PURPOSE

This Quick Reference Guide (QRG) is designed to show the steps needed to create a direct pay (non-PO-based invoice) in SAP Ariba.

HELPFUL HINTS

- · Assemble all supporting documentation prior to beginning work in SAP Ariba.
- For the best experience, please use the following browsers:

Google Chrome (64-bit)	Apple Safari (64-bit)
Microsoft Edge (32-bit)	Microsoft Edge Chromium (32-bit and 64-bit)
Mozilla Firefox (64-bit)	

PROCEDURE

1. Access SAP Ariba by clicking the "SAP Ariba – Procure to Pay" tile in Firefly.

= 🕸	firefly				
8		Self Service Bu	usiness Applications Sys	em Admin & Forms Reso	ources
ଜ	Home	Firefly News		SAPPHIRE Documentation	Submit a Help Request
A⁻z	All apps 115	Annual Salary Notifications	s Available by July 1, 2023		•
:≡	All menus 11			ŸSAPPHIRE	•
Ō	Split view	Self Service			
Most u	ised Favorites Notifications Business Intelligence Reporting	Workflow Inbox	Employee Self Service (ESS)	Manager Self Service My Staff (MSS)	Alternative Worksite Arrangement
Budget Workbench (BCS) and Business Applications					
?	Firefly Help Staff Lists Selection Reports Project Verification	ePAF Actions	SAP Logon	Business Intelligence Reporting	SAP Ariba Procure to Pay
	Statement 153 Sponsored Programs			۲	SAP Ariba

2. Click the "Procurement and Payment Forms" tile.



PROCEDURE (CONTINUED)

3. Click the "Direct Pay" tile.

Nebraska Guided Buyi	ng	Find goods and services		A A A
< Procurement a	nd Payment Forms			
grand and		a second and a second	and the second design of the	and the second
x	$N_{\rm e}=-\kappa^2/(\kappa^2)$	x	¥	λ î
Custom form College of Dentistry Image: College of the second	Custom form Delivery Address Request Form v Use this form to request	Non-PO Invoice form Direct Pay 60 Use this form to request payment for invoices NOT		Custom form PCard / Group Card Request Form
department use - Internal catalog only. address or remove an	associated with a purchase order or	Line item form Framework order item	Use this form to request a new purchasing or group travel card, or change or cancel an	

4. The "Invoice Entry" screen displays. Complete the Header information as noted below. Required fields are denoted by " * ". NOTE: Additional fields may display as selections are made.

Total 0.00 USD Send request Save Impary Code 000 (University of Nebraska)
Drag and drop file here, or browse to upload an invoice
Drag and drop file here, or browse to upload an invoice
000 (University of Nebraska) V
 A. Attach invoice in PDF or image format. The form cannot be submitted without an attached invoice. B. Validate the "On Behalf Of" as this individual will need to approve the invoice. The user's name defaults. C. Search for and select the supplier. D. Enter the supplier invoice number. E. Enter the invoice date.
roice Date * September 6, 2023

Updated:9/6/2023

5. Scroll to the "Line Items" section. Enter all information required on the line item.

Item 1				E 3
Full Description *		Amount 7,880.00 USD		
Chairs	A			
Quantity Unit of Measure		Price		
B – 10 + each	~	C 788.00	USD 🗸	
60 (Musical Instruments and Games and Toys and Art and Educational Equipment and Materials and Access Supplies) > Taxes > Accounting Showing 1-1 of 1 < 1 > Add Item	s and Crafts orries and		A. B. C. D. E.	Enter item description. Enter item quantity (total will automatically calculate. Enter unit price. Total will automatically calculate. (Optional) Click to add another line item. (Optional) Click to duplicate this item.

 Expand the "Accounting" section to change funding information and/or to add split funding. Search for the desired cost center, WBS element, and/or GL account by clicking the dropdown arrow(s) and selecting "Browse all". Click the "Split Accounting" link to split funding between two or more cost objects.

~ Accounting	
Account Assignment *	GL Account
X (Cost Center/WBS)	0000531600 (General Instruction Education & Rec 🗸
Cost Center	Project/WBS
9145100100 (NeBIS Functional)	✓
	Clear selection
Split accounting	Browse all
iowing 1-1 of 1 « 1 »	

7. (optional) Add charges at the Header Level of the invoice (e.g., taxes). Click "Add" and select the appropriate charge from the drop-down menu. Click "Update" to update the invoice total.

Split accounting		Unallocated 0 % Split 100 %	
Split by Percentage Amount	Amount to split 7,880.00 USD		
V GL Account (0000531600 (General Instruction Education GL Account 0000531600 (General Instruction Educatio Project/WBS	18 Recreation)) 70 % B Cost Center 9145100100 (NeBIS Functional) ~	 A. Select Percentage (defa B. Enter percentage (or an C. Enter percentage (or an D. Search for a G/L, cost or element for the 2nd split 	nount). nount). eenter or WBS
GL Account (0000531600 (General Instruction Education GL Account 0000531600 (General Instruction Educatio Project/WBS + Add split	n & Recreation)) 30 Cost Center 0145100110 (NeBIS Technical) v	8	

Updated:9/6/2023

Name

PROCEDURE (CONTINUED)

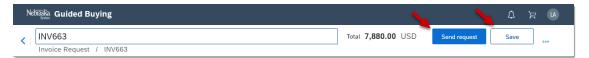
7. (Optional) Enter any comments and click "Add".

Comments	
Enter comments in this text field.	Add

9. If you haven't already, attach the invoice and any other documentation by clicking the "browse" link and browsing for the file(s).

Attac	hments	
ዋ	Drag and drop file here, or browse to upload, then click the Add button.	Add
LA	Linda Aden September 6, 2023	
	Invoice.pdf 35 KB	

10. Click **Send request** to begin the approval process (no changes can be made one sent) or click **Save** to save your entries.



PROCEDURE (CONTINUED)

9. Click the "Approval Flow" tab (top of page) to validate that no errors exist on the invoice **and** to review/add approvers, if needed. Click "Submit" when complete.

< Nebraska	
INV0920231-656	Save Submit Exit
Invoke Entry Approval Flow	
Approval Flow - Invoice	
There are no approvals required. Submitted Add Initial Approver Approved	\mathbf{i}
	Save Submit Exit

10. The confirmation screen displays.

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	The University of Nebraska Syste	em-C1-TEST
HOME PROCUREMENT INVOICING CATALOG	Recent V Manage V	Create 🗸
New Invoice - Submitted		
Your request has been submitted for approval. To monitor the progress of the request through the approval process, check the Status column in the My Documents content item on the home dashboard.		
INV0929231-656 has been submitted.		
Print a copy of this request		
View the status of your request		
Add labels to tag this document		
Continue working on other involces		
Create the same type of request		
Return to the Ariba Home Page		