Direct Pay Form

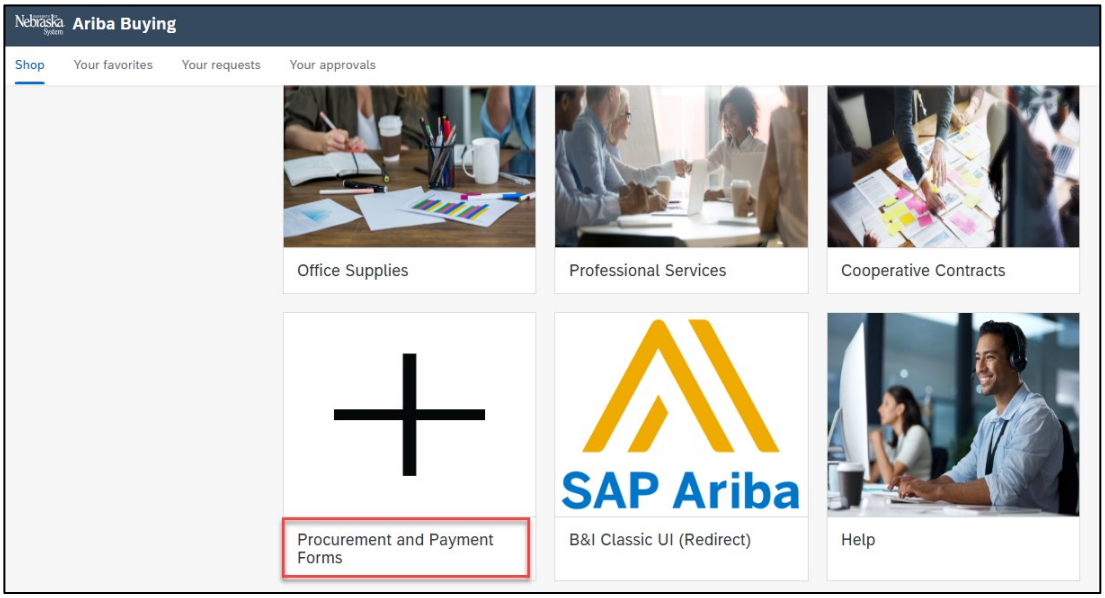
Updated October 30, 2026

Purpose

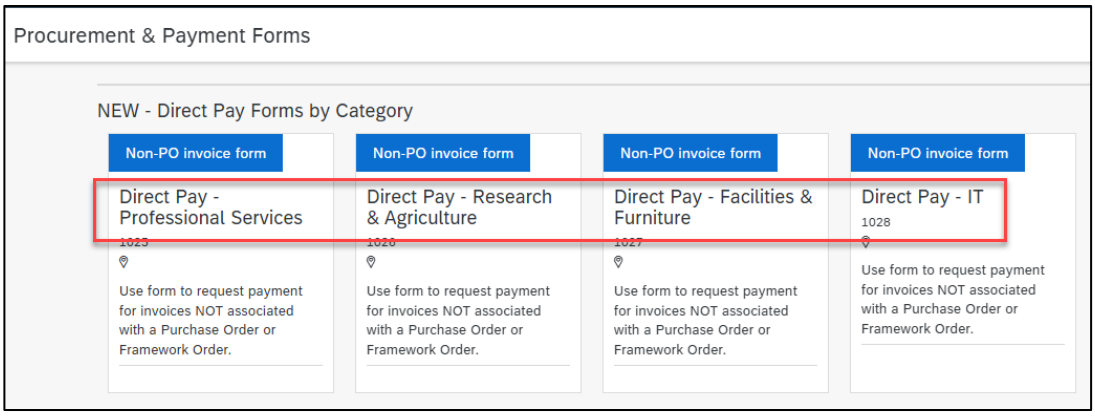
Use this form when paying an invoice which has no Purchase Order (PO). If there is a PO issued, do NOT use this form. Instead, send the invoice with PO number to invoiceautomation@nebraska.edu.

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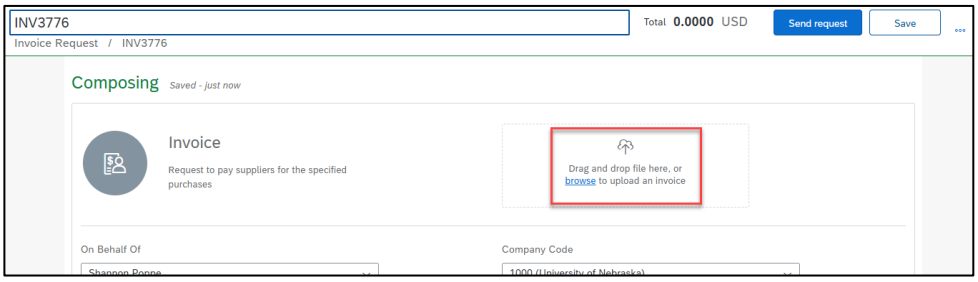
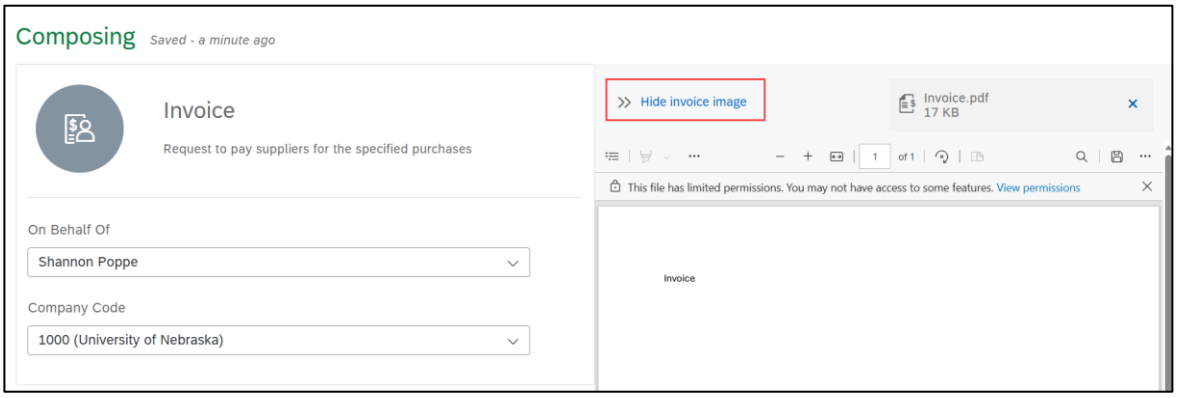
Drag and drop a copy of the invoice or click **browse** to locate the invoice from file explorer.

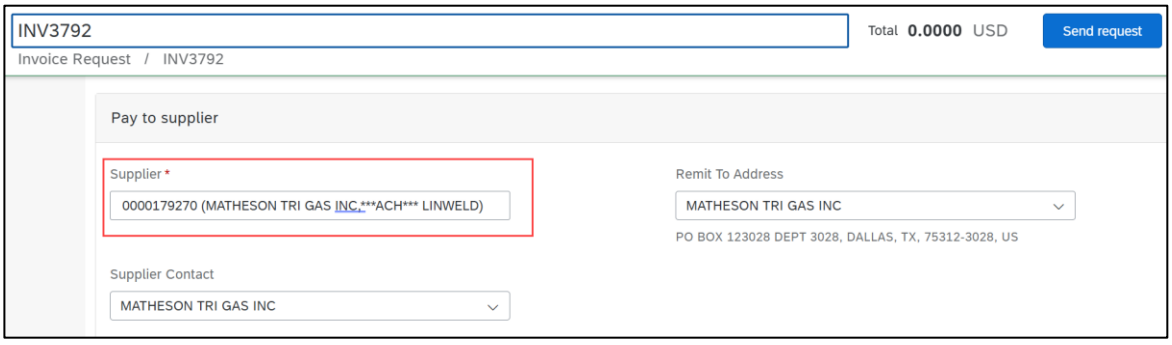


For more viewing real estate, click **Hide Invoice Image**. To show the image, click

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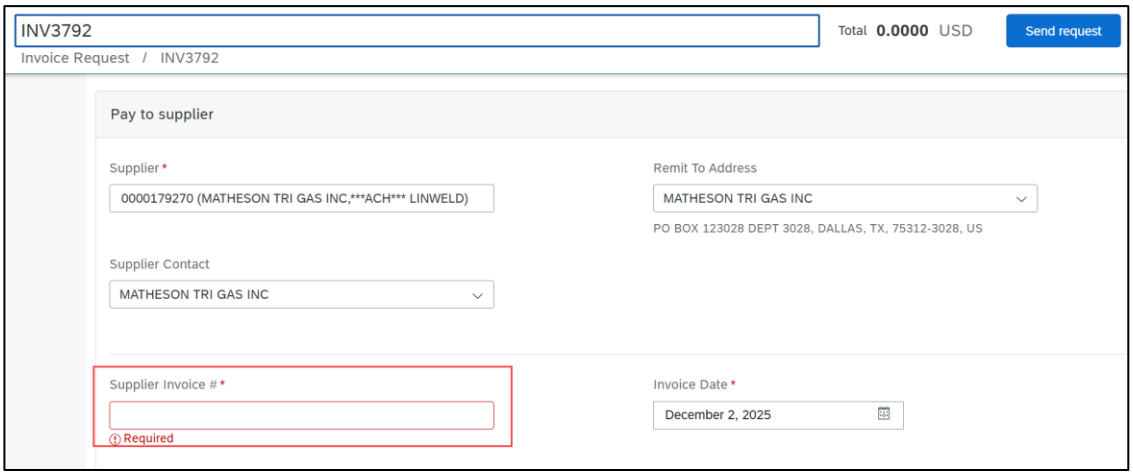
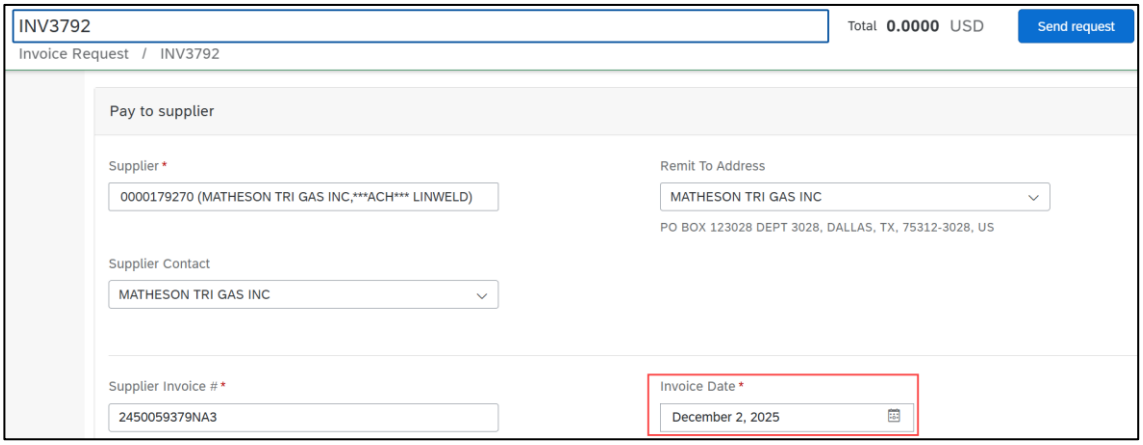
Enter the supplier invoice number exactly as it appears on the invoice. Note: this number must match what is on the invoice to avoid duplicate payments.



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



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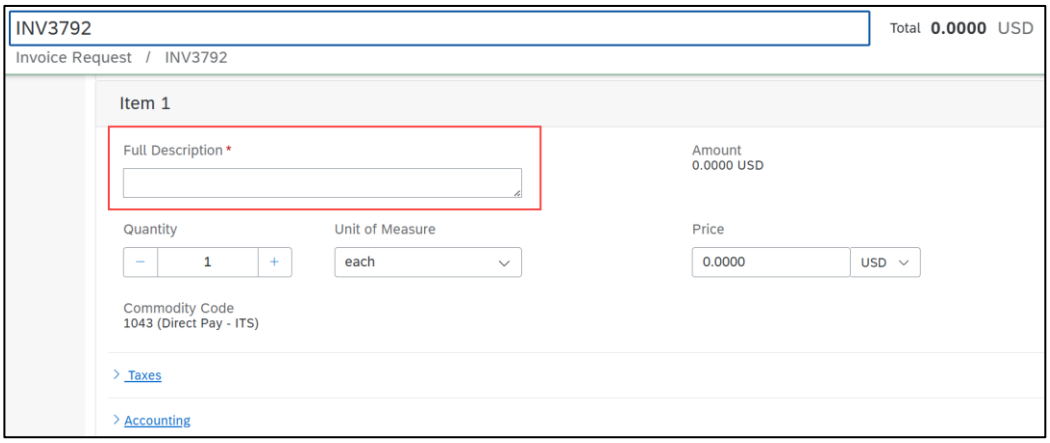
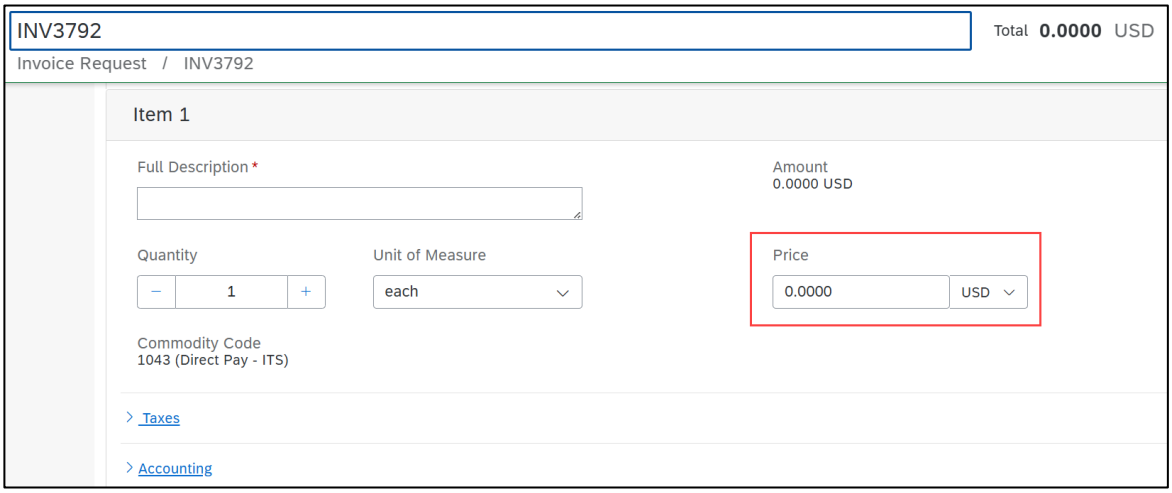
Enter a description of the purchase and leave the quantity as ‘1.’



Enter the full value of the invoice.



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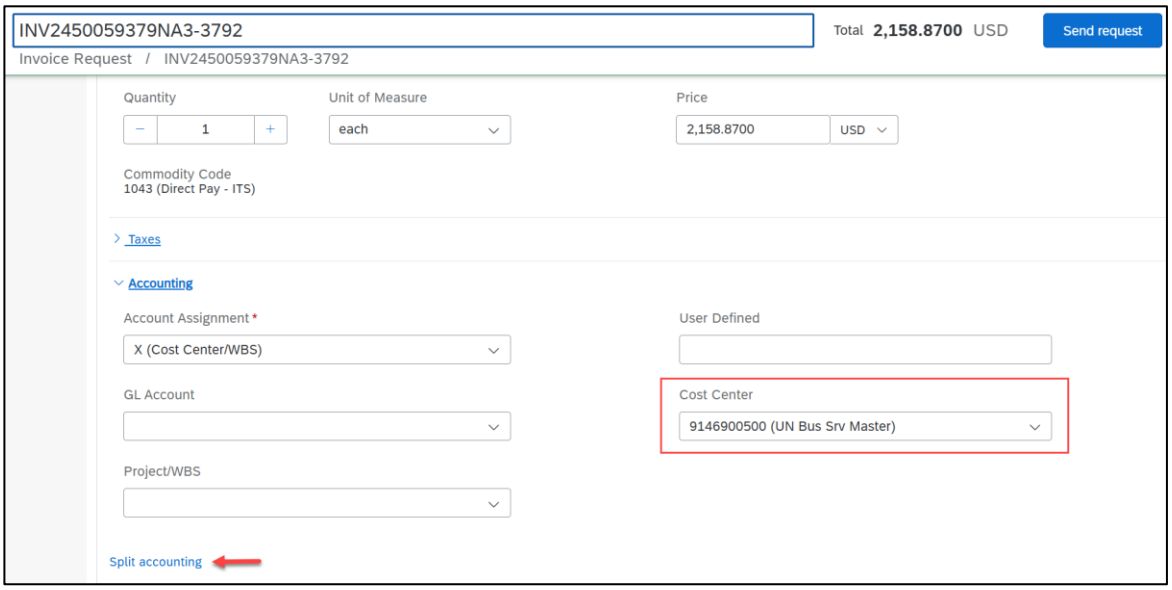
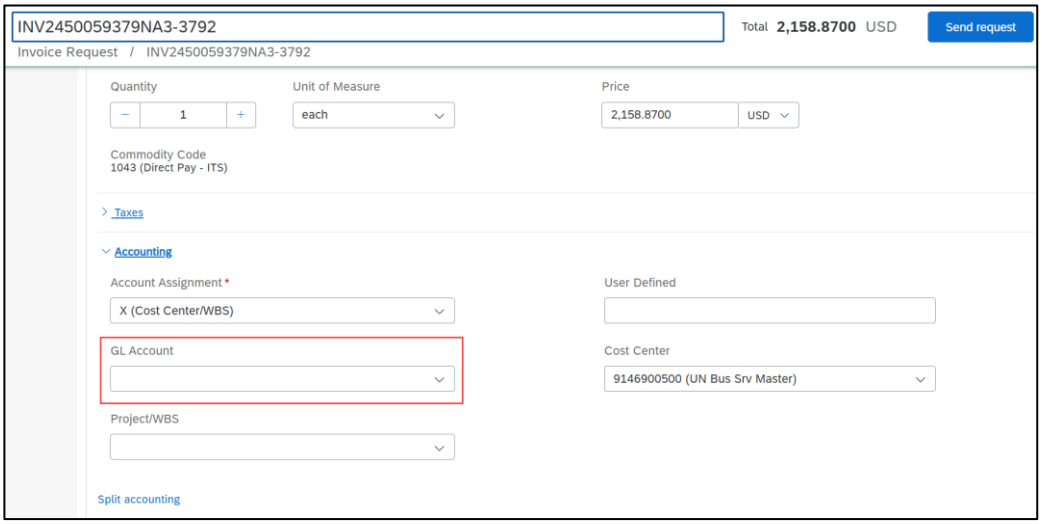
Click **Accounting** to open the section. Select the Cost Object (Cost Center or Project/WBS). If previously searched for, it will be in the pull-down section. Otherwise click **Browse all** and search for the Cost Object.



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.



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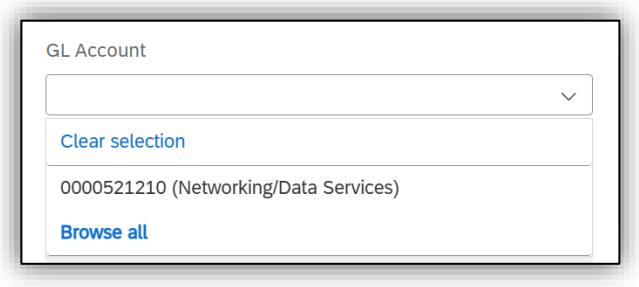
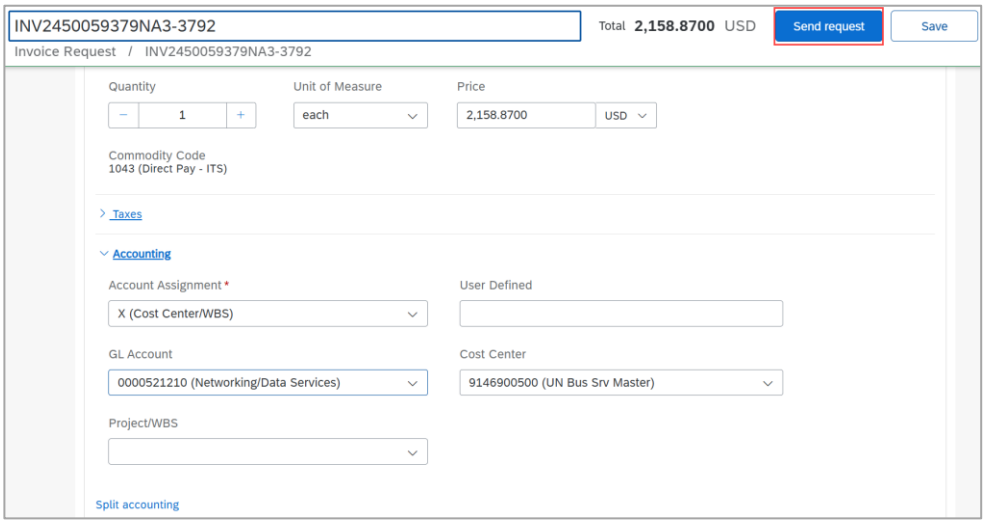
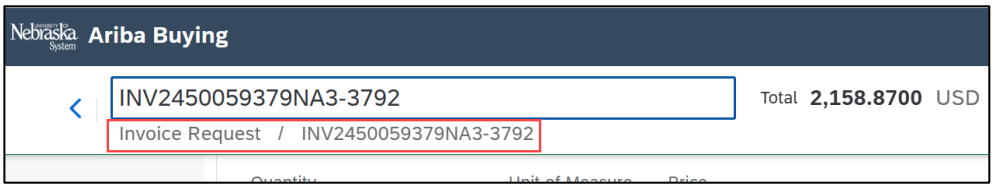


Once complete, click **Send Request**. The submitted form will route for Funding approval, Sourcing Agent approval (if necessary due to invoice amount), and then Payment Services for processing.



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



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