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)

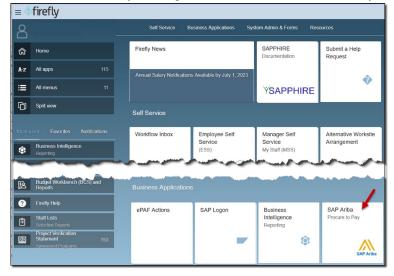
Microsoft Edge (32-bit)

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

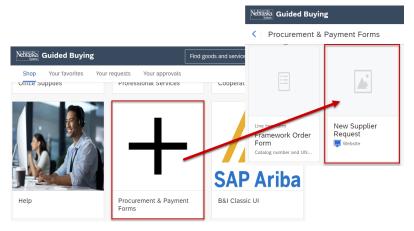
Mozilla Firefox (64-bit)

PROCEDURE

Access SAP Ariba by clicking the "SAP Ariba – Procure to Pay" tile in Firefly.



From the Guided Buying homepage, scroll to the "Procurement and Payment Forms" tile and click 2. "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.

| < | Nebřaška _{Ssten} | ٩ | P | 0 | ۲ | D |
|---|---|---|------|-----|-----|---|
| | Supplier Request Form | | | | | |
| | 1 Reason for New Supplier | | le. | | | |
| | ✓ 2 General Supplier Information | | | | | |
| | 2.1 Supplier Full Name * | | | | | |
| | 2.2 Supplier Main Address + Street House Number House Number Street Street Postal Code City City Country/Region Country/Region Postal Code City City | | | | | |
| | ✓ 3 Primary Supplier Contact | | | | | |
| | 3.1 Contact First Name * | | | | | |
| | 3.2 Contact Last Name * | | | | | |
| | 3.3 Contact Email * ⑦ 3.4 Contact Phone | | | | | |
| | V 4 Additional Information | | | | | |
| | 4.1 Select the Service and/or Material Categories the Supplier Q, provides | | | | | |
| | 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 | t | Save | Can | cel | |
| | 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.

 \otimes 1 potential duplicate was found based on information suppliers provided. See duplicates

PROCEDURE (CONTINUED)

4. The confirmation screen displays. Click "Done" to continue.

| Nebiaska. _{System} | | 9 9 8 |
|---|-------------------------------------|-------|
| i Your supplier request submission is in progress. Once it is complete, | you can view the submitted request. | × |
| Supplier Request Form | | Done |
| 1 Reason for New Supplier | New supplier for ORG | |
| ✓ 2 General Supplier Information | | |
| 2.1 Supplier Full Name | Just-Us Consulting | |
| 2.2 Supplier Main Address | + | |
| ✓ 3 Primary Supplier Contact | | |
| 3.1 Contact First Name | 114 | |
| 3.2 Contact Last Name | | |
| 3.3 Contact Email | the galaxies performance and | |
| 3.4 Contact Phone | | |
| ✓ 4 Additional Information | | |
| 4.1 Select the Service and/or Material Categories the Supplier provides | All Commodities | |
| | | |

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.

| Date: Wednesday, October 18, . To: Subject: Invitation: Register to b | -prod3+NUSystem.Doc865827831@ansmtp.ariba.com> 2023 at 6:14 PM become a supplier with The University of Nebraska System |
|---|--|
| EXTERNAL | |
| | Register as a supplier with The University of Nebraska System Hello! |
| | Valerie Glaser, University of Nebraska Payment Services, has invited you to register to become a supplier with The University of Nebraska System. Start by creating an account with Ariba Network. It's free. |
| | The University of Nebraska System uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If and an activities and activities and the set of the set |
| | Click Here to create account now |
| | For more information visit our website: <u>https://nebraska.edu/offices-policies/business-</u> finance/procure-to-pav/procurement:resources/ariba-fag |
| | - University of Nebraska |
| | Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA Data Policy Contact Us Customer Support |

PROCEDURE (CONTINUED)

To check the status of your request:

1. Locate the request in your "My Documents". Click on the Request.

| | \sim | | ~ | \sim |
|---|-----------|-------------------|---|---------|
| _ | | | | |
| My Documents | | ~ | | To Do |
| Títle | Date ↓ | Status | | Date ↓ |
| Supplier Request for Just-Us2 Consulting from submitted on 07/10/2023 05:19 AM | 7/10/2023 | In Approval | | 7/9/202 |
| • | 7/8/2023 | Draft | | 7/9/202 |
| 3 | 7/8/2023 | Active | | 7/9/202 |
| Er i | 7/8/2023 | Pending Selection | | 7/9/202 |
| 3 | 7/8/2023 | Active | | 7/9/202 |
| Sourcing Project | 7/8/2023 | Active | | 7/9/202 |
| | | | | |

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

| | | | C Done 🛞 |
|--------------------------------------|---|-------------------------------|-------------|
| Approve supplier request: Just-U | s2 Consulting | | In Approval |
| Supplier name Just-Us2 Consulting | Requested by | Requested on July 10, 2023 | 1 |
| Process Flow | Approval for Supplier Request [Supplier Manager] | New supplier created | |
| Questionnaire details | | | Edit Export |
| 1 Reason for New Supplier | new request | | 1 |
| ✓ 2 General Supplier Information | | | |
| 2.1 Supplier Full Name | Just-Us2 Consulting | | |