



Procure to Pay Newsletter
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When do I need a Non-Competitive Purchase Document (NCPD) and what is it?


A contract alone does not ensure full compliance with Board of Regents Procurement Policy 6.2.1. Depending on the cumulative contract value, a formal bid, comparable quotes, or non-competitive documentation may still be necessary. Purchases of \$10,000 (\$50,000 for UNMC) or greater require three comparable quotes. Purchases of \$150,000 or greater require a formal bid.

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 submitted with the contract documentation in contracts plus. The procurement team will review for compliance and route for the appropriate university signatures.

How to determine if you have pending invoices that require attention

A simple eSHOP search will show you all of your pending invoices:



- ESHOP >  > My Orders > My Invoices.
- Use the filters on the left side to select Payment Status > In Process
- Drill into the PO number (E00) for any needed Quantity/Goods receipts

This action is required to allow invoices to process payment. A Quantity Receipt/Goods Receipt is required for the following types of transactions:

- Any purchase order totaling \$5000 or more.
- All orders from the Science Catalog supplier category.
- All non-catalog purchases.

We get it, you're not a contracts expert, so here is a guide to help you complete a "Scope of Work" (SOW) for Services.

To be sure your Scope of Work includes all the elements for success, we recommend the following structure:

1. Overview

Give a summary of what the supplier is going to provide

2. Deliverables

- i. Provide details about goal/requirement or milestones – what defines success for the supplier's work?

3. Price and Payment

- i. Describe payment terms. What is the frequency of invoicing? Is it based on the deliverable's milestones?
- ii. Are price increases allowed? If yes, how often are they allowed, only at renewals? Is there a cap on the increase amount?
- iii. Are travel expenses covered? Is there a limit to how much the supplier can bill for travel expenses?

4. **Contract term**

- i. How long would you like the contract to run?
 - ii. Does the contract allow for renewals? How many and how long?
- o The University prefers contract terms of five (5) years or less including all renewals.

The Visiting Personnel Misc Expense Voucher can be found in SAPPHIRE > SAP Help > Procurement & Payment Services > Procurement & Payment Services > NU Visiting Personnel Misc Expense Voucher. This form reflects the current university mileage rate as well as per diem information for reimbursement and has been updated to include fields for international wires. For fastest processing of your VP forms:

Processing Visiting Personnel Payment Forms

- Enter a supplier request in Firefly to add the individual on the form into our system. The top of the VP form serves in the place of a W9.
- 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.
- Please do not send paper forms.

Fiscal Year End is Coming Soon

Fiscal year-end is right around the corner. Start preparing today by:

- Review your open commitments. Submit change order requests in eSHOP using the Change Order Request form to cancel open purchase orders.
- Review your pending invoices, complete goods receipt, or contact the supplier for assistance with invoicing issues.
- Are you anticipating making any high dollar purchases prior to year-end? Remember that Board of Regents Policy requires competition:
 - o Purchases of \$10,000 (\$50,000 for UNMC) or greater require three comparable quotes.
 - o Purchases of \$150,000 or greater require a formal bid.

Reach out to P2P@nebraska.edu to start your bidding process, our team of expert sourcing agents are here to help navigate the procurement process.

Contact Us

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

Invoices@nebraska.edu: invoices and Credit memos, interagency billings, paper travel and non-travel expense vouchers, visiting personnel forms, warrant and wire requests

Pcard@nebraska.edu: pcard questions, travel card questions

P2P@nebraska.edu: eSHOP and procurement questions

Contracts@nebraska.edu : contracting questions

Traveloffice@nebraska.edu : Concur entry questions