

Direct Pay Form

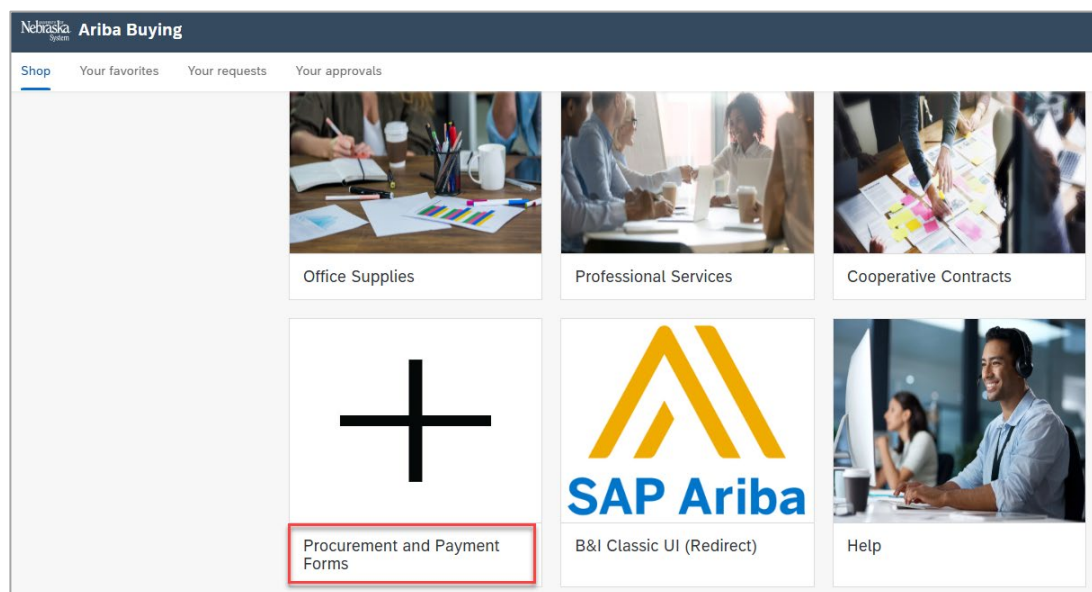
Updated December 2, 2025

PURPOSE

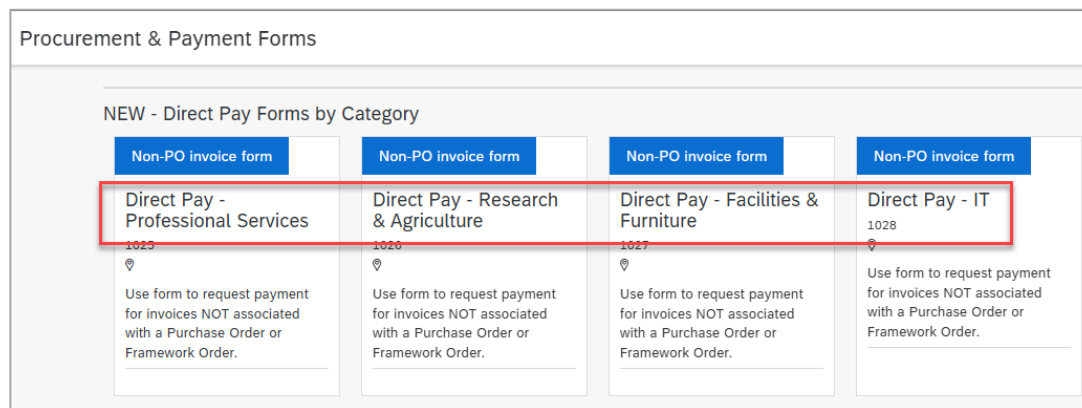
Use this form when paying an invoice which has no Purchase Order (PO). If there is a PO issued, do NOT use this form. Instead, send the invoice with PO number to invoiceautomation@nebraska.edu.

PROCEDURE

From within Ariba Guided Buying, click *Procurement and Payment Forms*.



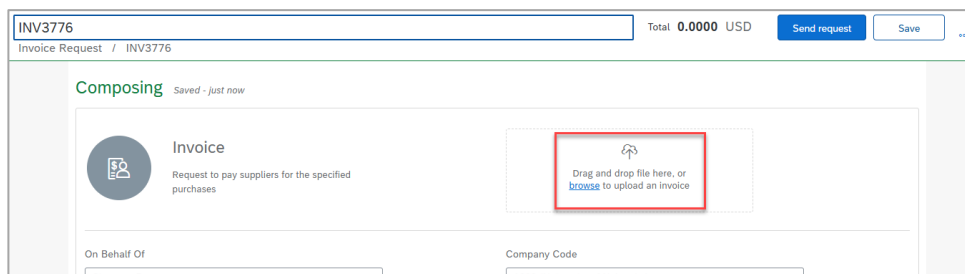
Click the *Non-PO Invoice Direct Pay* form which best aligns with the purchase.



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Drag and drop a copy of the invoice or click *browse* to locate the invoice from file explorer.



INV3776 Total 0.0000 USD Send request Save

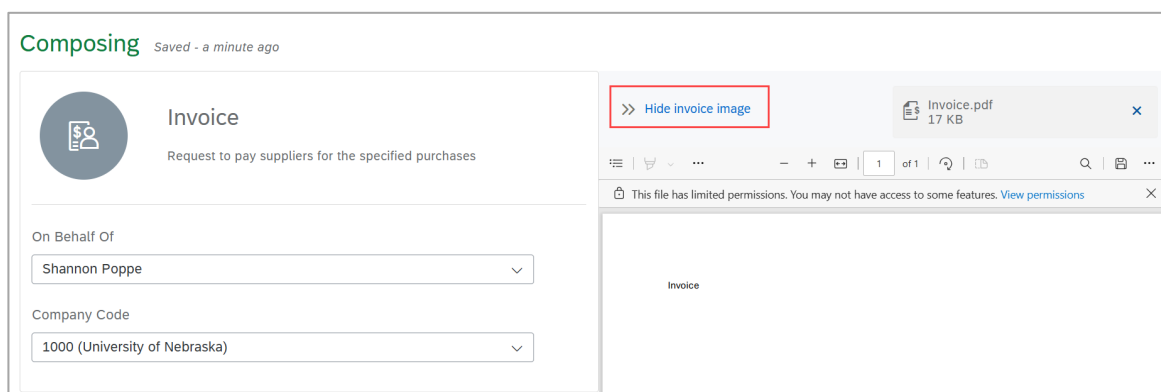
Invoice Request / INV3776

Composing Saved - just now

Invoice Request to pay suppliers for the specified purchases

On Behalf Of Shannon Poppe Company Code 1000 (University of Nebraska)

For more viewing real estate, click *Hide Invoice Image*. To show the image, click << [Show invoice image](#)



Composing Saved - a minute ago

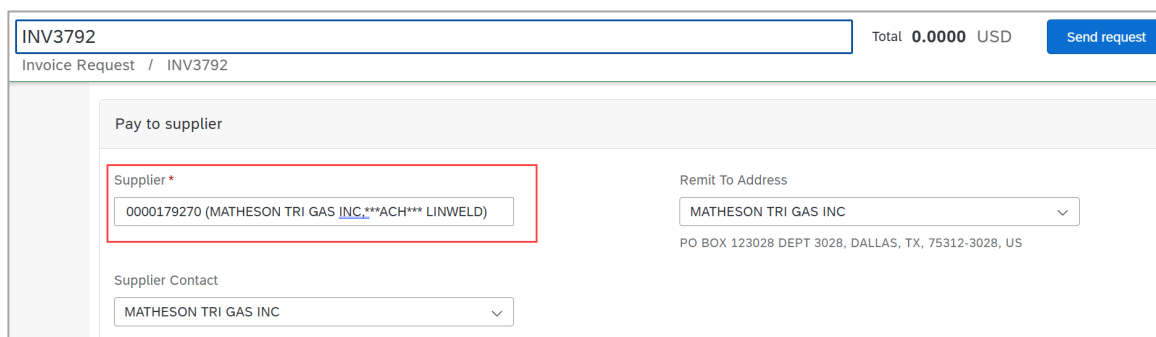
Invoice Request to pay suppliers for the specified purchases

On Behalf Of Shannon Poppe Company Code 1000 (University of Nebraska)

Hide invoice image Invoice.pdf 17 KB

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To select a supplier, click on the supplier field. Press up and down arrow keys to navigate recently chosen suppliers or select *search*. Click on the supplier's name to select it. For assistance in searching, review the user guide [Guided Buying: Searching for a Supplier](#).



INV3792 Total 0.0000 USD Send request

Invoice Request / INV3792

Pay to supplier

Supplier * 0000179270 (MATHESON TRI GAS INC.***ACH*** LINWELD)

Remit To Address MATHESON TRI GAS INC PO BOX 123028 DEPT 3028, DALLAS, TX, 75312-3028, US

Supplier Contact MATHESON TRI GAS INC

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Enter the supplier invoice number exactly as it appears on the invoice. Note: this number must match what is on the invoice to avoid duplicate payments.

INV3792
Total 0.0000 USD
Send request

Invoice Request / INV3792

Pay to supplier

Supplier *

0000179270 (MATHESON TRI GAS INC,***ACH*** LINWELD)

Remit To Address

MATHESON TRI GAS INC

PO BOX 123028 DEPT 3028, DALLAS, TX, 75312-3028, US

Supplier Contact

MATHESON TRI GAS INC

Supplier Invoice # *

Required

Invoice Date *

December 2, 2025

Enter an *Invoice Date* by selecting the calendar icon or entering the date using MM/DD/YYYY format.

INV3792
Total 0.0000 USD
Send request

Invoice Request / INV3792

Pay to supplier

Supplier *

0000179270 (MATHESON TRI GAS INC,***ACH*** LINWELD)

Remit To Address

MATHESON TRI GAS INC

PO BOX 123028 DEPT 3028, DALLAS, TX, 75312-3028, US

Supplier Contact

MATHESON TRI GAS INC

Supplier Invoice # *

2450059379NA3

Invoice Date *

December 2, 2025

Enter a description of the purchase and leave the quantity as '1.'

INV3792
Total 0.0000 USD

Invoice Request / INV3792

Item 1

Full Description *

Amount

0.0000 USD

Quantity

1

Unit of Measure

each

Price

0.0000

USD

Commodity Code

1043 (Direct Pay - ITS)

[Taxes](#)

[Accounting](#)

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Enter the full value of the invoice.

INV3792

Total 0.0000 USD

Invoice Request / INV3792

Item 1

Full Description *

Amount

0.0000 USD

Quantity

Unit of Measure

Price

-

1

+

each

0.0000

USD

Commodity Code

1043 (Direct Pay - ITS)

[Taxes](#)

[Accounting](#)

Click **Accounting** to open the section. Select the Cost Object (Cost Center or Project/WBS). If previously searched for, it will be in the pull-down section. Otherwise click **Browse all** and search for the Cost Object.

INV2450059379NA3-3792

Total 2,158.8700 USD

Send request

Invoice Request / INV2450059379NA3-3792

Quantity

Unit of Measure

Price

-

1

+

each

2,158.8700

USD

Commodity Code

1043 (Direct Pay - ITS)

[Taxes](#)

[Accounting](#)

Account Assignment *

User Defined

X (Cost Center/WBS)

GL Account

Cost Center

9146900500 (UN Bus Srv Master)

Project/WBS

[Split accounting](#)

Note: only use one cost object, either a Cost Center or a Project/WBS. For split funding, select **Split accounting** and enter the cost objects and the split value.

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Select *GL Account* (general ledger) and search. If it has been searched for previously, it will be in the pull-down section. Otherwise, click search all” and search for the GL Account Number.

The screenshot shows the Direct Pay Form interface. At the top, the invoice number **INV2450059379NA3-3792** is entered in a search bar, with a total of **2,158.8700 USD** and a **Send request** button. The form is divided into sections: Quantity (1), Unit of Measure (each), Price (2,158.8700 USD), and Commodity Code (1043 (Direct Pay - ITS)). The Accounting section is expanded, showing Account Assignment (X (Cost Center/WBS)), GL Account (highlighted with a red box), Project/WBS, and User Defined fields. A modal window titled "GL Account" is open, showing a dropdown menu with the option "0000521210 (Networking/Data Services)" and a "Browse all" link.

Once complete, click *Send Request*. The submitted form will route for Funding approval, Sourcing Agent approval (if necessary due to invoice amount), and then Payment Services for processing.

The screenshot shows the Direct Pay Form interface after the GL Account has been selected. The invoice number **INV2450059379NA3-3792** is still in the search bar, with a total of **2,158.8700 USD** and a **Send request** button. The Accounting section is expanded, showing Account Assignment (X (Cost Center/WBS)), GL Account (0000521210 (Networking/Data Services)), Project/WBS, and User Defined fields. The Cost Center field is now populated with **9146900500 (UN Bus Srv Master)**.

Note: The Ariba invoice number is located at the top of the form.

The screenshot shows the Ariba Buying interface. The header includes the University of Nebraska System logo and the text "Ariba Buying". The invoice number **INV2450059379NA3-3792** is displayed in a search bar, with a total of **2,158.8700 USD**. Below the search bar, the text "Invoice Request / INV2450059379NA3-3792" is visible.