Company Supplier: How-To Guide

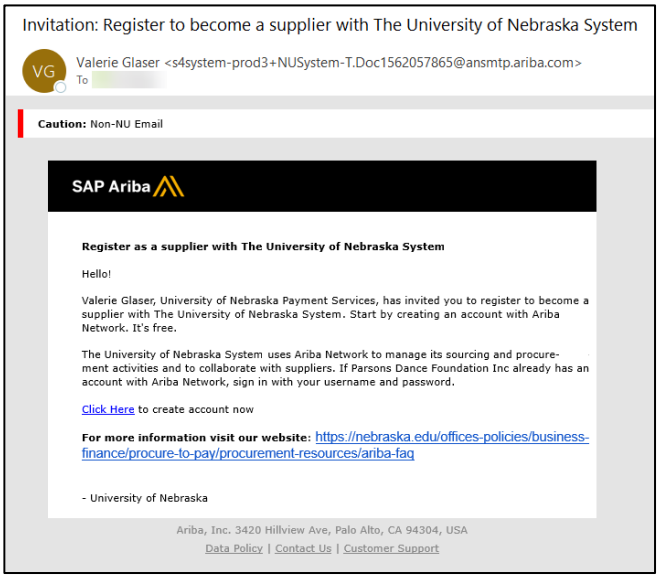
Updated August 12, 2026

Purpose

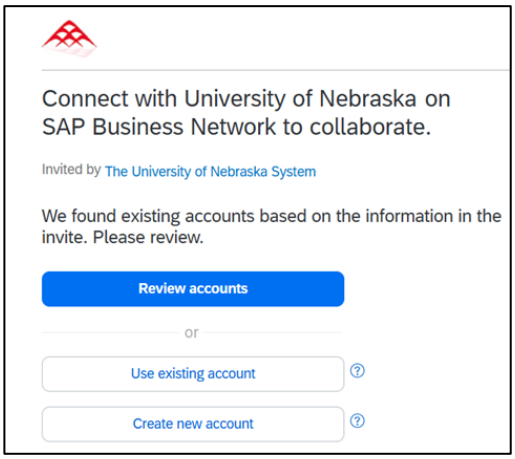
This Quick Reference Guide is intended to help a company set up as a supplier with the University of Nebraska in Ariba.

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.



Once the link is clicked, the SAP portal will open in a web browser. Click Use existing account if there is already an existing SAP Business Network account. Otherwise, click Create new account.



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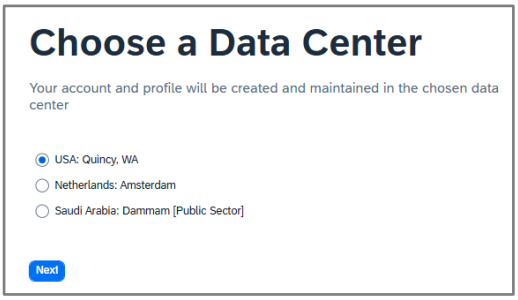
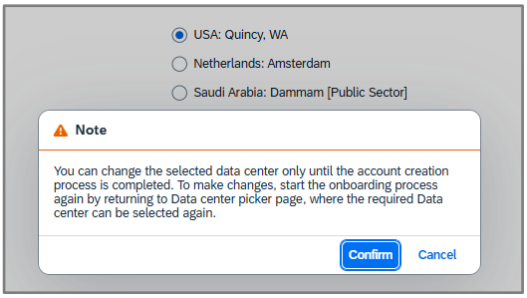
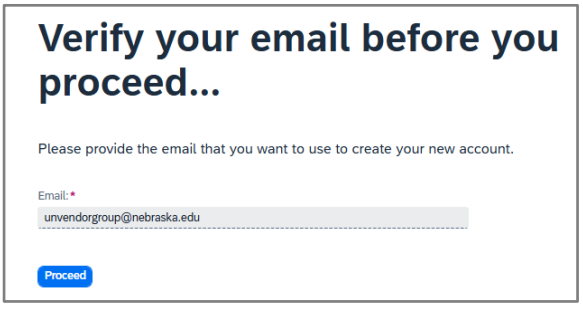
If creating a new account, choose “USA: Quincy, WA” for the Data Center. Click Next.



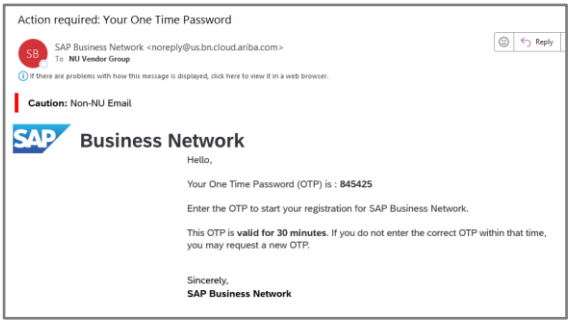
When the popup screen appears, click Confirm.



Confirm the email address listed is the one to be used to create the new account. Click Proceed.



An email will be sent from SAP Business Network with a one-time password (OTP).



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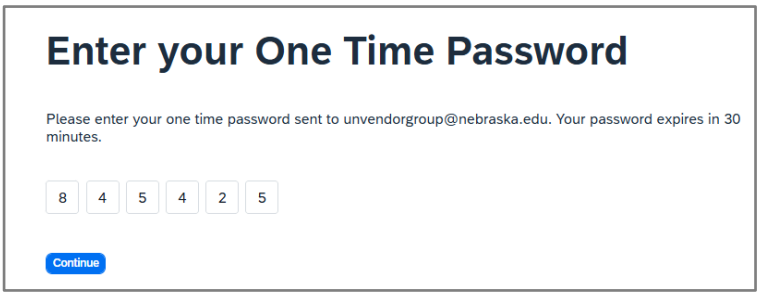
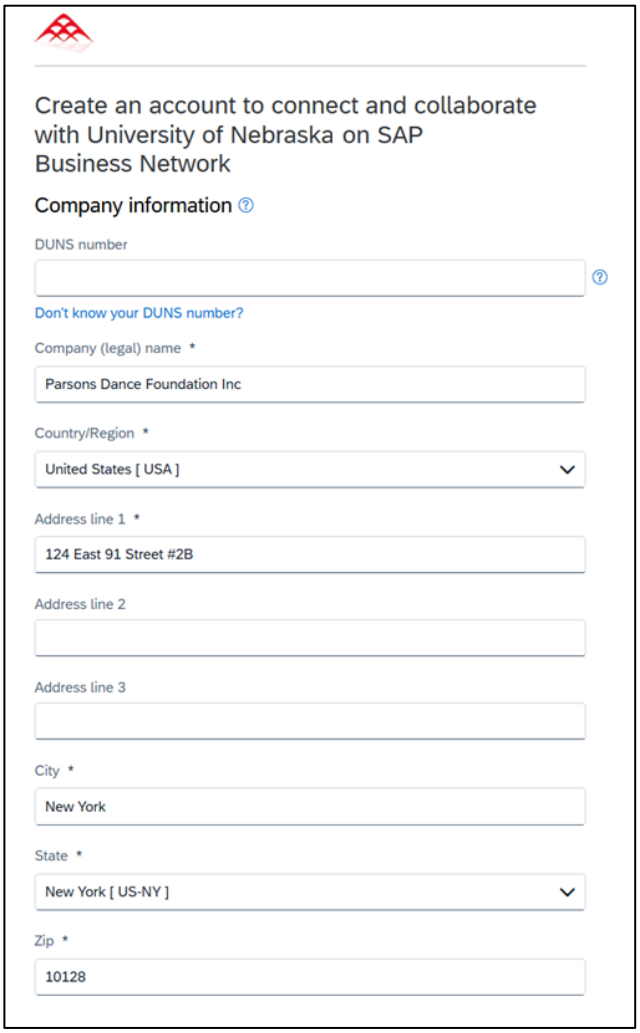
Enter the OTP and click Continue .



In the Company Information section, complete all fields with an asterisk (*). DUNS number is not required.



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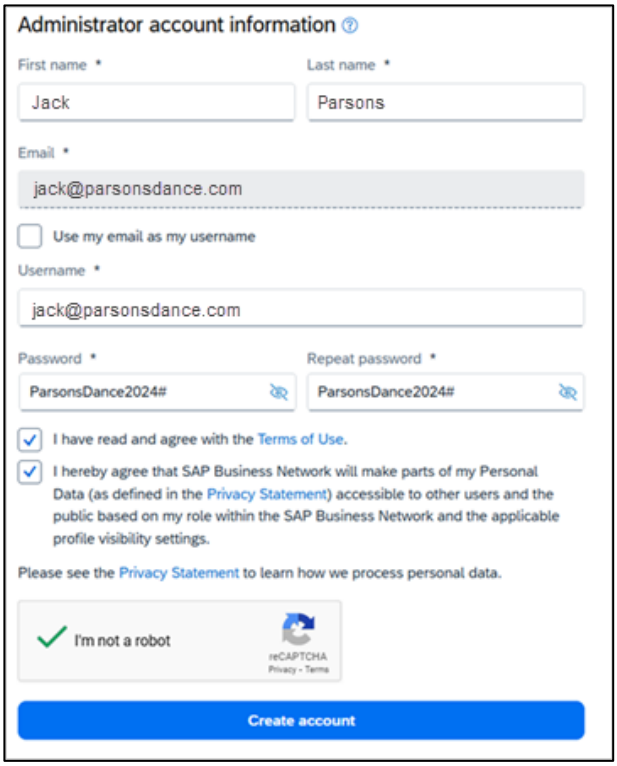
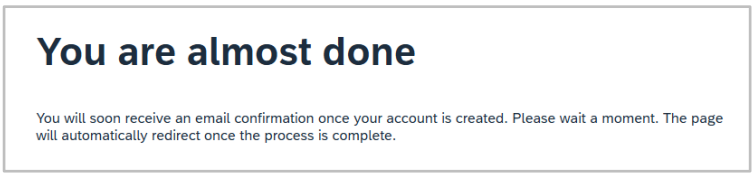
In the Administrator account information section, create a password, check the agreement boxes and click *I'm not a robot*. The reCAPTCHA screen will appear to select the appropriate images.

- Password must contain at least 1 of each: uppercase, lowercase, number and special character. Must be between 8 and 32 characters and cannot contain the username. Additional information visible on the network when creating a password.

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



The message below appears and the registration process will continue shortly.



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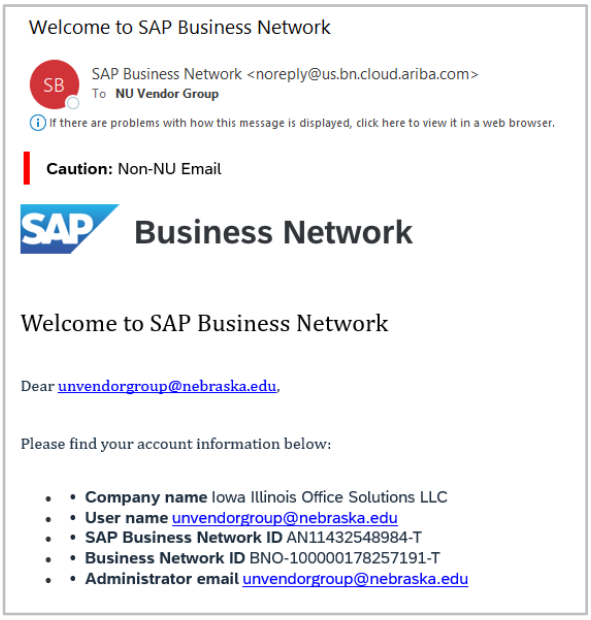
Below is an example of the confirmation email sent after the account has been created.


Welcome to SAP Business Network

SB SAP Business Network <noreply@us.bn.cloud.ariba.com>
To **NU Vendor Group**

If there are problems with how this message is displayed, click here to view it in a web browser.

Caution: Non-NU Email

SAP Business Network

Welcome to SAP Business Network

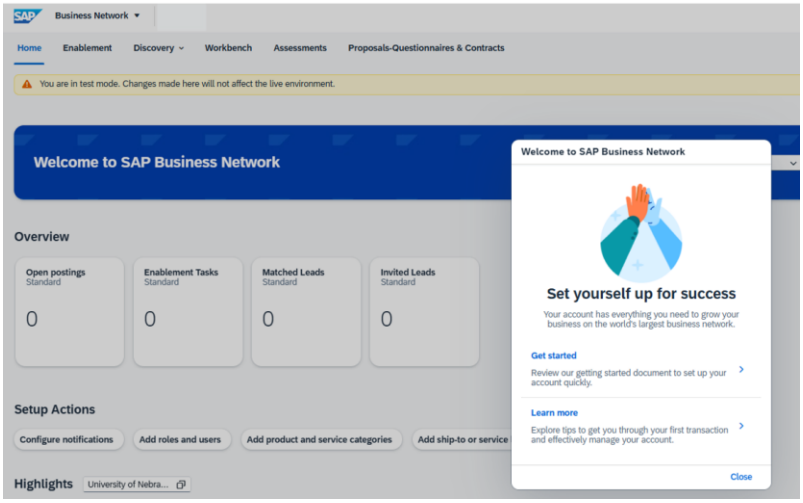
Dear unvendorgroup@nebraska.edu,

Please find your account information below:

- **Company name** Iowa Illinois Office Solutions LLC
- **User name** unvendorgroup@nebraska.edu
- **SAP Business Network ID** AN11432548984-T
- **Business Network ID** BNO-100000178257191-T
- **Administrator email** unvendorgroup@nebraska.edu

Completing the Ariba Supplier Registration Questionnaire

The account has been created and the SAP Business Network dashboard is visible. On the pop-up window, click Close .



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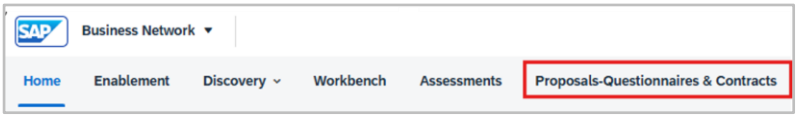
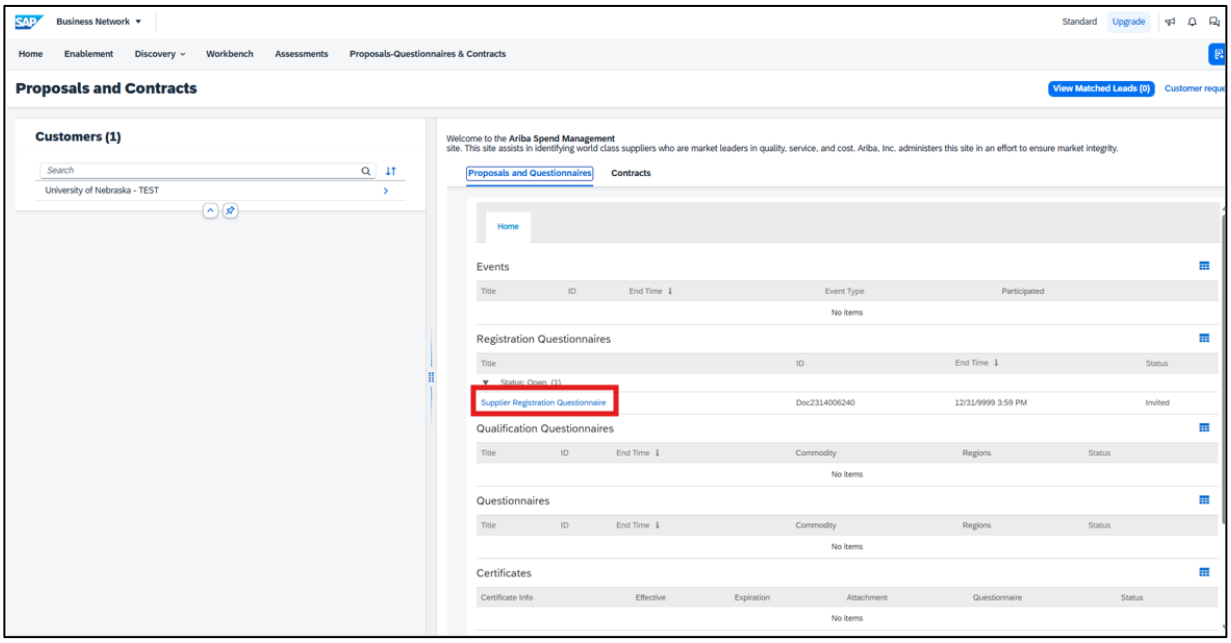
Click on *Proposals-Questionnaires & Contracts* at the top of the screen.



When the next screen opens, a supplier registration questionnaire will be listed under the *Registration Questionnaires* category. Click the link to open the registration form.



On the supplier registration questionnaire, complete all fields with an asterisk (*).

- The name(s) listed in 1.1 and 1.2 (optional) and the tax ID listed in 2.14 must be entered exactly as on file with the IRS.
- The only required fields on the address section are street, postal code, city, country/region and state/province/region. All other fields are optional.
- In the Tax Information section, fields 2.17 and 2.18 are where ACH documents should be uploaded. Use the URL link in 2.17 to access the University of Nebraska's ACH enrollment form.

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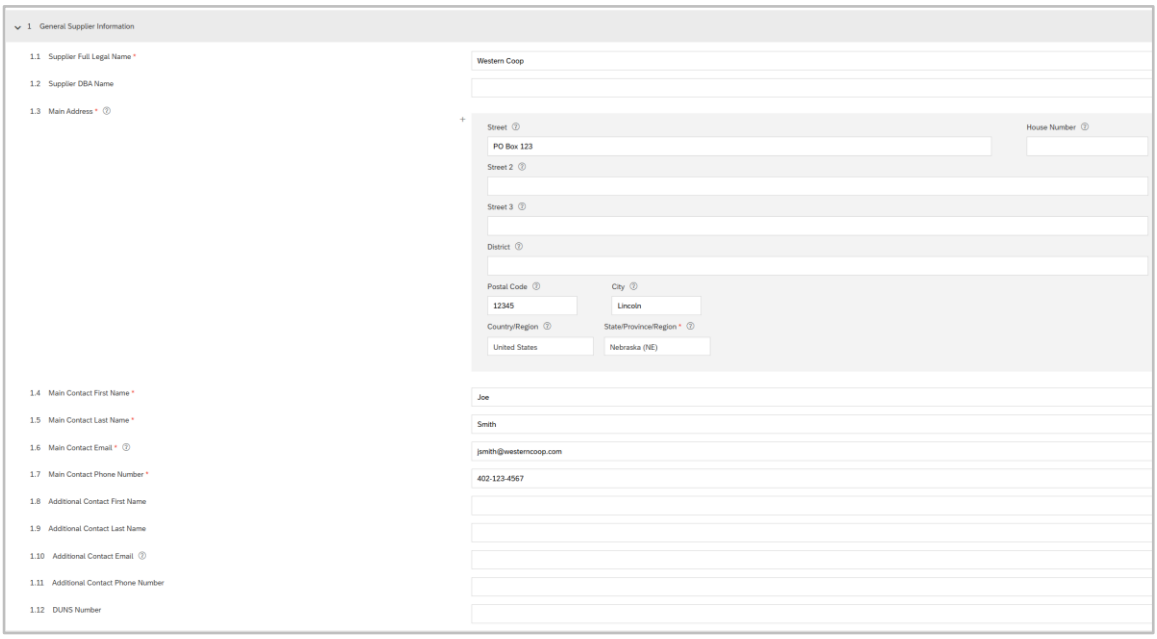

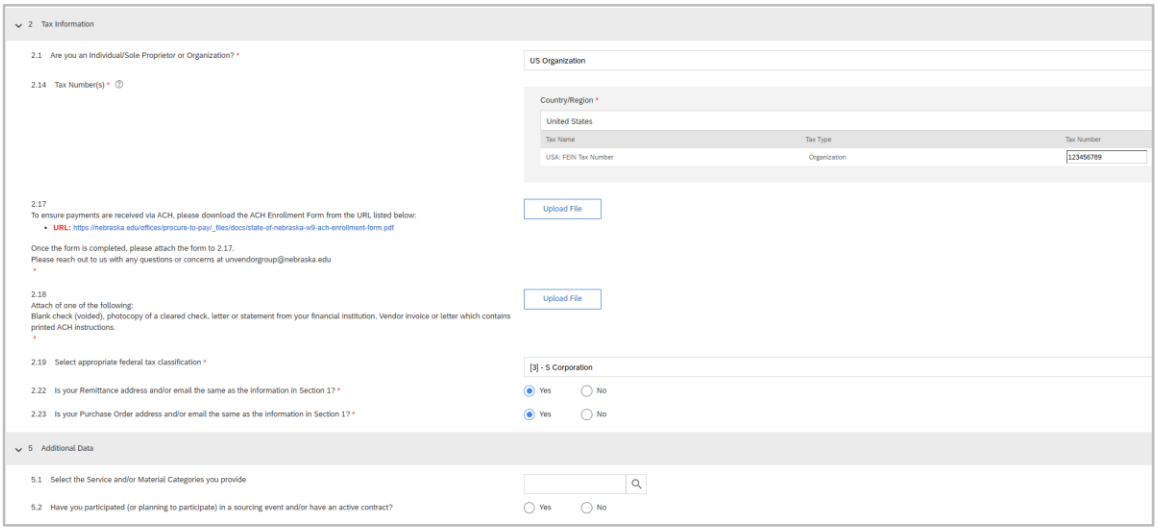

Once the form is complete, click *Submit Entire Response*.



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Once submitted, the form will route through a few validation checks (USPS address check, IRS name/tax ID check, etc.). If any of the checks fail, an email will be sent from Ariba with detailed information regarding the failure. A link will be included in the email to log back into the account and fix the questionnaire. Once the questionnaire passes all the validation checks, it will route to the University of Nebraska supplier maintenance team for review and approval.

Once the registration is approved by the University of Nebraska team, SAP Ariba will send a notification email. The supplier registration process is now complete.


SAP Ariba

Registration with The University of Nebraska System

Congratulations! The University of Nebraska System has approved your supplier registration. Paragon Interiors has now been included in the supplier database of The University of Nebraska System .

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

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