



ARI B A®

SPEND MANAGEMENT

1

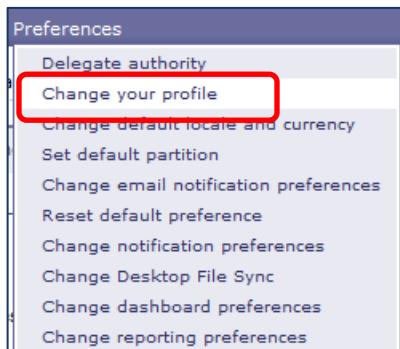
Requisitions require shipping information to be provided at both the document header and line item levels. If you provide this data on your User Profile, it will be defaulted into these fields, reducing the amount of data entry required when creating a requisition. You can change the shipping information on requisitions to override your defaults when necessary.

Required shipping information on requisitions:

SHIPPING - ENTIRE REQUISITION		SHIPPING - BY LINE ITEM	
Ship To:	* (none selected) <input type="button" value="▼"/>	Ship To:	* NSU OIIT <input type="button" value="▼"/>
Deliver To:	* <input type="text"/>	Deliver To:	* Wardlaw, Elizabeth M <input type="text"/>
Floor:	* <input type="text"/>	Floor:	* 1 <input type="text"/>
Room:	* <input type="text"/>	Room:	* 11 <input type="text"/>
Phone (xxx-xxx-xxxx):	* <input type="text"/>	Phone (xxx-xxx-xxxx):	* 954-262-4980 <input type="text"/>
Need-by Date:	<input type="text"/> <input type="button" value="▼"/>	Need-by Date:	<input type="text"/> <input type="button" value="▼"/>

If you would like to provide default shipping information on your User Profile, follow the steps below.

1. Go to 'Preferences' in the purple navigation bar at the top of your screen and select 'Change Your Profile' from the dropdown menu:



2. Confirm that the first page of data is correct and then click 'Next' to get to the 'Account/Ship' section. Review your default accounting and then enter the Floor/Room/Phone information and select a Ship To location if you have not done so already. Click 'Next'.

UPI2097: Quijada, Marissa R

Personal Profile

1. Personal Info

2. Account/Ship

3. Changes

4. Approval Flow

5. Review Changes

The accounting and shipping information is used as the default account to which the items you order are charged, and the default address to which the items are sent. You can change the information for a specific request, by ...

1. Change your accounting information:

Dept/Prog: * 66005-BUS SVS

Activity Code: * 66-Business Services

Account: (none selected)

Index/Org: 160100-Off of Procurement

2. Change your shipping and delivery information:

Ship To: College of Dental Medicine

Deliver To: Quijada, Marissa R

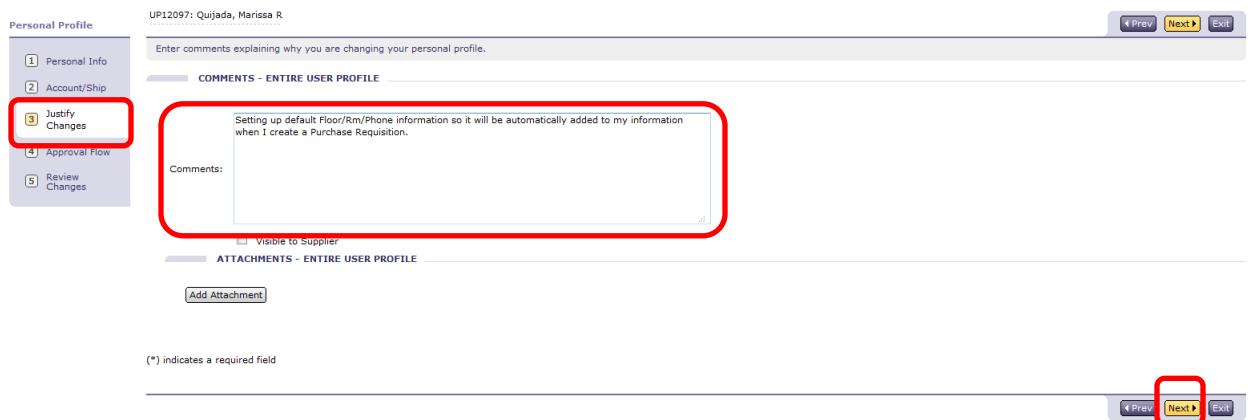
Floor: TEST

Room: TEST

Phone (xxx-xxx-xxxx): 954-262-TEST

(*) indicates a required field

3. Justify your changes in the Comments box. Click 'Next'.



Personal Profile

UP12097: Quijada, Marissa R

Comments: Enter comments explaining why you are changing your personal profile.

COMMENTS - ENTIRE USER PROFILE

Comments: Setting up default Floor/Rm/Phone information so it will be automatically added to my information when I create a Purchase Requisition.

Visible to Supplier

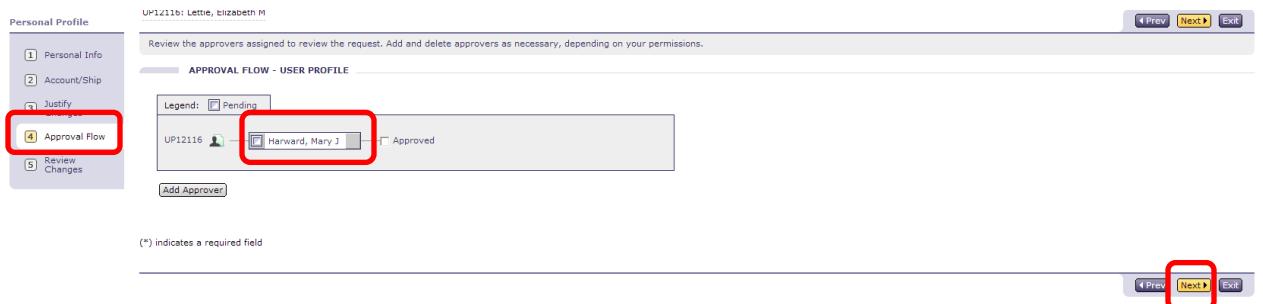
ATTACHMENTS - ENTIRE USER PROFILE

Add Attachment

(* indicates a required field)

Next

4. Verify that your current supervisor is shown in the approval flow. If not, go back to the first page and correct. Click 'Next'.



Personal Profile

UP12116: Lettie, Elizabeth M

APPROVAL FLOW - USER PROFILE

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

Legend: Pending Approved

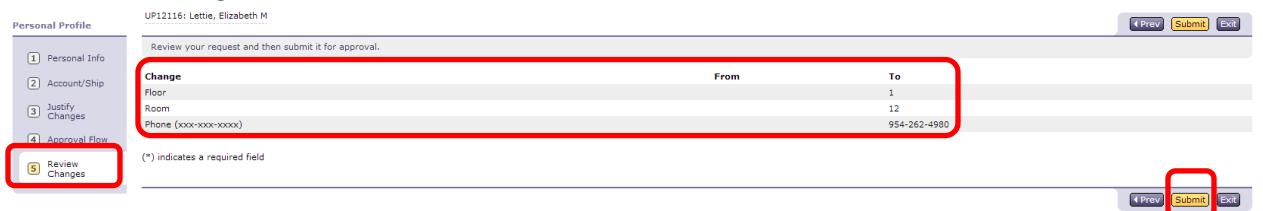
UP12116 - Harvard, Mary J. Approved

Add Approver

(* indicates a required field)

Next

5. Confirm the changes then click 'Submit'.



Personal Profile

UP12116: Lettie, Elizabeth M

Review your request and then submit it for approval.

Change

	From	To
Floor	1	
Room	12	
Phone (xxx-xxx-xxxx)	954-262-4980	

(* indicates a required field)

Review Changes

Submit

6. Once the User Profile document has been approved, the defaults will take effect.

Please contact aribahelp@nova.edu if you have any questions or need assistance with this new feature.