



*Procure to Pay Newsletter*

*Issue 11 - February 2024*

### **eSHOP Catalog Suppliers Transitioning to SAP Ariba**

Dot Scientific and Office Depot are expected to go live in SAP Ariba February 23, 2024 and will be decommissioned in eSHOP March 1, 2024.

Amazon Business, Medline, Newegg, Voss, and VWR are now available for shopping in SAP Ariba.

The Procurement team continues to work with our catalog suppliers (examples below) to activate them in SAP Ariba. Please continue to use eSHOP to order from catalog suppliers not available in Ariba. Watch the eSHOP Bulletin Board for updates!

### **REMINDER! P2P Monthly User Forum**

P2P will be hosting a monthly user forum Thursday, February 22, 2024 at 9am. The forum topic will be Procurement 101, an introduction to University of Nebraska Board of Regents procurement policy. Access to the forum is available via Bridge. [Register Here \[nebraska.bridgeapp.com\]](https://nebraska.bridgeapp.com).

### **Amazon live in SAP Ariba**

Amazon Business is live in SAP Ariba. During the Amazon checkout process, please disregard the "DISREGARD – SHIP TO" address (image below). Users will input delivery information at time of check out directly in Ariba.

Users are welcome to attend special training as follows:

Special Amazon punchout training

- Monday, February 26<sup>th</sup> from 11:00am – 12:00pm
  - Teams link [Here \[teams.microsoft.com\]](https://teams.microsoft.com)
  - Meeting ID: 290 261 441 921
  - Passcode: 8arc5r

Amazon Business drop-in office hours:

- Thursday, February 29<sup>th</sup> from 1:00pm – 2:00pm
  - Teams link [Here \[teams.microsoft.com\]](https://teams.microsoft.com)
  - Meeting ID: 286 637 199 324
  - Passcode: F9MeA2
- Monday, March 4<sup>th</sup> from 11:00am – 12:00pm
  - Teams link [Here \[teams.microsoft.com\]](https://teams.microsoft.com)
  - Meeting ID: 288 946 634 927
  - Passcode: Aqv3aG

Through Friday, March 1<sup>st</sup>, any immediate need for Amazon Pcard purchases can still continue to be made as we transition to the Amazon punchout in Ariba.

### **Contact Us**

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

[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

[Contracts@nebraska.edu](mailto:Contracts@nebraska.edu): contracting questions

[Traveloffice@nebraska.edu](mailto:Traveloffice@nebraska.edu): Concur entry questions