The SAP Business Network, which PASSHE is calling SourcePoint, provides many benefits for our Suppliers including real-time PO delivery, invoice automation, and potential new business opportunities within the SAP Business Network.

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

**Supplier Registration At-A-Glance**

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.

1. **Supplier Request**
   - This step will be initiated by a PASSHE representative.

2. **SAP Business Network Registration**
   - Once the supplier request is approved, you will receive an email inviting you to register with PASSHE SourcePoint to become a supplier. You will be required to create an Ariba account if you do not already have one.

3. **Supplier Registration Questionnaire**
   - After following the instructions in the invite email, you will have access to the PASSHE registration questionnaire.

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

   - Once the form is submitted, it will be reviewed by Supplier Management, and you will be notified when your registration is approved.

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For Assistance

Want more information? Please see the [PASSHE SAP Business Network information page](#). For questions, comments, or concerns please reach out to the Supplier Support Team @ (SupplierHelp@passhe.edu).