

Guided Buying: Searching for a Supplier

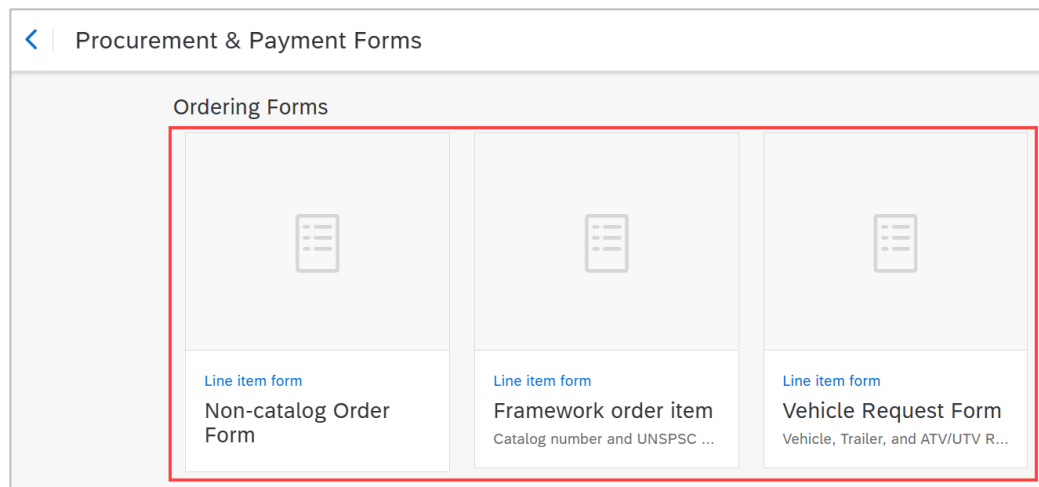
Created: August 29, 2025

PURPOSE

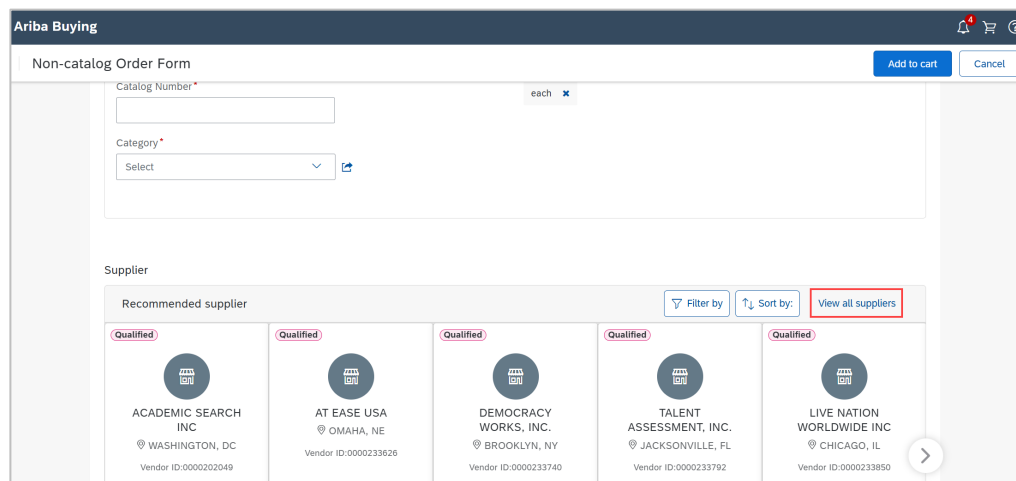
This Quick Reference Guide (QRG) provides step-by-step process for searching and selecting suppliers in Guided Buying forms.

NON-CATALOG ORDER, FRAMEWORK ORDER, OR VEHICLE REQUEST FORM SEARCHES

From the Ariba homepage, scroll down to *Procurement and Payment form* and navigate to the appropriate form. Click to open the desired form.



Click *View all suppliers* to open the search box.



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In the search field enter the supplier's name or if known, enter the SAP supplier number. Abbreviations may need to be used when searching. For example, *Intl* and *International* are both acceptable.

Select a supplier

Search

Supplier ID	Supplier name	Preferred	Diversity	Street	City	State/Province	Country
0000100564	B & H PHOTO & VIDEO			PO BOX 28072	NEW YORK	NY	US
0000100005	ROTARY INTL LINCOLN ROTARY			PO BOX 83843	LINCOLN	NE	US
0000100032	BAKER CO INC			PO BOX 324	CANAJOHARIE	NY	US
0000100066	FHC INC			1201 MAIN ST	BOWDOIN	ME	US
0000100139	JERRYS SERVICE INC			PO BOX 784	HARTINGTON	NE	US
0000100140	GOODWAY TECHNOLOGIES CORP			PO BOX 150413	HARTFORD	CT	US

Select Cancel

Select the line of the appropriate supplier and click *Select* at the bottom right.

< Non-catalog Order Form

Add to cart Cancel

Select a supplier

black hills

Supplier ID	Supplier name	Preferred	Diversity	Street	City	State/Province	Country
0000192969	BLACK HILLS UTILITY HOLDING			PO BOX 7966	CAROL STREAM	IL	US
0000229523	BLACK HILLS CENTRAL RESERVATIONS			PO BOX 523	DEADWOOD	SD	US
0000431026	CANDICE GIBSON			1447 BLACK HILLS	ALLIANCE	NE	US
0000459286	PAYTEN GIBSON			1447 BLACK HILLS AVE	ALLIANCE	NE	US

Select Cancel

The system will retain recently used items in a list. Press up and down arrow keys to navigate recently chosen suppliers and press enter to select a supplier.

DIRECT PAY FORM(S) SEARCHES

Navigate to *Direct Pay Forms by Category*.

Procurement & Payment Forms

NEW - Direct Pay Forms by Category

Non-PO invoice form

Direct Pay - Professional Services

1025

Use form to request payment for invoices NOT associated with a Purchase Order or Framework Order.

Non-PO invoice form

Direct Pay - Research & Agriculture

1026

Use form to request payment for invoices NOT associated with a Purchase Order or Framework Order.

Non-PO invoice form

Direct Pay - Facilities & Furniture

1027

Use form to request payment for invoices NOT associated with a Purchase Order or Framework Order.

Non-PO invoice form

Direct Pay - IT

1028

Use form to request payment for invoices NOT associated with a Purchase Order or Framework Order.

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Click in the supplier text field and select **Search**.

INV381734 Total 0.0000 USD Send request

Invoice Request / INV381734

Composing Saved - 3 minutes ago

Invoice
Request to pay suppliers for the specified purchases

On Behalf Of: Dave Green Company Code: 1000 (University of Nebraska)

Pay to supplier

Supplier *
Search for Supplier
Search

Remit To Address

In the search field enter the supplier's name or if known, enter the SAP supplier number. Remember, abbreviations may need to be used when searching. For example, *Intl* and *International* are both acceptable.

Select the supplier from the list and click **Choose**.

INV382003 Total 0.0000 USD Send request

Invoice Request / INV382003

Composing Saved - just now

Suppliers

Black Hills

Supplier ID	Name	Address	City	State	Country	
0000192969	BLACK HILLS UTILITY HOLDING	PO BOX 7966	CAROL STREAM	IL	US	Choose
0000229523	BLACK HILLS CENTRAL RESERVATIONS	PO BOX 523	DEADWOOD	SD	US	Choose
0000431036	CANDICE GIBSON	1447 BLACK HILL	ALLAMANCE	NE	US	Choose

The supplier is added to the form.

INV382044 Total 0.0000 USD Send request

Invoice Request / INV382044

Pay to supplier

Supplier *
0000192969 (BLACK HILLS UTILITY HOLDING)

Remit To Address

Supplier Contact
BLACK HILLS UTILITY HOLDING

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If the supplier was not found using the search functions above, they will need to be added to Ariba.

1. New supplier requests should be submitted via the Ariba New Supplier Request form.
2. To move an existing active supplier from SAP to Ariba submit the Legacy Supplier Request form.

Supplier Request Forms

New Supplier Request

Website

1

Custom form

Legacy Supplier Request

Use this form to request to move an Existing active supplier from SAP to Ariba, update a Legacy supplier, or both. ACH

2

Guides for each of these forms are available in [SAP Ariba Quick Resource Guides](#).