



Procure to Pay Newsletter
Issue 12 - March 2024

REMINDER! P2P Monthly User Forum

P2P will be hosting a monthly user forum **Thursday, March 28, 2024 at 9am**. The forum topic will be Purchasing Cards Audits and Updates. Access to the forum is available via Bridge. [Register Here.](#)

eSHOP Transitioning to SAP Ariba

The following suppliers are now available exclusively in SAP Ariba:

Voss Lighting	VWR	Medline
Fisher Scientific	Dot Scientific	Uline
ODP (Office Depot)	Life Technologies	Ferguson
CDW		

The Procurement team continues to work with our catalog suppliers to activate them in SAP Ariba. Please continue to use eSHOP to order from catalog suppliers not available in Ariba.

March 29th, 2024, the contract request tool in eSHOP will be decommissioned. Active contracts will be uploaded into SAP Ariba.

Watch the eSHOP Bulletin Board for updates!

Amazon training

Did you miss the live Amazon Business training session? [A recording of the training is available for viewing.](#)

A few reminders:

- A Pcard is not needed to purchase from Amazon Business in Ariba
- You will enter your delivery address once you leave the Amazon punchout, in your Ariba shopping cart.

Ariba email Approvals

Approvers attempting to approve requisitions via email may receive an error that results in second instance of Microsoft Outlook opening after selecting the Approve button on their email. This error can be resolved by going to Settings on your desktop computer, searching for "mail", then selecting "Choose a default email app", next select Outlook as the default app.

Cost objects in Ariba

A few important notes regarding cost objects in Ariba:

1. [It is recommended that all users set up their user profile with their preferred cost center.](#) Your profile will only accept cost centers, not WBS elements. All purchases will default to this cost center

unless the user updates their shopping cart to a different cost object.

2. When searching for a cost object in Ariba search without dashes or spaces.
3. In Ariba the fields for cost centers (10 digits) and Project/WBS (13 digits) are separate.

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