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 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.

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.
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.

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.
3. 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).

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

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.
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.

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.

**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.*

Name, Size and Content Type of attachment should appear here
11. 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.

12. 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.
13. Verify that the invoice document is attached.

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

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