



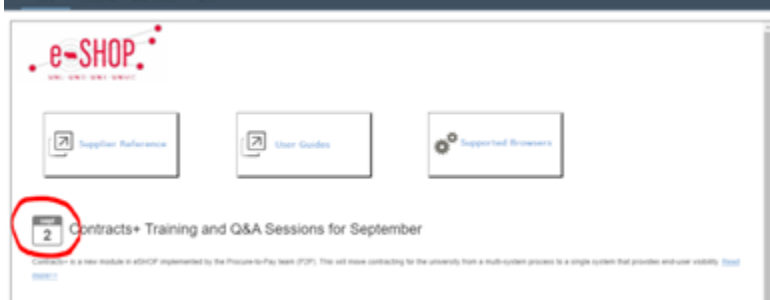
*Procure to Pay Newsletter
Issue 03. September 2022*

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

A list of training classes and Q&A sessions is available on in Firefly on the eSHOP launch page.



REMINDER: Software Purchase Requests

Software purchases should be submitted through the [Software Quote Request form](#). It is important that software purchases have gone through compliance review to ensure it is safe to use on the University of Nebraska campuses. Software should not be purchased on PCard unless prior approval is given.

Supplier Setup Requests

To establish a new supplier or to update an existing supplier, use the Firefly Supplier Maintenance tile. Prior to attaching a W9, always make sure that the SSN or FTIN is on the form. A supplier request without this information will be denied. P2P no longer calls suppliers to request their SSN or FTIN.

When requesting setup of a foreign/non-US supplier, rather than requesting a W9 from the supplier, a W8BEN (individual) or a W8BENE (company) is needed. Blank copies of both the

W8BEN and W8BENE, as well as instructions for completion are available in SAPPHIRE. All other steps remain unchanged.

eSHOP Change Orders

Change orders are necessary to authorize the P2P team to make changes to an existing purchase order (PO), but when do you need to complete the Change Order Request form in eSHOP?

- When changing the dollar value of the PO:
 - The price of an item has increased
 - The quantity amount has increased or decreased
 - Adding funds on a Blanket PO
- When canceling an item that is no longer needed or available
- When it is necessary to resend a PO to the Supplier
- When changing the funding source or the split funding breakdown

Why and when is it necessary to enter a "Total Value Price Increase" on the Change Order Request form?

- This is necessary when the value of the PO has increased and/or if a new cost object is being added. In the event of a new cost object (funding source), the cost object needs to be entered in the accounting code fields when submitting the form for approval. This will allow form routing to the new funding source approver.
- The amount stated in this field is the amount being added to the PO or cost object.

Change orders can be avoided in the following ways:

- Be mindful of split funding when creating a requisition. Split funding should be set up to split by percentage rather than dollar amount.
- Ask the supplier to quote labor up front so it doesn't have to be updated on the PO later.
- Avoid funding changes. Be mindful of the timeframe needed to fulfill the PO request. If a funding source is set to expire before the order can be processed and filled, use a different funding source.

Meet the newest members of the Procure to Pay team

Sarah Miles, Accounting Technician, Payment Services. Sarah grew up in Brownlee, Nebraska on the family ranch with her parents and two sisters. Sarah earned a bachelor's degree in Business Administration with an Accounting emphasis from UNK. During college, Sarah worked at Hy-Vee as a cashier, working her way up to the position of Accounting Coordinator. "I am very excited to be a part of the P2P team and can't wait to see what the future holds", she says. Sarah offices on the Kearney campus and can be reached at sarahmiles@nebraska.edu

Staffing Changes

Sara Luther, Director of Procurement Operations and Erin Stoddard, Manager of Payment Services (Travel and Card Services) have left the P2P organization. Additionally, Teresa Howell has assumed the position of Director, Payment Services. Contact Doug Carlson (dougcarlson@nebraska.edu) or Lynn McAlpine (lynn.mcalpine@nebraska.edu) for

procurement assistance, and Julie Dexter for contract assistance (Julie.dexter@nebraska.edu). Carrie Stithem (carrie.stithem@nebraska.edu) can be contacted for travel and card services assistance.

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