

Input Requested: Procure-to-Pay Training & Forum Sessions

Procure to Pay is planning future training sessions and educational presentations, and we would value your input. We'd like to hear what topics, processes, or system features you would find most helpful to learn more about—whether that's introductory training, refreshers, or deep dives into specific functions.

Please [take our survey](#) to share any suggestions, questions, or areas where additional guidance would be beneficial. Your feedback will help us tailor our training efforts to better support you and your teams.

Visiting Personnel Form Updated – 2026 IRS Mileage Rate

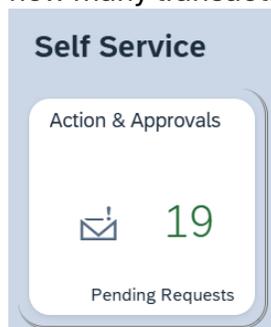
The Visiting Personnel form has been updated to reflect the 2026 IRS mileage rate of \$0.725 per mile. The revised [Visiting Personnel](#) form is now available in SAPPHIRE. Please begin using the updated form for applicable reimbursements.

Tax Year 2025 – 1099-Misc and 1099-NEC Forms

University of Nebraska 1099-MISC and 1099-NEC forms for tax year 2025 have been mailed to all University suppliers with reportable payments of \$600 or more. The form was sent via USPS to the supplier's address on file. Only one form is issued per payee for all NU campuses. 1099s are **not available electronically**. Questions can be directed to teresa.howell@nebraska.edu.

New Approval Visibility

SAP Ariba transactions pending your approval can now be viewed directly through Firefly. In Firefly's Self Service section, select Actions & Approvals then SAP Ariba Approvals to view and approve transactions. The green number indicated on the Self Service tile provides a quick glance regarding how many transactions are waiting for your review.

**Reminder: Preventing Supplier and Invoice Fraud**

Procure-to-Pay (P2P) has been made aware of recent supplier fraud attempts targeting educational institutions, including invoicing scams. In one case, a community college received a fraudulent invoice exceeding \$500,000 that was fortunately identified and stopped before payment.

We mitigate fraud risk through a multi-layered approach.

1. Our supplier onboarding process includes validation of tax identification numbers, addresses, and screening against banned and debarred lists to confirm supplier legitimacy.

Procure-to-Pay (P2P) News

2. Any request from a supplier to update their payment address or ACH information requires documentation and review before changes are made.

For example, banking changes require completion of a new ACH form that includes both the previous and updated banking details. Our team reviews and validates all information prior to updating supplier records.

These controls are an important safeguard against payment fraud and help ensure the accuracy and security of our supplier data.

Additional safeguards include issuing purchase orders and requiring electronic invoicing through Ariba or submission through our automation tool. These systems flag duplicate invoice numbers, unusual amounts, and mismatched order data. Issuing payments via ACH also reduces the risk of check alteration.

Please remain vigilant when processing or approving invoices. Be alert to AI-altered documents, urgency tactics, poor grammar, altered email domains, high-dollar amounts, or charges that exceed the approved order.

If you have concerns about an invoice or payment, contact Payment Services for assistance. Together, we can continue to protect University resources and uphold strong procurement practices.

Join Us for our Monthly Forum Discussion

Mark your calendar for Thursday, February 16 at 9 a.m. You can [register through Bridge](#).

How can P2P help you?

Whether you are new to your role at the university or a seasoned worker, our monthly newsletter is intended to supply you with helpful and timely information. A library of past newsletters is available [on our website](#)

Help!! Who do I contact?

There are several ways to reach out to the department, but who is the correct person for the task?

Procure to Pay's [Meet the Team](#) webpage will show you who to contact for a specific question. It is sorted by category and who is your best source of information. Included is their name and direct contact details.

Need Assistance? The P2P team offers:

- Two different Ariba courses: Buying and Invoicing and Contract and Sourcing
- Ariba Drop-in Sessions twice a week (Tuesday and Thursday) to assist with troubleshooting on real-time issues.

Log on to SAP Ariba in Firefly and click on the [Bridge Training](#) tile for scheduled sessions and register.

Contact us at P2P@nebraska.edu