



Procure to Pay – Issue 22 – March 2025

Just Around the Corner – Fiscal Year End

P2P Early Fiscal Year End Reminders


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

Ordering Ethanol UNMC & UNO

UNMC and UNO end users may order ethanol in Firefly using the Stock Transfer Order tile, located in the Business Applications section. [A user guide is available here](#) (you must be logged into Firefly to view).

ACH Warrant Reference Numbers Update

ACH payment reference numbers have rolled to the next sequence of digits and will now start with number 7#####. For payments going forward, 2##### will denote a paper warrant, 7##### will denote ACH (previously 6#####).

VENDOR NAME			VENDOR#				
VOUCHER#	FY	SAP PYMT#	RUN DATE/ID	DIV	WARRANT#/ISSUE DATE		WARRANT AMT
Invoice/Ref/Alloc		SAP Doc#	PO#/Direct	ST/WF/CI	Deliv Amt	Invoice Amt	
FISHER SCIENTIFIC CO LLC			104476				
5111269	2025	54169391	022425	AP001 00	70012295	022725	80,868.81
9062857X		 44257425	4800088968	M 1 1			329.88

Individual Supplier Request

To request an Individual (non-company) be added to Ariba, requestors must submit the Ariba Supplier Request Form, including the individual's name, email address, phone number, and physical address, and submit a completed W9, W8 or Visiting Personnel form to a secure folder. The individual's SSN number must be included on the form. Once the supplier request is approved, the supplier will be available in the system within 24 hours.

If a phone number is not available for a supplier, zeros may be used in place of the phone number.



Supplier Request Form

1 Is this Supplier Request for an Individual? *

☒ Yes ☐ No

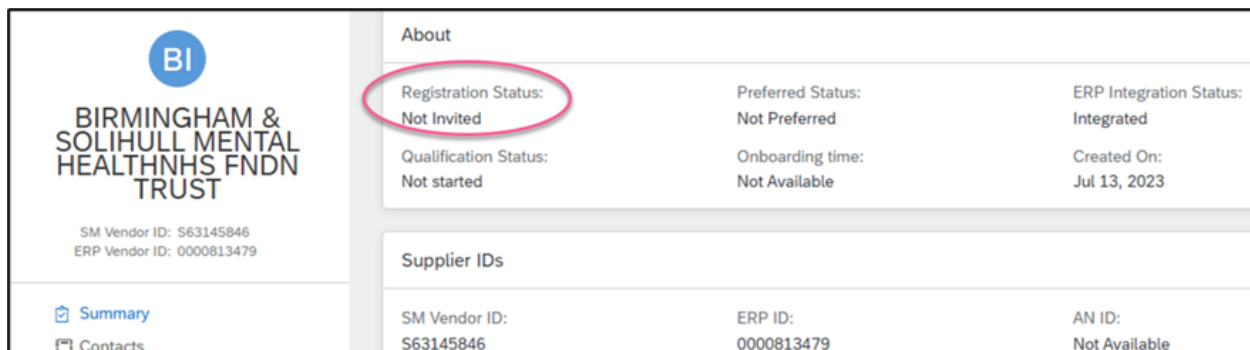
This updated process allows SAP Ariba and Relish Data Assure to continue the important task of validating supplier FTINs, addresses, and banned/debarred status.

Legacy Supplier Request

The Legacy Supplier Request form has three functions:

1. Move an existing SAP supplier from SAP into Ariba.
2. Update a Legacy supplier profile in Ariba
3. Move an existing SAP supplier to Ariba and update the supplier profile.

A Legacy supplier is a supplier that has previously been migrated from SAP into Ariba. The supplier has NOT completed the SAP Business Network registration process and is therefore not able to update their own supplier profile. Legacy suppliers can be identified in Ariba by their registration status, which will show as “not invited”.



BI
BIRMINGHAM & SOLIHULL MENTAL HEALTH NHS FNDN TRUST

SM Vendor ID: S63145846
ERP Vendor ID: 0000813479

About

Registration Status: Not Invited

Preferred Status: Not Preferred

ERP Integration Status: Integrated

Qualification Status: Not started

Onboarding time: Not Available

Created On: Jul 13, 2023

Supplier IDs

SM Vendor ID: S63145846

ERP ID: 0000813479

AN ID: Not Available

[Summary](#)

[Contacts](#)

NU Milage Reimbursement increased

Effective January 13, 2025, the University has set the mileage reimbursement rate to the current GSA standard of \$0.70 per mile.

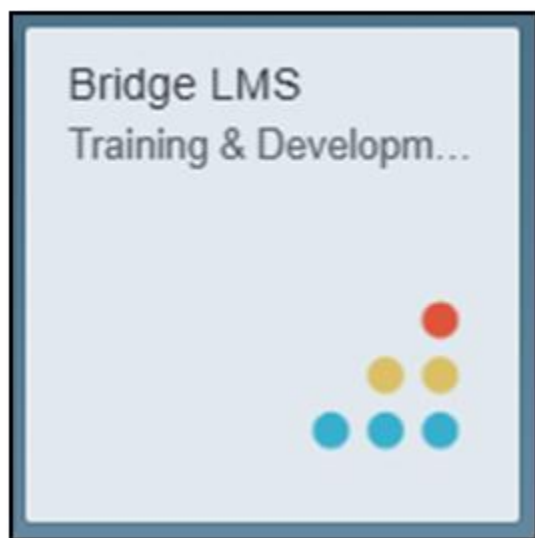
If travel occurred before January 13, 2025, the mileage reimbursement will reflect the previous rate. The Firefly travel application will automatically adjust the rates per the date of travel. If you have a Blanket Travel Authorization (BTA) reimbursement report that needs to be submitted for dates before January 13, 2025, you will need to create a separate expense line for those expenses. If reports have existing mileage entries for dates on or after January 13th, it is recommended to delete and re-add the expense line to ensure the new rate applies as expected.

Punchout Catalog Cart Timely Submission & Approvals

Pricing and inventory are live and up to date for many of the punchout catalogs in Ariba. It is important that carts are checked out as quickly as possible and not left draft status. For example, Amazon will hold inventory and pricing for carts pulled from their punchout for seven (7) days, after that time, pricing and inventory are subject to change.

REMINDER! P2P Monthly User Forum

P2P will be hosting a monthly user forum Thursday, March 27, 2025 at 9 a.m. The forum topic will be checking payment status, and when to request a stop payment reissue versus a warrant cancellation. Access to the forum is available via Bridge. Please [Register here](#).



*****You have received this message due to your status as an individual with an SAP ID.**