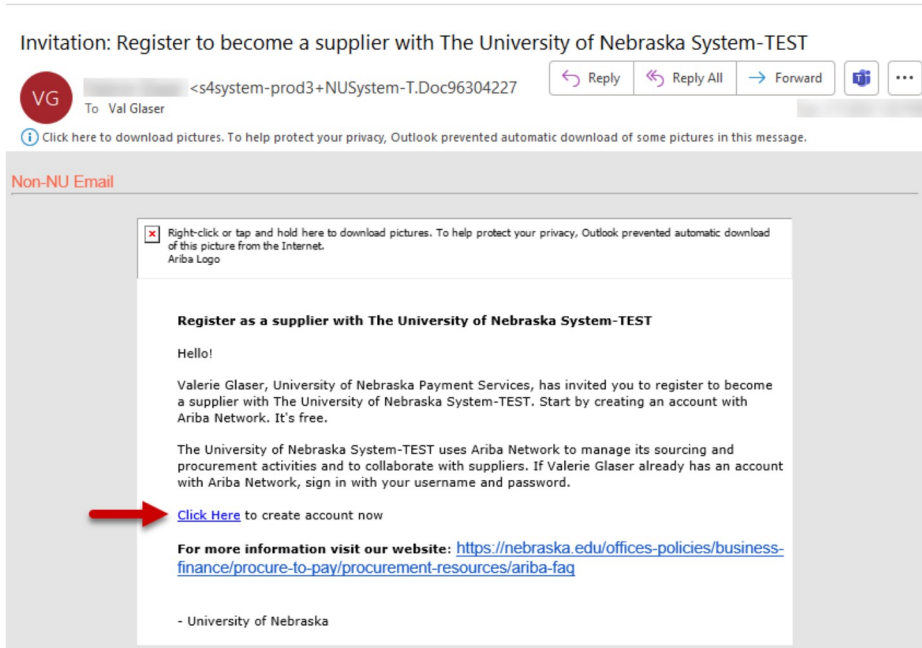


**PURPOSE**

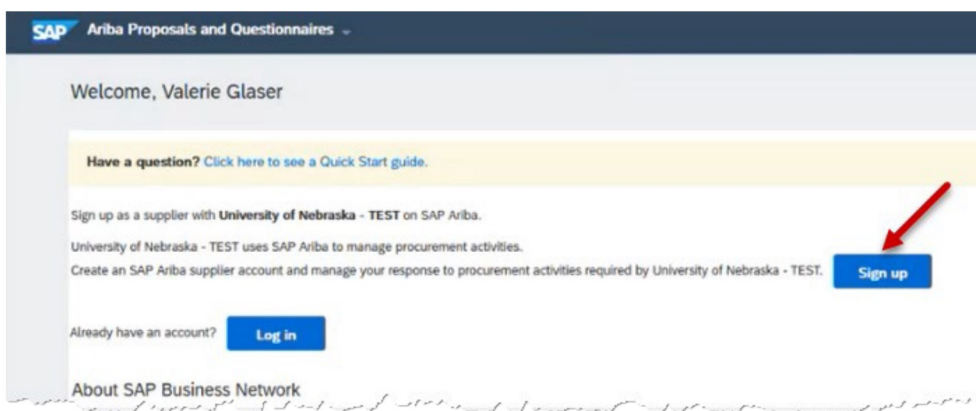
This document is intended to help individuals (not companies) get set up as a supplier in Ariba. The steps explained in this document must be followed in order for payment to occur. You will begin by creating an account in the SAP Business Network (BN) in Steps 1-8. This gives you access to Ariba, which then grants you access to the University of Nebraska questionnaire..

**GETTING SET UP IN THE SAP BUSINESS NETWORK**

1. You will receive an email invitation to register as a supplier with the University of Nebraska. To begin the process, click the “Click Here” hyperlink in the email.



2. After clicking the “Click Here” link, the screen shown in the image below will open. To go directly to the account set up screen, click the “Sign Up” button.



GETTING SET UP IN THE SAP BUSINESS NETWORK (CONTINUED)

- In the “Company information” section, complete all fields with an asterisk (\*). Don’t be confused by the word, “Company”; enter your home (or business) address in the fields.

**Company information** ←

\* Indicates a required field

Company Name: Valerie Glaser

Country/Region: United States [USA]

Address: 123 Main Street

City: Lincoln

State: NE Nebraska

Zip: 68510

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

- In the “User account information” section, the information of the person who received the original email will populate the fields.
  - Enter a different name/and or email address if needed; otherwise, leave as is.
  - If you would like your username to be your email address, check the checkbox. (NOTE: the username must be in email address format.)
  - Enter a password using the guidelines to the right of the field.
  - Re-enter your new password.
  - In the “Email orders to” field, enter the email address used above, if not already populated.

**User account information** ←

\* Indicates a required field

Name: Valerie Glaser

Email: val\_glaser@nebraska.edu

Use my email as my username

Username: test-val\_glaser@nebraska.edu

Password: \*\*\*\*\*

Language: English

Email orders to: val\_glaser@nebraska.edu

SAP Business Network Privacy Statement

Must be in email format (e.g. john@newco.com)

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web browser's language.

Customers may send you their orders through SAP Business Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

GETTING SET UP IN THE SAP BUSINESS NETWORK (CONTINUED)

- In the “Tell us more about your business” section, click the first “Browse” button. A “Browse Product and Services” section opens.

Tell us more about your business

Product and Service Categories:   -or-

Ship-to or Service Locations:   -or-

Tax ID:  Enter your nine-digit Company Tax ID number.

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with ".T" in test account.

- For the “Products and Services” question, click the “Browse” button. A Product and Service Category Selection tab opens. You will simply choose one. It does not matter what you select; we do not track this information for individuals.
  - Select an option in the far-left column.
  - Then select an option in the next column...keep doing this until you see a plus (+) sign.
  - Click the plus (+) sign; when clicked, it will change to a checkmark. Your selection will appear next to a checkbox in the My Selections area.
  - Click in the checkbox.
  - Click the “OK” button.

Product and Service Category Selection

Search Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories

1 Select an option

2 Select an option

3 Click the checkmark

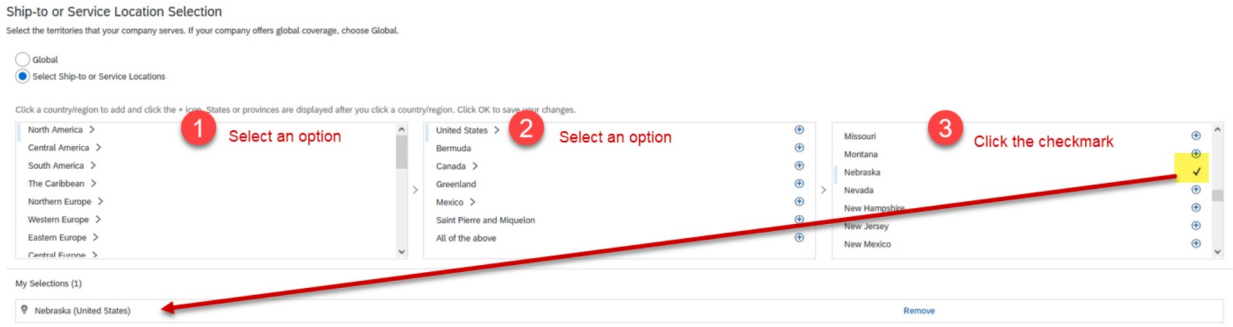
4

My Selections (1)

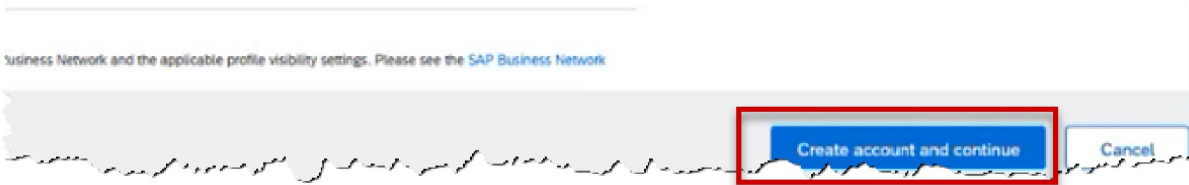
Social clubs (View)

**GETTING SET UP IN THE SAP BUSINESS NETWORK (CONTINUED)**

7. For the Ship-to field, click the “Browse” button again. You will simply choose one. It does not matter what you select; we do not track this information for individuals.
- Select an option in the far-left column.
  - Then select an option in the next column...keep doing this until you see a plus (+) sign.
  - Click the plus (+) sign; when clicked, it will change to a checkmark. Your selection will appear next to a checkbox in the My Selections area.
  - Click the “OK” button.



8. Click the “Create account and continue” button.



**GETTING SET UP IN UNIVERSITY OF NEBRASKA'S ARIBA SYSTEM**

The University's questionnaire is an important section to complete, as the information will directly impact payment processing. The instructions for the questionnaire will be divided into the top/address portion and the bottom/tax info porting.

- 9. Complete all fields with a red asterisk (\*). Some fields may be pre-populated. This is the same information you entered on the previous form. Notice that the "House Number" field is separate from the "Street" field.

Doc963042274 - Supplier Registration Questionnaire Time remaining: 29 days 23:25:40

All Content

Name ↑

▼ 1 General Supplier Information

1.1 Supplier Full Legal Name \* Valerie Glaser

1.2 Supplier DBA Name

Show More

1.3 Main Address ⓘ

Street: Main Street ⓘ House Number: 123 ⓘ

Street 2: ⓘ

Street 3: ⓘ

District: ⓘ

Postal Code: 68510 ⓘ City: Lincoln ⓘ

Country/Region: United States (US) ⓘ State/Province/Region: Nebraska (NE) ⓘ

1.4 Main Contact First Name \* Valerie

1.5 Main Contact Last Name \* Glaser

1.6 Main Contact Email ⓘ \* vglaser@xxxx.edu

1.7 Main Contact Phone Number \* 402-999-9999

**GETTING SET UP IN UNIVERSITY OF NEBRASKA'S ARIBA SYSTEM (CONTINUED)**

10. Complete all fields with a red asterisk (\*).
  - 2.1 Select "Individual/Sole Proprietor" from the dropdown.
  - 2.4 Once selected, red text will appear. Please read.
  - 2.5 (Optional) Typically, the default is fine.
  - 2.6 Select the appropriate citizenship option.
  - 2.18 Select the appropriate tax classification.
  - 2.20 Select "Yes" in most cases.
  - 2.21 Select "Yes" in most cases.
  - 5.1 Unlike the previous form, you do NOT need to select a category.
  - 5.2 Select "No" in most cases.

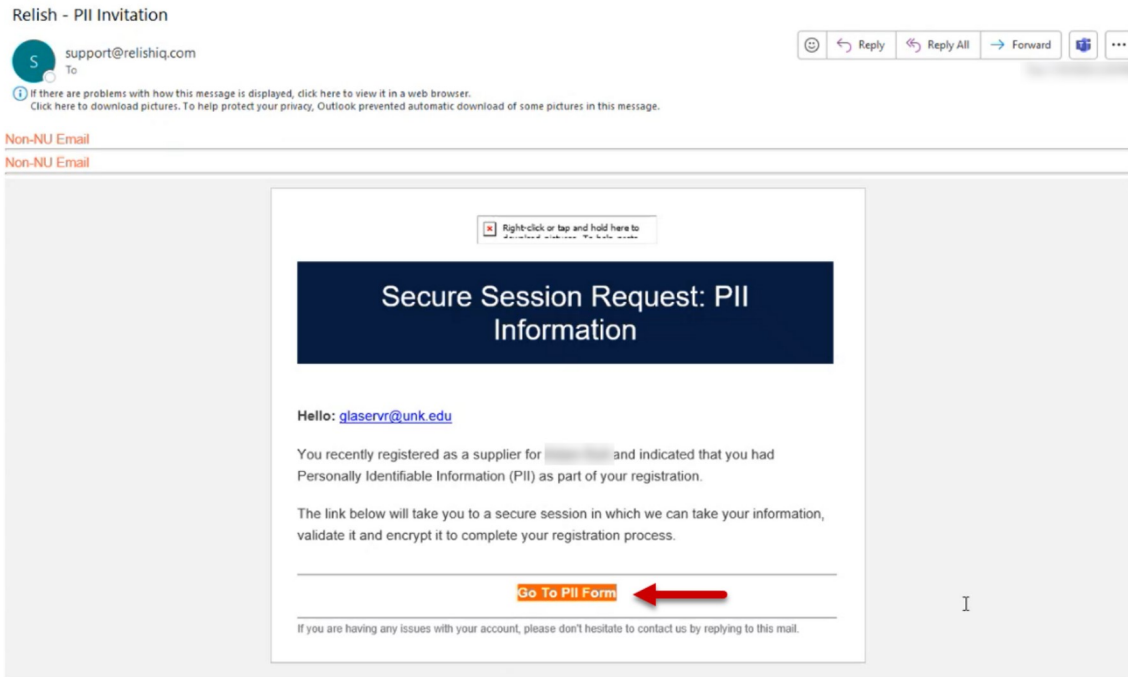
11. Click "Submit Entire Response" or "Save draft" to return later. You will receive a confirmation pop-up, and your screen will look like the image below. Your questionnaire is now complete.

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

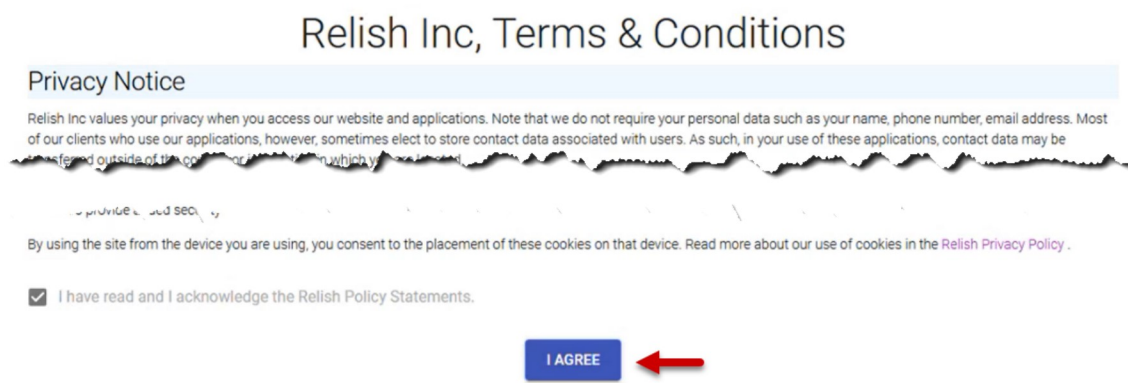
**COMPLETING INFORMATION IN RELISH**

Because the University's Ariba system does not allow entry or storage of social security numbers, a third-party software, Relish, is used to gather your SSN. If you selected US Citizen or Resident Alien (Green Card) in section 2.6 on the previous page, once the questionnaire has been successfully completed, you will receive an email similar to the screen shot below from Relish.

12. Click the orange, "Go To PII Form" button in the email.

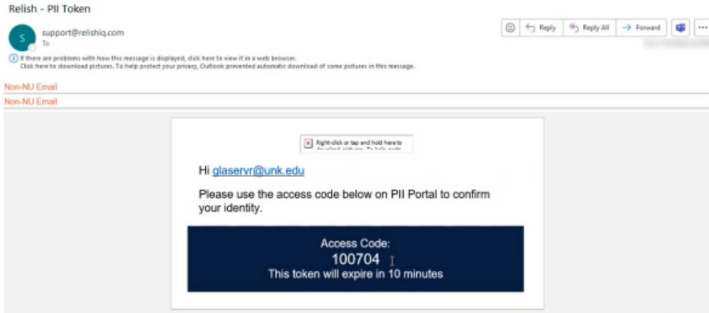


13. After clicking the "Go To PII Form" link, click "Agree" on the Terms and Conditions screen. Leave this site open! You will be asked to enter a token to proceed.

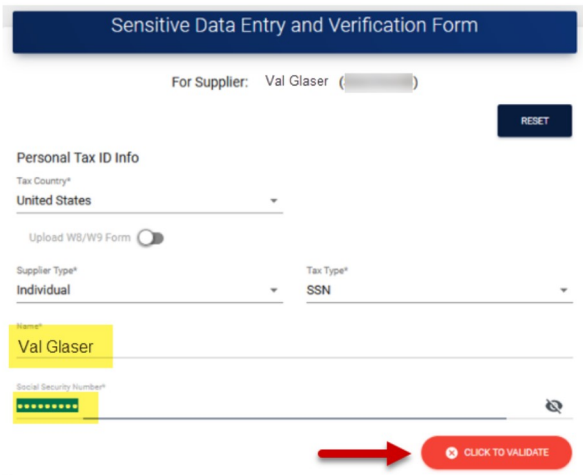


**COMPLETING INFORMATION IN RELISH (CONTINUED)**

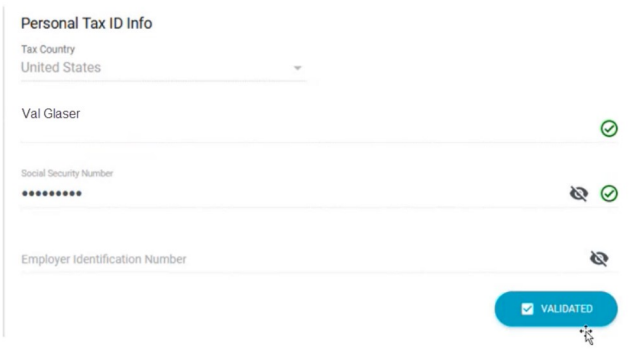
- 14. After clicking “I Agree” on the Terms and Condition screen, you will be sent an email from Relish containing a token. Enter the token on the Relish screen. After entering the token, the Relish PII form will open.



- 15. (Optional) Indicate if you are attaching a W9 (most individuals do not).
- 16. Enter your name and social security number in the fields.
- 17. Click “CLICK TO VALIDATE” button.



Once your SSN is validated by the IRS, green check marks display and a “Validated” image appears.





**COMPLETING INFORMATION IN RELISH (CONTINUED)**

- 18. (Optional) If you elected to have your funds deposited via ACH, attach the ACH form and additional document at the bottom of the Relish form.
- 19. Click the "CLICK TO ENCRYPT AND SEND DATA" button.

Sensitive Data Entry and Verification Form

For Supplier: Val Glaser ( )

RESET

Personal Tax ID Info

CLICK TO VALIDATE

Additional Attachments

Please upload your files here:

Drag and drop your file here or click.

UPLOAD FILE

CLICK TO ENCRYPT AND SEND DATA

You will receive the following confirmation message. Your registration is now complete!


Sensitive Data Entry and Verification Form

Thank you for submitting your information. You can close this window, no further action is required.

**COMPLETING INFORMATION IN RELISH (CONTINUED)**

You will also receive emails from both Relish and the University's Ariba system.

Relish - PII Form Submitted

 support@relishiq.com  
To

[Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.](#)

Non-NU Email

Non-NU Email


Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

**Secure Session Request: PII Information**

You have completed your registration with [redacted] by successfully concluding your secure session with us. Your Personally Identifiable Information was gathered, validated and encrypted.

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Approved: Supplier registration with The University of Nebraska System-TEST

 Ariba Administrator <no-reply@ansmtp.ariba.com>  
To: Val Glaser

[Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.](#)

Non-NU Email

Non-NU Email

Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.  
Ariba Logo

**Registration with The University of Nebraska System-TEST.**

Congratulations! The University of Nebraska System-TEST has approved your supplier registration. Adam Bult has now been included in the supplier database of The University of Nebraska System-TEST.

You will be notified when next steps of the supplier onboarding process require your attention.

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