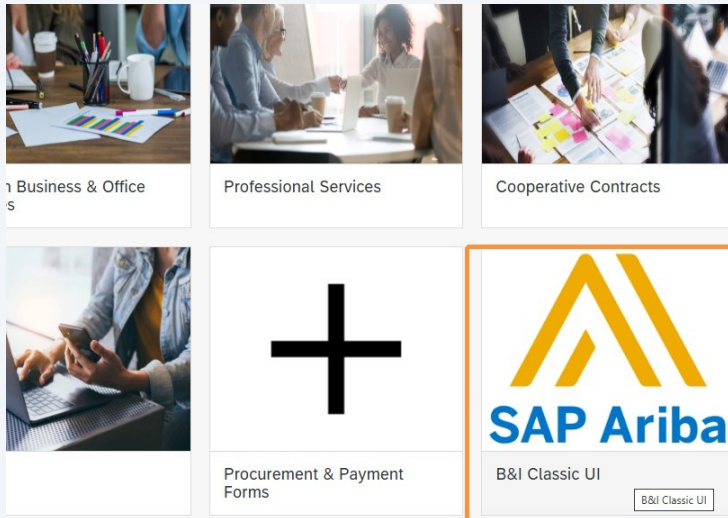


Entering a Direct Pay invoice in SAP Ariba-Classical

1

Navigate to classic view through the "B&I Classic UI" tile on the Guided Buying homepage



Information on Board of Regents
Click [here](#).

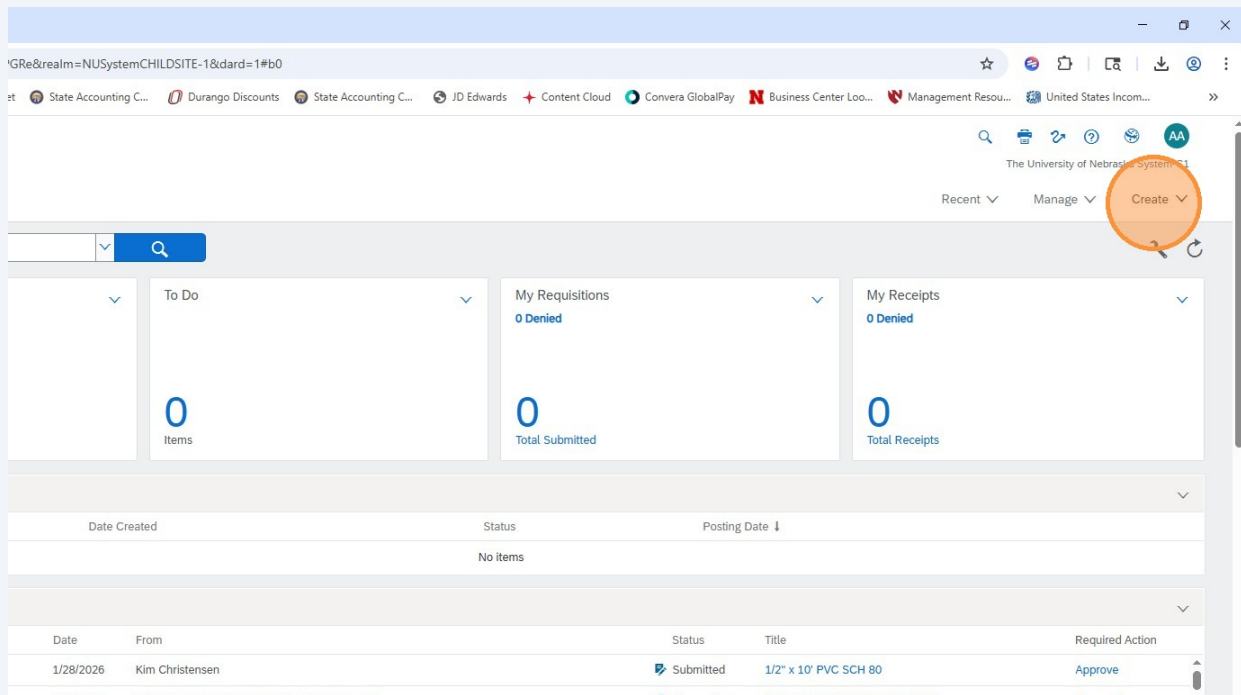
Need help?
Click [here](#) to find Procure-to-Pay information
and resources.

Contacts
Please contact P2P@nebraska.edu for
assistance.

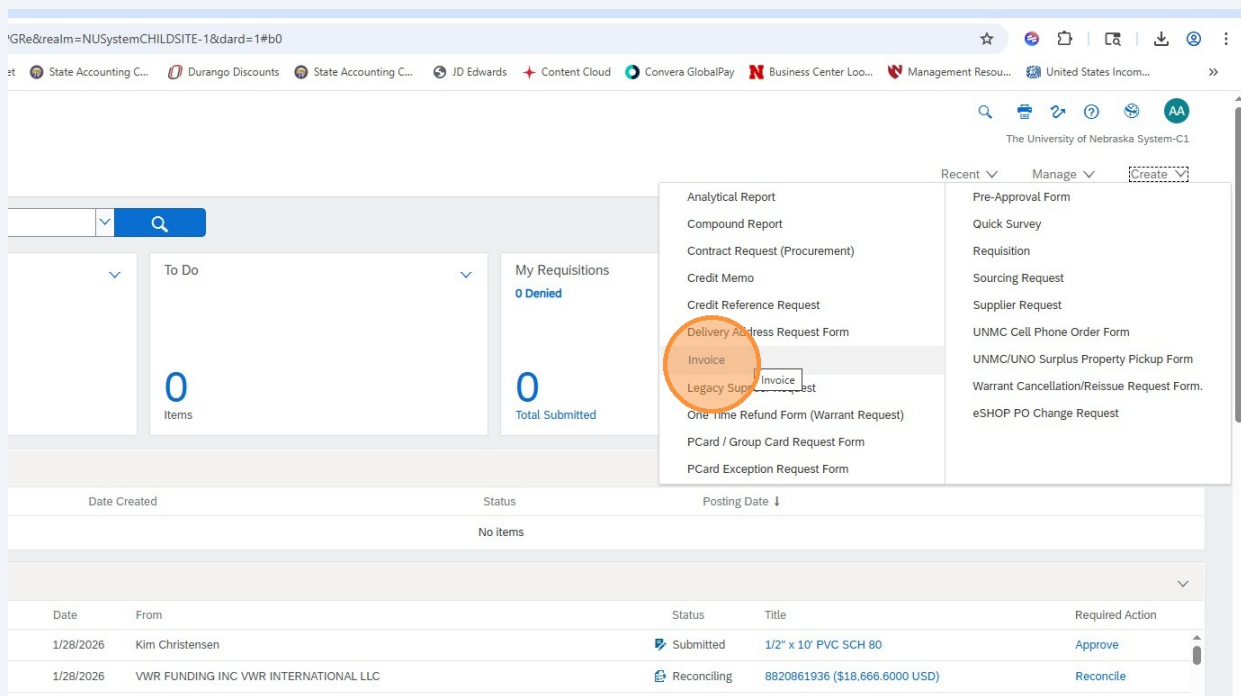
System



2 Click "Create" in the upper right corner of the screen



3 Select "Invoice" from the dropdown menu



4 Select "Non-PO" to create a direct pay document

SAP Ariba Buying x Ariba Spend Management x +

s3.ariba.com/Buyer/Main/aw?awh=r&awssk=WXcQSe7uYwVFPGR&realm=NUSystemCHILDSITE-1&awrdt=1

University of Nebras... Company Logo Travel Policy ITS Support Ticket State Accounting C... Durango Discounts State Accounting C... JD Edwards Content Cloud Convera GlobalPay

Nebraska System

INV503677

Invoice Entry Approval Flow

Header Information

Type: ☒ Non-PO ☐ PO-Based ☐ Contract-Based

Purchase Orders: *

Supplier: *

Supplier Invoice #: *

Supplier Contact: (no value) [select]

Invoice Date: *

On Behalf Of: Andrew Armatys

Company Code: 1000 (University of Nebraska)

Payment Terms: (no value) [select]

Ship From: (no value)

ShipTo: 4000-0050887262 (UNO SHIPPING
6203 UNIVERSITY DRIVE N - DOCK
OMAHA NE 68182
United States

Remit To Address: (no value)

Unloading point: * Andrew Armatys

5 Click the dropdown box next to the supplier field to open the supplier search

Nebraska System

INV503677

Invoice Entry Approval Flow

Header Information

Type: ☒ Non-PO ☐ PO-Based ☐ Contract-Based

Supplier: *

Supplier Invoice #: *

Supplier Contact: (no value) [select]

Invoice Date: *

Supplier Sales Order #: ⓘ

On Behalf Of: Andrew Armatys

Company Code: 1000 (University of Nebraska)

Payment Method: (no value)

Posting Date:

My Labels: Apply Label... ⓘ

Payment Terms: (no value) [select]

Ship From: (no value)

ShipTo: 4000-0050887262 (UNO SHIPPING
6203 UNIVERSITY DRIVE N - DOCK
OMAHA NE 68182
United States

Remit To Address: (no value)

Unloading point: * Andrew Armatys

6 Click "Search more"

Header Information

Type: ☒ Non-PO ☐ PO-Based ☐ Contract-Based

Supplier: (no value)

Supplier Invoice #: 0000430644 (Preston Sherwood)

Supplier Contact: 0000818022 (ANDREAS MOELLER)

Invoice Date: 0000813028 (CHANCELLOR MASTER AND SCHOLARS OF UNIVERSITY OF OXFORD)

Supplier Sales Order #: 0000234601 (GREG NELSON CREATIVE)

On Behalf Of: 000024966 (FAMILY ROOM, LLC)

Company Code: 1000 (University of Nebraska)

Payment Method: (no value)

Posting Date:

My Labels:

Payment Terms: (no value)

Ship From: (no value)

Ship To: 4000-0050887262 (UNO SHIPPING)

6203 UNIVERSITY DRIVE N - DOCK

OMAHA NE 68182

United States

Remit To Address: (no value)

Unloading point: Andrew Armatys

Header Taxes, Charges, and Discount

Name	Type	Tax Rate	Amount	Accounting
No items				

<https://s3.ariba.com/Buyer/Main/aw?awh=r&awssk=WXCoSe7uVvVFPGR&realm=NUSystemCHILDSITE-1&awrdt=1#>

Type here to search

System

7 Enter the supplier name and click search

Choose Value for Supplier

Found more than 500 items. The results shown here include unique items from the first 500 items found.

Vendor

ID	Vendor	Select
0000111432	A & D TECHNICAL SUPPLY	<input type="button" value="Select"/>
0000112457	ABC PRINTING	<input type="button" value="Select"/>
0000113932	ABYSS PARTNERSHIP INC	<input type="button" value="Select"/>
0000114154	ABLOOM	<input type="button" value="Select"/>
0000114567	ABANTE MARKETING ABANTE LLC	<input type="button" value="Select"/>
0000114688	A STREET AUTO PARTS INC	<input type="button" value="Select"/>
0000117304	ABET ACCRED BD OF ENGR & TECH	<input type="button" value="Select"/>
0000117585	AASCU AM ASSN OF ST COLL & UNIV	<input type="button" value="Select"/>
0000118250	ABF FREIGHT SYST INC	<input type="button" value="Select"/>
0000118254	ABF FREIGHT SYST INC	<input type="button" value="Select"/>
0000119795	ABILENE CHRISTIAN UNIVERSITY ACU BOX 29110	<input type="button" value="Select"/>
0000119876	2 B TECHNOLOGIES LUDLUM MEASUREMENTS INC	<input type="button" value="Select"/>
0000124335	A-DEC INC UNIT 54	<input type="button" value="Select"/>
0000126731	A A LEUPOLD & SON INC	<input type="button" value="Select"/>
0000131017	ABRAHAM CATERING SERV INC	<input type="button" value="Select"/>
0000132658	ABES TRASH SERVICE INC	<input type="button" value="Select"/>

You can search by supplier ID by clicking the "vendor" box and selecting "ID" instead

8 Select the needed supplier

Choose Value for Supplier

Vendor

ID	Vendor
0000201811	PANERA BREAD COMPANY PANERA LLC

9 Enter the invoice number in the "Supplier Invoice #" field

INV503677

Invoice Entry Approval Flow

Header Information

Type: ☒ Non-PO ☐ PO-Based ☐ Contract-Based

Supplier: 0000201811 (PANERA BREAD COMPANY)

Supplier Invoice #:

Supplier Contact: PANERA BREAD COMPANY [select]

Invoice Date:

Supplier Sales Order #:

On Behalf Of: Andrew Armatys

Company Code: 1000 (University of Nebraska)

Payment Method: (no value)

Posting Date:

My Labels: Apply Label...

Payment Terms: Net 30 [select]

Ship From: PANERA BREAD COMPANY

PO BOX 7411740

CHICAGO IL 60674

United States

Ship To: 4000-0050887262 (UNO SHIPPING & R...)

6203 UNIVERSITY DRIVE N - DOCK

OMAHA NE 68182

United States

Remit To Address: (no value)

Unloading point: Andrew Armatys

10 Click "Select Date" to open the calendar and select your invoice date

Invoice Entry | **Approval Flow**



Header Information ⌵


Type: ☒ Non-PO
☐ PO-Based
☐ Contract-Based

Supplier: * 0000201811 (PANERA BREAD COMPAN... ⌵

Supplier Invoice #: * 123456

Supplier Contact: PANERA BREAD COMPANY [select]


Invoice Date: *  


Supplier Sales Order #: 

On Behalf Of: Andrew Armatys ⌵

Company Code: 1000 (University of Nebraska) ⌵

Payment Method: (no value) ⌵

Posting Date: 

My Labels: [Apply Label...](#) 

Payment Terms: [Net 30 \[select\]](#)

Ship From: PANERA BREAD COMPANY
PO BOX 7411740
CHICAGO IL 60674
United States

Ship To: 4000-0050887262 (UNO SHIPPING)
6203 UNIVERSITY DRIVE N - DOCK
OMAHA NE 68182
United States

Remit To Address: (no value)

Unloading point: * Andrew Armatys

Header Taxes, Charges, and Discount


Name ↑	Type	Tax Rate	Amount	Accounting
--------	------	----------	--------	------------


11 Click "Add Item" and select "Non-Catalog Item" to add your line item(s)

On Behalf Of: Andrew Armatys ⌵

Company Code: 1000 (University of Nebraska) ⌵

Payment Method: (no value) ⌵

Posting Date: 

My Labels: [Apply Label...](#) 

Remit To Address: (no value) ⌵

Unloading point: * Andrew Armatys

Header Taxes, Charges, and Discount

Name ↑	Type	Tax Rate	Amount	Accounting	Details
--------	------	----------	--------	------------	---------

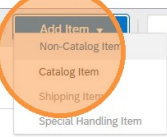
No Items

Delete Add ⌵ Update

0

Description	Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount	Accounting
-------------	-----	------	-------	--------	----------	---------	-------	--------------	------------

No Items

Delete ⌵ Copy Edit Manage Accounting Add Item Details ⌵ Import Accounting Export Accounting  Update

Add Item ⌵
Non-Catalog Item
Catalog Item
Shipping Item
Special Handling Item

[Submit](#)

iba

sys (53204866) last visit 1/29/2026 1:14 PM | The University of Nebraska System-C1 | C105_U01

12 Enter the line item description in the "Full Description" field

SAP Ariba Buying x Ariba Spend Management x +

s3.ariba.com/Buyer/Main/aw?awh=r&awssk=WXcQSe7uYwVFPGR&realm=NUSystemCHILDSITE-1

University of Nebras... Company Logo Travel Policy ITS Support Ticket State Accounting C... Durango Discounts State Accounting C... JD Edwards Content Cloud Convera GlobalPay

Nebraska System

Add Non-Catalog Item

No. ↑	Description	Qty	Unit	Price	Amount	Discount
1	Enter a description for this item.	1	each	\$0.0000 USD	\$0.0000 USD	\$0.0000

Full Description: * Catering for community event

Commodity Code: (no value)

Supplier Part Number:

Supplier Part Auxiliary ID:

[Additional Pricing Details](#) ⓘ

Unloading point: Andrew Armatys

Reference Date: Thu, 15 Jan, 2026

Ship From: PANERA BREAD COM
PO BOX 7411740
CHICAGO IL 60674
United States

ShipTo: 4000-0050887262 (UI
6203 UNIVERSITY DRIV
OMAHA NE 68182
United States

Purch Org: 1000 (Univ of Nebraska)

13 Enter the invoice amount in the "Price" field

Q

Qty	Unit	Price	Amount	Discount	Charges	Taxes
1	each	\$100.00 USD	\$0.0000 USD	\$0.0000 USD		

Enter a description for this item.

Catering for community event

(no value)

[Additional Pricing Details](#) ⓘ

Andrew Armatys

Reference Date: Thu, 15 Jan, 2026 ⓘ

Ship From: PANERA BREAD COMPANY
PO BOX 7411740
CHICAGO IL 60674
United States

ShipTo: 4000-0050887262 (UNO SHIPPING & R...
6203 UNIVERSITY DRIVE N - DOCK
OMAHA NE 68182
United States

Purch Org: 1000 (Univ of Nebraska)

Line Item Text:

14 Click the "Commodity Code" dropdown and select "Search more"

No.	Description	Qty	Unit	Price	Amount	Discount	Charges
1	Catering for community event	1	each	\$100.0000 USD	\$100.0000 USD		\$0.0000 USD

Full Description: * Catering for community event

Commodity Code:

Supplier Part Number: Financial Instruments, Products, Contracts and Agreements

Supplier Part Auxiliary ID: Lighting Fixtures and Accessories

Unloading point: Chemicals including Bio Chemicals and Gas Materials

Search more

Reference Date: Thu, 15 Jan, 2026

Ship From: PANERA BREAD COM

PO BOX 7411740

CHICAGO IL 60674

United States

ShipTo: 4000-0050887262 (UI

6203 UNIVERSITY DRIV

OMAHA NE 68182

United States

Purch Org: 1000 (Univ of Nebraska)

Line Item Text: Catering for communi

Add Comment

Add Attachment

https://s3.ariba.com/Buyer/Main/aw?awh=r&awssk=WXcQSe7uYwVFPGR&realm=NUSystemCHILDSITE-1#

Type here to search

System

15 Search for "direct pay" and select the most relevant option based on your invoice

Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount
1	each	\$100.0000 USD	\$100.0000 USD	\$0.0000 USD			\$100.0000 USD

Choose Value for Commodity Code

Name Search

Name	ID
Direct Pay - Facilities & Furniture	1027
Direct Pay - IT	1028
Direct Pay - Professional Services	1025
Direct Pay - Research & Agriculture	1026

Select this value for the field

Done

Thu, 15 Jan, 2026

PANERA BREAD COMPANY

PO BOX 7411740

CHICAGO IL 60674

United States

4000-0050887262 (UNO SHIPPING & R...

UNIVERSITY DRIVE N - DOCK

OMAHA NE 68182

United States

1000 (Univ of Nebraska)

Catering for community event

16 Click "Validate and Exit" when done

The screenshot shows a web application interface with a browser window. The address bar displays 'GRe&realm=NUSystemCHILDSITE-1#b0'. The page has a header with navigation links and a search bar. In the top right corner, there are two buttons: 'Exit' and 'Validate and Exit'. The 'Validate and Exit' button is circled in orange. Below the buttons is a table with columns: Qty, Unit, Price, Amount, Discount, Charges, Taxes, and Gross Amount. The table contains one row with the following values: Qty: 1, Unit: each, Price: \$100.0000 USD, Amount: \$100.0000 USD, Discount: \$0.0000 USD, Charges: \$0.0000 USD, Taxes: \$0.0000 USD, and Gross Amount: \$100.0000 USD. Below the table, there are fields for 'Reference Date' (Thu, 15 Jan, 2026), 'Ship From' (PANERA BREAD COMPANY), 'Ship To' (4000-0050887262 (UNO SHIPPING & R...)), and 'Purch Org' (1000 (Univ of Nebraska)).

Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount
1	each	\$100.0000 USD	\$100.0000 USD	\$0.0000 USD	\$0.0000 USD	\$0.0000 USD	\$100.0000 USD

Reference Date: Thu, 15 Jan, 2026

Ship From: PANERA BREAD COMPANY

PO BOX 7411740

CHICAGO IL 60674

United States

Ship To: 4000-0050887262 (UNO SHIPPING & R...)

6203 UNIVERSITY DRIVE N - DOCK

OMAHA NE 68182

United States

Purch Org: 1000 (Univ of Nebraska)

17 Select the line item and click "Manage Accounting"

The screenshot shows a web application interface with a 'Posting Date' field and 'My Labels' dropdown. Below this is a section titled 'Header Taxes, Charges, and Discount' with a table that has columns: Name, Type, Tax Rate, Amount, and Accounting. The table is empty, showing 'No Items'. Below this is a section titled 'Line Items (1)' with a table that has columns: No., Description, Qty, Unit, Price, Amount, Discount, Charges, and Ta. The table contains one row with the following values: No.: 1, Description: Catering for community event, Qty: 1, Unit: each, Price: \$100.00, Amount: \$100.0000 USD, Discount: \$0.0000, and Charges: USD. Below the table, there are buttons: 'Delete', 'Copy', 'Edit', 'Manage Accounting' (circled in orange), 'Add Item Details', 'Import Accounting', 'Export Accounting', and 'Add Item'.

Posting Date: [Date Picker]

My Labels: Apply Label... [Dropdown]

Header Taxes, Charges, and Discount

Name	Type	Tax Rate	Amount	Accounting
No Items				

Line Items (1)

No.	Description	Qty	Unit	Price	Amount	Discount	Charges	Ta
1	Catering for community event	1	each	\$100.00	\$100.0000 USD	\$0.0000	USD	

Buttons: Delete, Copy, Edit, Manage Accounting, Add Item Details, Import Accounting, Export Accounting, Add Item

18 Set the "Account Assignment" field to "X(Cost Center/WBS)"

The screenshot shows the SAP Ariba buying interface. At the top, there are buttons for 'Exit' and 'Validate and Exit'. Below this is a table with columns: 'Commodity Code', 'Contract Workspace ID', 'Qty', 'Unit', 'Amount', 'Discount', 'Charges', and 'Taxes'. The table contains one row with the following values: 'no value)', '1', 'each', '\$100.0000 USD', '\$0.0000 USD', and empty cells for 'Charges' and 'Taxes'. Below the table, there is a section for 'To:' with a dropdown menu set to '(no value)'. To the right of this is a dropdown menu for 'Account Assignment:' set to 'X (Cost Center/WBS)'. Below this, there are two more dropdown menus: 'Cost Center:' set to '(no value)' and 'Project/WBS:' set to '(no value)'. To the right of these is a text field showing '\$100.0000 USD'. At the bottom right, there are buttons for 'Exit' and 'Validate and Exit'.

19 Enter your GL Account and Cost Center or WBS using the drop down fields

The screenshot shows the SAP Ariba buying interface. At the top, there are buttons for 'Exit' and 'Validate and Exit'. Below this is a table with columns: 'No.', 'Description', 'Commodity Code', 'Contract Workspace ID', 'Qty', 'Unit', and 'Amount'. The table contains one row with the following values: '1', 'Catering for community event', '(no value)', '1', 'each', and '\$100.0000 USD'. Below the table, there is a section for 'Line Item Accounting'. It contains a dropdown menu for 'Bill To:' set to '(no value)'. To the right of this is a dropdown menu for 'Account Assignment:' set to 'X (Cost Center)'. Below this, there are two more dropdown menus: 'GL Account:' set to '(no value)' and 'Cost Center:' set to '(no value)'. To the right of these is a text field showing '\$100.0000 USD'. Below this, there are two more dropdown menus: 'User Defined:' set to '(no value)' and 'Project/WBS:' set to '(no value)'.

20 If you need to split by GL or cost object, click the "Add Split" button

The screenshot shows a web application interface for 'Manage Accounting'. At the top, there's a browser address bar and several tabs. Below the tabs, there's a table with columns: Commodity Code, Contract Workspace ID, Qty, Unit, Amount, Discount, Charges, and Taxes. The table has one row with values: (no value), 1, each, \$100.0000 USD, \$0.0000 USD. Below the table, there's a form with fields for 'Cost Center' (9149010001 (P2P)) and 'Project/WBS' ((no value)). To the right of these fields is a button labeled 'Add Split' circled in orange. At the bottom right, there are 'Exit' and 'Validate and Exit' buttons.

21 Select whether you would like to split by Amount or Percentage and make the necessary adjustments to the split values shown on the right

The screenshot shows the 'Manage Accounting' form for 'INV123456-503677'. It features a table with columns: No., Description, Commodity Code, Contract Workspace ID, Qty, Unit, and Amount. The table has one row with values: 1, Catering for community event, (no value), 1, each, \$100.0000 USD. Below the table, there's a section titled 'Line Item Accounting'. It contains a 'Split By' dropdown menu with 'Percentage' selected. To the right of the dropdown, there's a button labeled 'Add Split' circled in orange. Below the dropdown, there's a form with fields for 'GL Account' (0000531300 (Food Supplies)), 'Cost Center' (9149010001 (P2P)), and 'Project/WBS' ((no value)). To the right of these fields, there's a button labeled 'Update' circled in orange. At the bottom right, there are 'Exit' and 'Validate and Exit' buttons.

22 Click "Validate and Exit" when finished

Account Assignment: * X (Cost Center/WBS) Add Split

Cost Center:	9149010001 (P2P)	\$75.0000	Remove
Project/WBS:	(no value)		
Cost Center:	9249010300 (P2P Supplier Showcas)	\$25.0000	Remove
Project/WBS:	(no value)		

Unallocated: \$0.0000 USD Total: \$100.0000 USD

Exit Validate and Exit Validate before Exiting the Page

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23°F Partly sunny 2:58 PM 1/29/2026

23 Click the "Upload Invoice" button and select "Choose File" to open the file explore and select your invoice attachment

Submit Save Exit

Upload Invoice Invoice Summary: \$0.0000 USD [Details](#)

Payment Terms: [Net 30](#) [select]

Ship From: PANERA BREAD COMPANY
PO BOX 7411740
CHICAGO IL 60674
United States

Ship To: 4000-0050887262 (UNO SHIPPING & R...
6203 UNIVERSITY DRIVE N - DOCK
OMAHA NE 68182
United States

Remit To Address: (no value)

Unloading point: * Andrew Armatys

Submit

Upload Invoice

Payment Terms: Net 30 [select]

Ship From: PANERA BREAD COMPANY

PO BOX 7411740
CHICAGO IL 60674
United States
4000-0050887262 (UNO SHIPPING & R...
6203 UNIVERSITY DRIVE N - DOCK
OMAHA NE 68182
United States

Remit To Address: (no value)

Unloading point: * Andrew Armatys

Attachment: Choose File No file chosen

Upload Cancel

24 Be sure to click "Upload" after you select your attachment

Upload Invoice

Attachment: Choose File Invoice.pdf

Upload Cancel

Image Upload

Payment Terms: Net 30 [select]

Ship From: PANERA BREAD COMPANY

PO BOX 7411740
CHICAGO IL 60674
United States
4000-0050887262 (UNO SHIPPING & R...
6203 UNIVERSITY DRIVE N - DOCK
OMAHA NE 68182
United States

Remit To Address: (no value)

Unloading point: * Andrew Armatys

Type	Tax Rate	Amount	Accounting	Details
Account				

25

Click "Submit" to move your invoice forward for approval

The screenshot shows a web application interface for invoice submission. The browser address bar displays a URL starting with 'GRe&realm=NUSystemCHILD SITE-1&awrdt=1#b0'. The top navigation bar includes several tabs: 'State Accounting C...', 'Durango Discounts', 'State Accounting C...', 'JD Edwards', 'Content Cloud', 'Convera GlobalPay', 'Business Center Loo...', 'Management Resou...', and 'United States Incom...'. The main content area features a 'Submit' button, which is highlighted with an orange circle, and 'Save' and 'Exit' buttons. Below these buttons, there is a section for 'Invoice Summary: \$0.0000 USD Details'. The form fields are organized into sections: 'Payment Terms: Net 30 [select]', 'Ship From: PANERA BREAD COMPANY' (with address details: PO BOX 7411740, CHICAGO IL 60674, United States), 'ShipTo: 4000-0050887262 (UNO SHIPPING & R...' (with address details: 6203 UNIVERSITY DRIVE N - DOCK, OMAHA NE 68182, United States), 'Remit To Address: (no value)', and 'Unloading point: * Andrew Armatys'.