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Arkansas Vendor Set-Up

To be paid by the state of Arkansas, vendors will now need a Business Partner ID number and be set up for ACH payments.

Vendors will need to register through the Office of State Procurement's Arkansas Vendor Registration Portal.

When registering as a vendor, you will need to have the following information, at a minimum, for your initial registration request:

- 1.1- Select "To update an existing account"
- 1.2- Select "Corporation"
- 1.5- Enter the business name as it appears on the IRS tax return
- 1.8- Enter primary address
- 1.9- Enter the business phone number
- 2.1- Enter primary contact first name
- 2.2- Enter primary contact last name
- 2.3- Enter primary contact email
- 2.4- Enter primary contact phone number
- 2.5- Contact location and communication language

After the Vendor Master Data Team has approved your initial registration, you will receive an email from them providing you with a link to complete your registration. At that time, you will answer any remaining questions and upload a completed W-9 document. You can find that document here W-9 Fillable. For your W-9 to be accepted, it must include a wet signature. Please print off the W-9 after completing the fillable sections, sign it, and upload the completed document.

Once your registration is approved by the Vendor Master Data Team in the Office of State Procurement, you will receive a confirmation email containing your AASIS vendor number.

Any entities previously registered as vendors with the State of Arkansas must re-register in the new system. The new system will send invitations to previous vendors to re-register. The invitations will be sent out in batches. If you have not received it, you may call or email the Office of State Procurement and have them send you your invitation. Please do so if you have not already received the invitation. Not having this set up will increase the amount of time it takes Arkansas to make a payment to you.

After receiving your AASIS vendor number, you may update your account at any time by accessing the Ariba Business Network portal.

For questions about registering in Ariba, contact the Office of State Procurement at 501-492-4655 or email at aasis-osp@arkansas.gov.

SAP Ariba Supplier
Frequently Asked Questions

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General

1. **When does the SAP Ariba system go into effect?**

   The State of Arkansas started using SAP Ariba as of July 11, 2026.

2. **Where can I view the recordings of the Supplier Awareness Sessions?**

   The session recordings are available on the Office of State Procurement - Vendor Registration and Resources webpage.

3. **Is there a help line for support?**

   Yes, call (501) 324-9316.

4. **Which State of Arkansas agencies use SAP Ariba? Will Arkansas Department of Transportation (ArDOT), Arkansas Game and Fish Commission, and the Constitutional offices use SAP Ariba?**

   The 15 Cabinet departments have implemented SAP Ariba. ArDOT, Game and Fish, Constitutional offices, and other groups outside of the Office of State Procurement's purview will not be using Ariba initially. However, suppliers will still need to register in SAP if they will receive payments through AASIS.

5. **What about K-12 schools and Higher-Ed?**

   Contact the Department of Education and they will take care of the registration for you.

6. **Does SAP Ariba impact landlords who lease buildings to State departments?**

   If that lease is handled by an Outline Agreement, those renewals will be in SAP Ariba.

7. **What will happen to ARBuy?**

   ARBuy will continue to be used while the State finishes out some solicitations that are currently active. But the State will not post new solicitations to that system. All formal solicitations, which are $75,000 and above in Arkansas, will go through SAP Ariba.

8. **We currently submit contract activity reports, email sales reporting, and admin fee details to ARBuy. Do we continue doing that?**

That relationship remains so continue what you're doing unless directed otherwise.

Registration

9. **I was registered as a vendor/supplier before. Will my registration carry over into SAP Ariba automatically?**

   All new and existing suppliers will need to register in the SAP system. In waves, suppliers with an existing relationship with the State will receive an email with the subject line, "Invitation: Register to become a supplier with State of Arkansas."

10. **I haven't gotten an email. How can I initiate the registration process?**

    At any time, suppliers can request to register by completing the Supplier Self-Registration Request Form. After suppliers complete the request form, they will receive the invitation email with next steps for creating an SAP Business Network account and completing the Supplier Registration Questionnaire.

11. **Is there a deadline that suppliers need to be registered by?**

    Registration can be completed at any time. You need to be registered before you can continue to do business with the State.

12. **Can one email address be used to register multiple companies?**

    Yes, but you will need a separate W-9 for each company, as well as a unique user ID for each SAP Business Network account.

13. **Do you have to upload a W-9?**

    Yes, a W-9 with a signature is required during the registration process.

14. **I have a partnership. When I register, do I select "Individual" or "Corporation"?**

    Select Individual if you want to use a Social Security Number (SSN) and select Corporation if you want to use an Employer Identification Number (EIN).

15. **Our company is going through a merger, do you recommend waiting until the merger is finalized prior to registering?**

    If you need to sign a contract now, then you should register. But you will have to reregister after the merger if your Employer Identification Number (EIN) changes.

16. **I'm registered in SAM.gov. Can I use my Commercial and Government Entity (CAGE) code to register with the State?**

You cannot link your SAM.gov account with your SAP Business Network account.

17. **My company has several vendor codes in AASIS. Will we need to register for each code, or can we register once and add multiple locations?**

    You will only need to register once. When you create your SAP Business Network account, you can enter your company's products and services.

SAP Business Network

18. **Are Ariba Business Network and SAP Business Network the same thing?**

    It is the same system. Ariba Business Network was renamed to SAP Business Network.

19. **What about SAP Ariba?**

    SAP Ariba is integrated with SAP Business Network. The State uses SAP Ariba and suppliers use SAP Business Network.

20. **If I currently have an SAP Business Network account, can I use that account with the State of Arkansas?**

    You can use your existing SAP Business Network account if you have one.

21. **We use SAP Ariba and SAP Business Network for other states and companies. How is the State of Arkansas site different from other SAP Ariba sites?**

    The State of Arkansas's use of SAP Ariba may or may not be different from how other organizations use it. More information about how the State uses SAP Ariba is available in the supplier Quick Reference Guides (QRGs) on the Vendor Resources webpage. However, a supplier's user experience within SAP Business Network is unchanged.

22. **Can more than one person within a company have their own SAP Business Network account? Can more than one person have access to edit or make changes to the profile or registration information?**

    Yes. By creating roles and then adding users to them, the SAP Business Network administrator controls who can sign in to your organization's account and which areas of the service each user can access. Refer to the SAP Business Network Users and Roles help document for more information.

23. **Is there a charge for using SAP Business Network?**

    The SAP Business Network standard account is free to use. It is designed for suppliers who want to manage transactions without the full capabilities of a paid account.

Sourcing

24. We are working on a bid, but it is not through SAP. Have we been entered as a supplier or do we complete the supplier registration?

It depends on who issued the bid. If you will be working with a State department, you will need to complete the supplier registration in SAP.

25. Are there some procurement sites that will continue to post new solicitations how they previously posted them or will all new solicitations get posted in SAP Business Network?

It will be the same as today. They all come through the Office of State Procurement website. If a department chooses to handle their own competitive bids, they may decide to advertise a smaller competitive bid by posting to their website.

26. How will State agencies who are not using SAP Ariba at this time notify suppliers about their RFPs?

You should continue to monitor those agencies' websites to make sure that you are fully aware of those solicitations.

27. Are suppliers able to see what other suppliers submitted for pricing upon the award of a contract?

We will still use an Anticipation to Award (ATA) process for notification of awards. They are posted on the Office of State Procurement website.

28. How can I join an email list for solicitations?

Registering in SAP Business Network as a supplier with the State of Arkansas will allow you to select commodities or services you would like to receive notifications for when a posting is available.

Contracts

29. Have existing State contracts been migrated into SAP Ariba?

Migration of existing State contracts is currently in-process and will continue over the next several weeks.

30. We normally renew our contract once per year. Will we have to redo that?

No, your contract will continue until its expiration date. However, any addendums or renewals will be handled in SAP Ariba.

31. Is there set-up required for Docusign before we can sign contracts?

There's no set-up needed. Your signed documents are tied to your email, and you can refer to them from the hyperlinks within the emails from Docusign.

32. Can the contract reviewer and contract signer be two different people?

The State can send the contract for review and for signature to separate people, provided the person reviewing shares the signer's contact details.

33. Is there more than one awarded vendor/supplier for copy paper contract?

There is currently only one State contract for Print Shop and Copy Paper.

34. Is there anything unique for engineering service contracts?

These are handled similarly to other professional services contracts, where you will have the ability to add certifications to those RFQs.

35. Will this be an invoicing system? How do I submit invoices?

No, the State does not use SAP Ariba as an invoicing system. SAP Ariba is integrated with SAP S/4HANA, which uses Concur, the new accounting system that will replace our AASIS system. However, you will continue to submit invoices with the same process you use today, unless you are directed to submit them differently by the department you are working with.