



Procure to Pay Newsletter
Issue 5, December 2022

Fox World Travel Survey - Please complete by January 9th

As the University's designated travel agency since 2020, Fox World Travel is the only booking source with access to the University's airline, hotel, and car rental discounts. We request your feedback on their services. Please complete this [short survey](#) by January 9, 2023.

Prevent Duplicate Payments

Help prevent duplicate payments by submitting invoices only once. If a direct payment request is submitted in eSHOP or SAP, please be sure to attach the invoice copy and all supporting documents directly to the payment request. Do not send copies of the same invoices via email to Payment Services.

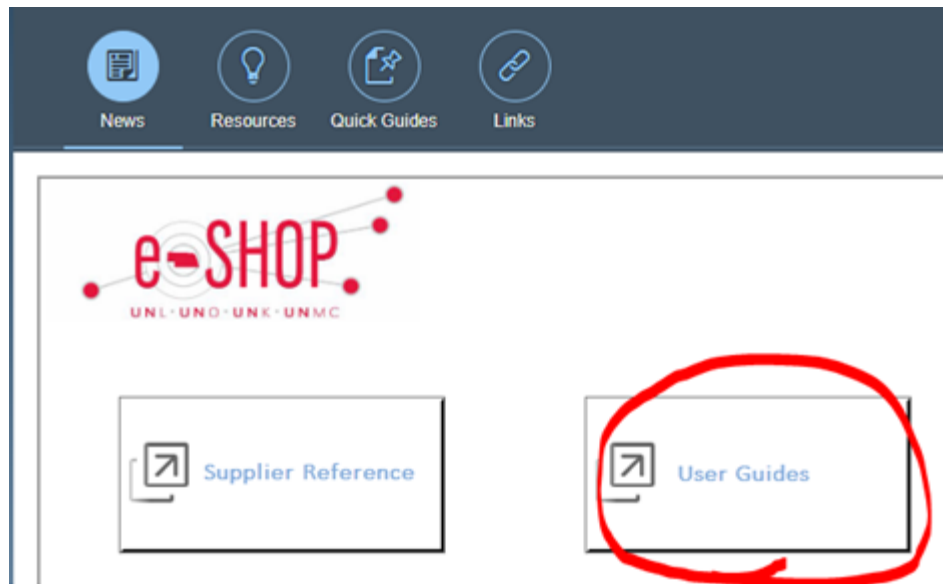
How to Save your Department Money:

Pro Tip: Use punchout suppliers in eSHOP.

P2P has negotiated contracted pricing with each of the suppliers you find as a eSHOP punch out. You can save money by ordering through eSHOP rather than through the suppliers' direct website. Some of these punchout suppliers are Uline, Office Depot (ODP), Home Depot Pro, Grainger, Fisher Scientific, CDW-G and many more! *Reach out to P2P if you would like to explore other ways your department can save money on future purchases!*

Goods Receipts – a timely reminder:

Departments are encouraged to complete goods receipt in eSHOP as soon as items are received. Doing so will ensure invoice payments are processed in a timely manner. The Nebraska Prompt-Payment Act requires invoices to be paid on or before 45 days of the receipt of goods delivered or services rendered. Instructions on how to complete a goods receipt are available [here](#). Quick reference guides for all eSHOP functions are available in Firefly on the eSHOP Launch Page.



P2P On-Demand Training in BRIDGE:

On-demand training for eSHOP Shoppers and Requesters, as well as Contracts Plus, is now available in BRIDGE. BRIDGE training resources are available in Firefly in the Self Service section.

[NU - P2P eSHOP Orientation for the Shopper User Role](#)
[NU - P2P eSHOP Orientation for the Requester User Role](#)
[NU - P2P Contracts Plus User Training](#)

Contact Us

Contracts@nebraska.edu: questions related to contracting best practices and policy
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