## PURPOSE

This Quick Reference Guide (QRG) is designed to show the steps needed to request a **NEW** Supplier in SAP Ariba and how to check the status of your request. 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)

CREATING THE REQUEST

1. Access SAP Ariba by clicking the "SAP Ariba – Procure to Pay" tile in Firefly.
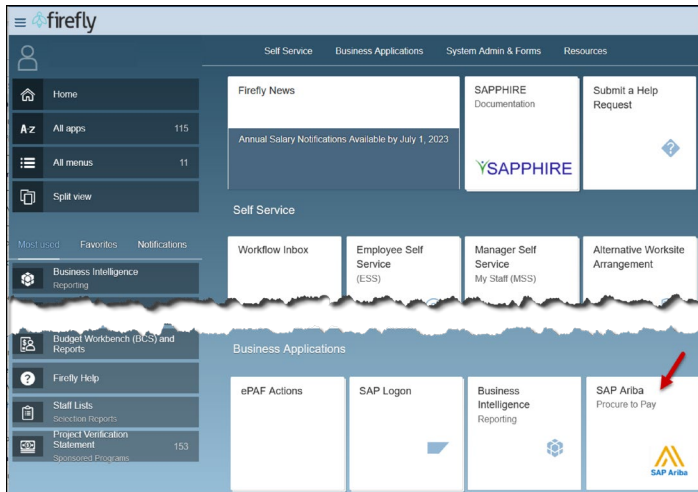
2. From the Guided Buying homepage, scroll to the "Procurement and Payment Forms" tile and click "New Supplier Request".
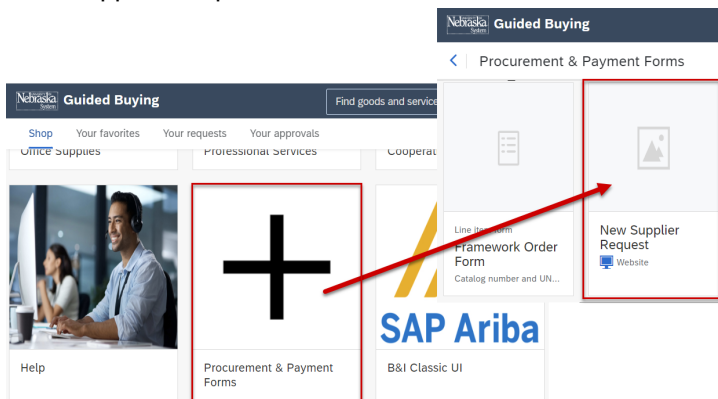
CREATING THE REQUEST (CONTINUED)

3. The "Supplier Request" screen displays. Complete the screen as noted below. Required fields are denoted by " * ". Click "Submit" when finished.


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 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.
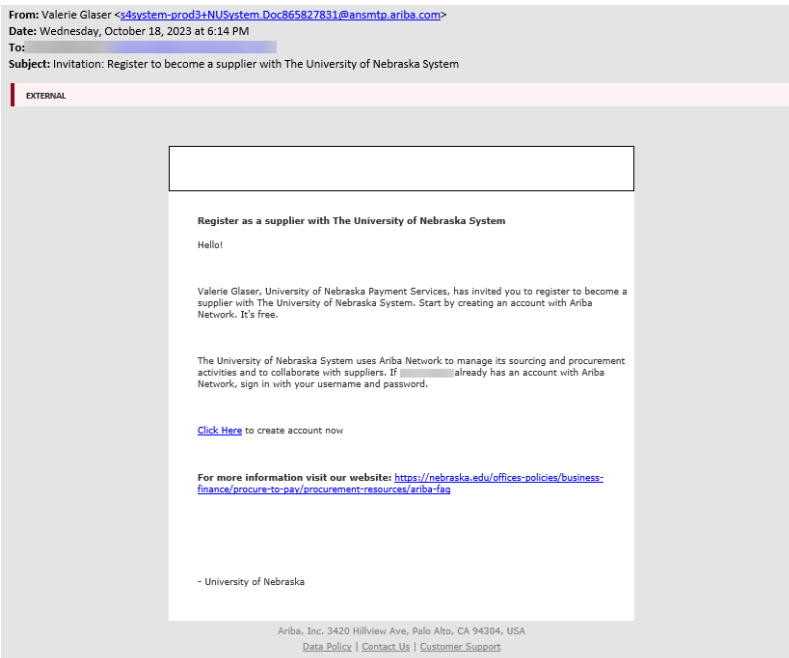
⊗ **1 potential duplicate** was found based on information suppliers provided. See duplicates

CREATING THE REQUEST (CONTINUED)

4. The confirmation screen displays. Click "Done" to continue.
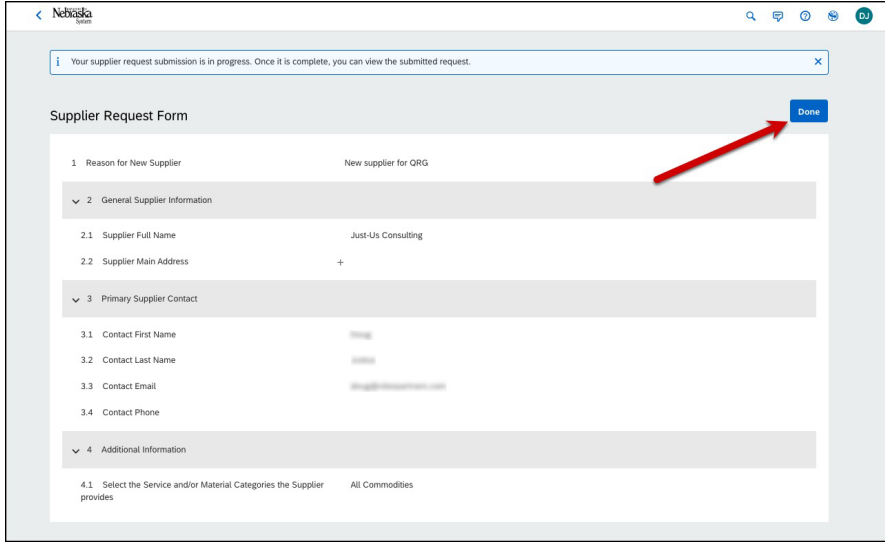
Your request will be reviewed by a P2P Supplier Manager. Once your request has been approved, the Ariba supplier registration will be emailed to the supplier for them to complete (see screen shot below). Once the supplier completes their registration, they will be available in Ariba. The timeliness of the registration completion is mainly dependent on the supplier not P2P.

CREATING THE REQUEST (CONTINUED)

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From: Ariba Administrator <no-reply@ansmtp.ariba.com>
Date: Tuesday, June 18, 2024 at 9:02 AM
To: Beth _____ < _____ a.edu>
Subject: WS1148176559 - Supplier Registration for Eugene F _____ Approval for Supplier Registration Questionnaire was approved by RELISH PII.

❚ Caution: Non-NU Email

WS1148176559 - Supplier Registration for Eugene _____ Approval for Supplier Registration Questionnaire was approved by RELISH PII.

The following task can be started: Approval for Supplier Registration Questionnaire

Task description:

The following notes might also be helpful to you: PII completed

You are being sent this email because someone in the approval flow of the task has approved the document.

Ó^[¸¸Áã Áæ}Á^¢æ{]|^Á-Á@Á^^&[¸}åÁ à{ æ¦Á[˘Á ã|Á^&^ã¦^ÉÁThis is a once daily email summarizing any actions taken by a supplier manager on your supplier requests or registrations you are watching. These actions include approving a supplier request and approving a supplier registration. The supplier number is assigned after the registration is approved.

From: Ariba Administrator <no-reply@ansmtp.ariba.com>
Date: Tuesday, June 18, 2024 at 4:32 PM
To: _____ _____ .edu>
Subject: WS1148176559 - Supplier Registration for Eugene _____ Approval for Supplier Registration Questionnaire completed

❚ Caution: Non-NU Email

WS1148176559 - Supplier Registration for Eugene _____

The following task is complete: Approval for Supplier Registration Questionnaire

Task description:

WS1151921823 - Supplier Request for Sarah _____ from _____ k submitted on 06/17/2024 03:52 PM

The following task is complete: Approval for Supplier Request

Task description: Approval for supplier request

The remainder of the document will cover how to check the status of your supplier request.

CHECKING THE STATUS OF THE REQUEST

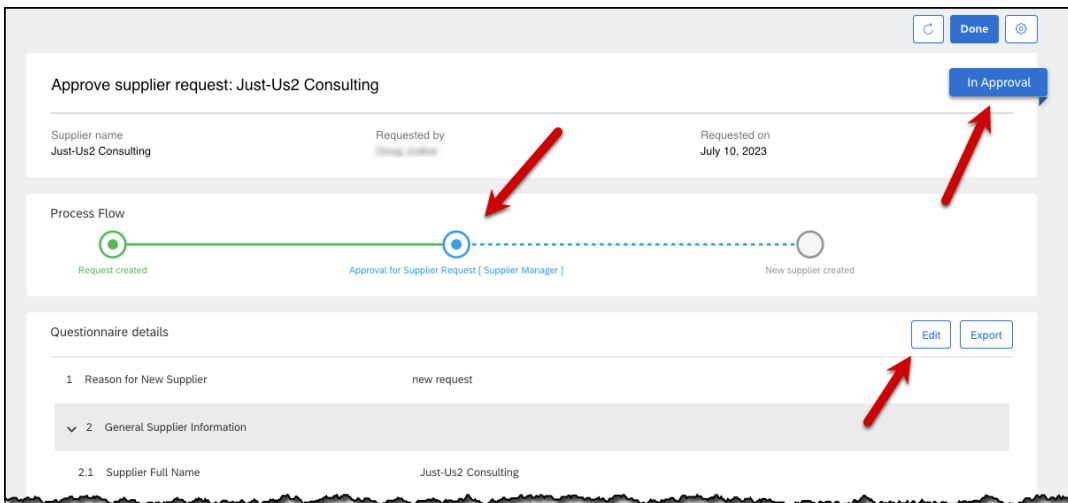To check the status of your request in the Ariba Classic UI:

1. From the Guided Buying launch page, click the "B&I Classic UI" tile.

2. The classic user interface opens. In the "My Documents" section, click the supplier request you're researching.


2. The request displays. Note the approval process flow and status. The request can be edited by clicking the "Edit" button.

CHECKING THE STATUS OF THE REQUEST (CONTINUED)

3. When your request to add a supplier has been approved by a P2P Supplier Manager, an invitation will be emailed to the supplier. The status of your request changes to "Approved", meaning the Supplier Manager has approved your request, and the process flow displays in green. To check the status of the supplier's registration, click the blue "View supplier profile" button.
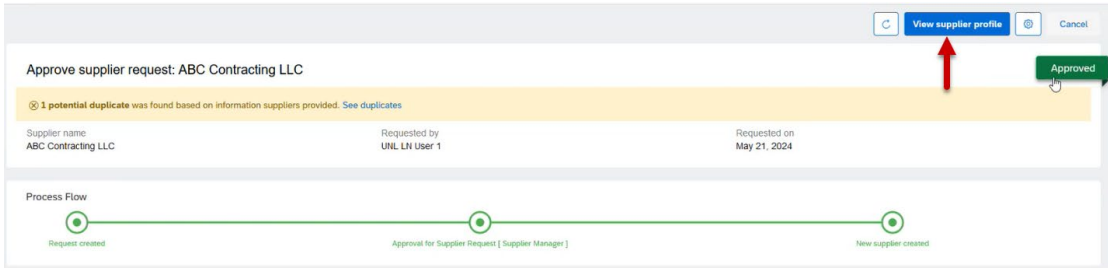
Invited Status
The supplier profile opens and displays the status of the registration and the date the invite was created (e.g., *Invited* and *May 21, 2024*). An ERP Vendor ID has yet to be created. Click the "Registration" link at the left to view more details.
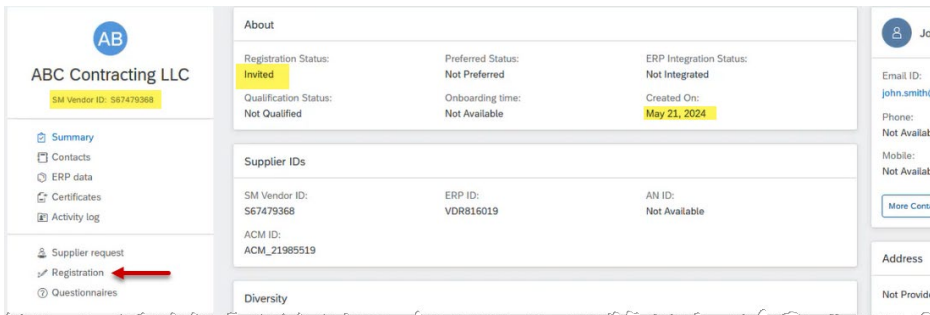
The supplier's registration details display. In the screen shot below, the process flow is mostly blue, indicating steps that are currently active (e.g., supplier is in the process of completing their registration). In the *Questionnaires* section, the email status is "SENT". If the supplier had opened the email invitation, the email status would change to "OPEN", and the date would change. This does not necessarily mean that the supplier has taken any action, however.

Nebraska
System
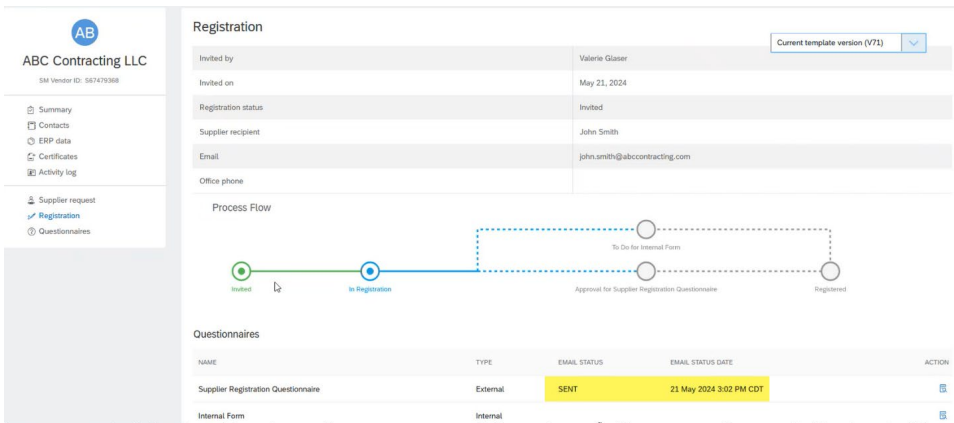
CHECKING THE STATUS OF THE REQUEST (CONTINUED)

Pending Resubmit Status
The supplier profile opens and displays the status of the registration. Pending Resubmit indicates the registration was returned to the supplier by Ariba for necessary updates. Click the "Registration" link at the left to view more details.
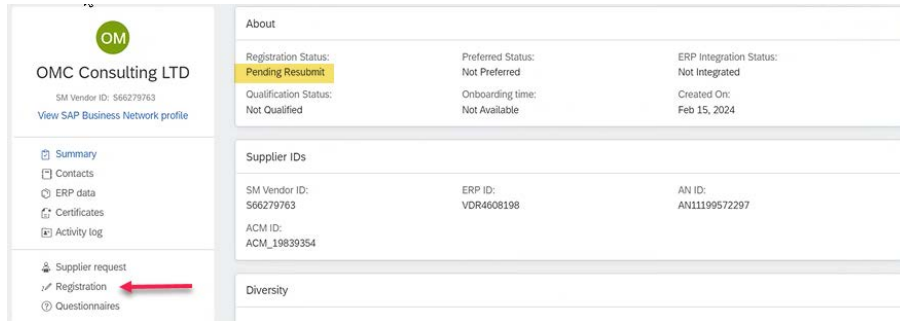
The supplier's registration details display. Click on the action button as indicated below.
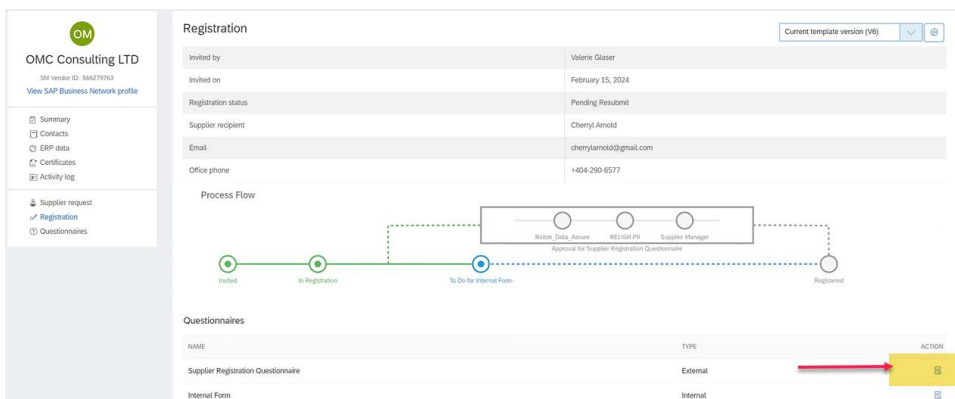
Scroll down to the comments section. Click on "show more".
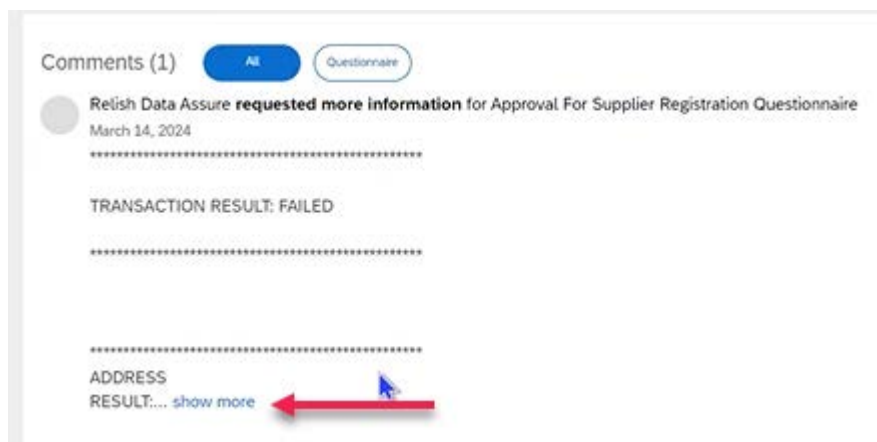
CHECKING THE STATUS OF THE REQUEST (CONTINUED)

The supplier receives an email from Ariba containing the necessary changes. Those changes are shown in the comments section. As the user requesting the supplier, we welcome you to reach out to your supplier and remind them to take action.

CHECKING THE STATUS OF THE REQUEST (CONTINUED)

Pending Approval Status Example #1
The "Pending Approval" status can mean one of two things: 1) the supplier has not completed their registration; or 2) the supplier has completed their registration, and the P2P Supplier Manager hasn't yet approved the registration.

The example below shows the Registration Status as "Pending Approval" and an ERP Vendor ID has yet to be assigned. Click the "Registration" link for more details.

The supplier's registration details display. The blue process flow indicates the supplier is still in the process of completing their registration (e.g., RELISH confirmation).

CHECKING THE STATUS OF THE REQUEST (CONTINUED)

Pending Approval Status: Example #2
The example below also shows the Registration Status as "Pending Approval" and an ERP Vendor ID has yet to be assigned. Click the "Registration" link for more details.

The supplier's registration details display. The green process flow indicates the supplier has completed their registration, and now the P2P Supplier Manager needs to approve it.

CHECKING THE STATUS OF THE REQUEST (CONTINUED)

Registered Status
The example shows the Registration Status as "Registered", and an ERP Vendor ID has been assigned. Click the "Registration" link for more details.
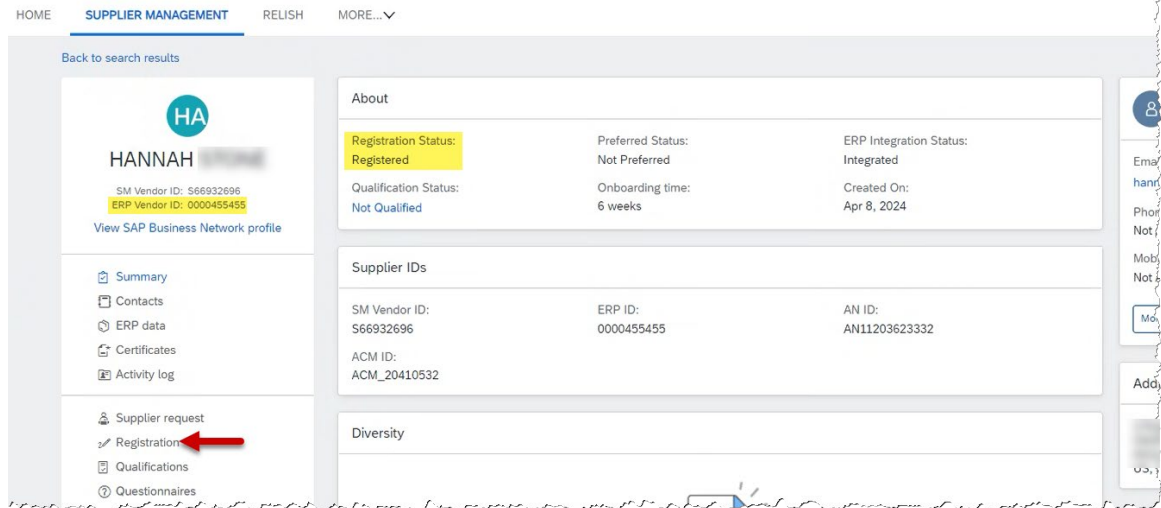
The supplier's registration details display. The process flow is entirely green and indicates the supplier has completed their registration and a P2P Supplier Manager has approved it. The supplier is ready to use in Ariba.