



PENNSYLVANIA'S STATE SYSTEM *of* HIGHER EDUCATION

Supplier Invite Email

You will receive the invite email below (or something very similar). The invite email is autogenerated and will come from no-reply@ansmtp.ariba.com.

**You will also receive an email from supplierhelp@passhe.edu with instructions.



PENNSYLVANIA'S STATE SYSTEM *of* HIGHER EDUCATION

The Pennsylvania State System of Higher Education (PASSHE) invites you to register as a supplier with SAP Business Network.

Hello,

PASSHE uses SAP Business Network to manage its sourcing, procurement, and payment activities and to maintain business partner account information. There are two parts to the registration process. Establishing an SAP account and completing the PASSHE registration questionnaire. If your company already has an account with SAP Business Network, the existing username and password can be utilized to connect with PASSHE. If your company **does not** have an account with SAP Business Network, please begin by creating an account. There is no cost to join the network.

Click here to begin the registration process. Use of the link is necessary to establish a relationship with PASSHE. Please be ready to share the following information and/or documents prior to registration.

- A signed and dated W9 or W8 EBEN which includes a tax ID, where applicable
- Banking information for ACH payment
- Remittance email for financial related communications

More information can be found on our [Supplier Resources page](#). You can also reach out to supplierhelp@passhe.edu with any questions.

To view available PASSHE projects, please visit our [public profile](#) on SAP Business Network Discovery.

We look forward to working with you!
PASSHE Supplier Management Team

If you did not receive your invite email do the following:

- Search for the email address provided above
- Check spam/junk folder
- Add the invite email address to your approved email address list.
 - If you do this, let us know so we can have another invite email sent to you.
- Check with your IT for firewall blocks

If the link in the email has expired, reach out to supplierhelp@passhe.edu.

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