How to Receive Against an Ariba Blanket Purchase Order (BPO)
Objectives

• This video demonstrates how to receive items for an Ariba Blanket Purchase Order (orders with a prefix of BPO)

• It is intended for UW Departments who need to receive BPO items before invoices are paid
BEFORE YOU START - Important

• If you receive an incorrect invoice for a BPO, it is imperative that you:
  • STOP receiving in Ariba and immediately submit a BPO Invoice Reject Request using this link: http://f2.washington.edu/fm/ps/bpo-rejects
  • DO NOT USE the option to reject in the Ariba system receiving interface because this is rejecting the 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
Resources

• Procurement Services Ariba BPO Web Page

• Receiving Exception Report for Blanket Purchase Orders
  • A report that lists invoices waiting for items to be received before payments can be processed
Orders/Contracts Must Be Received eMail Notification

-----Original Message-----
From: 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 vendor's packing slip.

EI1946
EI1807
EI1955

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

BPO158
BPO206
BPO380