



Procure to Pay Newsletter
Issue 02. August 2022

Purchase Order as a Contract

When the University issues a Purchase Order to a supplier an agreement is created between the two parties. If a supplier is willing to accept a PO in lieu of a contract, this is a fast way to provide a guarantee of payment from the University in exchange for goods or services from the supplier. The next time you need a contract for professional services consider issuing a PO, reference the scope of work on the line-item description and attach the scope of work to the purchase requisition as an external attachment.

NEW Contracting Module in eSHOP: Contracts+

Contracts+ is a new module in eSHOP. Contracts+ will move contracting from a multi-system process to a single system that provides end-user visibility. Additional features of the new system include:

- automate workflow related to contract review, including approval, and subject matter experts (SME's) such as IT security, ADA, and legal review
- standardize contract templates across the NU campuses
- provide visibility to the contract review process for our campus stakeholders
- allow for automatic uploads to the state contract database as required by the Taxpayers Transparency Act

Please use the link below to sign up for a **Contracts+ training class** (you must pre-register).

- [Tuesday, August 23rd 10:00-11:00am](#)
- [Monday, August 29th 10:00-11:00am](#)
- [Wednesday, August 31st 2:00-3:00pm](#)

After registering, you will receive a confirmation email containing information about joining the meeting. Please add this to your calendar. For training purposes, class size is limited to allow for interaction.

Sign up to attend a Q&A session. In this optional session, you will have the opportunity to bring additional questions to the contracts team after you have played around in the training system or have started a submission in the live site.

- [Thursday, August 25th 2:00-3:00pm](#)
- [Tuesday, August 30th 10:00-11:00am](#)
- [Thursday, September 1st 2:00-3:00pm](#)

Signature Authority

Not everyone has the authority to sign documents on behalf of the University, this includes quotes and contracts. Each University of Nebraska campus has its own Signature Authority policy. Refer to your campus policies to find out more, or contact contracts@nebraska.edu.

eSHOP Communication

The P2P team uses the comments feature in eSHOP to communicate with end users. Departments will receive an email notification when a comment has been added. Please watch your email to avoid delays in processing your eSHOP requests.

ACH Setup Requirements

ACH payment setup is required for any purchase greater than \$25,000 or any time a supplier receives multiple payments. The ACH setup process takes approximately 1 week. Email paymentservices@nebraska.edu for assistance with ACH setup.

To establish a new supplier or to update an existing supplier, use the Firefly Supplier Maintenance tile.

Meet the newest members of the Procure to Pay team

Claire Schwinck, Accounting Technician, Payment Services. Claire was born in Florida, spent 10 years in California, completed high school in New Hampshire, and then joined the Air Force doing electronic maintenance in Alaska. Claire began her NU career in accounting at UNL in 1999 before transferring to the University of Nebraska Press Department two (2) years later. There she focused on accounts payable and travel for 21 years, making the transition to P2P super easy! Claire started in April of 2022 as an Accounting Technician in Payment Services, where she audits direct payments and PO invoices. In her spare time, she likes to travel, volunteer as an usher at the Lied Center, and serve as an Assistant Scout Master. She enjoys working with her husband whose hobby is Pyrotechnic creations and events. They have two “super fun” grown children! Contact Claire at claireschwinck@nebraska.edu.

Hunter Shellhase, Procurement Operations Associate. Hunter is originally from Fairbury, Nebraska “Go Jeffs!” but has lived in Lincoln since 1999. He graduated with distinction from SCC Lincoln with an AS in Business Administration (Marketing) and hopes to build upon that degree. Hunter comes from the State of Nebraska Department of Administrative Services, where he managed the state contract database and annual fixed asset inventory processes. Hunter enjoys competition and especially likes bocce ball, charades, darts, poker and ping pong. Hunter also enjoys tinkering with electronics, being active in his church, playing bass, and singing. He’s looking forward to showing his Husker pride October 20th when he’ll be singing the National Anthem for the Husker Women’s soccer match vs Penn State. Contact Hunter at hshellhase@nebraska.edu.

Contact Us

Paymentservices@nebraska.edu: general payment questions, payment status, supplier setup

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: pcard questions, travel card questions

P2P@nebraska.edu: eSHOP and procurement questions

Contracts@nebraska.edu: contracting questions