How to Receive an eProcurement Blanket Purchase Order (BPO)

BEFORE YOU START - Important related information – Do's and Don'ts!

- **Use the Invoice Tab**
  DO click on the **Invoice tab** to review your invoices. DO NOT click the purple Invoice button that may be visible in the header.

  ➢ Any invoices in the "Reconciling" status will need to be reviewed and received against the order.

  ➢ If there are multiple invoices in the *Reconciling* status, start receiving with the OLDEST invoice first. See page 5 for details.

- **Receipt Line Item Amount – Amt. Accepted Field**
  DO enter *only the amount invoiced* for the line item into the **Amt. Accepted** field of the receipt. Subsequent pages of this guide provide the steps on how to navigate and view the invoice for the BPO so that you can determine the dollar amount being invoiced for the line item(s).

- **Tax on BPO Invoices**
  DO NOT include tax when you do receiving, even if it is indicated on the invoice. Enter and receive the amount for the line items only.

- **Incorrect Invoices – Reject Process**
  DO NOT receive against an incorrect invoice or *any other invoice* on the same specific BPO. Instead, it is imperative for you to:

  1. Submit a *BPO Invoice Reject Request* using this link: http://f2.washington.edu/fm/ps/bpo-rejects

  2. Contact the supplier and request a corrected invoice

  Note: DO NOT use the option to reject in the Ariba system receiving interface (this functionality is used to reject the RC receipt, not the invoice)

  Upon receipt of the *BPO Invoice Reject Request*, Procurement Services will take the necessary steps to reject the invoice in Ariba and will contact you let you know when it is OK to start receiving again.

- **BPO Receiving Exception Report**
  DO run the BPO Receiving Exception Report periodically to see if there are any BPOs needing to be received. A reference guide on how to run this report is located at:
  http://f2.washington.edu/fm/ps/sites/default/files/training-and-events/RunningReceivingExceptionReport4BPO.pdf

  This is an alternative method to the steps outlined in this document for receiving against a BPO. Running the report weekly is a helpful "best practice" to ensure you have not missed anything that could have resulted from email system or network outages.

Please continue to the next page for step-by step guidance on how to search for and receive against a BPO in eProcurement.

1. **Read daily summary email to identify BPOs needing to be received:**
   If you are the department contact for an Ariba BPO, you will receive a daily email summary of orders and contracts that must be received before payment can be made. If you have any eProcurement orders (EI's), those are listed first followed by the BPOs. In this guide, we are only explaining what you need to do for a BPO. (EI receiving is in the testing phase and campus-wide EI receiving is planned as a future enhancement.)

   Below is an example daily summary email:

   -----Original Message-----

   From: ariba_apps@u.washington.edu [mailto:ariba_apps@u.washington.edu]
   Sent: Monday, May 19, 2014 6:01 AM
   To: Laurie Hunt
   Subject: Orders/Contracts Must Be Received

   The following orders/contracts have invoices that are waiting for payment and must be received before payment can be processed.

   Orders: Please access the order and receive all items that have shipped and arrived, as reflected on the supplier's packing slip.

   Contracts: Please access the blanket purchase order and receive against the supplier invoice in order to verify that the goods or services are appropriate to pay.

   BPO158
   BPO206
   BPO221

2. Copy one of the BPO IDs in the daily summary email. This example uses BPO221.
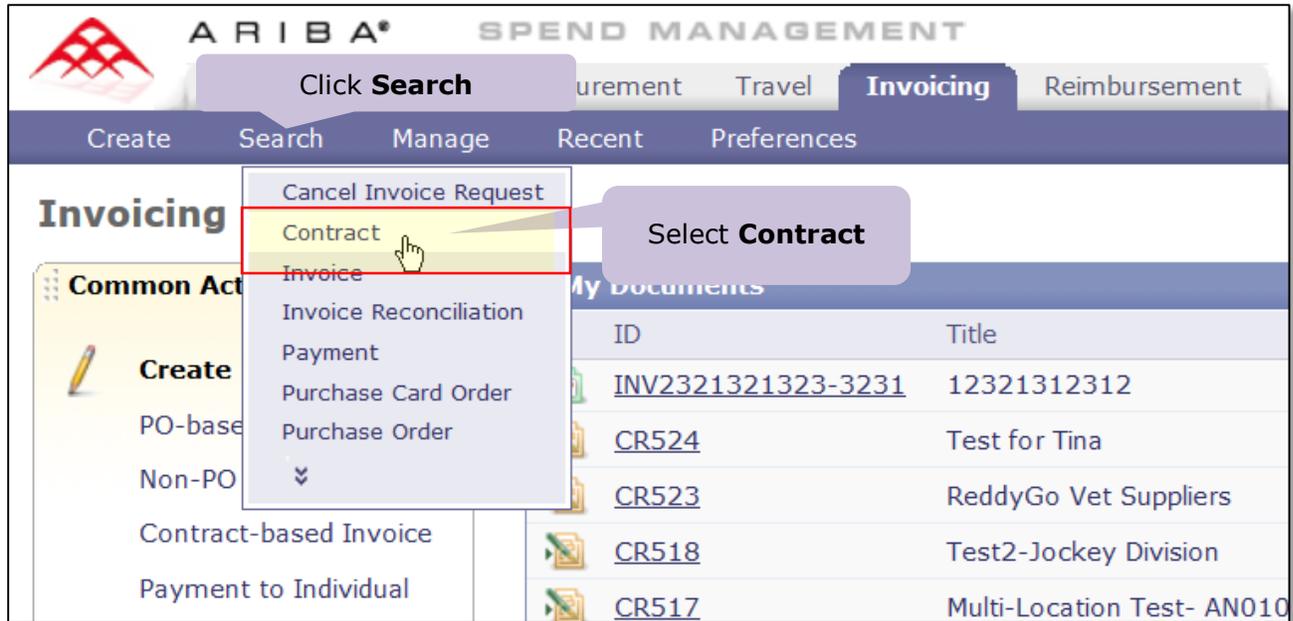
3. Log into eProcurement. You can do this several ways:

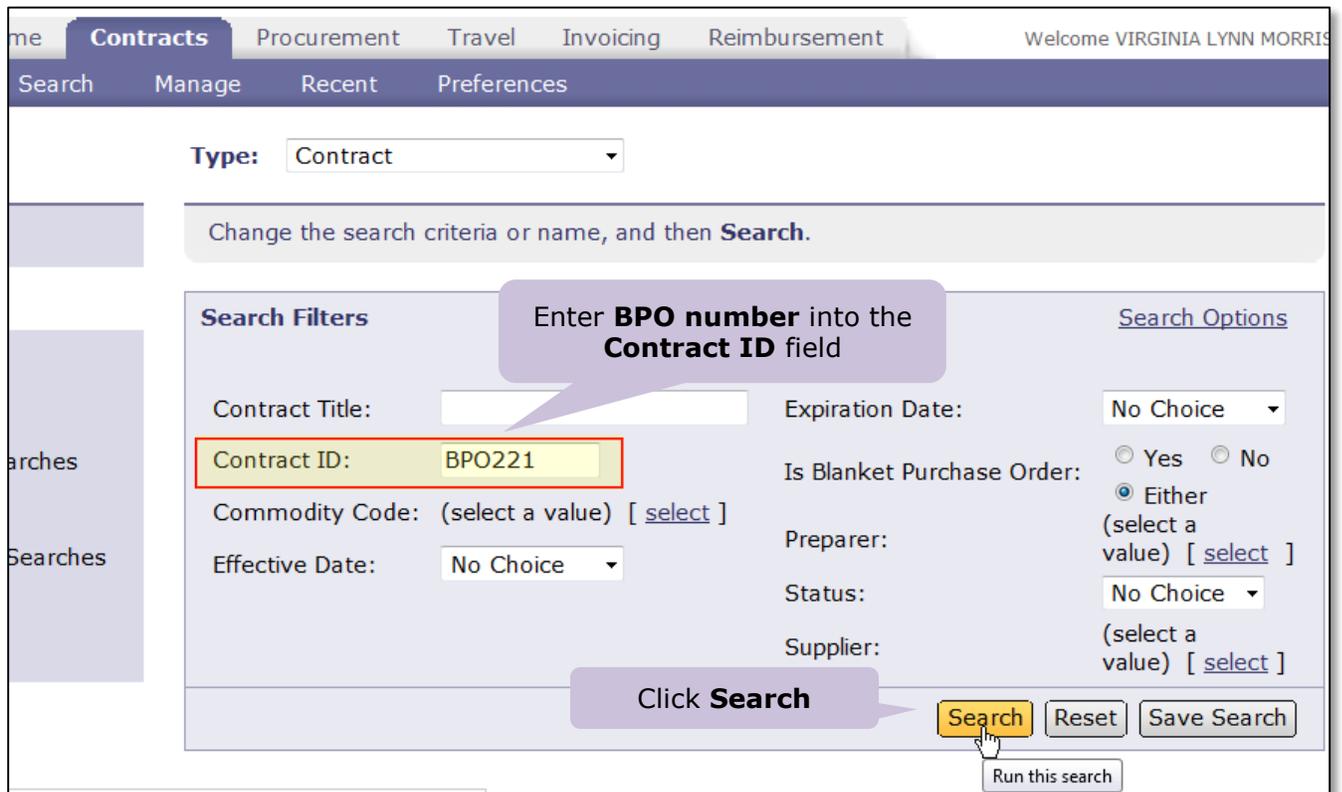   a. From the **Procurement Services Home Page**, click on the eProcurement icon:

   b. Use the following URL:

   https://ar.admin.washington.edu/AribaBuyer/uw/login.asp

4. To search for the BPO, click on **Search** -> **Contract**.

5. Paste the BPO number that you copied from the daily summary email into the field titled **Contract ID**.

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6. The BPO number and title will appear in the search results. Click on either the BPO number or the title to view the BPO summary screen.

The **BPO Summary** page will now open where the BPO can be reviewed and the invoice can be retrieved.

7. After navigating to the BPO, click on the **Invoices** tab. IMPORTANT: *DO NOT CLICK ON THE Invoice button if it is visible. Click only on the **tab** that is labeled **Invoices** as pictured below:*

Important: Refer to the **Helpful Hints** section at the end of this document for steps to take if you accidentally click on the **Invoice Button**.

8. A list of all invoices issued against the BPO will display.

➢ Any invoices in the *Reconciling* status will need to be reviewed and received against the order.

➢ If there are multiple invoices in the *Reconciling* status, start receiving with the OLDEST invoice first. If there is an "Up Arrow" to the right of the **Date/Time Created** column title, then the invoices are sorted correctly and the oldest invoice with a status of *Reconciling* is where you want to start. If an "Up Arrow" is not visible or if you see a "Down Arrow" instead, click on the column title until it appears as below.

➢ Click on the invoice number to open the invoice.

9. The supplier invoice will display. To view the invoice detail, under the **Line Items** section, click on the **Detail** button next to each line item you want to review:

10. The details for the line item invoice will display for review:
    a. You can scroll down to review more information such as the shipping address.
    b. When you are finished reviewing the line item detail, click **OK** to return to viewing the Invoice Summary.

11. In addition to entering the invoice data, the supplier will also attach a copy of the physical invoice document. On the Invoice Summary screen, scroll down to the bottom to the **ATTACHMENTS – ENTIRE INVOICE** section of the page. Click on the <u>Download</u> link to download and view the attached invoice:

12. Once you have downloaded and reviewed the supplier invoice document, scroll back up to the top of the invoice and
    a. Click on the **Contracts** tab.
    b. Click on the **BPO number** to return to the blanket purchase order.

Summary	Approval Flow	Contracts	Re...	

a. Click on the **Contracts** tab

ID:	INV7687654-2835	Contract:	BPO221
Supplier Invoice #:	7687654	Supplier:	University of Washington
Invoice Date:	Thu, 27 Feb, 2014	Supplier Contact:	University of Washington - test
Sold To:	University of Washington - TEST	Remit To Address:	UW 4
Telephone:			**Additional Use Tax may be charged for this supplier**

My Labels: ℹ Apply Label...

Summary	Approval Flow	**Contracts**	Reconciliation	History

b. Click on the **BPO number**

ID ↑	Ter...ype	Supplier	Title	Expiration Date	Invoiceable	Status
BPO221	Item Level	University of Washington	Allentown demo PAS po 468633	Sun, 30 Nov, 2014	Yes	Open

View details of this Contract

13. After navigating to the blanket purchase order, click on **Receive** to begin the process of receiving the invoice against the BPO.

BPO221 - Allentown demo PAS po 468633   Status: Open

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or ... ⌄

Click **Receive**

◀ Back   Receive   Print   Excel Export

Receive this request

Summary	Pricing Terms	Milestones	Approval Flow	Receipts	Invoices	History

DEFINITIONS

Title: Allentown demo PAS po 468633
Description:

Continued on the next page. ➡

14. After carefully reviewing the invoice you downloaded previously (verifying that the goods and/or services have been received and the dollar amount is correct):

a. DO enter *only the amount invoiced for the line item* into the **Amt. Accepted** field.

b. DO NOT include tax when you do receiving, even if it is indicated on the invoice.

c. After entering the invoice amount to receive, you can optionally add comments. In addition, if you are receiving goods, it is a recommended best practice is to scan and attach the packing slip using the **Add Attachment** button (you might have to scroll down to see it). Visit the *Attaching Documents in Ariba* web page for important information on attaching documents: http://f2.washington.edu/fm/ps/tools-for-reconciling/scanning/ariba

d. After entering the **Amt. Accepted**, optionally entering comments and attaching a packing slip, click the **Submit** button to complete the receiving process:

15. A new page will display to show that the receipt was successful:
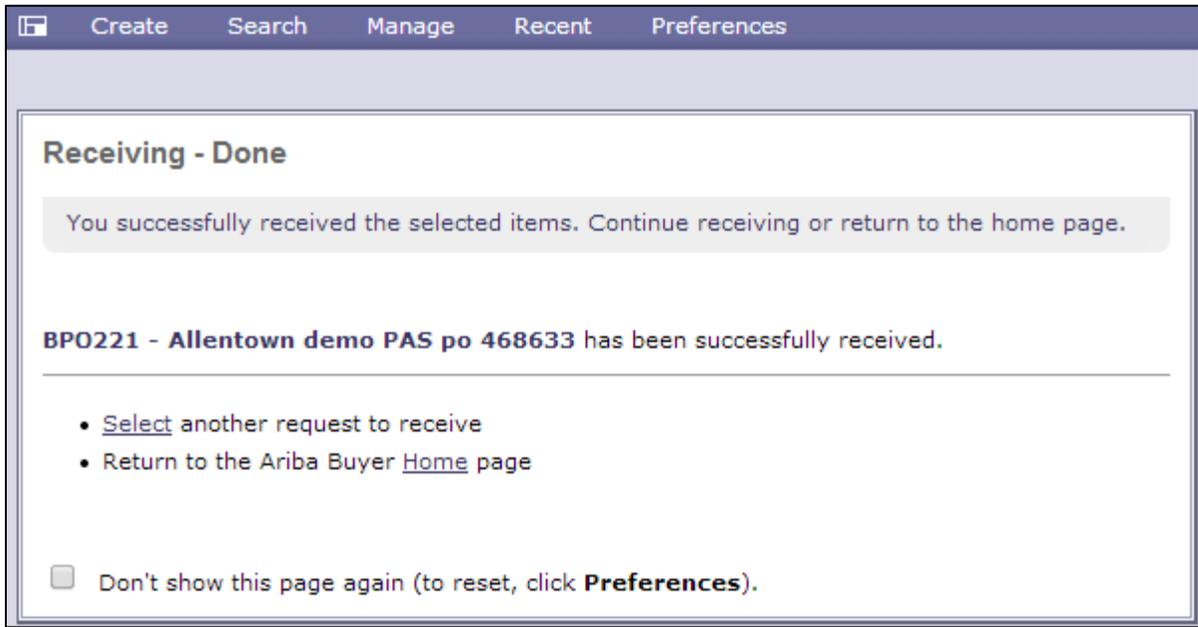
16. You can navigate back to the summary page for the BPO (**Search -> Contracts** and enter the **BPO number** as the **Contract ID**), to see how the invoice receipt has been reflected on the order.

   o The *Reconciled* **Available Amount**, *Reconciled* **Amount** and *Reconciled* **Amount Percent Left** will **update immediately after receiving the invoice.**
   o The **Received Available Amount**, **Received Amount** and **Received Amount Percent Left** will update in a batch process at 12:00am each night.
   o These amounts can be viewed in the lower portion of the **Definitions** area on the **Summary** tab right above the **Minimum Commitments** area. (You might need to scroll down to see them).

Received Available Amount:	$33,265.05 USD
Received Amount:	$9,652.80 USD
Received Amount Percent Left:	77.51%
Reconciled Available Amount:	$35,871.31 USD
Reconciled Amount:	$7,046.54 USD
Reconciled Amount Percent Left:	83.58%

Updates at 12:00AM daily

Updates immediately

Important:
If there is tax or shipping, the **Reconciled Amount** will NOT EQUAL the **Received Amount.**

17. When you are finished, log off the eProcurement system.

For Helpful Hints, continue to the next page. ➡

➢ *What to do if you accidentally click on the **Invoice Button***:

When you click the Invoice button, the system will display an Invoice *Create Header* step, similar to the Non-PO Invoice Create Header step. To exit this process and delete the request:

    a. Click on the **Exit** button

    b. When prompted to **Confirm Exit**, click **Delete**

➤ *What to do if you accidentally click on the **Invoice Button**, click on **Exit**, and then click the **Save** link (instead of **Delete**). You now have an invoice listed on the BPO **Invoices tab** with a 0 dollar amount. See the screen capture below:*
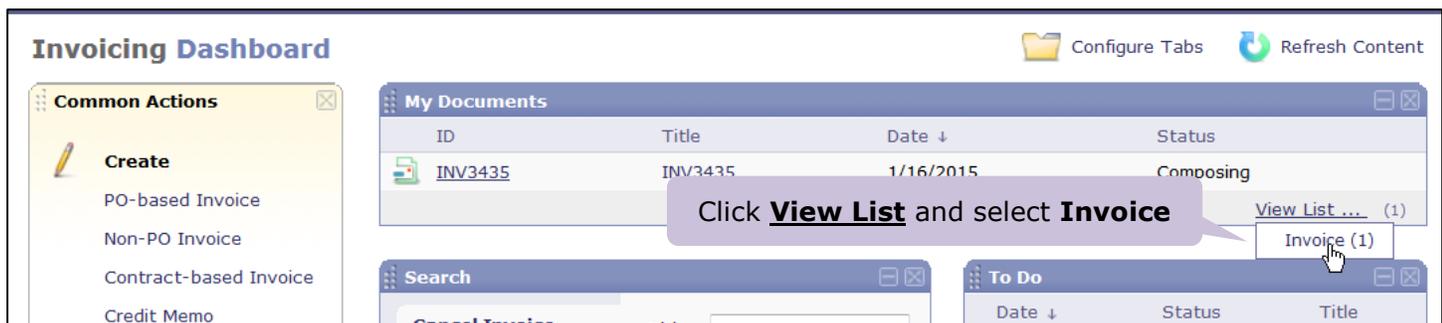

a. Note the invoice ID (INV3435 in this example).

b. Above the BPO title, at the top of the *Ariba Spend Management* screen, click on the **Invoicing** tab as pictured below:

c. The *Invoicing Dashboard* will be displayed. Click on the **View List** link located in the lower right hand corner of **My Documents** and then select **Invoice**:

d. Locate the ID of invoice you noted above. Click the checkbox next to it and then click Delete:
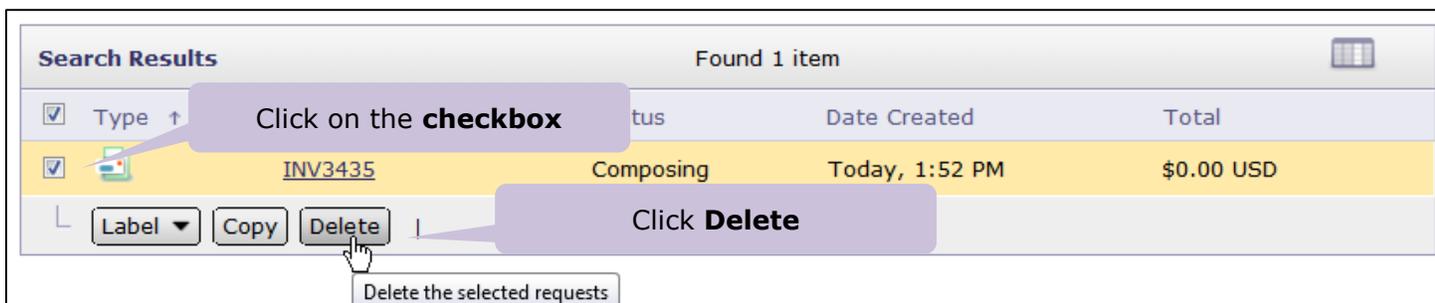
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➢ *What if the supplier did not attach a physical invoice document (i.e., there are no documents visible in the ATTACHMENTS – ENTIRE INVOICE section of the Invoice Summary page)?*

  ▪ It is a recommended best practice to have a physical PDF copy of the supplier invoice attached to the electronic invoice in eProcurement, especially if there is addition detail because it provides supporting documentation on supplier letterhead.

  ▪ Before you complete the receiving process in eProcurement, contact the supplier and request an email with a PDF attachment of the invoice

  ▪ When you receive the email, save the invoice PDF attachment to your computer.

  ▪ Locate the invoice in eProcurement and open it up. On the Invoice Summary screen:

    • Scroll down to the bottom to the **ATTACHMENTS – ENTIRE INVOICE** section of the page.

    • Use the **Add Attachment** button to add the PDF attachment to the invoice.

➢ *If by mistake you receive the total dollar amount for the BPO:*

  ▪ The system will not allow further processing of any invoices

  ▪ If this happens, then email pcshelp@uw.edu for assistance

➢ *Where to go if you have questions or need help*

If you need help and/or have questions regarding Receiving, email pcshelp@uw.edu.