

Create Framework Order with Multiple Years or Lines

Updated March 4, 2026

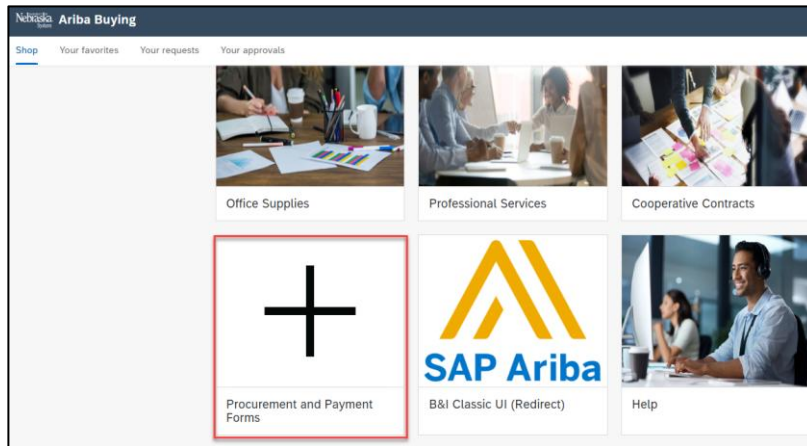
Purpose

Issue a Framework PO when the PO is to be invoiced at variable amounts and/or at variable times. This type of PO allows invoicing based on dollar amount rather than quantity. All fields with an asterisk (*) must be filled in.

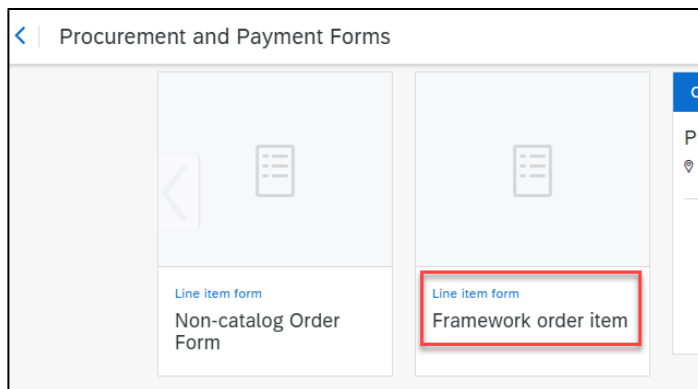
Note: Individual lines on framework orders do not allow split funding. If split funding is required, please discuss options with p2p@nebraska.edu.

Procedure

From within Ariba, click **Procurement and Payment Forms** tile.



Click **Framework order item** tile.



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The screenshot shows a web form titled "Framework order item UPDATED" with an "Add to cart" button in the top right. The form contains several input fields, each with a red circle and a number indicating a step:

- 1**: Product name *
- 2**: Description *
- 3**: Start date *
- 4**: End date *
- 5**: Expected amount *
- 6**: Max amount *
- 7**: Catalog Number *

Other visible fields include "Quantity" (set to 1), "Unit of measure" (set to each), and "UNSPSC" (set to Choose one). Currency dropdowns are set to USD.

1. Enter a **Product Name** (short summary of the purchase).
2. Create a more detailed description of the purchase in **Description** field.
3. Enter the start date of the Contract or Purchase Project by clicking the dropdown calendar or enter as MM/DD/YYYY format.
4. Enter the end date of the Contract or Purchase Project by clicking the dropdown calendar or enter as MM/DD/YYYY format.
5. Enter the expected amount in the **Expected Amount** field. This field is what drives the commitment amount in SAP. This field cannot be a zero-dollar value. It will reflect the value of the PO and what the supplier will see.
6. Enter the Maximum amount for this line in the **Max Amount** field. This value must be the same as, or more than, the Expected Amount. When more than, this amount tells the system if an invoice is presented that goes over the expected amount it can be paid without further updates to the PO. This is useful when there may be a slight variance on the invoiced amount.
7. Enter the catalog number or N/A in the **Catalog Number** field.

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Enter a buying/purchase type category in the **UNSPSC** field by selecting from dropdown options. Click the magnifying glass for a deeper search.

Note: if unsure which UNSPSC to select, visit one or both guides: [master-unspsc-list-alpha.pdf](#) or [master-unspsc-list-numeric.pdf](#)

Framework order item UPDATED

Catalog Number*

UNSPSC*

Choose one

(None)

10 - Live Plant and Animal Material and Accessories and Supplies

1214 - Elements and gases

This screenshot shows a web form titled "Framework order item UPDATED". It features a "Catalog Number*" field and a "UNSPSC*" dropdown menu. The dropdown menu is open, showing a search bar with a magnifying glass icon and a list of options. The first option is "(None)", and the second is "10 - Live Plant and Animal Material and Accessories and Supplies". The third option is "1214 - Elements and gases". A red box highlights the dropdown menu and its search bar.

To view a supplier, click **View all suppliers**.

Framework order item UPDATED

UNSPSC*

10 - Live Plant and Animal Material a...

Supplier

Recommended supplier

No recommended suppliers

View all suppliers

This screenshot shows the same web form as above, but with the "UNSPSC*" dropdown menu set to "10 - Live Plant and Animal Material a...". Below the dropdown menu is a "Supplier" section. It contains a "Recommended supplier" field which is currently empty and displays "No recommended suppliers". A red box highlights the "View all suppliers" button in the top right corner of the "Recommended supplier" field.

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Search for the supplier in the **Search** bar field by entering the supplier name or number (if known). Highlight the supplier and click **Select**.

Supplier ID	Supplier name	Preferred	Diversity	Street	City	State/Province	Country
0000120876	BECKMAN COULTER			DEPT CH 10164	PALATINE	IL	US
0000140346	CDW GOVT INC.**ACH**REMITTANCE			75 REMITTANCE DR STE 1515	CHICAGO	IL	US
0000147036	MIDWEST MACHINERY & SUPPLY CO			PO BOX 703	MILFORD	NE	US
0000211676	DAIKIN APPLIED AMERICAS INCO.**ACH**			24827 NETWORK PL	CHICAGO	IL	US

Click **Add to cart**. Additional lines will be added while in the cart.

Framework order item UPDATED

Product name *

Software - year 2

Description *

Year 2 of 3 for software contracts.

Add to cart

Click **Check Out** to finish the ordering process.

Framework order item UPDATED

You have 1 item in your cart

Software - year 2
Year 2 of 3 for software contracts.
Standing Order
Expected amount
\$2,845.68 USD
Delete

Total: \$2,845.68 USD
Check out

Product name
Software - year 2

Description
Year 2 of 3 for software contracts.

Start date End date Expected amount Max amount

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When making a global change to the PO that will have multiple lines, it is best to manage the **Ship to** and **Charge to** information at the header level. To add the Cost Object and GL click **Manage details** in the **Charge to** section.

Requisition title: * Software - year 2 Submit Save and exit
Checkout / PR4184

Ship to	Manage locations	Charge to	Manage details	Total cost	\$2,845.6800 USD
(no value)		GL Account ((no value))		Net amount	\$2,845.6800 USD

This is known as the header

Need-by Date [ⓘ](#) Unloading point

1. Choose the cost object by either clicking **Cost Center** OR if using a WBS click on **Project/WBS**. To find the number, use the dropdown to select an option. When a Cost Center/WBS has been previously selected, it will be there for future use. If it is not on the list, click on **browse all** to search.
2. Click **GL Account** to add the GL number. Use the dropdown to select an option. Previously selected GL Account Numbers will be listed. If the GL Account Number is not listed, click on **Browse All** to search.
3. When complete, click **Done**.

Manage details ✕

The changes that you make here apply to every item in item changing the value of a field, the change is automatically saved.

Accounting

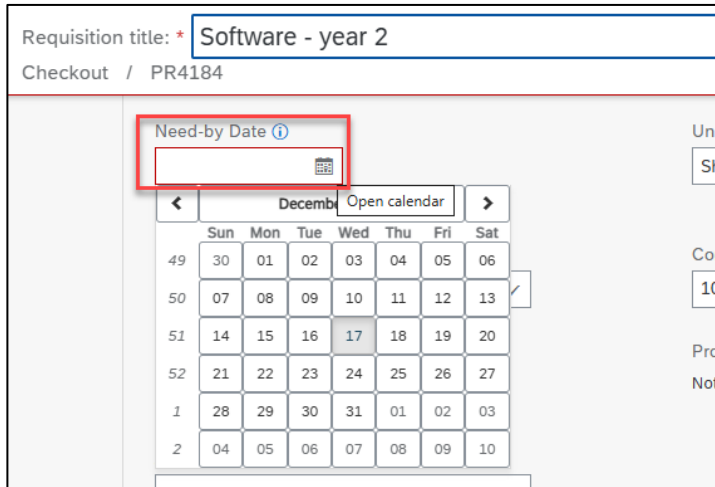
Account Type Operating Expenses	Bill To 470049123 (UNIVERSITY OF NEBRASKA) invoiceautomation@nebraska.edu Lincoln, NE 68588-0623 United States
Account Assignment * X (Cost Center/WBS)	GL Account 0000521210 (Networking/Data Services) 2
Cost Center 9146900500 (UN Bus Srv Master) 1	Project/WBS (no value)
User Defined	

Changing accounting details for specific item(s)? Done

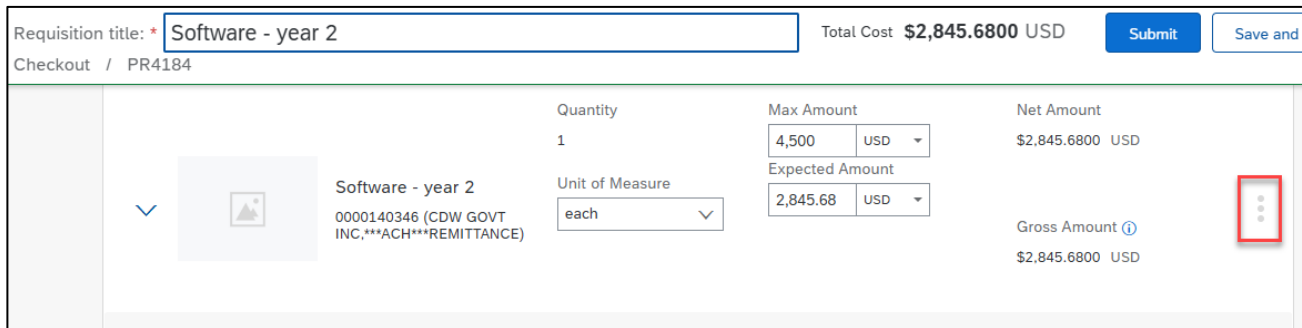
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Enter the **Need by Date**. It is recommended to enter a week out of the order date. The Need by Date must be in the future, but not in the next fiscal year. To enter the date, click the dropdown calendar or enter as MM/DD/YYYY format.



If the PO has additional lines, click on the three dots (ellipsis), and select **copy**. Note: Additional lines are added to a Framework PO that will span several fiscal years or have multiple cost objects. For questions, reach out to the customer support team at p2p@nebraska.edu.



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The copied secondary line appears, mirroring the first created line. Make all necessary changes.

Requisition title: * Software - year 2 Total Cost \$5,691.3600 USD Submit Save and

Checkout / PR4184

Quantity	Max Amount	Net Amount
1	4,500 USD	\$2,845.6800 USD
Unit of Measure: each	Expected Amount: 2,845.68 USD	Gross Amount: \$2,845.6800 USD

Software - year 2
0000140346 (CDW GOVT INC.**ACH**REMITTANCE)

Quantity	Max Amount	Net Amount
1	4,500 USD	\$2,845.6800 USD
Unit of Measure: each	Expected Amount: 2,845.68 USD	Gross Amount: \$2,845.6800 USD

Software - year 2
0000140346 (CDW GOVT INC.**ACH**REMITTANCE)

Click > (expand) to view item details.

If the Framework Order spans over several fiscal years, change **Expected Amount** on each additional line to \$1.00 (the system will not allow a **zero-dollar** amount.). Adjust the **Max Amount** on each additional line as needed. The supplier will only see the **Expected Amount**. Make any necessary changes to the **Name** and **Description** field for each line.

Note: Expected Amount cannot be changed for the next Fiscal Year (FY) until that FY is opened. When ready, see help guide [change-a-quantity-or-dollar-amount.pdf](#).

Requisition title: * Software - year 2 Total Cost \$5,691.3600 USD Submit

Checkout / PR4184

Quantity	Max Amount	Net Amount
1	4,500 USD	\$2,845.6800 USD
Unit of Measure: each	Expected Amount: 2,845.68 USD	Gross Amount: \$2,845.6800 USD

Software - year 2
0000140346 (CDW GOVT INC.**ACH**REMITTANCE)

Quantity	Max Amount	Net Amount
1	4,500 USD	\$2,845.6800 USD
Unit of Measure: each	Expected Amount: 2,845.68 USD	Gross Amount: \$2,845.6800 USD

Software - year 2
0000140346 (CDW GOVT INC.**ACH**REMITTANCE)

Name: Software - year 2 Vendor: 0000140346 (CDW GOVT INC.**ACH**R...)

Description: Year 2 of 3 for software contracts. Contact: CDW GOVT INC
75 REMITTANCE DR STE 1515 CHICAGO, IL 60675-1515 United States

Supplier Part Number: N/A Supplier Part Auxiliary ID: 4323 - Software

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In the Attachments section, add any helpful or supporting documents. Click **browse** and locate the file OR drop and drag into the box.

The screenshot shows a requisition form for 'Software - year 2'. At the top, the title is 'Software - year 2' and the total cost is '\$5,691.3600 USD'. The form includes fields for Name, Description, Supplier Part Number, Vendor, Contact, and Supplier Part Auxiliary ID. The Attachments section is highlighted with a red box, showing a file upload area with the text 'Drag and drop file here, or browse to upload, then click the Add button.' and a 'Share with supplier' checkbox.


Note: Once a file or a comment has been added, click **Add** button, otherwise it will not be added to the PO. Click **Share with supplier** checkbox to share a quote with a supplier.

This close-up view of the Attachments section shows a file upload area with the text 'Drag and drop file here, or browse to upload, then click the Add button.' A file named 'quote.pdf' has been uploaded and is shown in a blue box with a close button. To the right of the upload area is a 'Share with supplier' checkbox and an 'Add' button, which is highlighted with a red box.

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Click **Submit**. The PO will now follow the approval flow from funding approver to sourcing buyer, if necessary, to issuing the PO to the Supplier.

Requisition title: * <input type="text" value="Software - year 2"/>		Total Cost \$5,691.3600 USD	<input type="button" value="Submit"/>		
Checkout / PR4184					
<input type="checkbox"/>		Software - year 2 0000140346 (CDW GOVT INC,**ACH**REMITTANCE)	Unit of Measure <input type="text" value="each"/>	Expected Amount <input type="text" value="2,845.68"/> USD	Gross Amount ⓘ \$2,845.6800 USD
Name <input type="text" value="Software - year 2"/>		Vendor <input type="text" value="0000140346 (CDW GOVT INC,**ACH**R..."/>			
Description <input type="text" value="Year 2 of 3 for software contracts."/>		Contact <input type="text" value="CDW GOVT INC"/>			