



*Procure to Pay – Issue 20 – November 2024*

### **Supplier Request Process Updated**

The supplier request process has been updated to make the process more user-friendly. The new dynamic form will direct users through the request process for both individuals and company suppliers. Users will find the updated individual request process to be very similar to the Firefly Supplier Request process.

**Individual supplier request** – Requestors will submit the Ariba Supplier Request Form including the individuals name, email address, phone number, and physical address, and submit a completed W9, W8 or Visiting Personnel form to a secure folder. Once the supplier request is approved the supplier will be available in the system within 24 hours.

**Company supplier request** – Requestors will submit the Ariba Supplier Request Form including the company name, contact first and last name and email address. The supplier will receive an invitation to join the SAP business network and complete their supplier registration. Once the supplier completes their registration and it is approved, they will be available in the system within 24 hours.

This updated process allows SAP Ariba and Relish Data Assure to continue the important task of validating supplier FTINs, addresses and banned/debarred status.

Procure to Pay is working swiftly to resolve all outstanding supplier requests. In the event that you have an individual supplier request pending completion in SAP Ariba you may [use this link](#) to submit the supplier's completed W9, W8 or Visiting Personnel form.

### **Reverse Goods Receipt Form to be Discontinued**

The Reverse Goods Receipt Form in Ariba will be discontinued on November 29th, 2024. A [resource guide](#) is available to assist end users through reversing their own goods receipt.

### **Using Ship To and Unloading Points in Ariba**

Ship to and unloading point information must be added at the header level of your purchase requisition. Suppliers use this information to direct your shipment to the correct location. Please submit a separate requisition for each ship to address used.

### **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.

### **P2P Monthly User Forum**

Due to November and December holidays P2P will be hosting a monthly user forum Thursday December 12th, 2024 at 9am. [Register here](#).