



Procure to Pay – Issue 21 – December 2024

Reminder - Supplier Request Process Updated

The supplier request process has been updated to make the process more user-friendly. The new dynamic form will direct users through the request process for both individuals and company suppliers. Users will find the updated individual request process to be very similar to the Firefly Supplier Request process.

Individual supplier request – Requestors will submit the Ariba Supplier Request Form including the individuals name, email address, phone number, and physical address, and submit a completed W9, W8 or Visiting Personnel form to a secure folder. The individuals SSN number must be included on the form. Once the supplier request is approved the supplier will be available in the system within 24 hours.

In the event a phone number is not available for supplier 0's may be used in their place.

A screenshot of a web form titled "Supplier Request Form". Below the title bar, there is a question: "1 Is this Supplier Request for an Individual? *". To the right of the question are two radio button options: "Yes" and "No". The "Yes" radio button is selected and is circled in pink.

This updated process allows SAP Ariba and Relish Data Assure to continue the important task of validating supplier FTINs, addresses and banned/debarred status.

Outstanding Individual Supplier Requests


Procure to Pay is working swiftly to resolve all outstanding supplier requests. In the event that you have an individual supplier request pending completion in SAP Ariba that was submitted prior to November 25th, 2024 you may [use this link](#) to submit the supplier's completed W9, W8 or Visiting Personnel form.

New Ariba Form – Legacy Supplier Request

The Legacy Supplier Request form has three functions:

1. Move an existing SAP supplier from SAP into Ariba.
2. Update a Legacy supplier profile in Ariba
3. Move an existing SAP supplier to Ariba and update the supplier profile.

A Legacy supplier is a supplier that has previously migrated from SAP into Ariba, the supplier has NOT completed the SAP Business Network registration process is therefore not able to update their own supplier profile. Legacy supplier can be identified in Ariba by their registration status, which will show as “not invited”.

 BIRMINGHAM & SOLIHULL MENTAL HEALTH NHS FNDN TRUST SM Vendor ID: S63145846 ERP Vendor ID: 0000813479	About		
	Registration Status: Not Invited	Preferred Status: Not Preferred	ERP Integration Status: Integrated
	Qualification Status: Not started	Onboarding time: Not Available	Created On: Jul 13, 2023
Supplier IDs			
SM Vendor ID: S63145846		ERP ID: 0000813479	AN ID: Not Available

To provide ACH enrollment documents for a Legacy supplier, use option 2 “Update a Legacy Supplier profile in Ariba.” Use the comments box to note that it is an ACH request and upload the ACH enrollment documents to the Legacy Supplier Documents folder.

The Firefly Supplier Maintenance Add/Change tile will be discontinued on January 10th, 2025.

Visiting Personnel Form Updated

The Visiting Personnel Form has been updated to include a field for the supplier phone number, remove references to eSHOP and correct a broken link. [The new form is available in Sapphire.](#)

Please legibly print name and address information!		UNIVERSITY OF NEBRASKA		Invoice Number Reference is:	
		Visiting Personnel / Nonresident Alien Independent Contractor		Last Date of Service in	
		Miscellaneous Expense Voucher		MMDDYY format	
Legal Name				Purpose	
FTIN (SSN / EIN /ITIN)*				Dates of Visit	
Phone#					

Just Around the Corner– Holiday Shutdown

Holiday Shutdown for the University of Nebraska and the end of a sales quarter (December 31st) for suppliers is coming soon. Suppliers often provide special pricing incentives to purchase prior to the end of the year. To beat the year end rush, you are encouraged to complete your contract and purchase requests as soon as possible.

REMINDER! P2P Monthly User Forum

P2P will be hosting a monthly user forum Thursday December 12th, 2024 at 9am. The forum topic will be Ariba Supplier Request process and updates to the Visiting Personnel form. Access to the forum is available via Bridge. [Register here](#).



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