

Individual Supplier How-To Guide

Updated March 12, 2026

Purpose


This document is intended to help individuals (not companies) get set up as a supplier in Ariba. The following steps in this document must be taken for payment to occur.

Begin by creating an account in the SAP Business Network (BN) in Steps 1-6. This provides access to Ariba, which then grants access to the University of Nebraska questionnaire.

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.

From: Edward Johns <s4system-prod3+NUSystem-T.Doc1266346590@ansmtp.ariba.com>
Sent: Friday, September 6, 2024 3:28 PM
To: Dave Green <dgreen@company.com>
Subject: Invitation: Register to become a supplier with The University of Nebraska System

SAP Ariba 

Register as a supplier with The University of Nebraska System

Hello!

Edward Johns, University of Nebraska Payment Services, has invited you to register to become a supplier with The University of Nebraska System. Start by creating an account with Ariba Network. It's free.

The University of Nebraska System uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Jennifer Dofner already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

For more information visit our website: <https://nebraska.edu/offices-policies/business-finance/procure-to-pay/procurement-resources/ariba-faq>

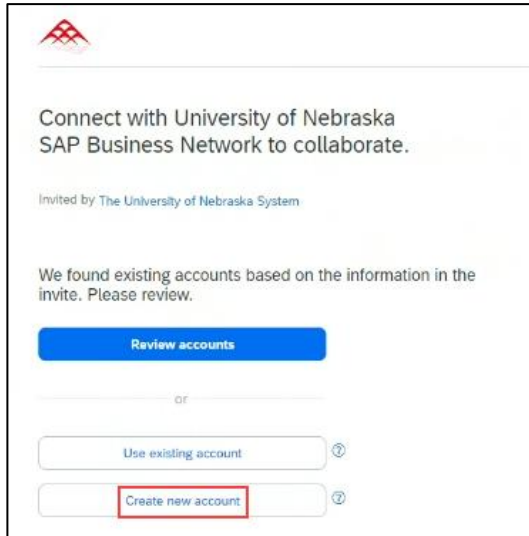
- University of Nebraska

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

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Once the link is clicked, a message will open. To start the registration process, click the **Create New Account** button. Disregard the **Review Accounts** button.



Connect with University of Nebraska SAP Business Network to collaborate.

Invited by The University of Nebraska System

We found existing accounts based on the information in the invite. Please review.

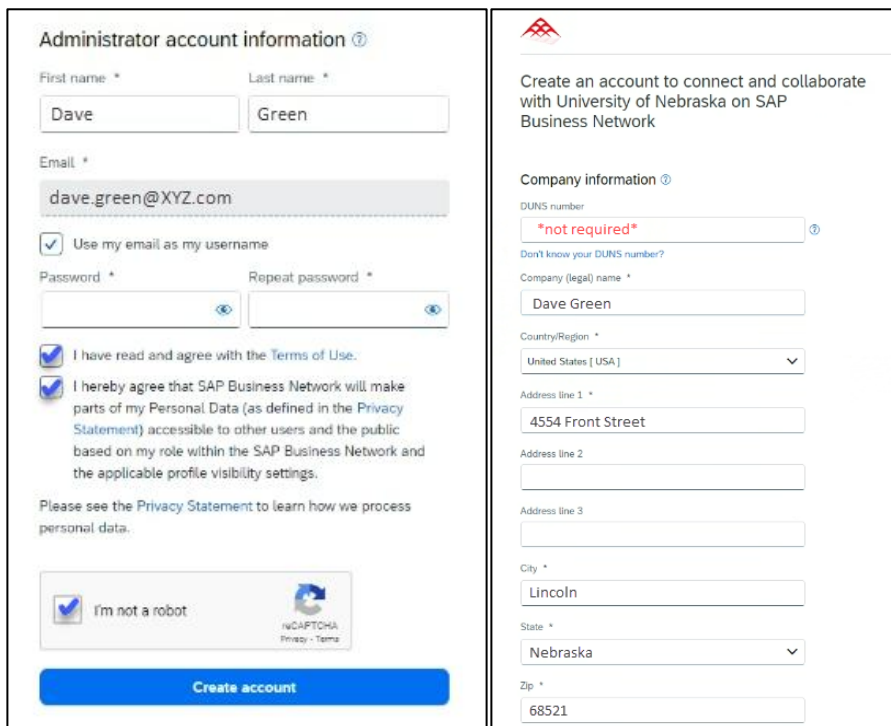
[Review accounts](#)

or

[Use existing account](#)

[Create new account](#)

In the Company information section, complete all fields with an asterisk (*). **Company (legal) name** will be entered with an individual's name (not a company name) and home (or business) address in the fields. In the Administrator account information section, create a password, check the agreement boxes and complete the reCAPTCHA. DUNS number is not required.



Administrator account information

First name * Last name *

Dave Green

Email *

dave.green@XYZ.com

Use my email as my username

Password * Repeat password *

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot

[reCAPTCHA](#) [Privacy - Terms](#)

[Create account](#)

Create an account to connect and collaborate with University of Nebraska on SAP Business Network

Company information

DUNS number

not required

Don't know your DUNS number?

Company (legal) name *

Dave Green

Country/Region *

United States [USA]

Address line 1 *

4554 Front Street

Address line 2

Address line 3

City *

Lincoln

State *

Nebraska

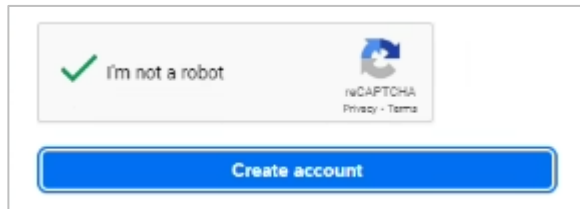
Zip *

68521

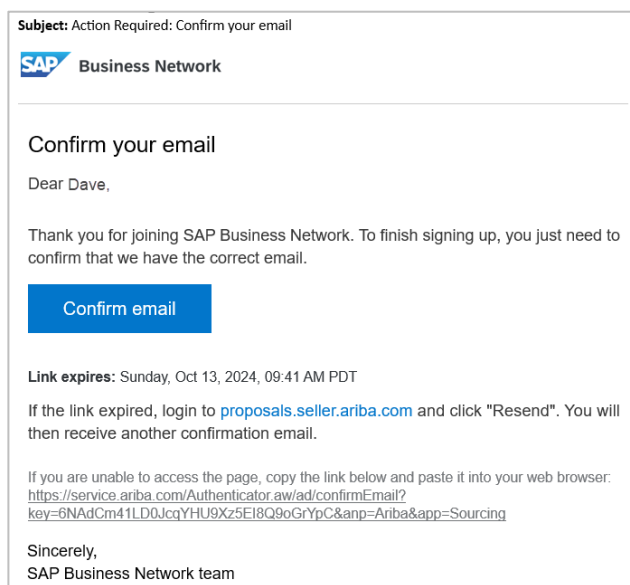
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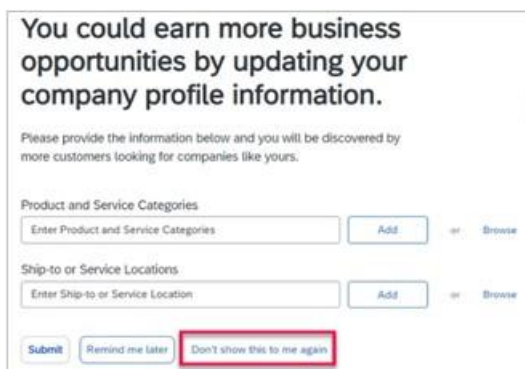
After the reCAPTCHA validation is complete, click *Create account*.



An email will be sent from Ariba Commerce Cloud asking to confirm the email address. Click the **Confirm Email** button.



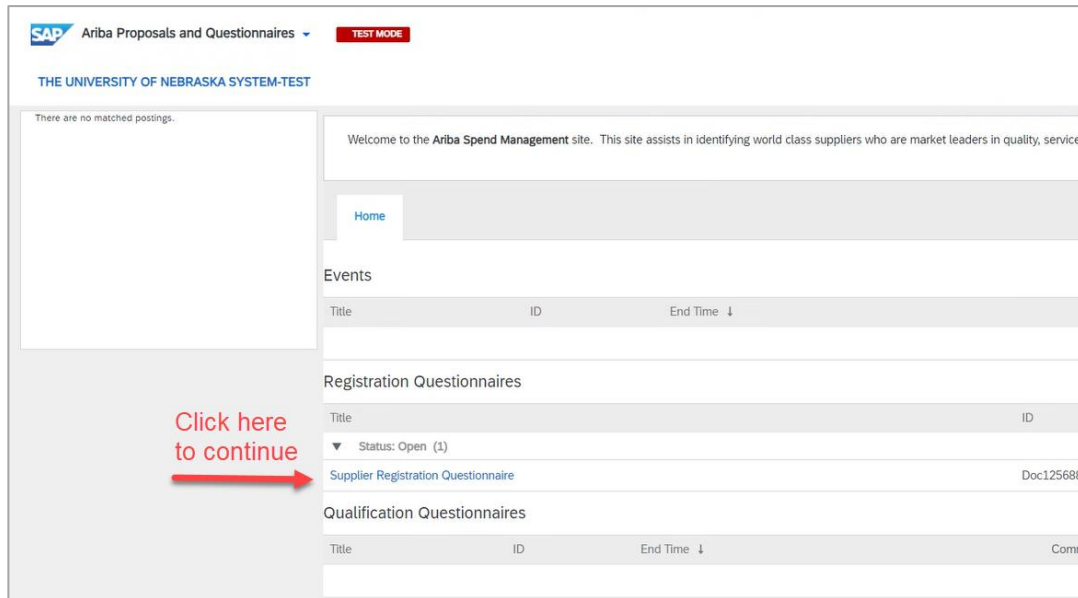
On the next screen, leave this section blank as it is not collected or required information. Click **Don't show this to me again** to continue.



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The SAP Business Network window opens. Click **Supplier Registration Questionnaire** to continue.



Section 1: General Supplier Information – complete all required fields with a red asterisk.

Section 2: Tax Information

- 2.1 - Select **Individual/Sole Proprietor** from the dropdown.
- 2.4 - Once selected, text will appear. Please read/review.
- 2.5 - (optional) typically the default is acceptable.
- 2.6 - Select appropriate citizenship option. *different questions appear when selecting **Non Resident Alien** (see screenshots below).

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Non-resident alien only:

- 2.7 - Attach a copy of I-94, Visa and Passport: if you did not travel to the US and do not have these documents, please attach a copy of a W8-BEN or your identification card.
- 2.10 - Date of Arrival in US: if you did not travel to the US to do business with the University, please enter the date of the event you attended virtually.
- 2.19 - Select appropriate tax classification.

This screenshot shows a web form for a non-resident alien supplier. The form includes the following fields and options:

- 2.5 Does your banking information need updated? (No)
- 2.6 Select the type of Citizenship that applies to you (Non Resident Alien)
- 2.7 Attach a copy of I-94, Visa and Passport (Contact List 090524.docx)
- 2.8 Select the type of Visa (Unspecified)
- 2.10 Date of Arrival in US (Thu, 1 Aug, 2024)
- 2.11 Of which country are you a citizen? (Ireland)
- 2.12 Attach a copy of a W8-BEN (Optional)
- 2.19 Select appropriate federal tax classification ([2] - Individual)

Buttons at the bottom: Submit Entire Response, Reload Last Bid, Save draft, Compose Message, Excel Import.

This screenshot shows a web form for a US citizen supplier. The form includes the following fields and options:

- 2.1 Are you an Individual/Sole Proprietor or Organization? (Individual/Sole Proprietor)
- 2.4 If you are operating as an individual/sole proprietor, we will not accept the submission of Personal Identifiable Information on this form.
- 2.5 Does your banking information need updated? (No)
- 2.6 Select the type of Citizenship that applies to you (US Citizen)
- 2.19 Select appropriate federal tax classification ([2] - Individual)

Buttons at the bottom: Submit Entire Response, Reload Last Bid, Save draft, Compose Message, Excel Import.

Section 5: Additional Data

5.2 - Select No in most cases.

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Click [Submit Entire Response](#) or [Save draft](#) to return later. Once submitted, a confirmation pop-up will appear with the image shown below. The questionnaire is now complete.

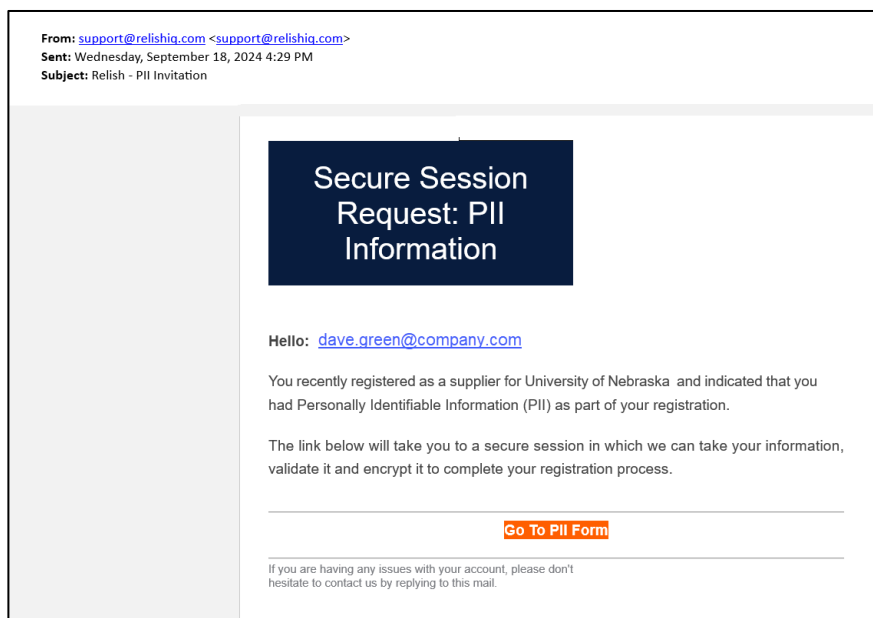


At this point, the address will be checked by USPS to make sure a valid mailing address has been entered. If not, an email will be sent from Ariba asking for the necessary corrections.

Completing Information in Relish

The University's Ariba system does not allow entry or storage of social security numbers (SSN), therefore a third-party software, Relish, is used to gather SSN. If U.S. Citizen or Resident Alien (Green Card) was selected in section 2.6 on the previous page (once the questionnaire has been successfully completed) an email will be sent from Relish (example shown below). If Non-Resident Alien was selected in section 2.6 on the previous page, once the registration passes the USPS address check, registration is complete. No email will be sent from Relish.

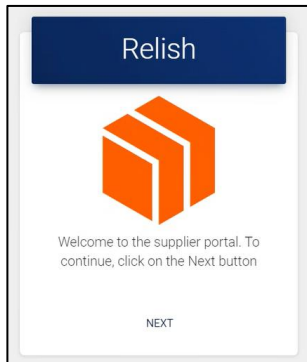
On the email from Relish, click [Go To PII Form](#) (orange button).



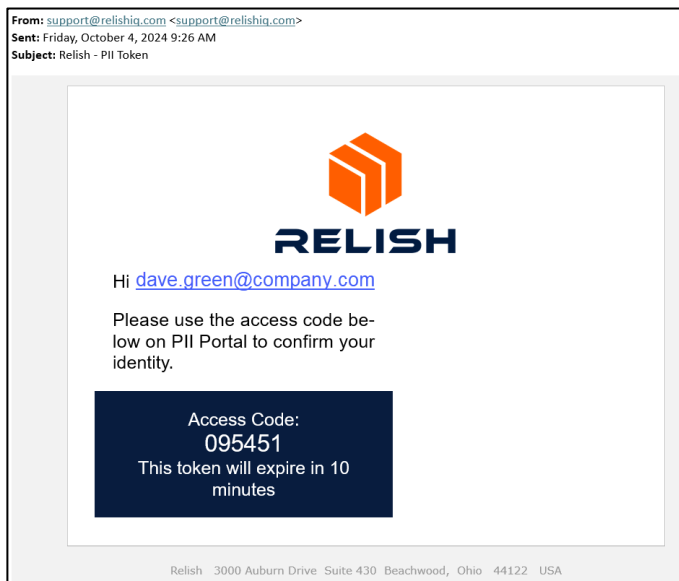
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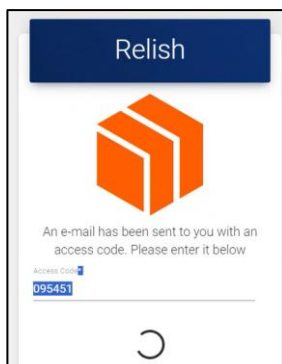
The Relish App Center opens. Click **Next**.



An email will be sent from Relish containing a token.



Enter the token on the Relish screen and click **Enter**.

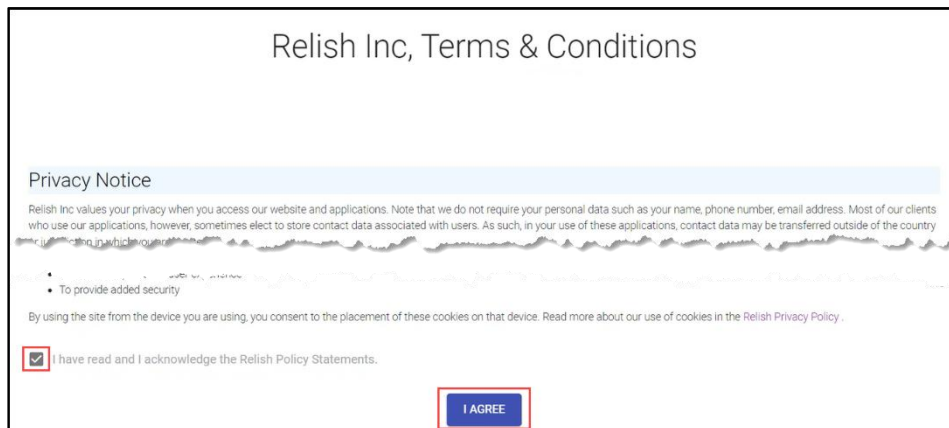


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Select the checkmark to indicate having read and acknowledged the Relish Policy Statement.

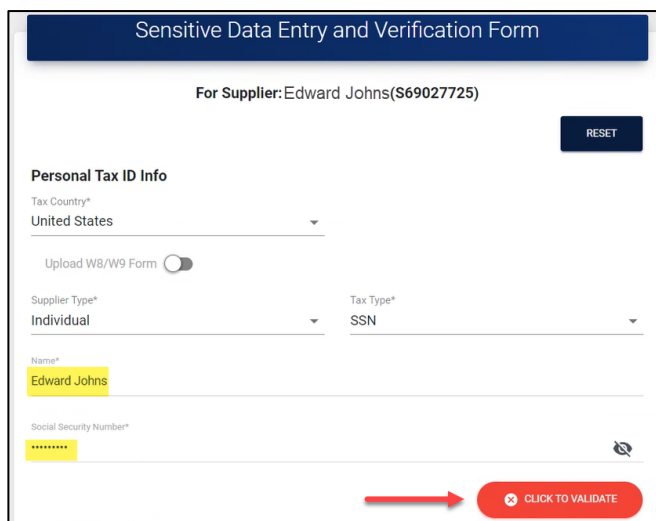
Click **I AGREE** on the Terms and Conditions screen.



(Optional) Indicate if a W-9 will be attached (most individuals do not).



Enter first & last name and social security number in the fields.

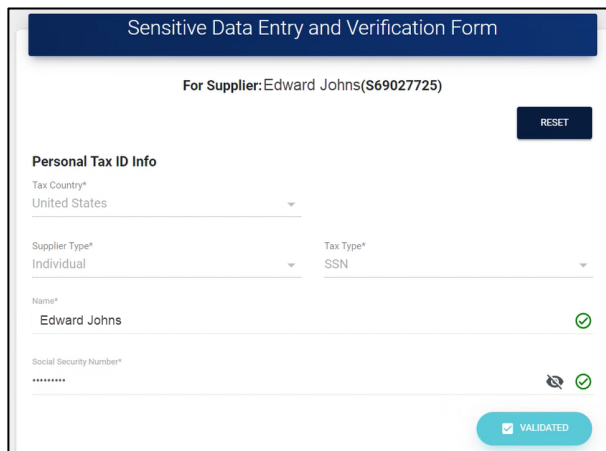
Select



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The SSN is validated by the IRS when  and  display.



Sensitive Data Entry and Verification Form

For Supplier: Edward Johns(S69027725)

RESET

Personal Tax ID Info

Tax Country*
United States

Supplier Type* Individual Tax Type* SSN

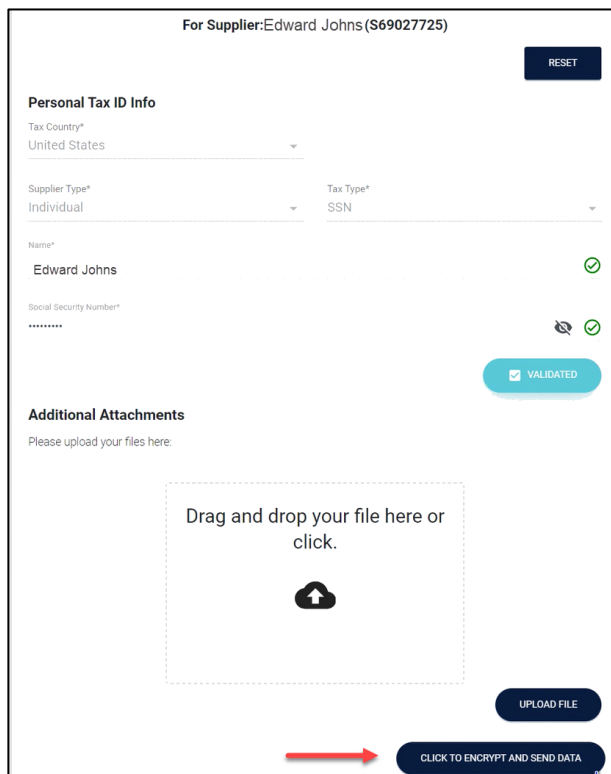
Name*
Edward Johns

Social Security Number*

VALIDATED

(Optional) If elected to have funds deposited via ACH, attach the ACH form and additional document at the bottom of the Relish form.

Select 



For Supplier: Edward Johns (S69027725)

RESET

Personal Tax ID Info

Tax Country*
United States

Supplier Type* Individual Tax Type* SSN

Name*
Edward Johns

Social Security Number*

VALIDATED

Additional Attachments
Please upload your files here:

Drag and drop your file here or click.

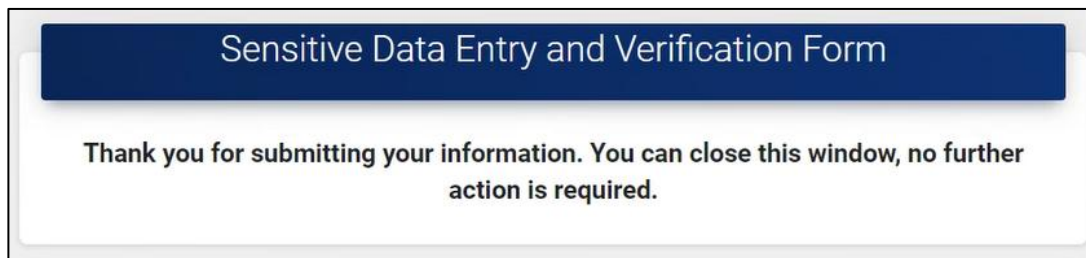
UPLOAD FILE

CLICK TO ENCRYPT AND SEND DATA

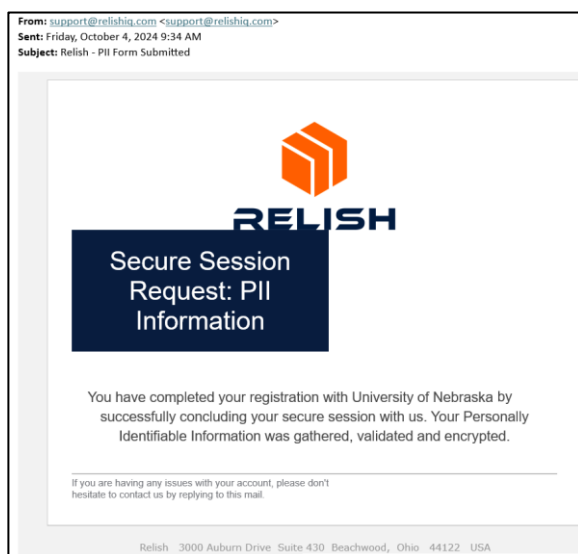
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The following confirmation message will display. Registration is now complete.



An email is sent from Relish once registration is complete.



The University's Ariba system will send a confirmation email after registration is approved.

