PENNSYLVANIA'S STATE SYSTEM OF HIGHER EDUCATION

Bloomsburg University | CAL U | CHEYNEY UNIVERSITY | CLARION UNIVERSITY | ESU | EDINBORO UNIVERSITY | IUP | KUTZTOWN UNIVERSITY | LOCK HAVEN UNIVERSITY | MANSFIELD UNIVERSITY | Millersville University | SHIPPENSBURG UNIVERSITY | Slippery Rock University | WCU WEST CHESTER UNIVERSITY

SourcePoint (SAP Ariba):
## Supplier Registration At-A-Glance

SAP Ariba, which we are calling SourcePoint, provides many benefits for our Suppliers including real-time PO delivery, invoice automation, and potential new business opportunities on the Ariba Network.

All POs and invoices will be transmitted using this platform, so you will need to participate on the Ariba Network to do business with any of the PASSHE universities. This includes all 14 State System universities as well as the Office of the Chancellor.

Supplier Registration

Your Supplier Registration process may differ slightly based on the volume and frequency of business you do with PASSHE today. However, it will always follow the same general workflow.

Supplier Request ---> **Ariba Network Registration** ---> **Supplier Registration Questionnaire** ---> ✅
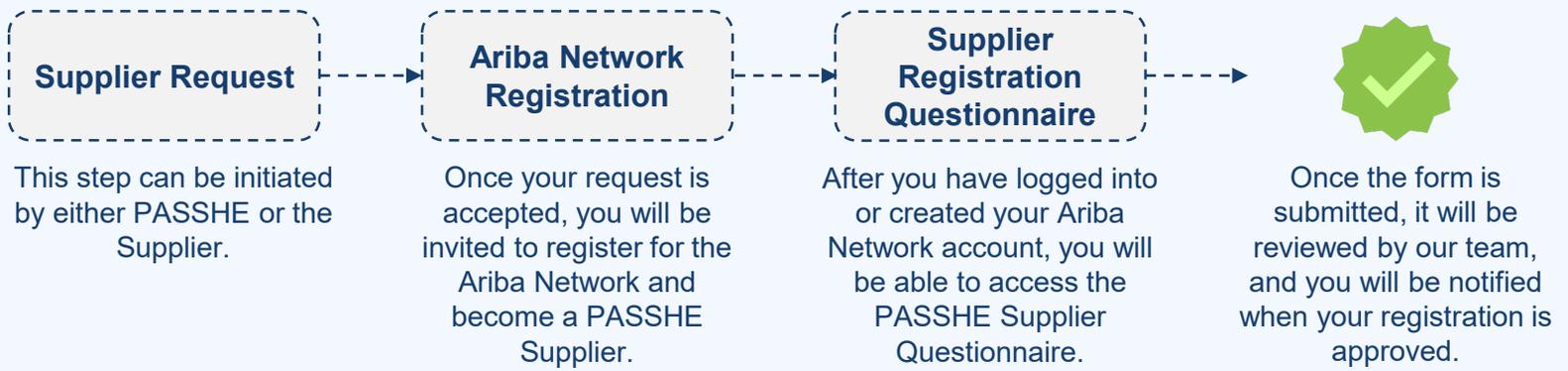
This step can be initiated by either PASSHE or the Supplier.

Once your request is accepted, you will be invited to register for the Ariba Network and become a PASSHE Supplier.

After you have logged into or created your Ariba Network account, you will be able to access the PASSHE Supplier Questionnaire.

Once the form is submitted, it will be reviewed by our team, and you will be notified when your registration is approved.

Step #1

Submit the External Supplier Request Form.

If you have already submitted this form or have any questions about where your request is in the workflow, please contact your local Purchasing Representative or the Supplier Support Team

Step #2

You will receive an invitation email from no-reply@ansmtp.ariba.com.

If you have an existing account with the Ariba Network, you will click the **Log In** button and enter your credentials.

If you are not yet registered with Ariba, you will need to **Sign up** and complete the Ariba Network registration process.

Step #3

Complete the Supplier Registration Questionnaire to provide your detailed vendor information.

Once the questionnaire has been submitted, it will be reviewed by the Supplier Enablement Team.

You will receive an email when the registration has been approved.

You are now ready to transact with PASSHE!