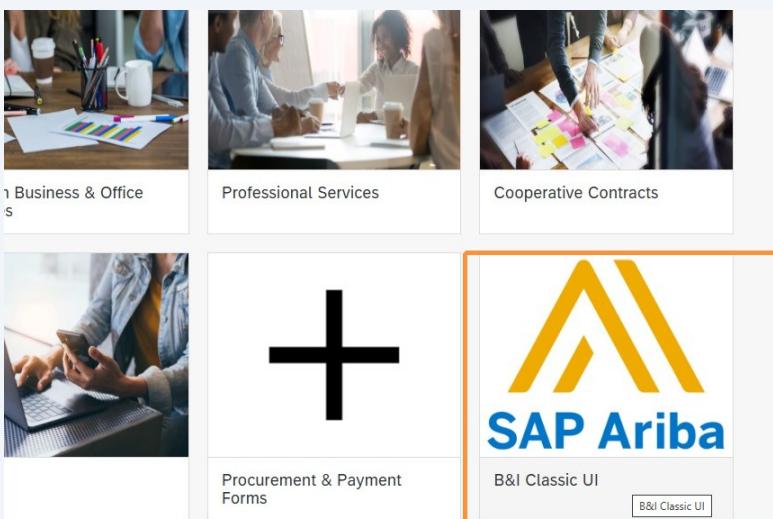


Entering a Direct Pay invoice in SAP Ariba-Classic

1

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



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

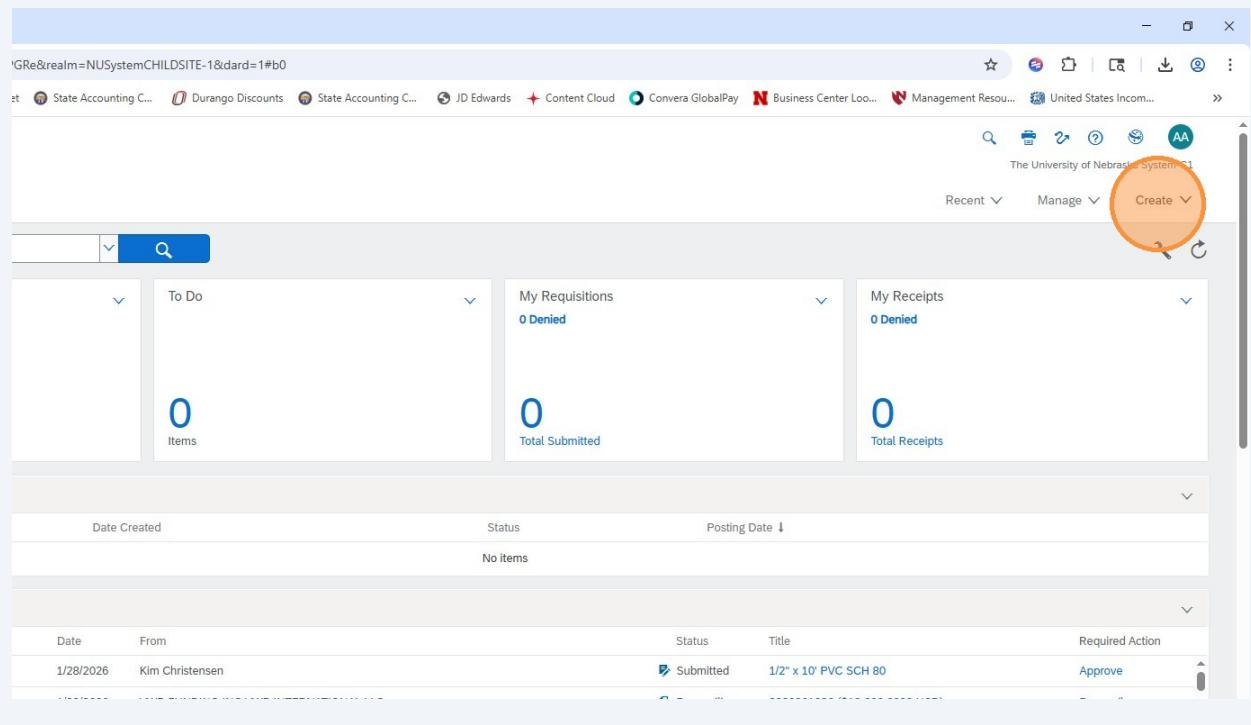
Need help?
Click [here](#) to find Procure-to-Pay information
and resources.

Contacts
Please contact P2P@nebraska.edu for
assistance.

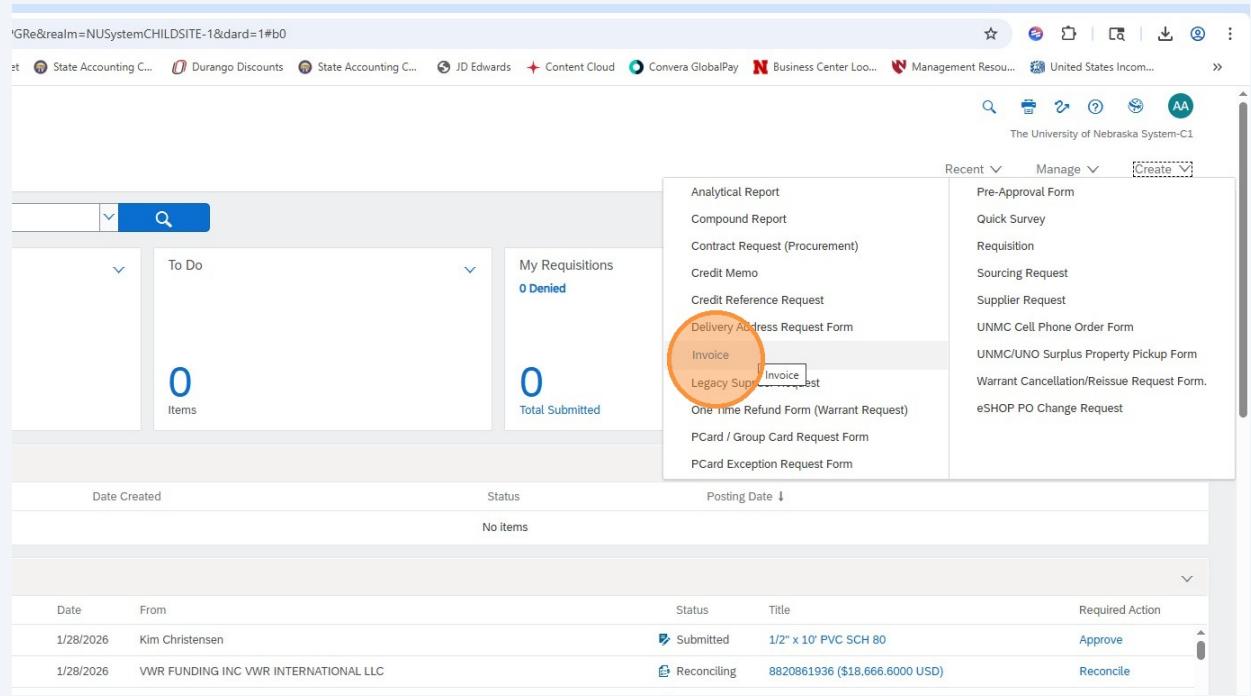
System



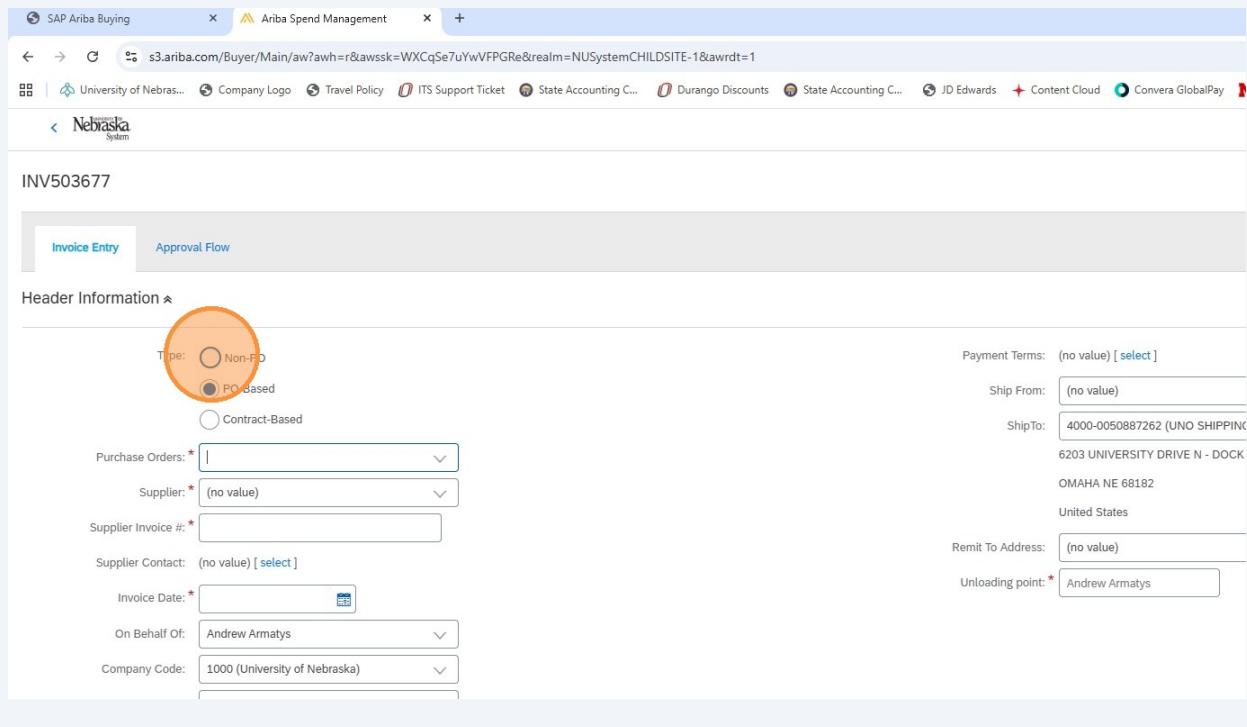
2 Click "Create" in the upper right corner of the screen



3 Select "Invoice" from the dropdown menu



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



Header Information

Type: Non-PO PO-based Contract-Based

Purchase Orders: *

Supplier: * (no value)

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)

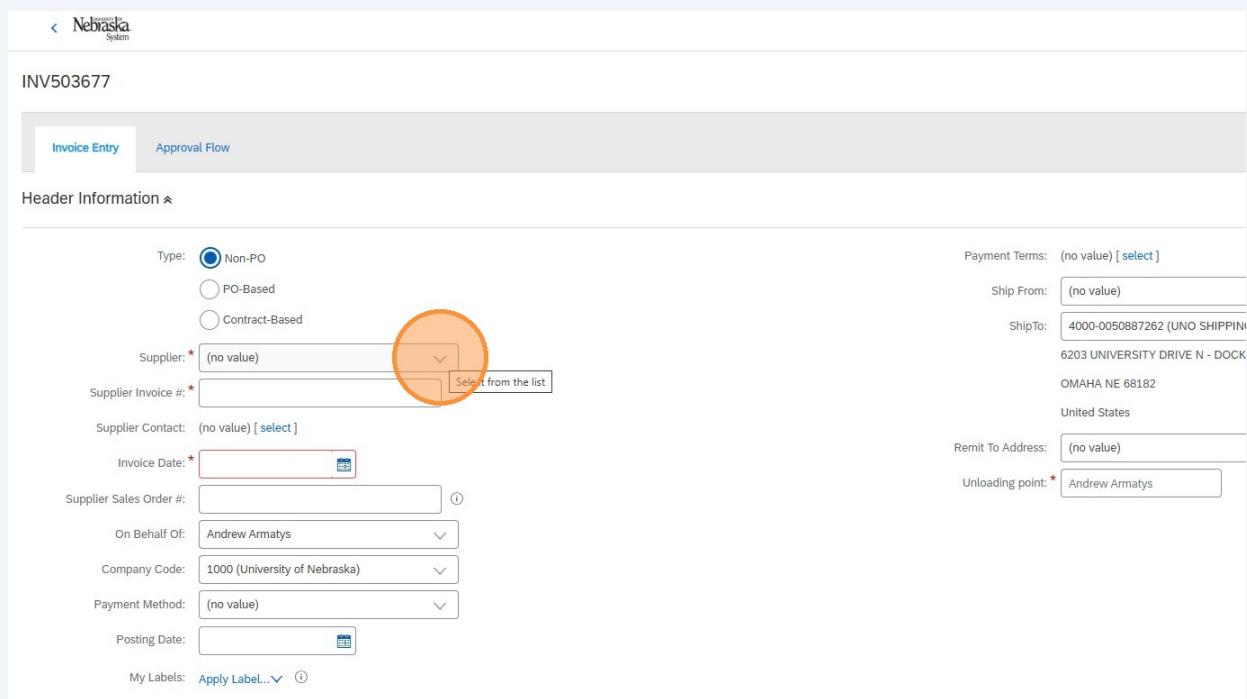
ShipTo: 4000-0050887262 (UNO SHIPPIN

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



Header Information

Type: Non-PO PO-Based Contract-Based

Supplier: * (no value)

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 SHIPPIN

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:	<input checked="" type="radio"/> Non-PO	Payment Terms:	(no value) [select]
	<input type="radio"/> PO-Based	Ship From:	(no value)
	<input type="radio"/> Contract-Based	ShipTo:	4000-005087262 (UNO SHIPPING)
Supplier: *	(no value)	6203 UNIVERSITY DRIVE N - DOCK	OMAHA NE 68182
Supplier Invoice #: *	0000430644 (Preston Sherwood)	United States	
Supplier Contact:	0000818022 (ANDREAS MOELLER)	Remit To Address:	(no value)
Invoice Date: *	0000813028 (CHANCELLOR MASTER AND SCHOLARS OF UNIVERSITY OF OXFORD)	Unloading point: *	Andrew Armatys
Supplier Sales Order #:	0000234601 (GREG NELSON CREATIVE)		
Supplier Sales Order #:	0000249681 (FAMILY ROOM, LLC)		
On Behalf Of:	<input type="text"/> Search more		
Company Code:	1000 (University of Nebraska)		
Payment Method:	(no value)		
Posting Date:	<input type="text"/>		
My Labels:	Apply Label... ?		

Header Taxes, Charges, and Discount

Name ↑	Type	Tax Rate	Amount	Accounting
No items				

https://s3.ariba.com/Buyer/Main/aw?awh=r&awssk=WXCqSe7uYwVFPGRe&realm=NUSystemCHILDSITE-1&awrdt=1#

Windows 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	Vendor	Search
ID	Vendor	
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"/>

Submit Save Exit

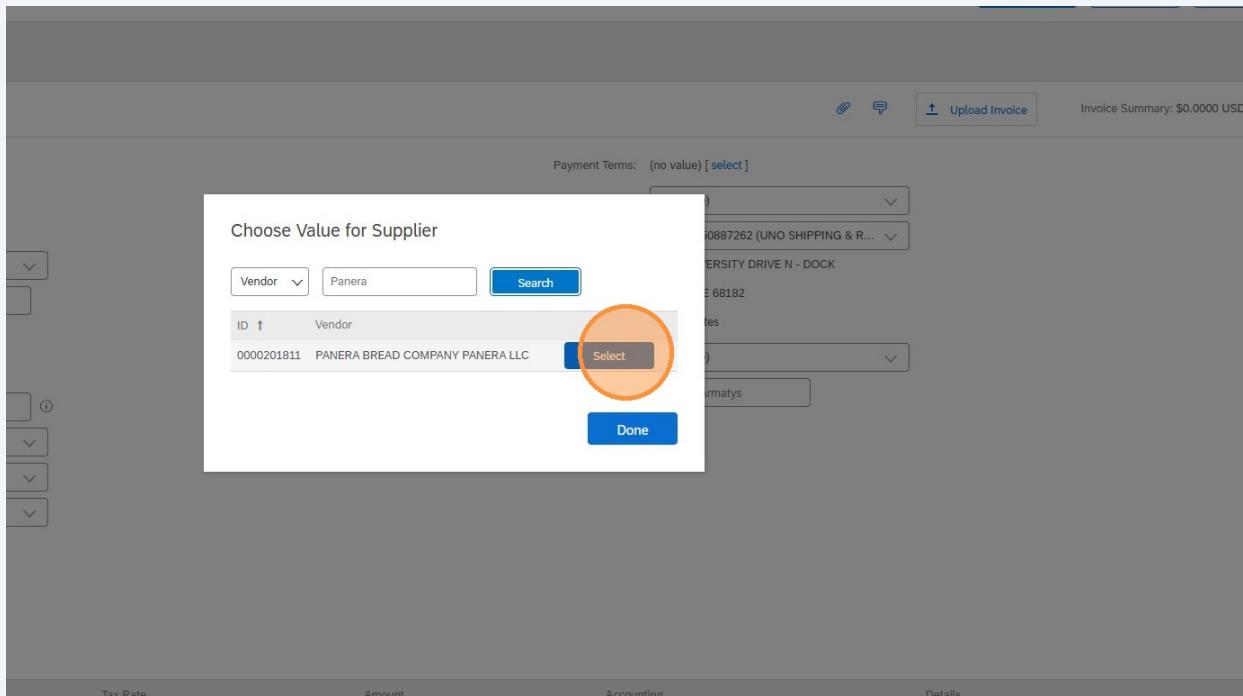
Upload Invoice Invoice Summary: \$0.0000 USD Details

SHIPPING & R...

N - DOCK

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

8 Select the needed supplier



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

INV503677

Invoice Entry Approval Flow

Header Information ▾

Type: <input checked="" type="radio"/> Non-PO	Payment Terms: Net 30 [select]
<input type="radio"/> PO-Based	Ship From: PANERA BREAD COMPANY
<input type="radio"/> Contract-Based	PO BOX 7411740
Supplier: * 0000201811 / PANERA BREAD COMPANY	CHICAGO IL 60674
Supplier Invoice #: * <input type="text"/>	United States
Supplier Contact: PANERA BREAD COMPANY (select)	ShipTo: 4000-0050887262 (UNO SHIPPING)
Invoice Date: * <input type="text"/>	6203 UNIVERSITY DRIVE N - DOCK
Supplier Sales Order #: <input type="text"/>	OMAHA NE 68182
On Behalf Of: Andrew Armatys	United States
Company Code: 1000 (University of Nebraska)	Remit To Address: (no value)
Payment Method: (no value)	Unloading point: * Andrew Armatys
Posting Date: <input type="text"/>	
My Labels: Apply Label... <input type="button" value=""/>	

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

Invoice Entry Approval Flow

Header Information ▾

Type: <input checked="" type="radio"/> Non-PO	Payment Terms: Net 30 [select]
<input type="radio"/> PO-Based	Ship From: PANERA BREAD COMPANY
<input type="radio"/> Contract-Based	PO BOX 7411740
Supplier: * 0000201811 (PANERA BREAD COMPAN... ▾)	CHICAGO IL 60674
Supplier Invoice #: * 123456	United States
Supplier Contact: PANERA BREAD COMPANY [select]	ShipTo: 4000-0050887262 (UNO SHIPPIN
Invoice Date: <input type="text"/> 	6203 UNIVERSITY DRIVE N - DOCK
Supplier Sales Order #:	OMAHA NE 68182
On Behalf Of: Andrew Armatys	United States
Company Code: 1000 (University of Nebraska) ▾	Remit To Address: (no value)
Payment Method: (no value)	Unloading point: * Andrew Armatys
Posting Date: <input type="text"/> 	
My Labels: Apply Label... ▾	

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)

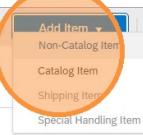
On Behalf Of: Andrew Armatys	Remit To Address: (no value) ▾
Company Code: 1000 (University of Nebraska) ▾	Unloading point: * Andrew Armatys
Payment Method: (no value)	
Posting Date: <input type="text"/> 	
My Labels: Apply Label... ▾	

Lines, Charges, and Discount

Name	Type	Tax Rate	Amount	Accounting	Details

(0)

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

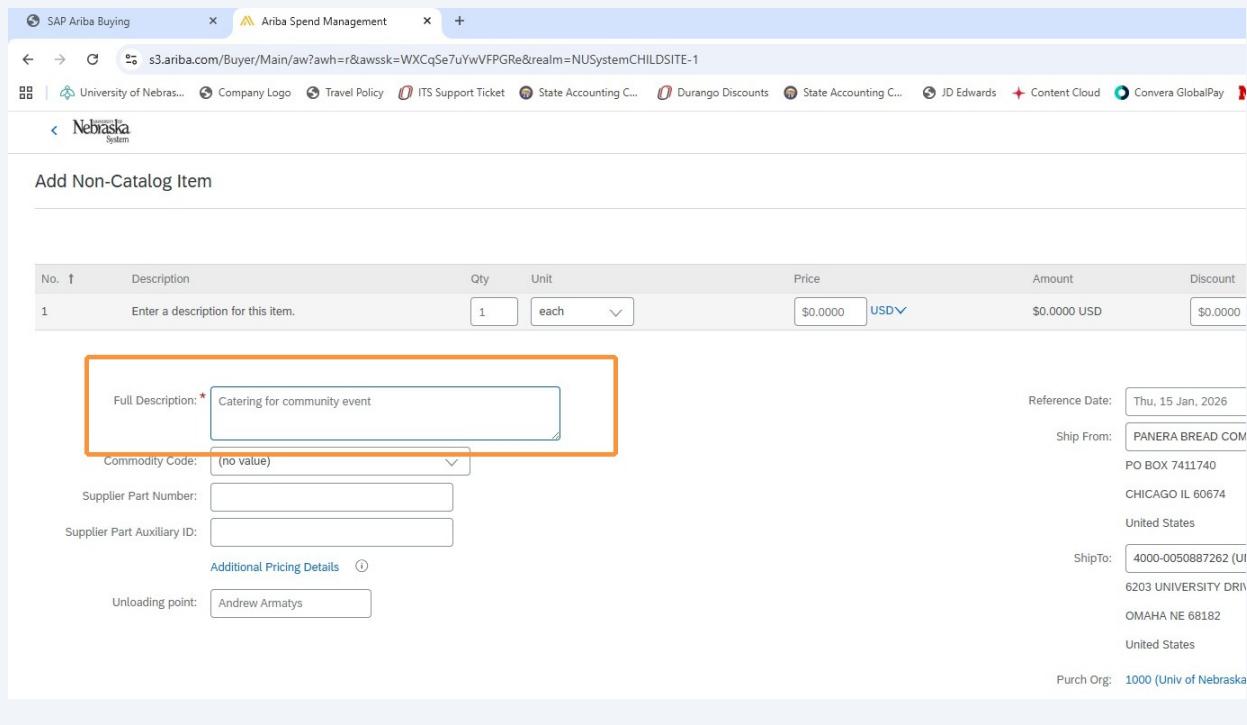
 Add Item ▾

- Non-Catalog Item
- Catalog Item
- Shipping Item
- Special Handling Item

 Submit

iba 
sys (53204806) last visit 1/29/2026 1:14 PM | The University of Nebraska System-C1 | C105_U11

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



SAP Ariba Buying > Ariba Spend Management > +

s3.ariba.com/Buyer/Main?awh=r&lawssk=WXCqSe7uYwVFPGR&realm=NUSystemCHILDSITE-1

University of Nebraska 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 Aramatys

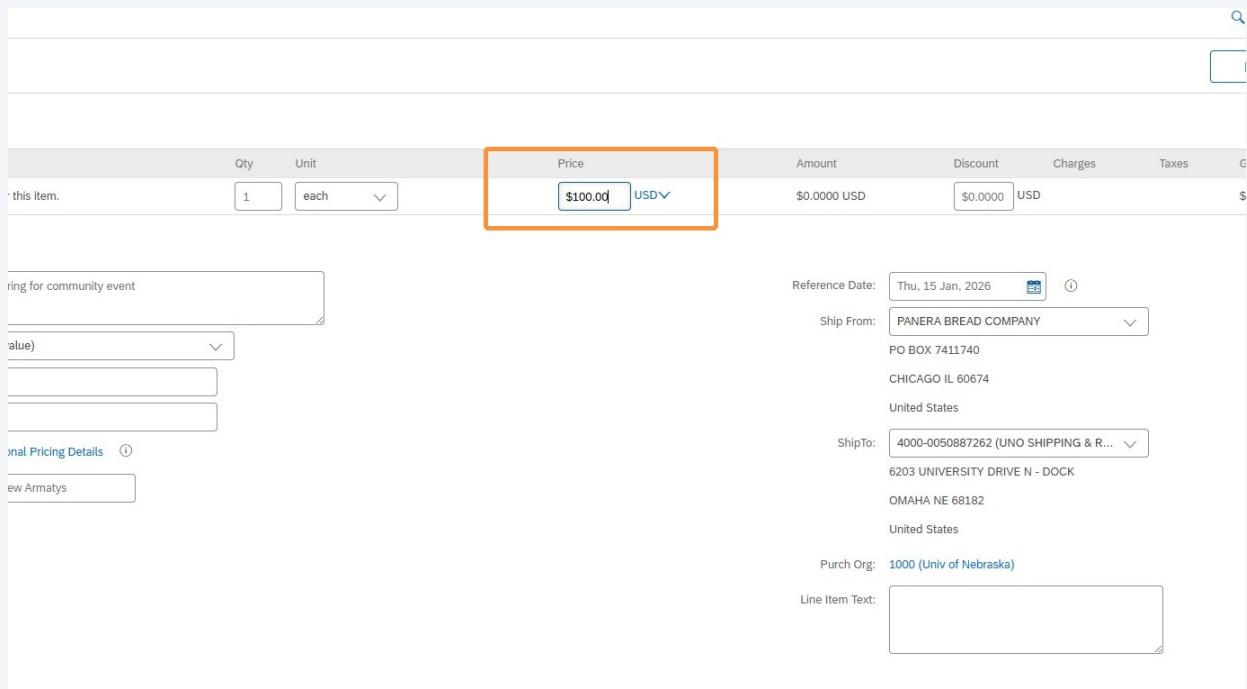
Reference Date: Thu, 15 Jan, 2026

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)

13 Enter the invoice amount in the "Price" field



Qty Unit Price Amount Discount Charges Taxes G

1 each \$100.00 USD \$0.0000 USD \$0.0000 USD \$0.0000 USD

ring for community event

Commodity Code: (no value)

Supplier Part Number:

Supplier Part Auxiliary ID:

Additional Pricing Details ⓘ

Unloading point: Andrew Aramatys

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: Framework group

Supplier Part Auxiliary ID: Financial Instruments, Products, Contracts and Agreements

Unloading point: Lighting Fixtures and Accessories

Chemicals including Bio Chemicals and Gas Materials

Medical diagnostic imaging and nuclear medicine products

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 DR
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&awsdk=WCQSe7uYwVFPGR&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 direct pay

Name	ID	Select
Direct Pay - Facilities & Furniture	1027	<input type="button" value="Select"/>
Direct Pay - IT	1028	<input type="button" value="Select"/>
Direct Pay - Professional Services	1025	<input type="button" value="Select"/>
Direct Pay - Research & Agriculture	1026	<input type="button" value="Select"/>

Select this value for the field UNIVERSITY DRIVE N - DOCK

Done

Thu, 15 Jan, 2026

PANERA BREAD COMPANY

PO BOX 7411740

CHICAGO IL 60674

United States

4000-0050887262 (UNO SHIPPING & R...

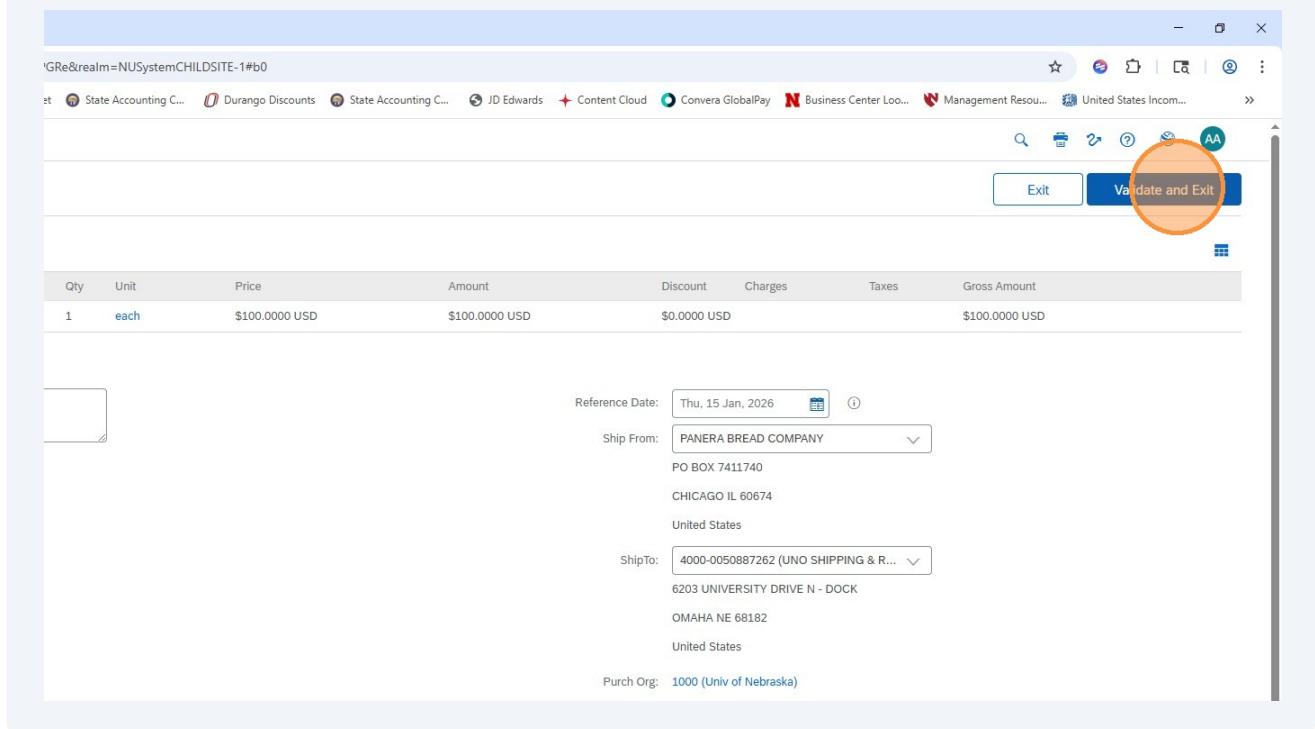
OMAHA NE 68182

United States

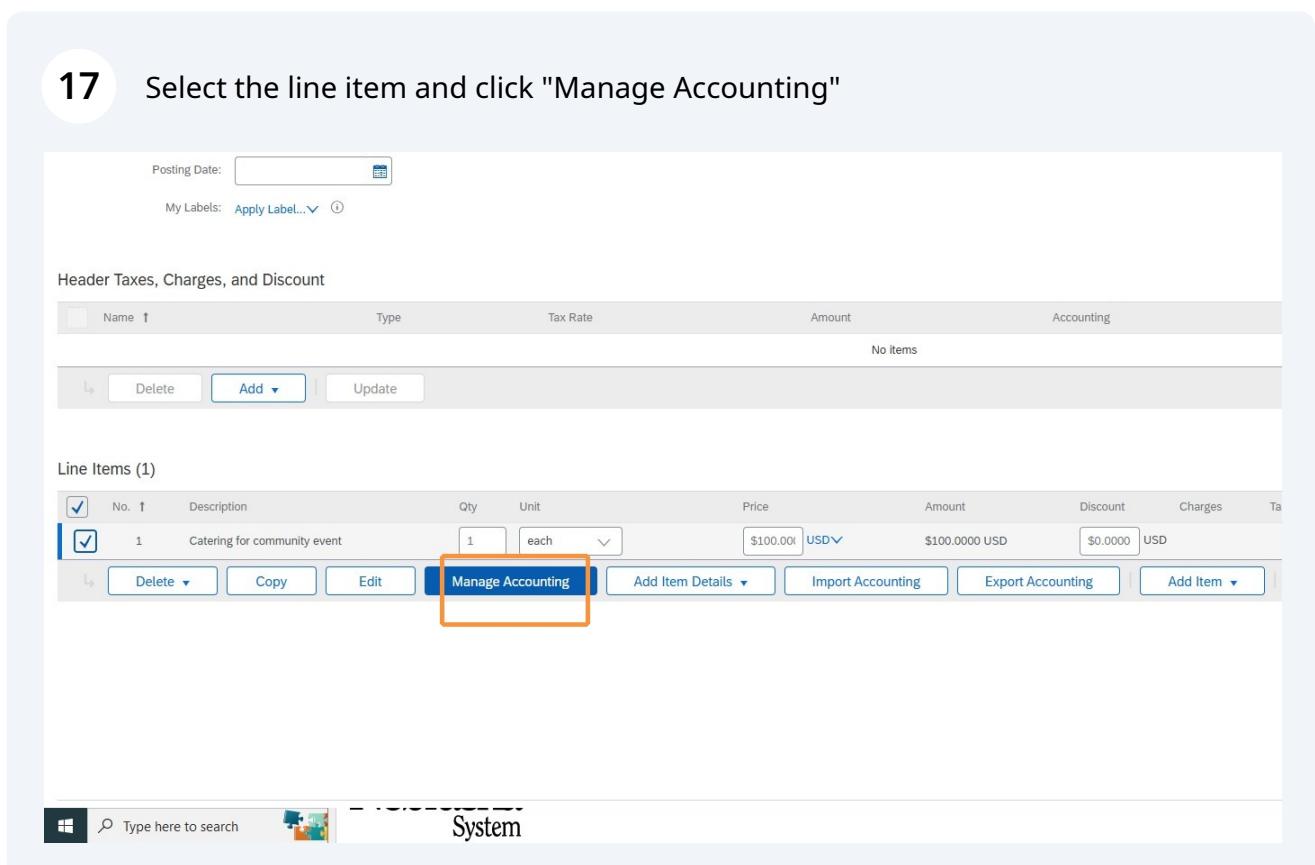
1000 (Univ of Nebraska)

Catering for community event

16 Click "Validate and Exit" when done



17 Select the line item and click "Manage Accounting"



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

Commodity Code	Contract Workspace ID	Qty	Unit	Amount	Discount	Charges	Taxes
no value)		1	each	\$100.0000 USD	\$0.0000 USD		

To: (no value) Account Assignment: * X (Cost Center/WBS) Add Split

Cost Center: (no value) \$100.0000 USD

Project/WBS: (no value)

Exit Validate and Exit

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

No. ↑	Description	Commodity Code	Contract Workspace ID	Qty	Unit	Amount	Discount	Charges	Taxes
1	Catering for community event	(no value)		1	each	\$100.0000 USD	\$0.0000 USD		

Manage Accounting - INV123456-503677

Line Item Accounting

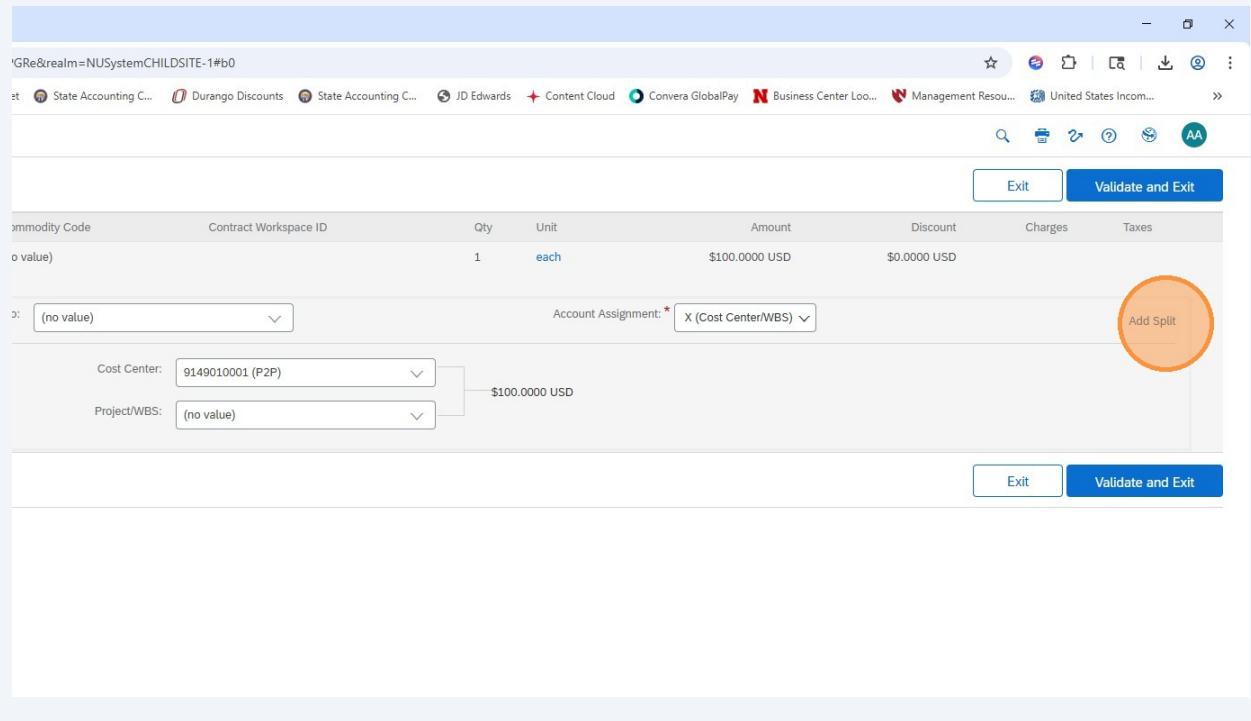
Bill To: (no value) Account Assignment: * X (Cost Center/WBS)

GL Account: (no value) Cost Center: (no value) \$100.0000 USD

User Defined: (no value) Project/WBS: (no value)

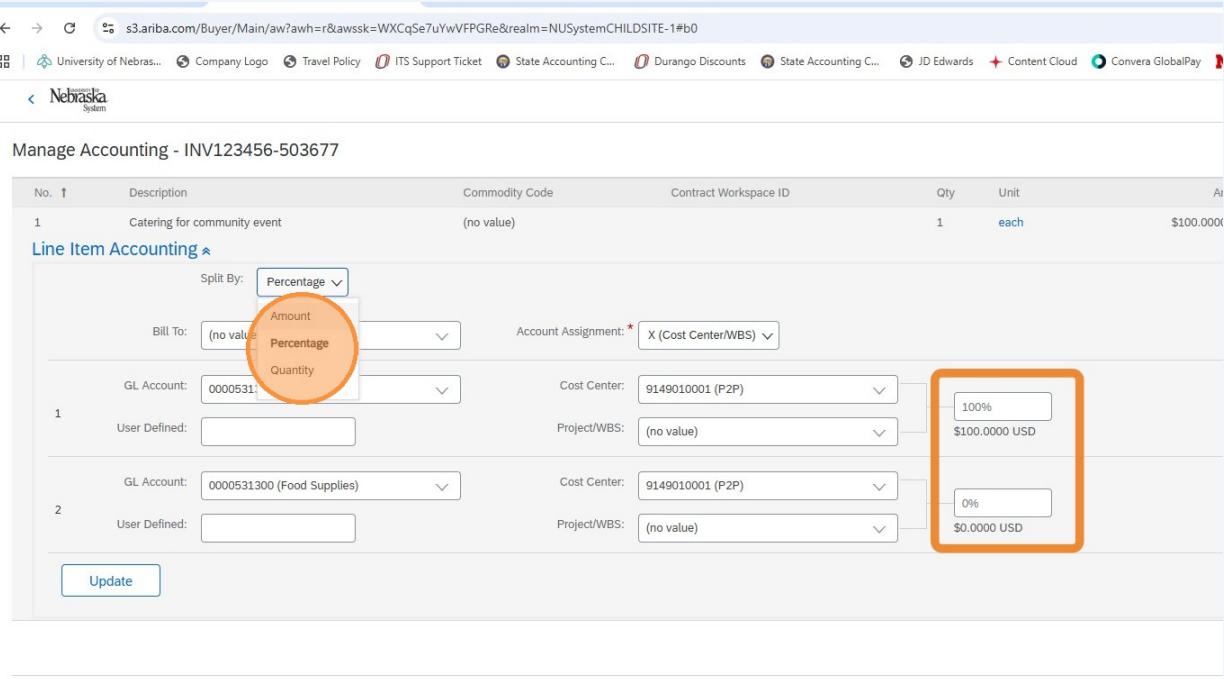
Exit Validate and Exit

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



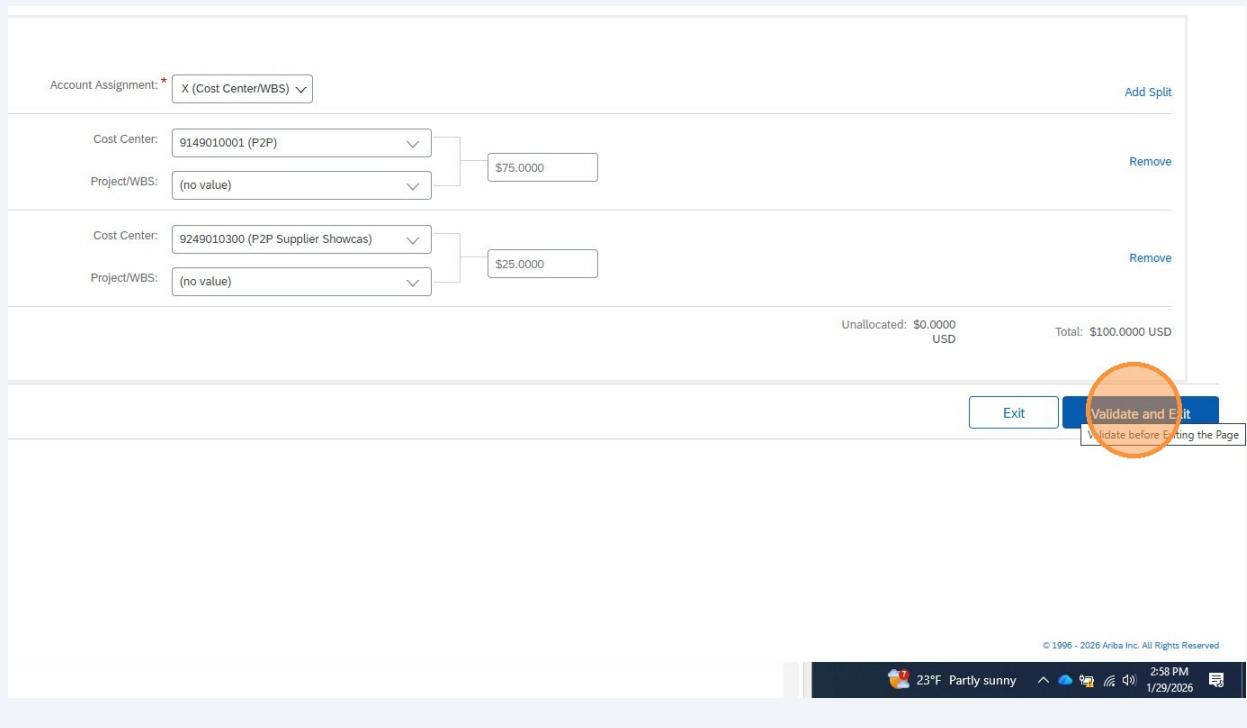
The screenshot shows a software interface with a table of line items. The table has columns for Commodity Code, Contract Workspace ID, Qty, Unit, Amount, Discount, Charges, and Taxes. A single row is selected, showing a Qty of 1, Unit of each, Amount of \$100.0000 USD, and a Discount of \$0.0000 USD. Below the table, there are dropdown menus for Account Assignment (set to X (Cost Center/WBS)), Cost Center (set to 9149010001 (P2P)), and Project/WBS (set to (no value)). A button labeled "Add Split" is highlighted with an orange circle. At the bottom of the screen, 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 a software interface for managing accounting. At the top, there is a navigation bar with various links. Below it, the title "Manage Accounting - INV123456-503677" is displayed. The main content area shows a table of line items. The first line item is for "Catering for community event" with a quantity of 1 and a unit of each, totaling \$100.0000 USD. Below the table, there is a section titled "Line Item Accounting" with a "Split By:" dropdown set to "Percentage". Under this section, there are three dropdown menus: "Bill To:" (set to (no value)), "Account Assignment:" (set to X (Cost Center/WBS)), and "Cost Center:" (set to 9149010001 (P2P)). There are also dropdowns for "Project/WBS:" (set to (no value)) and "GL Account:" (set to 0000531). The table then shows two rows for splitting the amount. The first row, labeled "1", has a "User Defined:" field and a "Cost Center:" dropdown set to 9149010001 (P2P). The second row, labeled "2", also has a "User Defined:" field and a "Cost Center:" dropdown set to 9149010001 (P2P). To the right of these rows, two boxes are highlighted with an orange border: one containing "100%" and "\$100.0000 USD", and another containing "0%" and "\$0.0000 USD". At the bottom of the "Line Item Accounting" section, there is a "Update" button.

22 Click "Validate and Exit" when finished



Account Assignment: * X (Cost Center/WBS)

Cost Center: 9149010001 (P2P)

Project/WBS: (no value)

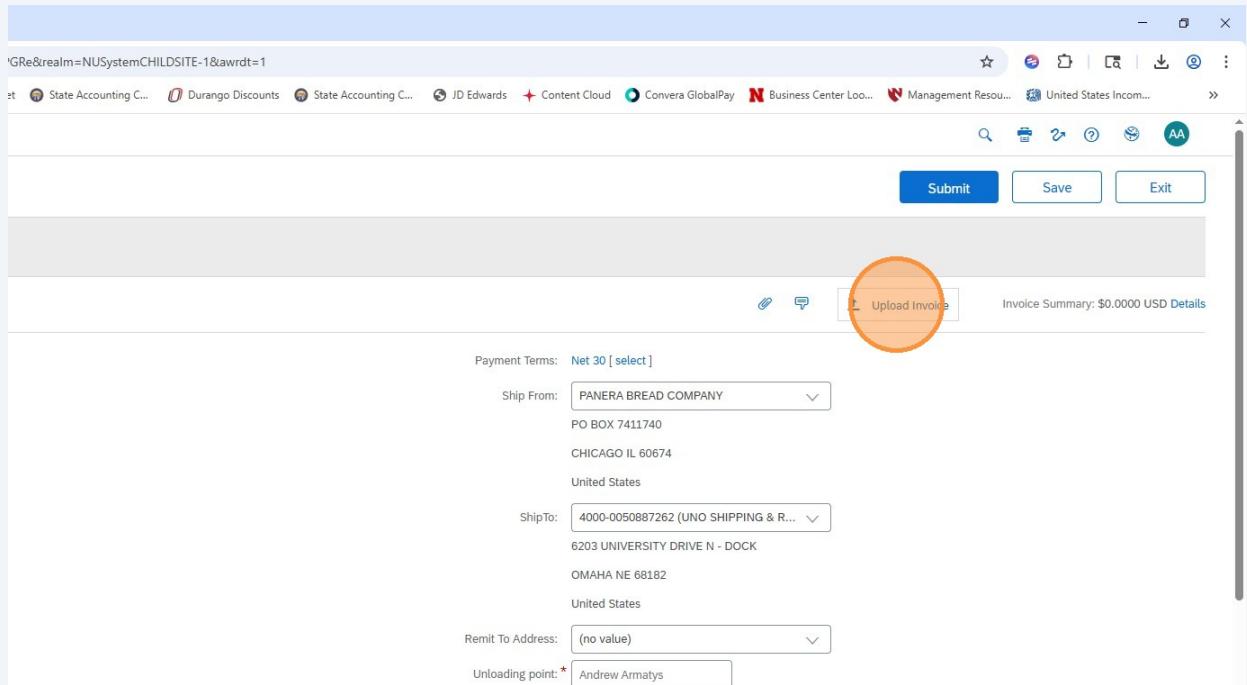
Cost Center: 9249010300 (P2P Supplier Showcas)

Project/WBS: (no value)

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

© 1996 - 2026 Ariba Inc. All Rights Reserved

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



IGRe&realm=NUSystemCHLDSITE-1&awrdr=1

State Accounting C... Durango Discounts State Accounting C... JD Edwards Content Cloud Convera GlobalPay Business Center Loo... Management Resou... United States Incom...

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

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

Remit To Address: (no value)

Unloading point: * Andrew Aramatys

Submit

Upload Invoice

Attachment : Choose File No file chosen

Upload Cancel

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

Label...

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

Upload Invoice

Attachment : Choose File Invoice.pdf

Upload Cancel

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

25 Click "Submit" to move your invoice forward for approval

