

Request New Individual Supplier

PURPOSE

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

HELPFUL HINTS

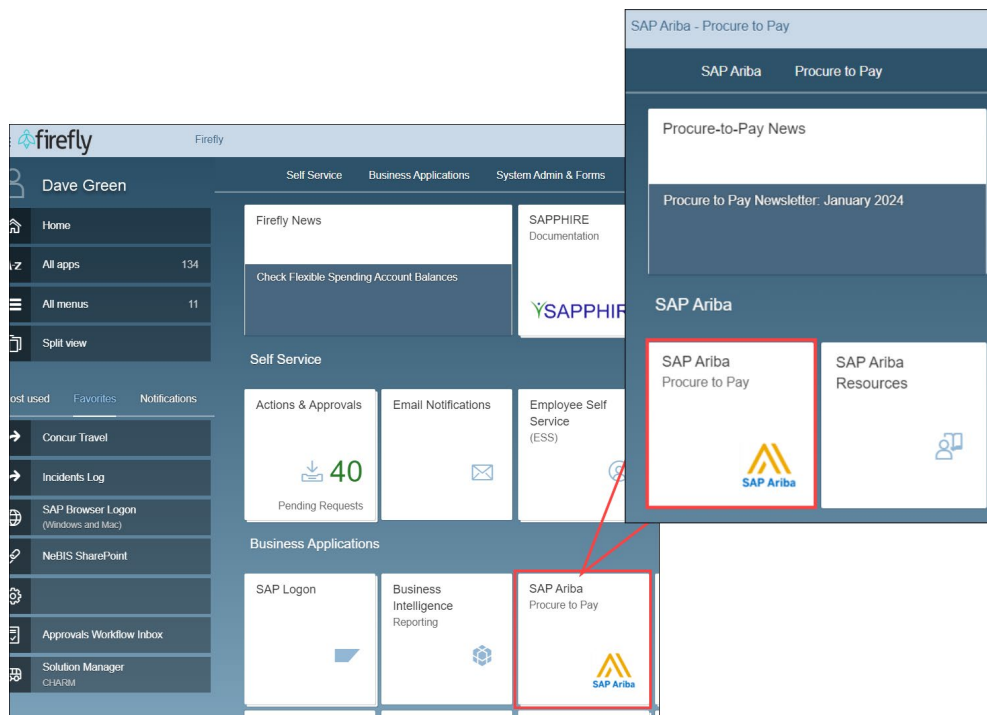
For the best experience, please use the following browsers:

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

Note: if the supplier address provided does not pass the USPS database check and/or the name and SSN combination provided does not pass the IRS database check, the Supplier Manager will send you an email requesting correct information.

CREATE A REQUEST


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



Request New Individual Supplier

From the *Guided Buying* homepage, scroll down and click the Procurement and Payment Forms. Select *New Supplier Request*. When the form displays/opens, select **Yes** for question #1. The form is dynamic and will change once **Yes** is selected.

The screenshot shows the 'Supplier Request Form' interface. Question 1, 'Is this Supplier Request for an Individual?', has the 'Yes' radio button selected and highlighted with a red box. Below it is question 3, 'Reason for New Supplier', with an empty text input field. A collapsed section for 'General Supplier Information' is visible, with question 4.1, 'Supplier Full Name', partially shown at the bottom.

Question #2: upload a copy of the W9, Visiting Personnel form or W8.  in preparation to upload the document, save the file using the supplier's first and last name as the file name.


Click the [Individual Supplier Documents](#) link. A new browser window will open OneDrive.

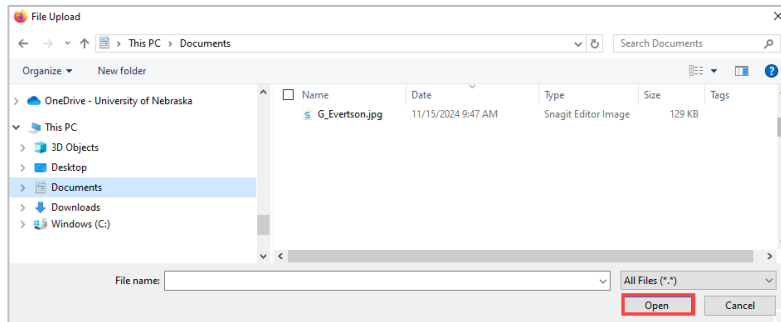
This screenshot shows the form after question 1 is answered. Question 2 is expanded, displaying instructions: 'If yes is selected in question 1, you must provide a W9, Visiting Personnel Form or W8. To provide a W9, Visiting Personnel Form or W8, select the [Individual Supplier Documents](#) link. Use the supplier's full name as the file name. Requestors should provide the necessary document before submitting the request form. Requests that are submitted without the necessary document will be denied.' The link 'Individual Supplier Documents' is highlighted with a red box. Question 3 and the 'General Supplier Information' section are also visible.


In the OneDrive window, click [Select files](#) to upload a document.

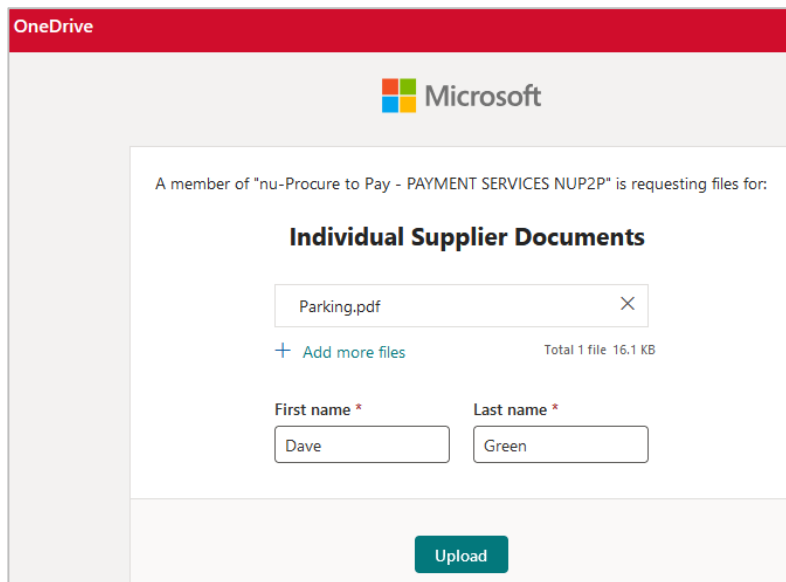
The screenshot shows a OneDrive dialog box with a red header. It features the Microsoft logo and a message: 'A member of "nu-Procure to Pay - PAYMENT SERVICES NUP2P" is requesting files for: Individual Supplier Documents'. At the bottom, there is a red button labeled 'Select files', which is highlighted with a red box.

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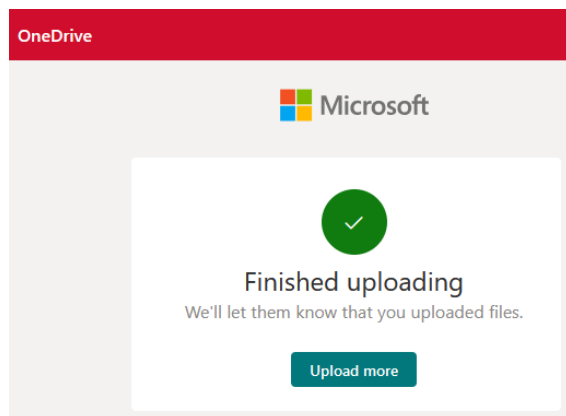
Locate the desired file and click .



Enter your first and last name, then select .



A message will appear when the document has uploaded.



Request New Individual Supplier

Navigate back to the browser tab with the Ariba *Supplier Request Form*. Complete all required fields marked *. Click **Submit**.

Supplier Request Form

1. Is this Supplier Request for an individual? * Yes No

2. If yes is selected in question 1, you must provide a W9, Visiting Personnel Form or W8. To provide a W9, Visiting Personnel Form or W8, select the [Individual Supplier Documents](#) link. Use the supplier's full name as the file name. Requestors should provide the necessary document before submitting the request form. Requests that are submitted without the necessary document will be denied.

3. Reason for New Supplier

4. General Supplier Information

4.1. Supplier Full Name *

4.2. Supplier Main Address *

Street House Number

Street 2

Street 3

District

Postal Code City

Country/Region

5. Primary Supplier Contact

5.1. Contact First Name *

5.2. Contact Last Name *

5.3. Contact Email *

5.4. Contact Phone *

Submit

The request will be reviewed by a P2P Supplier Manager. Once approved, the Supplier Manager will complete the registration process for the individual. A supplier number will be assigned to the individual within twenty-four hours of the request being approved.

Note: if the supplier address provided does not pass the USPS database check and/or the name and SSN combination provided does not pass the IRS database check, the Supplier Manager will send you an email requesting correct information.