![University of Nebraska System logo]

*Procure to Pay Newsletter – Issue 18 – September 2024*
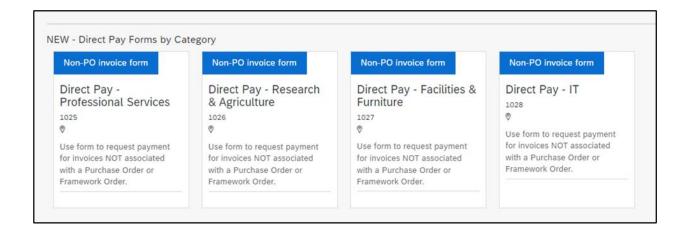
**New Feature – Purchase Order Reverse Receipt**

If you need to change, modify, or cancel a Purchase Order and the goods receipt has already been completed, a reverse goods receipt will need to be completed first. End-users will now be able to enter a Reverse Goods Receipt for their own orders or on behalf of another user.  A Quick Reference Guide has been added to the SAP Ariba resources guides website. This functionality may be used for instant reversal action instead of the Reverse Goods Receipt Form.

**Updated Contact List**

Meet the Team – a new contact list has been added to the Procure to Pay website. For your convenience, the contact list provides contact resources by common areas of inquiry.

**Changes to Ariba Procurement and Payment Forms**

For improved navigation and approval routing changes have been made to the Procurement and Payment Forms section of SAP Ariba. Forms have been organized into common categories by use case.

**Why Issuing a Purchase Order is Important**

There are many benefits to issuing a purchase order over direct payment, they include the following:

- When you issue a purchase order to a supplier you are backed by the University's terms and conditions, which provide you with safeguards in the event of shipping, delivery and product issues.

- The approval flow for generating a purchase order assures full audit compliance for your purchase, this includes spend approval, ITS approval and purchase policy validation.

- Using purchase orders help manage your budget and prevent overspending through commitments, which reserve the PO funds until an invoice is applied against the PO.

- Purchase orders result in less manual touch for both the department entering the order and accounts payable. This reduced manual touch results in faster payment processing.

**Invoice Automation Email**

Invoices issued against SAP Ariba purchase orders may be submitted to invoiceautomation@nebraska.edu for fast and convenient payment by Relish, the University's invoice automation tool. Invoices should be submitted as PDF attachments with the PO number referenced directly on the invoice. Relish prefers the invoices not include colored or highlight text. Please note, invoiceautomation@nebraska.edu is not a monitored account, inquires directed to this account will not receive response.

**REMINDER! P2P Monthly User Forum**

P2P will be hosting a monthly user forum Thursday, September 26th, 2024 at 9am. The forum topic will be Purchase Orders: Catalog, Non Catalog and Frameworks. Access to the forum is available via Bridge. Register here.

**Save the Date –Supplier Showcase to be hosted on the UNL and UNO campuses**

- Monday, October 21, 2024

  o University of Nebraska at Omaha (UNO)
    Thompson Alumni Center

  o 10 a.m. to 2 p.m.

- Tuesday, October 22, 2024
  - University of Nebraska at Lincoln (UNL)
    Nebraska EAST Union
  - 10 a.m. to 2 p.m.
  - These events are a great way for you to connect with current suppliers and meet new ones. There will be swag, training information and more!