



*Procure to Pay Newsletter*

*Issue 04. November 2022*

### **Contracts+**

Over 800 University of Nebraska faculty and staff members have received Contracts + training! Training is now available [on demand via Bridge](#), additionally written resource guides are available in [Firefly](#).

### **Supplier Maintenance and Contracts**

Are your suppliers, speakers, or other contracting parties registered to do business with the University? If contracting with individuals or companies, ask for business information; a W9, contact name, remittance address, email address, and phone number at the beginning of the process.


It is possible that a supplier is already available in our systems for use. Search SAP and eSHOP for Existing Suppliers:

- Learn supplier naming conventions and using wildcards in SAP (\*) with the [Supplier Search Guide](#).
- Supplier records with an eSHOP indicator in SAP are synced with eSHOP.
- eSHOP: Open the NonCatalog order form and search. eSHOP does not use wildcards. Use limited characters to return more possible matches.
- A supplier might be in SAP but not in eSHOP or may be deactivated. In that case, email the payment services group with "CONTRACT SUPPLIER NEEDED" in the subject line and ask that the supplier be moved to eSHOP or re-activated.
- Supplier Maintenance Tile: Search before requesting to add a new supplier. Clicking the double box in the corner opens the SAP supplier search.

**Supplier Request Options**

☒ Add New SAP Supplier

☐ Change SAP Supplier

Supplier ID:  

Name:

Search term:

Use \* as wildcard

 Search

### eSHOP Update

November 7<sup>th</sup> the eSHOP additional actions dropdown moved from a left side dropdown to under the shopping cart icon on the right side of the screen. Use the ellipsis to view more options.

e-SHOP

Requisition • 162503177 

200.00 USD   18  6 

...  1 of 1 Results  

The [Create Quantity Receipt](#) option is found in the ellipsis.

### Quick Guide to Paying Invoices

There are two possible ways to pay an invoice; against a purchase order or as a direct payment:

- If you receive an invoice to pay against a purchase order, be sure the invoice references the PO number and send it for processing to [invoices@nebraska.edu](mailto:invoices@nebraska.edu).
- If your invoice is not associated with a purchase order, submit the invoice for direct payment either via SAP or eSHOP (campus dependent). Be sure to attach all necessary audit documents.

Purchase orders are encouraged for your all procurement needs as they assure funding approval, provide the backing of the University's terms and conditions, and assist with faster payment processing.

### Contracts, Comparable Quotes and Non-Competitive Purchase Document (NCPD)

A contract alone does not ensure the Board of Regents Procurement Policy 6.2.1 has been fully complied with. Depending on the cumulative contract value, a formal bid, comparable quotes or non-competitive documentation may still be necessary.

An NCPD (also known as a Sole Source) justification explains that competitive pricing is not available and states the reason. The NCPD should be completed with the appropriate reason selected, the supplier's name, the amount and a brief description or other supporting documentation. It should be signed by the department requestor and the financial approver and then submitted with the contract documentation in contracts plus. The procurement team will review for compliance and route for the appropriate university signatures.

### **Payments to An Individual for Professional Services**

When payment to an individual (non-employee) for professional services is necessary and the payment is below \$5,000, use the Visiting Personnel Misc Expense Voucher (VP) form to request payment. If the payment is \$5,000 or greater, submit a contract request in Contracts+.

The Visiting Personnel Misc Expense Voucher can be found in SAPPHIRE > Campus documentation > Accounts Payable/Payment Services > NU Visiting Personnel Misc Expense Voucher 10-22. This form reflects the current university mileage rate as well as per diem information for reimbursement. VP forms may be entered for direct payment either via SAP or eSHOP (campus dependent). All social security numbers should be redacted when submitting forms for payment.

### **Contact Us**

[Contracts@nebraska.edu](mailto:Contracts@nebraska.edu): questions related to contracting best practices and policy

[Paymentservices@nebraska.edu](mailto:Paymentservices@nebraska.edu): general payment questions, payment status, supplier setup

[Invoices@nebraska.edu](mailto:Invoices@nebraska.edu): invoices and credit memos, interagency billings, paper travel and non-travel expense vouchers, visiting personnel forms, warrant requests, wire requests

[Pcard@nebraska.edu](mailto:Pcard@nebraska.edu): pcard questions, travel card questions

[P2P@nebraska.edu](mailto:P2P@nebraska.edu): eSHOP and procurement questions