binders, 2 1/2' (3" Spine Width) Black ANGLE D Ring View Binder with Exposed Rivet and Sheet Lifters (500 Sheet Capacity) Individual Price, Item # 11212SLNBK</p>
<p>Clear View Angle "D" Ring Binders, 3" (4" Spi \$6.20 USD</p> <p>Qty: <input type="text" value="1"/></p> <p>Add to Cart Add to Favorites</p>	<p>Supplier: Atlantic Binding & Laminating Inc. Supplier Part #: 11300SLNBK Available in: 1 Day(s) Clear View Angle "D" Ring Binders, 3" (4" Spine Width) Black ANGLE D Ring View Binder with Exposed Rivet and Sheet Lifters (600 Sheet Capacity) Individual Price, Item # 11300SLNBK</p>
<p>Clear View Angle "D" Ring Binders, 2 1/2' (3" \$56.64 USD</p>	<p>Supplier: Atlantic Binding & Laminating Inc. Supplier Part #: 11212SLNRK-12</p>

- iii. Example—Search by part number to limit results to the item(s) with that exact part number.



Catalog Home
Office Supplies ▾ 11300SLNBK-12 x [Search] Options Create Non-Catalog Item

Your search path: All Categories > Office Supplies > Binding and Lamination Supplies > "11300SLNBK-12"

1 items found Sort By: Relevance | Price ▲ | Best selling | Name View: Details | Thumbnails

Add to Cart Add to Favorites

<p>Clear View Angle "D" Ring Binders, 3" (4" Spi \$64.68 USD</p> <p>Add to Cart Add to Favorites</p>	<p>Supplier: Atlantic Binding & Laminating Inc. Supplier Part #: 11300SLNBK-12 Available in: 1 Day(s) Clear View Angle "D" Ring Binders, 3" (4" Spine Width) Black ANGLE D Ring View Binder with Exposed Rivet and Sheet Lifters (600 Sheet Capacity) Carton of 12 Price, Item # 11300SLNBK</p>
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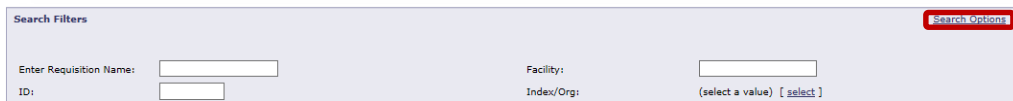
Search for Requisitions

Previous requisitions can be searched for in Ariba at any time.

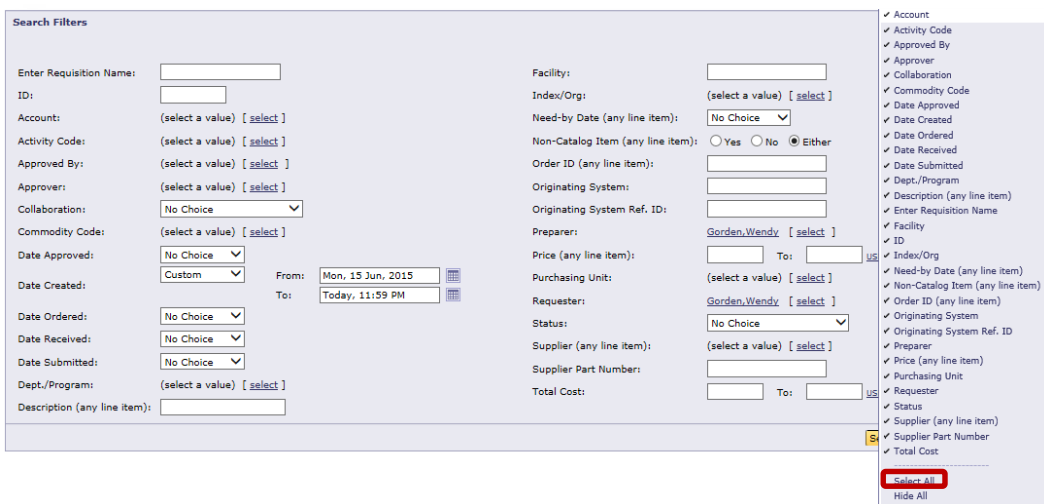
1. Click 'Search' then 'Requisition' to start a document search.
 - a. Most Ariba users have permission to view only documents that they create or are an approver for.



2. Set your search options the first time you search for a document.
 - a. Click 'Search Options' to view the available search filters.



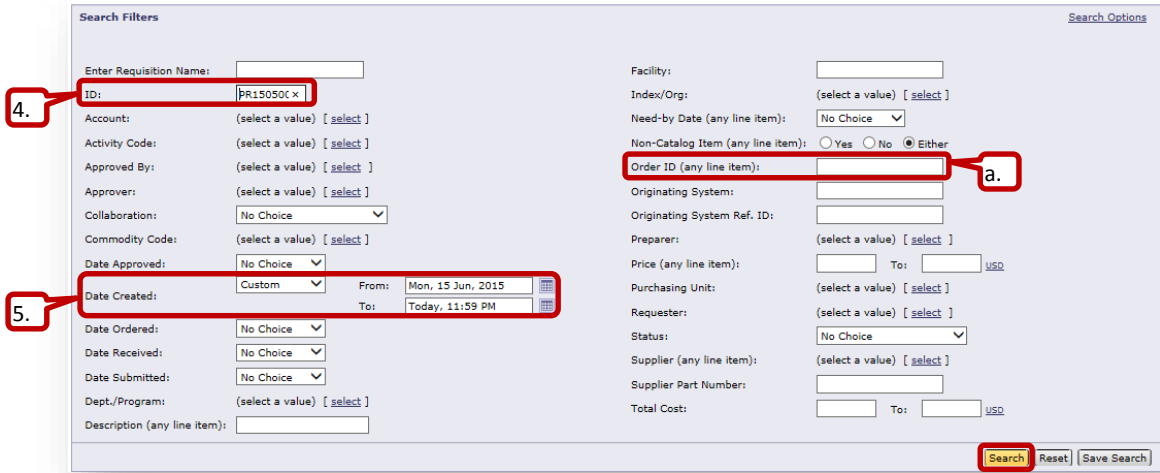
- b. Scroll to the bottom of the 'Search Options' drop down and click 'Select All.'



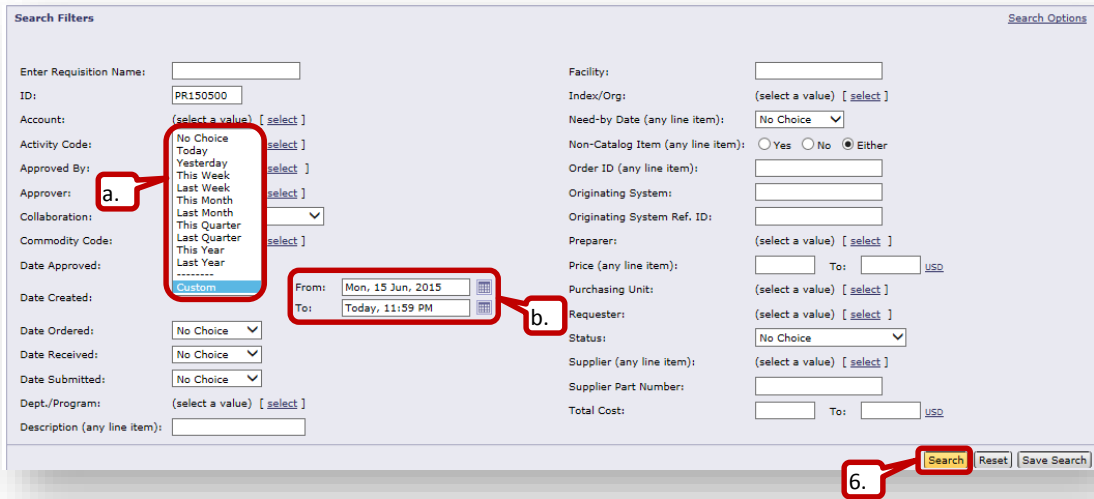
3. Click 'Select' next to 'Preparer' and click 'Clear' each time you search, to remove the defaulted information.
 - a. Repeat these steps under 'Requester.'
 - i. Clear defaults to insure inclusive search results. If 'Preparer' and 'Requester' are not cleared, only documents repaired and requested by the listed user will display in search results.



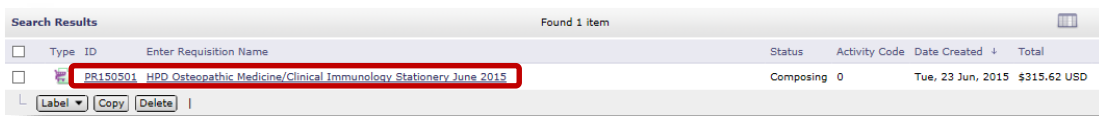
4. Type the PR number in to the 'ID:' field.
 - a. Enter the DO number into the 'Order ID' field if the PR is not available.
 - i. Enter the exact Ariba DO number, without the additional 0 added in Banner.
 - 1) Example: Search for DO12345 not DO012345
5. Note the 'Date Created' field is now defaulted to the previous two weeks.



- a. Click the 'Date Created:' drop down to select a predetermined date range
- b. OR click on the calendar icons to select a specific date range.



6. Click 'Search.'
7. Click the document number or name to open the located document(s.)

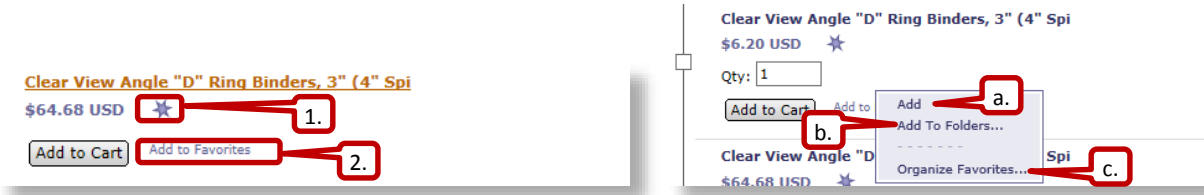


Type	ID	Enter Requisition Name	Status	Activity Code	Date Created	Total
	PR150501	HPD Osteopathic Medicine/Clinical Immunology Stationery June 2015	Composing	0	Tue, 23 Jun, 2015	\$315.62 USD

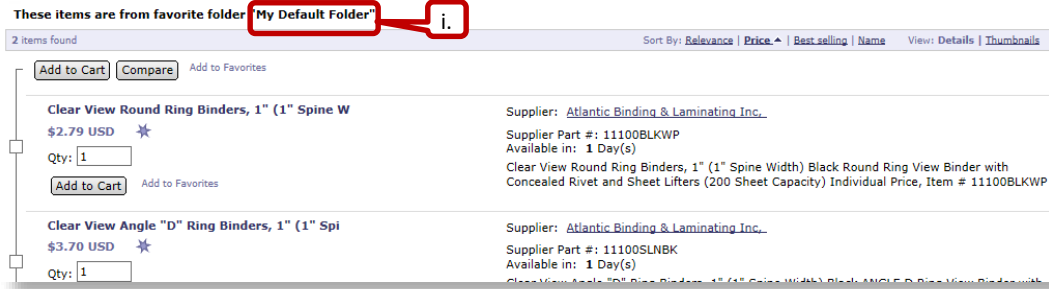
Favorites

Add hosted catalog items to 'Favorites' to create a shopping list and speed order entry.

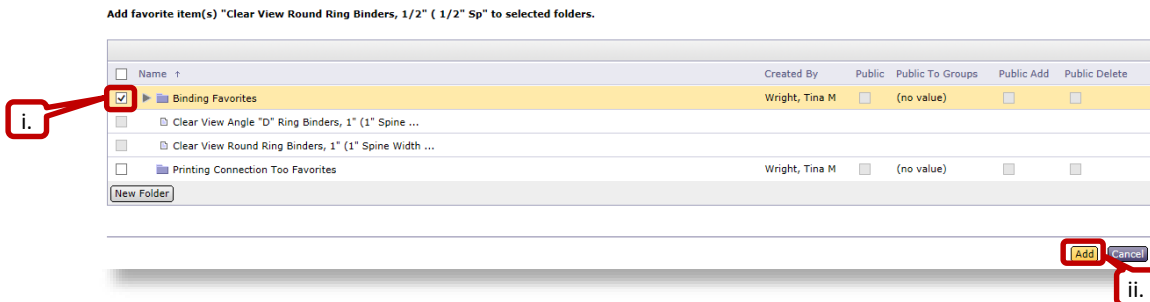
1. Favorite items will be automatically marked with a purple asterisk for visibility.
2. Click 'Add to Favorites' to view the three options.



- a. Click 'Add' to include favorites in 'My Default Folder.'
 - i. 'My Default Folder' contains any favorites not added to a specific folder.
 - ii. Items added to 'My Default Folder' are also visible on the [Organize Favorites](#) screen.

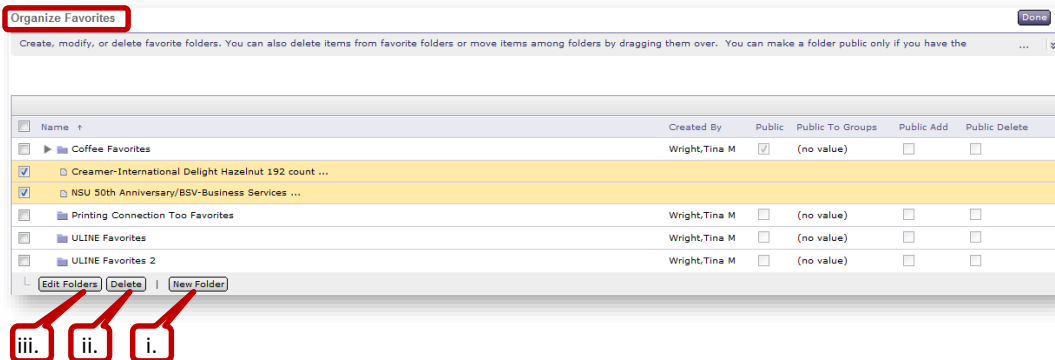


- b. Click 'Add to Folders' to select which folder the new favorite will be added to.
 - i. Select the folder you would like the favorite to be added to.
 - ii. Click 'Add.'



- iii. A [new folder](#) can also be created from the 'Add Favorites to Folders' area.

- c. Click 'Organize Favorites' to i. create, ii. delete, or iii. edit favorites folders.

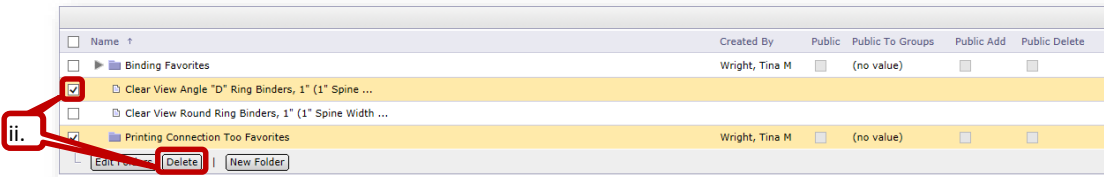


- i. Click 'New Folder' to create a new folder.
 - 1) Type over the default name to name the New Folder and click 'OK.'



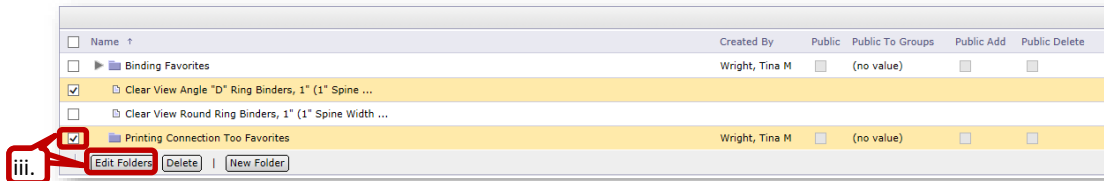
i.

- ii. Check the box next to the line and click 'Delete' to delete a favorites folder or line item.



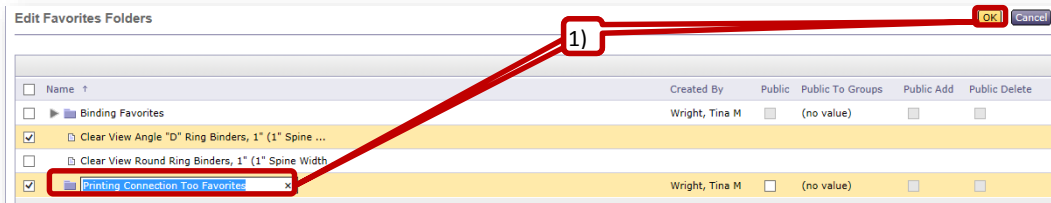
ii.

- iii. Check the box next to the folder and click 'Edit Folders' to rename a folder.

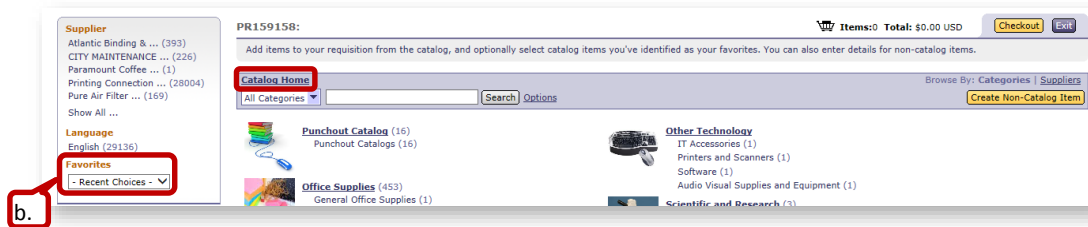


iii.

- 1) Type over the existing folder name and click 'OK' to complete this action.



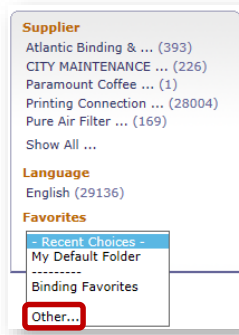
- 3. Access 'Favorites' for order creation from 'Catalog Home.'
 - a. Create a [requisition](#) or click '[Add from Catalog](#)' to access 'Catalog Home.'
 - b. Click the drop down arrow under 'Favorites' to view options.



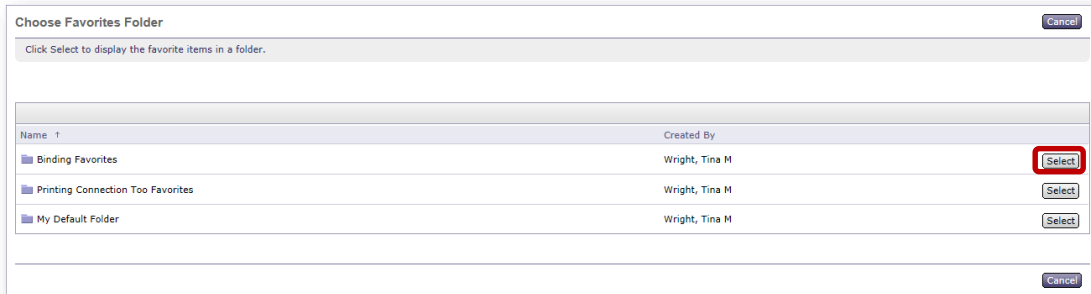
b.



c. Click 'Other' to view all favorites folders.

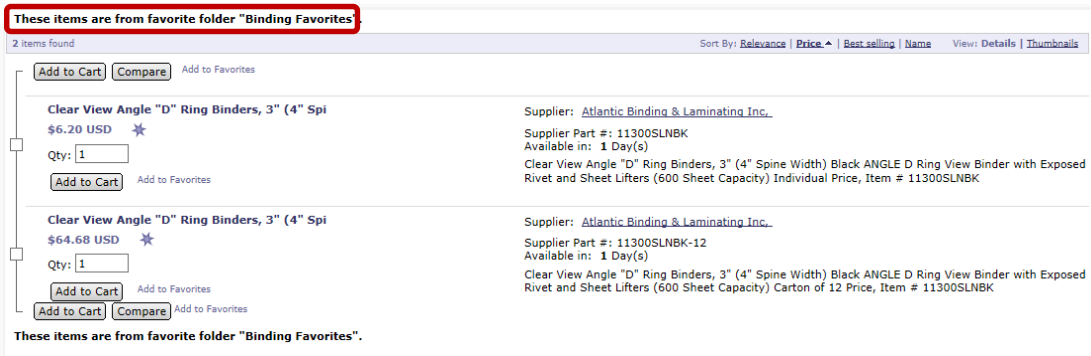


d. Click 'Select' next to the needed folder to view favorites for that folder.



i. All favorites in the selected folder will be displayed.

1) Add [single items](#) or add [multiple lines](#) to cart.

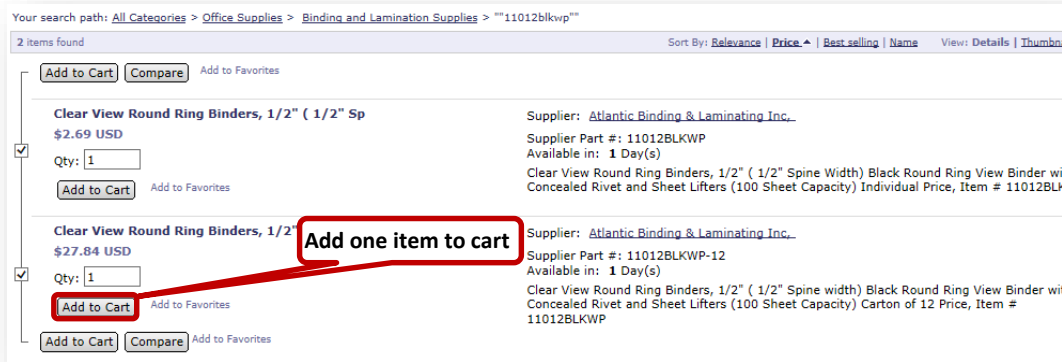


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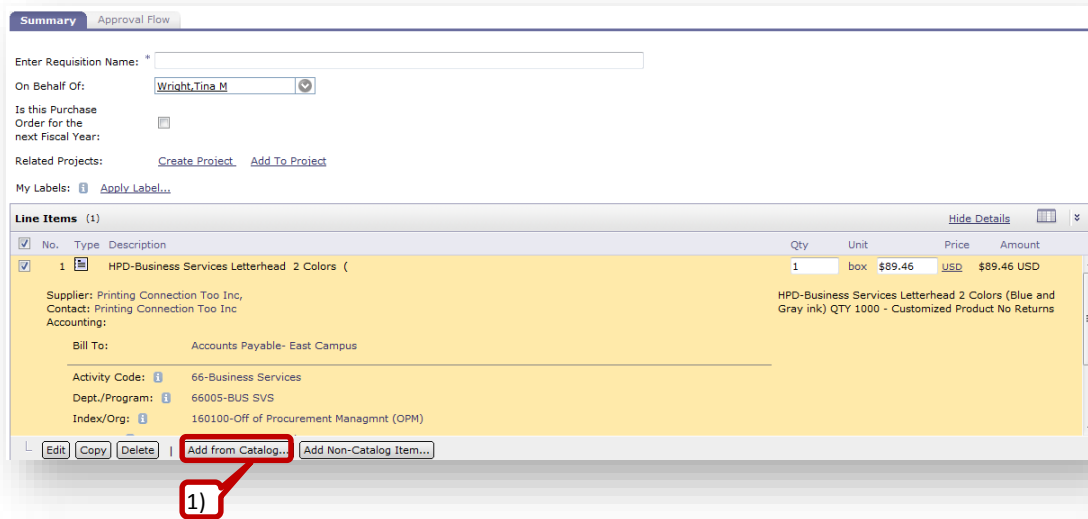
Add Items to Cart

Once the needed items are located, click the check box next to the item(s) and click 'Add to Cart.'

1. Different 'Add to Cart' buttons are used to add single items or [multiple](#) items to a cart.
 - a. Click 'Add to Cart' directly under an item's quantity to add a single item to the cart.



- i. This action will return you to your Ariba requisition.
 - 1) Click 'Add from Catalog' to add additional items to your requisition.
 - a) This will take you to the [Catalog Home](#) page.
 - 2) Go to [Check Out](#) to complete the order.



- b. Select the items and click 'Add to Cart' at the top or bottom of the page to add multiple items to a cart.
- i. Business cards must be added to the cart one at a time or an error will display.

b. Add all checked items to cart.

Your search path: All Categories > Office Supplies > Binding and Lamination Supplies > ""11012blkwp""

2 items found Sort By: Relevance | Price ▲ | Best-selling | Name View: Details | Thumbnail

Add to Cart **Compare** Add to Favorites

Clear View Round Ring Binders, 1/2" (1/2" Sp \$2.69 USD
Qty:
Add to Cart Add to Favorites
Supplier: [Atlantic Binding & Laminating Inc.](#)
Supplier Part #: 11012BLKWP
Available in: 1 Day(s)
Clear View Round Ring Binders, 1/2" (1/2" Spine Width) Black Round Ring View Binder with Concealed Rivet and Sheet Lifters (100 Sheet Capacity) Individual Price, Item # 11012BLKWP

Clear View Round Ring Binders, 1/2" (1/2" Sp \$27.84 USD
Qty:
Add to Cart Add to Favorites
Supplier: [Atlantic Binding & Laminating Inc.](#)
Supplier Part #: 11012BLKWP-12
Available in: 1 Day(s)
Clear View Round Ring Binders, 1/2" (1/2" Spine width) Black Round Ring View Binder with Concealed Rivet and Sheet Lifters (100 Sheet Capacity) Carton of 12 Price, Item # 11012BLKWP

Add to Cart **Compare** Add to Favorites

- ii. This action will return you to your Ariba requisition.
- 1) Click 'Add from Catalog' to add additional items to your requisition.
 - a) This will take you to the [Catalog Home](#) page.
 - 2) Go to [Check Out](#) to complete the order.

Summary Approval Flow

Enter Requisition Name: *

On Behalf Of: [Wright,Tina M](#)

Is this Purchase Order for the next Fiscal Year:

Related Projects: [Create Project](#) [Add To Project](#)

My Labels: [Apply Label...](#)

Line Items (4) Hide Details

No.	Type	Description	Qty	Unit	Price	Amount
1		HPD-Business Services Letterhead 2 Colors (1	box	\$89.46 USD	\$89.46 USD

Supplier: Printing Connection Too Inc, Contact: Printing Connection Too Inc Accounting: HPD-Business Services Letterhead 2 Colors (Blue and Gray ink) QTY 1000 - Customized Product No Returns

Bill To: Accounts Payable- East Campus

Activity Code: 66-Business Services

Dept./Program: 66005-BUS SVS

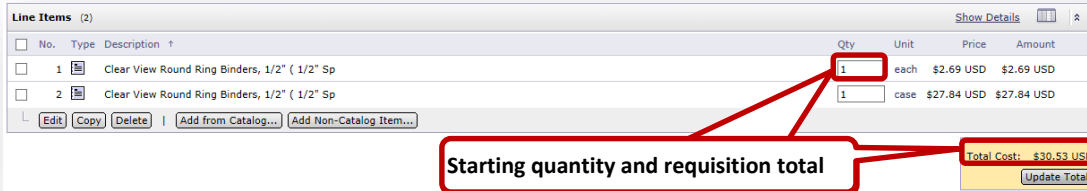
Index/Org: 160100-Off of Procurement Managmnt (OPM)

1) **Add from Catalog...** **Add Non-Catalog Item...**

Requisition Edit Tools

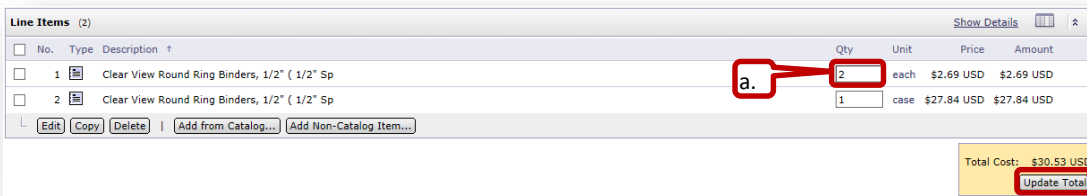
Once returned to the Ariba cart, hosted catalog lines still allow for adjustments.

1. Quantities can be edited from the Ariba cart.
 - a. Click in the quantity area and type the desired quantity.
 - b. Click 'Update Total' to recalculate the requisition total.

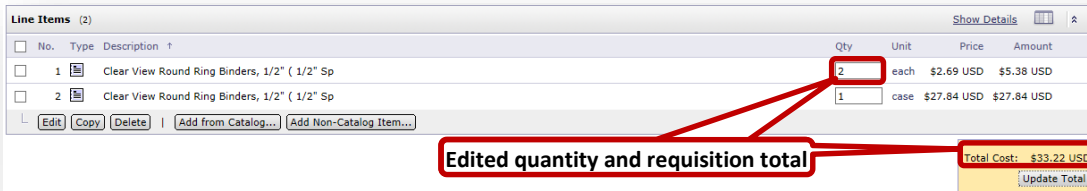


This screenshot shows the 'Line Items' section of an Ariba cart. It contains two items: 'Clear View Round Ring Binders, 1/2" (1/2" Sp)'. The first item has a quantity of 1, and the second item has a quantity of 1. The total cost is \$30.53 USD. A red box highlights the quantity '1' for the first item, and another red box highlights the 'Total Cost: \$30.53 USD' and the 'Update Total' button.

Starting quantity and requisition total



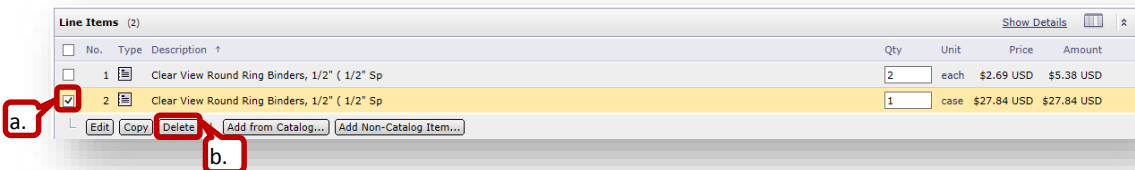
This screenshot shows the 'Line Items' section. The quantity for the first item has been changed to 2. A red box labeled 'a.' points to the quantity '2'. The total cost remains \$30.53 USD. A red box labeled 'b.' points to the 'Update Total' button.



This screenshot shows the 'Line Items' section after the update. The quantity for the first item is now 2, and the total cost has updated to \$33.22 USD. A red box highlights the quantity '2' and the new total cost, with the text 'Edited quantity and requisition total' below it.

Edited quantity and requisition total

2. Unwanted items can be removed from the Ariba cart.
 - a. Click the check box to the left of the item.
 - b. Click 'Delete' under line items.

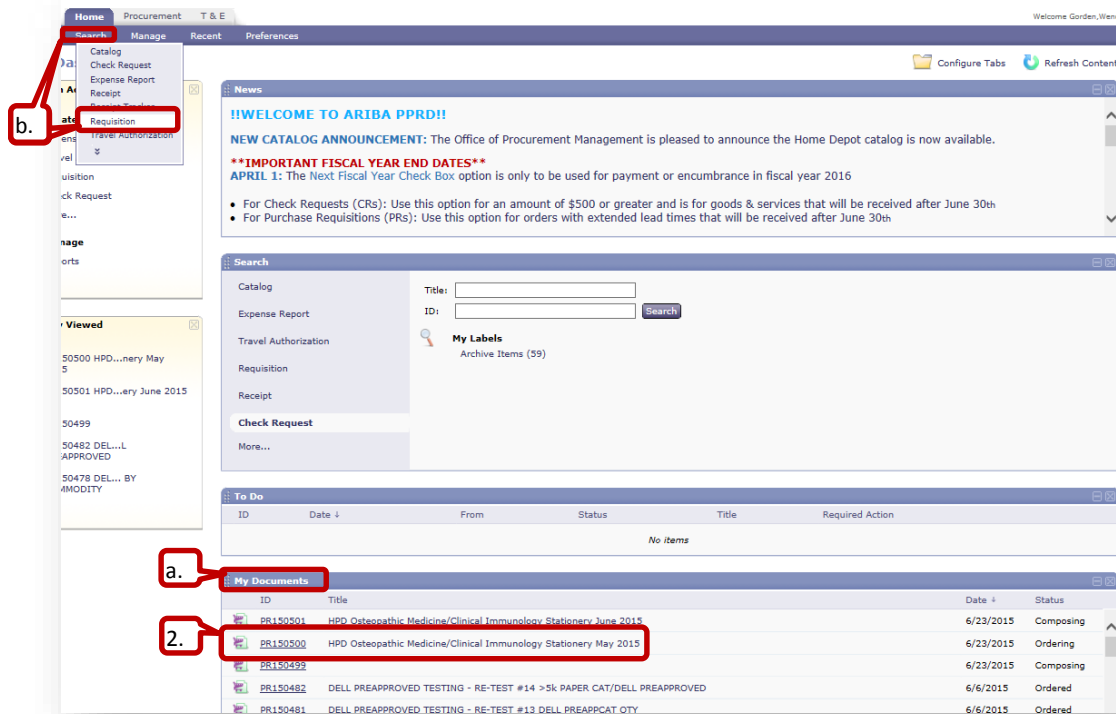


This screenshot shows the 'Line Items' section. The second item is highlighted in yellow, and its checkbox is checked. A red box labeled 'a.' points to the checked checkbox. A red box labeled 'b.' points to the 'Delete' button.

Copy

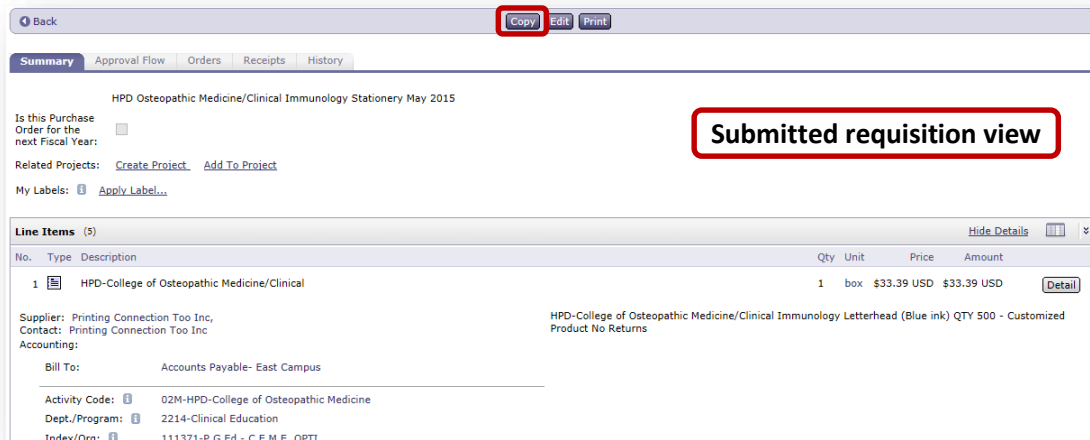
Previous hosted catalog requisitions can be copied to speed order entry.

8. Locate the previous requisition through one of two options.
 - a. Scroll down to 'My Documents.'
 - b. OR click 'Search' then 'Requisition.'
9. Click on the PR number or title to open the document.



10. Click 'Copy.'

- a. The view and options will differ for submitted requisitions and approved and ordered requisitions.



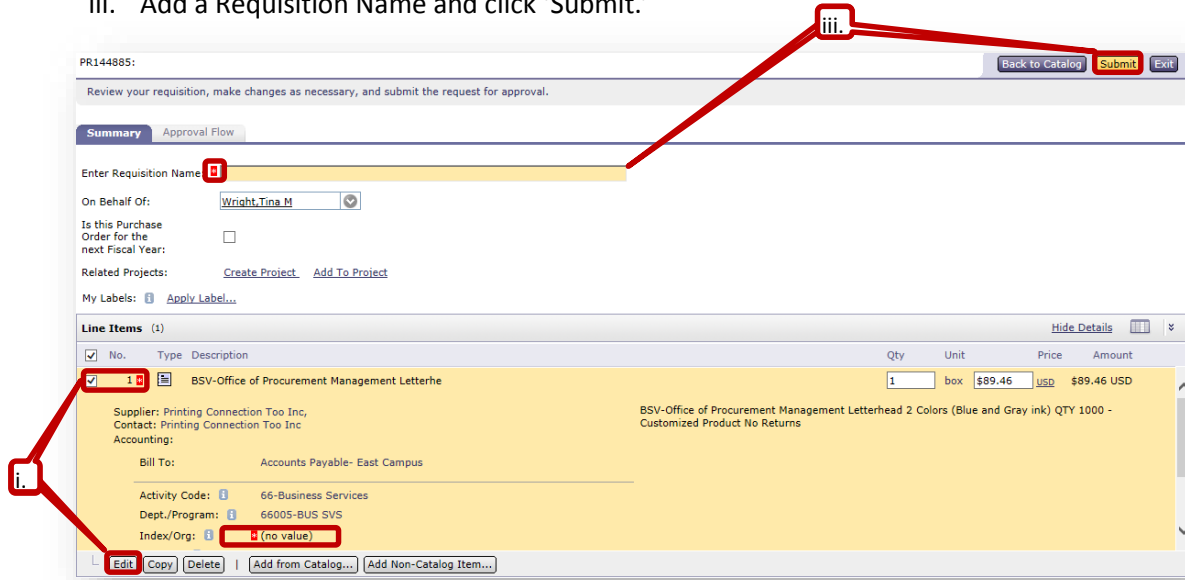


- b. The new requisition will retain the items listed below.
 - i. line items with quantity
 - ii. accounting details
 - iii. ship to and delivery details
 - iv. requisition title with 'Copy of' added to the front
 - c. The new requisition will clear all comments and attachments.
11. Update the title as needed and click 'Submit.'
- a. OR Continue to ['Requisition Editing Tools'](#) to delete line items or adjust quantities.

Check Out

Proceed to check out when your cart is complete.

1. Resolve any errors by editing the line item with errors and completing missing information.
 - a. In the example below, clearing the error requires the listed steps.
 - i. Check the box to the left of line one to select the line, and then click 'Edit.'
 - ii. Search for the missing index information or select it from the drop down menu.
 - iii. Add a Requisition Name and click 'Submit.'



2. If there are no errors, click 'Submit.'

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Please contact ariba@nova.edu if you have any questions or need assistance with hosted catalogs or any of their features.