




Procure to Pay Newsletter
Issue 9 - October 9, 2023



eSHOP Catalog Suppliers

Procure to Pay is working with our catalog suppliers (examples below) to activate them in SAP Ariba. Please continue to order via eSHOP from these suppliers. Watch the eSHOP Bulletin Board for updates!





Office Supplies

 Prime Contract (Office Depot)	 Prime Contract	 ABANTE MARKETING	 Complete Book
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Technology & Audio Visual

 Dell, HP, Lenovo, Apple		 newegg Business	Canon Desktop Printer-MPS
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Lab & Medical Supplies

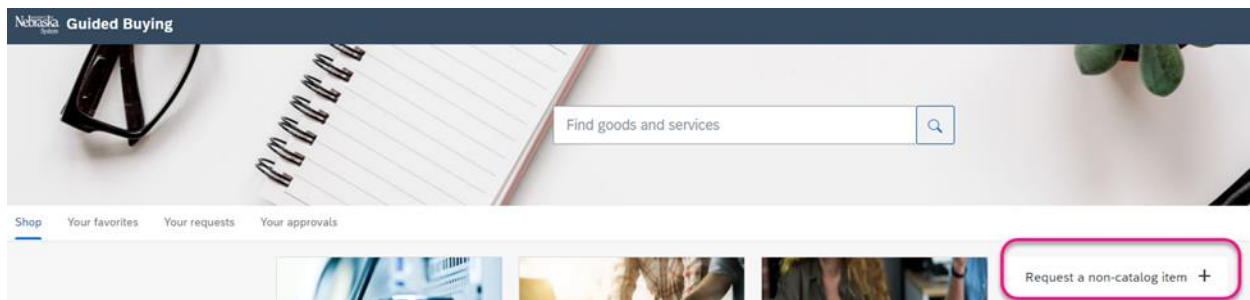
 Lab Supplies / Big 10 Contract	 Lab Supplies / Big 10 Contract	 Lab Supplies / Big 10 Contract	 Lab Supplies / Big 10 Contract
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SAP Ariba Training

The October SAP Ariba training schedule is available in [Bridge](#). Classroom hand-on training continues to be offered at all campus locations. We have also added Zoom sessions and Drop-In sessions. For the best learning experience, users are encouraged to attend an in-person training session.

SAP Ariba Supplier Updates

Suppliers continue to be added to SAP Ariba daily. You can search to see if your supplier is available by accessing Guided Buying and selecting "Request a non-catalog item +."



Once the form opens, scroll down and click “View all Suppliers”. Search for your supplier. If your supplier is listed, you can proceed with a Non-Catalog order or a Direct Pay. If your supplier is in SAP/eSHOP but not Ariba, send an email to unvendorgroup@nebraska.edu to facilitate adding the supplier to SAP Ariba. Please include the supplier’s name and number in your email.

Save the Date – Mini Supplier Showcase to be hosted on the UNK and UNL campuses

Join us for Mini Supplier Showcases next week:

- Monday, October 16, 2023
 - University of Nebraska at Kearney (UNK)
Nebraskan Student Union - Ponderosa Room
 - 9 a.m. to 1 p.m.
- Tuesday, October 17, 2023
 - University of Nebraska at Lincoln (UNL)
Nebraska Union - City Campus - 2nd Floor
 - 10 a.m. to 2 p.m.

These events are a great way for you to connect with current suppliers and meet new ones. For a full list of suppliers registered, visit the [Supplier Showcase website](#). There will be swag, training information and more!

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 requests, 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