

Request New Individual Supplier

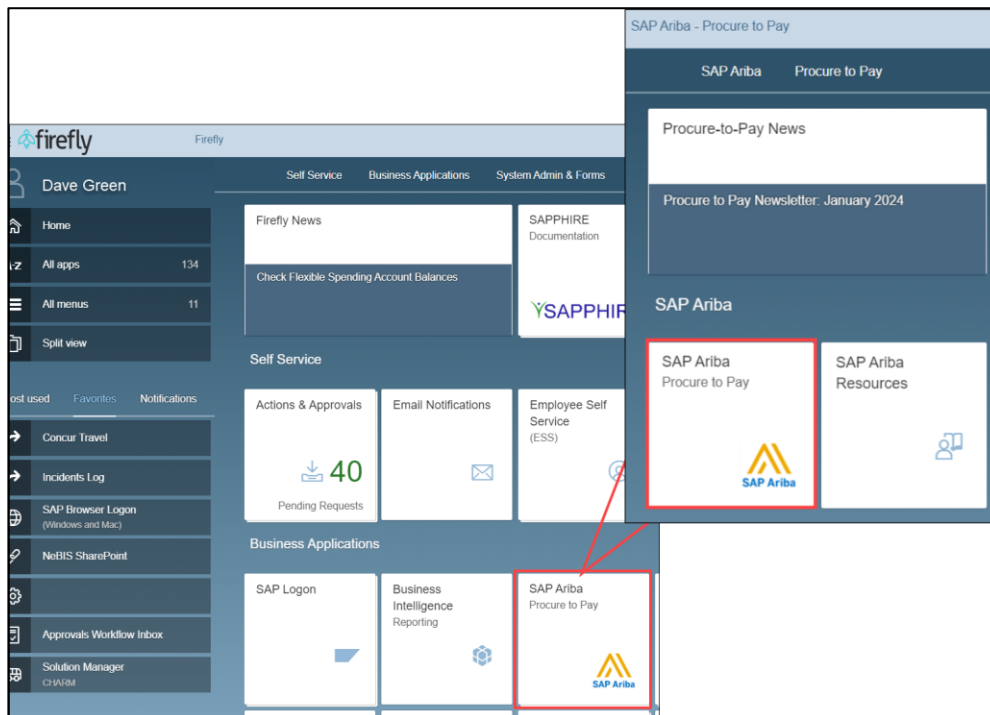
Updated March 24, 2026

Purpose

This document is designed to show the steps needed to request a **New Individual Supplier** in SAP Ariba.

Create a Request

In Firefly, click into SAP Ariba, and then select the SAP Ariba tile to launch the application.



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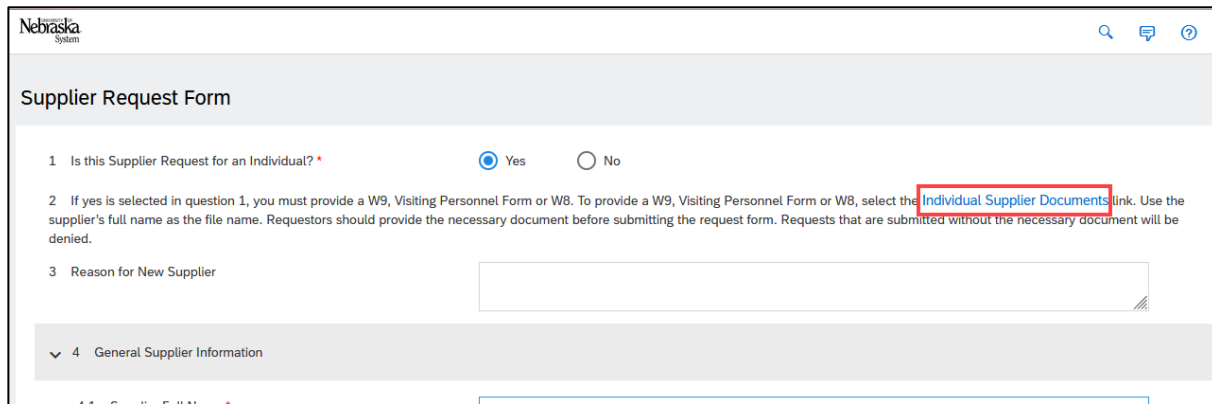
From the **Guided Buying** homepage, scroll down and click the Procurement and Payment Forms. Select **New Supplier Request**. When the form displays/opens, select **Yes** for question #1. The form is dynamic and will change once **Yes** is selected.



The screenshot shows the 'Supplier Request Form' interface. At the top left is the 'Nebraska System' logo. The form title 'Supplier Request Form' is centered. Below the title, question 1 is 'Is this Supplier Request for an Individual?' with two radio buttons: 'Yes' (selected and highlighted with a red box) and 'No'. Question 3 is 'Reason for New Supplier' with a text input field. A section header '4 General Supplier Information' is expanded. Below it, question 4.1 is 'Supplier Full Name' with a text input field.

Question #2: upload a copy of the W9, Visiting Personnel form or W8. In preparation to upload the document, save the file using the supplier's first and last name as the file name.

Click the Individual Supplier Documents link. A new browser window will open OneDrive.

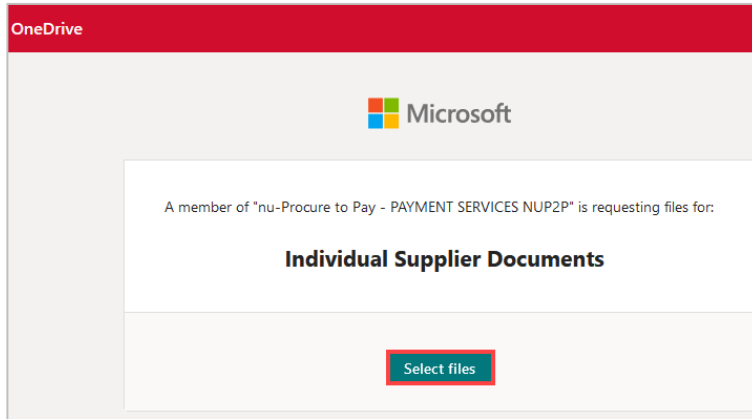


This screenshot shows the same 'Supplier Request Form' but with 'Yes' selected for question 1. Question 2 is now visible: 'If yes is selected in question 1, you must provide a W9, Visiting Personnel Form or W8. To provide a W9, Visiting Personnel Form or W8, select the [Individual Supplier Documents](#) link. Use the supplier's full name as the file name. Requestors should provide the necessary document before submitting the request form. Requests that are submitted without the necessary document will be denied.' The link 'Individual Supplier Documents' is highlighted with a red box. Question 3 and the '4 General Supplier Information' section are also visible.

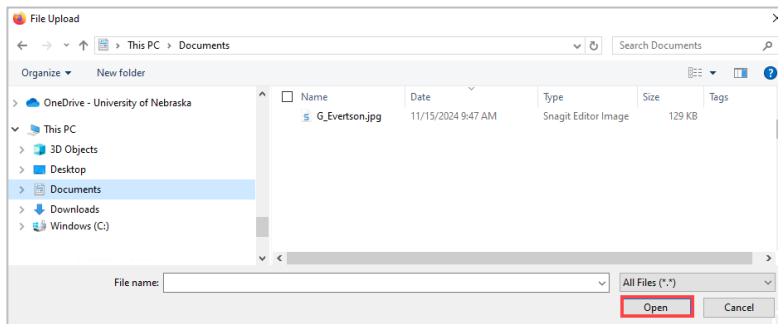
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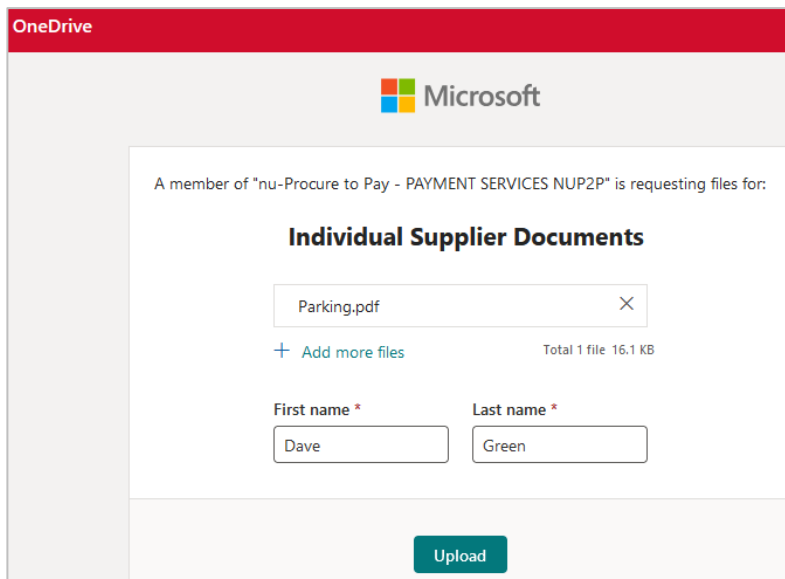
In the OneDrive window, click Select files to upload a document.



Locate the desired file and click Open.



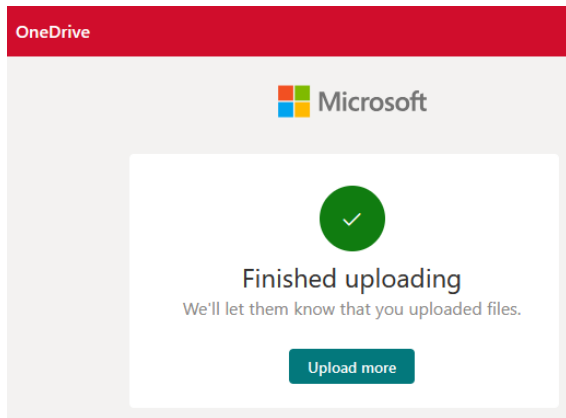
Enter your first and last name, then select Upload.



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A message will appear when the document has uploaded.



Navigate back to the browser tab with the Ariba **Supplier Request Form**. Complete all required fields. Click Submit.

A screenshot of the Ariba Supplier Request Form. The form is titled "Supplier Request Form" and is part of the Nebraska System. It contains several sections: 1. "Is this Supplier Request for an Individual?" with radio buttons for "Yes" (selected) and "No". 2. A note: "If yes is selected in question 1, you must provide a W9, Visiting Personnel Form or W8. To provide a W9, Visiting Personnel Form or W8, select the Individual Supplier Documents link. Use the supplier's full name as the file name. Requestors should provide the necessary document before submitting the request form. Requests that are submitted without the necessary document will be denied." 3. "Reason for New Supplier" with a text input field. 4. "General Supplier Information" section with fields for: 4.1 Supplier Full Name, 4.2 Supplier Main Address (including Street, House Number, Street 2, Street 3, District, Postal Code, City, and Country/Region). 5. "Primary Supplier Contact" section with fields for: 5.1 Contact First Name, 5.2 Contact Last Name, 5.3 Contact Email, and 5.4 Contact Phone. At the bottom right are buttons for "Submit", "Save", and "Cancel".

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The request will be reviewed by a P2P Supplier Manager. Once approved, the Supplier Manager will complete the registration process for the individual. A supplier number will be assigned to the individual within twenty-four hours of the request being approved.

Note: if the supplier address provided does not pass the USPS database check and/or the name and SSN combination provided does not pass the IRS database check, the Supplier Manager will send you an email requesting correct information.