Using The "New Supplier Request" Form In Ariba
The New Supplier Request form in Ariba is dynamic and directs users through the request process for both individual and company suppliers.

To request a new Individual supplier – Requestors will submit the New Supplier Request form, completing all required fields including individual's name, email address, phone number, and physical address. Requestors must submit a completed W9, W8 or Visiting Personnel form to a secure folder via a link on the form (see below). The individuals SSN number must be included on the form if they are a US citizen or non-resident alien. Once the supplier request is approved by the Procure to Pay supplier team, the supplier will be available in the system within 24 hours.

To Request a new Company supplier – Requestors will submit the New Supplier Request form, providing the company's name, contact first and last name, and email address. The supplier will receive an invitation to create an account and complete the supplier registration questionnaire. Once the supplier completes the registration and it is approved by the Procure to Pay supplier team, they will be available in the system within 24 hours.

Reminder: Input Requested - Procure-to-Pay Training & Forum Sessions
Last month, we asked you to complete a brief survey to help us plan future training sessions and educational presentations focused on procurement and payments.
Your feedback and suggestions are valuable, please take our survey today.

US Bank Payment Plus – Virtual Payment Initiative
The University of Nebraska is launching Payment Plus, a Virtual Payment initiative in conjunction with US Bank. The Virtual Payment program is designed to improve efficiency, accelerate supplier payments, and reduce the costs and environmental impact associated with paper check processing. Enrolled suppliers will receive email notifications for each payment with a unique, single-use card number and transaction details, making the process simple and secure. US Bank is actively engaging with suppliers to enroll in the program, should a supplier reach out to you on communications they receive from US Bank please connect them with pcard@nebraska.edu for assistance.

Reverse Goods Receipt and Cancel Order in SAP Ariba - and other help guides
The Customer Support team is continuing to update and expand the SAP Ariba help content on our website. We are also breaking out guides by topic to make navigation easier, with a goal of completing updates by the end of March.

Procure-to-Pay (P2P) News

Our most recent guides added are [Reverse Goods Receipt and Cancel Order](#) and [Self-Service Transfer of Ownership Form](#). If you have a PO that needs to be cancelled or a requestor has left the university requiring a change to the PO owner, these guides will walk you through the process.

Join Us for our Monthly Forum
Mark your calendar for Thursday, March 19 at 9 a.m. You can [register through Bridge](#). Engine, the hotel booking tool will be the presentation topic.

Need Assistance? The P2P team offers:
- Two different Ariba courses: Buying and Invoicing and Contract and Sourcing
- Ariba Drop-in Sessions twice a week (Tuesday and Thursday) to assist with troubleshooting on real-time issues.

Log on to SAP Ariba in Firefly and click on the [Bridge Training](#) tile for scheduled sessions and register.

Contact us at P2P@nebraska.edu
**You have received this message due to your status as an individual with an SAP ID.