

Procure-to-Pay (P2P) News

Issue 26

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P2P Monthly User Forum

The P2P Monthly User Forum is scheduled for Thursday, October 30, 2025, from 9:00 a.m. to 10:00 a.m. The forum topic will be the new Non-Competitive Purchase Document (NCPD). [Sign up here.](#)

Purchasing Thresholds Reminder

Know the limitations of each threshold and how to stay in compliance.

When making purchases for the university, remember there are three threshold levels:

- **Micro Purchase (\$0.01–\$24,999):** Competitive quotes are recommended but not required. UNMC's Micro Purchase threshold is up to \$50,000.
- **Small Purchase (\$25,000–\$249,999):** Competitive quotes are required. If the purchase is unique in nature and quotes cannot be obtained, a completed *Non-Competitive Purchase Document (NCPD)* form is required.
- **Large Purchase (\$250,000 and above):** A formal bid is necessary. If the purchase is unique in nature and cannot be competitively bid, a completed *NCPD* form is required.

What is the NCPD form?

The Non-Competitive Purchase Document (NCPD) provides justification to reviewers and auditors when special circumstances prevent obtaining comparable quotes or conducting a formal bid process. According to Board of Regents (BOR) Policy Section 6.2.1.5, these circumstances include:

1. Article/Service is unique and only available from a single source
2. Article/Service is necessary for operation of an existing article or performance for an existing service
3. Purchase necessary in an emergency situation
4. Professional Services (Defined in BOR 6.1.a) - any Service that requires special knowledge as distinguished from skills and (i) requires a license or other legal authorization as a condition precedent to the rendering of the Service or (ii) is commonly recognized as a professional service. Examples of Professional Services include, but are not limited to, accounting and auditing; actuarial; legal; personnel; financial; computing; management; marketing; educational program planning or evaluation; insurance and risk management; hotel booking; or travel booking.
5. Purchases of maintenance or servicing of equipment provided by the manufacturer or authorized service agent
6. Federal award agency expressly authorizes non-competition

To find out more view our website page [“How to Buy”](#)

SAP Ariba Quick Resource Guides

[The structure of the SAP Ariba Quick Resource Guides has changed.](#) Purchasing Functionality has been broken down into three categories:

- Purchasing Functionality – Purchase Orders
- Purchasing Functionality – Contracts
- Purchasing Functionality – Sourcing Events

Four new guides have been added to assist with making changes to current purchase orders:

- [Adding a Line](#)

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- [Cancel a Line](#)
- [Changing Quantity or Dollar Amount](#)
- [Change Cost Object or GL Account](#)

We will continue to add new guides, if you have suggestions on a guide you would like to see contact us at P2P@nebraska.edu.

Procure to Pay Supplier List

The “How to Buy” page on the P2P website has been updated to include a comprehensive [list of commodities and contracted suppliers](#). These suppliers are organizations with which the University already has established relationships, helping to streamline and expedite the procurement process.

The updated guide also includes contact information for Sourcing Specialists assigned to each commodity area. These specialists are available to assist you in selecting the most appropriate supplier for your needs.