



Procure to Pay Newsletter – Issue 16 – August 2024

Updated Guidance: eSHOP and SAP suppliers not in Ariba

To expedite moving an existing active supplier from SAP to Ariba, a form has been added in the Ariba Procurement and Payment forms section. This form replaces the need to send an email to unvendorgroup@nebraska.edu and allows us to efficiently action your requests.

The Legacy Supplier Ariba Request form requires the supplier's name, SAP supplier number and the supplier's email address. The P2P Supplier Team will update the supplier and move it to Ariba. You will receive notification via Ariba when action is taken on your request.

Suppliers who are new or who have been marked for deletion in SAP are not eligible for this form, please use the Ariba New Supplier Request to request a new supplier.

The Ariba Supplier request form is to be used only to add NEW suppliers. If your supplier is an *individual* please share our [Individual Supplier 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.

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

Supplier Email Notification – starting August 5, 2024

In addition to the registration email from the SAP Business Network, suppliers will now receive an email directly from a member of the P2P Supplier team informing them they have recently received the Ariba Supplier Registration Invitation email. The goal is for the supplier to know the Ariba email is not spam and needs action.

Supplier Request Notification via Watcher role – starting August 5, 2024

University users submitting Ariba Supplier Requests will now be added as a “Watcher” in the supplier registration workflow. This will allow requestors to receive notification when the supplier submits their registration, and when the P2P Supplier team has approved their registration. Suppliers will be available in Ariba within two hours of receipt of the second notification. [The Create Supplier Request QRG has been updated to include details for this new feature.](#) As a reminder the timeliness of registration completion is dependent on the supplier completing the registration.

Firefly Supplier Maintenance Tile – Decommissioning August 30, 2024

The Firefly Supplier Maintenance tile will be decommissioned at 4pm August 30, 2024. Onboarding suppliers and the management of their details will be handled via Ariba. This achieves our goal of using the SAP Business Network and provides the following benefits:

- Secure platform allowing registered suppliers to create and manage their own business profile across all SAP Ariba customers.
- Tax Identification validation through the IRS.
- US Postal Service Address Validation to prevent payments from being sent to incorrect addresses.
- ACH enrollment to provide fast, and convenient electronic payments to suppliers.
- Federal Regulations compliance checks to identify debarred or suspended suppliers.

[Click here for the updated Create Supplier Request resource guide.](#)

REMINDER: Who is a Supplier?

Any company, organization, or individual that the University of Nebraska sends payment to is a supplier.

Update to Framework Invoice Workflow

Invoices that are submitted against framework purchase orders will now route to the purchase order requestor for approval. This approval serves as validation that the goods and/or services associated with the framework order have been received and the invoice is approved for payment.