

Company Supplier: How-To Guide

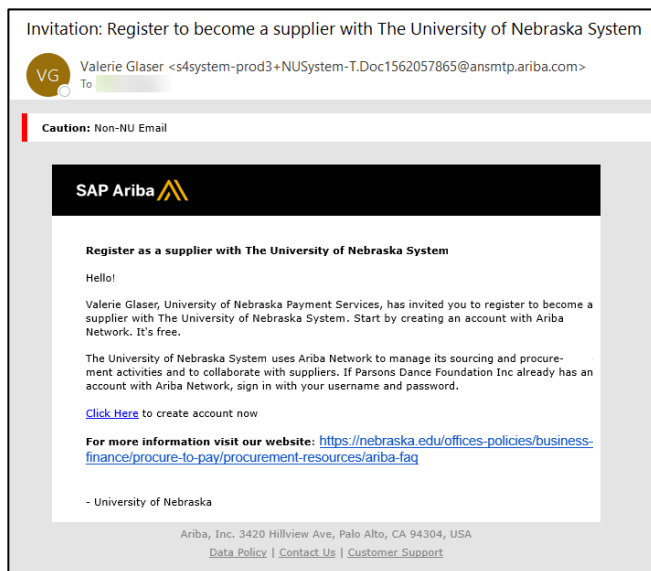
Updated March 2, 2026

Purpose

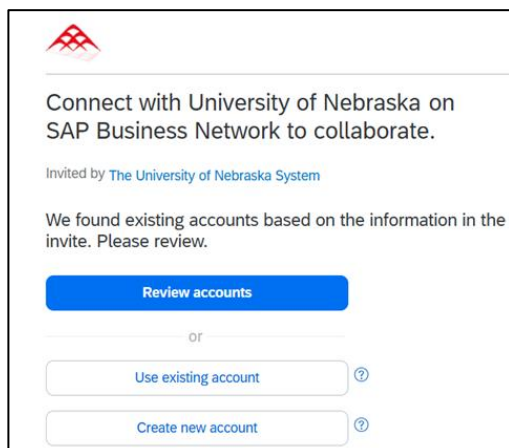
This Quick Reference Guide is intended to help a company set up as a supplier with the University of Nebraska in Ariba.

Getting Set Up in the SAP Business Network

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.



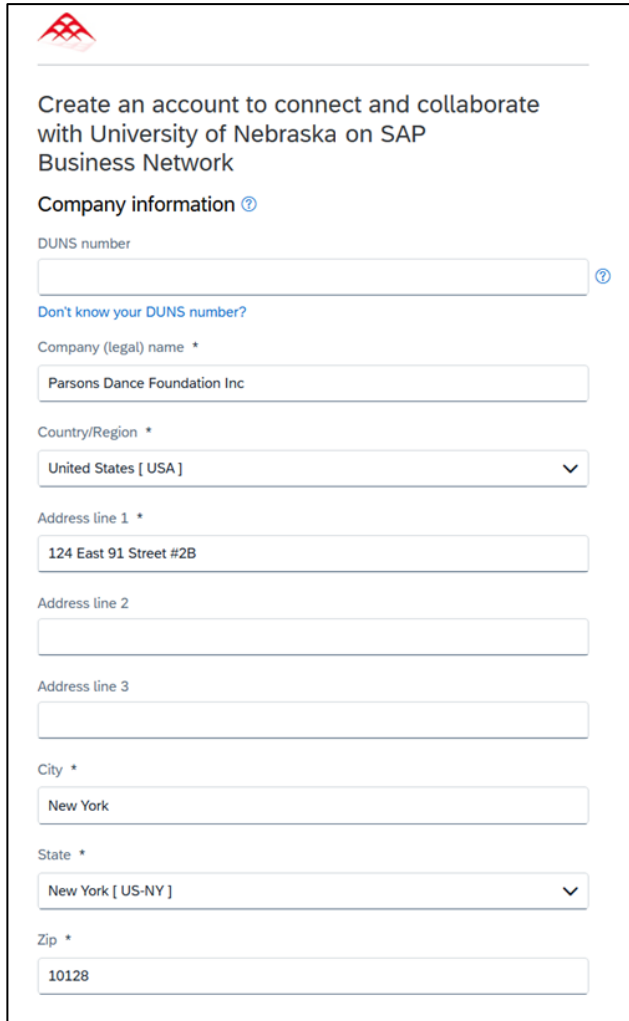
Once the link is clicked, the SAP portal will open in a web browser. Click [Use existing account](#) if there is already an existing SAP Business Network account. Otherwise, click [Create new account](#).



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In the Company Information section, complete all fields with an asterisk (*). DUNS number is not required.



The screenshot shows a web form for creating an account. At the top left is the University of Nebraska logo. The main heading reads "Create an account to connect and collaborate with University of Nebraska on SAP Business Network". Below this is a section titled "Company information" with a help icon. The form contains several input fields: "DUNS number" (with a help icon), "Company (legal) name" (filled with "Parsons Dance Foundation Inc"), "Country/Region" (dropdown menu showing "United States [USA]"), "Address line 1" (filled with "124 East 91 Street #2B"), "Address line 2", "Address line 3", "City" (filled with "New York"), "State" (dropdown menu showing "New York [US-NY]"), and "Zip" (filled with "10128").

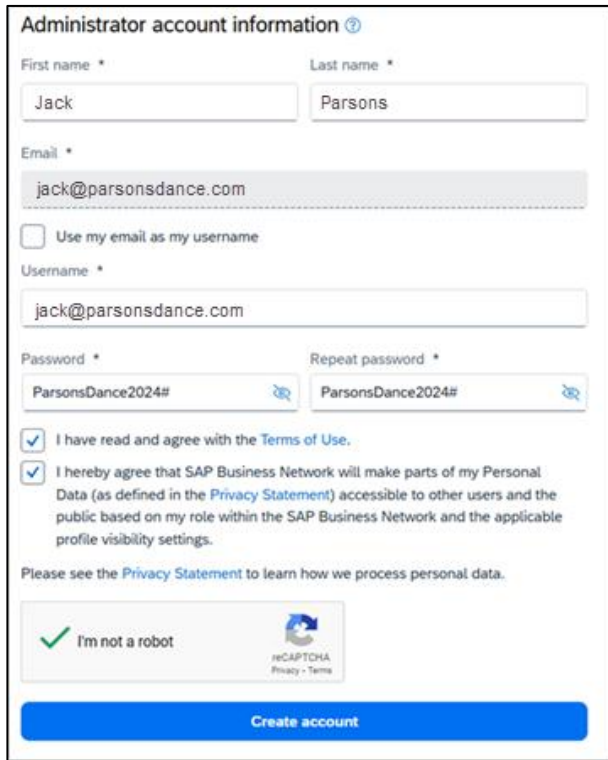
In the Administrator account information section, create a password, check the agreement boxes and click *I'm not a robot*. The reCAPTCHA screen will appear to select the appropriate images.

- Password must contain at least 1 of each: uppercase, lowercase, number and special character. Must be between 8 and 32 characters and cannot contain the username. Additional information visible on the network when creating a password.

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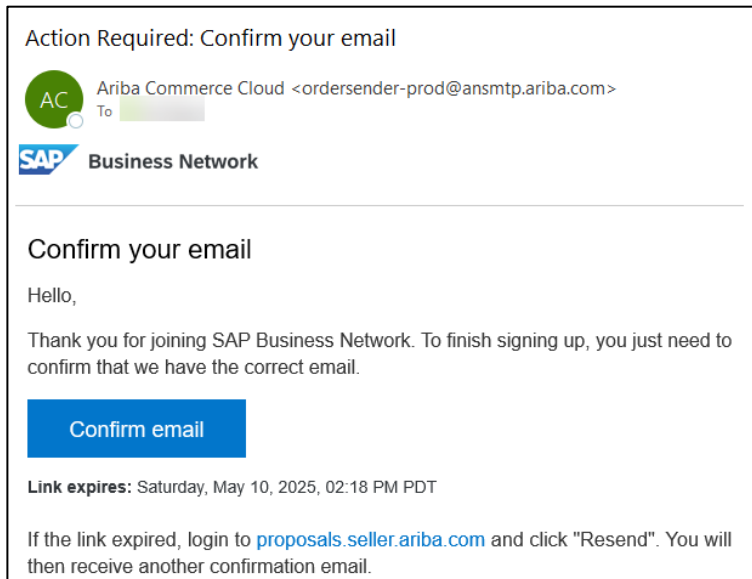
After the reCAPTCHA validation is complete, click [Create account](#).



The screenshot shows a registration form titled "Administrator account information". It includes fields for "First name" (Jack), "Last name" (Parsons), "Email" (jack@parsonsdance.com), "Username" (jack@parsonsdance.com), "Password" (ParsonsDance2024#), and "Repeat password" (ParsonsDance2024#). There are checkboxes for "Use my email as my username", "I have read and agree with the Terms of Use", and "I hereby agree that SAP Business Network will make parts of my Personal Data...". A reCAPTCHA "I'm not a robot" widget is present, and a blue "Create account" button is at the bottom.

An email will be sent from Ariba Commerce Cloud to confirm the email address. Click

[Confirm email](#).

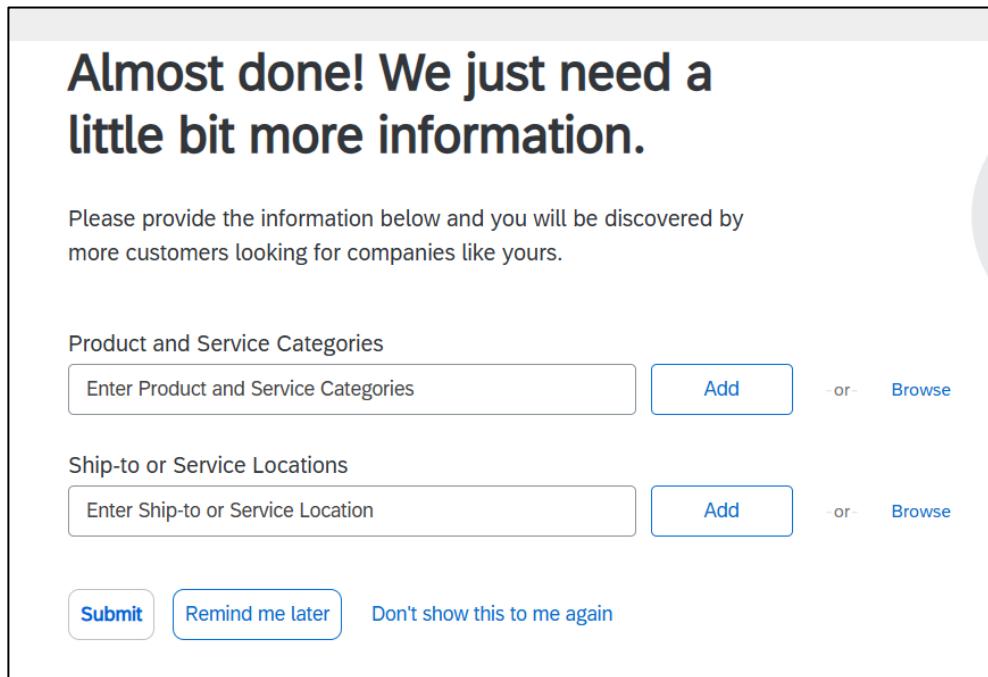


The screenshot shows an email from Ariba Commerce Cloud. The header includes the Ariba logo and "Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>". The subject is "Business Network". The main content says "Confirm your email" and "Hello, Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email." Below this is a blue "Confirm email" button. At the bottom, it states "Link expires: Saturday, May 10, 2025, 02:18 PM PDT" and provides instructions: "If the link expired, login to [proposals.seller.ariba.com](\"#\") and click 'Resend'. You will then receive another confirmation email."

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After the email has been confirmed, return to the web browser with the SAP Business Network system open. If a company wishes to participate in bids or sourcing events, select **Product and Services Categories** and **Ship-to or Service Locations**. Then click **Submit**. If not wishing to participate in bids or sourcing events, select **Don't show this to me again**.



Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

Enter Product and Service Categories -or- [Browse](#)

Ship-to or Service Locations

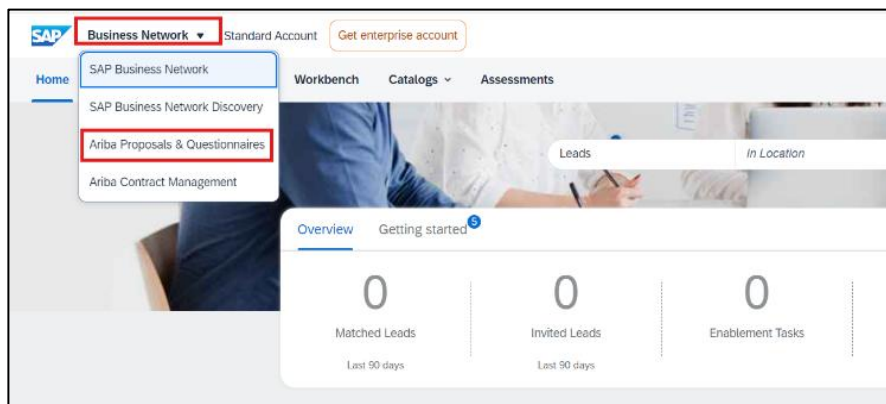
Enter Ship-to or Service Location -or- [Browse](#)

[Don't show this to me again](#)

Completing the Ariba Supplier Registration Questionnaire

The University of Nebraska supplier registration questionnaire will open automatically.

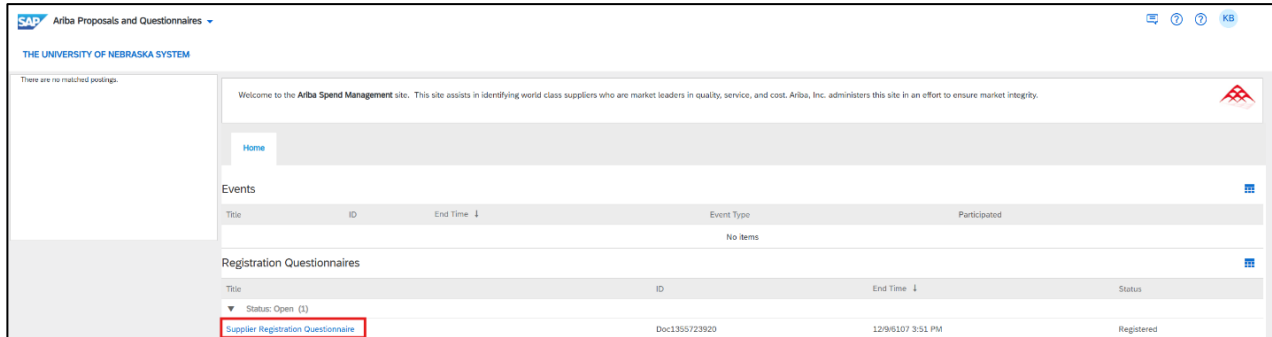
If the questionnaire does not open automatically, click on *Business Network* dropdown menu at the top left side of the screen and click on *Ariba Proposals & Questionnaires*.



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When the next screen opens, a supplier registration questionnaire listed under the **Supplier Registration Questionnaires** category. Click on the link to open the registration form.



On the supplier registration questionnaire, complete all fields with an asterisk (*).

- The name(s) listed in 1.1 and 1.2 (optional) and the tax ID listed in 2.13 must be entered exactly as on file with the IRS.
- The only required fields on the address section are street, postal code, city, country/region and state/province/region. All other fields are optional.
- In the Tax Information section, fields 2.16 and 2.17 are where ACH documents should be uploaded. Use the URL listed in 2.16 to access the University of Nebraska’s ACH enrollment form. This URL is not a hyperlink – copy and paste the URL into a web browser to access the form.

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2 Tax Information

2.1 Are you an Individual/Sole Proprietor or Organization? * US Organization

2.13 Tax Number(s) ⓘ Country/Region: United States (US) ⓘ

Tax Name	Tax Type	Tax Number
USA: FEIN Tax Number	Organization	123456789

2.16 To ensure payments are received via ACH, complete and upload the ACH Enrollment Form from the link listed below:
• URL: <https://nebraska.edu/-/media/Projects/UNCA/Offices-Policies/Business-and-Finance-Office/docs/Procure-to-Pay/State-of-Nebraska-W9-ACH-Enrollment-Form> *Attach a file

Please reach out to us with any questions or concerns at unvendorgroup@nebraska.edu

2.17 Attach one of the following:
Blank check (voided), photocopy of a cleared check, letter or statement from your financial institution, Vendor invoice or letter which contains printed ACH instructions. *Attach a file

2.18 Select appropriate federal tax classification * [3] - S Corporation

2.21 Is your Remittance address and/or email the same as the information in Section 1? * Unspecified

2.22 Is your Purchase Order address and/or email the same as the information in Section 1? * Unspecified

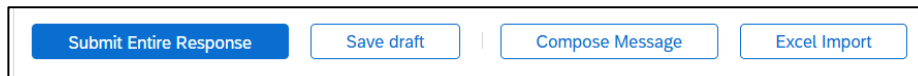
5 Additional Data

5.1 Select the Service and/or Material Categories you provide (select a value) [select]

5.2 Have you participated (or planning to participate) in a sourcing event and/or have an active contract? * Unspecified

(*) Indicates a required field

After the form is completed, click [Submit Entire Response](#).



Once submitted, the form will route through a few validation checks (USPS address check, IRS name/tax ID check, etc.). If any of the checks fail, an email will be sent from Ariba with detailed information regarding the failure. A link will be included in the email to log back into the account and fix the questionnaire. Once the questionnaire passes all the validation checks, it will route to the University of Nebraska supplier maintenance team for review and approval.

Once approved, a supplier number will be assigned and set up is complete as a supplier with the University of Nebraska in SAP Ariba.