

Procure-to-Pay (P2P) Newsletter

Issue 25

October 7, 2025

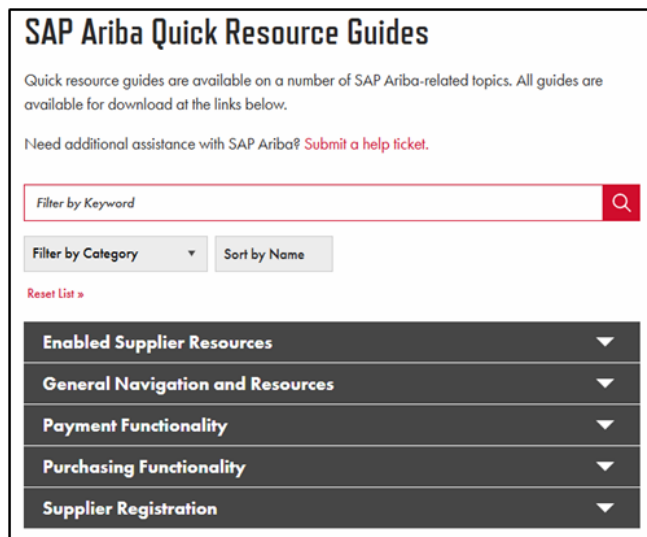
GL Account Change for Accurate Issuance of Both 1099-NEC and 1099-MISC Forms

- **Update to GL Code 562305:** Added Services to description and update tax reporting box.
562305 - Visiting Student Stipends - *Services*
Stipend payment to students for services performed for compensation (teaching/research).
These payments are considered taxable by the Internal Revenue Service but must be classified as stipends rather than personal services for federal reporting. *IRS 1099-NEC Box 7*
- **New GL Code 562307:**
562307 - Visiting Student Stipends - *Other*
Stipend payment to students for room/board, travel, research expenses and equipment. These payments are considered taxable by the Internal Revenue Service and must be classified as stipends for federal reporting. *IRS 1099-MISC Box 3*

New Resource Guide - Guided Buying: Searching for a Supplier

A new guide has been added to the SAP Ariba Quick Resource Guides - "Searching for a Supplier". [It can be found on the P2P SAP Ariba website under "General Navigation and Resources"](#).

The new guide walks users through the process to search for and select suppliers in Guided Buying forms.



New Resource Guides - Modifying Purchase Orders

Two new individual Resource Guides for modifying a Requisition and a Purchase Order have been added to the SAP Ariba Quick Resource Guides. The Guides are as follows:

- [Adding a Line: Current Purchase Order](#)
- [Change Cost Object or GL Account: Current Purchase Order](#)

[The two guides can be found on the P2P SAP Ariba website under "Purchasing Functionality"](#).

Procure-to-Pay (P2P) Newsletter

For questions regarding any changes to a Requisition and a Purchase Order, please email P2P@nebraska.edu.

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 goods or services with a clearly defined cost and quantity, for example, 12 widgets at \$4.95 each. As invoices are submitted, the quantity on the PO is reduced accordingly. Please note that suppliers are only permitted to invoice up to the quantity specified on the PO (e.g., no more than 12 widgets, in this example).

Framework orders should be used for orders that will be invoiced at variable amounts and/or at variable times, i.e. installment purchases, monthly leases, and other recurring expenses. When a supplier invoices against a framework purchase order, the supplier can submit multiple invoices up to the *maximum dollar amount* of the PO.

When using a framework PO, only spend for the current fiscal year should be committed. For anticipated expenses in future fiscal years, please continue to use the current Need-by Date. The Max Amount should reflect the full contract amount for that future fiscal year, while the Expected Amount should be set to \$1.00. Additionally, users are asked to include the payment dates in the description of each line item. For example, if a contract runs from October 1, 2025, to September 30, 2025, include these dates in the line description. Please note that all framework order requisitions, regardless of dollar value, are reviewed by a Procure to Pay Sourcing Agent prior to approval.

Regardless of the PO type selected, users should provide detailed line-item descriptions and include all items listed on the supplier's quote on the requisition. Requisitions that do not meet these requirements may be returned to the requestor for correction which may delay processing.

Supplier Showcase 2025

Join us for the 2025 Supplier Showcase on the UNO and UNL campuses this month.

Monday, October 20, 2025 – UNO, Milo Bail Student Center, 3rd floor Atrium

Tuesday, October 21, 2025 – UNL, Nebraska Union, City Campus, Second Floor

Join your P2P staff between 10:00 a.m. – 2:00 p.m.

Open House style which allows you to fit it into your schedule

- Meet Suppliers
- Explore New Resources
- Discover Innovative Solutions
- Additional learning opportunities will be made available. Once during the morning and once in the afternoon. Watch our website for full details.

The event is open to all faculty & staff!