

Request New Company Supplier

Updated 11/22/2024

PURPOSE

This Quick Reference Guide (QRG) is designed to show the steps needed to request a **New Company Supplier** in SAP Ariba.

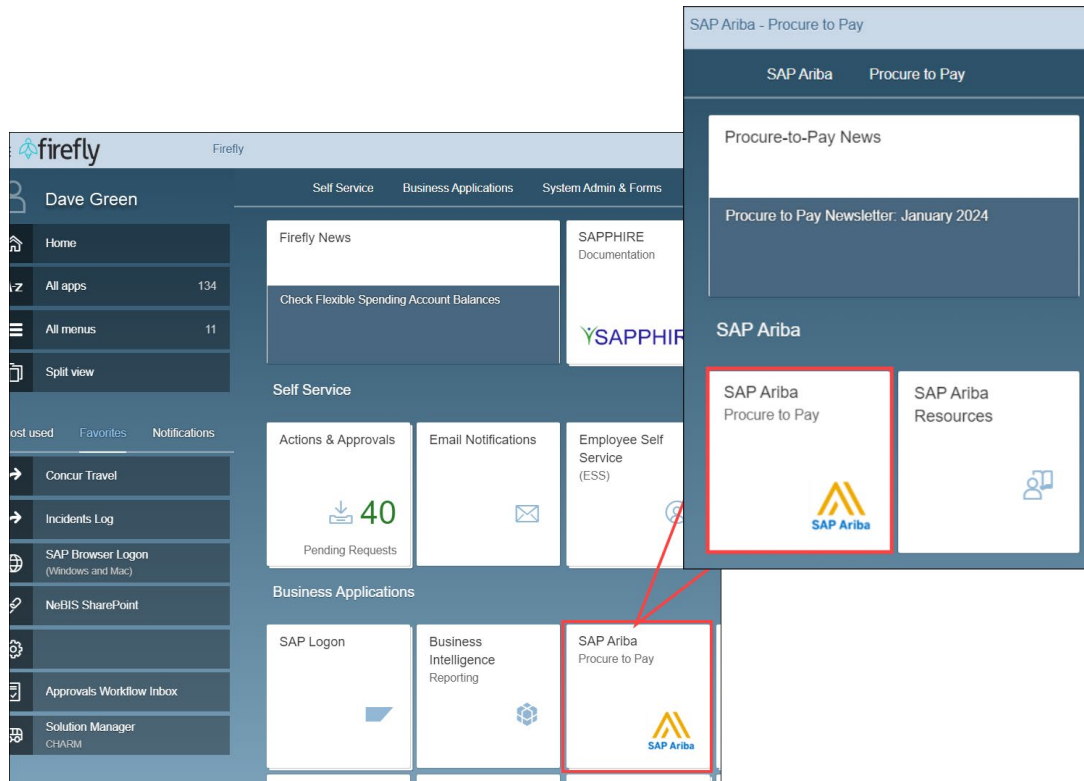
HELPFUL HINTS

For the best experience, please use the following browsers:

- Google Chrome (64-bit)
- Microsoft Edge (32-bit)
- Mozilla Firefox (64-bit)
- Apple Safari (64-bit)
- Microsoft Edge Chromium (32-bit and 64-bit)

CREATE A REQUEST

In Firefly, click into SAP Ariba, and then select the SAP Ariba tile to launch the application.



Request New Company Supplier

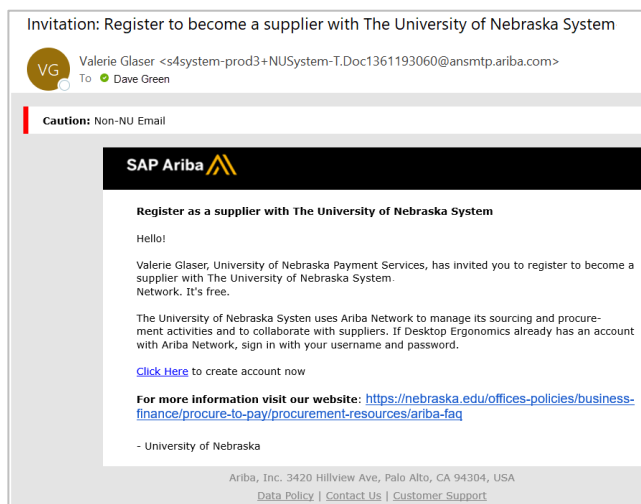
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From the *Guided Buying* homepage, scroll down and click the Procurement and Payment Forms. Select *New Supplier Request*. When the form displays/opens, select **No** for question #1.

Complete all required fields marked *. Click **Submit**.

Note: The request will be reviewed by a P2P Supplier Manager. When approved, the Ariba supplier registration invitation email will be sent to the supplier via the email address provided on the request form (see example below). Once the supplier completes the registration it will route to the P2P Supplier Team for review and approval. Once approved, a supplier number is assigned and is then available in Ariba. The timeliness of the registration completion is dependent on the supplier, not P2P.

An invitation email is sent to the supplier.



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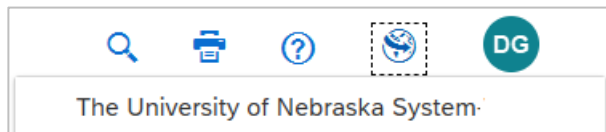
Once the Supplier Manager has sent the registration email, the requester (you) will be added as a watcher on the workflow. This action will allow you to receive notification when the supplier submits the registration and when a Supplier Manager has approved the registration. Also, if the supplier does not complete the registration in a timely manner, a notification email will be sent from Ariba indicating the registration is past due.



CHECK THE REQUEST STATUS

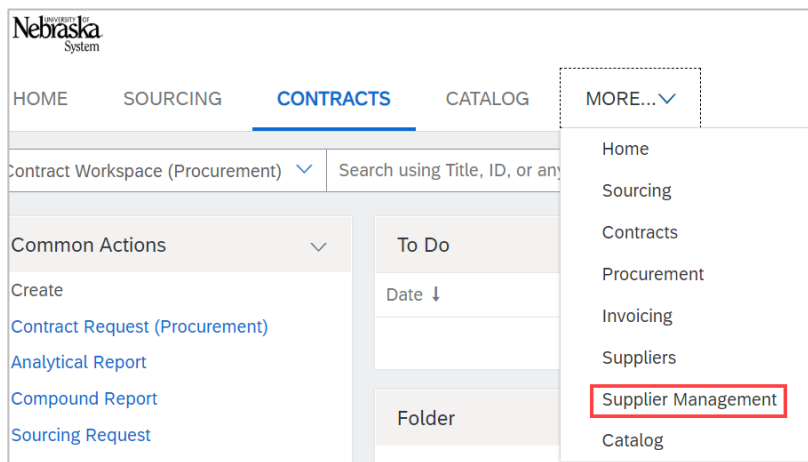
To check the status of the request, from the Guided Buying launch page, click B&I Classic IU tile.




At the top right side of the screen, click  (site button), then select *The University of Nebraska System* from the drop-down menu.

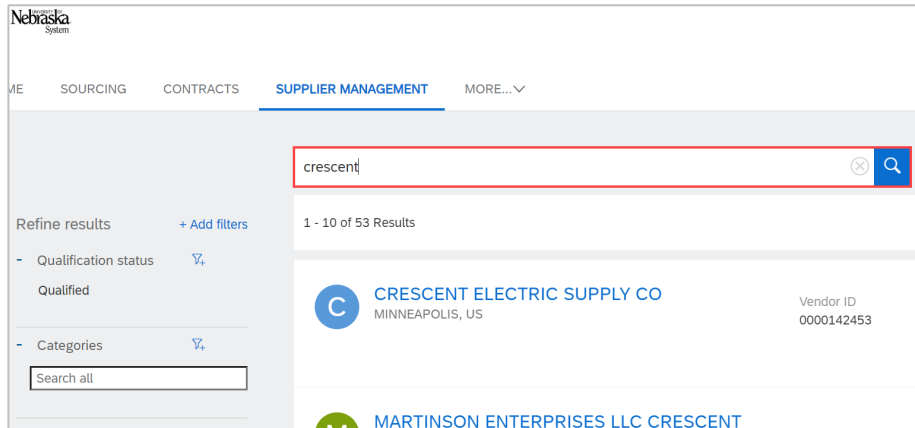


The Supplier side of SAP Ariba opens. From the top left tabs, select *Supplier Management*.  If *Supplier Management* is not visible, click  to select it from the dropdown menu.




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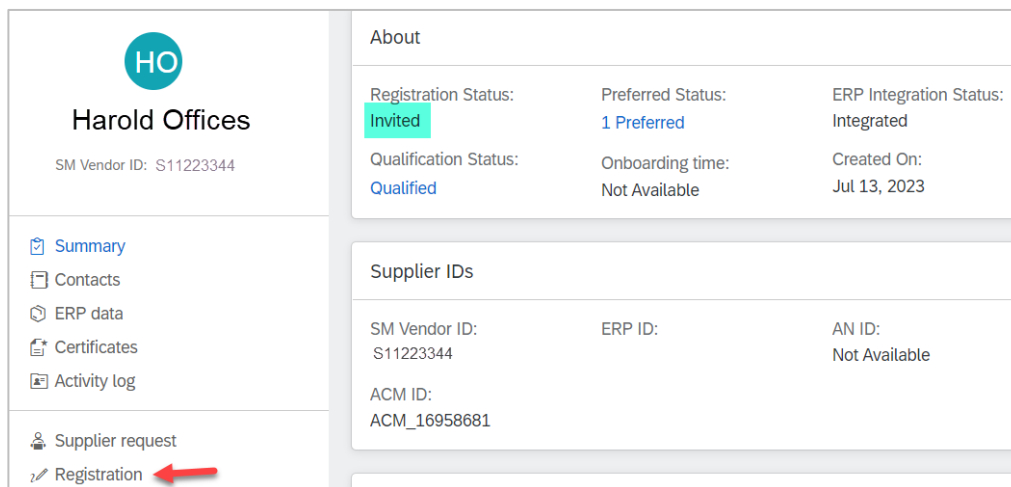
From the *Supplier Management* page, enter the supplier name in the search box and click . All potential matches will display based on the search criteria.



Select the desired supplier to review. Below are examples of different statuses for supplier requests.

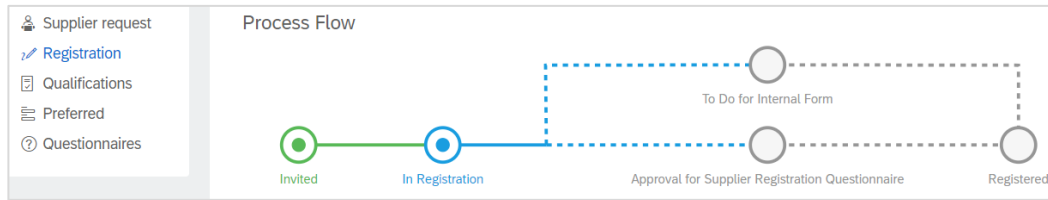
Invited Status

The supplier profile displays the status of the registration and the date. For this example, the invitation was created/sent July 13, 2023 and an ERP Vendor ID has yet to be created. Click  [Registration](#) link on left panel to view more details.



The supplier registration process flow is mostly blue, indicating steps that are currently active (e.g., supplier is in the process of completing registration). In the *Questionnaires* section, email status is *SENT*. Once the supplier opens the email invitation, the status will change to *OPEN*, and the date changes accordingly. However, this does not necessarily mean that the supplier has taken any action.

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Pending Resubmit Status

The supplier status is **Pending Resubmit** indicating the registration was returned to the supplier by Ariba for necessary updates. Click [Registration](#) link on left panel to view more details.

Vi

Viable Internet

SM Vendor ID: S99887766

[View SAP Business Network profile](#)

- Summary
- Contacts
- ERP data
- Certificates
- Activity log

Supplier request

[Registration](#) ←

About

Registration Status:	Preferred Status:	ERP Integration Status:
Pending Resubmit	Not Preferred	Not Integrated
Qualification Status:	Onboarding time:	Created On:
Not Qualified	Not Available	Nov 20, 2024

Supplier IDs

SM Vendor ID:	ERP ID:	AN ID:
S99887766	VDR10155024	AN11217109313
ACM ID:		
ACM_27197709		

Diversity

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

The screenshot shows the supplier registration details. The process flow includes 'Invited', 'In Registration', 'To Do for Internal Form', and 'Registered'. A box highlights the 'To Do for Internal Form' step with 'Relish_Data_Assure' and 'Supplier Manager' roles. Below is a table of questionnaires:

NAME	TYPE	ACTION
Supplier Registration Questionnaire	External	[Action]
Internal Form	Internal	[Action]

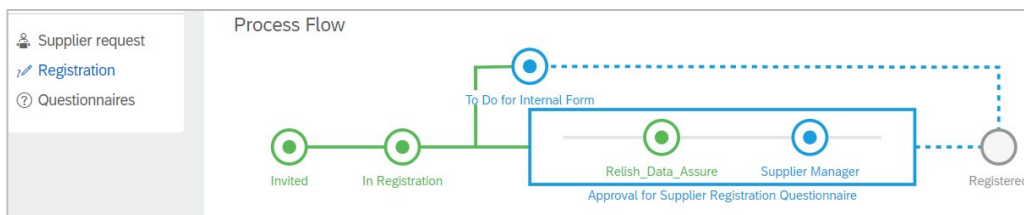
Scroll down to the comments section and select [show more](#). The requested changes are shown in the comments section. Ariba sent an email to the supplier containing this same information on the date shown. As the user requesting the supplier, it is acceptable to reach out to the supplier to remind them when action is needed.

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Pending Approval Status

The supplier status is **Pending Approval** and an ERP Vendor ID has yet to be assigned. Click [Registration](#) link on left panel to view more details.

The supplier registration displays a green process flow, indicating the supplier has completed the registration. The P2P Supplier Manager now needs to approve it.




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Registered Status

The supplier status is **Registered** and an ERP Vendor ID has been assigned. Click [Registration](#) link on left panel to view more details.



SHEPPARDS BUSINESS INTERIORS

SM Vendor ID: S63134070
ERP Vendor ID: 0000109037

[View SAP Business Network profile](#)

- [Summary](#)
- [Contacts](#)
- [ERP data](#)
- [Certificates](#)
- [Activity log](#)

About

Registration Status: Registered	Preferred Status: 1 Preferred	ERP Integration Status: Integrated
Qualification Status: Qualified	Onboarding time: 6 weeks	Created On: Jul 13, 2023

Supplier IDs

SM Vendor ID: S63134070	ERP ID: 0000109037	AN ID: AN01004984787
ACM ID: ACM_16955454		

Diversity

The supplier registration displays as **Registered** and the process flow is entirely green, indicating the supplier has completed the registration and a P2P Supplier Manager has approved it. The supplier is ready to use in Ariba.

