

PURPOSE

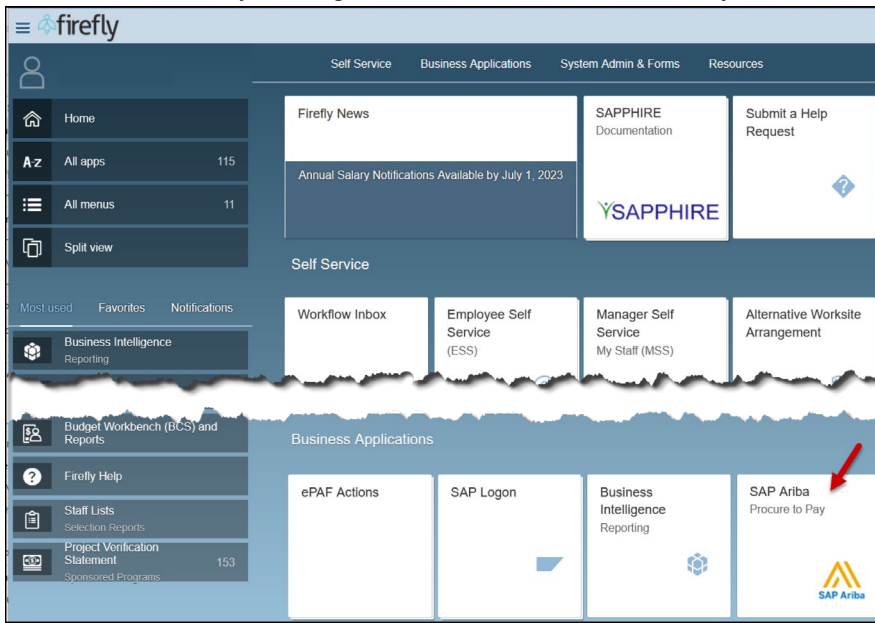
This Quick Reference Guide (QRG) is designed to show the steps needed to review a Supplier Request in SAP Ariba.

HELPFUL HINTS

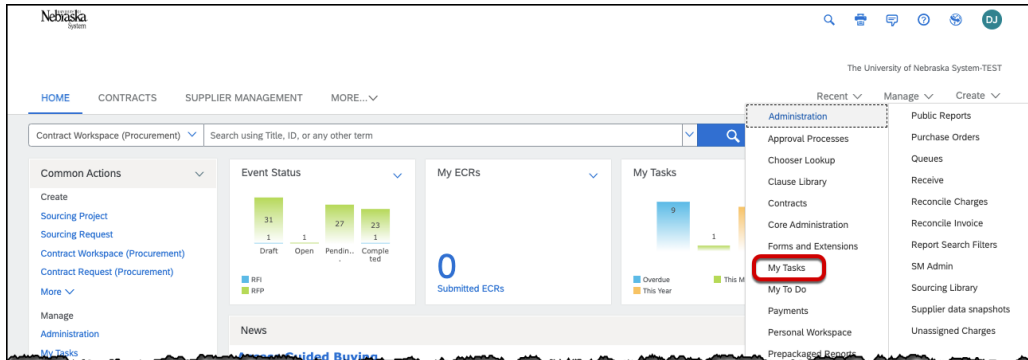
- Assemble all supporting documentation prior to beginning work in SAP Ariba.
- For the best experience, please use the following browsers:
 - Google Chrome (64-bit)
 - Apple Safari (64-bit)
 - Microsoft Edge (32-bit)
 - Microsoft Edge Chromium (32-bit and 64-bit)
 - Mozilla Firefox (64-bit)

PROCEDURE

1. Access SAP Ariba by clicking the “SAP Ariba – Procure to Pay” tile in Firefly.

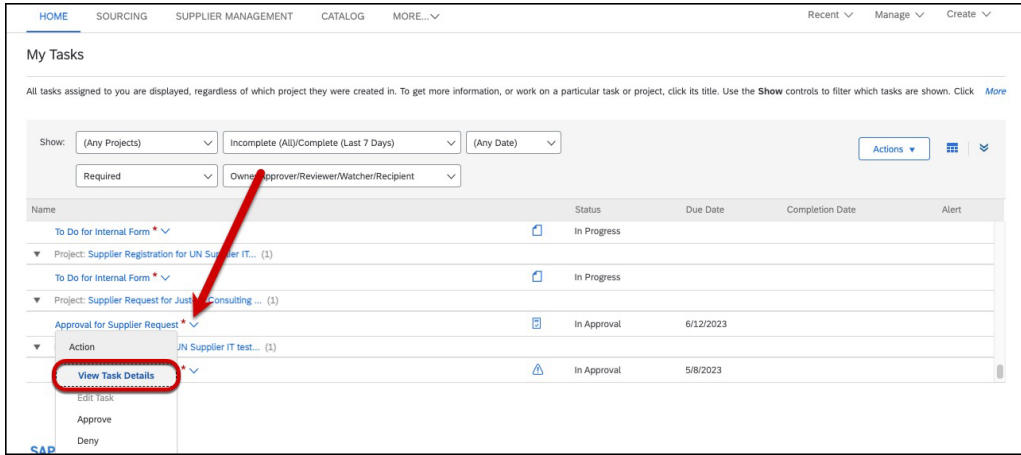


2. From the Homepage, click “Manage” and select “My Tasks” from the drop-down menu.

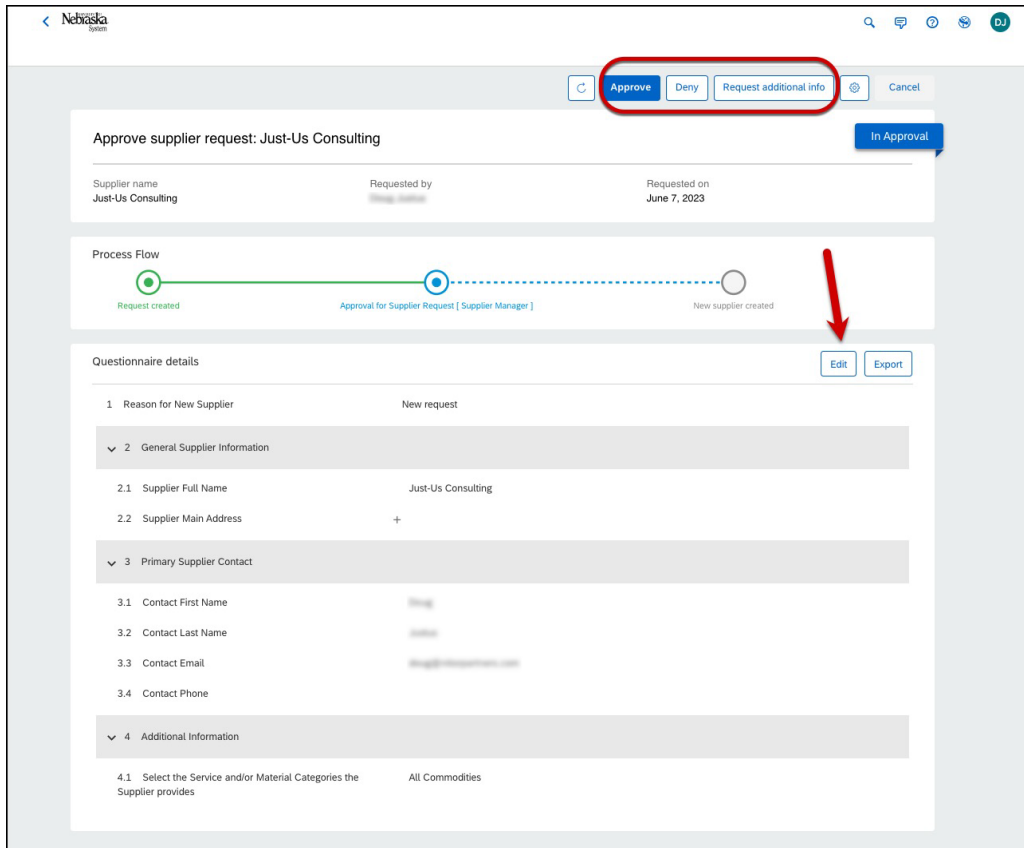


PROCEDURE (CONTINUED)

- 3. The “My Tasks” screen displays. Locate the Request to be reviewed. Click the drop-down next to the Request and select “View Task Details” from the drop-down menu.



- 4. The Supplier Request displays. Review the Request details. Click “Edit” to modify/correct information, as needed. Click “Approve,” “Deny,” or “Request additional info” as appropriate.



PROCEDURE (CONTINUED)

- (optional) Enter a comment to the Requester. Click “Confirm”. NOTE: A comment to the Requester should always be included when denying a Supplier Request.

- The Request screen displays. Click “Done”.

The supplier will receive the following email

From: Valerie Glaser <s4system-prod3+NUSystem.Doc865827831@ansmtp.ariba.com>
Date: Wednesday, October 18, 2023 at 6:14 PM
To: [redacted]
Subject: Invitation: Register to 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 [redacted] already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

For more information visit our website: <https://nebraska.edu/offices-policies/business-finance/procure-to-pay/procurement-resources/ariba-faq>

- University of Nebraska

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