

How to modify PR in Ariba

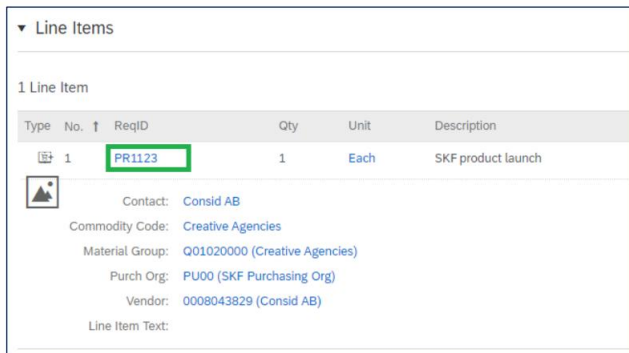
The scope of possible PR modifications in Ariba will depend on the PO type (freetext, static catalog, punchout catalog) and PO status (“Ordered” – no Goods Receipt, “Receiving” – Received and Re-opened).

[See “Order Change and Cancellation” chapter in Ariba Handbook for detailed information on what modifications can be made in the PR depending on the PO type](#)

Steps to modify the PR

Note: Orders in status “Received” need to be re-opened first. Contact Ariba Hotline / local Purchasing team in such case. Once PO is re-opened, you will be able to perform updates as described below.

1. Find relevant PR using “My documents” list or Search bar in the Ariba Homepage
2. Click the PR number to enter it



▼ Line Items

1 Line Item

Type	No.	ReqID	Qty	Unit	Description
	1	PR1123	1	Each	SKF product launch

Contact: Consid AB
 Commodity Code: Creative Agencies
 Material Group: Q01020000 (Creative Agencies)
 Purch Org: PU00 (SKF Purchasing Org)
 Vendor: 0008043829 (Consid AB)
 Line Item Text:

3. In the PR, click “Change Request” in Guided Buying or “Change” in Ariba Spend Management




PR110 - Outsourced delivery as per attached SOW Status: **Ordered**

Change request Cancel request

Copy Change Receive Print

4. After that, you will be redirected to the checkout, where you can adjust information in the summary, add comments and attachments (if you’re adding new items, update need-by date) or scroll down to line items.
5. **In case of orders from static catalog**, you can only update the quantity. It’s not possible to update the price:

<input type="checkbox"/>	2	CARL STAHL light metal jack, type JAH 620, overall	1	Each	€1,850.00 EUR
 Supplier Part #: 29754300 Commodity Code: Workstation and Storage Material Group: I05060000 (Workstation and Storage) Purch Org: PU00 (SKF Purchasing Org) Vendor: 0008003823 (HAHN + KOLB Werkzeuge GmbH) Line Item Text: Contact: HAHN + KOLB Werkzeuge GmbH Global Payment Terms: Z010					

To add other items from the same catalog, click “Continue Shopping”, go to supplier’s catalog, add items to cart and then go back to checkout.


Continue Shopping	Delete	Save	Submit
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In Guided Buying, this option is found at the bottom of the page, in the right corner

Continue shopping

6. **In case of freetext orders, to add new line items,** you can copy existing item and adjust the new one.


In Guided Buying, the “Copy” option is found after clicking on the three dots:



Items (1)			
>	 test item 0008004319 (DMI S.r.l.)	Quantity - 1 + Unit of Measure Each	Price 1 EUR Amount €1.00 EUR <div> Copy Delete </div>

In Ariba Spend Management, mark an existing item and click “Actions” then “Copy”. A new item will be created.

1 Item Total



<input checked="" type="checkbox"/>	No.	Type	Description
<input checked="" type="checkbox"/>	1		test item


 Supplier Part #:
 Commodity Code: Tool - Forming
 Material Group: I11020100 (Tool - Forming)
 Purch Org: PU00 (SKF Purchasing Org)
 Vendor: 0008004319 (DMI S.r.l)
 Line Item Text:
 Contact: DMI S.r.l
 Global Payment Terms: Z006

Actions 
 More 
 Import Accounting
 Update Total

Copy
 Edit
 Delete

7. To **update existing items on the freetext order**, in Guided Buying, simply click the arrow on the left side of your line item and then expand the sections you want to update



 test item
 0008004319 (DMI S.r.l)

Quantity: - 1 +
 Price: 1 EUR
 Amount: €1.00 EUR
 Unit of Measure: Each

Name: test item
 Description: test item
 Supplier Part Number:
 Vendor: 0008004319 (DMI S.r.l)
 Contact: DMI S.r.l
 STRADA CERRO TARTARI SNC Cassino, 03043 Italy
 Supplier Part Auxiliary ID:

> Accounting GL Account (0041130000 (Shop supplies consumption))
 > Shipping Delivery Address (DE11 (SKF GmbH - Werk Muehlheim))
 > Comments

In Ariba Spend Management, select the new item, click “Actions” then “Edit” to update description, price, and quantity. If you need to adjust details on an existing item, mark it and click “Actions” then “Edit” as well. Note that for orders in status “Receiving”, you will not be able to change the price on existing items. If needed, add a comment, describe the changes, and ask the purchaser to update it for you before approval.

test item

Supplier Part #:

Commodity Code: Tool - Forming

Material Group: I11020100 (Tool - Forming)

Purch Org: PU00 (SKF Purchasing Org)

Vendor: 0008004319 (DMI S.r.l.)

Line Item Text:

Contact: DMI S.r.l

Global Payment Terms: Z006

Actions ▼

Copy

Edit

Delete

More ▼

Import Accounting

Update Total

8. In case you need to **delete an item**, click three dots and “Delete” in Guided Buying or “Actions” then “Delete” in Ariba Spend Management
9. Regardless of the type of update you have done, you always need to click “Submit”. In some cases, the new PR-version will not require approval and your PO will be updated automatically, but most likely the updated PR will be sent for approval

Guided Buying:

Submit

Save and exit

Ariba Spend Management:

Continue Shopping

Delete

Save

Submit

If you click “Save”, the order will not be updated. The new PR version will be saved for later in your shopping cart / on your My Documents list. A new PR version in status “Composing” prevents from submitting a GR.

If you don’t want to update the order anymore, remove the PR version by clicking “Delete”. In Guided Buying, you need to save and exit the PR, then enter it again, click the three dots on top of the PR and there select “Delete”.

Related articles

I have received an invoice with additional cost not included in the PO

I have received a query " There is a difference in quantity between the invoice and goods receipt"

Training resources

[Ariba SAP Handbook & Frequently Asked Questions](#)