



Procure to Pay – Issue 23 – June 2025

Amazon Business – Primary office supply vendor

Effective July 1, 2025 Amazon Business will be the University of Nebraska's primary office supply vendor. To facilitate this transition, an office supply list of preferred (discounted) items has already been curated in the Amazon Business catalog and additional support resources are available.

1. If you buy office supplies for your department, you likely utilize a list to make purchasing simple. Ryan Foust from Amazon can assist with providing of exact matches and contracted substitutions available from Amazon Business. Ryan will remain on the account as an additional resource, so expect to see him on your campus in the near future!

Contact Ryan: Ryan Foust | Big Ten Adoption Manager | rfoust@amazon.com | Cell: 847-830-8200

2. [Hammermill](#) 10 Ream cases are the most cost effective paper on the new contract, followed closely by [Amazon Basics](#) paper. Please review the contract paper linked above to decide which is the best fit for your department!
3. Look for new Guided Buying indicators designed to highlight heavily discounted office supplies. This will be covered in the training, but here is a preview:



Training Webinar Information – Tuesday, July 15th at 10am CST

Join Amazon Business for an overview of the new office supplies agreement. In this session we will introduce you to the Amazon team, provide an overview of the agreement, identify office supplies on the contract (including copy paper) and answer questions.

Attendee Link and Password:

<https://amazon.webex.com/amazon/j.php?MTID=mf0dd23c94b7818f920fe3ef69da9f71c> (
Password: 1A2B3c4d)

Feel free to open and save the attached invitation to the meeting if you would like to attend!

Split funding Purchase Orders and Invoices

When split funding in SAP Ariba only whole percentage amounts should be used, such as 25% and 75%. Due to SAP system limitations split funding is only allowed on catalog orders, non-catalog orders and direct payments.



The screenshot shows a configuration window for split funding. It contains two rows, each with a GL account description and a percentage field. The first row is selected with a blue highlight and shows a percentage of 75%. The second row shows a percentage of 25%.

GL Account (0000531112 (Furniture Less than \$5,000))	Percentage
> GL Account (0000531112 (Furniture Less than \$5,000))	75 %
✓ GL Account (0000531112 (Furniture Less than \$5,000))	25 %

Distributing PO Changes to Suppliers

New functionality in Ariba will allow you to choose (or not) to distribute a revised PO to the supplier. The “SUPPRESS ORDER” field determines whether a purchase order will automatically be sent to the supplier in the Ariba Network.

- The Suppress Order field **defaults** to NO. This means the purchase order **WILL BE SENT** to the supplier. Examples of when to select NO: updating line PO line items, changing PO prices, updating delivery information, etc.
- If the selection is switched to YES, the supplier **WILL NOT** receive a copy of the purchase order. Examples of when to select YES: internal changes to the order, such as cost object changes, GL changes, etc.

UNO Delivery Address Updates

UNO Mail room operations will transition back to the UNO campus on June 30th, 2025. Unless a package is excessive in size and requires a drop shipment, all UNO packages will be delivered to the UNO mail room and distributed to campus locations by mail services.

Overnight on June 29th, the UNO Ship To address of 601 South Saddle Creek Rd in Ariba will automatically update to reflect the new UNO mail room address of 6001 Dodge St.

UNO users should verify that their Ariba default Ship To address is 4000-0050887262 (UNO Shipping & Receiving). [Instructions on setting and reviewing your user profile are available here.](#)

Users should use the “Unloading point” field to specify the exact campus location their package should be delivered, using the format of last name, building abbreviation, room number.



The screenshot shows a form with two main sections. On the left, under the label 'ShipTo *', there is a dropdown menu showing '4000-0050887262 (UNO SHIPPING & RE...)' and a text field containing the address '601 SOUTH SADDLE CREEK RD OMAHA, NE 68106 United States'. On the right, under the label 'Unloading point *', there is a text field containing 'Smith EAB 201'.

ACH Form Updated

The state of Nebraska has updated the form required to set suppliers up for ACH payment. [Please be sure to use the form located here](#) (you must be logged into Firefly to view). This form is also available within the Ariba set up process for Business suppliers.

One Supplier Per Ariba Purchase Requisition

It is recommended to use only one supplier per purchase requisition. When a purchase order needs to be changed, the change is made on the purchase requisition. Any updates to the requisition are distributed to *all* suppliers listed on that requisition. To avoid confusion or order duplication, only one supplier should be included per requisition.

P2P Forum

The May 2025 Forum, whose topic focused on fiscal year end processing and deadlines, is available for your viewing in Firefly. [A link is available here](#) (you must be logged into Firefly to view). Due to fiscal year there will not be a July forum.