

# Legacy Supplier Request Form – How To

Created April 1, 2025

## PURPOSE

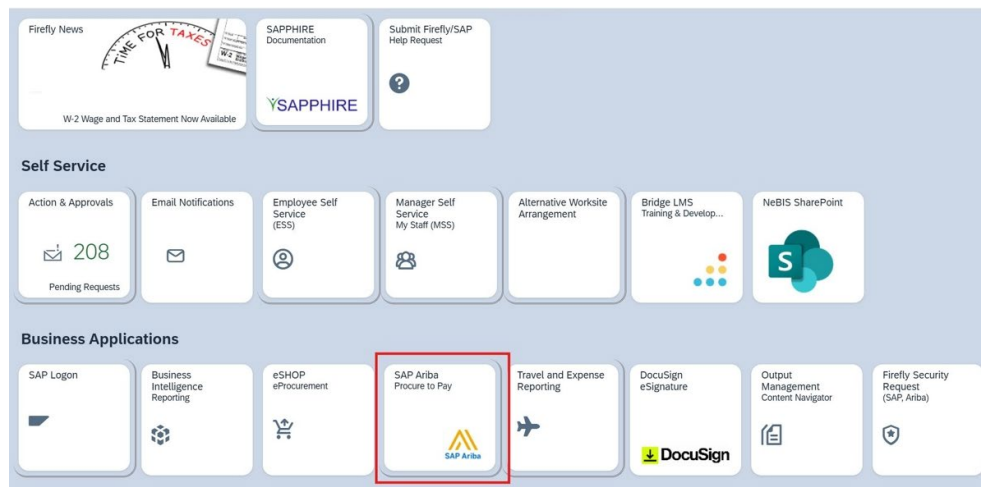
This form can be used to request to move an existing, active supplier from SAP to Ariba or to update a Legacy supplier. A Legacy supplier is a supplier that is not yet registered in Ariba. Use the Supplier Request tile to request a new supplier be added to Ariba.

## HELPFUL HINTS

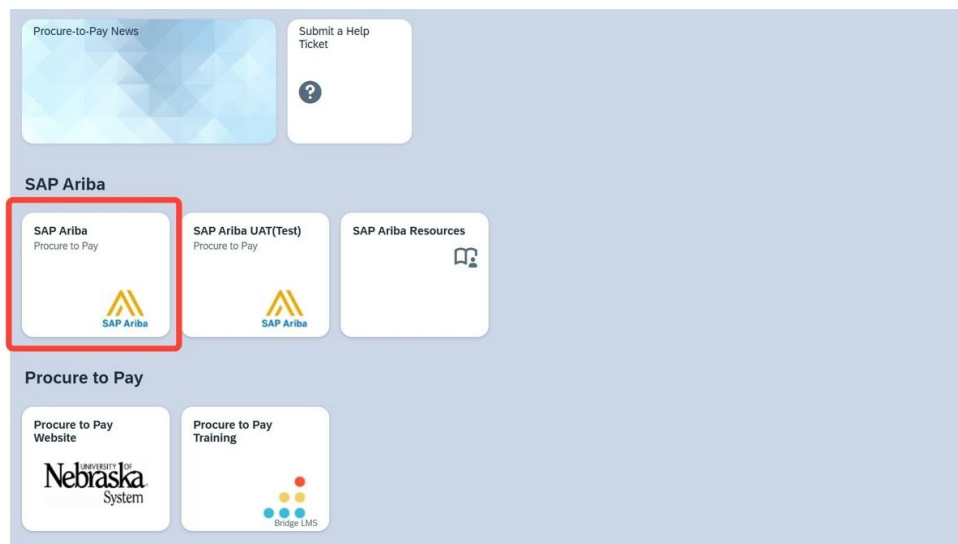
 Suppliers who are new or who have been marked for deletion in SAP are not eligible for this form.

## PROCEDURE

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



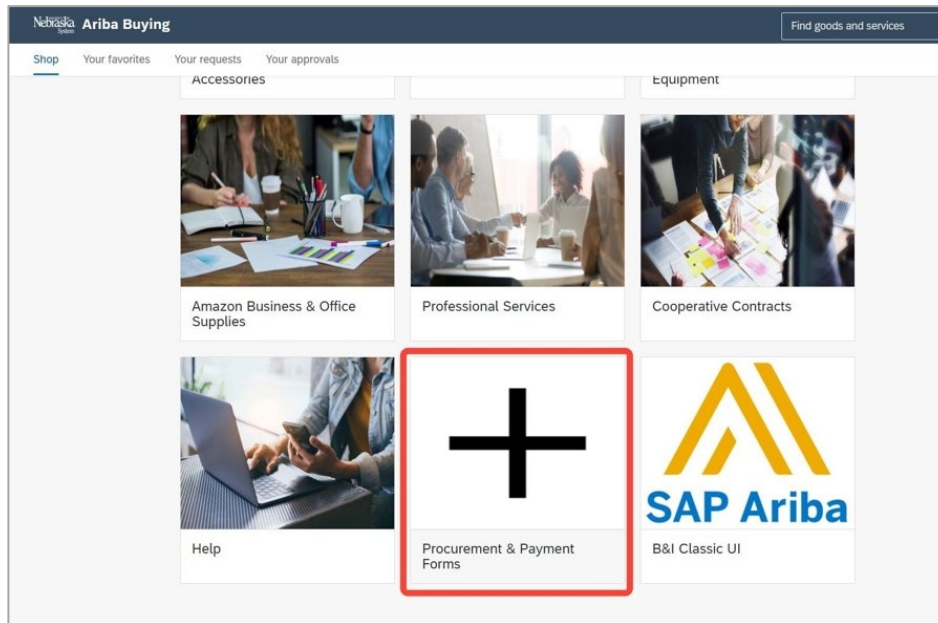
Launch Ariba by clicking the *SAP Ariba* tile.




## Legacy Supplier Request Form – How To

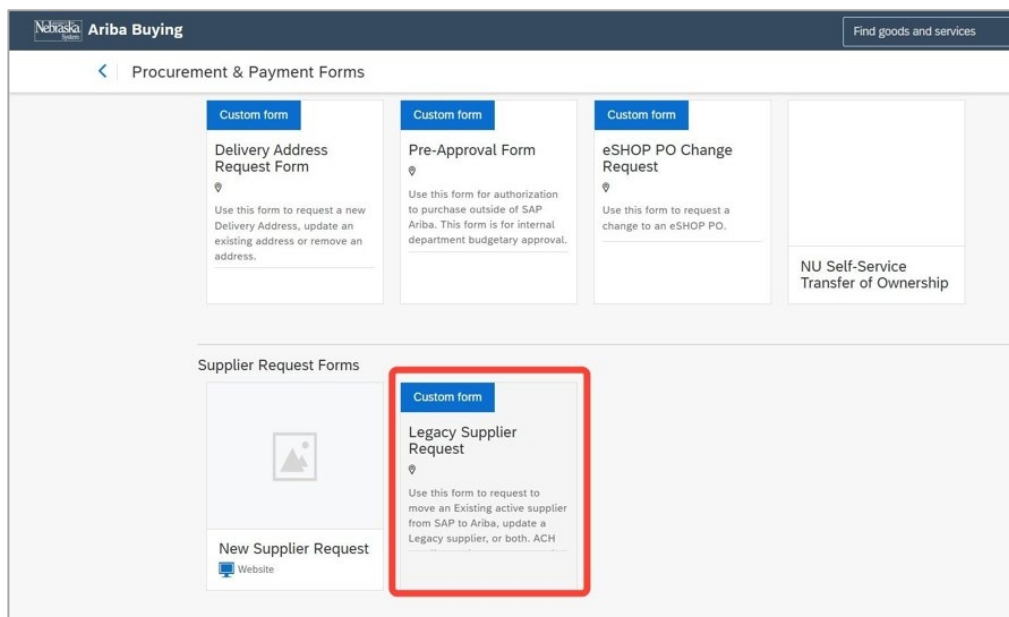
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Click *Procurement & Payment Forms* tile.



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.



## Legacy Supplier Request Form – How To

### 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 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 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

### 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.

\*a supplier that is not yet registered in Ariba.

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 Select

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

Cancel Save Submit

## Legacy Supplier Request Form – How To

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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 Select
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

Cancel Save **Submit**

### **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.

## Legacy Supplier Request Form – How To

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 Select  

Zip code

Comments ACH request

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

Cancel Save **Submit**

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.

Nebraska Ariba Buying Find goods and services

LEGACYSUPPLIER2020 - Legacy Supplier Request Withdraw **Exit** Print

Submitted on 03/18/2025, 09:19:53 AM

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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 to: Move an existing SAP Supplier to Ariba

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


Supplier name Custom Countertop Inc

SAP supplier number 133538

Supplier email address sales@customercountertop.biz

Comments

> Approval Edit Approvers



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.