*Updated: 12/13/2023*

PURPOSE

This Quick Reference Guide (QRG) is designed to show the steps needed to request a **NEW** Supplier (only) in SAP Ariba. The supplier will need to complete registration before it is available in Ariba.

HELPFUL HINTS

- Assemble all supporting documentation prior to beginning work in SAP Ariba.
- For the best experience, please use the following browsers:

  Google Chrome (64-bit)   Apple Safari (64-bit)

  Microsoft Edge (32-bit)   Microsoft Edge Chromium (32-bit and 64-bit)

  Mozilla Firefox (64-bit)

PROCEDURE

1. Access SAP Ariba by clicking the "SAP Ariba – Procure to Pay" tile in Firefly.
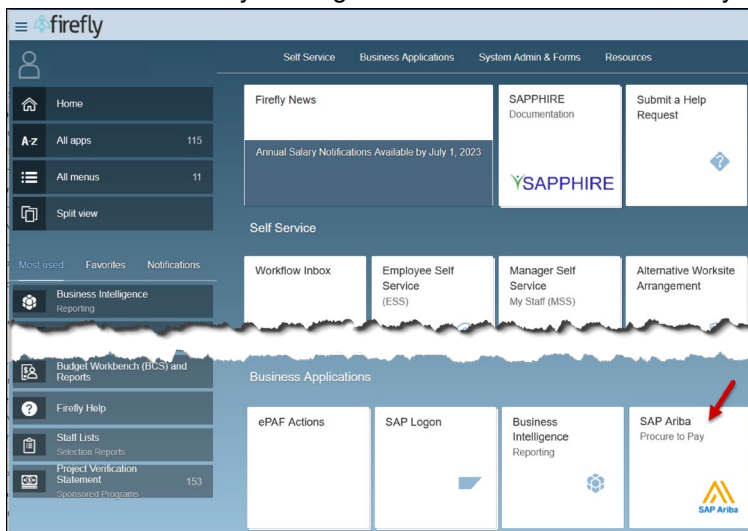
2. From the Guided Buying homepage, scroll to the "Procurement and Payment Forms" tile and click "New Supplier Request".

Nebraska
System

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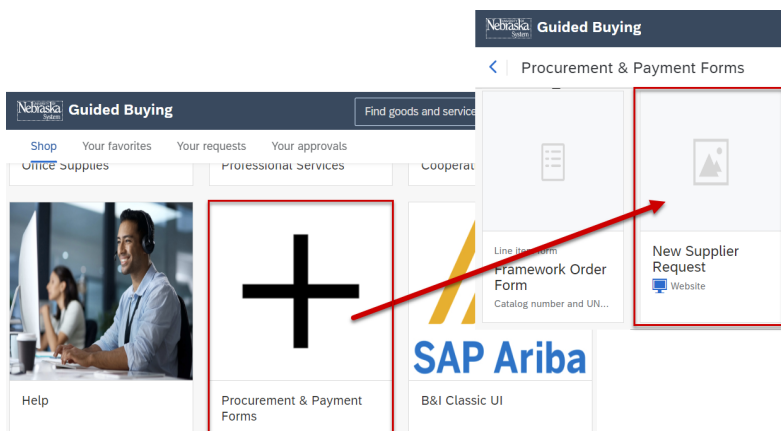
PROCEDURE (CONTINUED)

3. The "Supplier Request" screen displays. Complete the screen as noted below. Required fields are denoted by " * ". Click "Submit" when finished.


A. Enter a reason for the new supplier.
B. Enter the full business name of the supplier. Enter as much address information as is known.
C. Enter contact info for the primary contact at the supplier.
D. Search for and select the commodity(ies) provided by the supplier.

NOTE: The system will check to see if a potential duplicate supplier already exists in SAP Ariba (refer screenshot below). If a potential duplicate does exist, you can choose to "Cancel" or continue the Request.

⊗ **1 potential duplicate** was found based on information suppliers provided. See duplicates

PROCEDURE (CONTINUED)

4. The confirmation screen displays. Click "Done" to continue.
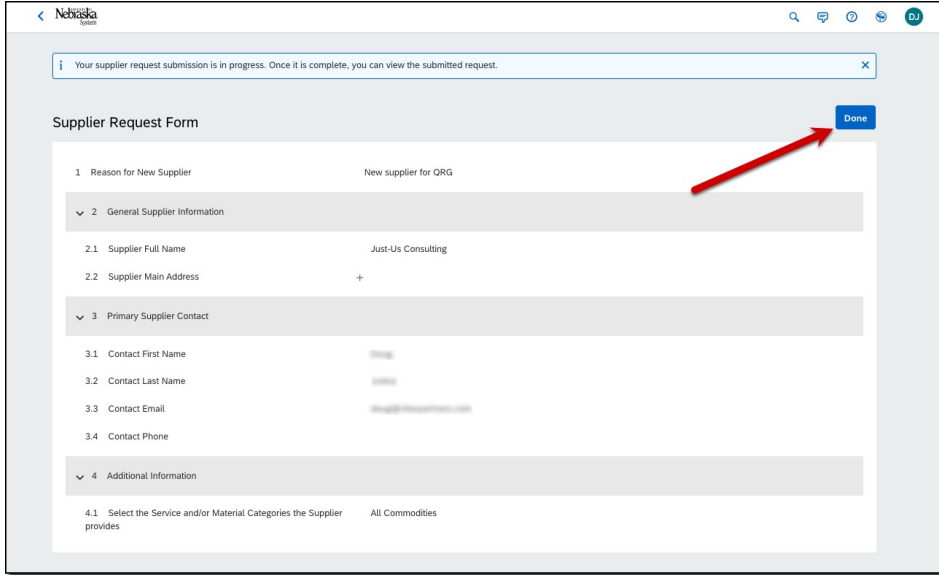
Your request will be reviewed by a Supplier Manager. Once your request has been approved, the Ariba supplier registration will be emailed to the supplier for them to complete (see screen shot below). Once the supplier completes their registration, it will be available in Ariba. The timeliness of the registration completion is dependent on the supplier not P2P.
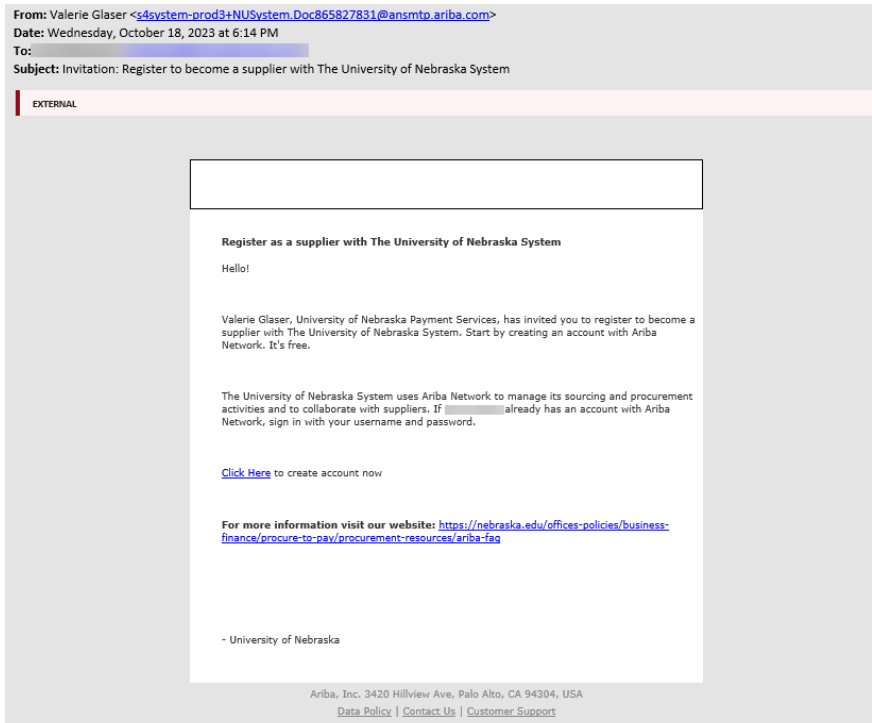
PROCEDURE (CONTINUED)

To check the status of your request:

1. Locate the request in your "My Documents". Click on the Request.
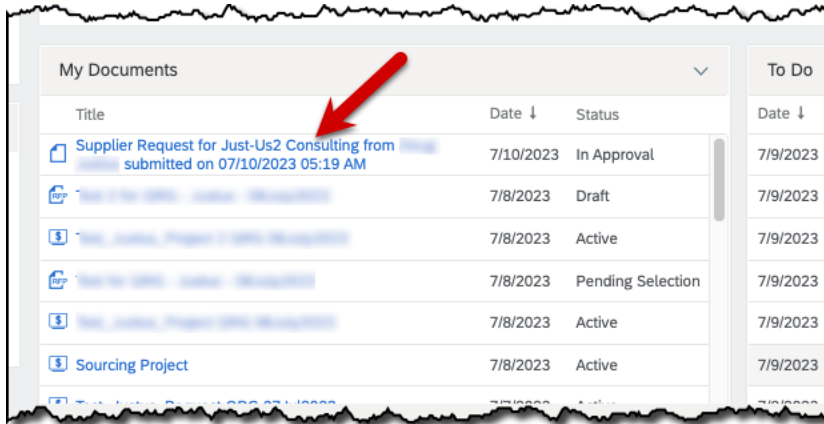
2. The Request displays. Note the approval workflow and status. The Request info can be edited, if needed.