

Guided Buying: Searching for a Supplier

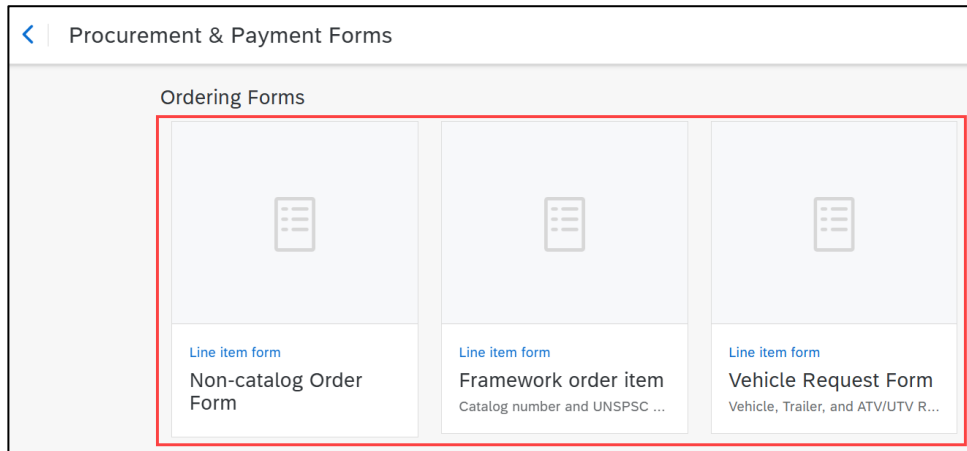
Updated March 11, 2026

Purpose

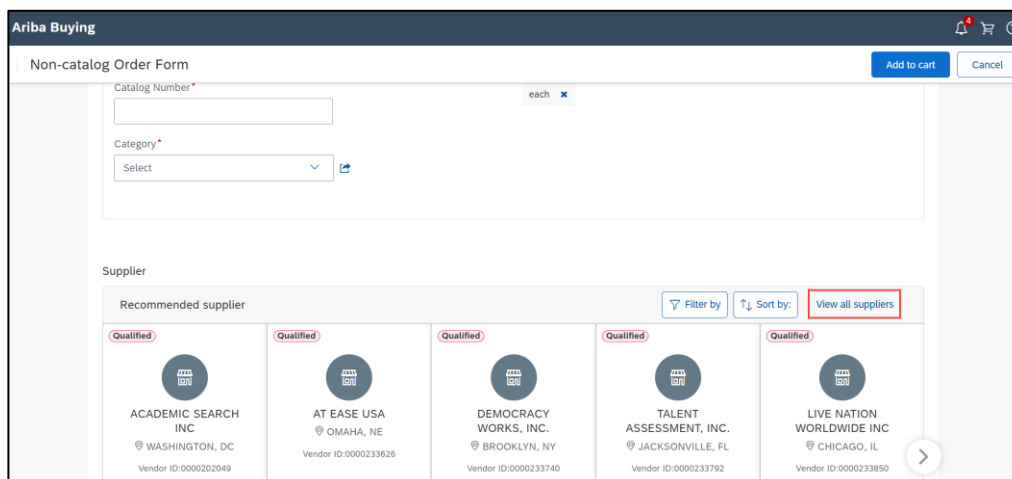
This document provides step-by-step process for searching and selecting suppliers in Guided Buying forms.

Non-Catalog Order, Framework Order, Or Vehicle Request Form Searches

From the Ariba homepage, scroll down to **Procurement and Payment form** and navigate to the appropriate form. Click to open the desired form.



Click **View all suppliers** to open the search box.



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In the search field enter the supplier's name or if known, enter the SAP supplier number. Abbreviations may need to be used when searching. For example, **Intl** and **International** are both acceptable.

Supplier ID	Supplier name	Preferred	Diversity	Street	City	State/Province	Country
0000100564	B & H PHOTO & VIDEO			PO BOX 28072	NEW YORK	NY	US
0000100005	ROTARY INTL LINCOLN ROTARY			PO BOX 83843	LINCOLN	NE	US
0000100032	BAKER CO INC			PO BOX 324	CANAJOHARIE	NY	US
0000100066	FHC INC			1201 MAIN ST	BOWDOIN	ME	US
0000100139	JERRYS SERVICE INC			PO BOX 784	HARTINGTON	NE	US
0000100140	GOODWAY TECHNOLOGIES CORP			PO BOX 150413	HARTFORD	CT	US

Select the line of the appropriate supplier and click **Select** at the bottom right.

Supplier ID	Supplier name	Preferred	Diversity	Street	City	State/Province	Country
0000192969	BLACK HILLS UTILITY HOLDING			PO BOX 7966	CAROL STREAM	IL	US
0000229523	BLACK HILLS CENTRAL RESERVATIONS			PO BOX 523	DEADWOOD	SD	US
0000431026	CANDICE GIBSON			1447 BLACK HILLS	ALLIANCE	NE	US
0000459286	PAYTEN GIBSON			1447 BLACK HILLS AVE	ALLIANCE	NE	US

The system will retain recently used items in a list. Press up and down arrow keys to navigate recently chosen suppliers and press enter to select a supplier.

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Direct Pay Form Searches

Navigate to **Direct Pay Forms by Category**.

Procurement & Payment Forms

NEW - Direct Pay Forms by Category

Non-PO invoice form	Non-PO invoice form	Non-PO invoice form	Non-PO invoice form
Direct Pay - Professional Services 1025 Use form to request payment for invoices NOT associated with a Purchase Order or Framework Order.	Direct Pay - Research & Agriculture 1026 Use form to request payment for invoices NOT associated with a Purchase Order or Framework Order.	Direct Pay - Facilities & Furniture 1027 Use form to request payment for invoices NOT associated with a Purchase Order or Framework Order.	Direct Pay - IT 1028 Use form to request payment for invoices NOT associated with a Purchase Order or Framework Order.

Click in the supplier text field and select **Search**.

INV381734 Total 0.0000 USD Send request

Invoice Request / INV381734

Composing Saved - 3 minutes ago

Invoice
Request to pay suppliers for the specified purchases

On Behalf Of: Dave Green Company Code: 1000 (University of Nebraska)

Pay to supplier

Supplier *
Search for Supplier Search

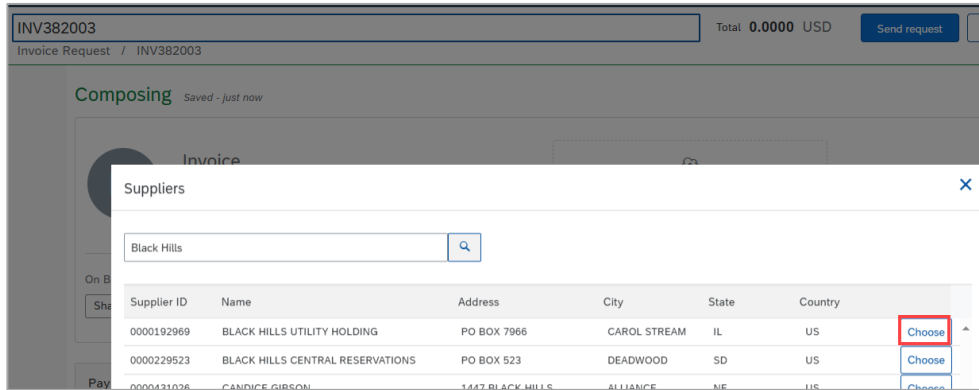
Remit To Address

In the search field enter the supplier's name or if known, enter the SAP supplier number. Remember, abbreviations may need to be used when searching. For example, **Intl** and **International** are both acceptable.

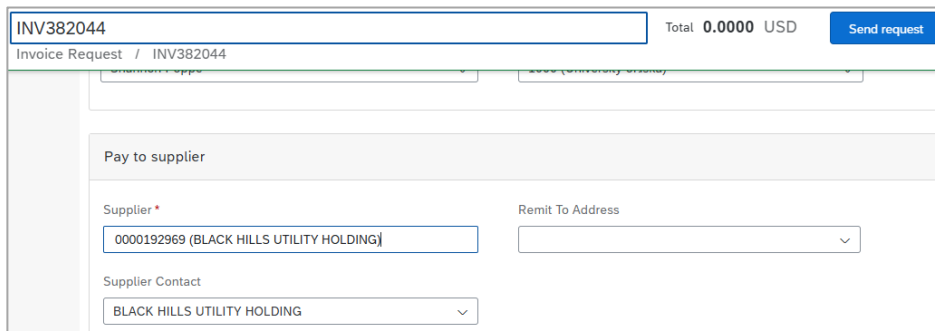
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Select the supplier from the list and click **Choose**.

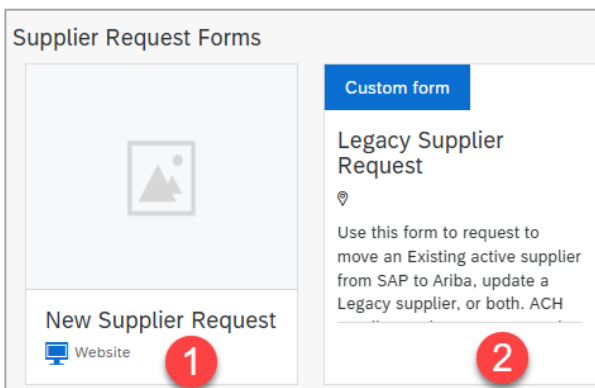


The supplier is added to the form.



If the supplier was not found using the search, they will need to be added to Ariba.

1. New supplier requests should be submitted via the Ariba New Supplier Request form.
2. To move an existing active supplier from SAP to Ariba submit the Legacy Supplier Request form.



Guides for each of these forms are available in [SAP Ariba Quick Resource Guides](#).