

# Legacy Supplier Request Form How-To

Updated March 12, 2026

## Purpose

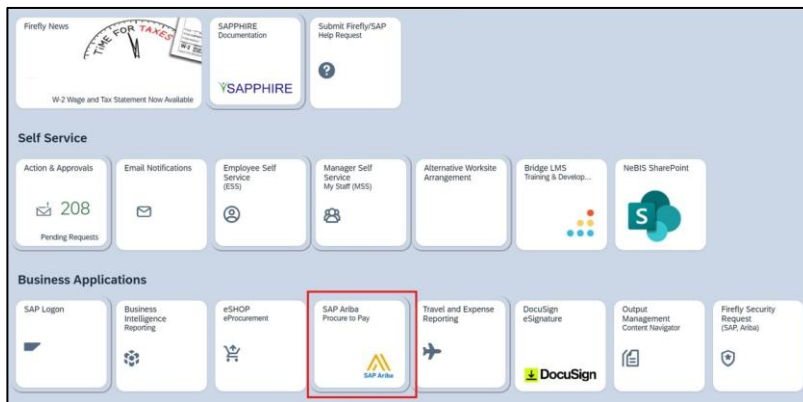
This form can be used to request to move an existing, active supplier from SAP to Ariba or to update a Legacy supplier. A Legacy supplier is a supplier that is not yet registered in Ariba. Use the Supplier Request tile to request a new supplier be added to Ariba.

## Helpful Hints

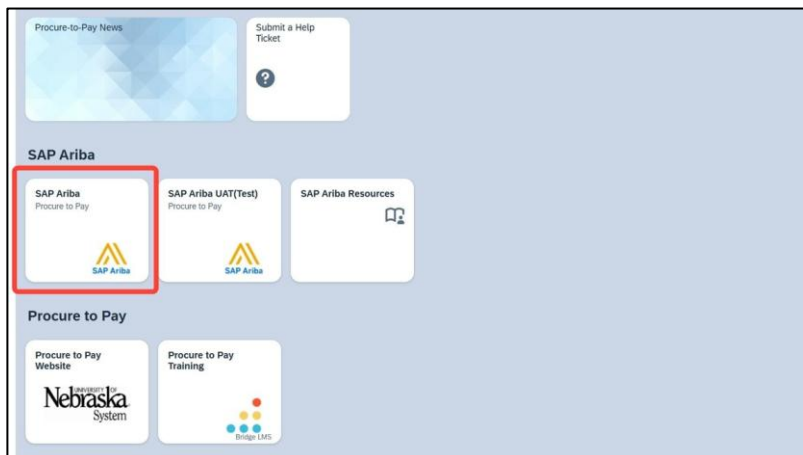
Suppliers who are new or who have been marked for deletion in SAP are not eligible for this form.

## Procedure

From within Firefly, click the SAP Ariba tile under Business Applications.



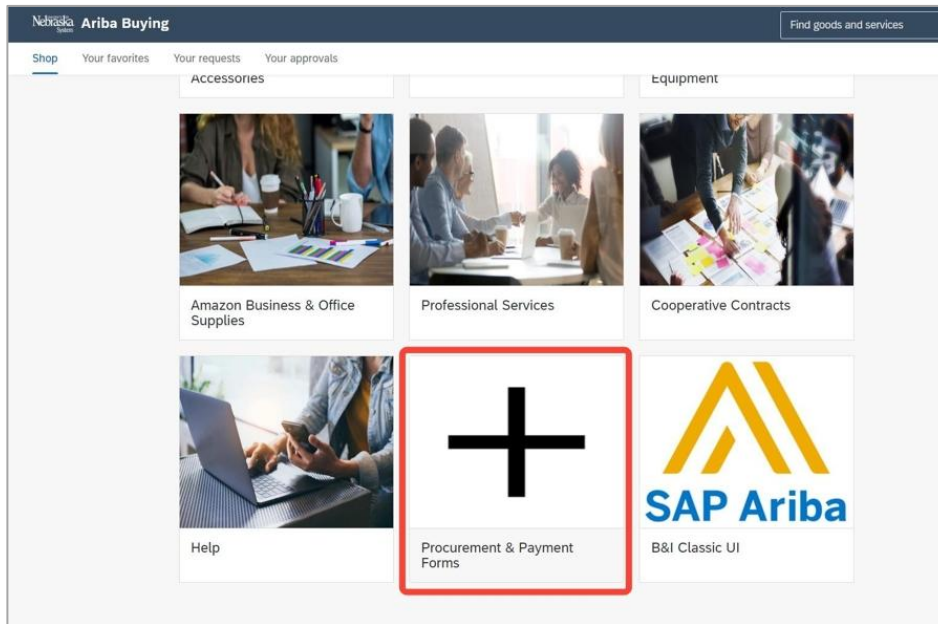
Launch Ariba by clicking the **SAP Ariba** tile.



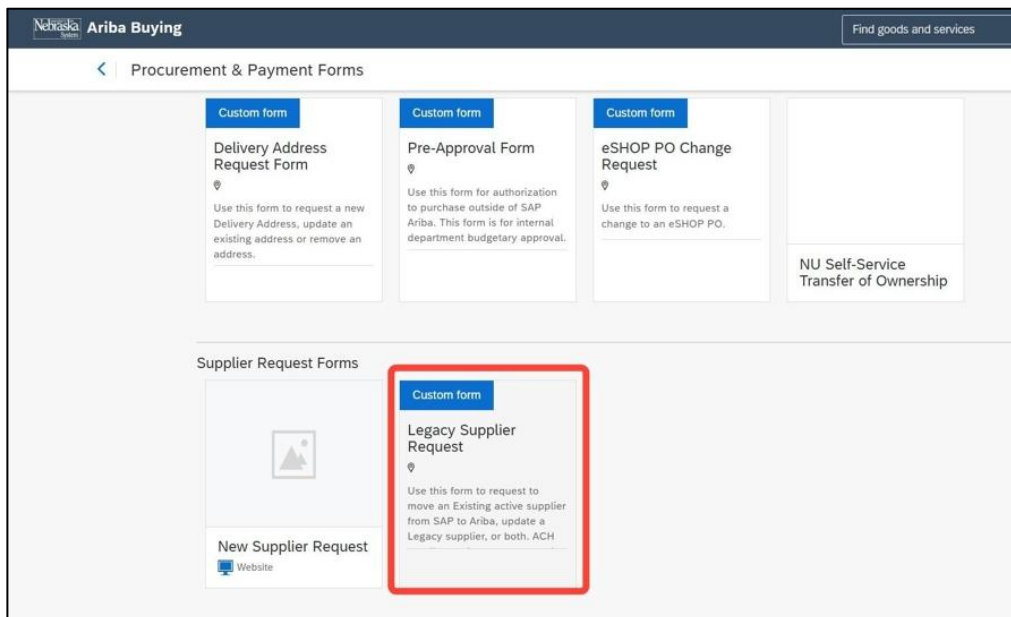
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Click **Procurement & Payment Forms** tile.



Select **Legacy Supplier Request**. This form can be used to request to move an existing, active supplier from SAP to Ariba or to update a Legacy supplier.



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Move an existing SAP supplier to Ariba:

- Select the first radio button.
- Fill in the required fields.
- Submit the form.

Nebraska Ariba Buying

Find goods and services

Legacy Supplier Request New Cancel Save Submit

This form can be used to request to move an existing, active supplier from SAP to Ariba or to update a Legacy supplier. A Legacy supplier is a supplier that is not yet registered in Ariba. Suppliers who are new or who have been marked for deletion in SAP are not eligible for this form. Please use the Supplier Request tile to request a new supplier be added to Ariba.

Move existing, active supplier into Ariba- An email address is needed to move the supplier from SAP to Ariba.

Update a Legacy Supplier in Ariba - Supplier's updated W9, Invoice or email containing updated information is necessary to update the supplier's profile. Legacy suppliers can be identified in Ariba by their registration status, which will show as "not invited".

Provide ACH documents - 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.

Are you requesting:

- Move an existing SAP Supplier to Ariba
- Update a Legacy Supplier profile in Ariba
- Move an existing SAP Supplier to Ariba and update the Supplier profile

Use these fields ONLY to move a Legacy Supplier (active in SAP but NOT Ariba) into Ariba. An email address is required.

Supplier name \*

SAP supplier number \*

Supplier email address \*

Comments

Approval

Cancel Save Submit

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## Update a legacy supplier profile in Ariba:

- Click the second radio button.
- Use the fields that populate to update the supplier's information. The supplier name and SAP supplier number are required fields.
- Use the **Legacy Supplier Documents** link to upload a document to support the requested change. This can be a W9, invoice or email from the supplier that contains the updated information.

The screenshot shows a web form for updating a legacy supplier profile. At the top, there are three radio buttons under the heading "Are you requesting to:". The second radio button, "Update a Legacy Supplier profile in Ariba", is selected and highlighted with a red box. Below this, a red-bordered box contains instructions: "Use these fields to update a Legacy Supplier that is active in Ariba OR provide ACH enrollment documents. Legacy suppliers can be identified in Ariba by their registration status, which will show as 'not invited'. Any supplier with a registration status of 'registered' must update their own supplier profile on the SAP Business Network." The form fields include: "Supplier name" (required), "SAP supplier number" (required), "Supplier email address", "Street address", "City", "Country" (a dropdown menu with a "Select" label and a help icon), "Zip code", and "Comments" (a text area). Below the fields, another red-bordered box states: "Supplier's updated W9, invoice or email containing updated information is necessary to update the supplier's profile. Use the link below to upload the supplier's document." Underneath this is a "Website" label followed by a yellow link labeled "Legacy Supplier Documents". At the bottom of the form, there is an "Approval" section with a horizontal line and three buttons: "Cancel", "Save", and "Submit" (highlighted with a red box).

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## Move an existing SAP supplier to Ariba and update the profile:

- Select the third radio button.
- Populate the available fields to update the supplier's information. The supplier's name, SAP supplier number and supplier email address are required fields.
- Use the **Legacy Supplier Documents** link to upload a document to support the requested change. This can be a W9, invoice or email from the supplier that contains the updated information.

Are you requesting to:

- Move an existing SAP Supplier to Ariba
- Update a Legacy Supplier profile in Ariba
- Move an existing SAP Supplier to Ariba and update the Supplier profile

Use these fields to move a Legacy Supplier (active in SAP but NOT Ariba) into Ariba AND update the Supplier's profile.

Supplier name\*

SAP supplier number\*

Supplier email address\*

Street address

City

Country

Zip code

Comments

Supplier's updated W9, invoice or email containing updated information is necessary to update the supplier's profile. Use the link below to upload the supplier's document.

Website [Legacy Supplier Documents](#)

> Approval

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## Provide ACH Enrollment documents for a supplier:

- Select the second radio button.
- Use the comments box to note that it is an ACH request and upload the ACH enrollment documents using the **Legacy Supplier Documents** link.

Are you requesting to:

- Move an existing SAP Supplier to Ariba
- Update a Legacy Supplier profile in Ariba
- Move an existing SAP Supplier to Ariba and update the Supplier profile

Use these fields to update a Legacy Supplier that is active in Ariba OR provide ACH enrollment documents. Legacy suppliers can be identified in Ariba by their registration status, which will show as "not invited". Any supplier with a registration status of "registered" must update their own supplier profile on the SAP Business Network.

Supplier name\*

SAP supplier number\*

Supplier email address

Street address

City

Country

Zip code

Comments

Supplier's updated W9, invoice or email containing updated information is necessary to update the supplier's profile. Use the link below to upload the supplier's document.

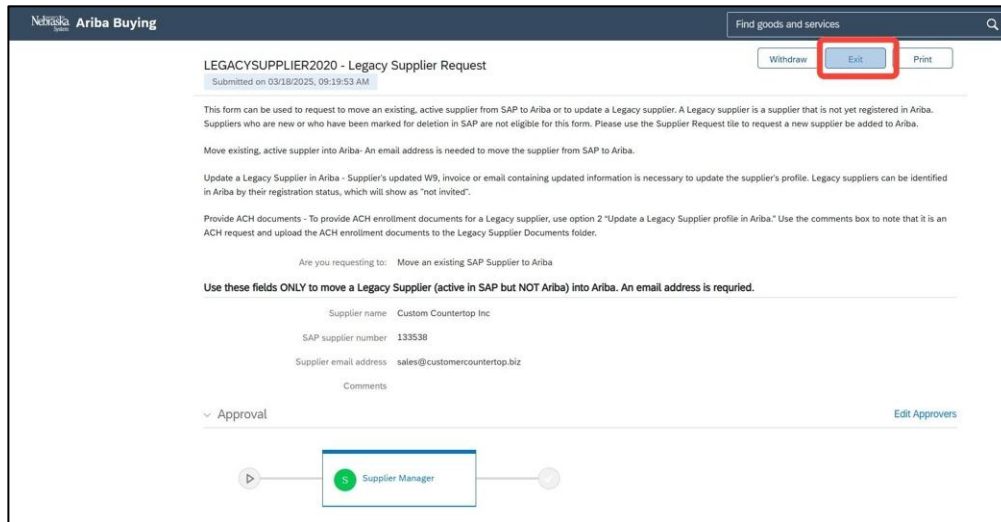
Website [Legacy Supplier Documents](#)

> Approval

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After submitting a request, there is an opportunity to withdraw or exit. To make changes, click withdraw. If everything looks good, click exit. The request has now been submitted to the Supplier Maintenance team.



The screenshot shows the Ariba Buying interface for a Legacy Supplier Request. The title is "LEGACYSUPPLIER2020 - Legacy Supplier Request" with a submission timestamp of "Submitted on 03/18/2025, 09:19:53 AM". At the top right, there are buttons for "Withdraw", "Exit" (highlighted with a red box), and "Print". The main content area contains instructions: "This form can be used to request to move an existing, active supplier from SAP to Ariba or to update a Legacy supplier. A Legacy supplier is a supplier that is not yet registered in Ariba. Suppliers who are new or who have been marked for deletion in SAP are not eligible for this form. Please use the Supplier Request tile to request a new supplier be added to Ariba." It also includes sections for "Move existing, active supplier into Ariba", "Update a Legacy Supplier in Ariba", and "Provide ACH documents". A section titled "Are you requesting to:" has the option "Move an existing SAP Supplier to Ariba" selected. Below this, it states "Use these fields ONLY to move a Legacy Supplier (active in SAP but NOT Ariba) into Ariba. An email address is required." and lists fields: "Supplier name: Custom Countertop Inc", "SAP supplier number: 133538", and "Supplier email address: sales@customercountertop.biz". There is a "Comments" field and an "Approval" section with an "Edit Approvers" link. At the bottom, a flow diagram shows a green circle with an 'S' labeled "Supplier Manager" connected to a grey circle.

A confirmation email will be sent from Ariba when the request is approved or denied along with a comment from the team member that processed the request.