

Direct Pay Form

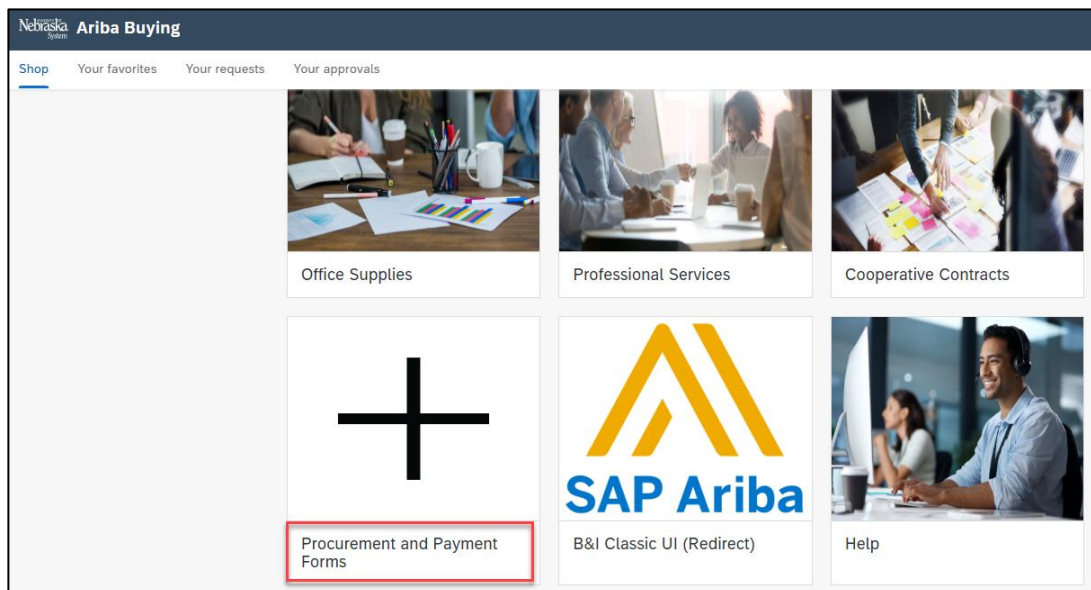
Updated March 10, 2026

Purpose

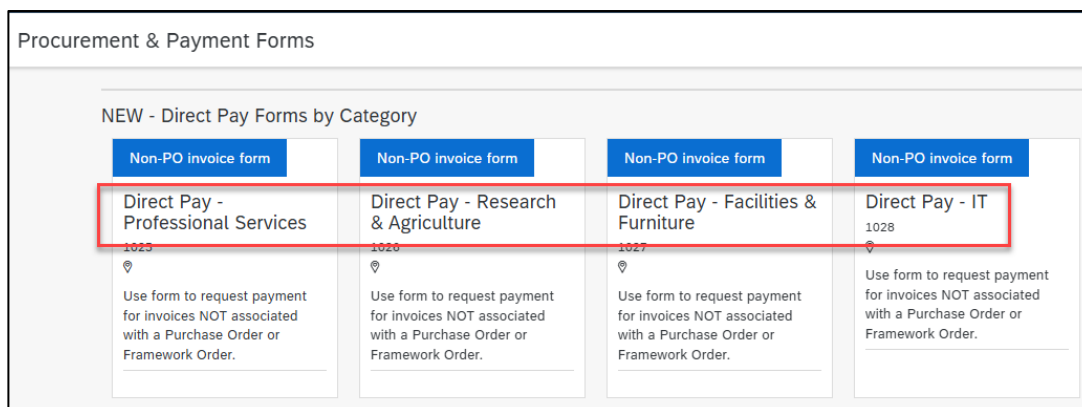
Use this form when paying an invoice which has no Purchase Order (PO). If there is a PO issued, do NOT use this form. Instead, send the invoice with PO number to invoiceautomation@nebraska.edu.

Procedure

From within Ariba Guided Buying, click **Procurement and Payment Forms**.



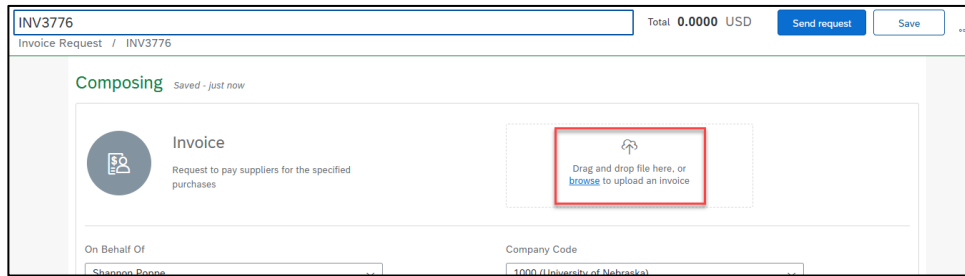
Click the **Non-PO Invoice Direct Pay** form which best aligns with the purchase.



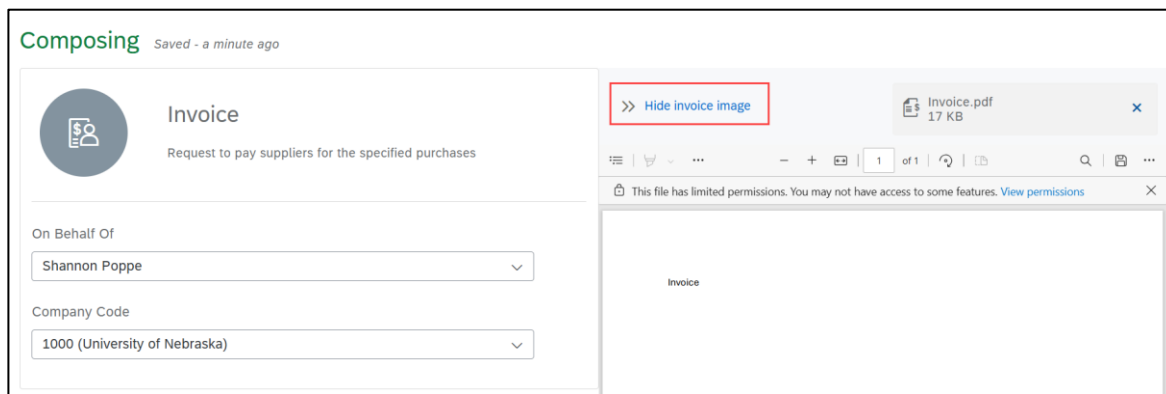
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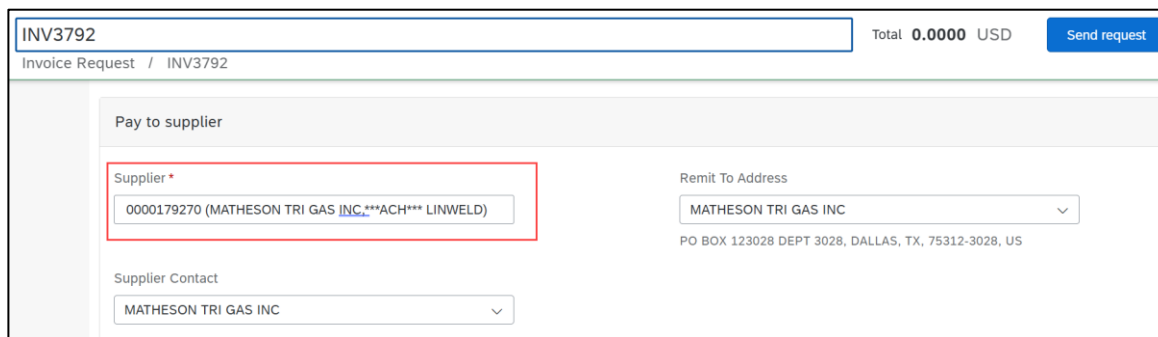
Drag and drop a copy of the invoice or click **browse** to locate the invoice from file explorer.



For more viewing real estate, click **Hide Invoice Image**. To show the image, click [Show invoice image](#)



To select a supplier, click on the supplier field. Press up and down arrow keys to navigate recently chosen suppliers or select **search**. Click on the supplier's name to select it. For assistance in searching, review the user guide [Guided Buying: Searching for a Supplier](#).



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Enter the supplier invoice number exactly as it appears on the invoice. Note: this number must match what is on the invoice to avoid duplicate payments.

The screenshot shows the 'Pay to supplier' section of the Direct Pay Form. At the top, there is a text input field containing 'INV3792', a 'Total 0.0000 USD' label, and a 'Send request' button. Below this, the form is divided into several sections. The 'Supplier #' field contains '0000179270 (MATHESON TRI GAS INC,***ACH*** LINWELD)'. The 'Remit To Address' dropdown is set to 'MATHESON TRI GAS INC' with the address 'PO BOX 123028 DEPT 3028, DALLAS, TX, 75312-3028, US'. The 'Supplier Contact' dropdown is also set to 'MATHESON TRI GAS INC'. The 'Supplier Invoice #' field is empty and highlighted with a red border, with a red 'Required' label below it. The 'Invoice Date' field is set to 'December 2, 2025' with a calendar icon.

Enter an **Invoice Date** by selecting the calendar icon or entering the date using MM/DD/YYYY format.

This screenshot shows the same 'Pay to supplier' section as the previous one, but with the 'Supplier Invoice #' field filled with '2450059379NA3' and the 'Invoice Date' field highlighted with a red border. The 'Supplier Invoice #' field is now highlighted with a red border. The 'Invoice Date' field is set to 'December 2, 2025' with a calendar icon.

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Enter a description of the purchase and leave the quantity as '1.'

Total **0.0000** USD
Invoice Request / INV3792

Item 1

Full Description *

Amount 0.0000 USD

Quantity Unit of Measure Price

Commodity Code 1043 (Direct Pay - ITS)

[> Taxes](#)

[> Accounting](#)

Enter the full value of the invoice.

Total **0.0000** USD
Invoice Request / INV3792

Item 1

Full Description *

Amount 0.0000 USD

Quantity Unit of Measure Price

Commodity Code 1043 (Direct Pay - ITS)

[> Taxes](#)

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Click **Accounting** to open the section. Select the Cost Object (Cost Center or Project/WBS). If previously searched for, it will be in the pull-down section. Otherwise click **Browse all** and search for the Cost Object.

INV2450059379NA3-3792 Total 2,158.8700 USD Send request

Invoice Request / INV2450059379NA3-3792

Quantity: 1 Unit of Measure: each Price: 2,158.8700 USD

Commodity Code: 1043 (Direct Pay - ITS)

> Taxes

Accounting

Account Assignment*: X (Cost Center/WBS) User Defined: []

GL Account: [] Cost Center: 9146900500 (UN Bus Srv Master)

Project/WBS: []

Split accounting ←

Note: only use one cost object, either a Cost Center or a Project/WBS. For split funding, select **Split accounting** and enter the cost objects and the split value.

Select **GL Account** and search. If it has been searched for previously, it will be in the pull-down section. Otherwise, click search all” and search for the GL Account Number.

INV2450059379NA3-3792 Total 2,158.8700 USD Send request

Invoice Request / INV2450059379NA3-3792

Quantity: 1 Unit of Measure: each Price: 2,158.8700 USD

Commodity Code: 1043 (Direct Pay - ITS)

> Taxes

Accounting

Account Assignment*: X (Cost Center/WBS) User Defined: []

GL Account: [] Cost Center: 9146900500 (UN Bus Srv Master)

Project/WBS: []

Split accounting

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GL Account

0000521210 (Networking/Data Services)

Clear selection

Browse all

Once complete, click **Send Request**. The submitted form will route for Funding approval, Sourcing Agent approval (if necessary due to invoice amount), and then Payment Services for processing.

INV2450059379NA3-3792 Total 2,158.8700 USD **Send request** Save

Invoice Request / INV2450059379NA3-3792

Quantity	Unit of Measure	Price
- 1 +	each	2,158.8700 USD

Commodity Code
1043 (Direct Pay - ITS)

> Taxes

< Accounting

Account Assignment * X (Cost Center/WBS) User Defined

GL Account 0000521210 (Networking/Data Services) Cost Center 9146900500 (UN Bus Srv Master)

Project/WBS

Split accounting

Note: The Ariba invoice number is located at the top of the form.

Nebraska System Ariba Buying

INV2450059379NA3-3792 Total 2,158.8700 USD

Invoice Request / INV2450059379NA3-3792