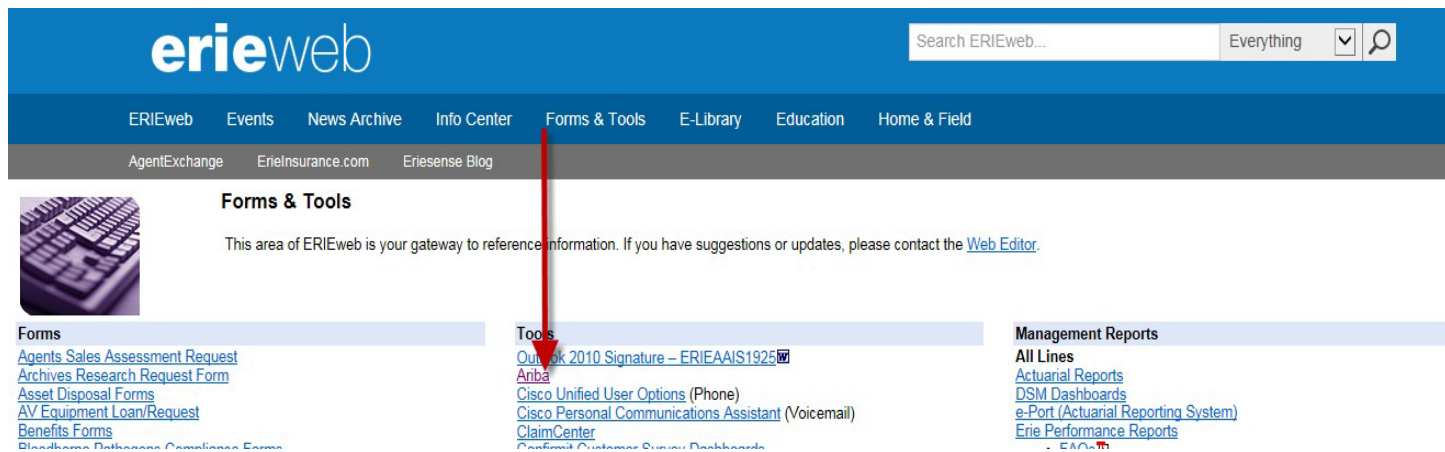


Ariba Ordering Furniture during Pandemic – Permanent Remote Worker Job Aid

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



The screenshot shows the ErieWeb homepage with the 'Forms & Tools' section active. The 'Tools' subsection contains a list of links, with 'Ariba' highlighted by a red arrow.

Forms & Tools

This area of ERIEweb is your gateway to reference information. If you have suggestions or updates, please contact the [Web Editor](#).

Forms

- [Agents Sales Assessment Request](#)
- [Archives Research Request Form](#)
- [Asset Disposal Forms](#)
- [AV Equipment Loan/Request](#)
- [Benefits Forms](#)
- [Blanket Purchase Agreements Forms](#)

Tools

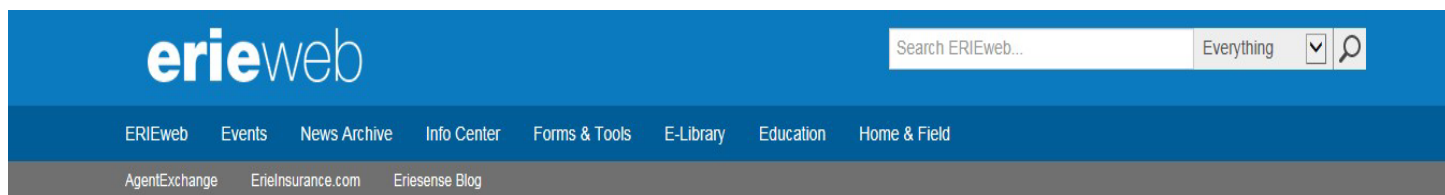
- [Outlook 2010 Signature – ERIEAAIS1925](#)
- [Ariba](#)
- [Cisco Unified User Options \(Phone\)](#)
- [Cisco Personal Communications Assistant \(Voicemail\)](#)
- [ClaimCenter](#)
- [Contract Customer Service Dashboards](#)

Management Reports

All Lines

- [Actuarial Reports](#)
- [DSM Dashboards](#)
- [e-Port \(Actuarial Reporting System\)](#)
- [Erie Performance Reports](#)

2. Click the blue link to log into Ariba.



The screenshot shows the ErieWeb homepage with the 'Forms & Tools' menu item selected in the top navigation bar.

erieweb

Search ERIEweb... Everything

ERIEweb Events News Archive Info Center **Forms & Tools** E-Library Education Home & Field

AgentExchange ErieInsurance.com Eriesense Blog

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, you can see important messages under the “News.”

Erie Insurance

HOME SOURCING PROCUREMENT CATALOG MORE...

Contract Workspace (Procurement) Search using Title, ID, or any other term

Common Actions

- Create
- Requisition
- Sourcing Project
- Contract Workspace (Procurement)
- Analytical Report
- More

Manage

- My To Do
- My Tasks
- Queues
- More

Event Status

0 Events

My Tasks

0 Completed Tasks

Expiring Contracts

10 Expired 22 7 Days 26 30 Days

To Do

0 Items

News

Branch Offices and remote employees should order office paper and supplies from the Office Depot Ariba catalog.

Do not cancel or modify Office Depot orders in Ariba once submitted, please call the ERIE Ariba Hotline at (814) 870-7160 for assistance. For questions regarding the status of Office Depot orders, call the supplier directly at (888) 777-4044 and have your purchase order number.

4. You can then click the Catalog tab.

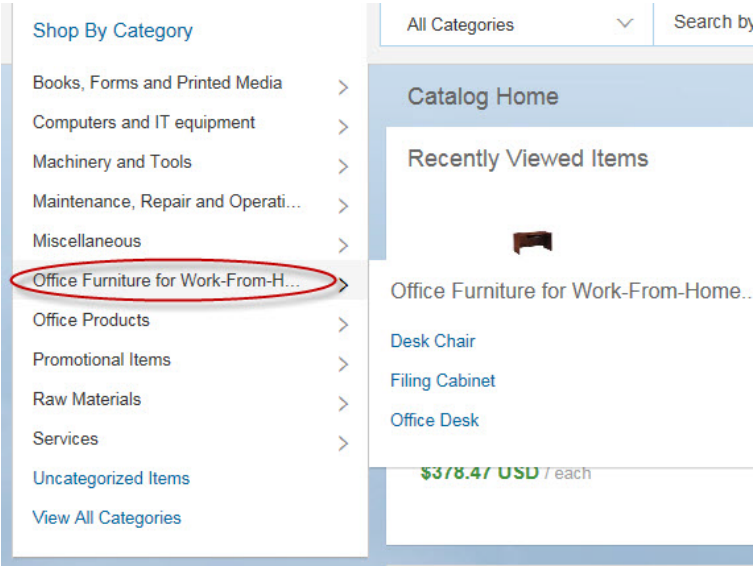
Erie Insurance

HOME SOURCING PROCUREMENT CATALOG MORE...

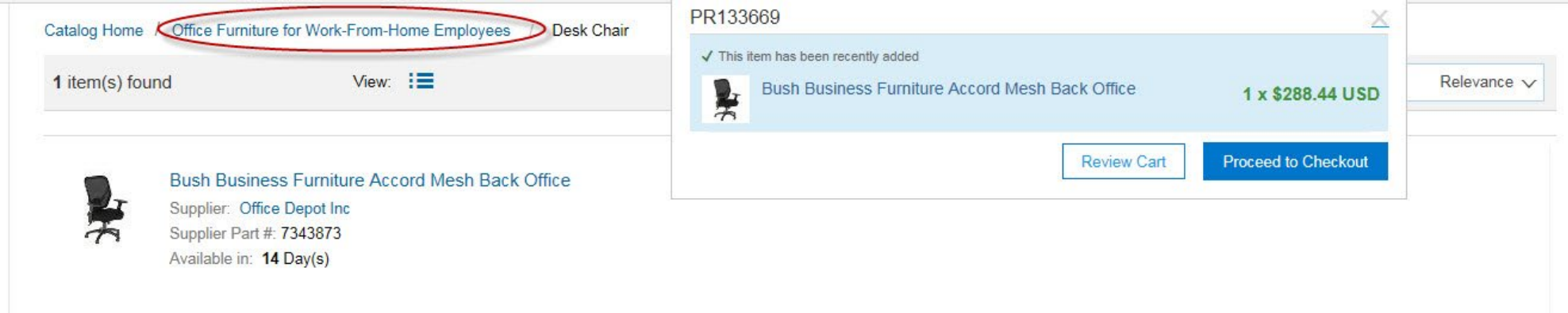
Contract Workspace (Procurement) Search using Title, ID, or any other term

5. All catalogs available to you will appear on this screen. Hover over “Office Furniture from Work-From-Home” on the left then select the first item you would like to view.

**Note if you are newly remote and do not see this category, please wait 2 business days then contact Debra Kibbe.*



6. Click “Add To Cart” for the desired item. To view the other items, click the “Office Furniture for Work-From-Home Employees” link below the search bar.



7. This brings you to all of the acceptable remote furniture to order. You are allowed 1 chair, 1 desk and 1 file cabinet. The quantity box is pre-populated with “1”, you just need to “Add To Cart” for the items you are ordering. ***Please note that the desks are no longer available in the catalog and require a different ordering process (on pages 9-10) during the pandemic***

Catalog Home / Office Furniture for Work-From-Home Employees

5 item(s) found View: Sort by: Relevance ▾

☐ [Add to Cart](#) [Compare Items](#)

☐  **OfficeMax Two-Drawer Mobile File, 24 1/2inH x 14**
Supplier: Office Depot Inc
Supplier Part #: 1402480
Available in: 7 Day(s)

\$54.70 USD / each
Qty: [Add to Cart](#)
[Add to Favorites](#)

☐  **Bush Corsa Credenza Shell With Universal Keyboard**
Supplier: Office Depot Inc
Supplier Part #: 1421965
Available in: 14 Day(s)

\$378.47 USD / each
Qty: [Add to Cart](#)
[Add to Favorites](#)

☐  **Bush Corsa Credenza Shell With Universal Keyboard**
Supplier: Office Depot Inc
Supplier Part #: 1542925
Available in: 14 Day(s)

\$378.47 USD / each
Qty: [Add to Cart](#)
[Add to Favorites](#)

☐  **Bush Corsa Credenza Shell With Universal Keyboard**
Supplier: Office Depot Inc
Supplier Part #: 1542943
Available in: 14 Day(s)

\$378.47 USD / each
Qty: [Add to Cart](#)
[Add to Favorites](#)

8. Click on “Proceed To Checkout” from the cart in the top right corner.

PR133669

✓ This item has been recently added

	Bush Corsa Credenza Shell With Universal Keyboard	1 x \$378.47 USD
	OfficeMax Two-Drawer Mobile File, 24 1/2inH x 14	1 x \$54.70 USD
	Bush Business Furniture Accord Mesh Back Office	1 x \$288.44 USD

[Review Cart](#) [Proceed to Checkout](#)

Summary

Title: *

Purchasing Unit: Purchasing

On Behalf Of: Burns,Beverly L. - 8300

If over \$100K, is this an exception to the AFE process? ☐ Yes ☒ No

My Labels: [Apply Label...](#) ⓘ

Ship To: *

Deliver To: *

Need-by Date: ⓘ

Comments:

☐ Visible to Supplier

Attachments: [Add Attachment](#)

Cart Summary

Office Depot Inc (1)	\$54.70 USD
Total (1 item)	\$54.70 USD

9. Enter a title for the order. Note, this is not your job title but rather a specific description for the order.

10. **All remote furniture orders must be shipped to a home address.** The “Ship To” defaults to your nearest branch but please verify your home address by clicking on the drop down arrow next to, “Receiving.” Select, “Search more” at the bottom. Go to step 11 to add a new address.

PR119328: Copy of Remote Furniture Order

[Print](#)

[Continue Shopping](#)

Summary

Title: *

Purchasing Unit: Purchasing

On Behalf Of: Rekitt,Cynthia L. - 0955

Delay Purchase Until: ⓘ

If over \$100K, is this an exception to the AFE process? ☐ Yes ☒ No

My Labels: [Apply Label...](#) ⓘ

Ship To: *

-If you have already added your address, it will come up as the top location. Please verify that your street address has not changed. **Note, your order will be rejected if you do not include a phone number and email address.** If your address includes these fields, move to step 13.

You can **edit or deactivate an existing address** by clicking your name in the top right corner, then “Manage Nonstandard Addresses.”

Click on “Actions” next to the address and you will be given the options.

11. Select the blue “New” box.

Choose Value for Ship To

Name

Search

New

Location ↑	Name	Country	City	State/Province/Region	Street
EIG.ALLENTOWN	Allentown	United States	Bethlehem	PA	Erie Insurance Group,2200 West Broad Street,Suite #1
EIG.BACON	Bacon Whse	United States	Erie	PA	Erie Insurance Group,Attn Receiving,922 Bacon Street
EIG.BILLING	Billing Address	United States	Portland	OR	Email: 8882323534@onlinecapturecenter.com; PO BOX 6014
EIG.CANTON	Canton	United States	Canton	OH	Erie Insurance Group,4690 Munson Street, N.W.,
EIG.CHARLOTTE	Charlotte	United States	Charlotte	NC	Erie Insurance Group,10715 David Taylor Drive, Suite 500
EIG.COLUMBUS	Columbus	United States	Columbus	OH	Erie Insurance Group,Suite 350,445 Hutchinson Avenue
EIG.DESKTOP	Desktop	United States	Erie	PA	Erie Insurance Group,Attn: Receiving,108 East 5th Street
EIG.EB	Erie Branch	United States	Portland	OR	Email: 8882323534@onlinecapturecenter.com; PO BOX 6014
EIG.FT. WAYNE	Fort Wayne	United States	Fort Wayne	IN	Erie Insurance Group,7223 Engle Road, Suite 100,Midwestern Corporate Park
EIG.HAGERSTOWN	Hagerstown	United States	Hagerstown	MD	Erie Insurance Group,18544 Breeze Hill Drive
EIG.HARRISBURG	Harrisburg	United States	Mechanicsburg	PA	Erie Insurance Group,4901 Louise Drive,Rossmoyne Business Center
EIG.INDIANAPOL	Indianapolis	United States	Indianapolis	IN	Erie Insurance Group,250 East 96th Street, Suite 500,One Parkwood
EIG.JOHNSTOWN	Johnstown	United States	Johnstown	PA	Erie Insurance Group, Oak Ridge East II, 999 Eisenhower Blvd

12. Fill this form with your name, home address, phone number, and email. Then select, “Save” at the bottom.

Create Nonstandard Ship To

Enter the requested information for the new value and then save it. The new value is added to the list of val

Name: *

ID:

AD197062093

Street: *

Street 2:

Street 3:

City: *

State/Province/Region: *

No Choice

Country: *

(no value)

Postal Code: *

Phone:

Fax:

Email Address:

By submitting any personal data (for example, "Ship To" contact information), you are acknowledging to hav with the [Ariba Privacy Statement](#), the service agreement between your company and Ariba, and other applic

Save

Cancel

13. Once you save, you will be taken back to the “Ship To” screen to select an option. Select your name that you have just inputted by clicking the “Select” box on the far right.

Choose Value for Ship To

Name

▼

Search

New

Location ↑	Name	Country	City	State/Province/Region	Street	
ADBuyer258610240	Mary Lukjanczuk	United States	Erie	PA	100 Erie Insurance PI	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
EIG:BILLING	Billing Address	United States	Portland	OR	Email: 8882323534@onlinecapturecenter.com; PO BOX 6014	Select

14. You will need to add the Project ID to the furniture item(s) on your order. To add the Project ID, check mark the box next to the furniture item(s). Click the Actions button and choose “EDIT”. You can select all the items before editing instead of editing individually.

▼ Line Items

1 Item Total

Hide Details

☒	No.	Type	Description	Qty	Unit	Price	Amount
☒	1		OfficeMax Two-Drawer Mobile File, 24 1/2inH x 14	1	each	\$54.70	USD \$54.70 USD

Supplier Part #: 1402480

Commodity Code: Mobile files

Partitioned Commodity Code: All Items

Supplier: Office Depot Inc

Contact: EIG:0000210127:01

Payment Terms: Net 45

Actions ▼

More ▼

Import Accounting

Update Total

Copy

Edit

Delete

Continue Shopping

Delete

Save

Submit

15. Scroll down to the Accounting details. Click on the drop down arrow next to “Project ID” then click “Search More.”

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:

0054Annual Dinner Meetings

AFE:

1411Claims Recognition Mtgs

EmpID:

1454Producer Overdrive

1404Charity Golf Challenge

Z035Managed Svc Partnership

Search more

Split Accounting

Choose Value for Project ID

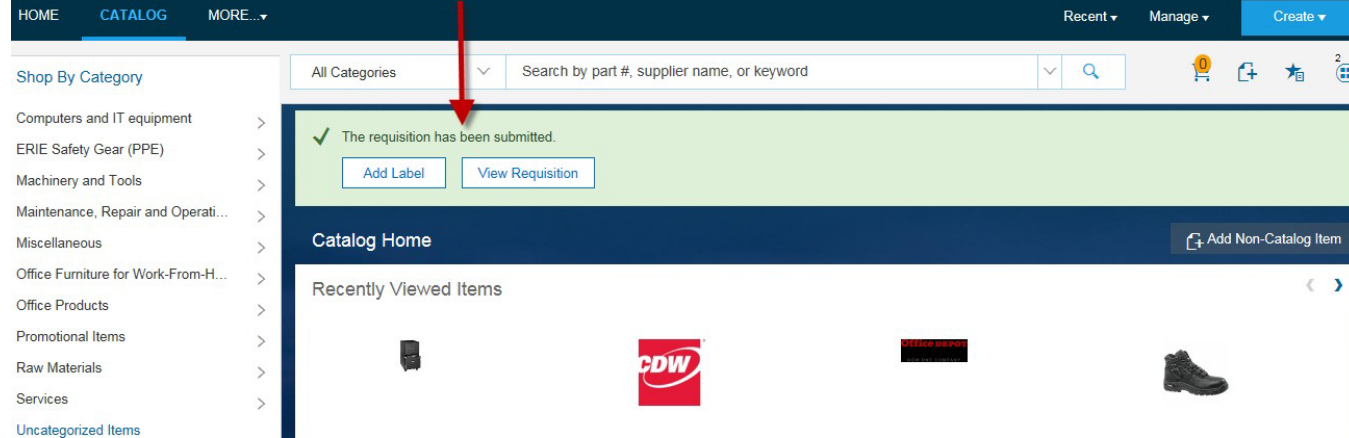
Name ▾

furn

Search

Project Code ↑	Name	
(no value)		Select
EIG:FURN	FURNWork From Home Furniture	Select

17. Click the blue “Submit” button in the bottom right corner. You will get a confirmation after submitting the order. Please expect a call from Bush to schedule the delivery and set up within 2-3 weeks. Filing cabinets are shipped separately from Office Depot and do not require assembly.



Do not cancel or modify Office Depot orders in Ariba once submitted. For edits or questions regarding the status of Office Depot orders, call the supplier directly at (888) 777-4044 and have your purchase order number.

For further concerns, you can call the ERIE Ariba Hotline at (814) 870-7160.

Unfortunately, due to the COVID-19 Pandemic, Office Depot/Bush Industries is still not able to put all the remote employee furniture items back up in the catalog yet for relevant employees to order the white glove service desk.

Hopefully Office Depot/Bush will be able to put the catalog back up sometime in the future, but in the meantime, we can work around this and help you order the desk if your job position is permanently remote.

Please let Mary Foley (mary.foley@erieinsurance.com) and Karoline Kienholz (karoline.kienholz@erieinsurance.com) know the info below and then they will put up an Ariba Non-Catalog Order on behalf of the employee. Once they have a PO for the employee, they will send to our Office Depot Account Manager to put in their system and then Bush Industries will contact the employee directly to schedule their install of the desk.

The delivery time frame right now after being ordered is approximately 17 to 25 business days. Further setbacks can occur due to delays with the installer and/or damaged product during shipping.

- 1. Name of employee:
- 2. Address (Home Office) that the employee would like Bush to come install the desk (white glove service):
- 3. Phone number Bush installer can call employee direct to set up the appointment for the install:
- 4. Please let us know Item number of the desk the employee would like, per below:

Here are the item numbers for the desks.



Mocha Cherry – Item# 1542925



Mahogany – Item# 1421965

1542925	60W X 24D Credenza Desk with Keyboard Tray in Mocha Cherry
1421965	60W X 24D Credenza Desk with Keyboard Tray in Mahogany