

Job Aids

Accessing SAP Ariba

Overview: This tutorial provides step-by-step instructions on how to access the SAP Ariba procure-to-pay system.

1. Go to ebs.msu.edu, log in with your MSU NetID/password, and verify through OKTA.



2. On the EBS home page, click on the Procure-to-Pay System icon.

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- a. **Note:** If the Procure-to-Pay System icon is not showing in the EBS portal, follow the steps to reset the EBS home page:
 - i. Click on the user profile icon in the top right corner and select Edit Home Page.



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If you have any questions, please contact Procurement at 517-355-0357 or <u>upl.procurement@msu.edu</u>.





ii. In the home page editor, click **Reset** on the right side of the page.



iii. Click Reset in the reset pop-up window.

	? Reset
Are you su	re you want to reset the group "Enterprise Business Systems"?
	Reset Cancel

iv. Click **Close** on the bottom right corner of the page to leave the home page editor.



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