Name

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)

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.

= 🗇	firefly					
8			Self Service B	usiness Applications Syst	tem Admin & Forms Res	ources
ଜ	Home		Firefly News		SAPPHIRE Documentation	Submit a Help Request
A−z	All apps		Annual Salary Notification:	s Available by July 1, 2023		
≣	All menus				ΫSAPPHIRE	v
Ō	Split view		Self Service			
Most u	Ised Favorites Business Intelligen Reporting	Notifications	Workflow Inbox	Employee Self Service (ESS)	Manager Self Service My Staff (MSS)	Alternative Worksite Arrangement
<u>8</u>	Budget Workbench Reports	(BCS) and	Business Applications			
?	Firefly Help Staff Lists Selection Reports		ePAF Actions	SAP Logon	Business Intelligence Reporting	SAP Ariba Procure to Pay
	Sponsored Programs	153			٢	SAP Ariba

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

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HOME CONTRACTS SUPPLIER	MANAGEMENT MOREV				[Recent	The Univ	ersity of Manag	Nebrasi je 🗸 Public F	a System Creal Reports	n-TEST te ∨
Contract Workspace (Procurement) 🗡 Searc	h using Title, ID, or any other term			~	Q	Approval Processes			Purchas	e Orders	5
Common Actions V	Event Status	My ECRs 🗸		My Tasks		Chooser Lookup Clause Library		Queues Receive			
Create Sourcing Project Sourcing Request Contract Workspace (Procurement) Contract Request (Procurement) More ~	31 27 23 1 1 2 1 Draft Open Pendin. Comple ted BPP	O Submitted ECRs		9 Overdue This Year	1 This M	Contracts Core Administration Forms and Extension My Tasks My To Do	ins		Reconc Reconc Report SM Adr Sourcin	lle Charg Ile Invoic Search F hin g Library	ilters
Manage	Nour					Payments			Supplie	r data sn	apshots
Administration My Tasks	Mens	and and an and a second second				Prepackaged Reno	e		 .		nges

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.

HOME	SOURCING	SUPPLIER	MANAGEMENT CATALOG MC	REV					Recent V N	lanage ∨ C	reate 🗸
My Tas	ks										
All tasks a	ssigned to you are displa	yed, regardl	ess of which project they were created in. To	get more i	nformation, or w	ork on a p	particular task or proje	ct, click its title. Use the	Show controls to filter which	tasks are shown.	Click More
Show:	(Any Projects)	~	Incomplete (All)/Complete (Last 7 Days)	~	(Any Date)	~			A	ctions 🔻 🔳	×
	Required	~	Owner pprover/Reviewer/Watcher/Recipier	nt 🗸							
Name			/				Status	Due Date	Completion Date	Ale	rt
то С	Do for Internal Form * 🗸					0	In Progress				
▼ Proj	ect: Supplier Registration	for UN Sur	Jer IT (1)								
To D	Do for Internal Form * 🗸					1	In Progress				
▼ Proj	ect: Supplier Request for	Just Con	isulting (1)								
Арр	roval for Supplier Reque	a * 🗸					In Approval	6/12/2023			
v ,	Action	JN Supplier	IT test (1)								
6	View Task Details	*~				Δ	In Approval	5/8/2023			0
-	Edit Task										
	Approve										
	Deny										
SAP											

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.

isia. System			Q, 🖻 🕖
		C Approve Deny Request additional	info 🛞 Cancel
Approve supplier request: Just-Us Consulti	ing		In Approval
Supplier name Just-Us Consulting	Requested by	Requested on June 7, 2023	
Process Flow	wal for Supplier Request [Supplier Manager]	New supplier created	L
Questionnaire details			Edit Export
1 Reason for New Supplier	New request		
✓ 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	110		
3.2 Contact Last Name	1000		
3.3 Contact Email	8-40 million (1997)		
3.4 Contact Phone			
✓ 4 Additional Information			
4.1 Select the Service and/or Material Categories the Supplier provides	All Commodities		

PROCEDURE (CONTINUED)

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

Approve		×
Enter reason for approval (optional)		
	Confirm	Cancel

6. The Request screen displays. Click "Done".

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			C Done
Approve supplier request: Ju	st-Us Consulting		In Approval
Supplier name Just-Us Consulting	Requested by	Requested on June 7, 2023	

The supplier will receive the following email

From: Valerie Glaser <s4system-< th=""><th>prod3+NUSystem Doc865827831@apsmtp ariba.com></th><th></th></s4system-<>	prod3+NUSystem Doc865827831@apsmtp ariba.com>	
Date: Wednesday, October 18, 2	2023 at 6:14 PM	
To:		
Subject: Invitation: Register to b	ecome a supplier with The University of Nebraska System	
EXTERNAL		
•		
l		
	Register as a supplier with The University of Nebraska System	
	Hellol	
	1790190 I	
	Valerie Glazer, 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 Anba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If already has an account with Anba Network, sign in with your username and password.	
	Click Here to create account now	
	For more information visit our website: <u>https://nebraska.edu/offices-policies/business-</u> finance/procure-to-pay/procurement-resources/ariba-fag	
	- University of Nebraska	
	Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA	
	Data Policy Contact Us Customer Support	