

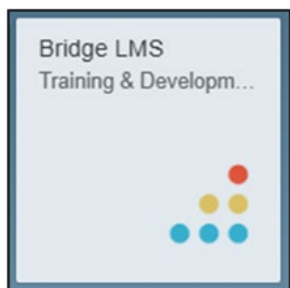
Procure-to-Pay (P2P) News

Issue 27

November 18, 2025

REMINDER! P2P Monthly User Forum

P2P will be hosting a monthly user forum Thursday, November 20th, 2025 at 9am. The forum topic will be the new ITS Contract Request Form. Access to the forum via Bridge. [Register Here](#).



Create IT Contract Request Guide

The new guide for "[Create IT Contract Request](#)" is now available in the SAP Ariba Quick Resource Guides under Purchasing Functionality – Contracts. The updated Contract Request process is designed to streamline the review process, putting ITS review at the front of the review process.

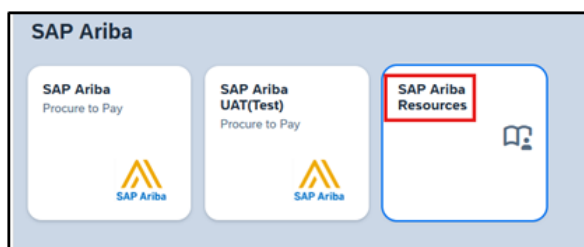


Just Around the Corner– Holiday Shutdown

Holiday Shutdown for the University of Nebraska and the end of a sales quarter (December 31st) for suppliers is coming soon. Suppliers often provide special pricing incentives to purchase prior to the end of the year. To beat the year end rush, you are encouraged to complete your contract and purchase requests as soon as possible.

SAP Ariba Quick Resource Guides

Just a reminder! The SAP Ariba Quick Resource Guides are a good resource for transactions in Ariba. New guides are added regularly. The SAP Resources link in Firefly under SAP Ariba will take you directly to the resource guides. Click on BROWSE QUICK RESOURCE GUIDES.



Contact us at P2P@nebraska.edu