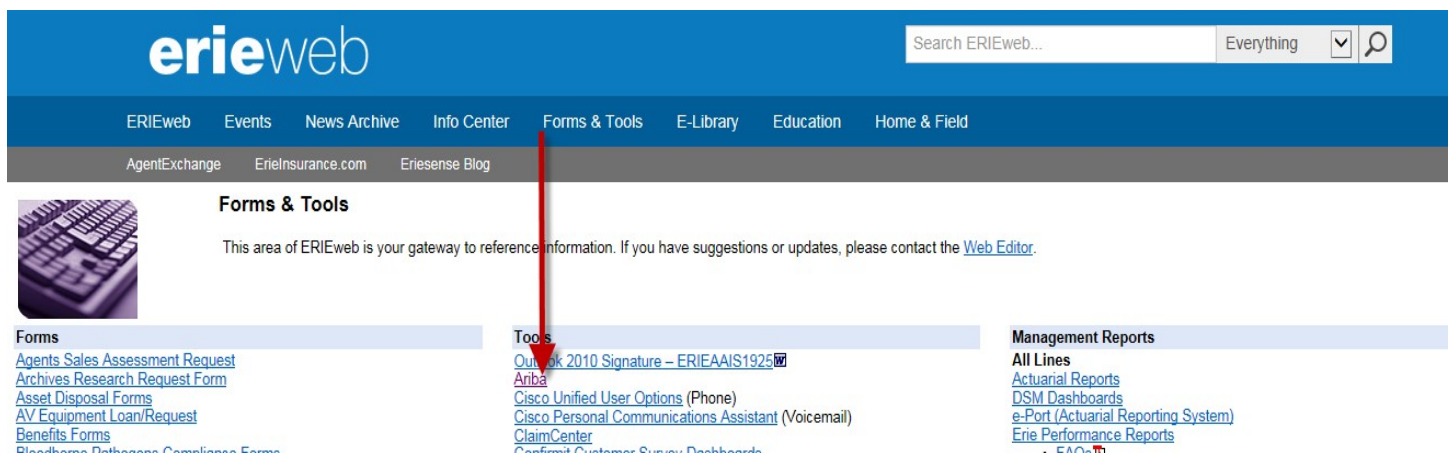
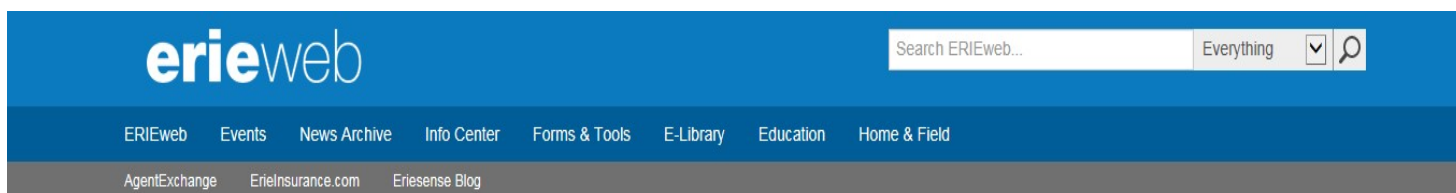


TS0018 Ariba Ordering Chair – Temporary Remote Worker Job Aid

1. Go to ErieWeb under “Forms & Tools” and select “Ariba” in the Tools section.



2. Click the blue link to log into Ariba.



Ariba

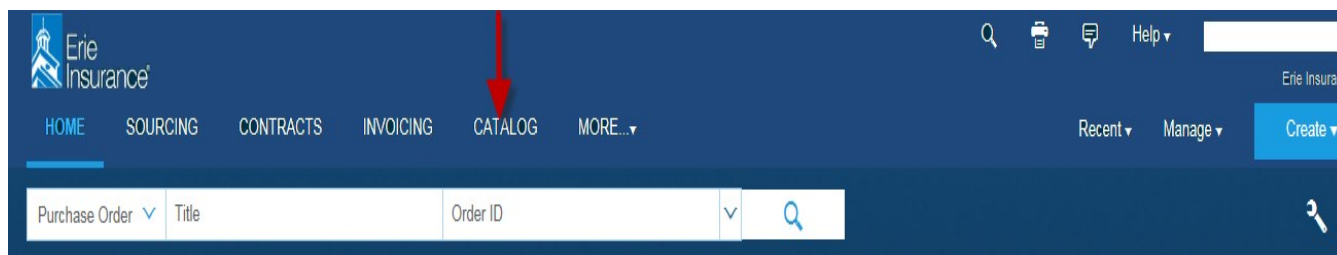
- [Ariba Login](#)

In the spirit of innovation, ERIE has implemented a process for purchasing and paying for goods and services. This initiative will enable ERIE to transition away from paper-based purchase approvals and invoice processing while also enabling standard, repeatable work processes that will improve efficiency and service to internal customers and vendors alike. We have named the system Ariba.

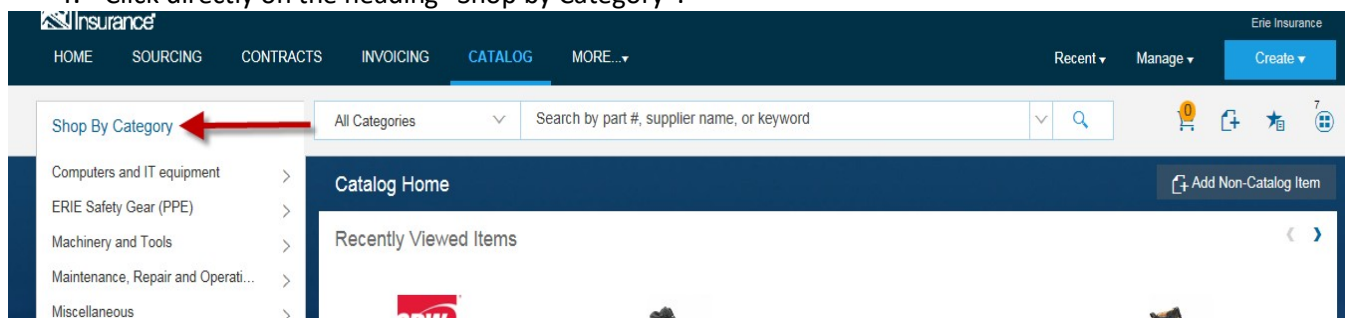
ERIE conducts business (non claim related) with suppliers via Ariba that allows employees to electronically:

- Request quotes from suppliers for goods and services
- Place requests for goods and services
- Obtain purchase approvals
- Review and approve invoices
- Receive goods and services

3. Once you are brought to your Ariba Home page, click on the “Catalog” tab.



4. Click directly on the heading “Shop by Category”.



5. Locate and click on the heading “Office Furniture for Work From Home Employees.”

Shop By Category ▾ All Categories ▾ ▾ 🔍 7

Catalog Home

Office Products (162) Office Depot Punchout Catalog at Office Depot Inc Office Supplies (56) Office Furniture (91) More »	Maintenance, Repair and Operations (14) Power Generation and Distribution Machinery and Accessories (9) Electrical Systems and Lighting and Components and Accessories and Supplies (5)	Computers and IT equipment (36) Erie Insurance SHI Catalog at Software House International CDW Punchout at CDW Direct, LLC DELL PUNCH-OUT CATALOG (Desktop Computers, at Dell More »
Services (2) GIFT CARDS: Gift Cards at NGC US LLC Insurance Professional Education at The Institutes Employee Education (1) More »	Miscellaneous (26) Domestic Appliances and Supplies and Consumer Electronic Products (8) Accommodation Furniture (2) Defense and Law Enforcement and Security and Safety Equipment and Supplies (16)	Promotional Items (7) Apparel and Luggage and Personal Care Products (7)
Machinery and Tools (67) Material Handling and Conditioning and Storage Machinery and Their Accessories and Supplies (4) Measuring and Observing and Testing Instruments (2) Cleaning Equipment and Supplies (61)	Raw Materials (42) Grainger Erie Punchout at Grainger Electronic Components and Supplies (2) Orthopedic and Prosthetic and Sports Medicine Products (23) More »	Uncategorized Items (333)
Office Furniture for Work-From-Home Employees (5) Office Desk (3) Ergonomic Chair (2)	ERIE Safety Gear (PPE) (169) Hard Hats (2) Eye Protection (7)	

6. You will then need to add the cushion and frame. You will see the COE Distributing Cool Mesh Chair (pictured below) from Continental Office. Click “Add to Cart.” Add the cushion also by clicking “Add to Cart”



Qty: 1

Add to Cart

Add to Favorites ▾

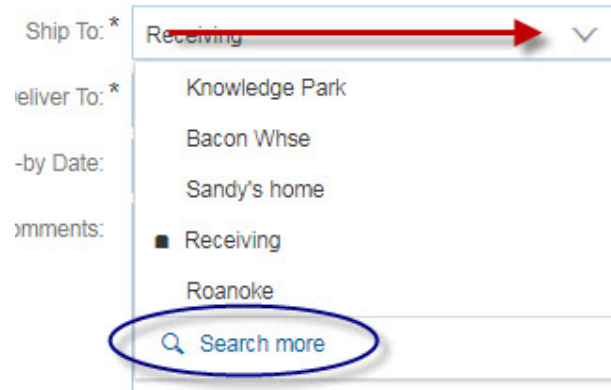
7. Once you have added the separate cushion, click on “Proceed To Checkout”

The screenshot shows a procurement system interface. At the top, there is a search bar with the text "Office Furnitur..." and a search icon. Below the search bar, the breadcrumb "Catalog Home / Office Furniture for Work-From-Home Employees" is visible. A message "2 item(s) found" is displayed, along with "View:" and icons for list and grid views. There are two "Add to Cart" buttons and a "Compare Items" button. A modal window for item PR146769 is open, showing a confirmation message "This item has been recently added" and two items with quantities of 1 and prices in USD. At the bottom of the modal, there are "Review Cart" and "Proceed to Checkout" buttons. The "Proceed to Checkout" button is circled in red. Below the modal, there are two items with quantities of 1 and "Add to Cart" buttons. The "Add to Favorites" link is also visible.

8. Enter an order title such as “Mary Lukjanczuk’s Remote Chair”

The screenshot shows the "Summary" page of a procurement system. The "Requisition Title:" field is empty and has an information icon (i) to its right, with a red arrow pointing to it. The "Purchasing Unit:" is set to "Purchasing". The "On Behalf Of:" dropdown menu is set to "Lukjanczuk, Mary A. - 132F". There are two checkboxes: "Is Team Requisition:" and "Is Team Received:", both with information icons (i). Below these, there is a question "If over \$100K, is this an exception to the AFE process?" with "Yes" and "No" radio buttons, where "No" is selected. The "My Labels:" section has an "Apply Label..." button and an information icon (i). The "Ship To:" dropdown menu is set to "Receiving" and has a red arrow pointing to it. The "Deliver To:" field is set to "Lukjanczuk, Mary A.". The "Need-by Date:" field is empty and has a calendar icon and an information icon (i). The "Comments:" field is empty.

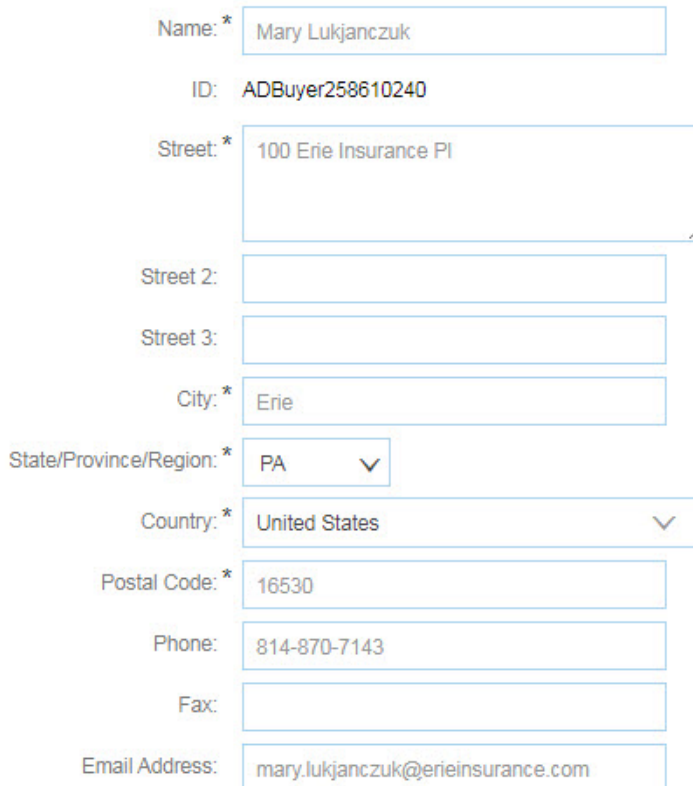
9. The order will default to Ship To your assigned branch, you need to change it to your home address. Click on the arrow to the right of the Ship To box and then click "Search More"



10. Click "New" to add your address if you have not added it with a phone number before.



11. Enter your full name, street address, city, state, country, zip code, **phone number**, and email address. Then, click save.



By submitting any personal data (for example, "Ship To" contact information), you are acknowledging the service agreement between your company and Ariba, and other applicable laws.



12. When you see your location at the top, follow the line with your address to find the “Select” box. You may need to scroll the page to the right if the box is not visible.

Location ↑	Name	Country	City	State/Province/Region	Street	
AD172493605	Mary Lukjanczuk	United States	Erie	PA	[REDACTED]	Select
ADBuyer211826759	Thomas Stitt	United States	Bethlehem	PA	[REDACTED]	Select
ADBuyer258610240	Mary Lukjanczuk	United States	Erie	PA	100 Erie Insurance Pl	Select
EIG:ALLENTOWN	Allentown	United States	Bethlehem	PA	Erie Insurance Group,2200 West Broad Street,Suite #1	Select
EIG:BACON	Bacon Whse	United States	Erie	PA	Erie Insurance Group,Attn Receiving,922 Bacon Street	Select

13. You will need to add the Project ID to each line of your order. Check mark the box in the heading under line items to select all the lines. Click the Actions button and choose “Edit.”

2 Items Total Hide Details

☒	No. ↑	Type	Description	Qty	Unit	Price	Amount
☒	1	[REDACTED]	[REDACTED]	1	each	[REDACTED]	USD- [REDACTED]
☒	2	[REDACTED]	[REDACTED]	1	each	[REDACTED]	USD- [REDACTED]

[Copy](#)
[Edit](#)
[Delete](#)

[More ▾](#)
[Import Accounting](#)
[Update Total](#)

14. Scroll down to the accounting. Click the dropdown in the Project ID field and select “Search More” and do a search.

Accounting - by Line Item

Account Type: Expense ▾

Bill To: * Billing Address

Business Unit: IND (Erie Indemnity Company) ▾

Account: 518001:Equipment - Non-IT ▾

Cost Center: 0FH65:Sourcing & Vendor Mgmt Sectio ▾

Business Type: (no value) ▾

Project ID: (no value) ▾

Car / Clarity Number: 1459Women's Affinity Network

AFE: 1369Task Force Meetings

0056Agent Contests

0054Annual Dinner Meetings

EmpID: 1411Claims Recognition Mtgs

[Split Accounting](#)

15. Search for the project ID “Z077.” Once the project ID comes up, click the “Select” box on the far right.

Choose Value for Project ID

Name

Project Code	Name	
(no value)		Select
EIG:Z077	Z077COVID-19 Coronavirus Related E	Select

16. Click “Next” at the bottom of the page to save the project ID. It will have you confirm the coding changes, so just click “Done” on the next page.

PR146769:

Edit Items : [Review](#)

Field values from line item 1 in the requisition have been used here as a reference for mass edit.

Old Value	New Value
Accounting	
Account Type: Expense	Account Type: Expense
Bill To: Billing Address	Bill To: Billing Address
Business Unit: IND (Erie Indemnity Company)	Business Unit: IND (Erie Indemnity Company)
Account: 518001:Equipment - Non-IT	Account: 518001:Equipment - Non-IT
Cost Center: 0FH65:Sourcing & Vendor Mgmt Sectio	Cost Center: 0FH65:Sourcing & Vendor Mgmt Sectio
Business Type: (no value)	Business Type: (no value)
Project ID: (no value)	Project ID: Z077COVID-19 Coronavirus Related E
Car / Clarity Number: (no value)	Car / Clarity Number: (no value)
AFE: (no value)	AFE: (no value)
EmpID: (no value)	EmpID: (no value)

17. Click “Submit” at the bottom of the page to complete the order.

18. You will get a confirmation message after submitting the order. You will get an email once it is fully approved by your supervisor.

HOME **CATALOG** MORE... Recent Manage Create

Shop By Category

- Computers and IT equipment >
- ERIE Safety Gear (PPE) >
- Machinery and Tools >
- Maintenance, Repair and Operati... >
- Miscellaneous >
- Office Furniture for Work-From-H... >
- Office Products >
- Promotional Items >
- Raw Materials >
- Services >
- Uncategorized Items

All Categories Search by part #, supplier name, or keyword

✓ The requisition has been submitted.

Catalog Home

Recently Viewed Items



If you have any difficulties ordering, you can call the Purchasing Hotline at 814-870-7160.