Viewing eSHOP Purchase Orders and Invoices in SAP
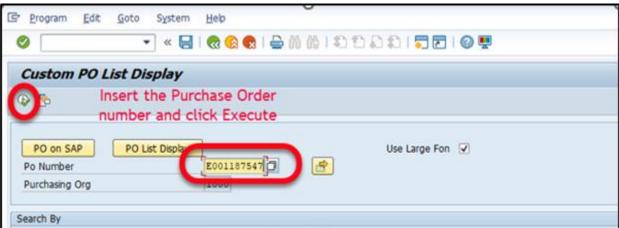
Purchase orders (PO) created in our eProcurement tools (eSHOP and Ariba) create the order and a commitment in SAP. The same is true for Framework/Blanket orders although these may or may not have created a commitment. You can display Purchase orders and their history by using the Logistics Launchpad PO Actions > Display button (also known as ZORDER).
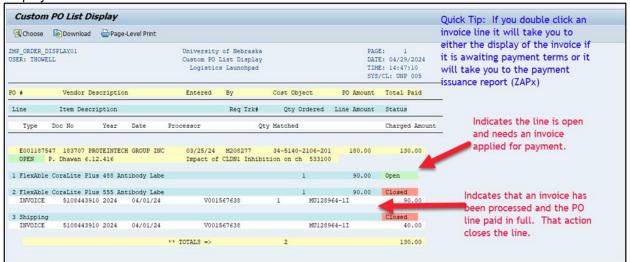
eSHOP purchase orders will remain as open commitments for invoice application by Payment Services. You should not create a new PO in Ariba nor should you handle the invoice as a direct pay, doing so could result in your budget to be overcharged for this expense.

NEW Ariba Frequently Asked Questions Guide

A new resource guide for frequently asked Ariba questions has been developed. It is available for your review on the SAP Ariba Resource Guide page.

Payment of eSHOP Purchase Order Invoices in SAP
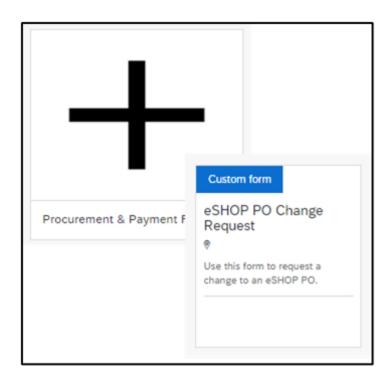
All purchase orders open in eSHOP will remain available in SAP; these purchase orders will be invoiced directly in SAP. When an invoice greater than $5,000, or a Framework (Blanket) PO invoice is received for an eSHOP purchase order P2P will email the PO owner asking for validation of receipt goods/service, including the date of delivery. A copy of the invoice will be included with the email. Please reply to this email with confirmation as soon as possible. The invoice and email reply will be attached to the payment document in SAP. Once an invoice is posted by Payment Services you will be able to see it in PO Display.
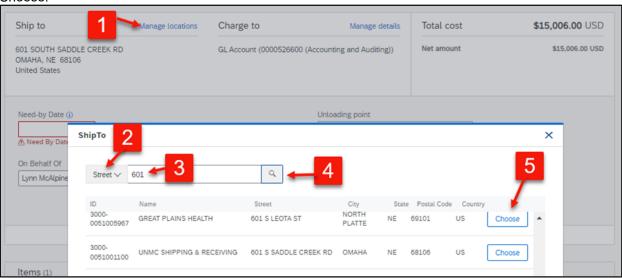

eSHOP Change Orders

A new eSHOP change order request form has been added to SAP Ariba to allow users to submit change order requests for eSHOP purchase orders that remain open. The form is in the Procurement and Payments Forms section of Guided Buying.

User have the ability to create their own change requests in SAP Ariba, a resource guide is available here.

Ariba Delivery Address

Having a difficult time finding your delivery address in SAP Ariba? All delivery addresses previously available in eSHOP and SAP were transferred to SAP Ariba. The Ship To field on a requisition is a great place to search for available shipping addresses in Ariba. Select (1) Manage locations > Ship To (scroll down) > Browse all > (2) Select Street from the drop-down > (3) Enter the entire street address or a portion of the street address > (4) Select the magnifying glass to search > (5) Select Choose.

The UNMC and UNO campuses have central receiving. Below are the options to select for these campuses. Remember to use the unloading point field to include your building and room number.

3000-0051001100 – UNMC SHIPPING & RECEIVING - 601 S SADDLE CREEK RD

Ariba Suppliers

The Ariba Supplier request form is to be used only to add NEW suppliers. If your supplier is an *individual* please share our Individual Suppler How to Guide with the prospective supplier. This PDF guides them through the entire set up process, which typically takes less than 10 minutes to complete.

If your supplier is in SAP, but you do not find them Ariba, this is due to the absence of an email address on their supplier profile. If you have an email address for them:

- Send an email to unvendorgroup@nebraska.edu
  - The email must contain the supplier's name, supplier number, and supplier email address with the request to move it to Ariba.
  - You will receive an email response once action is taken.

In the coming months, we plan to decommission the Firefly Supplier Tile. Start submitting your business/company/corporation suppliers in Ariba today!

There are a few eSHOP punchout suppliers that P2P continues to work on integrating into SAP Arbia. If you need to procure from one of these suppliers, please use the non-catalog order form.

P2P Early Fiscal Year End Reminders

- Beat the rush and plan ahead for year-end purchases. Get Purchase Orders entered now.
- Submit all PO invoices to invoices@nebraska.edu for payment as soon as received.
- Enter Ariba direct pays and SAP parked documents as soon as possible.
- Reconcile Card Charges.
- Enter all employee travel and non-travel expenses as soon as the travel is completed or the expense is incurred.

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