

Agenda

- And the second
- Explain the steps to create a check request
- How to request a new Supplier if not available in the system
- ➤ How to request a new address to an existing Supplier

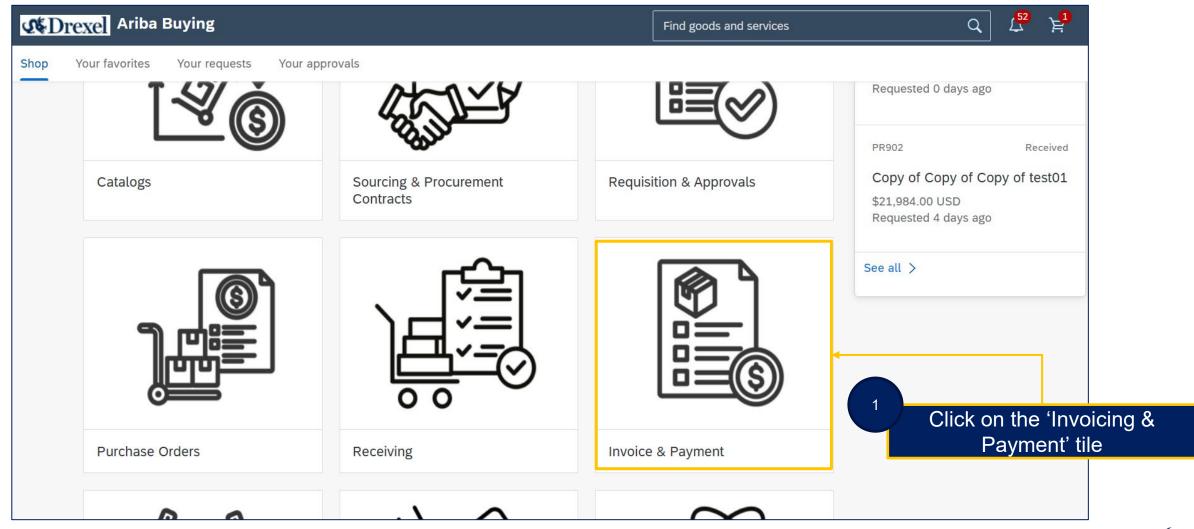


Important: Points to be considered for creating check request

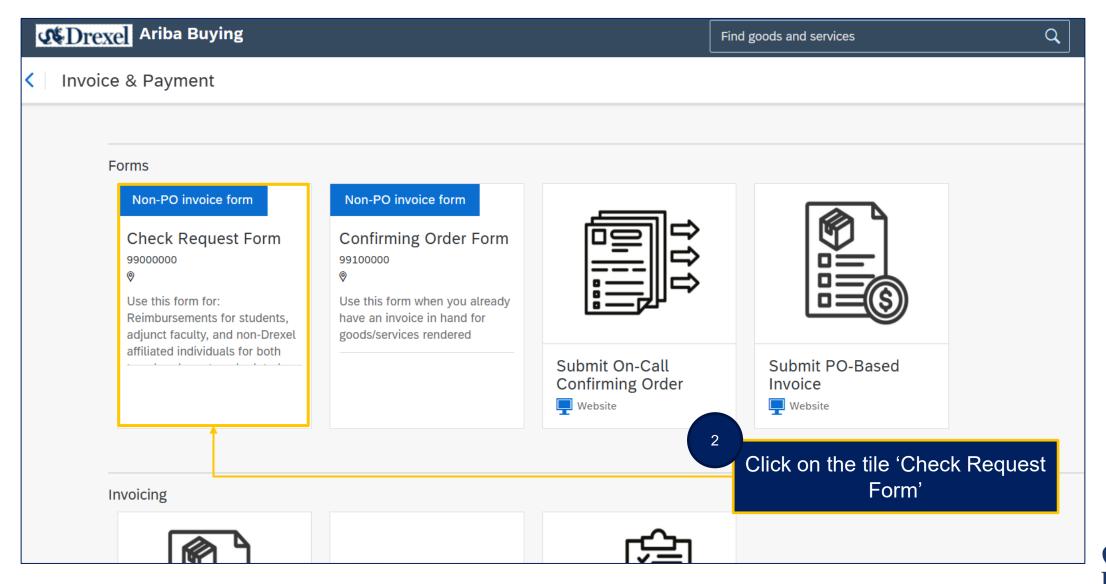
- User creates check request by logging in to Ariba Guided Buying
- This QRG explains on how to create a check request



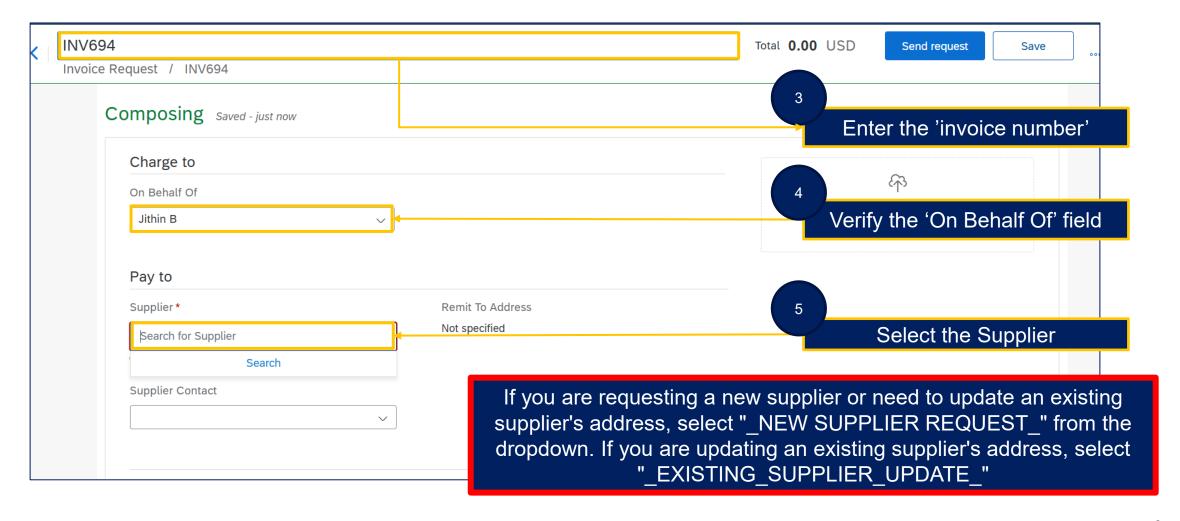
Create Check Request



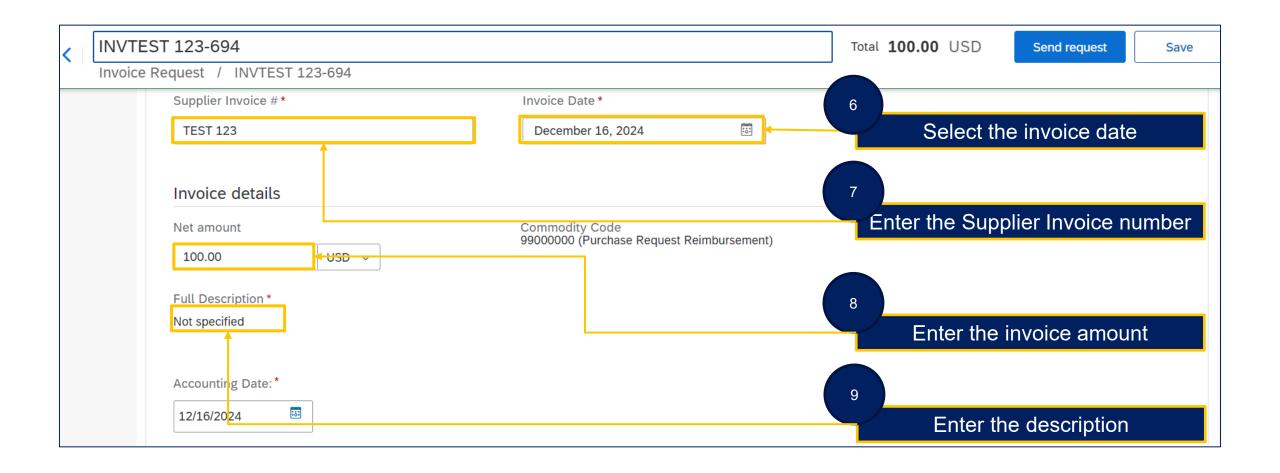




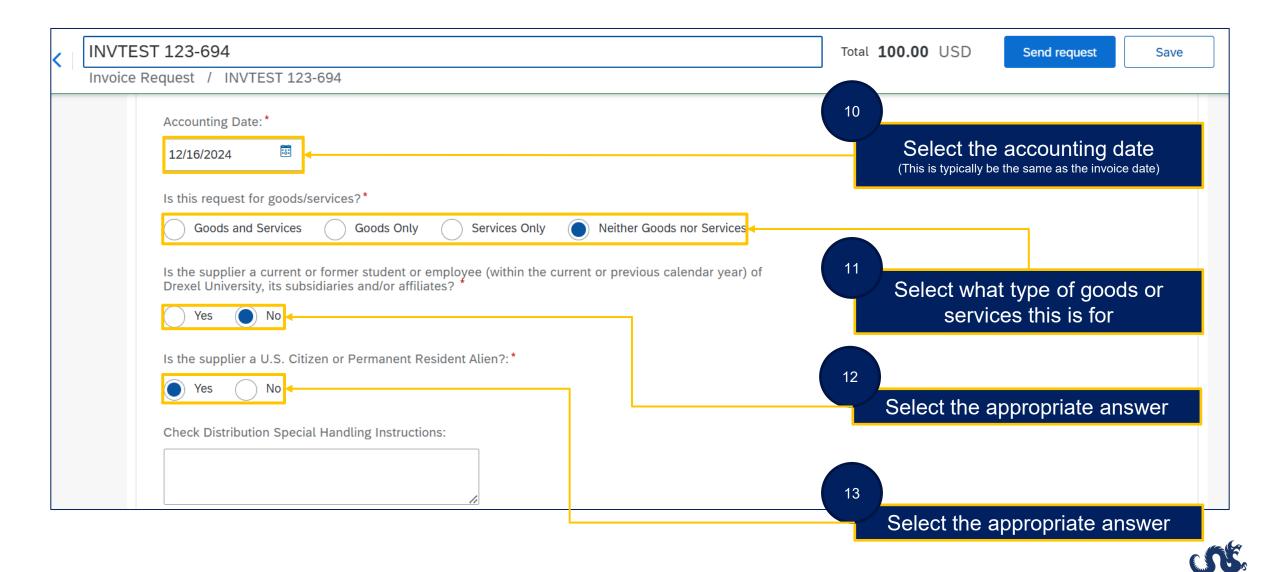


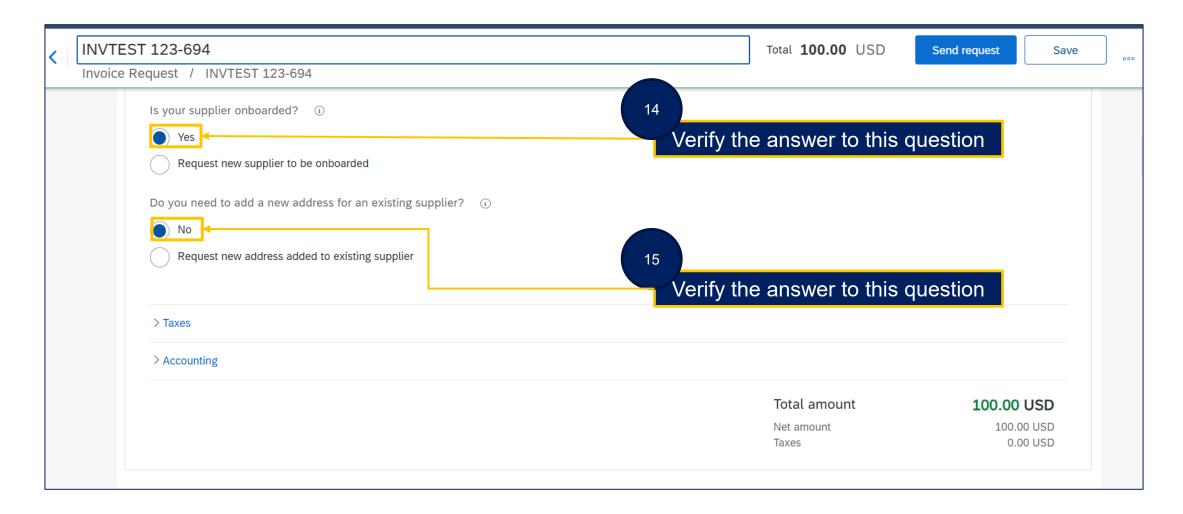






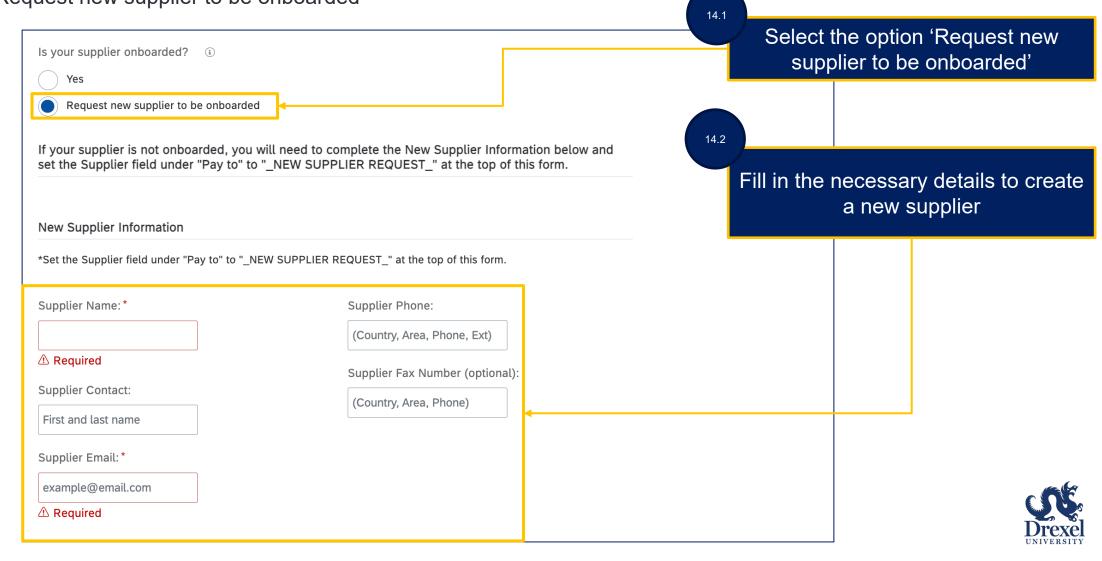








If your supplier is not an existing Supplier in the system and needs to be set up for payment, select 'Request new supplier to be onboarded'



example@email.com

If your supplier is onboarded in the system and you need to add a new address, select 'Request new address added to existing supplier' Do you need to add a new address for an existing supplier? Select the option 'Request new address added to existing supplier' Request new address added to existing supplier If your existing supplier address needs to be updated, you will need to complete the Add New Address 15.2 to Existing Supplier below and set the Supplier field under "Pay to" to "_EXISTING_SUPPLIER_UPDATE_" at the top of this form. Fill in the necessary details to add a new address Add New Address to Existing Supplier *Set the Supplier field under "Pay to" to "_EXISTING_SUPPLIER_UPDATE_" at the top of this form. Select Existing Supplier to Update: ' City/Town: ' Select City or town Make a selection ⚠ Required Country: ' State/Province: Select State or Province \land Make a selection Zip/Postal Code: Address 1:* Add the contact information Number and street name ⚠ Required Address 2: Apt, suite, unit, building, floor, etc. **Contact Information** Supplier Email: Supplier Phone:

(Country, Area, Phone, Ext)

