



Procure to Pay – Issue 24 – August 2025

Purchasing Threshold Updated

Effective August 1, 2025, purchasing thresholds are updated as follows:

Dollar Threshold	Purchasing Action
Micro Purchases ^{*±} \$0.00 to \$24,999	Departments can make purchases without obtaining comparable quotes and are encouraged to use Ariba-tiled suppliers.
Small Purchases \$25,000 to \$249,999	Departments may purchase from Ariba preferred/contracted suppliers without obtaining comparable quotes. For non-preferred suppliers, comparable quotes, an approved non-competitive justification, or use of a cooperative contract is required.
Large Purchases \$250,000 and up	Purchases at this level require a formal bidding process operated by P2P. Departments may also procure using a cooperative contract or an approved non-competitive justification.

*UNMC Micro Purchases are between \$0.00 and \$49,999

±Micro Purchases made under federal contracts are between \$0.00 and \$9,999 (all campuses)

When to use a Non-Catalog Purchase Order vs Framework Purchase Order

Non-catalog orders should be used when placing a purchase order (PO) for a known cost and quantity — for example, 12 widgets at \$4.95 each. When a supplier invoices against a non-catalog order, the quantity on the PO is reduced accordingly. The supplier can only invoice up to the quantity stated on the PO (e.g., a maximum of 12 widgets).

Framework orders offer more flexibility and can be used for installment purchases, monthly leases, and similar recurring expenses. When invoicing against a framework PO, the supplier may submit multiple invoices, provided the total does not exceed the maximum dollar amount of the PO.

When using a framework PO, only the current fiscal year's spend should be committed. For future fiscal years, continue to use the current *Need-by Date*. Enter the *Max Amount* as the

contract amount for that future fiscal year, and set the *Expected Amount* to \$1.00. Users should indicate the payment dates in the description of each line item.

VMware Cloud 3.01.26-2.28.27 yr2/3 0000229330 (ONE TECHNOLOGY CORPORATION)	Quantity 1 Unit of Measure each	Max Amount 212,178.35 USD Expected Amount 1 USD
Name VMware Cloud 3.01.26-2.28.27 yr2/3		Vendor 0000229330 (ONE TECHNOLOGY CO
Description VMware Cloud 3.01.26-2.28.27 yr2/3 (\$212,178.35)		Contact ONE TECHNOLOGY CORPORATION 22481 BOUNDSTONE DR PARKER, CO United States

SAP Ariba User Profile – Delivery Address

For the best user experience in Ariba, please ensure that your default shipping address is set up in your user profile. [More information on how to set up your user profile is available here.](#)

If a good is procured outside of Ariba, users are encouraged to double-check the delivery address of their order. An incorrect delivery address may result in packages being misplaced, delayed, or even returned to the supplier.

SAP Ariba User Profile – User Email Address

Users who have transitioned email addresses from a campus specific email address (unk.edu, unl.edu, unomaha.edu) to a nebraska.edu email account may receive an authorization error when attempting to approve via email.

The email approval request for PR12345 was rejected. The email address the approval was sent from, xxxxxxxx@nebraska.edu, did not match the approver's or delegate's email address registered in Ariba system. The email approval may have been forwarded to a user who does not have authorization to approve this request. You need to sign in to Ariba Buyer to approve this item.

To bypass this error users can update their email address in their SAP Ariba profile: select your initials in the upper right corner of guided buying. Next select App Settings, then Change your profile. In section 1. Personal Info, update the Business Email Address field to your new email address.

P2P Monthly User Forum

P2P will host a monthly user forum Thursday, August 28, 2025 at 9 a.m. The forum topic will be Procurement 101, an introduction to University of Nebraska Board of Regents procurement policy, covering recent updates to board policy. Access to the forum is available via Bridge. Please [Register here](#).

REMINDER! Drop-In Assistance

SAP Ariba drop-in sessions are available on Tuesday and Thursday's each week. P2P staff are available to assist with SAP Ariba questions during this time. [Register here](#).