

**PURPOSE**

This Quick Reference Guide (QRG) is designed to show the steps needed to request a **NEW** Supplier (only) in SAP Ariba.

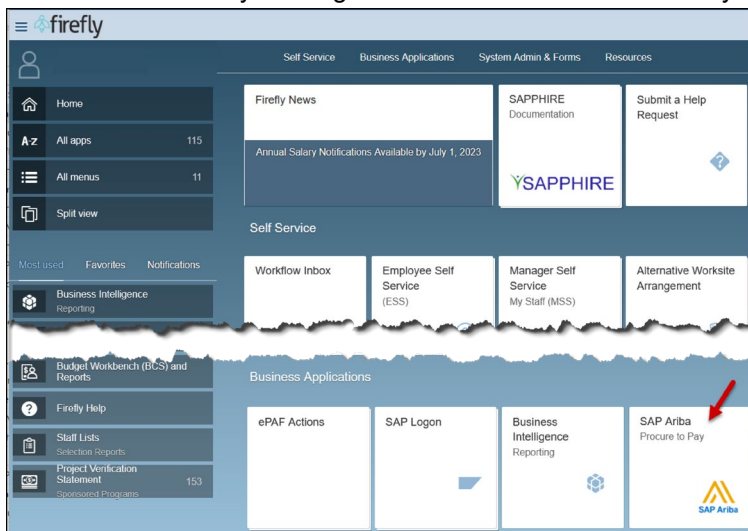
**HELPFUL HINTS**

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

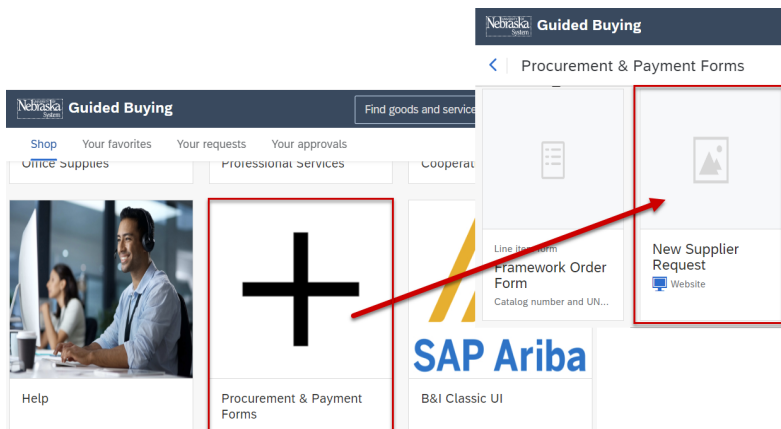
|                          |   |
|--------------------------|---|
| Google Chrome (64-bit)   | Apple Safari (64-bit)                       |
| Microsoft Edge (32-bit)  | Microsoft Edge Chromium (32-bit and 64-bit) |
| Mozilla Firefox (64-bit) |   |

**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”.



**PROCEDURE (CONTINUED)**

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

The screenshot shows the 'Supplier Request Form' with the following sections and fields:

- 1 Reason for New Supplier** (Callout A): A text input field.
- 2 General Supplier Information** (Callout B):
  - 2.1 Supplier Full Name \***: A text input field.
  - 2.2 Supplier Main Address**: A form with multiple fields: Street, House Number, Street 2, Street 3, District, Postal Code, City, and Country/Region.
- 3 Primary Supplier Contact** (Callout C):
  - 3.1 Contact First Name \***: A text input field.
  - 3.2 Contact Last Name \***: A text input field.
  - 3.3 Contact Email \***: A text input field.
  - 3.4 Contact Phone**: A text input field.
- 4 Additional Information** (Callout D):
  - 4.1 Select the Service and/or Material Categories the Supplier provides**: A search input field with a magnifying glass icon.

At the bottom right of the form, there are three buttons: **Submit** (highlighted with a red arrow), **Save**, and **Cancel**.

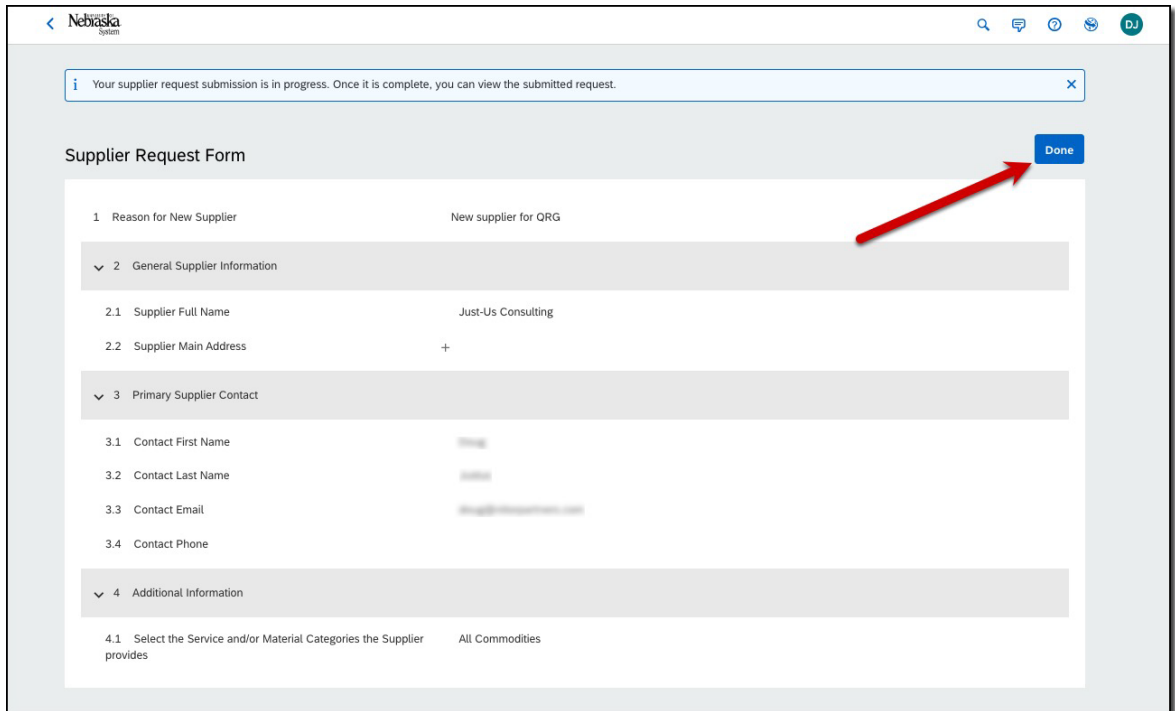
- A. Enter a reason for the new supplier.
- B. Enter the full business name of the supplier. Enter as much address information as is known.
- C. Enter contact info for the primary contact at the supplier.
- D. Search for and select the commodity(ies) provided by the supplier.

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)**

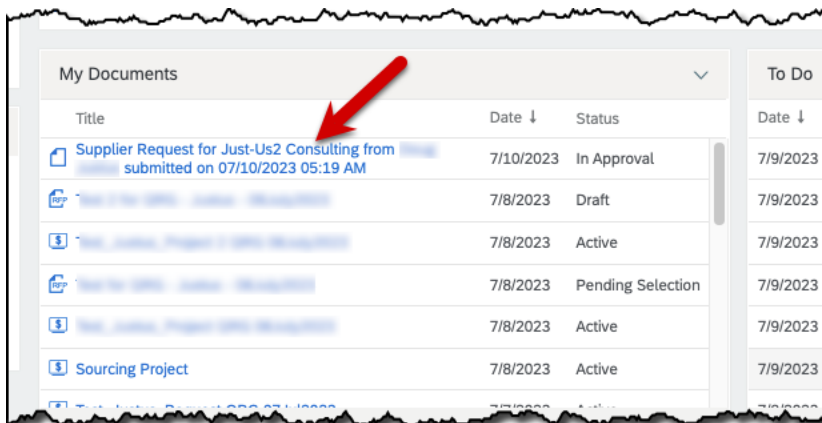
4. The confirmation screen displays. Click “Done” to continue.



Your request will be reviewed by a Supplier Manager.

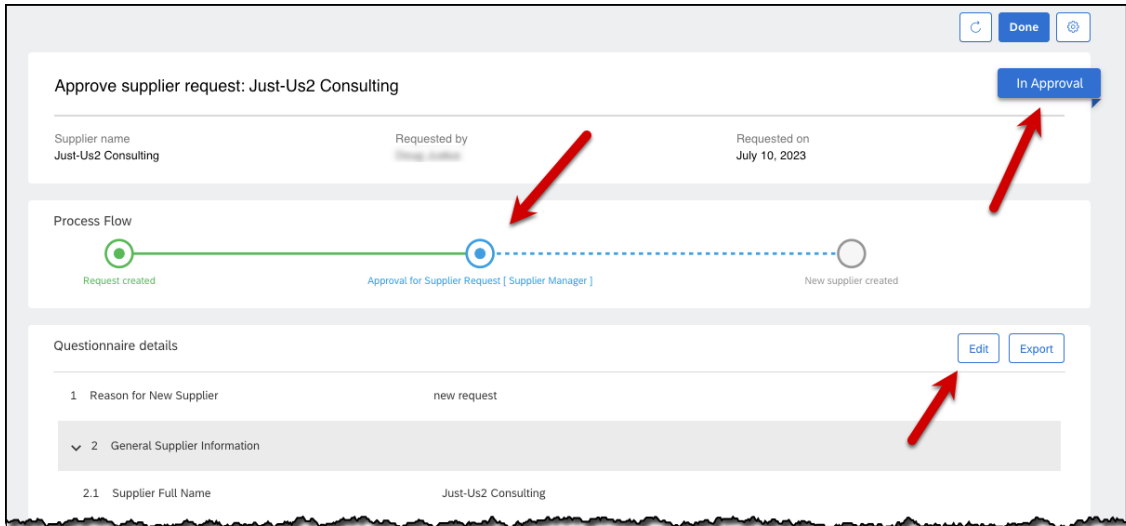
To check the status of your request:

5. Locate the request in your “My Documents” panel. Click on the Request.



**PROCEDURE (CONTINUED)**

- 6. The Request displays. Note the approval workflow and status. The Request info can be edited, if needed.



The supplier will receive the email below.

