

Company Supplier: How To Guide

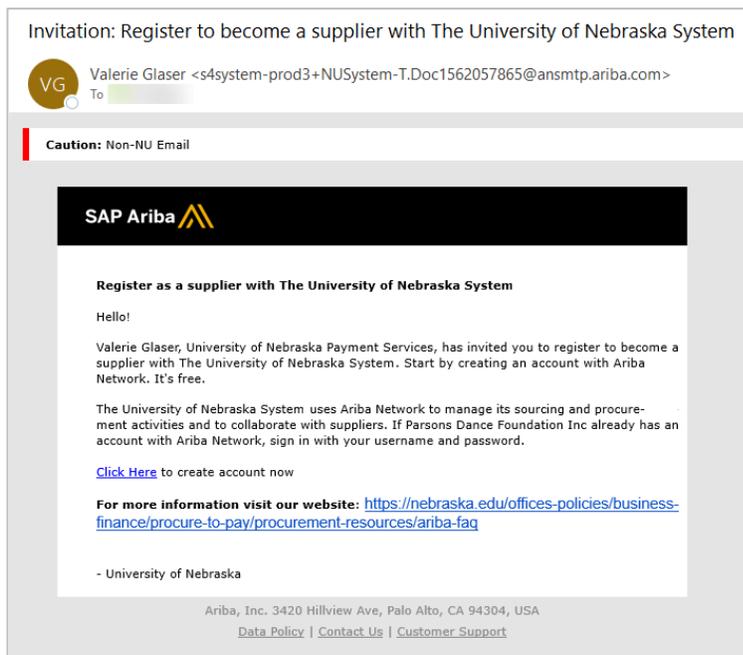
Updated June 17, 2025

PURPOSE

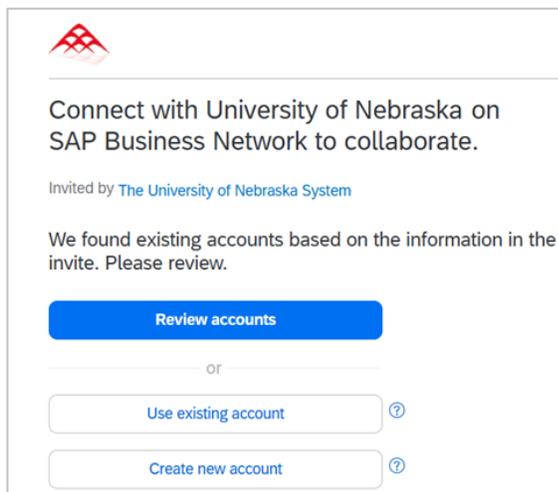
This Quick Reference Guide (QRG) is intended to help a company set up as a supplier with the University of Nebraska in Ariba (SAP Business Network).

GETTING SET UP IN THE SAP BUSINESS NETWORK

An email invitation will be sent to register as a supplier with the University of Nebraska. To begin the process, select the *Click Here* hyperlink in the email.



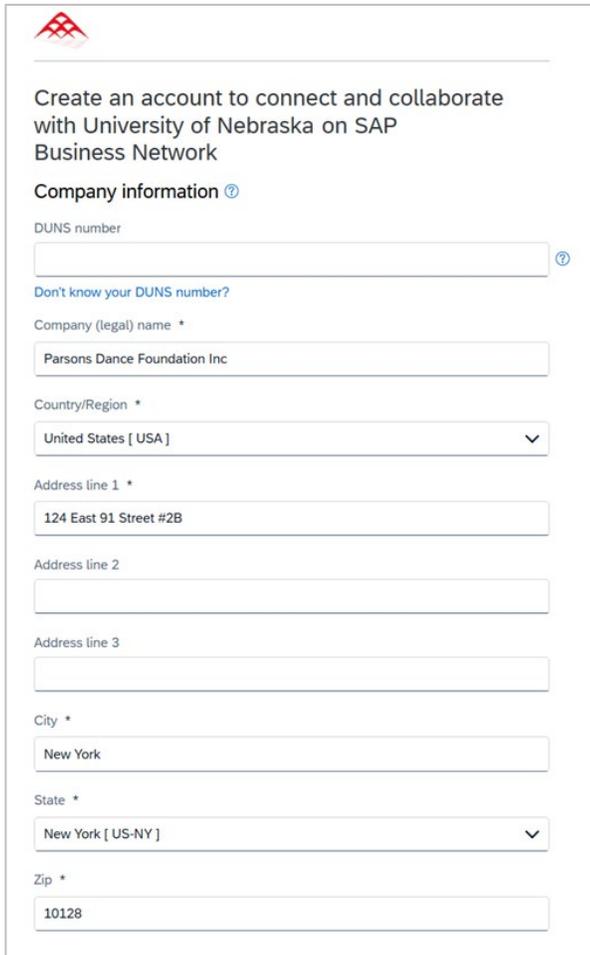
Once the link is clicked, the SAP portal will open in a web browser. Click [Use existing account](#) if there is already an existing SAP Business Network account. Otherwise, click [Create new account](#).



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In the Company Information section, complete all fields with an asterisk (*). DUNS number is not required.



Create an account to connect and collaborate with University of Nebraska on SAP Business Network

Company information ⓘ

DUNS number
 ⓘ
[Don't know your DUNS number?](#)

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Address line 3

City *

State *

Zip *

In the Administrator account information section, create a password, check the agreement boxes and click *I'm not a robot*. The reCAPTCHA screen will appear to select the appropriate images.

- Password must contain at least 1 of each: uppercase, lowercase, number and special character. Must be between 8 and 32 characters and cannot contain the username. Additional information visible on the network when creating a password.

After the reCAPTCHA validation is complete, click [Create account](#).

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Administrator account information ⓘ

First name * Last name *

Email *

Use my email as my username

Username *

Password * Repeat password *

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot 

reCAPTCHA
Privacy - Terms

[Create account](#)

An email will be sent from Ariba Commerce Cloud to confirm the email address. Click [Confirm email](#).

Action Required: Confirm your email



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To [redacted]



Business Network

Confirm your email

Hello,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

[Confirm email](#)

Link expires: Saturday, May 10, 2025, 02:18 PM PDT

If the link expired, login to proposals.seller.ariba.com and click "Resend". You will then receive another confirmation email.

After the email has been confirmed, return to the web browser with the SAP Business Network system open. If a company wishes to participate in bids or sourcing events, select *Product and Services Categories* and *Ship-to or Service Locations*. Then click *Submit*. If not wishing to participate in bids or sourcing events, select *Don't show this to me again*.

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

-or-
[Browse](#)

Ship-to or Service Locations

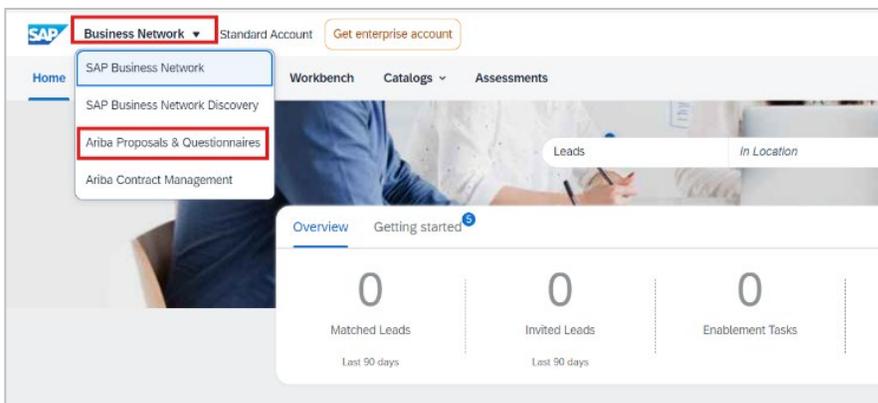
-or-
[Browse](#)

[Don't show this to me again](#)

COMPLETING THE ARIBA SUPPLIER REGISTRATION QUESTIONNAIRE

The University of Nebraska supplier registration questionnaire will open automatically.

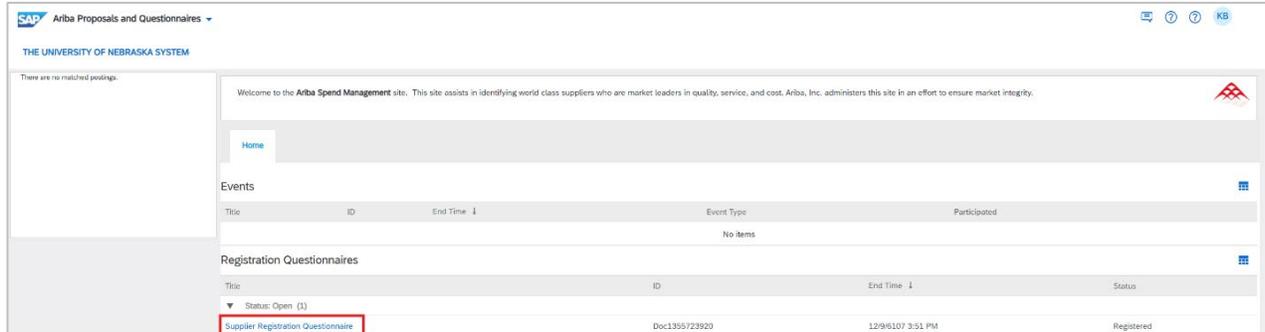
If the questionnaire does not open automatically, click on *Business Network* dropdown menu at the top left side of the screen and click on *Ariba Proposals & Questionnaires*.



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When the next screen opens, a supplier registration questionnaire listed under the *Supplier Registration Questionnaires* category. Click on the link to open the registration form.



On the supplier registration questionnaire, complete all fields with an asterisk (*).

- The name(s) listed in 1.1 and 1.2 (optional) and the tax ID listed in 2.13 must be entered exactly as on file with the IRS.
- The only required fields on the address section are street, postal code, city, country/region and state/province/region. All other fields are optional.
- In the Tax Information section, fields 2.16 and 2.17 are where ACH documents should be uploaded. Use the URL listed in 2.16 to access the University of Nebraska's ACH enrollment form. This URL is not a hyperlink – copy and paste the URL into a web browser to access the form.

1 General Supplier Information	
1.1 Supplier Full Legal Name	* Parsons Dance Foundation Inc
1.2 Supplier DBA Name	
1.3 Main Address ⓘ	+ Show More
	Street: Main Street Suite B ⓘ House Number: 123 ⓘ
	Street 2: ⓘ
	Street 3: ⓘ
	District: ⓘ
	Postal Code: 12345 ⓘ City: Lincoln ⓘ
	Country/Region: United States (US) ⓘ State/Province/Region: Nebraska (NE) ⓘ
1.4 Main Contact First Name	* Jack
1.5 Main Contact Last Name	* Parsons
1.6 Main Contact Email ⓘ	* jack@parsonsdance.com
1.7 Main Contact Phone Number	* 402-123-4567
1.8 Additional Contact First Name	
1.9 Additional Contact Last Name	
1.10 Additional Contact Email ⓘ	
1.11 Additional Contact Phone Number	
1.12 DUNS Number	

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<p>▼ 2 Tax Information</p>	
2.1 Are you an Individual/Sole Proprietor or Organization?	* US Organization ▼
2.13 Tax Number(s) ⓘ	* Country/Region: United States (US) ⓘ Tax Name Tax Type Tax Number USA: FEIN Tax Number Organization 123456789
2.16 To ensure payments are received via ACH, complete and upload the ACH Enrollment Form from the link listed below: • URL: https://nebraska.edu/-/media/Projects/UNCA/Offices-Policies/Business-and-Finance-Office/docs/Procure-to-Pay/State-of-Nebraska-W9-ACH-Enrollment-Form	*Attach a file 📎
Please reach out to us with any questions or concerns at unvendorgroup@nebraska.edu	
2.17 Attach one of the following: Blank check (voided), photocopy of a cleared check, letter or statement from your financial institution, Vendor invoice or letter which contains printed ACH instructions.	*Attach a file
2.18 Select appropriate federal tax classification	* [B] - S Corporation ▼
2.21 Is your Remittance address and/or email the same as the information in Section 1?	* Unspecified ▼
2.22 Is your Purchase Order address and/or email the same as the information in Section 1?	* Unspecified ▼
▼ 5 Additional Data	
5.1 Select the Service and/or Material Categories you provide	(select a value) [select]
5.2 Have you participated (or planning to participate) in a sourcing event and/or have an active contract?	* Unspecified ▼
(*) Indicates a required field	

After the form is completed, click **Submit Entire Response**.

Submit Entire Response	Save draft	Compose Message	Excel Import
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Once submitted, the form will route through a few validation checks (USPS address check, IRS name/tax ID check, etc.). If any of the checks fail, an email will be sent from Ariba with detailed information regarding the failure. A link will be included in the email to log back into the account and fix the questionnaire. Once the questionnaire passes all the validation checks, it will route to the University of Nebraska supplier maintenance team for review and approval.

Once approved, a supplier number will be assigned and set up is complete as a supplier with the University of Nebraska in SAP Ariba.