

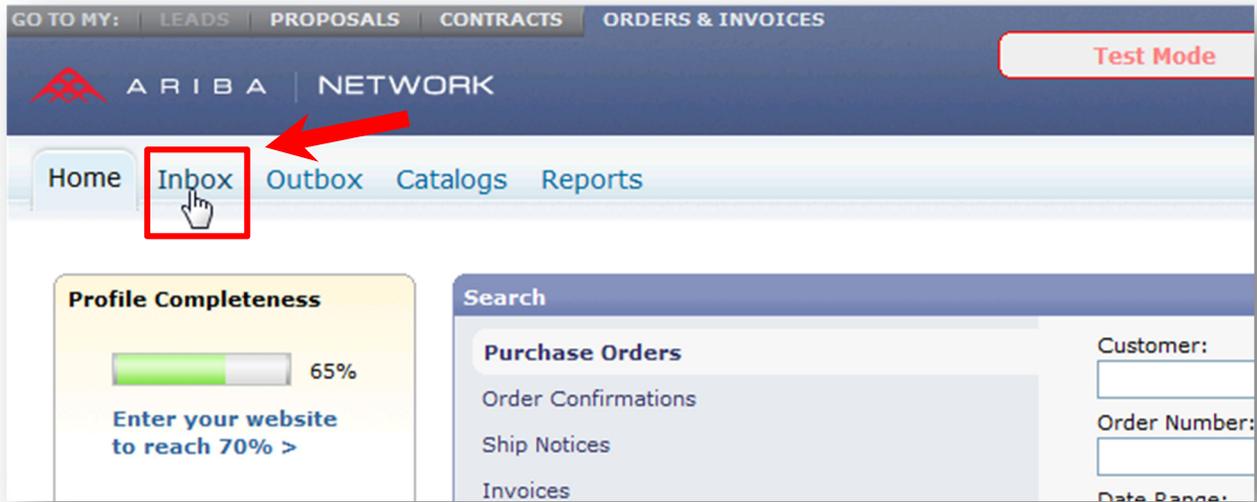
# Ariba Network Supplier Blanket Purchase Order (BPO) Invoicing Reference Guide

## Step 1: Log in to your Ariba Network account and find the UW BPO:

1. Navigate to [supplier.ariba.com](http://supplier.ariba.com) and log in.



2. Click on the **Inbox** tab.



3. A new page will open with a list of purchase orders. You can either scroll to locate the BPO or you can use **Search Filters** feature to find it. To search for a specific BPO number, click on the expand **arrow** next to **Search Filters**.

ARIBA NETWORK test mode

Home **Inbox** Outbox Catalogs Reports

**Purchase Orders** Time & Expense Sheets Early Payments Scheduled Payments Remittances Contracts Notifications More...

### Purchase Orders

**Search Filters**

Order Number	Ver	Customer	Ship To Address	Amount	Date ↓	Order Status	Settle
<a href="#">BPO155</a>	1	University of Washington - TEST	3917 UNIV WAY NE SEATTLE, WA United States	\$111,000.00USD	30 Jan 2014	New	Invoi
<a href="#">BPO161</a>	2	University of Washington - TEST	EPROCUREMENT SEATTLE, WA United States	\$10,000.00USD	30 Jan 2014	Changed	Invoi

4. A set of field filters will appear. First, type the exact BPO number into the *Order Number* field. IMPORTANT: Before clicking the Search button be sure to click on the radio button to select **Exact Number**.

Home **Inbox** Outbox Catalogs Reports

**Purchase Orders** Time & Expense Sheets Early Payments Scheduled Payments Remittances Contracts Notifications More...

### Purchase Orders

**Search Filters**

Customer:

Order Number:

Partial number  **Exact number**

Invoice Number:

Date Range: Other

Min. Amount:

Max. Amount:

Purchase Order Status:

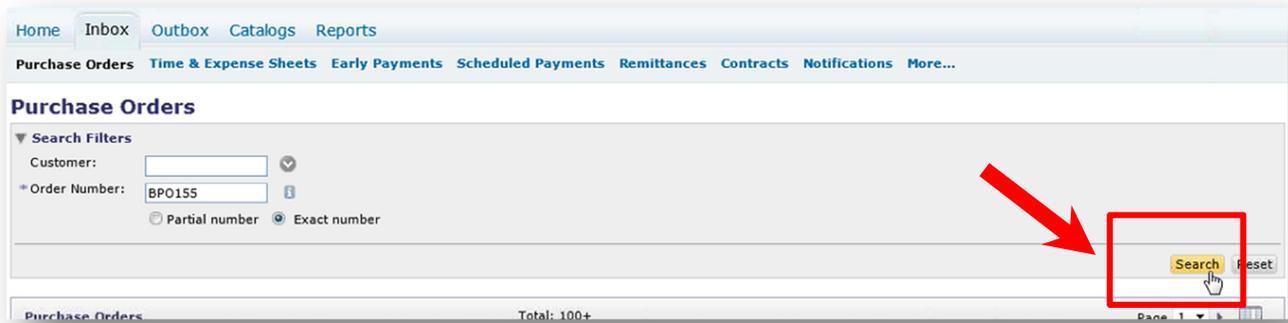
View:  All except hidden orders  All  Only hidden orders

Search only blanket purchase orders

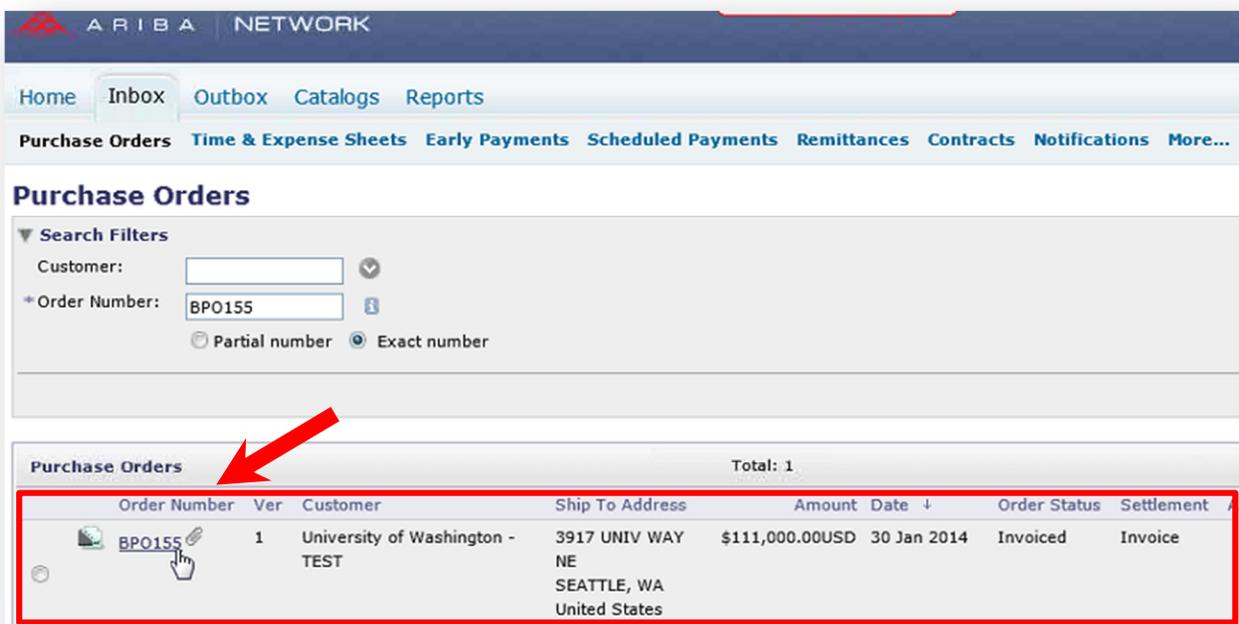
Number of Results: 100

**Search** **Reset**

5. After selecting to search on Exact number, all other search options are removed from the page. Click the **Search** button to find the BPO.



6. When you find the BPO, click on the **BPO number** link under the *Order Number* column.



The blanket purchase order summary page will now open where the BPO can be reviewed and the invoice can be created.

## Step 2: Create an Invoice for the BPO:

1. A new page will open with the details of the BPO. Click the **Create Invoice** button and then click on [Standard Invoice](#) from the drop-down menu.

**Purchase Order: BPO155**

From: **EPROCUREMENT**  
3917 UNIV WAY NE  
SEATTLE, WA 98105  
United States

To: **Ariba Test Supplier (OW)- TEST**  
3917 University Way NE  
Seattle, WA 98105  
United States  
Phone: +1 (206) 685-3566  
Fax:  
Email: aribadev@u.washington.edu

**Item Level Blanket Purchase Order (Invoiced)**  
BPO155  
Amount:\$111,000.00USD  
Version: 1

**PAYMENT TERMS**  
NET 30

**COMMENTS**  
• by TU PAK, on Thursday 30 Jan 2014 11:18 AM GMT-08:00  
This is for testing only and screen shots for training

Routing Status: Acknowledged  
BPO Status: Open  
BPO Type: No Release Required  
Amount Available: \$108,974.25USD  
Effective Date: 23 Jan 2014  
Expiration Date: 24 Apr 2014  
Related Documents: VLM013014\_2, VLM013014\_1

2. A new page will open where you can enter the invoice information. Enter an **invoice number** (match the invoice number in the copy of the invoice that you will attach), and select an **invoice date** (defaults to today's date). Also, enter the tax rate in the **Rate (%)** field.

**Create Invoice**

\* Indicates required field

**SUMMARY**

\* Invoice #: LH030614\_1  
\* Invoice Date: 6 Mar 2014  
Supplier Tax ID:  
Remit To: 3917 University Way NE  
Seattle, WA  
United States

Bill To: **EPROCUREMENT**  
SEATTLE, WA  
United States

**TAX**

\* Category: Sales Tax  
Location:  
Description:

Subtotal: \$0.00USD  
Total Tax: \$0.00USD  
Total Gross Amount: \$0.00USD  
Total Net Amount: \$0.00USD  
Amount Due: \$0.00USD

Taxable Amount: \$0.00USD  
Rate(%): 9.5  
Tax Amount:

Enter the **invoice number** and **invoice date**

Enter the **tax rate** as a percentage

- To attach a copy of the invoice, click the **Add to Header** button and then click on [Attachment](#) from the drop-down menu. (Note: This makes the attachment section visible in an area that is down in the lower part of the page).

ARIBA NETWORK AN01000044793-T

## Create Invoice

[Next](#) [Update](#) [Save](#) [Exit](#)

*\* Indicates required field*

▼ Invoice Header

**SUMMARY**

\* Invoice #:

\* Invoice Date:

Supplier Tax ID:

Remit To:  Seattle, WA United States

Bill To: **EPROCUREMENT** SEATTLE, WA United States

**Subtotal: \$0.00USD**

Total Tax: \$0.00USD

Total Gross Amount: \$0.00USD

Total Net Amount: \$0.00USD

**Amount Due: \$0.00USD**

Add to Header ▼

- Tax
- Shipping Cost
- Special Handling
- Discount
- Comment
- [Attachment](#)

- The Attachment section appears above the list of items on the BPO. The attachment will be added later.

**ADDITIONAL FIELDS**

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier: **Ariba Test Supplier (UW)- TEST** Seattle, WA United States

Service Start Date:

Service End Date:

Customer: **University of Washington - TEST** Seattle, WA United States [View/Edit Addresses](#)

Email:

**ATTACHMENTS**

[Browse...](#) The total size of all attachments cannot exceed 10MB [Remove](#)

[Add Attachment](#)

[Add to Header](#) ▼

**Blanket PO Items**

Line	Quantity	UOM	Price	Part #	Description	Subtotal
<input checked="" type="checkbox"/> 1	1	EA	\$185.00USD	Robert Smith	ccc 81110000 Computer services Epic Clinical Applications Analyst	\$185.00USD

[Create](#) [Edit](#) [Delete](#)

5. To create the invoice, make sure the checkbox next to the line item is checked, click on the **Create** button and then click on either [Goods](#) or [Service](#).

The screenshot shows a table titled "Blanket PO Items" with columns: Line, Quantity, UOM, Price, Part #, Description, and Subtotal. The first row is highlighted in yellow and contains: Line 1, Quantity 1, UOM EA, Price \$185.00USD, Part # Robert Smith, Description ccc 81110000 Computer services Epic Clinical Applications Analyst, and Subtotal \$185.00USD. Below the table are buttons for "Create", "Edit", and "Delete". A red box highlights the "Create" dropdown menu, which is open to show "Goods" and "Service" options. A red arrow points to the "Service" option. At the bottom right, there are buttons for "Next", "Update", and "Save".

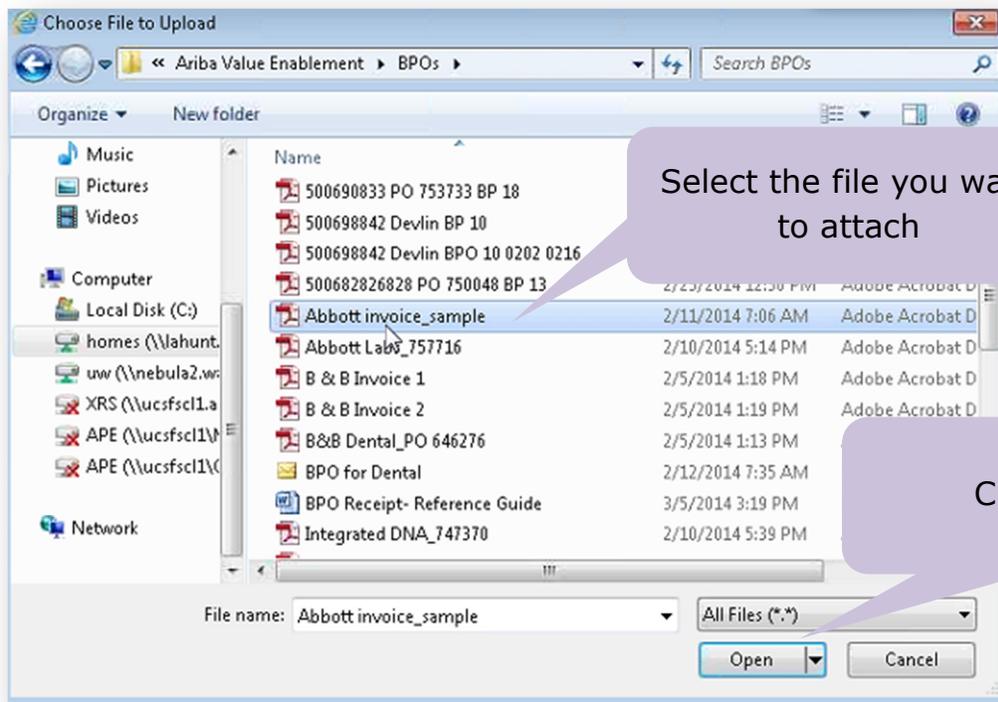
6. A new page will open where you can enter the line item invoice details. Enter a *Quantity of 1* and the *Unit Price* and click the **Create** button.

The screenshot shows the "Create Invoice" page. At the top right, there are "Create" and "Cancel" buttons, with a red box around them and a red arrow pointing to the "Create" button. Below this is a "Blanket PO Item" table with the same data as in the previous screenshot. Underneath is an "Invoice Item" section with a "Line Item Actions" dropdown. The "Quantity" field is set to "1" and the "Unit" field is set to "EA", both highlighted with red boxes and red arrows. The "Unit Price" field is set to "2500.00" and the "Part #" field is set to "Robert Smith". Below these fields is a "Subtotal" of "\$185.00USD". The "DESCRIPTION" is "ccc 81110000 Computer services Epic Clinical Applications Analyst". There are also fields for "Inspection Date", "Reference Date", "ACCOUNTING REFERENCE", "Reference ID", and "Description".

7. The invoice now displays the invoiced line item. To attach a file that contains a copy of the invoice, click the **Browse** button in the ATTACHMENTS section.

The screenshot shows a web-based procurement system interface. At the top, there is an 'ADDITIONAL FIELDS' section with various input fields for Supplier Account ID, Customer Reference, Service Start/End Dates, and Supplier/Company information. The supplier is 'Ariba Test Supplier (UW)- TEST' and the customer is 'University of Washington - TEST'. Below this is the 'ATTACHMENTS' section, which includes a 'Browse' button highlighted by a red box and a callout bubble that says 'Click Browse'. A note indicates 'The total size of all attachments cannot exceed 10MB'. Below the attachments section is a table titled 'Blanket PO Items' with columns for Line, Quantity, UOM, Price, Part #, Description, and Subtotal. The table contains two rows: one for 'Robert Smith' with a price of \$185.00USD and another for 'Robert Smith' with a price of \$2,500.00USD. At the bottom right, there are buttons for 'Next', 'Update', 'Save', and 'Exit'.

8. The "Choose File to Upload" dialog appears. Navigate to and locate the invoice file you want to attach. Select it and click **Open**.



9. The invoice page is displayed again. IMPORTANT: To finish adding the attachment *you must click the **Add Attachment** button.*

**ADDITIONAL FIELDS**

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier: **Ariba Test Supplier (UW)- TEST**  
Seattle, WA  
United States

Service Start Date:

Service End Date:

Customer: **University of Washington - TEST**  
Seattle, WA  
United States [View/Edit Addresses](#)

Email:

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**ATTACHMENTS**

H:\Ariba Value Enablement\Browse... The total size of all attachments cannot exceed 10MB [Remove](#)

**Add Attachment**

Add to Header ▾

**Blanket PO Items**

Line	Quantity	UOM	Price	Part #	Description	Subtotal
1	1	EA	\$185.00USD	Robert Smith	ccc 81110000 Computer services Epic Clinical Applications Analyst	\$185.00USD
1.1	1	EA	\$2,500.00U	Robert Smith	ccc 81110000 Computer services Epic Clinical Applications Analyst	\$2,500.00USD

Create ▾ Edit Delete

Next ▶ Update Save Exit

**IMPORTANT!**  
**Click Add Attachment**

10. To ensure the invoice has been attached, verify that that name of the attachment appears. *Read the next step before you continue.*

**ADDITIONAL FIELDS**

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier: **Ariba Test Supplier (UW)- TEST**  
Seattle, WA  
United States

Service Start Date:

Service End Date:

Customer: **University of Washington - TEST**  
Seattle, WA  
United States [View/Edit Addresses](#)

Email:

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**ATTACHMENTS**

Browse... The total size of all attachments cannot exceed 10MB [Remove](#)

**Add Attachment**

Name	Size (bytes)	Content Type
<input type="checkbox"/> Abbott invoice_sample.pdf	999768	application/pdf

Delete

Add to Header ▾

**Blanket PO Items**

Line	Quantity	UOM	Price	Part #	Description	Subtotal
1	1	EA	\$185.00USD	Robert Smith	ccc 81110000 Computer services Epic Clinical Applications Analyst	\$185.00USD
1.1	1	EA	\$2,500.00U	Robert Smith	ccc 81110000 Computer services Epic Clinical Applications Analyst	\$2,500.00USD

Create ▾ Edit Delete

Next ▶ Update Save Exit

Name, Size and Content Type of attachment should appear here

- Before continuing, scroll back to the top and verify that the tax amount has been calculated based on the tax rate you entered previously and the line item(s) you added to the invoice. After your review, click the **Next** button to continue.

ARIBA NETWORK Test Mode Ariba Test Supplier...  
AribaID00044793-1

## Create Invoice

Next Update Save Exit  
Go to next step

*\* Indicates required field*

Invoice Header Add to Header

**SUMMARY**

* Invoice #:	<input type="text" value="LH030614_4"/>	<b>Subtotal:</b>	<b>\$2,500.00USD</b>	<a href="#">View/Edit Addresses</a>
* Invoice Date:	<input type="text" value="6 Mar 2014"/>	Total Tax:	\$237.50USD	
Supplier Tax ID:	<input type="text"/>	Total Gross Amount:	\$2,737.50USD	
Remit To:	<input type="text" value="3917 University Way NE"/>	Total Net Amount:	\$2,737.50USD	
Bill To:	Seattle, WA United States EPROCUREMENT	<b>Amount Due:</b>	<b>\$2,737.50USD</b>	

**TAX**

* Category:	<input type="text" value="Sales Tax"/>	Taxable Amount:	<input type="text" value="\$2,500.00USD"/>	<a href="#">Remove</a>
Location:	<input type="text"/>	Rate(%):	<input type="text" value="9.5"/>	
Description:	<input type="text"/>	Tax Amount:	<input type="text" value="\$237.50USD"/>	

- The *Confirm and submit* page appears. Before submitting, carefully review the invoice to ensure the information is correct. Scroll down and ensure the invoice document is attached.

ARIBA NETWORK Ariba Test Supplier...  
AribaID00044793-1

## Create Invoice

Previous Save Submit Exit

**Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: United States. The document's destination country is: United States.**

Standard Invoice

<b>Invoice #:</b>	LH030614_4	<b>Subtotal:</b>	<b>\$2,500.00USD</b>
<b>Invoice Date:</b>	Thursday 6 Mar 2014 3:18 PM GMT-08:00	Total Tax:	\$237.50USD
<b>Original Blanket Purchase Order:</b>	BPO155	Total Gross Amount:	\$2,737.50USD
		Total Net Amount:	\$2,737.50USD
		<b>Amount Due:</b>	<b>\$2,737.50USD</b>

<b>Remit To:</b> test account	<b>Bill To:</b> EPROCUREMENT
Postal Address: 3917 University Way NE Seattle, WA 98105 United States	Postal Address(default): 3917 UNIV WAY NE SEATTLE, WA 98105 United States Address ID:100754
<b>Supplier:</b> Ariba Test Supplier (UW)- TEST	<b>Customer:</b> University of Washington - TEST
Postal Address: 3917 University Way NE Seattle, WA 98105 United States	Postal Address: 4545 15th Ave NE. Seattle, WA 98105 United States

**SHIPPING INFORMATION:**

**Ship From:** **Ship To:**

13. Verify that the invoice document is attached.

			Subtotal: \$2,500.00USD
			Gross Amount: \$2,500.00USD
			Net Amount: \$2,500.00USD

**Tax Summary**

**Tax Details:**

Tax Category	Tax Rate	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail
Sales Tax	9.5%	\$2,500.00USD	\$237.50USD			

**Invoice Summary**

Name and Content Type of attachment should appear here

			Subtotal: \$2,500.00USD
			Total Tax: \$237.50USD
			Total Gross Amount: \$2,737.50USD
			Total Net Amount: \$2,737.50USD
			Amount Due: \$2,737.50USD

**Attachment(s):**

Name	Content Type
Abbott invoice_sample.pdf	application/pdf

[Previous](#) [Save](#) [Submit](#) [Exit](#)

14. After carefully reviewing the invoice, click **Submit** to send it.

			Subtotal: \$2,500.00USD
			Gross Amount: \$2,500.00USD
			Net Amount: \$2,500.00USD

**Tax Summary**

**Tax Details:**

Tax Category	Tax Rate	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail
Sales Tax	9.5%	\$2,500.00USD	\$237.50USD			

**Invoice Summary**

Click **Submit**

			Subtotal: \$2,500.00USD
			Total Tax: \$237.50USD
			Total Gross Amount: \$2,737.50USD
			Total Net Amount: \$2,737.50USD
			Amount Due: \$2,737.50USD

**Attachment(s):**

Name	Content Type
Abbott invoice_sample.pdf	application/pdf

[Previous](#) [Save](#) [Submit](#) [Exit](#)

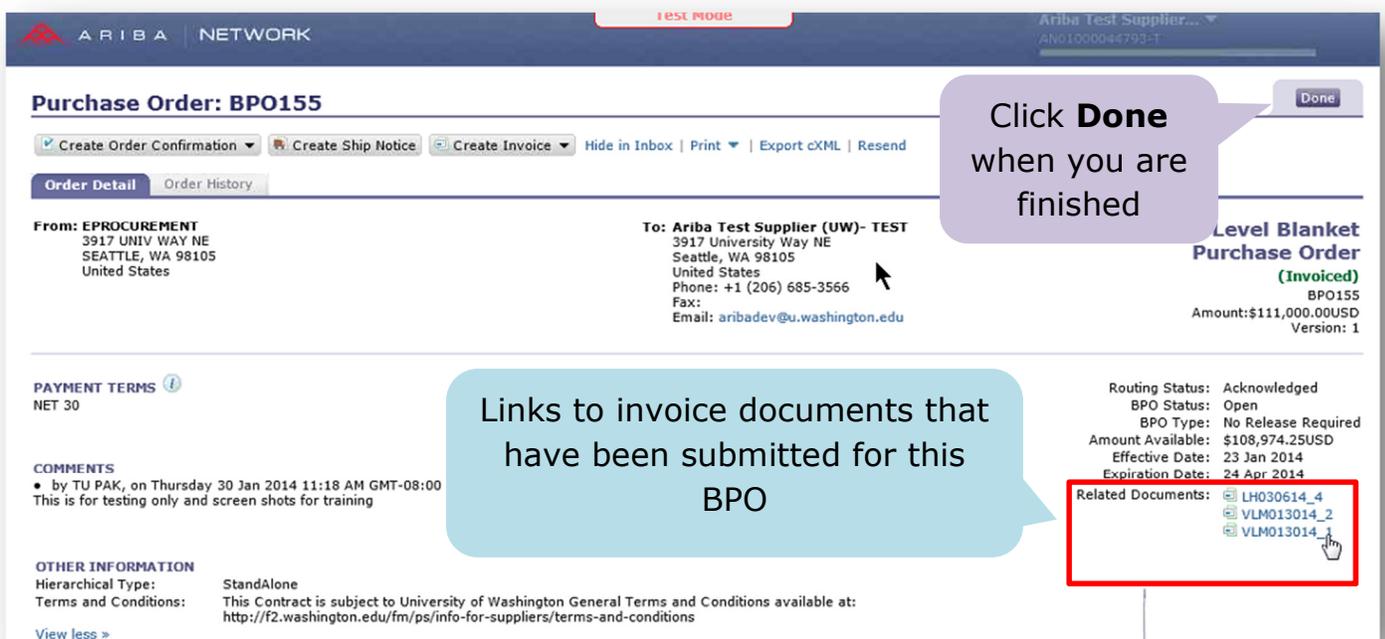
Submit

### Step 3: Review BPO Activity:

1. The invoice submitted confirmation message appears. Click **Exit**.



2. The *Purchase Order Details* page for the BPO appears. Under Related Documents, the system keeps a list of links to the invoice documents that have been submitted for this BPO. When you are finished, click **Done** to exit the BPO and to return to the Inbox.



### Questions?

Contact: [pcshelp@uw.edu](mailto:pcshelp@uw.edu)

