SAP Business Network
Supplier Registration At-A-Glance

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

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	**SAP Business Network Registration**	**Supplier Registration Questionnaire**	✅
This step will be initiated by a PASSHE representative.	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.	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.

Step 1

PASSHE employee will complete and submit the supplier request.

The requestor will be your main POC for status updates, but you can also contact the Supplier Support Team.

Step #2

You will receive an invitation email from no-reply@ansmtp.ariba.com. Use the Click Here link to start!

If you have an existing SAP Business Network account, click the **Log In** button and enter your credentials.

If you are not registered with SAP Business Network, you will need to **Sign Up** to start the registration process.

Step #3

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

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

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

You are now ready to transact with PASSHE!

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).