

# Individual Supplier How To Guide

Updated 10/17/2024

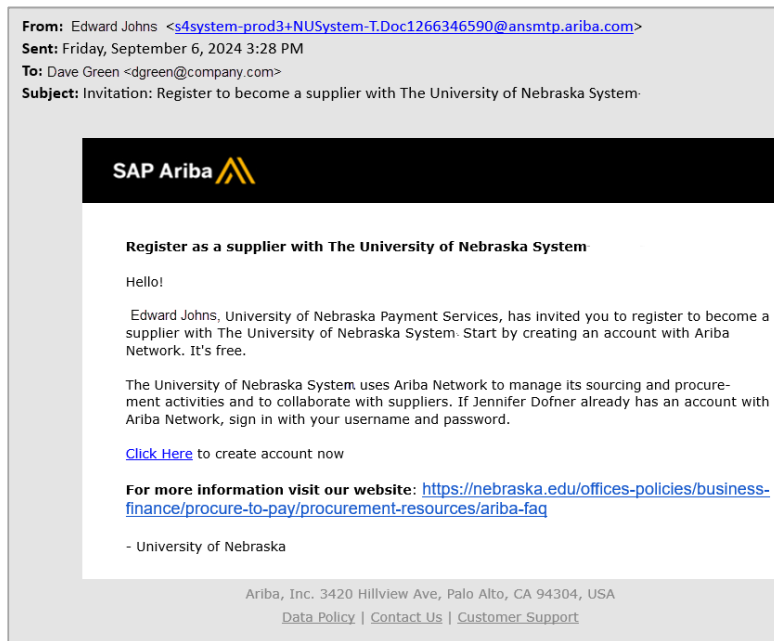
## PURPOSE

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.

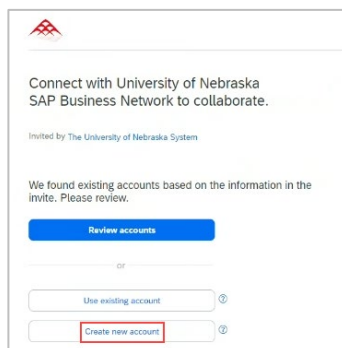
Begin by creating an account in the SAP Business Network (BN) in Steps 1-6. This provides access to Ariba, which then grants access to the University of Nebraska questionnaire.

## 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.



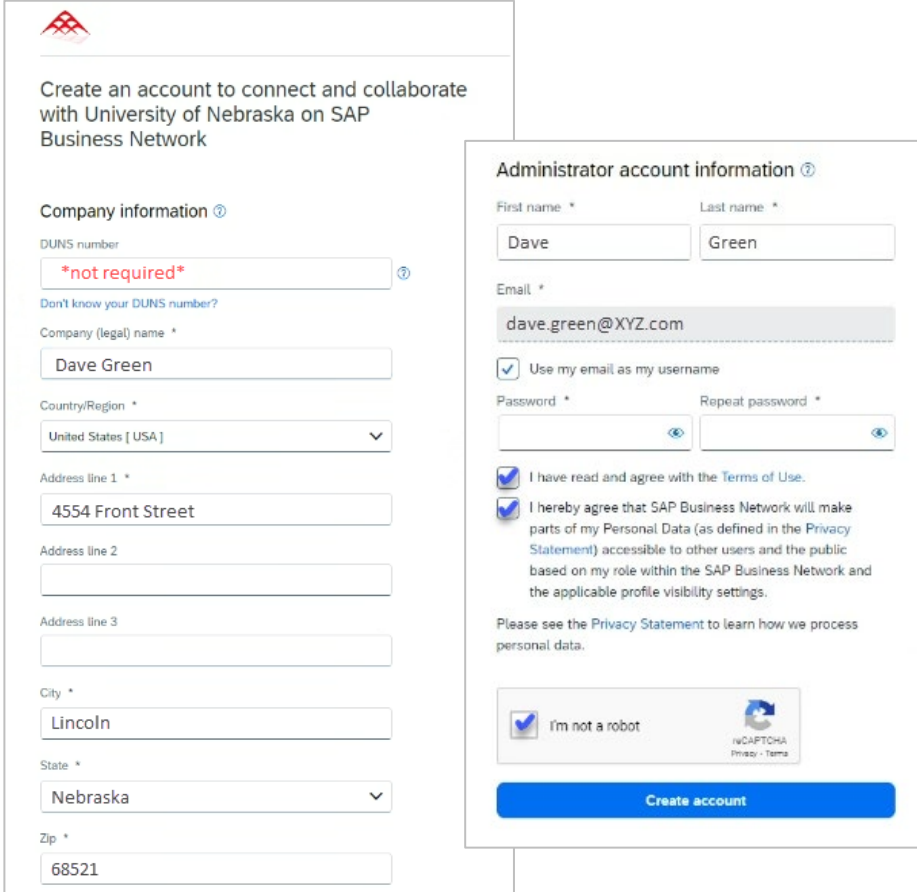
2. Once the link is clicked, a message will open. To start the registration process, click the *Create New Account* button.  
i Disregard the *Review Accounts* button.



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- 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.



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

**Company information**

DUNS number  
\*not required\*

Don't know your DUNS number?

Company (legal) name \*  
Dave Green

Country/Region \*  
United States [ USA ]

Address line 1 \*  
4554 Front Street

Address line 2

Address line 3

City \*  
Lincoln

State \*  
Nebraska

Zip \*  
68521

**Administrator account information**

First name \*  
Dave

Last name \*  
Green

Email \*  
dave.green@XYZ.com

Use my email as my username


Password \*  
[ ]

Repeat password \*  
[ ]

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

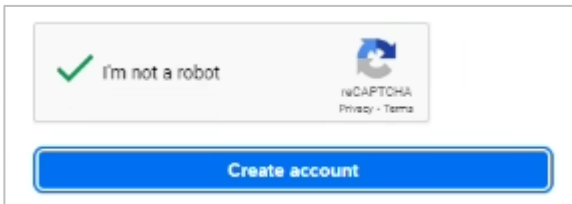
I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.


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

I'm not a robot 

**Create account**

- After the reCAPTCHA validation is complete, click *Create account*.



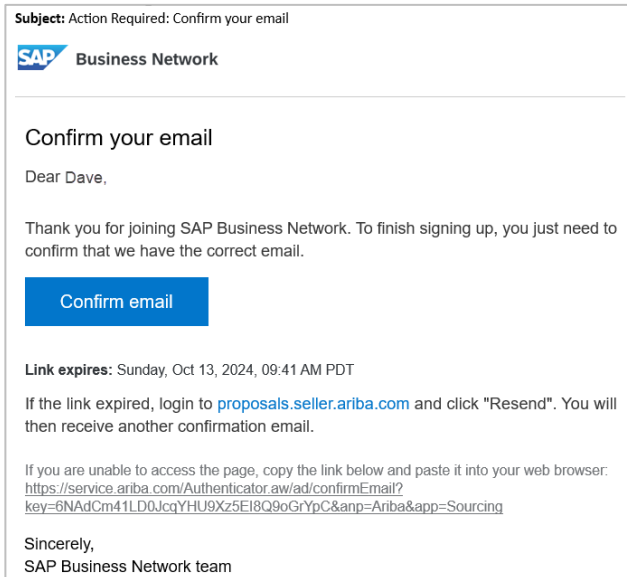
I'm not a robot 

**Create account**

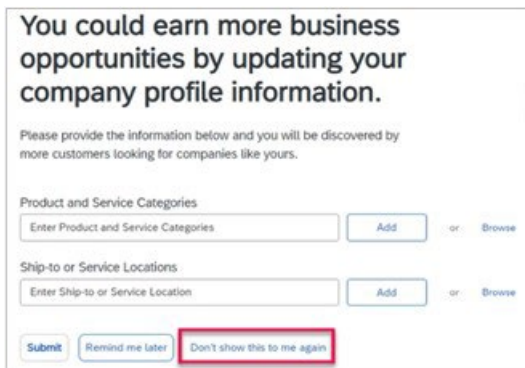
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- An email will be sent from Ariba Commerce Cloud asking to confirm the email address. Click the *Confirm Email* button.

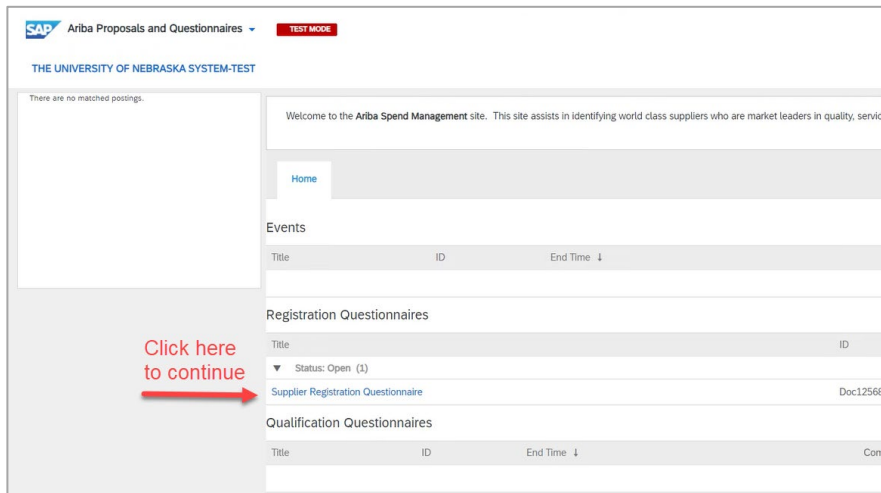


- On the next screen, leave this section blank as it is not collected or required information. Click *Don't show this to me again* to continue.



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



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

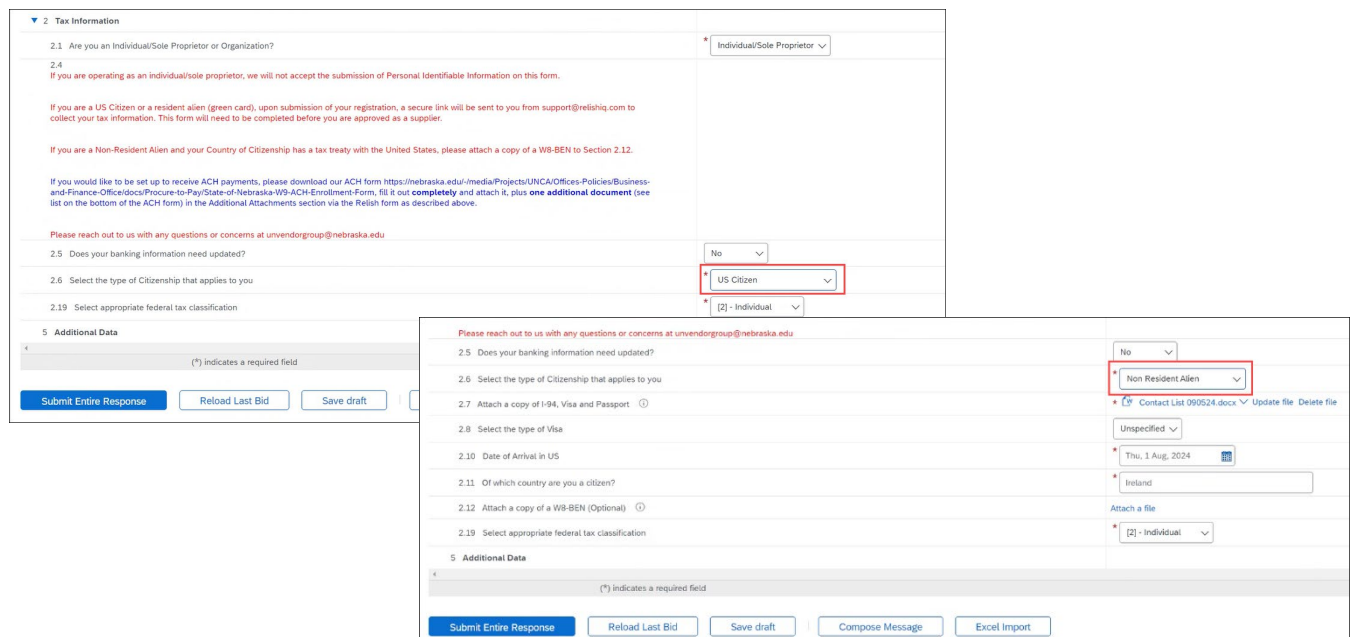
## Section 2: Tax Information

- 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.

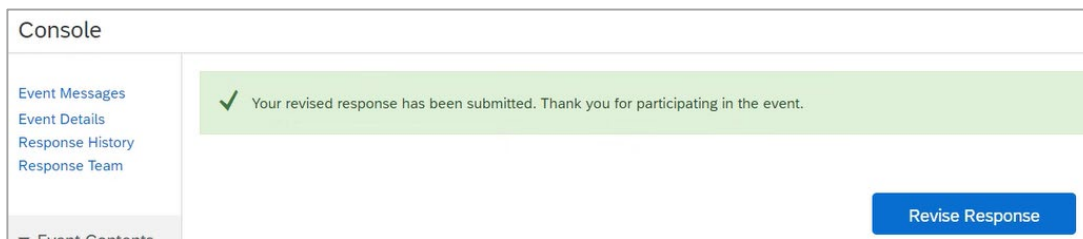


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### Section 5: Additional Data

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.

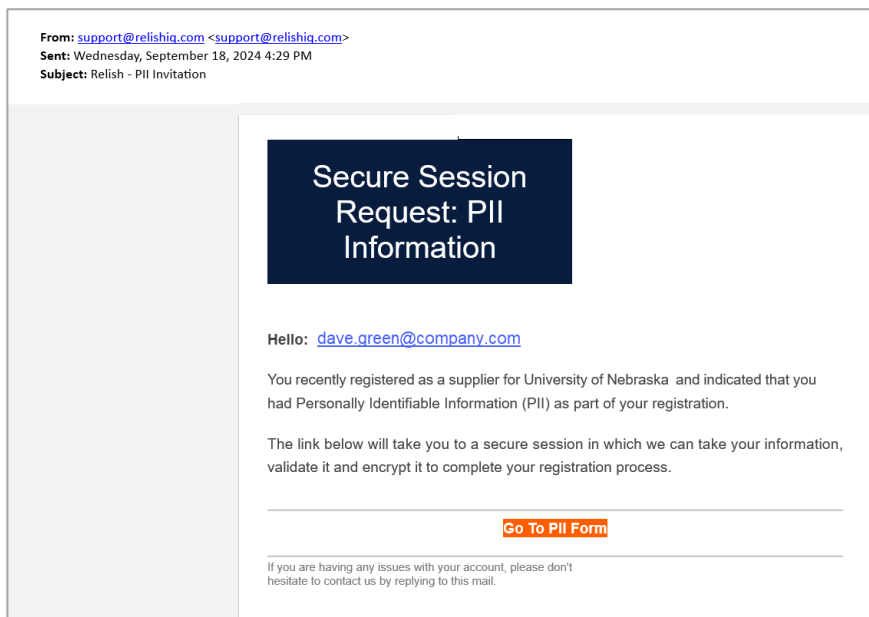


At this point, the address will be checked by USPS to make sure a valid mailing address has been entered. If not, an email will be sent from Ariba asking for the necessary corrections.

## 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.

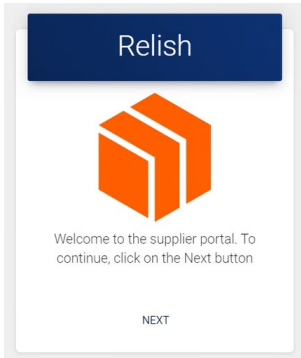
10. On the email from Relish, click **Go To PII Form** (orange button).



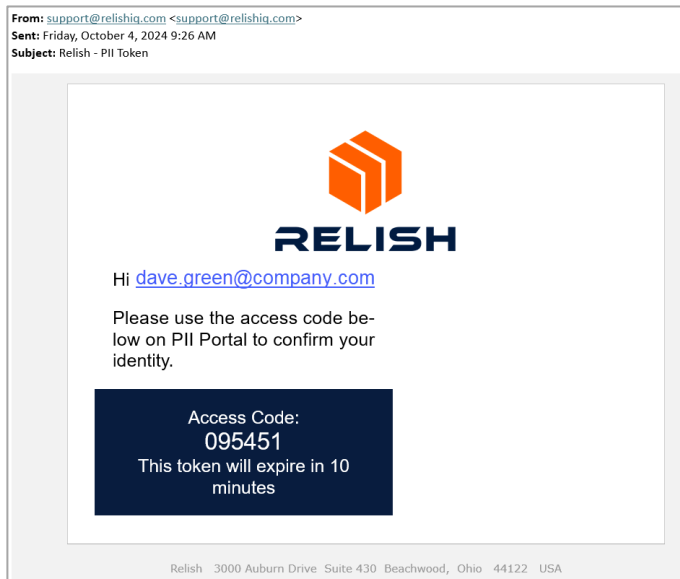
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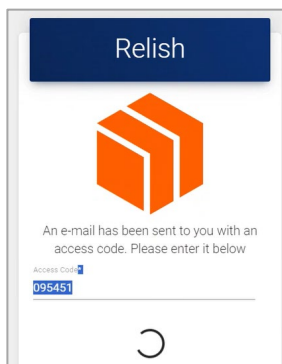
11. The Relish App Center opens. Click *Next*.



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



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





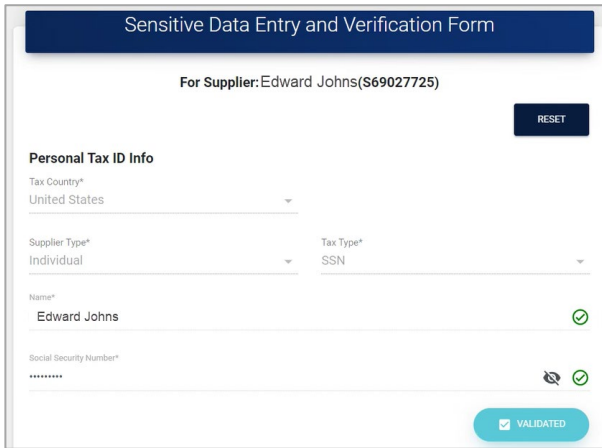
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14. Select the checkmark to indicate having read and acknowledged the Relish Policy Statement.  
Click **I AGREE** on the Terms and Conditions screen.

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**.

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The SSN is validated by the IRS when  and  display.



**Sensitive Data Entry and Verification Form**

For Supplier: Edward Johns(S69027725)

**Personal Tax ID Info**

Tax Country\*  
United States

Supplier Type\*  
Individual

Tax Type\*  
SSN

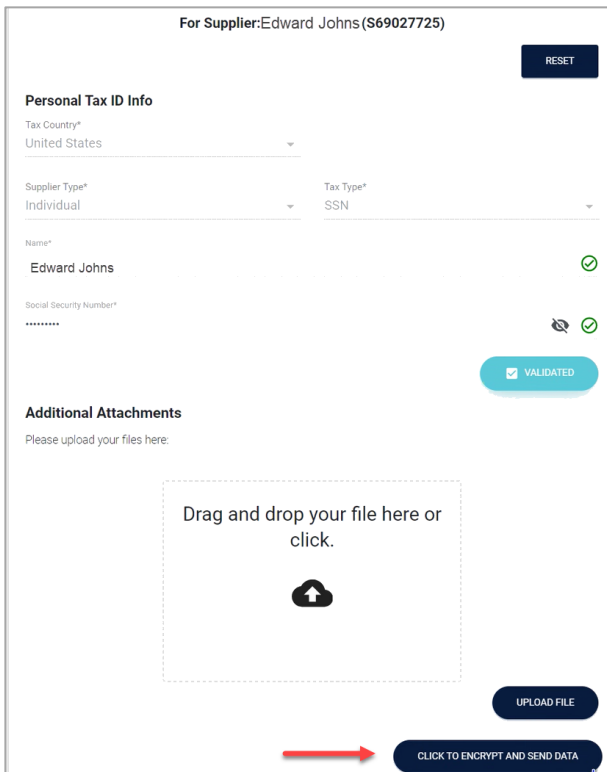
Name\*  
Edward Johns

Social Security Number\*  
\*\*\*\*\*

VALIDATED

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 .



For Supplier: Edward Johns(S69027725)

**Personal Tax ID Info**

Tax Country\*  
United States

Supplier Type\*  
Individual

Tax Type\*  
SSN

Name\*  
Edward Johns


Social Security Number\*  
\*\*\*\*\*

VALIDATED


**Additional Attachments**

Please upload your files here.

Drag and drop your file here or click.



UPLOAD FILE

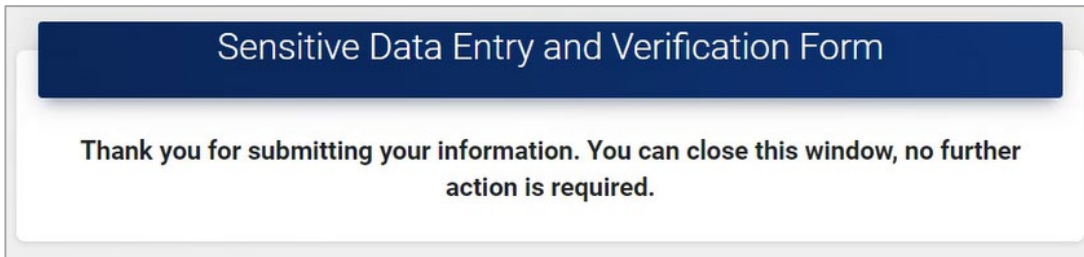




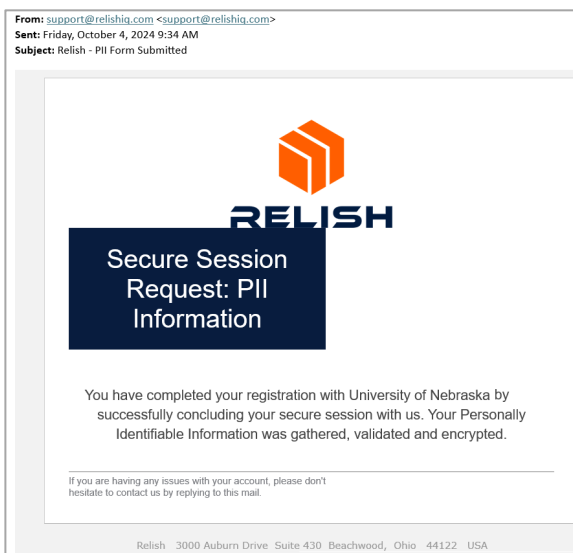
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The following confirmation message will display. Registration is now complete.



An email is sent from Relish once registration is complete.



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

