



*Procure to Pay – Issue 19 - October 2024*

### **Relish Connect – New Contract Communication Tool**

Relish Connect is a new way to communicate with the sourcing team regarding your contracts. Once a contract workspace is created from your contract request you will be invited to join a Teams channel through which you can upload documents and chat with the sourcing team regarding your contract.

### **Purchase Requisition by Supplier**

When submitting purchase requisitions for approval it is recommended that separate requisitions be submitted for each supplier. In the event that a change order is necessary this assures that the change will only apply to the specific supplier being changed. [Instructions for changing a purchase requisition are available here.](#)

### **Enhance your Shopping Experience with an Ariba User Profile**

Setting up your Ariba user profile to include your default shipping address is recommended. Some suppliers use the shipping address from your user profile to pull live inventory from the warehouse closest to you. [Instructions on setting your user profile are available here.](#)

### **Invoice Automation Email**

Invoices issued against SAP Ariba purchase orders may be submitted to [invoiceautomation@nebraska.edu](mailto: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](mailto:invoiceautomation@nebraska.edu) is not a monitored account, inquiries directed to this account will not receive response. Invoices that are added to purchase orders as attachments will not be processed for payment.

## **The Importance of a Purchase Order**

University of Nebraska purchase orders are backed by the same terms and conditions as a contract. These terms and conditions provide purchasers with safeguards for shipping, delivery and product issues. In addition, the terms and conditions ensure the University is compliant with

state and federal regulations.

## **Purchase Orders – For More than just Purchasing Goods**

A common misconception is that purchase orders are used only to purchase goods. In fact, purchase orders should be used to procure both goods and services. Using purchase orders for services assures an auditable approval flow, helps manage your budget and prevents over spending and decreases manual touches.

## **Coming Soon – Holiday Shutdown**

Holiday Shutdown for the University of Nebraska and the end of a sales quarter (December 31st) for suppliers is coming soon. Suppliers often provide special pricing incentives to purchase prior to the end of the year. To beat the year end rush, you are encouraged to complete your contract and purchase requests as soon as possible.

## **REMINDER! 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.

## **REMINDER! P2P Monthly User Forum**

P2P will be hosting a monthly user forum Thursday, October 31st, 2024 at 9am. The forum topic will be Ariba Workflows, highlighting workflow steps for a standard PO and direct payment. Access to the forum is available via Bridge. [Register here](#).