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.

<	Nebiääka	٩	Ş	0	۲	D
	Supplier Request Form					
	1 Reason for New Supplier		Ĩ.			
	✓ 2 General Supplier Information					
	2.1 Supplier Full Name • B					
	* Street House Number House					
	✓ 3 Primary Supplier Contact					
	3.1 Contact First Name *					
	3.2 Contact Last Name *					
	3.3 Contact Email * ⑦ 3.4 Contact Phone					
	V 4 Additional Information					
	4.1 Select the Service and/or Material Categories the Supplier Q provides					
	 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. 	it	Save	Can	cel	

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.

 \otimes 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 supplier request submission is in progress. Once it is complete,	you can view the submitted request.	
pplier Request Form		Don
1 Reason for New Supplier	New supplier for QRG	
✓ 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	114	
3.2 Contact Last Name	1000	
3.3 Contact Email	the gall interpret way, and	
3.4 Contact Phone		
✓ 4 Additional Information		
4.1 Select the Service and/or Material Categories the Supplier	All Commodities	

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.

From: Valerie Glaser <s4system-pr< th=""><th>rod3+NUSystem Doc865827831@ansmtn ariba.com></th><th></th></s4system-pr<>	rod3+NUSystem Doc865827831@ansmtn ariba.com>	
Date: Wednesday, October 18, 20	123 at 6:14 PM	
То:		
Subject: Invitation: Register to be	come a supplier with The University of Nebraska System	
EXTERNAL		
_		
	Register as a supplier with The University of Nebraska System	
	Hellol	
	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 already has an account with Ariba	
	Herony agent weryour daemane and pasavord	
	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-fag	
	ne statu	
	- University of Nebraska	
	Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA	
	Data Policy Contact Us Customer Support	

CREATING THE REQUEST (CONTINUED)

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Ó^|[, ÁārÁæ), Á¢æ;]|^A(;-Áx@:Áā•oÁ; æa‡Á[`Á, āļ|Á^&^ã;^ÈĂ/@ãrÁ; æa‡Á§;åã&æe*•Áx@:Á`]]|ā\¦Á@æ•Á`à; ãac^åÁ c@?āÁ^*ãrdæaā;}È

From: Ariba A	dministrator <n< th=""><th>o-reply@ansmtp.ariba.com></th><th></th></n<>	o-reply@ansmtp.ariba.com>						
Date: Tuesda	y, June 18, 2024	at 9:02 AM						
To: Beth	*	a.edu>						
Subject: WS1	148176559 - Su	pplier Registration for Eugene I	Approval for Supplier Registration Questionnaire was approved by RELISH PII.					
Caution: No	n-NU Email Supplier Registratio	n for Eugene humanal Approval for Supplier	Registration Questionnaire was approved by RELISH PII.					
The following a	The following task can be staticat. Approval for subjust registration (descentiane							
Task description	Task description:							
The following n	otes might also be	helpful to you: PII completed						
You are being ser	t this email because	someone in the approval flow of the task ha	s approved the document.					

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From: Ariba Administrator <no-reply@ansmtp.ariba.com></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 Questionn	aire
Task description:	R
WS1151921823 - Supplier Request for Sarah from I k sut	mitted 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.

	w		- 1	·
My Documents		~		To D
Title	Date ↓	Status		Date
Supplier Request for Just-Us2 Consulting from submitted on 07/10/2023 05:19 AM	7/10/2023	In Approval		7/9/20
6 7	7/8/2023	Draft		7/9/20
§ -	7/8/2023	Active	-	7/9/20
🔂 talah karang kar	7/8/2023	Pending Selection		7/9/20
\$	7/8/2023	Active		7/9/20
Sourcing Project	7/8/2023	Active		7/9/20
			_	~

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

Supplier name Just-Us2 Consulting	Requested by	Requested on July 10, 2023	1
Process Flow	Approval for Supplier Request [Supplier Manager]	New supplier created	
Questionnaire details			Edit Export
1 Reason for New Supplier	new request		1

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.

		C	View supplier profile Cancel
Approve supplier request: ABC Con	tracting LLC		Approved
\otimes 1 potential duplicate was found based on info	rmation suppliers provided. See duplicates		
Supplier name ABC Contracting LLC	Requested by UNL LN User 1	Requested on May 21, 2024	
Process Flow	Approval for Supplier Manager]	New supplier cs	eared

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.

AB	About			
	Registration Status:	Preferred Status:	ERP Integration Status:	
ABC Contracting LLC	Invited	Not Preferred	Not Integrated	Em
SM Vendor ID: \$67479368	Qualification Status:	Onboarding time:	Created On:	joh
	Not Qualified	Not Available	May 21, 2024	Ph
Summary				No
Contacts	Supplier IDs			Mo
TERP data	- applier to -			No
Certificates	SM Vendor ID:	ERP ID:	AN ID:	
Activity log	S67479368	VDR816019	Not Available	
Supplier request	ACM_21985519			Ar
Registration				
⑦ Questionnaires	Disconits			No

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.

AB	Registration				Current template version (V71)	~
ABC Contracting LLC	Invited by		Valerie Glaser			
SM Vendor ID: S67479368	Invited on		May 21, 2024			
ව Summary	Registration status		Invited			
Contacts	Supplier recipient		John Smith			
Certificates	Email		john.smith@abc	contracting.com		
Activity log	Office phone					
Supplier request	Process Flow			-		
② Questionnaires	twee twee		To Do fo Approvel for Supplie	ar Internal Form	Registered	
	Questionnaires					
	NAME	TYPE	EMAIL STATUS	EMAIL STATUS DATE		AC
	Supplier Registration Questionnaire	External	SENT	21 May 2024 3:02 PM CDT		

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.

OM	About		
OMC Consulting LTD	Registration Status: Pending Resubmit	Preferred Status: Not Preferred	ERP Integration Status: Not Integrated
SM Vendor ID: \$66279763 View SAP Business Network profile	Qualification Status: Not Qualified	Onboarding time; Not Available	Created On: Feb 15, 2024
Summary Contacts	Supplier IDs		
 ERP data Certificates Activity log 	SM Vendor ID: 566279763 ACM ID: ACM_19839354	ERP ID: VDR4608198	AN ID: AN11199572297
Supplier request Registration O Questionnaires	Diversity		

The supplier's registration details display. Click on the action button as indicated below.

ОМ	Registration	Current tem	state version (V6) 🕓 🛞
OMC Consulting LTD SM Vendor ID: 566279763	Invited by	Valerie Glaser	
	Invited on	February 15, 2024	
view SAP Business Network prome	Registration status	Pending Resubmit	
Summary Contacts	Supplier recipient	Cherryl Arnold	
© ERP data	Email	cherrylamold@gmail.com	
Certificates Activity log	Office phone	+404-290-6577	
♣ Supplier request	Process Flow	Relia Daz, Ameri BLIGH Septer Manger Agreest Wington Destront Constraints Agreest Wington Destront Constraints To Do to stand Fem. Ag	jaarred
	Questionnaires	TYPE	ACTE
	Supplier Registration Questionnaire	External	
	Internal Form	Internal	

Scroll down to the comments section. Click on "show more".

Relich Data Accure requested more information for Approval For Supplier Registration Questionnair
Nexts 14, 2024
March 14, 2024
TRANSACTION RESULT: FAILED

ADDRESS
RESULT: show more

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.

SUPPLIER	~	QUESTION/MAIRE TYPE	204	RECIPIENT	
MC Consultion LTD	~	Dedicitation External			
		ALE DATABASE FOR COMPANY		and the second s	
UESTIONNAIRE ID				OWNER	
00e1009387139				Valerie Glaser	
icess Flow					
	:"		0	0—0—	
		L	Approval for Supplier R	gistution Questionnaire	
•					(
Insted In Registration		To Do for Breamal Form			Fee
niments (1) (automatic field f	Supplier Registration Guestionnaire				
mments (1) (article) Reich Das Assure requested more information for Approval For t March 14, 2021 TRANSACTION RESULT, FAILED	Suppler Registration Questionnaire				
mments (1)	Supplier Registration Questionnaire				
TRANSACTION RESULT. FAILED	Suppler Registration Questionnaire				
TRANSACTION RESULT: FAILED	Suppler Registration Questionnaire				
mments (1)	Suppler Registration Questionnaire				
Amments (1) Common Peter Data Assure requested more information for Approval For 1 Units 2021 TRANSACTION RESULT FAILED ADDRESS RESULT FAILED	Suppler Registration Guestionnaire				
Amments (1) Common Reich Data Assume reguested more information for Approval For 1 Varies 12, 7021 TRANSACTION RESULT FAILED ADDRESS RESULT FAILED Second 1 Main Address Second 1 Main Address Second 1 Main Address	Suppler Registration Questionnaire				
TRANSACTION RESULT FALLED TRANSACTION RESUL	Suppler Registration Questionnaire				
Prior Data Abure reguested more information for Approval For the second	Suppler Registration Questionnaire				
PRIOR DELA SOLUCE reguested more information for Approval For the themation for Approval For the themation for Approval For the thematical solution is a solution of the themation for Approval For the thematical solution is a solution of the thematical solution of thematical solution of thematical solution of thematical solution of the thematical solution of thematical so	Suppler Registration Questionnaire				
TRANSACTION FEGURE TALE	Suppler Registration Questionnaire				
Performents (1) Performance requested more information for Approval for the second se	Suppler Registration Questionnaire				

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.

ack to search results			
E	About		
Fatimah	Registration Status: Pending Approval T	Preferred Status: Not Preferred	ERP Integration Status: Not Integrated
SM Vendor ID: S66820128 View SAP Business Network profile	Qualification Status: Not Qualified	Onboarding time: Not Available	Created On: Apr 4, 2024
🖗 Summary	Supplier IDs		
 Contacts ERP data Certificates Activity log 	SM Vendor ID: S66820128 ACM ID: ACM_20354173	ERP ID: VDR5030905	AN ID: AN11201110403
Supplier request Pregistration	Diversity		

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).

Back to search results	Registration		Current template varian (V7)
Fatimah	Invited by	Valerie Glaser	
SM Vendor ID: S66820128 View SAP Business Network profile	Invited on Registration status	April 4, 2024 Pending Approval	
Summary Contacts	Supplier recipient	Fatimah	
ERP data	Email	fatime @gmail.com	
😭 Certificates 😰 Activity log	Office phone		
 & Supplier request ✓ Registration ⑦ Questionnaires 	Process Flow	Do for Internal Form Relatin_Data_Assure REUSH PII Supplier Manager Approval for Supplier Registration Guestionnaie	Registered
	Questionnaires		

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.

Am	About			
Amanda	Registration Status: Pending Approval	Preferred Status: Not Preferred	ERP Integration Status: Not Integrated	
SM Vendor ID: S67177555 iew SAP Business Network profile	Qualification Status: Not Qualified	Onboarding time: Not Available	Created On: May 10, 2024	
3 Summary	Supplier IDs			
] Contacts) ERP data] Certificates 편 Activity log	SM Vendor ID: S67177555 ACM ID: ACM_20959065	ERP ID: VDR5276289	AN ID: AN11203398943	
Supplier request Registration	Diversity			

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.

Am	Registration	Current template version (V7)
Amanda	Invited by	Adam
SM Vendor ID: S67177555	Invited on	May 10, 2024
view 3AP business Network prome	Registration status	Pending Approval
Summary Contacts	Supplier recipient	Amanda
ERP data	Email	
 Certificates Activity log 	Office phone	
 å. Supplier request ✓ Registation ⑦ Ouestionnaires 	Process Flow	RLISH PIL Suppler Hanger RELISH PIL Suppler Hanger Registered

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.

Back to search results				
HA	About			
HANNAH	Registration Status: Registered	Preferred Status: Not Preferred	ERP Integration Status: Integrated	
SM Vendor ID: S66932696 ERP Vendor ID: 0000455455 View SAP Business Network profile	Qualification Status: Not Qualified	Onboarding time: 6 weeks	Created On: Apr 8, 2024	
🖄 Summary	Supplier IDs			
 Contacts ERP data Certificates Activity log 	SM Vendor ID: S66932696 ACM ID: ACM_20410532	ERP ID: 0000455455	AN ID: AN11203623332	
 Supplier request Registration 	Diversity			

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.

HA	Registration			Current template version (V7)	 ©
HANNAH	Invited by		Valerie Glaser		
SM Vendor ID: \$66932696 ERP Vendor ID: 0000455455	Invited on		April 9, 2024		
View SAP Business Network profile	Registration status		Registered		
Summary	Supplier recipient		No. of Concession, Name		
Contacts	Email		aha.edu		
C Certificates	Office phone				
Activity log	Process Flow				
👌 Supplier request					
A Registration	T	Do for Internal Form			
Qualifications		0			
② Questionnaires.	Invited In Registration	Relish_Data_As Approval 1	RELISH PII Supplier Manager	Registered	