

#### **PURPOSE**

This document is intended to help individuals (not companies) get set up as a supplier in Ariba. The following steps in this document must be taken for payment to occur.

Begin by creating an account in the SAP Business Network (BN) in Steps 1-6. This provides access to Ariba, which then grants access to the University of Nebraska questionnaire.

**GETTING SET UP IN THE SAP BUSINESS NETWORK** 

1. 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.

m: Edward Johns < <u>s4system-prod3+NUSystem-T.Doc1266346590@ansmtp.ariba.com</u> > tt: Friday, September 6, 2024 3:28 PM Dave Green <dgreen@company.com> oject: Invitation: Register to become a supplier with The University of Nebraska System-</dgreen@company.com>
SAP Arida
Register as a supplier with The University of Nebraska System
Hello!
Edward Johns, 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 procure- ment activities and to collaborate with suppliers. If Jennifer Dofner 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: <u>https://nebraska.edu/offices-policies/business-</u> finance/procure-to-pay/procurement-resources/ariba-faq
- University of Nebraska
Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA Data Policy   Contact Us   Customer Support

2. Once the link is clicked, a message will open. To start the registration process, click the *Create New Account* button.

Disregard the Review Accounts button.





3. In the Company information section, complete all fields with an asterisk (\*). *Company (legal) name* will be entered with an individual's name (not a company name) and home (or business) address in the fields. 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.

DUNS number is not required.

with University of Nebraska o Business Network	t and collaborat	te		
		Administrator a	account information	on 💿
Company information 💿		First name *	Last name	
DUNS number		Dave	Green	
*not required*	0	Freedly #		
Don't know your DUNS number?		Email		
Company (legal) name *		dave.green@X	YZ.com	
Dave Green		🗸 Use my email a	is my username	
Country/Region *		Password *	Repeat pass	word *
United States [ USA ]	~		۲	۲
Address line 1 *		I have read and	agree with the Terms of	Use.
4554 Front Street		I hereby agree t	that SAP Business Netwo	ork will make
Address No. 0		parts of my Per	sonal Data (as defined in	the Privacy
Address line 2		based on my ro	le within the SAP Busine	ss Network and
		the applicable p	profile visibility settings.	
Address line 3		Please see the Privac personal data.	cy Statement to learn ho	w we process
City *			-	
Lincoln		I'm not a rob	pot 💦 💕	
State *			Privacy - Te	<b>m</b> 3

4. After the reCAPTCHA validation is complete, click Create account.





Updated 10/17/2024

5. An email will be sent from Ariba Commerce Cloud asking to confirm the email address. Click the *Confirm Email* button.



6. On the next screen, leave this section blank as it is not collected or required information. Click *Don't show this to me again* to continue.



7. The SAP Business Network window opens. Click Supplier Registration Questionnaire to continue.

There are no matched postings.	Welcome to the A	riba Spend Management site. Th	iis site assists in identifying world class suppliers v	ho are market leaders in quality, servic
	Home			
	Events			
	Title	ID	End Time ↓	
	Registration Que	stionnaires		
Click here	Title			ID
to continue	▼ Status: Open (1	.)		
	Supplier Registration	Questionnaire		Doc12568
	Qualification Que	estionnaires		
	Title	ID	End Time 1	Con

8. Section 1: General Supplier Information – complete all required fields with a red asterisk (\*).

Section 2: Tax Information

- 2.1 Select Individual/Sole Proprietor from the dropdown.
- 2.4 Once selected, text will appear. Please read/review.
- 2.5 (optional) typically the default is acceptable.
- 2.6 Select appropriate citizenship option. \*different questions appear when selecting *Non Resident Alien* (see screenshots below).

Non-resident alien only:

- 2.7 Attach a copy of I-94, Visa and Passport: if you did not travel to the US and do not have these documents, please attach a copy of a W8-BEN or your identification card.
- 2.10 Date of Arrival in US: if you did not travel to the US to do business with the University, please enter the date of the event you attended virtually.
- 2.19 Select appropriate tax classification.

2.1 Are you an Individual/Sole Proprietor or Organization?		* Individual/Sole Proprietor V	
2.4 If you are operating as an individual/sole proprietor, we will not accept the submission of Personal lo	lentifiable Information on this form.		
If you are a US Citizen or a resident alian (green card), upon submission of your registration, a secur collect your tax information. This form will need to be completed before you are approved as a supp	e link will be sent to you from support@relishiq.com to lier.		
If you are a Non-Resident Alien and your Country of Citizenship has a tax treaty with the United Stat	es, please attach a copy of a W8-BEN to Section 2.12.		
If you would like to be set up to receive ACH payments, please download our ACH form https://nebr and-Finance-Office/docs/Procure-to-Pay/State-of-Nebraska-W9-ACH-Enrollment-Form, fill it out com list on the bottom of the ACH form) in the Additional Attachments section via the Relish form as desc	aska.edu/-/media/Projects/UNCA/Offices-Policies/Business- pletely and attach it, plus one additional document (see ribed above.		
Please reach out to us with any questions or concerns at unvendorgroup@nebraska.edu 2.5 Does your banking information need updated?		No V	
2.6 Select the type of Citizenship that applies to you		* US Citizen	
2.19 Select appropriate federal tax classification		* [2] - Individual V	
5 Additional Data	Please reach out to us with any questions or concerns a	at unvendorgroup@nebraska.edu	
(*) indicates a required field	2.5 Does your banking information need updated?		No V
	2.6 Select the type of Citizenship that applies to you		* Non Resident Alien
Submit Entire Response Reload Last Bid Save draft	2.7 Attach a copy of I-94, Visa and Passport ③		* 🖾 Contact List 090524.doc
	2.8 Select the type of Visa		Unspecified 🗸
	2.10 Date of Arrival in US		* Thu, 1 Aug, 2024
	2.11 Of which country are you a citizen?		* Ireland
	2.12 Attach a copy of a W8-BEN (Optional)		Attach a file
	2.19 Select appropriate federal tax classification		* [2] - Individual 🗸 🗸
	5 Additional Data		
	(*) indicates a req	guired field	
	Coloris Carlos Decensors	Did Countral Comment	Import



Section 5: Additional Data

5.2 Select No in most cases.

9. Click Submit Entire Response or Save draft to return later. Once submitted, a confirmation pop-up will appear with the image shown below. The questionnaire is now complete.

Console		
Event Messages Event Details	$\checkmark$ Your revised response has been submitted. Thank you for participating in the event.	
Response History Response Team		
- Frank Contonto		Revise Response

At this point, the address will be checked by USPS to make sure a valid mailing address has been entered. If not, an email will be sent from Ariba asking for the necessary corrections.

#### **COMPLETING INFORMATION IN RELISH**

The University's Ariba system does not allow entry or storage of social security numbers (SSN), therefore a third-party software, Relish, is used to gather SSN. If U.S. Citizen or Resident Alien (Green Card) was selected in section 2.6 on the previous page (once the questionnaire has been successfully completed) an email will be sent from Relish (example shown below). If Non-Resident Alien was selected in section 2.6 on the previous page, once the registration passes the USPS address check, registration is complete. No email will be sent from Relish.

10. On the email from Relish, click Go To PIL Form (orange button).





11. The Relish App Center opens. Click Next.



12. An email will be sent from Relish containing a token.



13. Enter the token on the Relish screen and click Enter.





Updated 10/17/2024

14. Select the checkmark to indicate having read and acknowledged the Relish Policy Statement. Click LAGREE on the Terms and Conditions screen.

Relish Inc, Terms & Conditions
Privacy Notice
Relish inc values your privacy when you access our website and applications. Note that we do not require your personal data such as your name, phone number, email address. Most of our clients who use our applications, however, sometimes elect to store contact data associated with users. As such, in your use of these applications, contact data may be transferred outside of the country club the in which no use
To provide added security
By using the site from the device you are using, you consent to the placement of these cockies on that device. Read more about our use of cockies in the Relish Privacy Policy.
I have read and I acknowledge the Relish Policy Statements.
IAGREE

- 15. (Optional) Indicate if a W-9 will be attached (most individuals do not).
- 16. Enter first & last name and social security number in the fields.
- 17. Select CLICK TO VALIDATE.

For St	upplier:Edwar	d Johns( <b>S69027725)</b>	
			RESET
Personal Tax ID Info			
Tax Country*			
United States	*		
Upload W8/W9 Form		Ten Turet	
Supplier Type"	-	Tax Type"	_
individual			
Name*			
Social Security Number*			
			64



- 18. (Optional) If elected to have funds deposited via ACH, attach the ACH form and additional document at the bottom of the Relish form.
- 19. Select CLICK TO ENCRYPT AND SEND DATA

	For Supplier:Edward Johns (S69027725)	RESET
Personal Tax ID Inf	io	
Tax Country*		
United States		
Supplier Type*	Тах Туре*	
Individual		-
Name*		
Edward Johns		6
Social Security Number*		
		\$
		VALIDATED
Additional Attach	ments	
Additional Attachi Please upload your files	ments here:	
Additional Attach	ments here:	
Additional Attachi Please upload your files	ments here: Drag and drop your file here or	
Additional Attachi Please upload your files	ments here: Drag and drop your file here or click.	
Additional Attachi	ments here: Drag and drop your file here or click.	
Additional Attachi	ments here: Drag and drop your file here or click.	
Additional Attachi	ments here: Drag and drop your file here or click.	
Additional Attachi Please upload your files	ments here: Drag and drop your file here or click.	
Additional Attachi Please upload your files	ments here: Drag and drop your file here or click.	UPLOAD FILE
Additional Attachi Please upload your files	ments here: Drag and drop your file here or click.	UPLOAD FILE



The following confirmation message will display. Registration is now complete.



An email is sent from Relish once registration is complete.



The University's Ariba system will send a confirmation email after registration is approved.

