UNIVERSITY OF Nebraska. System

Procure to Pay Newsletter
Issue 13 – April 2024

Direct Pay, NonCatalog and Blanket Order Forms to be Decommissioned

April 12th, 2024 the Direct Pay, Non Catalog and Blanket Order forms will be decommissioned in eSHOP. Any requisitions submitted prior to this date, but still pending approval will complete processing to issue a PO (NonCatalog, Blanket) or payment (Direct Pay) in eSHOP. After April 12th, all Direct Pay, NonCatalog and Blanket Order requisitions must be submitted in SAP Ariba.

User Defined Field Available in Ariba

The Use Define Field is now available in SAP Ariba. The field can be used at either a header or line-item level.
Header Level:

1. In the Charge to section select Manage details, (2) enter the User Defined, (3) select Done.

Line Item Level:

1. Select the line item carat to view line item details, (2) select the Accounting carat to view accounting details, (3) enter the User Defined.

Bill To Error

Users may experience the below Bill To error during the checkout process.

This error occurs when users select "All Commodities" for their UNSPSC code. To resolve this error, users will need to edit the commodity field to a commodity that is applicable to their purchase. To edit the field: (1) Select Line Item Form Details, (2) then Edit Line Item Form. (3) Select "x" to remove "All Commodities", (4) use the select drop down to choose an appropriate UNSPSC, (5) select Save. A resource guide for UNSPSCs is available here.

REMINDER! P2P Monthly User Forum

P2P will be hosting a monthly user forum Thursday, April 25, 2024 at 9am. Access to the forum is available via Bridge. [Register Here.](#)

eSHOP Transitioning to SAP Ariba
The following suppliers are now available **exclusively** in SAP Ariba:

Voss Lighting	VWR	Medline
Fisher Scientific	Dot Scientific	Uline
ODP (Office Depot)	Life Technologies	Ferguson
CDW	Anixter	Graybar
Grainger		

The Procurement team continues to work with our catalog suppliers to activate them in SAP Ariba. Please continue to use eSHOP to order from catalog suppliers not available in Ariba.

Watch the eSHOP Bulletin Board for updates!

eSHOP Decomissioning Data Information
1. All purchase orders open in eSHOP will remain available in SAP. These purchase orders will be invoiced directly in SAP. It is the purchase order in SAP that drives cost object commitments.
2. Procure to Pay will be contacting departments regarding transitioning open Blanket/Framework orders from eSHOP into Ariba.
3. A full export of all eSHOP data, including attachments and comments will be available on a view only basis for audit purposes.

Amazon training
Did you miss the live Amazon Business training session? [Untitled.mp4](#) (updated link)
A few reminders:
- A Pcard is not needed to purchase from Amazon in Ariba
- You will enter your delivery address in your Ariba shopping cart once you leave the Amazon punchout.

Contact Us
Paymentservices@nebraska.edu: general payment, payment setup and supplier setup questions
Invoices@nebraska.edu: invoices and Credit memos, interagency billings, paper travel and non-travel expense vouchers, visiting personnel forms, warrant requests, wire requests
Pcard@nebraska.edu: pcard questions, travel card questions
P2P@nebraska.edu: Ariba and procurement questions
Contracts@nebraska.edu: contracting questions
Traveloffice@nebraska.edu: Firefly travel entry questions