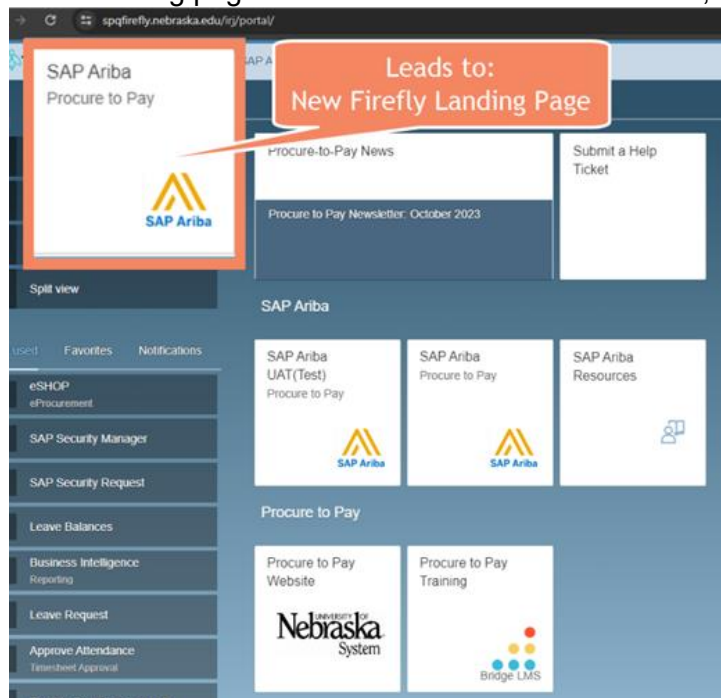*Procure to Pay Newsletter*
Issue 10 - February 2024

New Ariba Landing Page in Firefly

Selecting the SAP Ariba tile in Firefly will now direct you to an SAP Ariba landing page. Included on the landing page are direct links to Ariba resources, Ariba training and more.
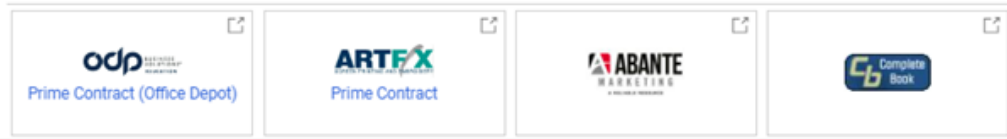

eSHOP Catalog Suppliers Transitioning to SAP Ariba

Amazon Business, Medline, Newegg, Voss, and VWR are now available for shopping in SAP Ariba.

The Procurement team continues to work with our catalog suppliers (examples below) to activate them in SAP Ariba. Please continue to use eSHOP to order from catalog suppliers not available in Ariba. Watch the eSHOP Bulletin Board for updates!
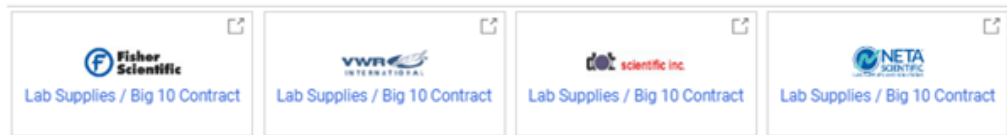
Office Supplies

odp Prime Contract (Office Depot)	**ARTFX** Prime Contract	**ABANTE** MARKETING	**Cb** Complete Book

Technology & Audio Visual

CDWG Dell, HP, Lenovo, Apple	**B&H**	**newegg** Business	Canon Desktop Printer-MPS

Lab & Medical Supplies

|			
Fisher Scientific Lab Supplies / Big 10 Contract	**VWR** INTERNATIONAL Lab Supplies / Big 10 Contract	**dot** scientific inc. Lab Supplies / Big 10 Contract	**NETA** SCIENTIFIC Lab Supplies / Big 10 Contract

NEW! P2P Monthly User Forum
P2P will be hosting a monthly user forum Thursday, February 22, 2024 at 9am. The forum topic will be Procurement 101, an introduction to University of Nebraska Board of Regents procurement policy. Access to the forum is available via Bridge. Register Here.

Ariba Non-catalog Order Form Update
The Ariba Non-catalog order form is now located in the Procurement & Payment Forms section in SAP Ariba. A new field has been added to the form for catalog numbers. This new form helps to eliminate the issue of purchase requisitions stuck in "ordering" status that some users have previously experienced. An updated user guide is available here.
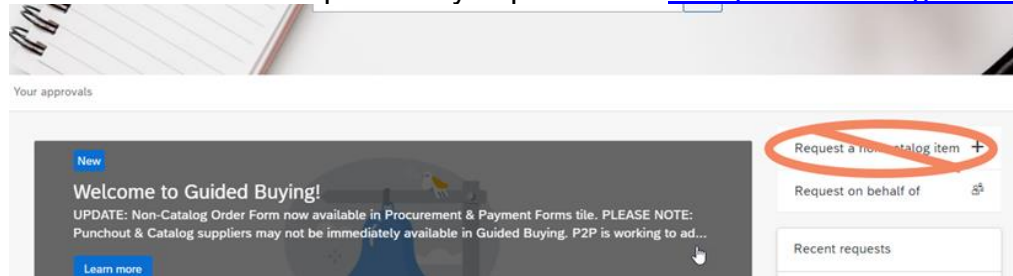
Submitting Supplier Requests
There are nearly 40,000 suppliers now available in SAP Ariba. Users are encouraged to submit new supplier requests though the New Supplier Request tile in Ariba, located in Procurement & Payment Forms. Only the supplier name and email address is necessary to submit a request.
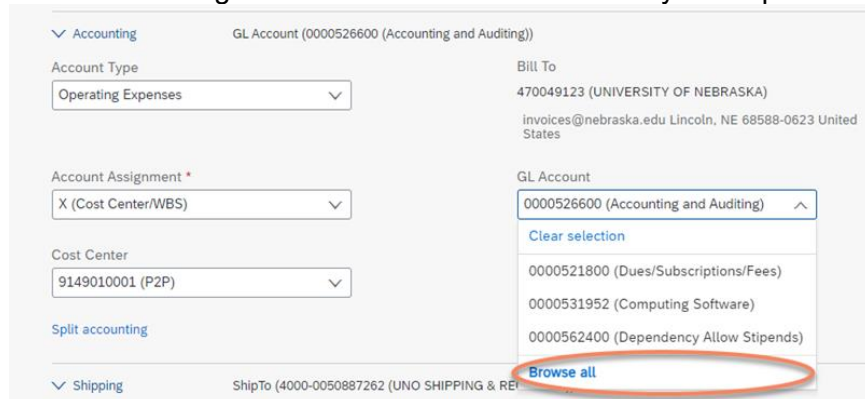
The Ariba supplier request process sends an invitation directly to the supplier to collect their information. This helps to eliminate fraudulent supplier activity by validating supplier data, including review of the federal banned and debarred list, a federal requirement. Please do not submit the same supplier request in both SAP Ariba and Firefly, as this results in data duplication.

SAP Ariba Training

The February SAP Ariba training schedule is available in [Bridge](#). Classroom hand-on training continues to be offered at all campus locations. For your convenience, zoom training sessions and drop in Q&A sessions are also available.

GL Coding – Still Important to Review

GL codes remain an important part of any purchase requisition or direct payment request you submit. Don't forget to review the GL code field for your requisitions.

Set up you SAP Ariba User Profile

For the best user experience, it is recommended that all SAP Ariba users set up their user profile. [A resource guide is available here.](#)

Transitioning Open POs Between eSHOP and SAP Ariba

Work is underway to evaluate open Non-catalog and Framework orders in eSHOP for possible transition to SAP Ariba. P2P will be in touch with individual users to assist with the transition process. Open catalog orders such as Office Depot, Fisher Scientific and CDW will not be transitioned into SAP Ariba as most invoices from these supplier process electronically. You can assist in this process by reviewing ledgers for open commitments and requesting old purchase orders be closed out.

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