UNIVERSITY *of* WASHINGTON

PROCUREMENT SERVICES
eLearning Series

Creating a Blanket Purchase Order (BPO) in eProcurement

September, 2015

Course Objectives

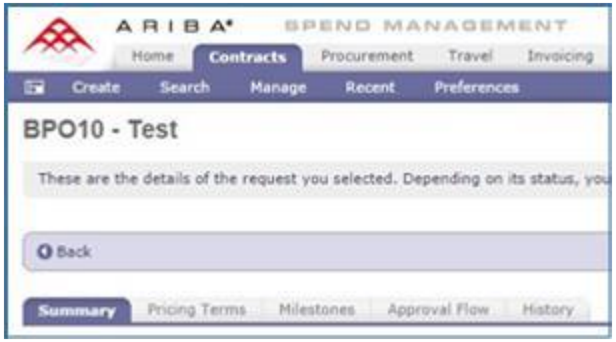
- At the end of this class, users will
  - Understand the purpose of eProcurement Blanket Purchase Orders (BPOs)
  - Understand BPO Supplier Requirements
  - Know how to create a BPO in eProcurement
  - Know how to view and understand the approval flow of a BPO
  - Be familiar with BPO best practices
  - Be familiar with campus resources for BPOs

Topics Covered

- Definition of a BPO
- Where BPOs fit in eProcurement
- Supplier Requirements
- How to create a BPO
    - Under the Direct Buy Limit
    - Over the Direct Buy Limit
- Viewing and understanding BPO approval flow
- Best Practices

What is a Blanket Purchase Order?

- A **Blanket Purchase Order** (BPO) is an agreement to spend a specific amount of money with a supplier over a period of time
- These are orders placed in eProcurement within the Ariba platform and may or may not specify the items or services you are going to purchase
- These orders will be represented by the order prefix of BPO



BPO10 - Test

These are the details of the request you selected. Depending on its status, yo

What are some benefits of using a BPO?

Real-time monitoring of spend

Email notification prior to order Final Invoice Date

Email notification when a pre-set low balance threshold is met

Ability to review budget commitments in MyFD using the Encumbrances and Open Balances Report

Ability to change budgets

Ability to change spend allocation on budgets

Ability to add or remove a budget

Ability to add or increase funds on order

Ability to review all invoices before allowing them to be paid (requires receiving)

Credits are automatically added back to order balance

Packing lists can be scanned and attached to the receipt in eProcurement

Ongoing support

BPO Examples

Order Type	Examples
Blanket Dollar Amount • Ability to set up a **blanket maximum dollar** limit without needing to provide detailed item descriptions • Allows the supplier to invoice at various amounts over time up to the maximum	• Service Contracts • Orders for complex, configurable systems
Recurring Item Order • Ability to set up a recurring order by specifying maximum line item quantities with detailed item descriptions • Allows supplier to periodically ship items and send partial invoices for the quantity shipped	• Line item total quantity of 20 to be delivered once each quarter in 4 shipments of 5 each

BPO Versus Non-Catalog Order

Feature	BPO	Non-Catalog Order
Order placed more than once for the same good or service over a period of time	YES	NO One-time purchase
Supports order and invoice flexibility.	YES	NO. Invoicing matches quantity and the dollar amount on the PO and the PO cannot be changed.
Has term dates (Effective/Final Invoice Date)	YES	NO
Initiated by creation of a **Contract Request (CR)** that becomes a BPO once it's fully approved	YES	NO
Initiated by creation of an **Requisition (S)** that becomes and EI order once it's fully approved	NO	YES
Supplier must be on the Ariba Network	**YES**	NO

eProcurement Quick Reference Guide

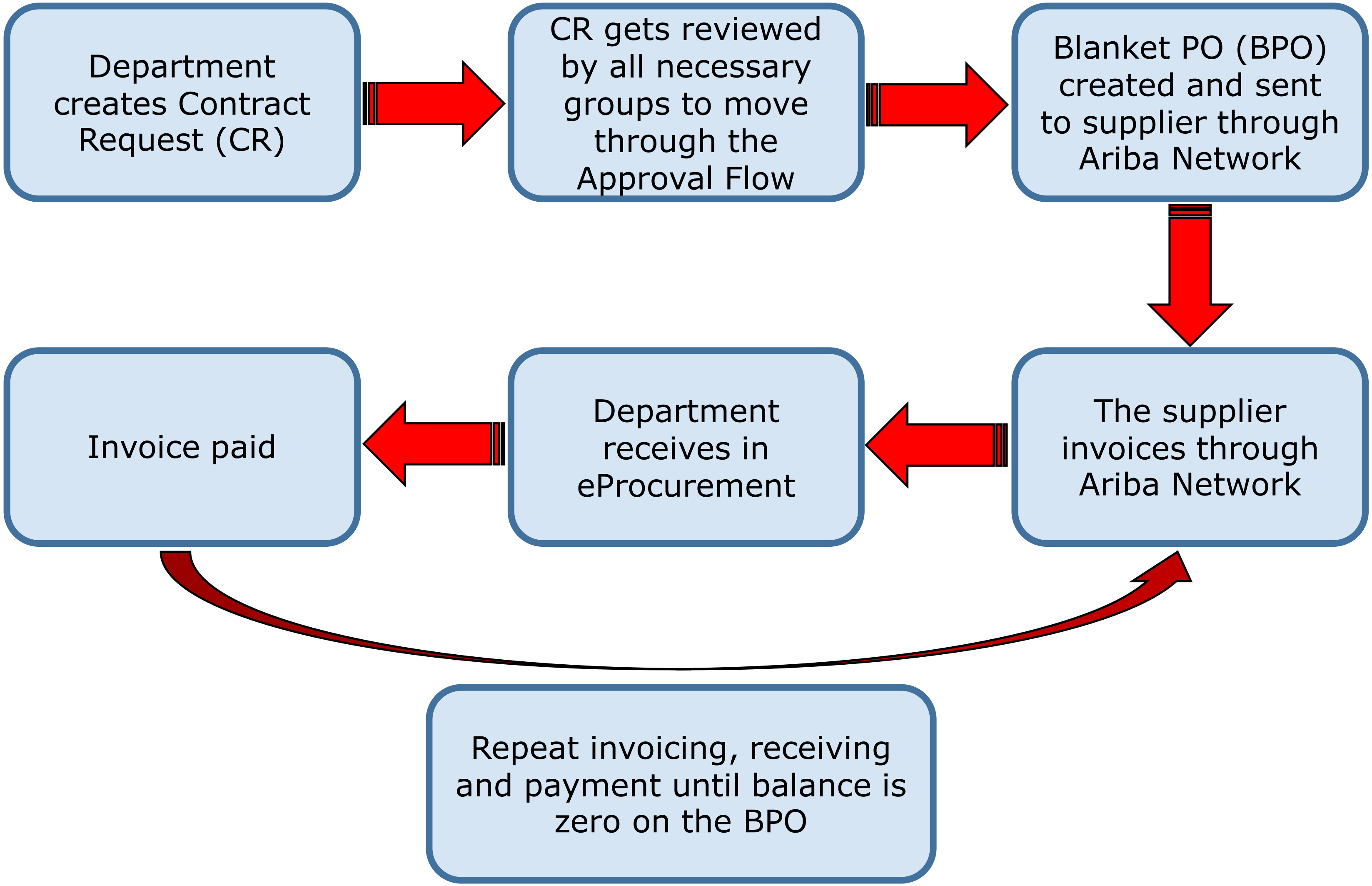
http://f2.washington.edu/fm/ps/how-to-buy/compare

Buying	Receiving and Reports	Paying
Catalog Ordering • For purchases from contracted suppliers listed in eProcurement punchout or hosted catalogs. • No dollar limit on purchases from contract suppliers • Purchases from non-contract suppliers over the Direct Buy Limit* will be reviewed by a buyer.	Receiving • Mechanism for users to confirm goods/services are received and in good condition and allow invoices to be paid.	Non-PO Invoice • For payments to suppliers for goods already received. • Supplier did not require a Purchase Order at the time of order. • Payment of purchases under the Direct Buy Limit. • See exceptions list for goods/services not allowed.
Non-Catalog Ordering • Goods not available in punchout or hosted catalogs. • Purchases over the Direct Buy Limit will be reviewed by a buyer. • Goods not yet ordered. • Supplier requires a Purchase Order. • See exceptions list for guidance on specific goods/services.	Ariba Reports • Web-based reports within Ariba available for various categories of data, including order status, invoices, eReimbursements and open balances.	Payments to Individuals (P2I) • For payments relating to honoraria, royalties, awards/prizes, non-UW scholarships, services, expenses, and performers. • Payments over the Direct Buy Limit will be reviewed by a buyer.
Blanket Purchase Orders (BPO) • For blanket or standing orders of goods/services over a period of time. • Purchases over the Direct Buy Limit will be reviewed by a buyer. • Department will perform Ariba Receiving and allow invoices to be paid. • See exceptions list for guidance on specific goods/services.	Procurement Desktop Reports (PDR) • Web-based reports developed by Procurement Services. Reports available for various categories of data, including Accounts Payable reports for invoice status, payment details, Non-RIP invoices pending, Use Tax reversals and more.	eReimbursement • For reimbursements to UW staff and Non-UW individuals for UW business-related expenses • Not to be used for travel.
Sourcing • For purchases over the Direct Buy Limit where competitive bids are required. • Sourcing events managed by Central Office based on department scoping and evaluation criteria.	MyFinancial.desktop (MyFD) • Provides access to online financial reports for UW's Financial Accounting System (FAS) and Ariba transactions which are used for monitoring budget balances and reconciling transactions.	eTravel • For reimbursements to UW staff or visitors for expenses incurred during business travel. • Parking (not at duty station).

***Direct Buy Limit** is the dollar limitation set by state law under which purchases may be made without securing competitive pricing. For more information visit the Direct Buy Limit web page.

BPO Process Flow

BPO Procure-to-Pay Process Flow



Department creates Contract Request (CR)

CR gets reviewed by all necessary groups to move through the Approval Flow

Blanket PO (BPO) created and sent to supplier through Ariba Network

The supplier invoices through Ariba Network

Department receives in eProcurement

Invoice paid

Repeat invoicing, receiving and payment until balance is zero on the BPO

BPO Preparer and Contact

- **Preparer**
  - User who logs into and initiates a Create Contract Request
- **Contact**
  - User specified as the Contact when the BPO is created
- **System default** is that the Contact is the Preparer
- The Preparer can specify another user as the BPO Contact
  - The BPO Contact can be changed
  - The *BPO Preparer cannot* be changed

What is the Direct Buy Limit?

- The **Direct Buy Limit** is the dollar limitation set by state law under which purchases may be made without securing competitive pricing
- Departments may place orders within the **Direct Buy Limit** without prior approval of Procurement Services
- Orders above the **Direct Buy Limit** will have involvement and review from a Procurement Services buyer

BPO Under the Direct Buy Limit

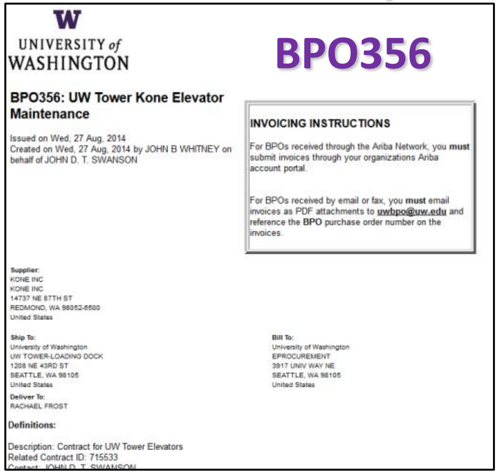
Preparer Creates and Submits Contract Request

CR356

Budget/Org approver approves Contract Request

CR356

Full Approval of Contract Request Creates BPO



UNIVERSITY of WASHINGTON

BPO356

BPO356: UW Tower Kone Elevator Maintenance

Issued on Wed, 27 Aug, 2014
Created on Wed, 27 Aug, 2014 by JOHN B WHITNEY on behalf of JOHN D. T. SWANSON

INVOICING INSTRUCTIONS

For BPOs received through the Ariba Network, you **must** submit invoices through your organizations Ariba account portal.

For BPOs received by email or fax, you **must** email invoices as PDF attachments to **uwbpo@uw.edu** and reference the **BPO** purchase order number on the invoices.

Supplier:
KONE INC
KONE INC
14737 NE 87TH ST
REDMOND, WA 98052-6500
United States

Ship To:
University of Washington
UW TOWER-LOADING DOCK
1208 NE 43RD ST
SEATTLE, WA 98105
United States

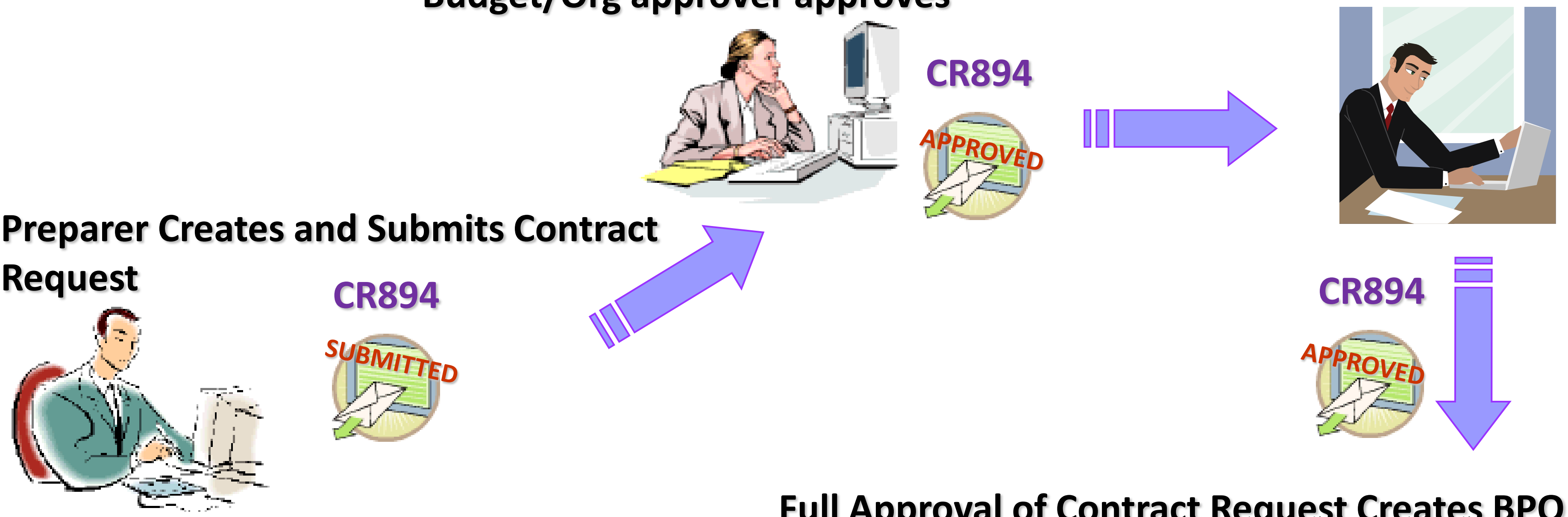
Bill To:
University of Washington
EPROCUREMENT
3917 UNIV WAY NE
SEATTLE, WA 98105
United States

Deliver To:
RACHAEL FROST

Definitions:

Description: Contract for UW Tower Elevators
Related Contract ID: 715533
Contact: JOHN D. T. SWANSON

BPO Over the Direct Buy Limit

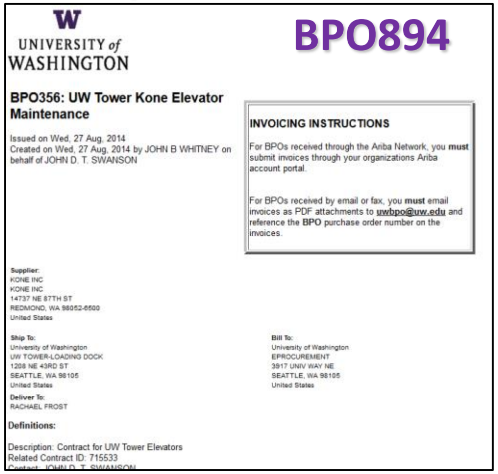


Budget/Org approver approves

Central Office Buyer approves

Preparer Creates and Submits Contract Request

Full Approval of Contract Request Creates BPO



UNIVERSITY of WASHINGTON

BPO894

BPO356: UW Tower Kone Elevator Maintenance

Issued on Wed, 27 Aug, 2014
Created on Wed, 27 Aug, 2014 by JOHN B WHITNEY on behalf of JOHN D. T. SWANSON

INVOICING INSTRUCTIONS

For BPOs received through the Ariba Network, you **must** submit invoices through your organizations Ariba account portal.

For BPOs received by email or fax, you **must** email invoices as PDF attachments to uwbpo@uw.edu and reference the **BPO** purchase order number on the invoices.

Supplier:
KONE INC
KONE INC
14737 NE 87TH ST
REDMOND, WA 98052-6500
United States

Ship To:
University of Washington
UW TOWER-LOADING DOCK
1208 NE 43RD ST
SEATTLE, WA 98105
United States

Bill To:
University of Washington
EPROCUREMENT
3917 UNIV WAY NE
SEATTLE, WA 98105
United States

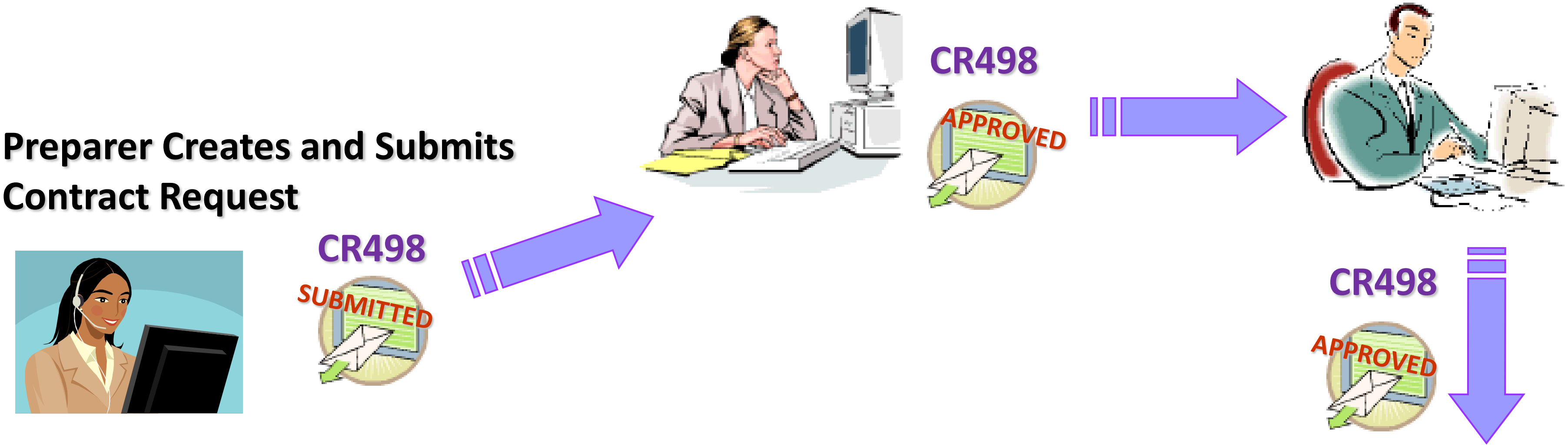
Deliver To:
RACHAEL FROST

Definitions:

Description: Contract for UW Tower Elevators
Related Contract ID: 715533
Contact: JOHN D. T. SWANSON

NOTE: *Requests over the Direct Buy Limit will prompt and require the preparer to enter Sole Source Justification*

BPO for an OSP Subaward

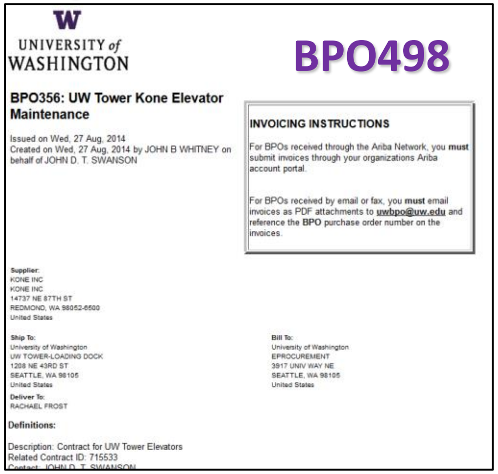


Preparer Creates and Submits Contract Request

SubBudget/SubOrg approver approves

OSP approver approves

Full Approval of Contract Request Creates Blanket Purchase Order



UNIVERSITY *of* WASHINGTON

BPO498

BPO356: UW Tower Kone Elevator Maintenance

Issued on Wed, 27 Aug, 2014
Created on Wed, 27 Aug, 2014 by JOHN B WHITNEY on behalf of JOHN D. T. SWANSON

INVOICING INSTRUCTIONS

For BPOs received through the Ariba Network, you **must** submit invoices through your organizations Ariba account portal.

For BPOs received by email or fax, you **must** email invoices as PDF attachments to **uwbpo@uw.edu** and reference the **BPO** purchase order number on the invoices.

Supplier:
KONE INC
KONE INC
14737 NE 87TH ST
REDMOND, WA 98052-6500
United States

Ship To:
University of Washington
UW TOWER-LOADING DOCK
1208 NE 43RD ST
SEATTLE, WA 98105
United States

Bill To:
University of Washington
EPROCUREMENT
3917 UNIV WAY NE
SEATTLE, WA 98105
United States

Deliver To:
RACHAEL FROST

Definitions:

Description: Contract for UW Tower Elevators
Related Contract ID: 715533
Contact: JOHN D. T. SWANSON

Supplier Requirements

Supplier Requirements

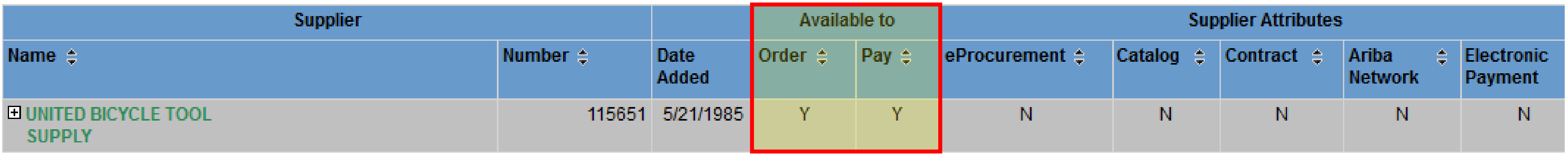
- Suppliers must be registered with the University of Washington
- Suppliers must be available in eProcurement
- For BPOs, suppliers must also be on the Ariba Network

IMPORTANT

Use the **Supplier Search Procurement Desktop Report (PDR)** to determine the supplier status. To access the report, visit the Procurement Desktop Reports web page: http://f2.washington.edu/fm/ps/tools-for-reconciling/pdr

Supplier Search PDR – Supplier Registration

- Suppliers are registered and fully onboarded with the UW if they are:
  - Available to Order AND
  - Available to Pay



Supplier			Available to		Supplier Attributes				
Name ⇕	Number ⇕	Date Added	Order ⇕	Pay ⇕	eProcurement ⇕	Catalog ⇕	Contract ⇕	Ariba Network ⇕	Electronic Payment
⊞ UNITED BICYCLE TOOL SUPPLY	115651	5/21/1985	Y	Y	N	N	N	N	N

Available to Order = Y + Available to Pay = Y = Supplier is registered and fully onboarded

Supplier Search PDR - Non-Catalog Orders

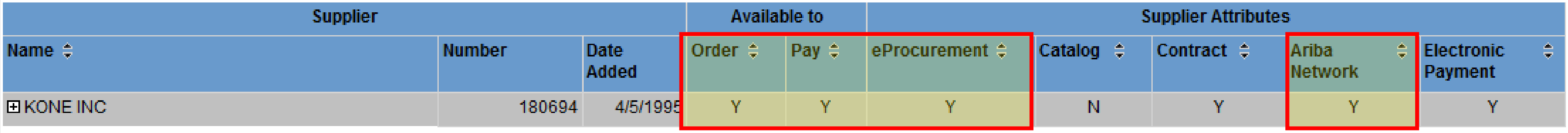
- Suppliers are available for Non-Catalog Orders if they are:
  - Available to Order AND
  - Available to Pay AND
  - In eProcurement

Supplier			Available to			Supplier Attributes			
Name	Number	Date Added	Order	Pay	eProcurement	Catalog	Contract	Ariba Network	Electronic Payment
WILCOX CONSTRUCTION INC	269339	7/10/2012	Y	Y	Y	N	N	N	Y

Available to Order = Y + Available to Pay = Y + eProcurement = Y = Supplier is available for Non-Catalog Orders

Supplier Search PDR - BPOs

- Suppliers are available for BPOs if they are:
  - Available to Order AND
  - Available to Pay AND
  - In eProcurement AND
  - On the Ariba Network



Supplier			Available to		Supplier Attributes				
Name	Number	Date Added	Order	Pay	eProcurement	Catalog	Contract	Ariba Network	Electronic Payment
⊞ KONE INC	180694	4/5/1995	Y	Y	Y	N	Y	Y	Y

Available to Order = Y + Available to Pay = Y + eProcurement = Y + Ariba Network = Y = Supplier is available for BPOs

Creating a BPO Under the Direct Buy Limit

Demonstration

- BPO under the direct buy limit
- We will be using the following information:
  - Maximum BPO Dollar Amount: $8,000.00
  - Commodity: Office Supplies (44120000)
  - Account code: Office Supplies (05-64)
  - Budgets: 14-3750 and 67-0074
  - Taxes and shipping will be charged

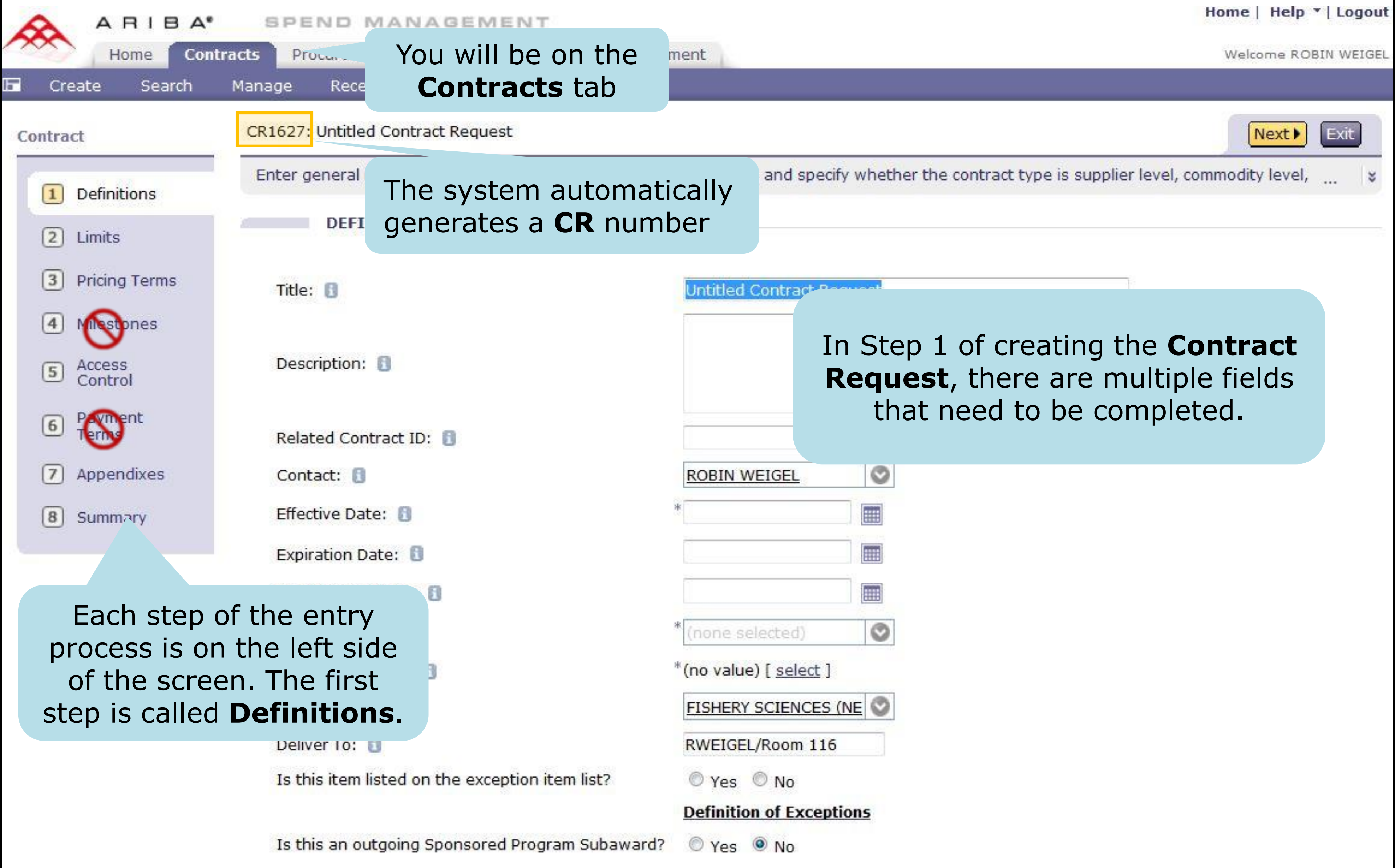
Create Contract Request …

The process of creating a BPO is started by selecting **Contract Request** from the **Create** drop-down menu. A **Contract Request (CR)** starts the process of creating a BPO

1. Click **Create**

2. Select **Contract Request**

Step 1: Definitions



You will be on the **Contracts** tab

CR1627: Untitled Contract Request

The system automatically generates a **CR** number

Enter general ... and specify whether the contract type is supplier level, commodity level, ...

In Step 1 of creating the **Contract Request**, there are multiple fields that need to be completed.

Title: Untitled Contract Request

Description:

Related Contract ID:

Contact: ROBIN WEIGEL

Effective Date: *

Expiration Date:

* (none selected)

* (no value) [select]

FISHERY SCIENCES (NE

Deliver To: RWEIGEL/Room 116

Is this item listed on the exception item list? ○ Yes ○ No

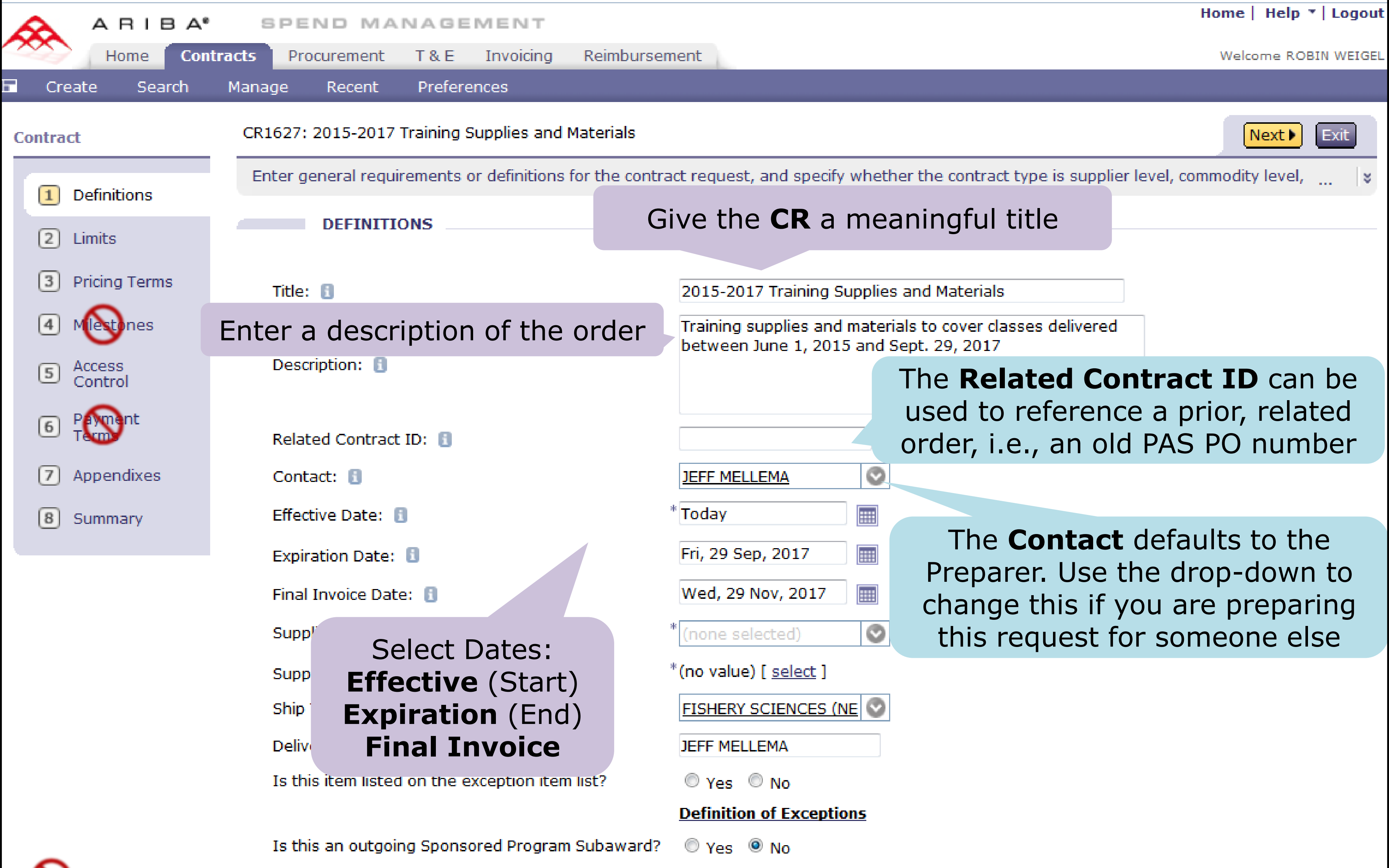
Definition of Exceptions

Is this an outgoing Sponsored Program Subaward? ○ Yes ● No

Each step of the entry process is on the left side of the screen. The first step is called **Definitions**.

Indicates step not used

Step 1: Definitions



CR1627: 2015-2017 Training Supplies and Materials

Enter general requirements or definitions for the contract request, and specify whether the contract type is supplier level, commodity level, ...

Title: 2015-2017 Training Supplies and Materials

Description: Training supplies and materials to cover classes delivered between June 1, 2015 and Sept. 29, 2017

Related Contract ID:

Contact: JEFF MELLEMA

Effective Date: * Today

Expiration Date: Fri, 29 Sep, 2017

Final Invoice Date: Wed, 29 Nov, 2017

Suppl * (none selected)

Supp * (no value) [select]

Ship FISHERY SCIENCES (NE

Deliv JEFF MELLEMA

Is this item listed on the exception item list? ○ Yes ○ No

Definition of Exceptions

Is this an outgoing Sponsored Program Subaward? ○ Yes ● No

Give the **CR** a meaningful title

Enter a description of the order

The **Related Contract ID** can be used to reference a prior, related order, i.e., an old PAS PO number

The **Contact** defaults to the Preparer. Use the drop-down to change this if you are preparing this request for someone else

Select Dates:
Effective (Start)
Expiration (End)
Final Invoice

Indicates step not used

Step 1: Definitions – Date Fields

Field Name	**Description**
Effective Date	• The BPO Start Date. • Can be prior to the date the CR is being created. • Valid invoice dates must be on or after this date.
Expiration Date	• The date the BPO will expire. • For user information only to record when the BPO ends.
Final Invoice Date	• *If expiration email notifications if are specified in the EXPIRATION NOTIFICATIONS area of the BPO Limits section, this is the date that is used to trigger the notification.* • Used to communicate to the supplier the final date for sending invoices • The system will change the BPO status to *Inactive* after this date. • The supplier can send invoices after this date if funds are still available for invoice reconciliation. However, a *Contract Date Variance* exception will need to be resolved by Accounts Payable (AP) before allowing the invoice to be paid.

Step 1: Definitions – Search for the Supplier

To select the supplier click on the drop-down arrow

Supplier: (none selected)

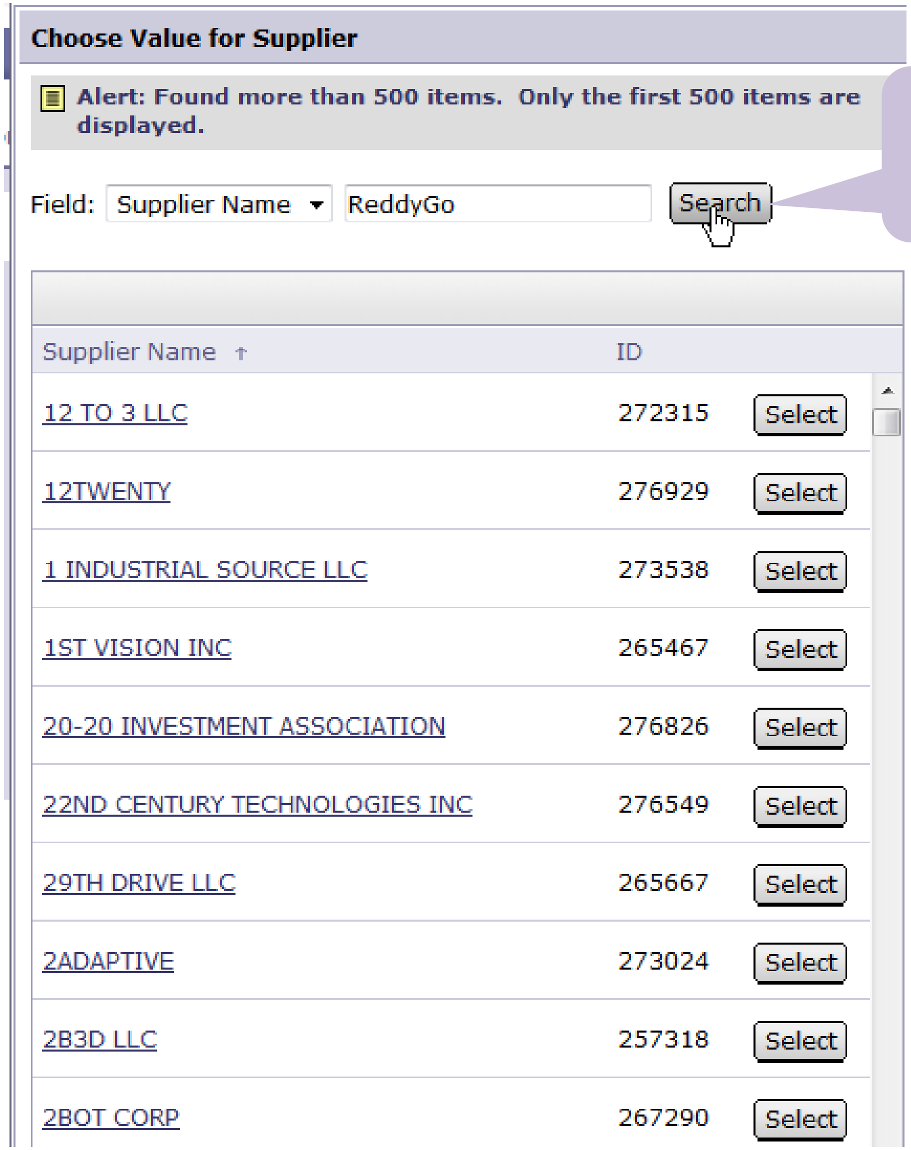
Supplier Location: (no value) [select]

University of Washington
OFFICEMAX INC
3D SYSTEMS CORPORATION
A & J VACUUM SVC INC
3MD TECHNOLOGIES INC
AA CHEMBIO LLC
BREAD OF LIFE CHRISTIAN CHURCH IN SEATTL
MINNESOTA MINING & MFR CO
NEXTIDE INC
PACIFIC NW GIGAPOP
ASSOCIATED PETROLEUM PRODUCTS INC
REDDYGOSOLUTIONS
CASE WESTERN RESERVE UNIV

Select **Search for more…**

Reminder: The **Supplier Search Procurement Desktop Report (PDR)** can be used to view the supplier status. For more information visit the *PDR* page of the *Procurement Services* website: https://f2.washington.edu/fm/ps/tools-for-reconciling/pdr

Step 1: Definitions – Select the Supplier



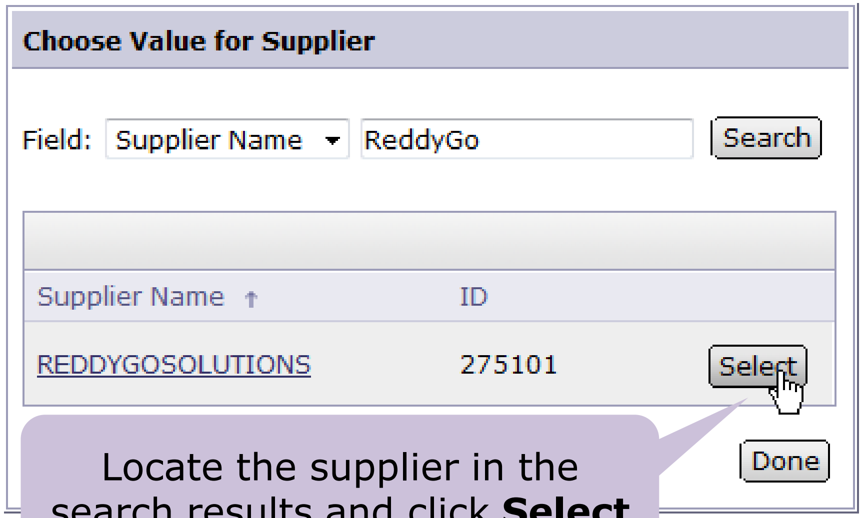
Choose Value for Supplier

Alert: Found more than 500 items. Only the first 500 items are displayed.

Field: Supplier Name ReddyGo

Supplier Name ↑	ID	
12 TO 3 LLC	272315	Select
12TWENTY	276929	Select
1 INDUSTRIAL SOURCE LLC	273538	Select
1ST VISION INC	265467	Select
20-20 INVESTMENT ASSOCIATION	276826	Select
22ND CENTURY TECHNOLOGIES INC	276549	Select
29TH DRIVE LLC	265667	Select
2ADAPTIVE	273024	Select
2B3D LLC	257318	Select
2BOT CORP	267290	Select

Enter the Supplier Name and click **Search**



Choose Value for Supplier

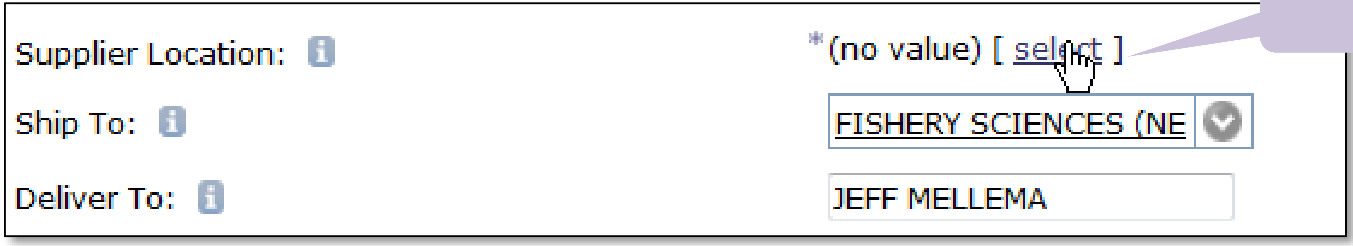
Field: Supplier Name ReddyGo

Supplier Name ↑	ID	
REDDYGOSOLUTIONS	275101	Select

Locate the supplier in the search results and click **Select**

If you know the vendor number, you can change the search field to search for **Supplier Number**

Step 1: Definitions – Select Supplier Location

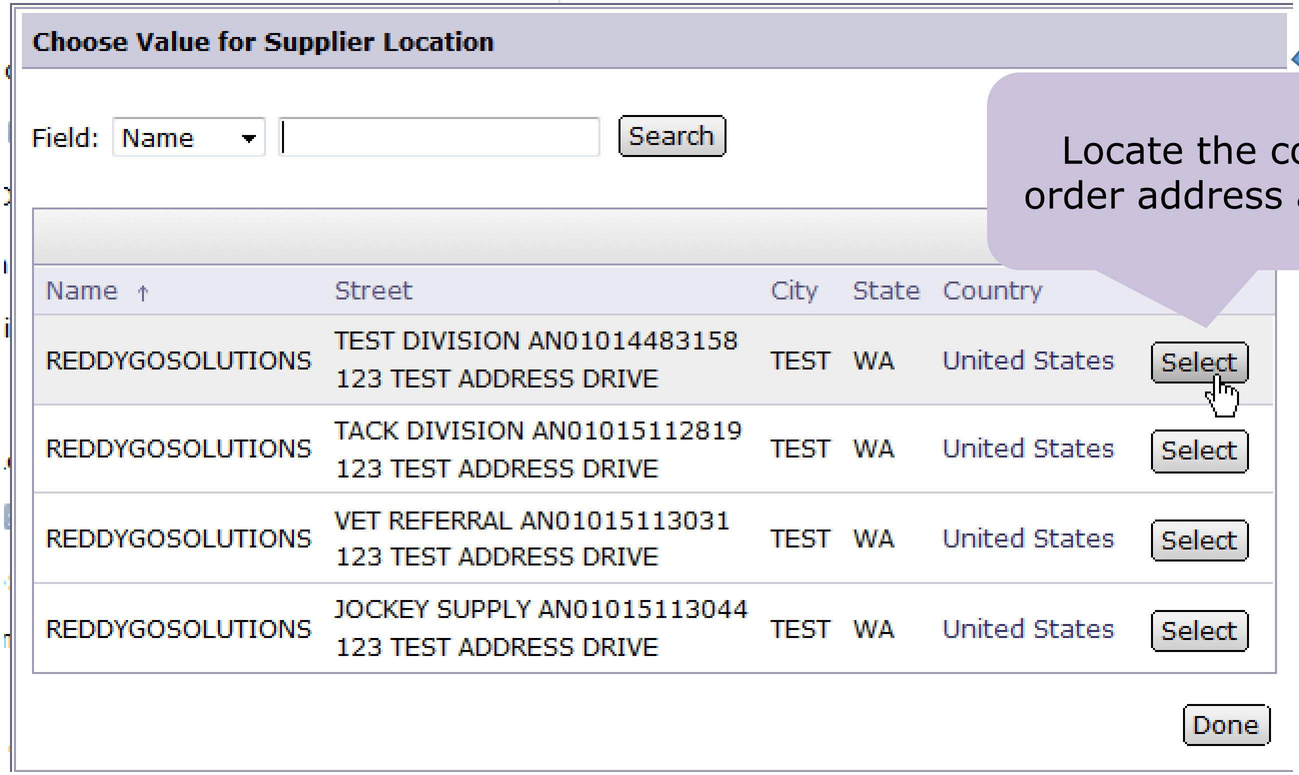


Supplier Location: * (no value) [select]

Ship To: FISHERY SCIENCES (NE

Deliver To: JEFF MELLEMA

Click the select link



Choose Value for Supplier Location

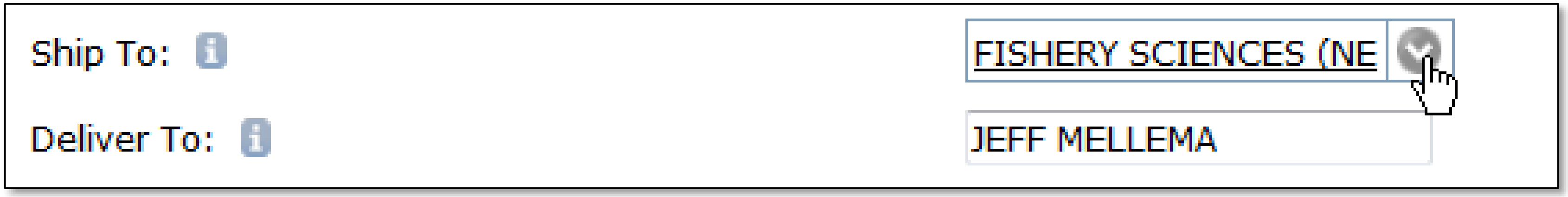
Field: Name | Search

Name ↑	Street	City	State	Country	
REDDYGOSOLUTIONS	TEST DIVISION AN01014483158 123 TEST ADDRESS DRIVE	TEST	WA	United States	Select
REDDYGOSOLUTIONS	TACK DIVISION AN01015112819 123 TEST ADDRESS DRIVE	TEST	WA	United States	Select
REDDYGOSOLUTIONS	VET REFERRAL AN01015113031 123 TEST ADDRESS DRIVE	TEST	WA	United States	Select
REDDYGOSOLUTIONS	JOCKEY SUPPLY AN01015113044 123 TEST ADDRESS DRIVE	TEST	WA	United States	Select

Locate the correct supplier order address and click **Select**

Step 1: Definitions – Specify Shipping and Delivery

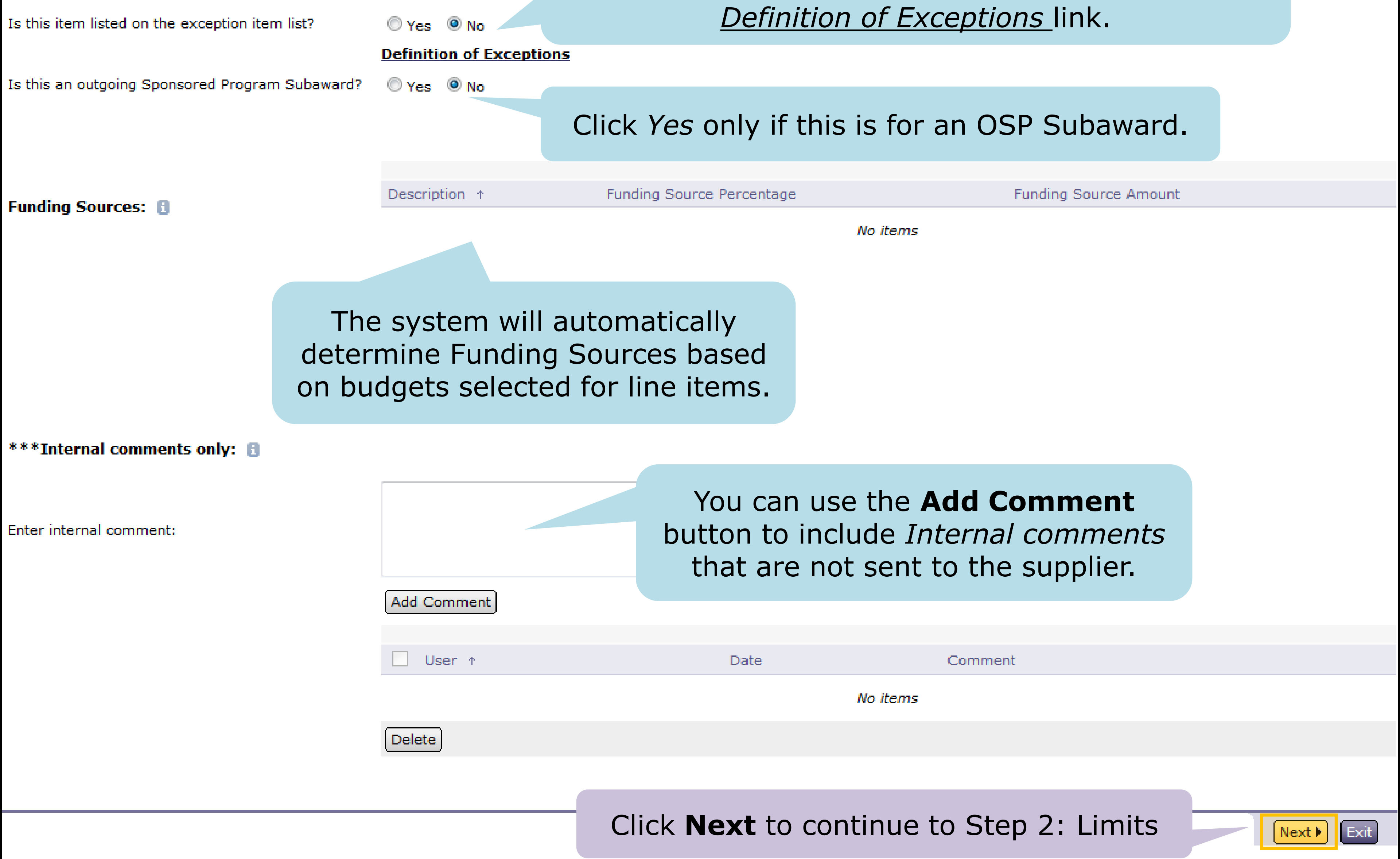
The **Ship To** and **Deliver To** are required and will default to the profile settings for the **Contact** but can be changed



Ship To: FISHERY SCIENCES (NE

Deliver To: JEFF MELLEMA

Step 1: Definitions – Exceptions, Subawards and Internal comments



Is this item listed on the exception item list? ○ Yes ● No

Definition of Exceptions

Click *Yes* only if the item on the BPO is on the **Exceptions List**. For more information click on the *Definition of Exceptions* link.

Is this an outgoing Sponsored Program Subaward? ○ Yes ● No

Click *Yes* only if this is for an OSP Subaward.

Funding Sources:

Description ↑	Funding Source Percentage	Funding Source Amount
No items		

The system will automatically determine Funding Sources based on budgets selected for line items.

*****Internal comments only:**

Enter internal comment:

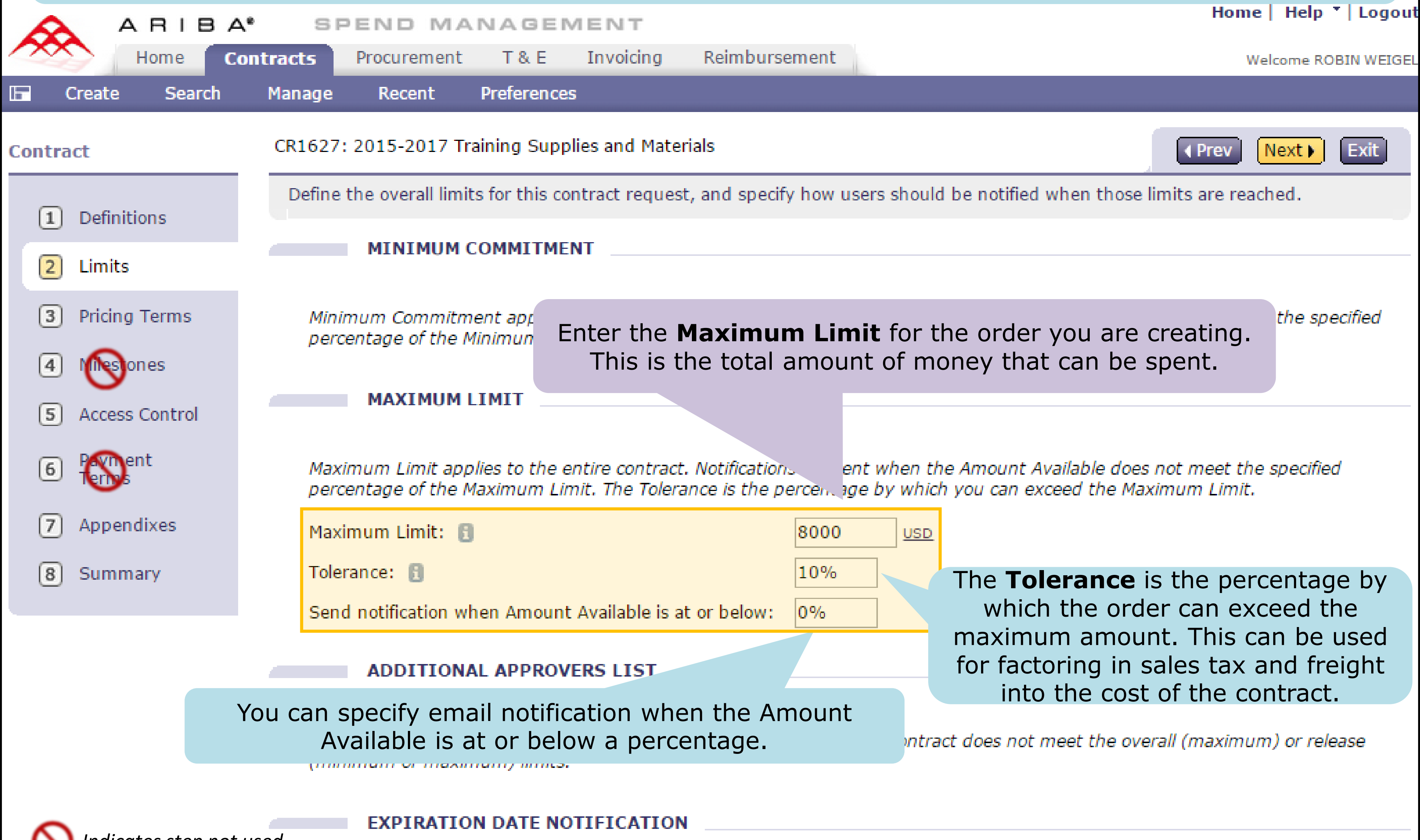
You can use the **Add Comment** button to include *Internal comments* that are not sent to the supplier.

☐ User ↑	Date	Comment
No items		

Click **Next** to continue to Step 2: Limits

Step 2: Limits – Maximum Limit

Step 2 Limits is where you will establish the total amount of the order and the parameters of the order you are creating.



CR1627: 2015-2017 Training Supplies and Materials

Define the overall limits for this contract request, and specify how users should be notified when those limits are reached.

MINIMUM COMMITMENT

Minimum Commitment app… the specified percentage of the Minimum…

MAXIMUM LIMIT

Maximum Limit applies to the entire contract. Notification… ent when the Amount Available does not meet the specified percentage of the Maximum Limit. The Tolerance is the percen…ge by which you can exceed the Maximum Limit.

Maximum Limit: 8000 USD

Tolerance: 10%

Send notification when Amount Available is at or below: 0%

ADDITIONAL APPROVERS LIST

…ntract does not meet the overall (maximum) or release (minimum or maximum) limits.

EXPIRATION DATE NOTIFICATION

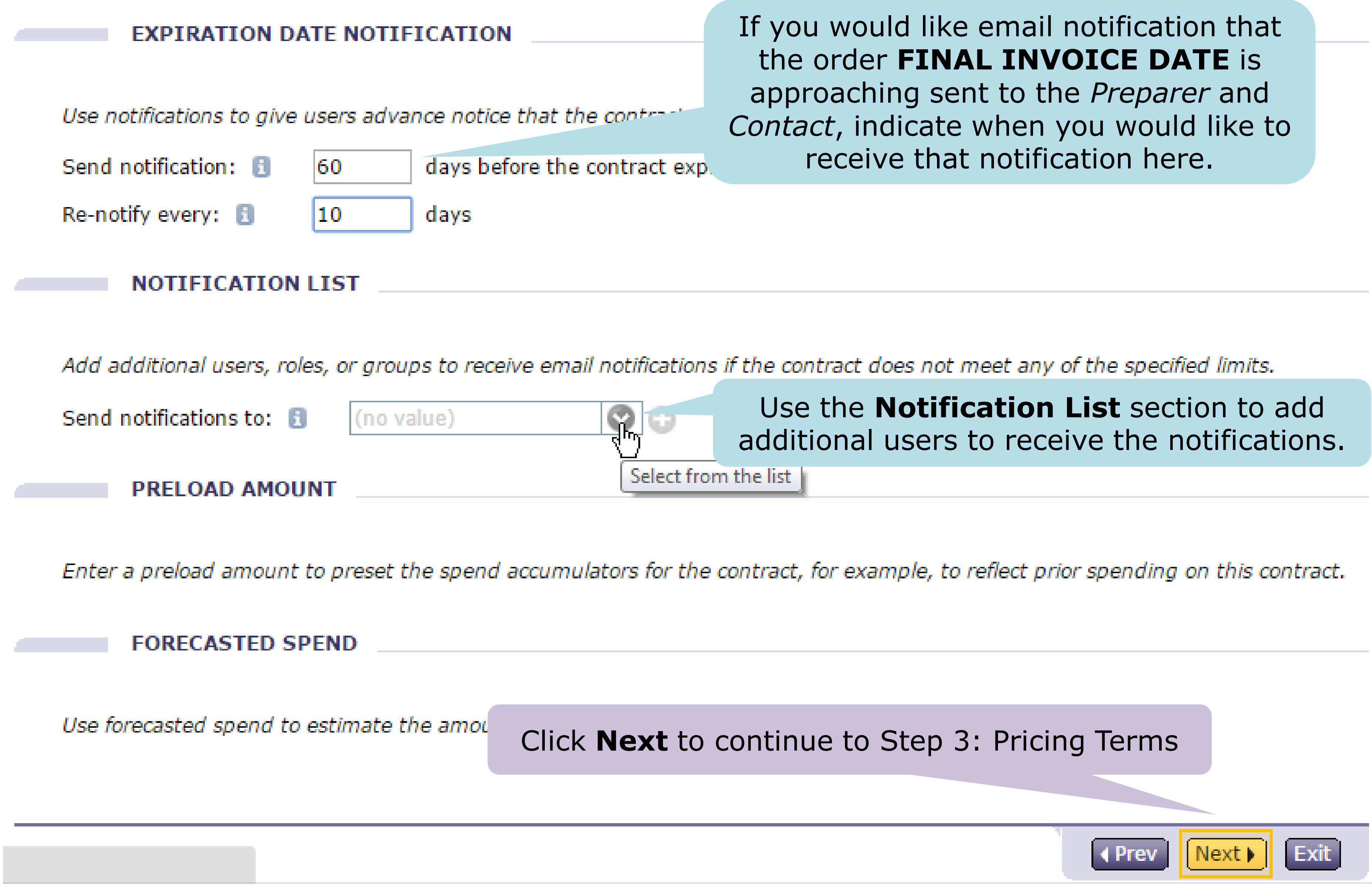
Enter the **Maximum Limit** for the order you are creating. This is the total amount of money that can be spent.

The **Tolerance** is the percentage by which the order can exceed the maximum amount. This can be used for factoring in sales tax and freight into the cost of the contract.

You can specify email notification when the Amount Available is at or below a percentage.

Indicates step not used

Step 2: Limits – Notifications



EXPIRATION DATE NOTIFICATION

Use notifications to give users advance notice that the contr

Send notification: 60 days before the contract exp

Re-notify every: 10 days

NOTIFICATION LIST

Add additional users, roles, or groups to receive email notifications if the contract does not meet any of the specified limits.

Send notifications to: (no value)

PRELOAD AMOUNT

Enter a preload amount to preset the spend accumulators for the contract, for example, to reflect prior spending on this contract.

FORECASTED SPEND

Use forecasted spend to estimate the amou

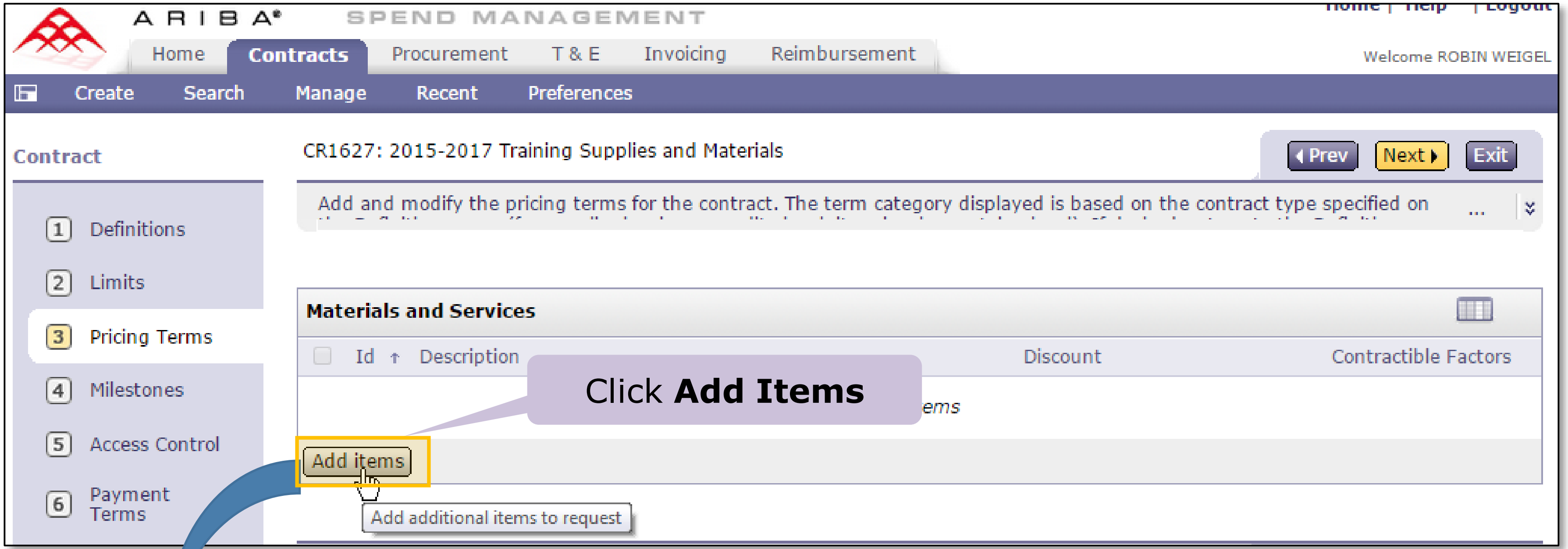
If you would like email notification that the order **FINAL INVOICE DATE** is approaching sent to the *Preparer* and *Contact*, indicate when you would like to receive that notification here.

Use the **Notification List** section to add additional users to receive the notifications.

Click **Next** to continue to Step 3: Pricing Terms

Step 3: Pricing Terms

Step 3: Pricing Terms is where you will add the line items for the BPO.



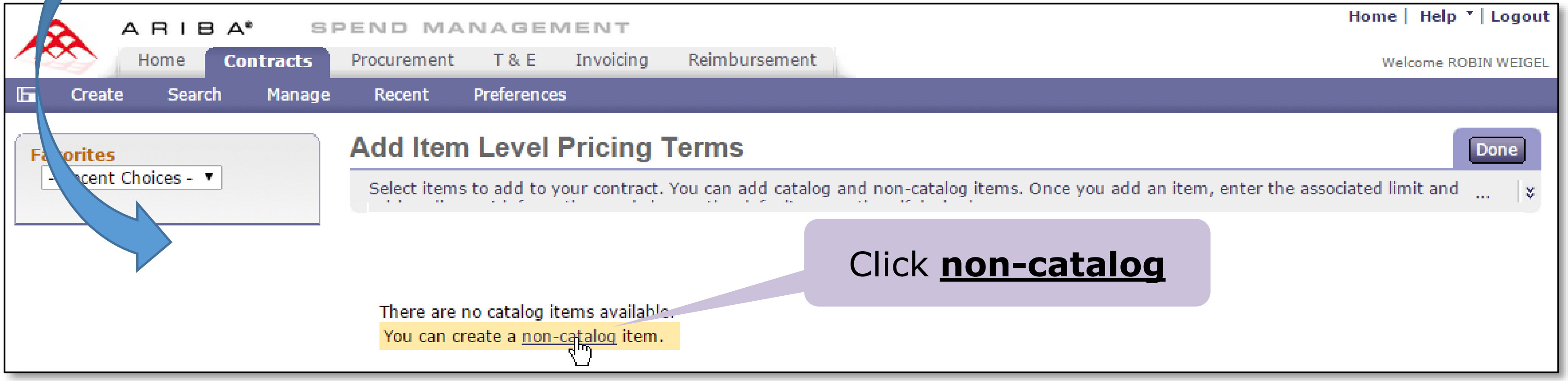
CR1627: 2015-2017 Training Supplies and Materials

Add and modify the pricing terms for the contract. The term category displayed is based on the contract type specified on

Materials and Services

Add additional items to request

Click **Add Items**



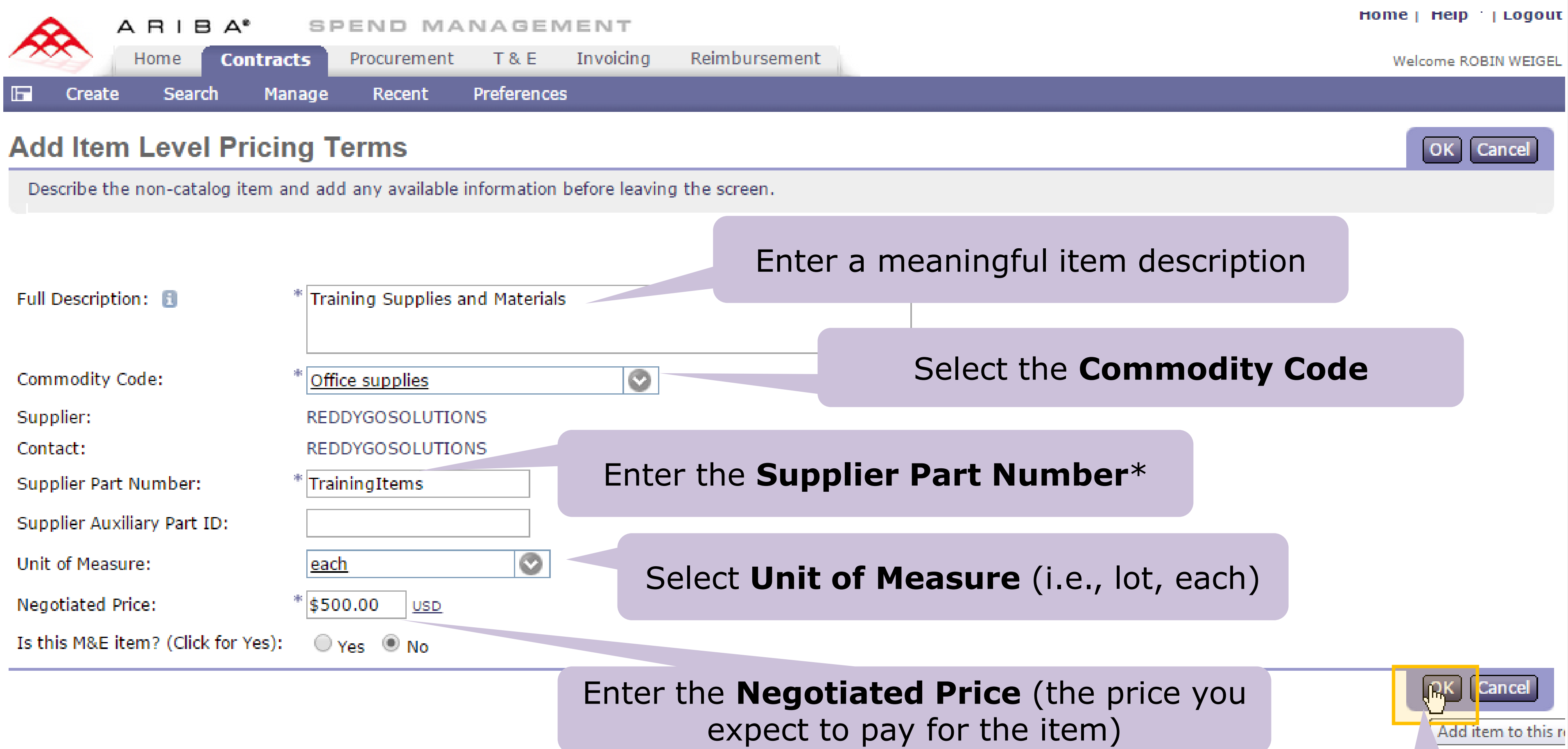
Add Item Level Pricing Terms

Select items to add to your contract. You can add catalog and non-catalog items. Once you add an item, enter the associated limit and

There are no catalog items available.
You can create a non-catalog item.

Click **non-catalog**

Step 3: Pricing Terms – Add Item Details



Add Item Level Pricing Terms

Describe the non-catalog item and add any available information before leaving the screen.

Full Description: * Training Supplies and Materials

Commodity Code: * Office supplies

Supplier: REDDYGOSOLUTIONS

Contact: REDDYGOSOLUTIONS

Supplier Part Number: * TrainingItems

Supplier Auxiliary Part ID:

Unit of Measure: each

Negotiated Price: * $500.00 USD

Is this M&E item? (Click for Yes): ○ Yes ● No

Enter a meaningful item description

Select the **Commodity Code**

Enter the **Supplier Part Number***

Select **Unit of Measure** (i.e., lot, each)

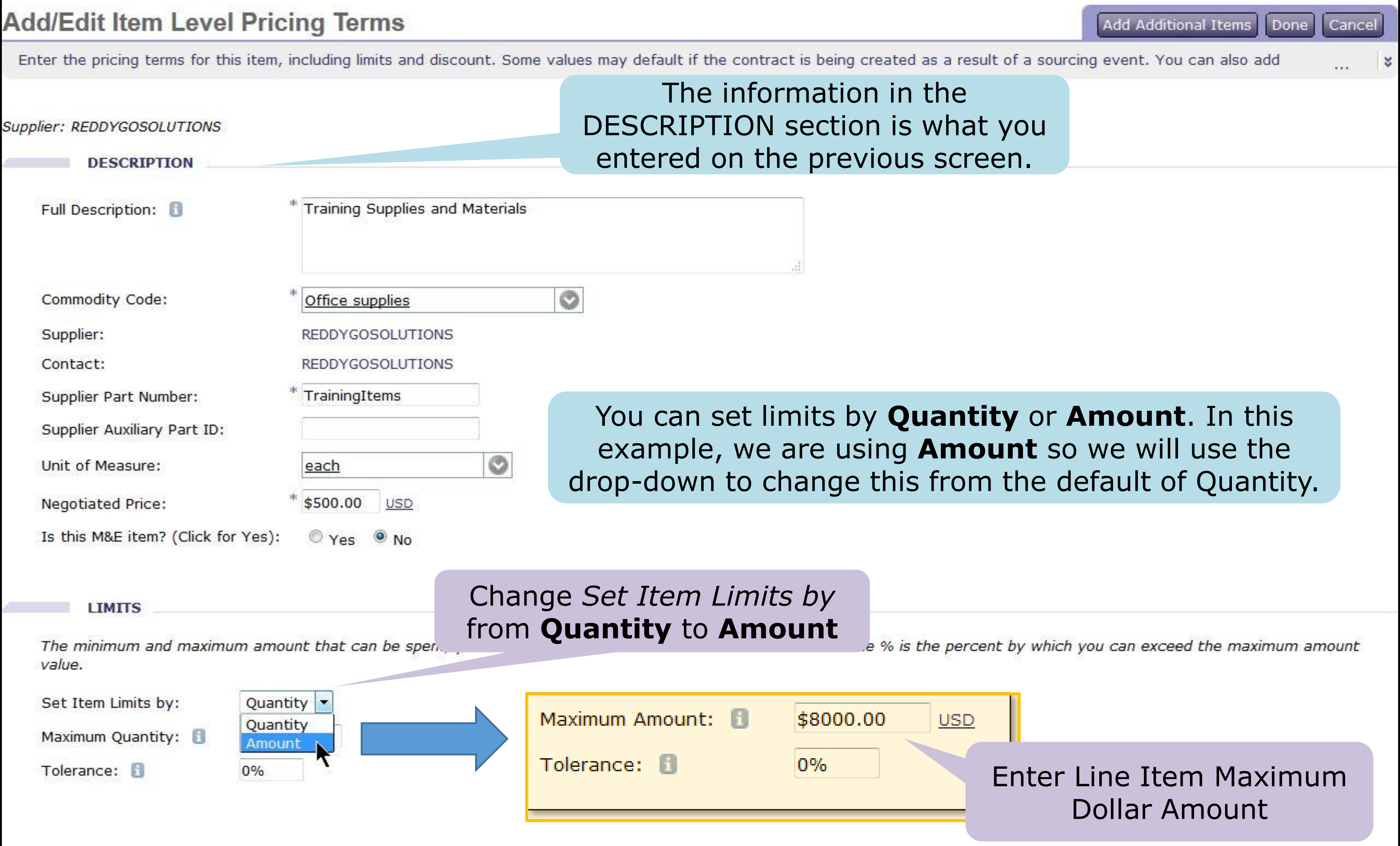
Enter the **Negotiated Price** (the price you expect to pay for the item)

Click **OK**

* If there is no part number, enter N/A or a meaningful value.

* If there is more than one item on the BPO, each part number must be unique.

Step 3: Pricing Terms – Set Item Limit by Amount



Enter the pricing terms for this item, including limits and discount. Some values may default if the contract is being created as a result of a sourcing event. You can also add ...

Supplier: REDDYGOSOLUTIONS

The information in the DESCRIPTION section is what you entered on the previous screen.

DESCRIPTION

Full Description: * Training Supplies and Materials

Commodity Code: * Office supplies

Supplier: REDDYGOSOLUTIONS

Contact: REDDYGOSOLUTIONS

Supplier Part Number: * TrainingItems

Supplier Auxiliary Part ID:

Unit of Measure: each

Negotiated Price: * $500.00 USD

Is this M&E item? (Click for Yes): ○ Yes ● No

You can set limits by **Quantity** or **Amount**. In this example, we are using **Amount** so we will use the drop-down to change this from the default of Quantity.

LIMITS

The minimum and maximum amount that can be spen... *e % is the percent by which you can exceed the maximum amount value.*

Change *Set Item Limits by* from **Quantity** to **Amount**

Set Item Limits by: Quantity

Maximum Quantity:

Tolerance: 0%

Maximum Amount: $8000.00 USD

Tolerance: 0%

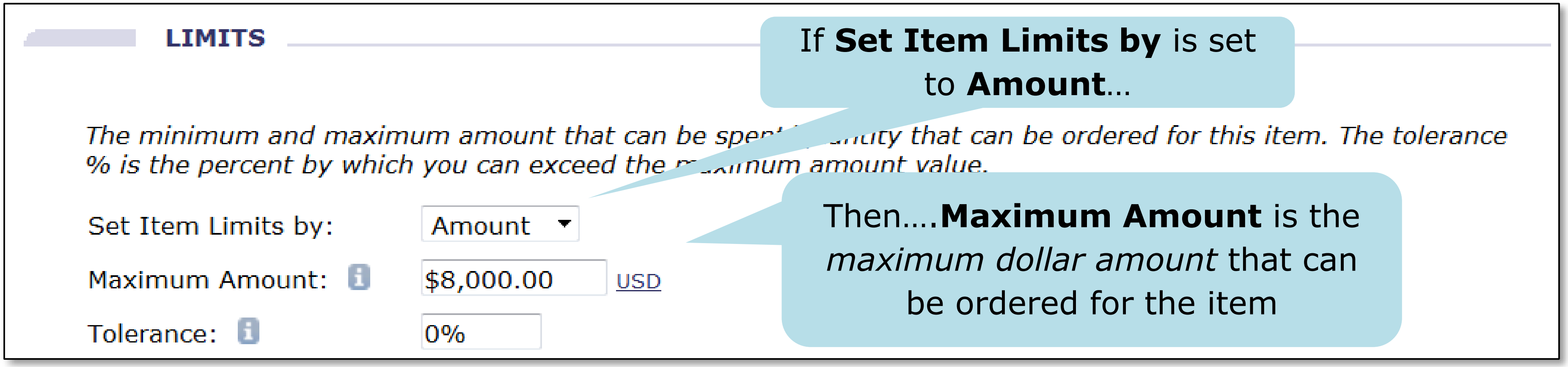
Enter Line Item Maximum Dollar Amount

Setting Line Item Limits by Amount versus Quantity

- For each line item you specify either
    - The **Maximum Amount** that can be spent for the item or
    - The **Maximum Quantity** that can be ordered for the item
- This is specified using the item *Set Limits by* field
- Determines if Receiving for the line item is by dollar amount or quantity
- Ensure that the overall amount of a BPO's line items equal the contract's Maximum Limit
    - For example, if a BPO's Maximum Limit is 1000 dollars, the line items' overall amount must also equal 1000 dollars

Setting Line Item Limits by Dollar Amount

Setting Line Item Limits by Dollar Amount on a BPO



LIMITS

The minimum and maximum amount that can be spen ntity that can be ordered for this item. The tolerance % is the percent by which you can exceed the m ximum amount value.

Set Item Limits by: Amount

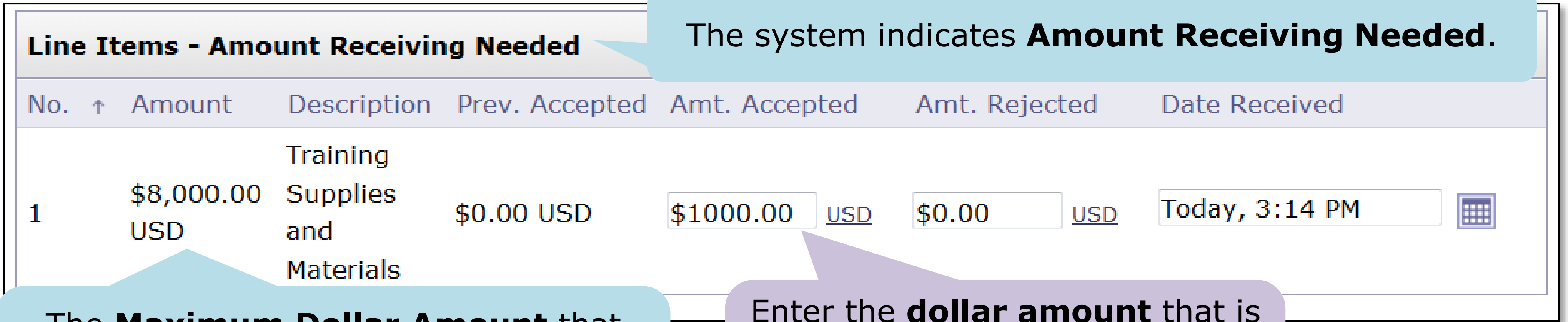
Maximum Amount: $8,000.00 USD

Tolerance: 0%

If **Set Item Limits by** is set to **Amount**…

Then….**Maximum Amount** is the *maximum dollar amount* that can be ordered for the item

Receiving will also be by Dollar Amount



Line Items - Amount Receiving Needed

No. ↑	Amount	Description	Prev. Accepted	Amt. Accepted	Amt. Rejected	Date Received
1	$8,000.00 USD	Training Supplies and Materials	$0.00 USD	$1000.00 USD	$0.00 USD	Today, 3:14 PM

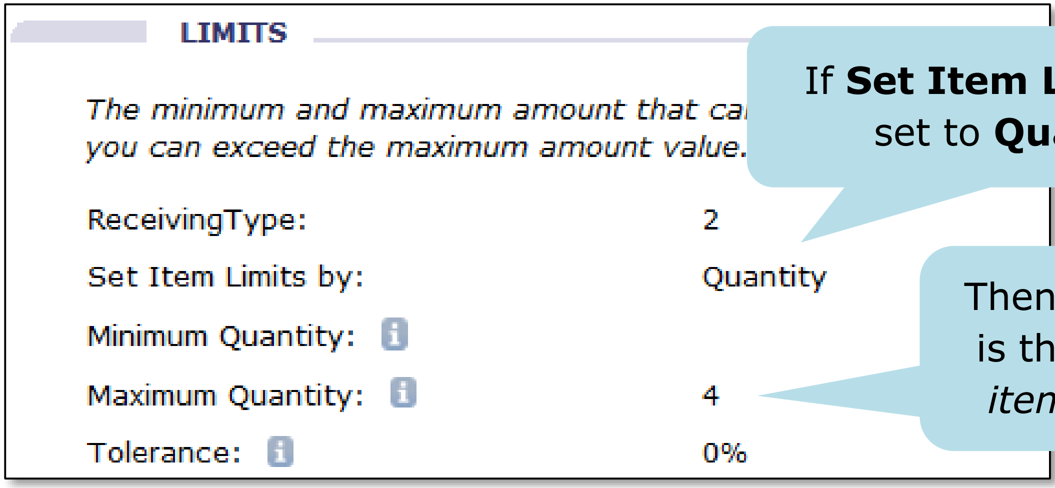
The system indicates **Amount Receiving Needed**.

The **Maximum Dollar Amount** that can be received for the item (specified when the BPO was created).

Enter the **dollar amount** that is on the invoice for the line item. *Do not include any header charges such as tax or shipping.*

Setting Line Item Limit by Quantity

Setting Line Item Limits by Quantity on a BPO



LIMITS

The minimum and maximum amount that ca
you can exceed the maximum amount value.

ReceivingType: 2

Set Item Limits by: Quantity

Minimum Quantity:

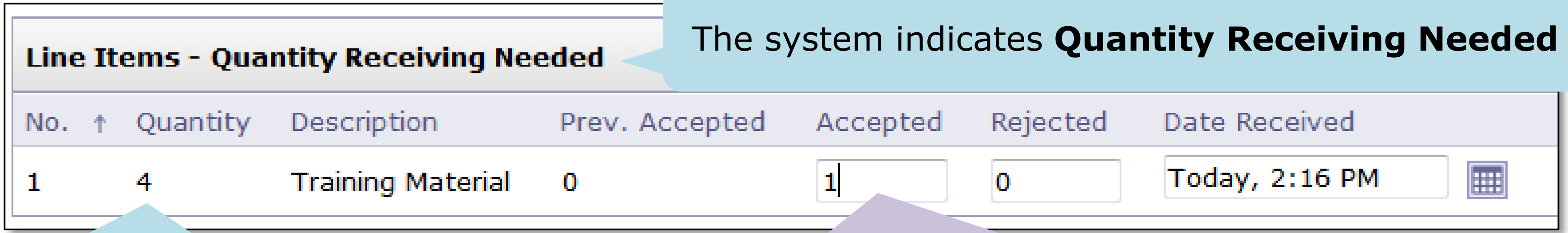
Maximum Quantity: 4

Tolerance: 0%

If **Set Item Limits by** is set to **Quantity**…

Then….**Maximum Quantity** is the *maximum number of items* that can be ordered

How to Receive by Quantity



Line Items - Quantity Receiving Needed

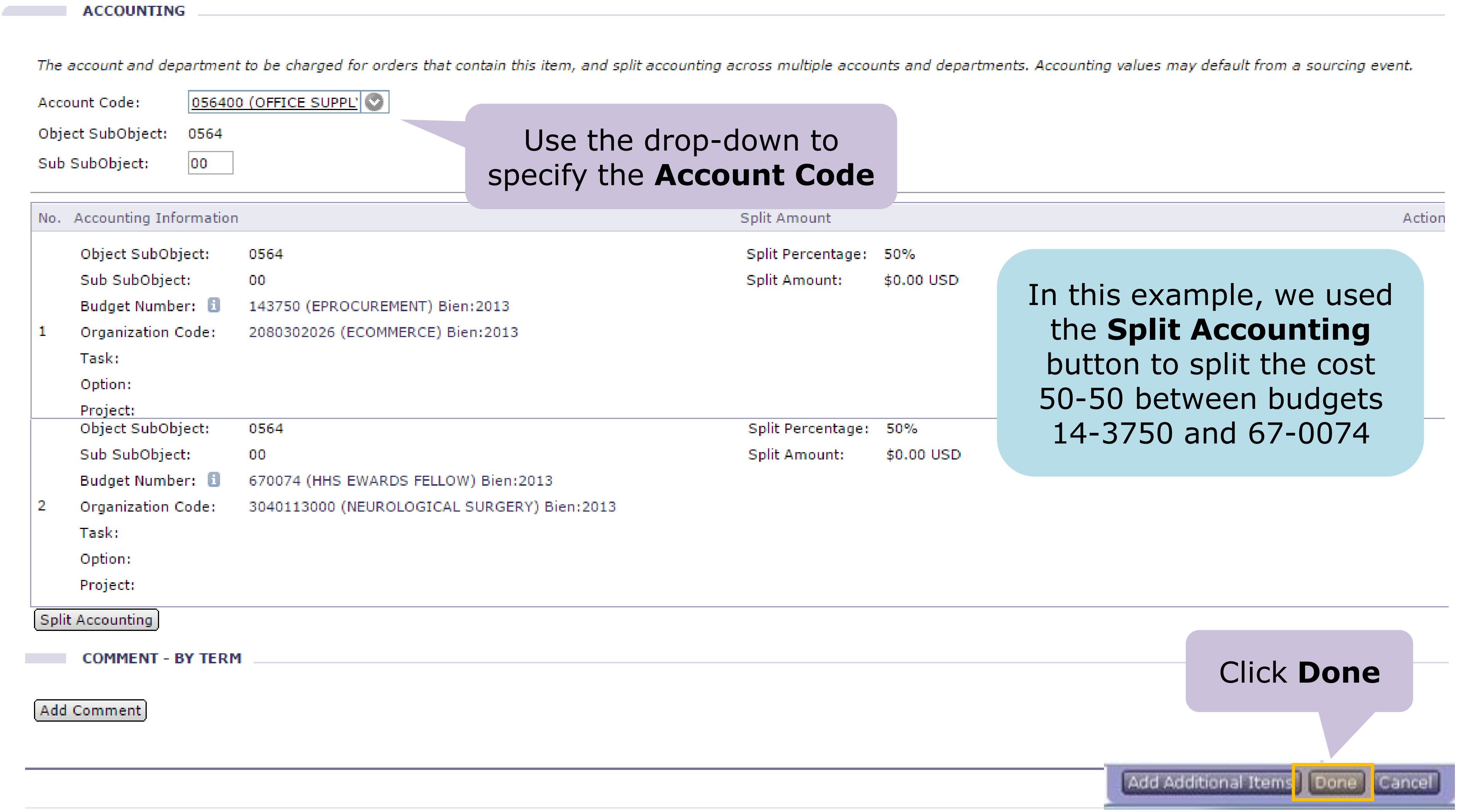
No. ↑	Quantity	Description	Prev. Accepted	Accepted	Rejected	Date Received
1	4	Training Material	0	1	0	Today, 2:16 PM

The system indicates **Quantity Receiving Needed**

The **Maximum Quantity** that can be received for the item (specified when the BPO was created).

Enter the **quantity** that is on the invoice for the line item. Dollar amount received equals the value of **Accepted** multiplied by the **Negotiated Price**.

Step 3: Pricing Terms – Select Account Code and Budgets



ACCOUNTING

The account and department to be charged for orders that contain this item, and split accounting across multiple accounts and departments. Accounting values may default from a sourcing event.

Account Code: 056400 (OFFICE SUPPL'

Object SubObject: 0564

Sub SubObject: 00

Use the drop-down to specify the **Account Code**

No.	Accounting Information		Split Amount		Action
1	Object SubObject:	0564	Split Percentage:	50%	
	Sub SubObject:	00	Split Amount:	$0.00 USD	
	Budget Number:	143750 (EPROCUREMENT) Bien:2013			
	Organization Code:	2080302026 (ECOMMERCE) Bien:2013			
	Task:				
	Option:				
	Project:				
2	Object SubObject:	0564	Split Percentage:	50%	
	Sub SubObject:	00	Split Amount:	$0.00 USD	
	Budget Number:	670074 (HHS EWARDS FELLOW) Bien:2013			
	Organization Code:	3040113000 (NEUROLOGICAL SURGERY) Bien:2013			
	Task:				
	Option:				
	Project:				

Split Accounting

In this example, we used the **Split Accounting** button to split the cost 50-50 between budgets 14-3750 and 67-0074

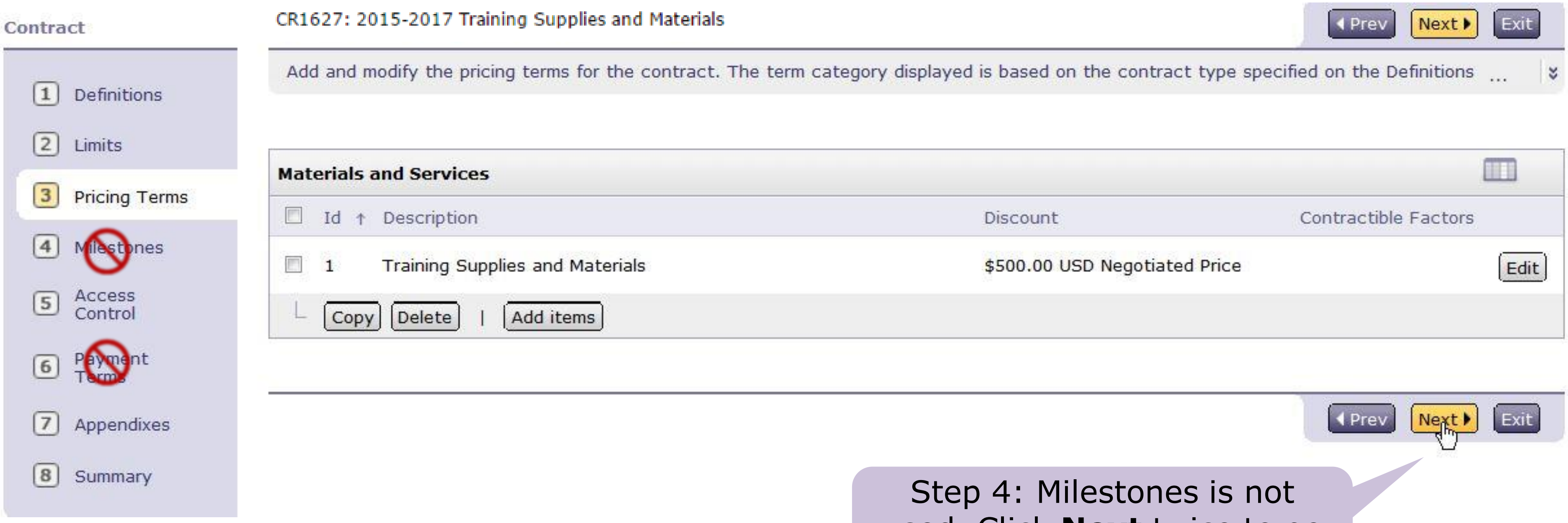
COMMENT - BY TERM

Add Comment

Click **Done**

Add Additional Items | Done | Cancel

Click Next Twice to go to Step 5: Access Control



CR1627: 2015-2017 Training Supplies and Materials

Add and modify the pricing terms for the contract. The term category displayed is based on the contract type specified on the Definitions ...

Materials and Services

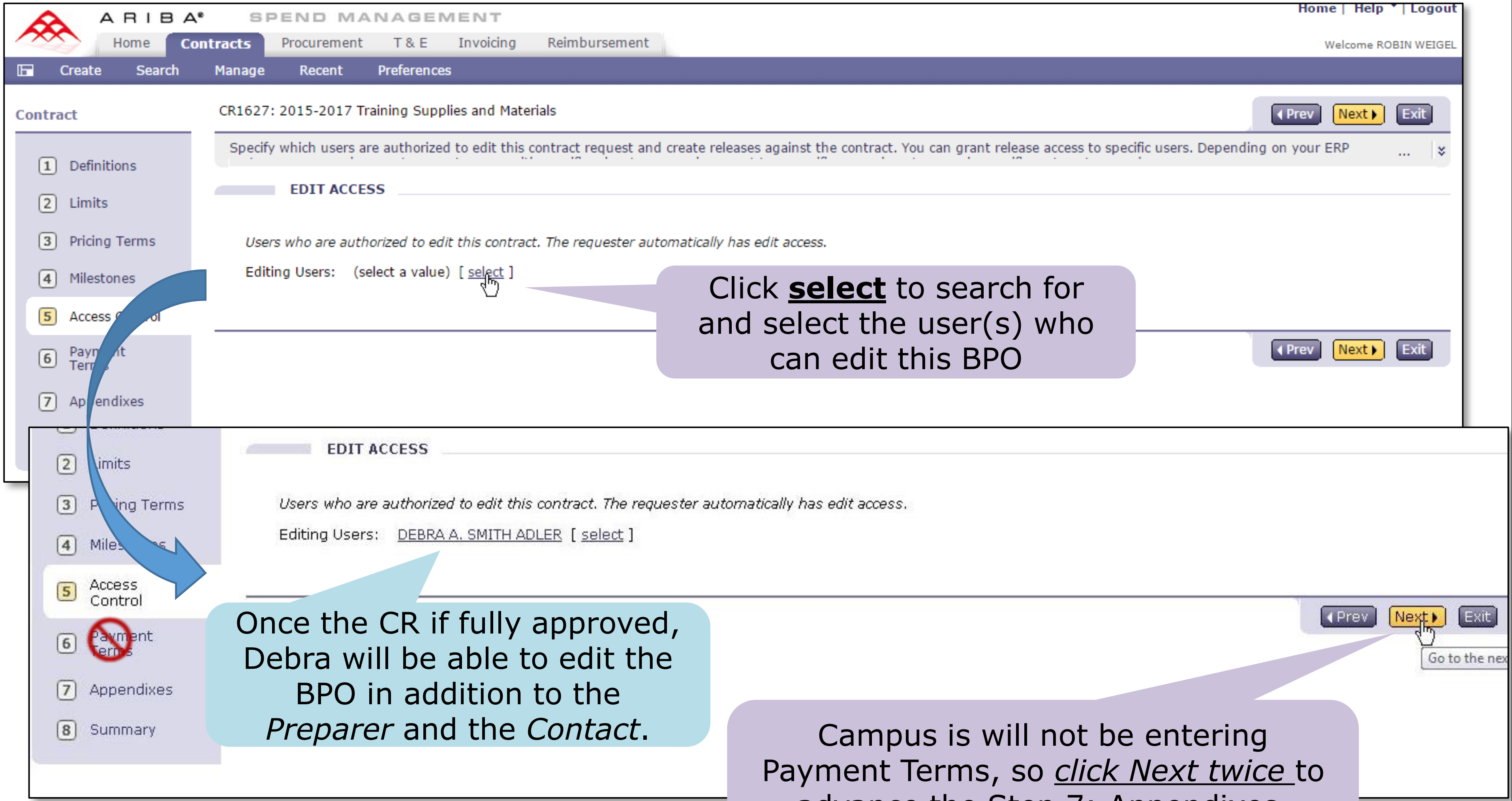
☐	Id ↑	Description	Discount	Contractible Factors
☐	1	Training Supplies and Materials	$500.00 USD Negotiated Price	Edit

Step 4: Milestones is not used. Click **Next** twice to go to *Access Control*

🚫 *Indicates step not used*

Step 5: Access Control (Who can edit?)

Step 5: Access Control is where you can specify other users who can make changes to the BPO. (Note: Step 4: Milestones is not used so *from Step 3, click Next twice* to get here.)



CR1627: 2015-2017 Training Supplies and Materials

Specify which users are authorized to edit this contract request and create releases against the contract. You can grant release access to specific users. Depending on your ERP ...

EDIT ACCESS

Users who are authorized to edit this contract. The requester automatically has edit access.

Editing Users: (select a value) [select]

Click **select** to search for and select the user(s) who can edit this BPO

EDIT ACCESS

Users who are authorized to edit this contract. The requester automatically has edit access.

Editing Users: DEBRA A. SMITH ADLER [select]

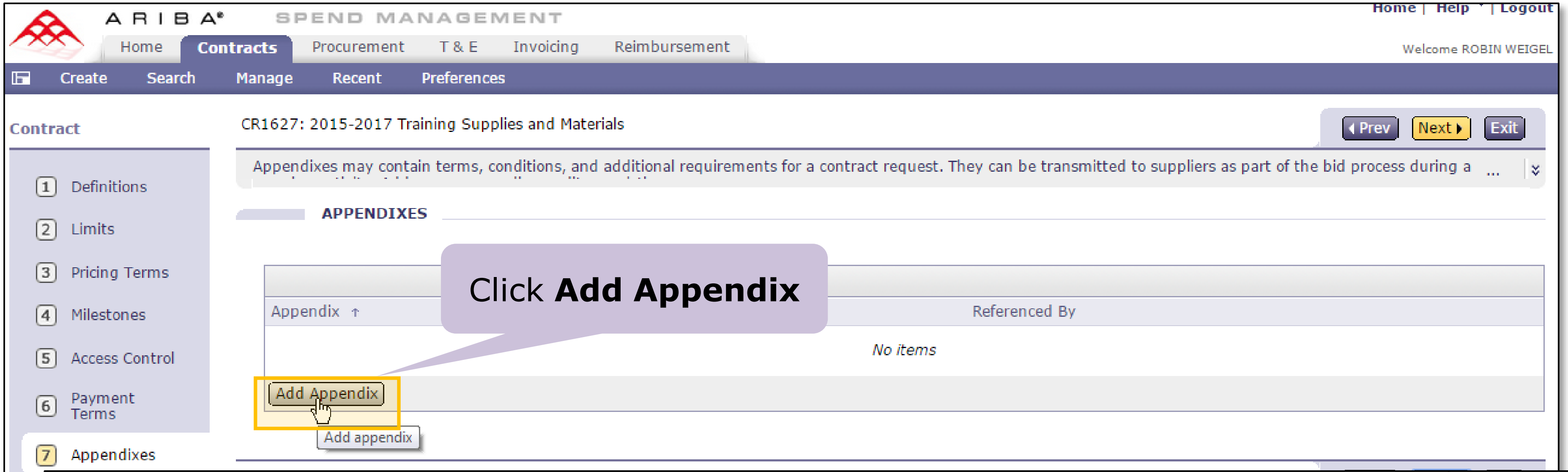
Once the CR if fully approved, Debra will be able to edit the BPO in addition to the *Preparer* and the *Contact*.

Campus is will not be entering Payment Terms, so *click Next twice* to advance the Step 7: Appendixes, where you can add attachments.

🚫 *Indicates step not used*

Step 7: Appendixes (Attachments)

Step 7: Appendixes is where you can attach any documents that are relevant to this BPO.

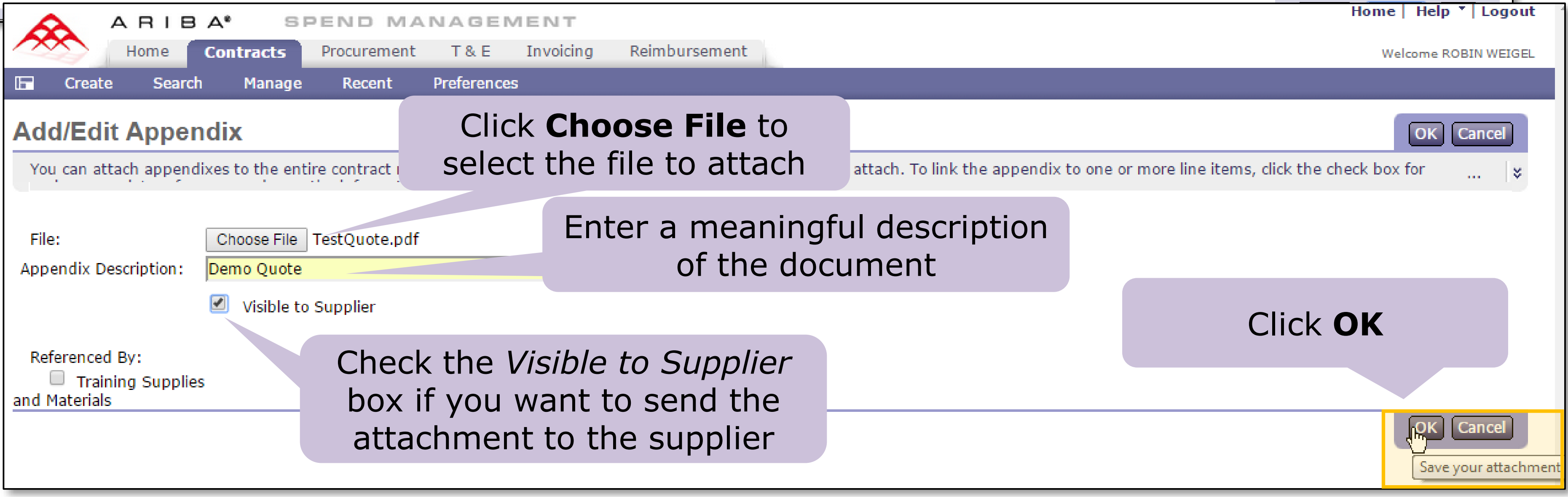


CR1627: 2015-2017 Training Supplies and Materials

Appendixes may contain terms, conditions, and additional requirements for a contract request. They can be transmitted to suppliers as part of the bid process during a ...

No items

Click **Add Appendix**



Add/Edit Appendix

You can attach appendixes to the entire contract ... attach. To link the appendix to one or more line items, click the check box for ...

File: TestQuote.pdf

Appendix Description: Demo Quote

☑ Visible to Supplier

Referenced By:

☐ Training Supplies and Materials

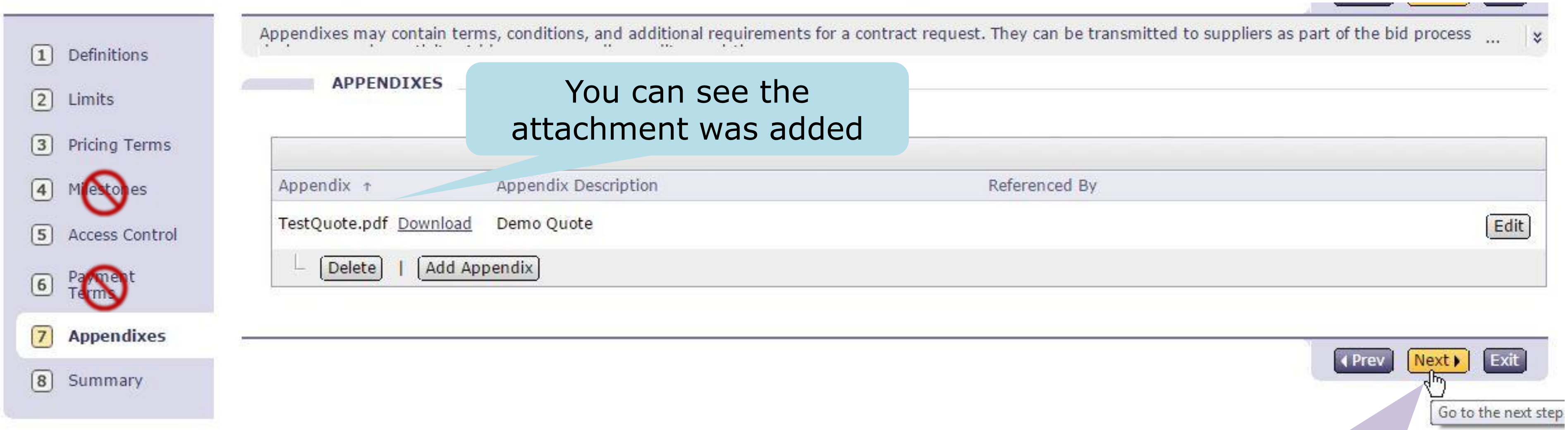
Click **Choose File** to select the file to attach

Enter a meaningful description of the document

Check the *Visible to Supplier* box if you want to send the attachment to the supplier

Click **OK**

Step 7: Appendixes (Attachments)



Appendixes may contain terms, conditions, and additional requirements for a contract request. They can be transmitted to suppliers as part of the bid process ...

APPENDIXES

Appendix ↑		Appendix Description	Referenced By	
TestQuote.pdf	Download	Demo Quote		Edit

You can see the attachment was added

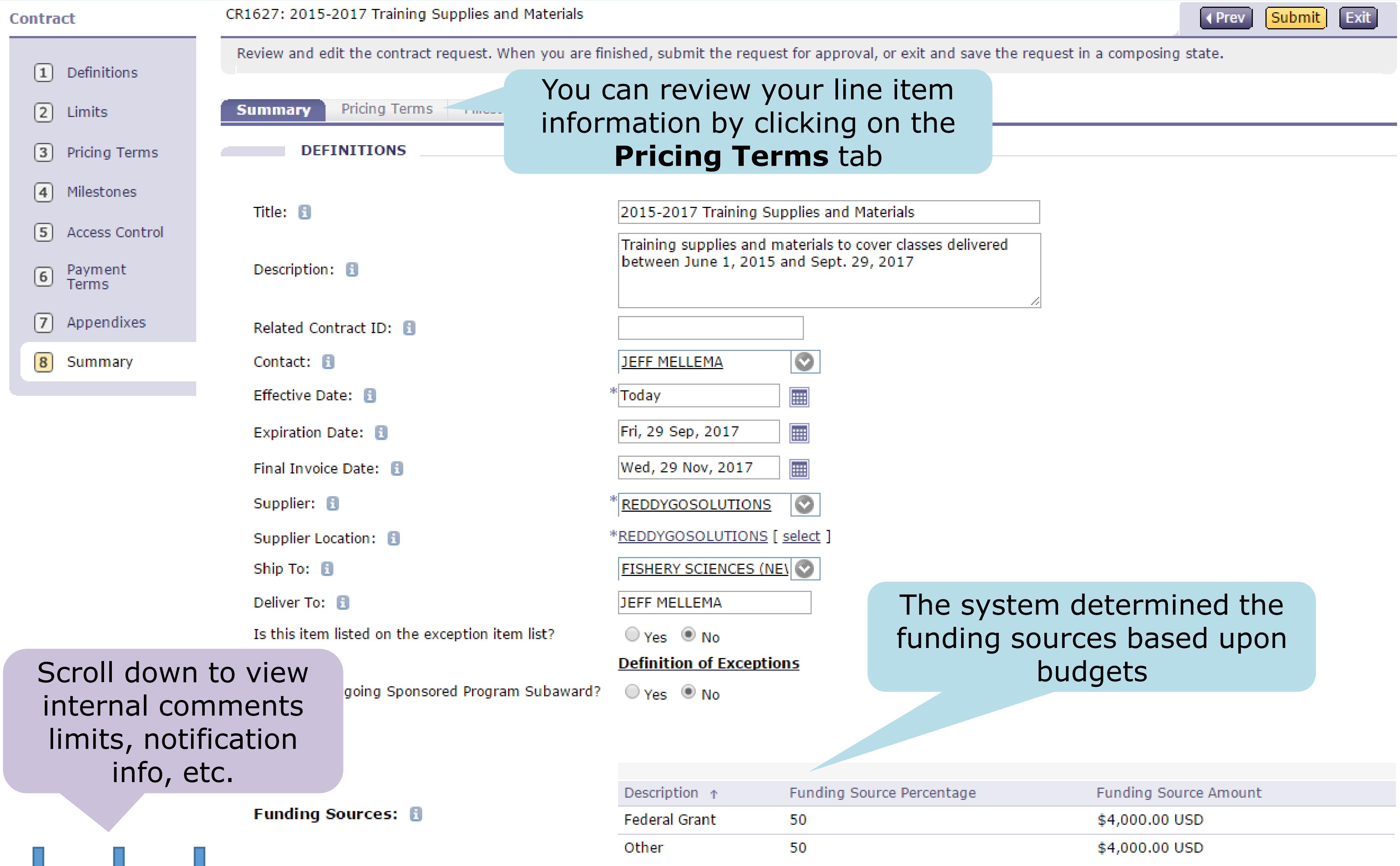
Click **Next**

IMPORTANT: Carefully review attachments to ensure accuracy and redact any sensitive information such as social security numbers, bank account numbers, or credit card numbers.

🚫 *Indicates step not used*

Step 8: Summary

Step 8: Summary is where you can review your BPO and Submit for approval.



CR1627: 2015-2017 Training Supplies and Materials

Review and edit the contract request. When you are finished, submit the request for approval, or exit and save the request in a composing state.

Title: 2015-2017 Training Supplies and Materials

Description: Training supplies and materials to cover classes delivered between June 1, 2015 and Sept. 29, 2017

Related Contract ID:

Contact: JEFF MELLEMA

Effective Date: * Today

Expiration Date: Fri, 29 Sep, 2017

Final Invoice Date: Wed, 29 Nov, 2017

Supplier: * REDDYGOSOLUTIONS

Supplier Location: * REDDYGOSOLUTIONS [select]

Ship To: FISHERY SCIENCES (NE\

Deliver To: JEFF MELLEMA

Is this item listed on the exception item list? ○ Yes ● No

Definition of Exceptions

going Sponsored Program Subaward? ○ Yes ● No

Funding Sources:

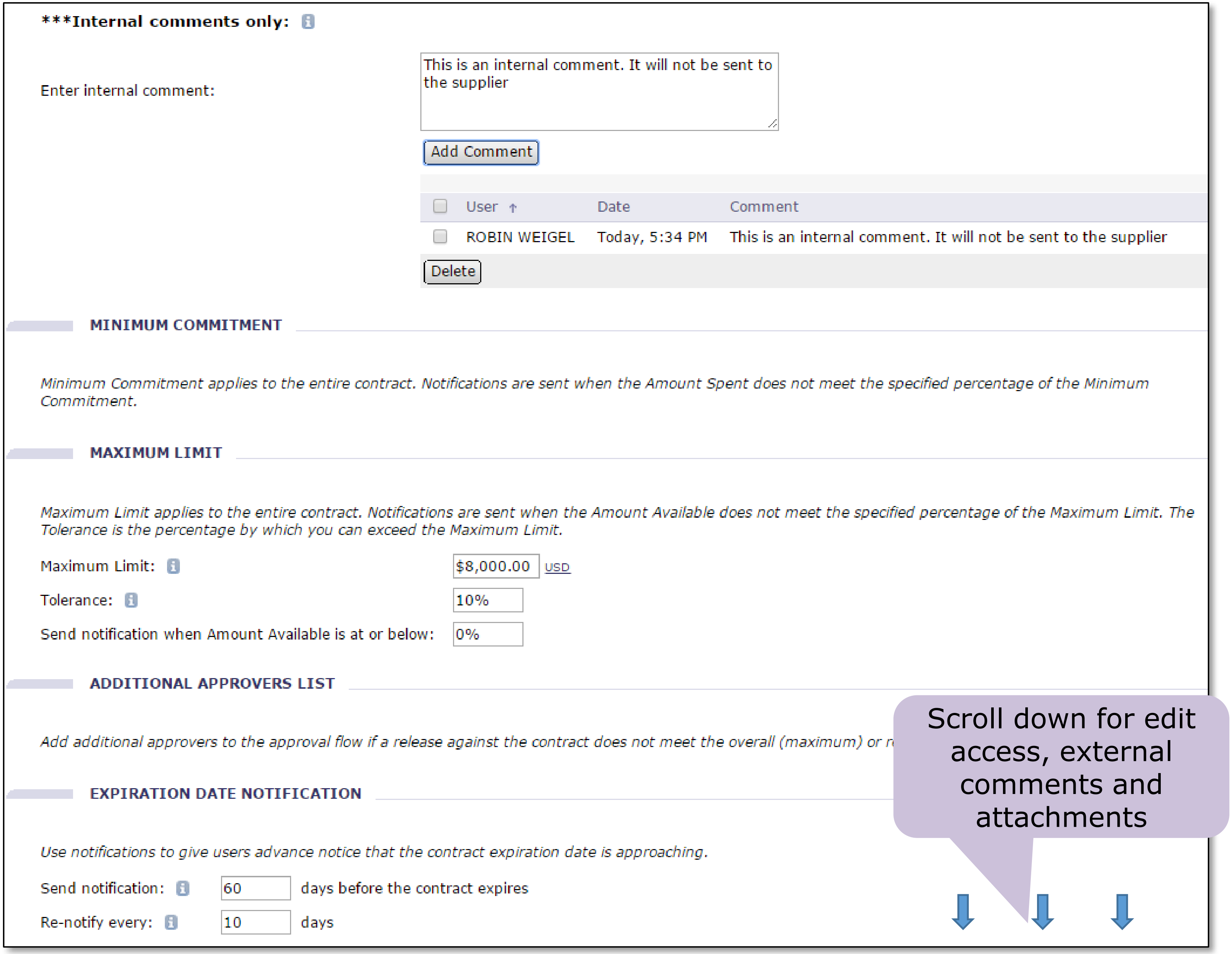
Description ↑	Funding Source Percentage	Funding Source Amount
Federal Grant	50	$4,000.00 USD
Other	50	$4,000.00 USD

You can review your line item information by clicking on the **Pricing Terms** tab

The system determined the funding sources based upon budgets

Scroll down to view internal comments limits, notification info, etc.

Step 8: Internal Comments, Limits, Notifications



*****Internal comments only:**

Enter internal comment: This is an internal comment. It will not be sent to the supplier

☐	User	Date	Comment
☐	ROBIN WEIGEL	Today, 5:34 PM	This is an internal comment. It will not be sent to the supplier

MINIMUM COMMITMENT

Minimum Commitment applies to the entire contract. Notifications are sent when the Amount Spent does not meet the specified percentage of the Minimum Commitment.

MAXIMUM LIMIT

Maximum Limit applies to the entire contract. Notifications are sent when the Amount Available does not meet the specified percentage of the Maximum Limit. The Tolerance is the percentage by which you can exceed the Maximum Limit.

Maximum Limit: $8,000.00 USD

Tolerance: 10%

Send notification when Amount Available is at or below: 0%

ADDITIONAL APPROVERS LIST

Add additional approvers to the approval flow if a release against the contract does not meet the overall (maximum) or r

EXPIRATION DATE NOTIFICATION

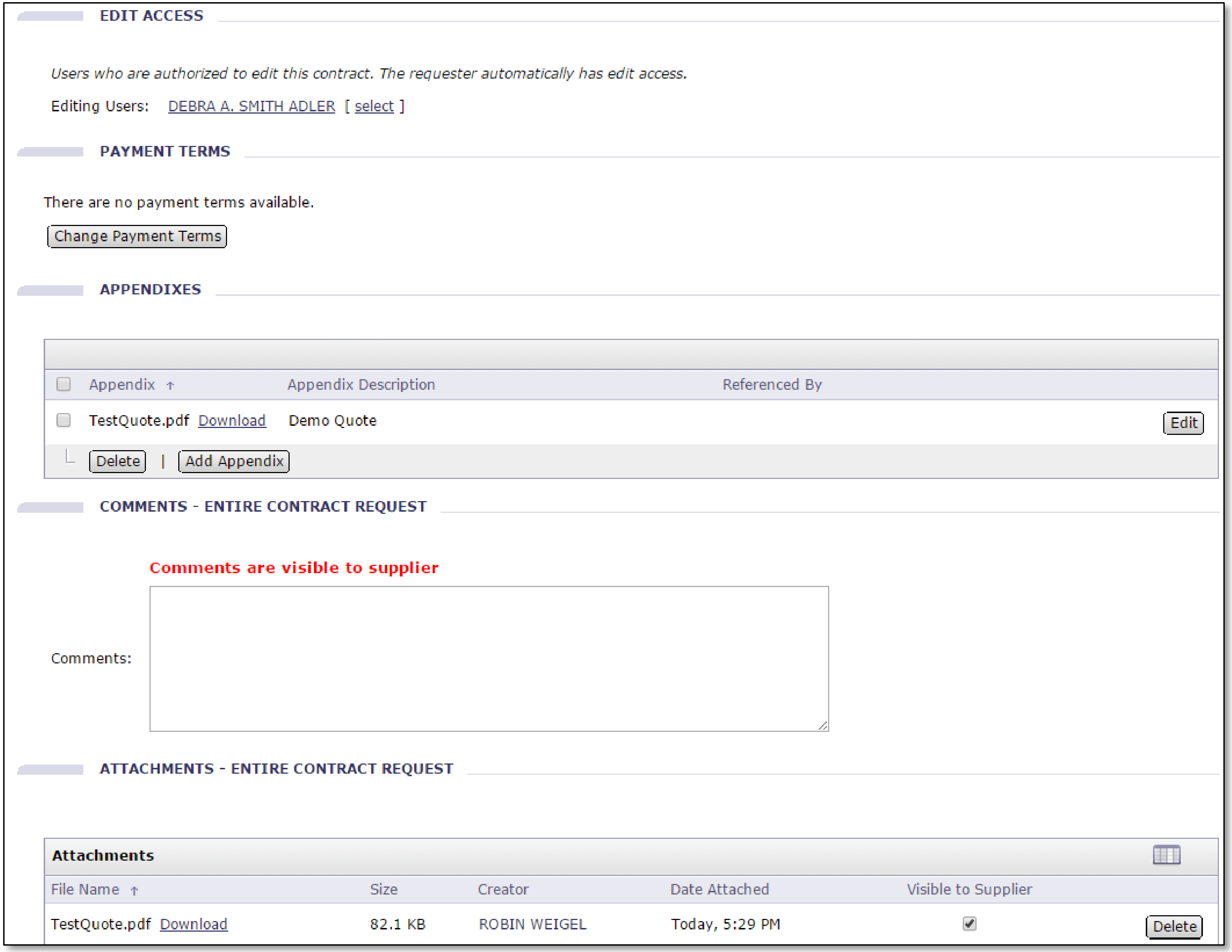
Use notifications to give users advance notice that the contract expiration date is approaching.

Send notification: 60 days before the contract expires

Re-notify every: 10 days

Scroll down for edit access, external comments and attachments

Step 8: Edit Access, Supplier Comments, and Attachments



EDIT ACCESS

Users who are authorized to edit this contract. The requester automatically has edit access.

Editing Users: DEBRA A. SMITH ADLER [select]

PAYMENT TERMS

There are no payment terms available.

Change Payment Terms

APPENDIXES

☐	Appendix ↑	Appendix Description	Referenced By	
☐	TestQuote.pdf Download	Demo Quote		Edit

Delete | Add Appendix

COMMENTS - ENTIRE CONTRACT REQUEST

Comments are visible to supplier

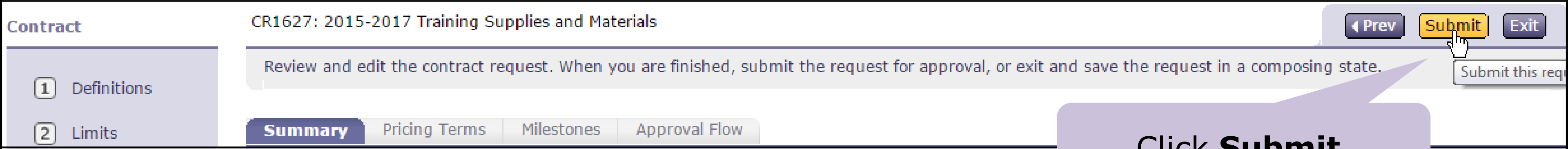
Comments:

ATTACHMENTS - ENTIRE CONTRACT REQUEST

Attachments

File Name ↑	Size	Creator	Date Attached	Visible to Supplier	
TestQuote.pdf Download	82.1 KB	ROBIN WEIGEL	Today, 5:29 PM	☑	Delete

Submit and View Status

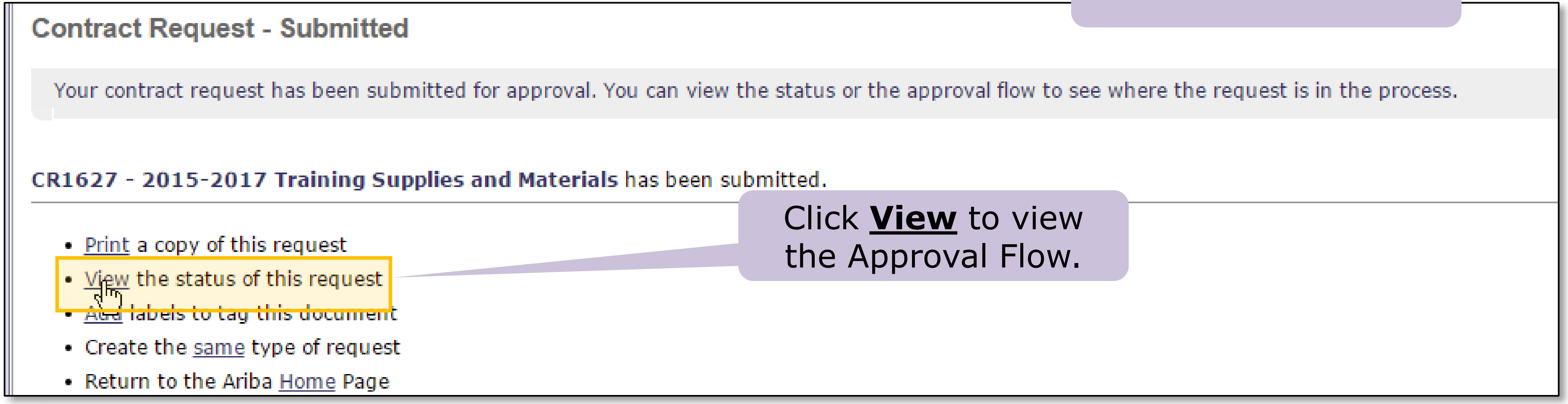


Contract

CR1627: 2015-2017 Training Supplies and Materials

Review and edit the contract request. When you are finished, submit the request for approval, or exit and save the request in a composing state.

Click **Submit**.



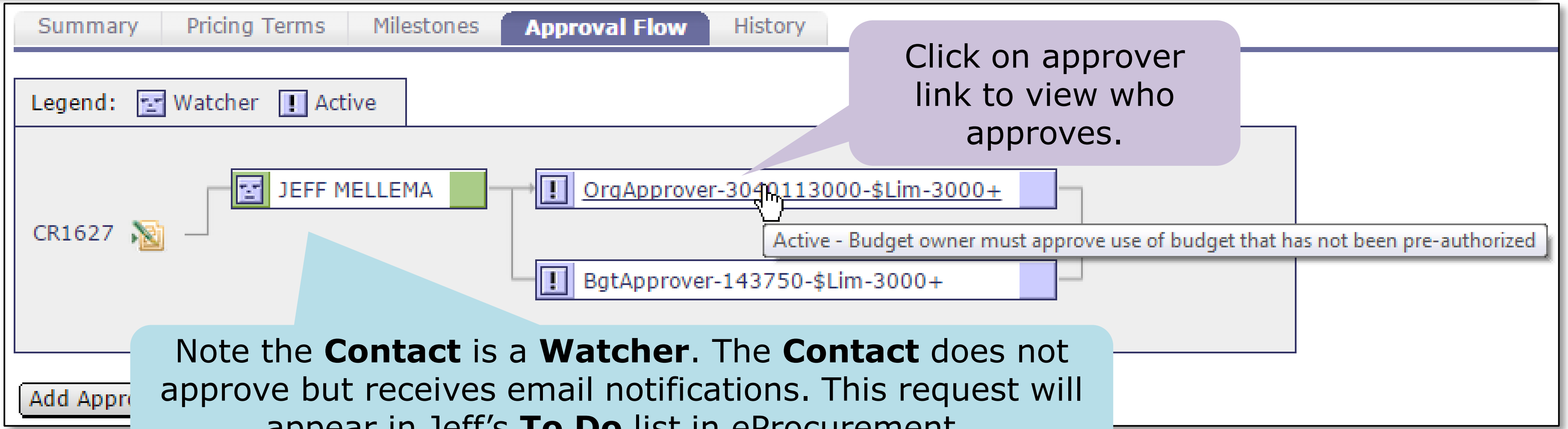
Contract Request - Submitted

Your contract request has been submitted for approval. You can view the status or the approval flow to see where the request is in the process.

CR1627 - 2015-2017 Training Supplies and Materials has been submitted.

- Print a copy of this request
- View the status of this request
- Add labels to tag this document
- Create the same type of request
- Return to the Ariba Home Page

Click **View** to view the Approval Flow.

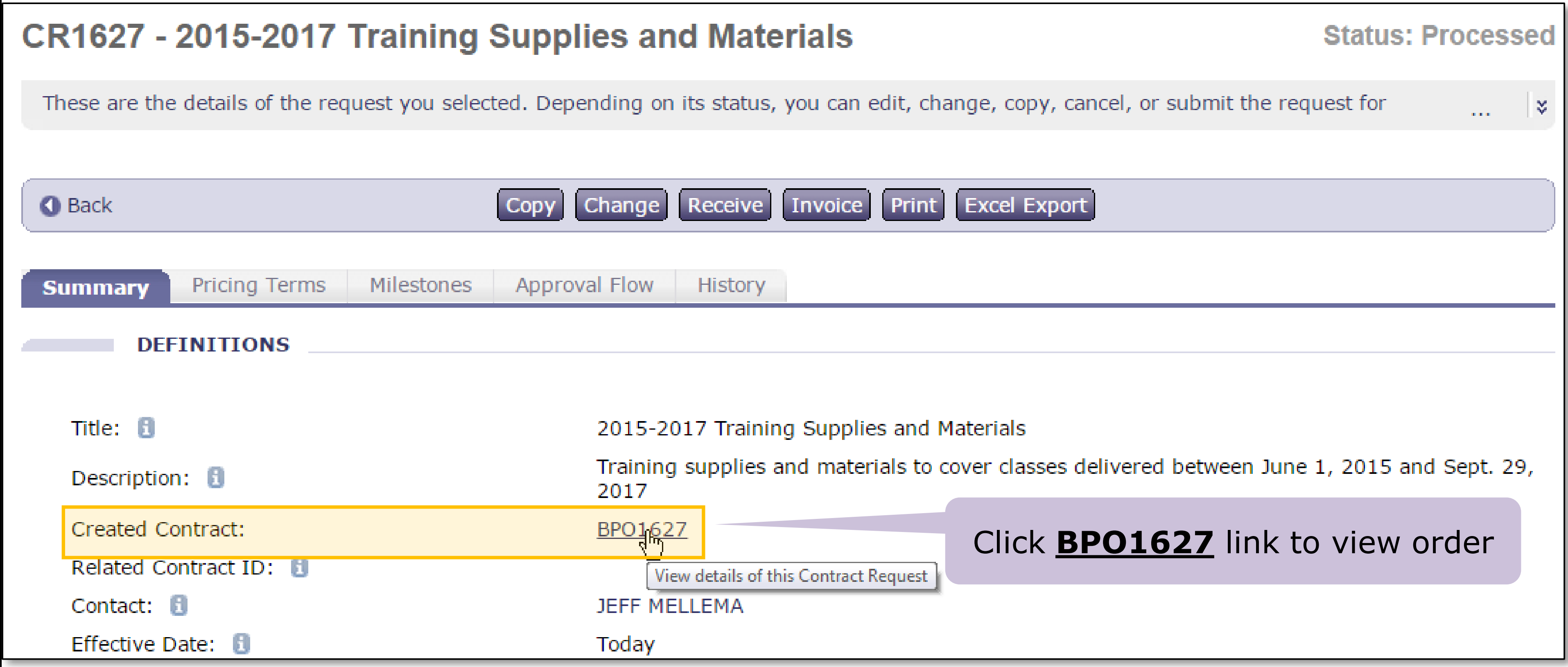


Active - Budget owner must approve use of budget that has not been pre-authorized

Click on approver link to view who approves.

Note the **Contact** is a **Watcher**. The **Contact** does not approve but receives email notifications. This request will appear in Jeff's **To Do** list in eProcurement .

Fully Approved CR Summary Page



CR1627 - 2015-2017 Training Supplies and Materials Status: Processed

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

DEFINITIONS

Title: 2015-2017 Training Supplies and Materials

Description: Training supplies and materials to cover classes delivered between June 1, 2015 and Sept. 29, 2017

Created Contract: BPO1627

Related Contract ID:

Contact: JEFF MELLEMA

Effective Date: Today

Click **BPO1627** link to view order

Note: A link to the Original Contract Request (CR) will be visible to anyone who can edit the CR. This includes, the Preparer, the Contact, and anyone specified in Step 5: Access Control.

Creating a BPO Over the Direct Buy Limit

What you need to know

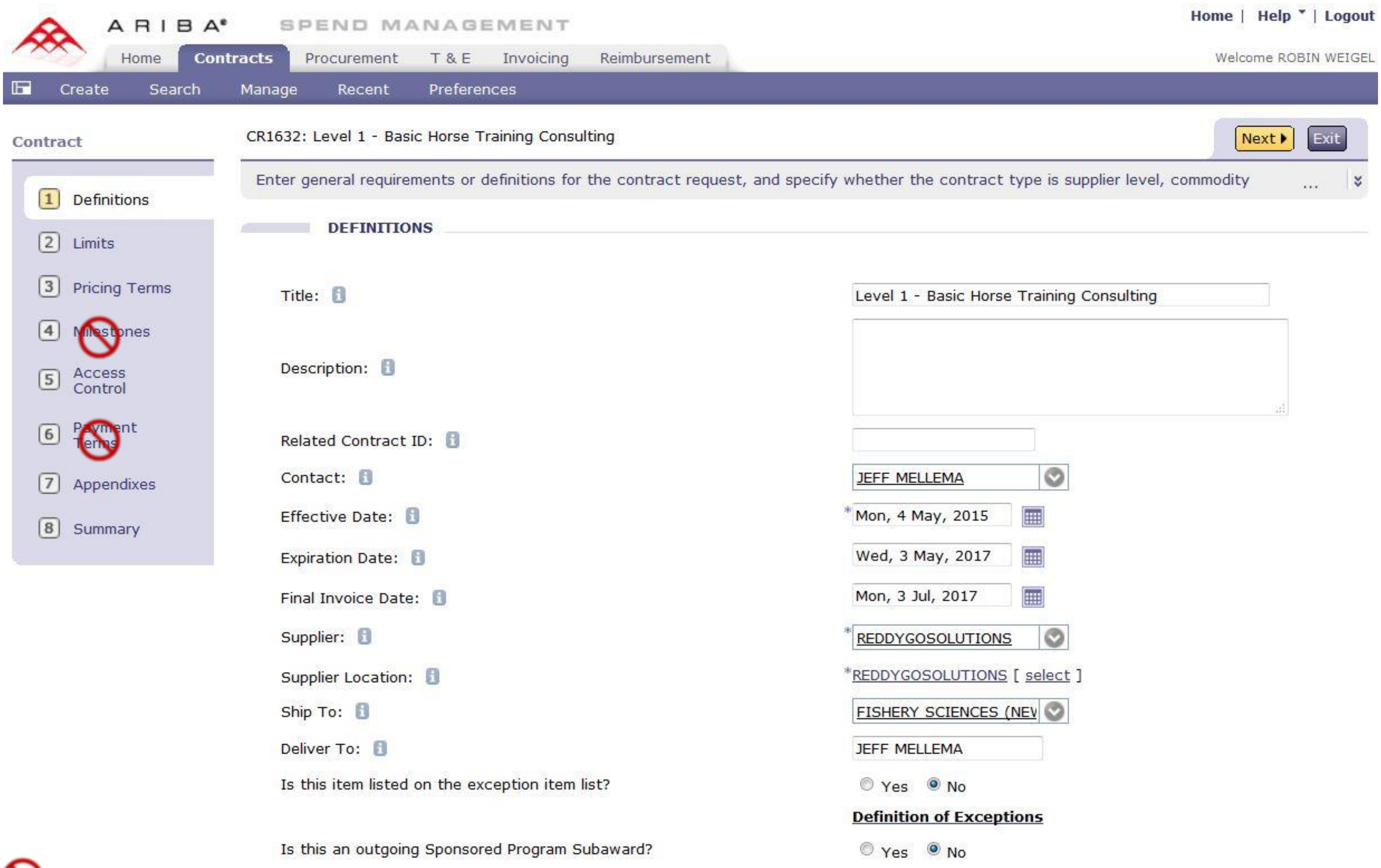
- The steps to create a BPO over the Direct Buy Limit are the same
- On the Summary page, you will be prompted to provide Sole Source Justification information

Example

- BPO over the Direct Buy Limit
- We will be using the following information:
  - Amount: $200,000.00
  - Commodity: Human resources consulting service (80101511)
  - Account code: Marketing Services (02-31)
  - Budgets: 14-3750
  - No tax

Definitions

This example is for consulting services



CR1632: Level 1 - Basic Horse Training Consulting

Enter general requirements or definitions for the contract request, and specify whether the contract type is supplier level, commodity ...

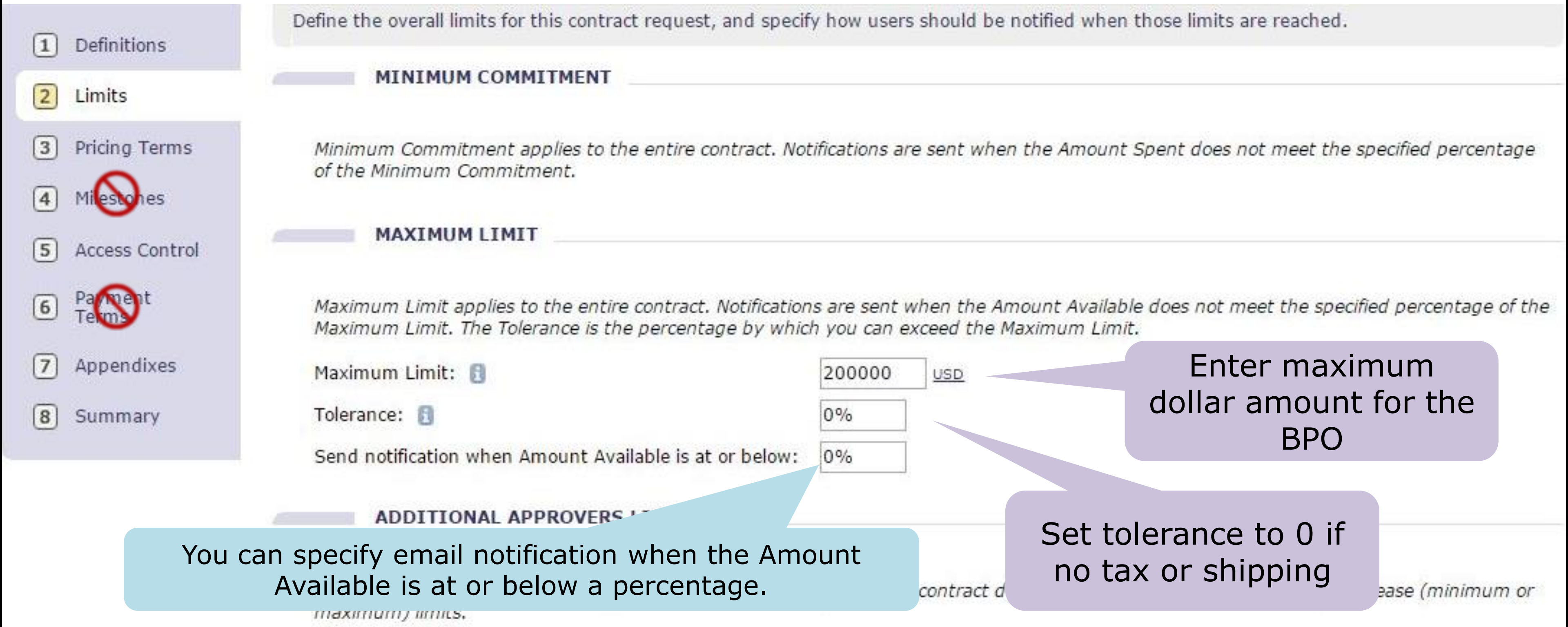
DEFINITIONS

Title:	Level 1 - Basic Horse Training Consulting
Description:	
Related Contract ID:	
Contact:	JEFF MELLEMA
Effective Date:	* Mon, 4 May, 2015
Expiration Date:	Wed, 3 May, 2017
Final Invoice Date:	Mon, 3 Jul, 2017
Supplier:	* REDDYGOSOLUTIONS
Supplier Location:	* REDDYGOSOLUTIONS [select]
Ship To:	FISHERY SCIENCES (NEW
Deliver To:	JEFF MELLEMA
Is this item listed on the exception item list?	○ Yes ● No **Definition of Exceptions**
Is this an outgoing Sponsored Program Subaward?	○ Yes ● No

🚫 *Indicates step not used*

Step 2: Limits – Maximum Limit

Step 2 Limits is where you will establish the total amount of the order and the parameters of the order you are creating.



Define the overall limits for this contract request, and specify how users should be notified when those limits are reached.

MINIMUM COMMITMENT

Minimum Commitment applies to the entire contract. Notifications are sent when the Amount Spent does not meet the specified percentage of the Minimum Commitment.

MAXIMUM LIMIT

Maximum Limit applies to the entire contract. Notifications are sent when the Amount Available does not meet the specified percentage of the Maximum Limit. The Tolerance is the percentage by which you can exceed the Maximum Limit.

Maximum Limit: 200000 USD

Tolerance: 0%

Send notification when Amount Available is at or below: 0%

ADDITIONAL APPROVERS

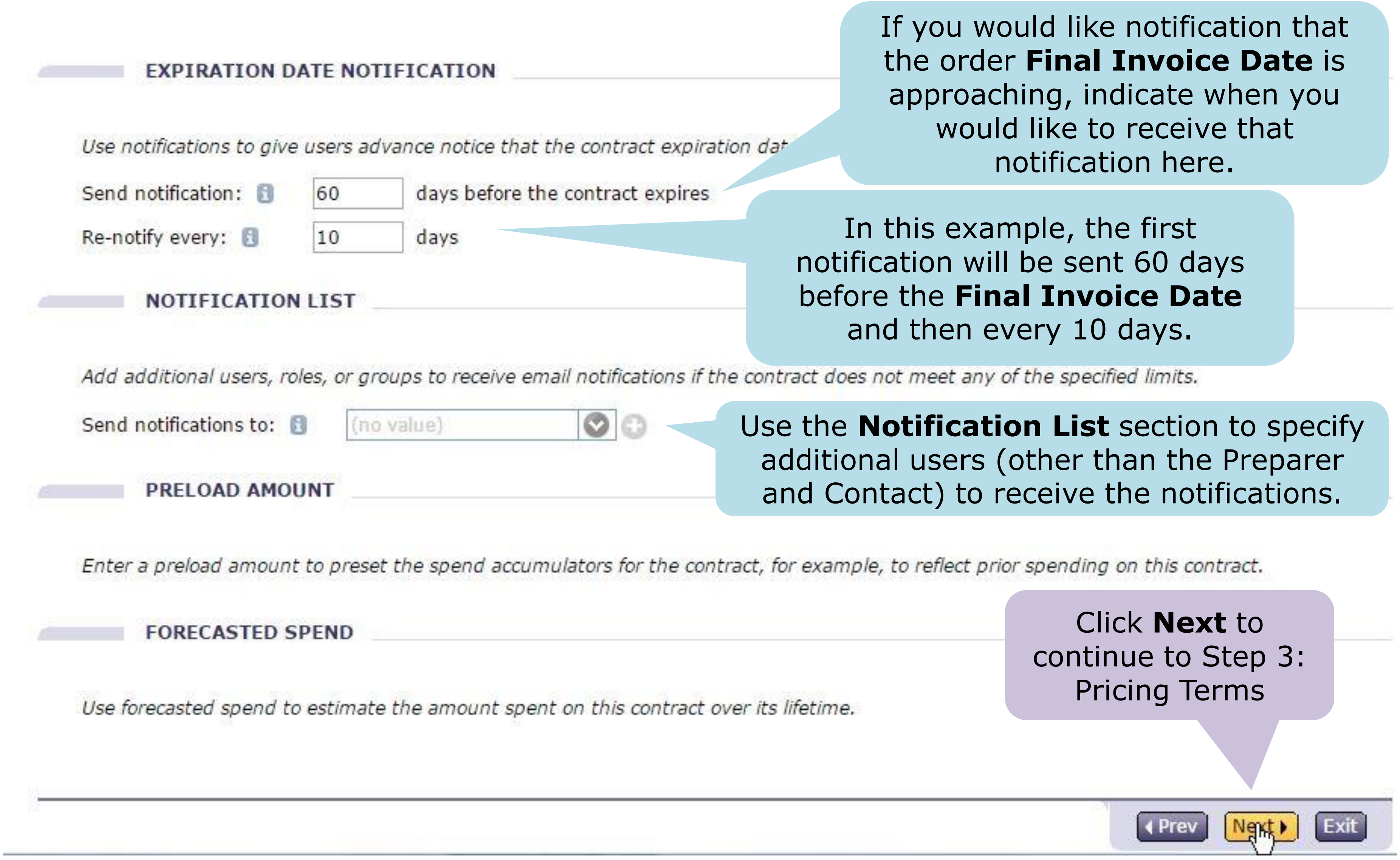
Enter maximum dollar amount for the BPO

Set tolerance to 0 if no tax or shipping

You can specify email notification when the Amount Available is at or below a percentage.

Indicates step not used

Step 2: Limits – Notifications



EXPIRATION DATE NOTIFICATION

Use notifications to give users advance notice that the contract expiration dat

Send notification: 60 days before the contract expires

Re-notify every: 10 days

NOTIFICATION LIST

Add additional users, roles, or groups to receive email notifications if the contract does not meet any of the specified limits.

Send notifications to: (no value)

PRELOAD AMOUNT

Enter a preload amount to preset the spend accumulators for the contract, for example, to reflect prior spending on this contract.

FORECASTED SPEND

Use forecasted spend to estimate the amount spent on this contract over its lifetime.

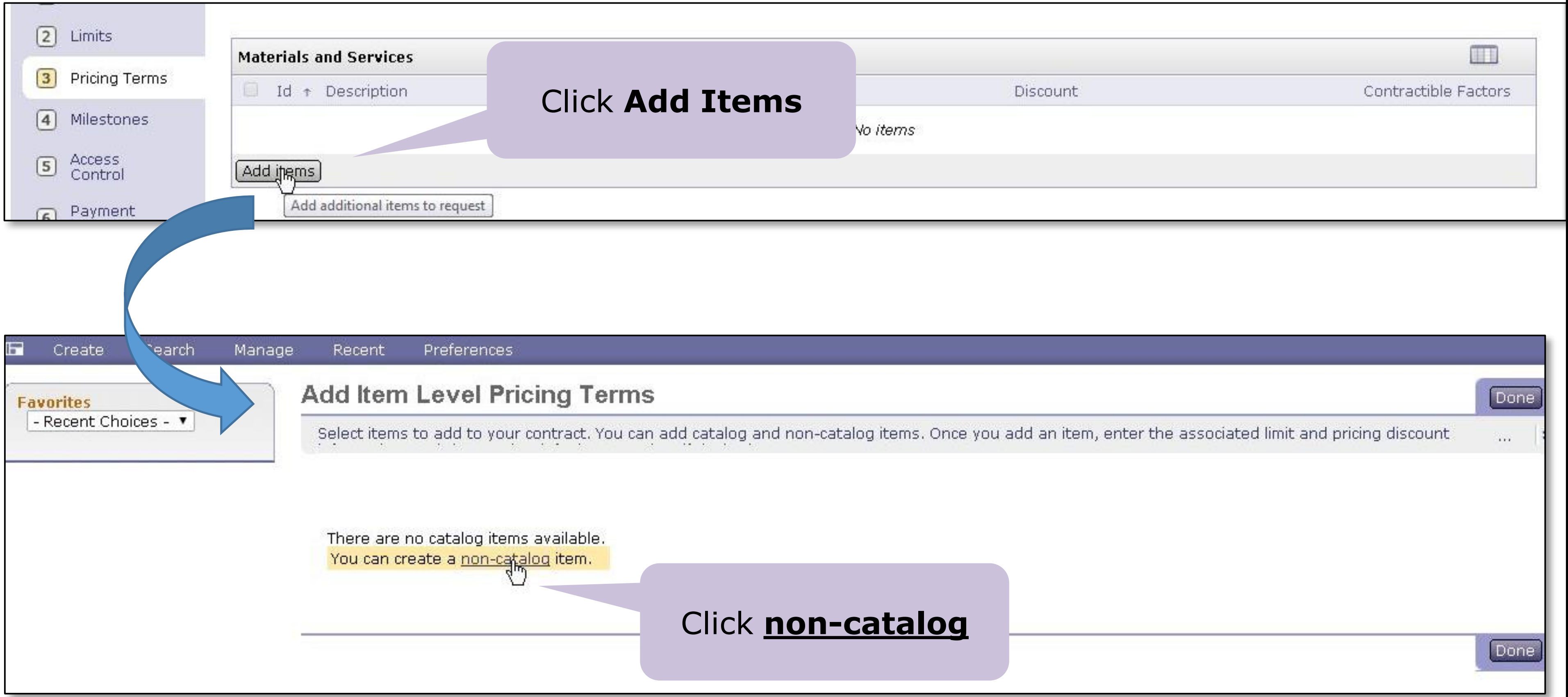
If you would like notification that the order **Final Invoice Date** is approaching, indicate when you would like to receive that notification here.

In this example, the first notification will be sent 60 days before the **Final Invoice Date** and then every 10 days.

Use the **Notification List** section to specify additional users (other than the Preparer and Contact) to receive the notifications.

Click **Next** to continue to Step 3: Pricing Terms

Pricing Terms



2 Limits

3 Pricing Terms

4 Milestones

5 Access Control

6 Payment

Materials and Services

☐	Id ↑	Description	Discount	Contractible Factors
		No items		

Add items

Add additional items to request

Click **Add Items**

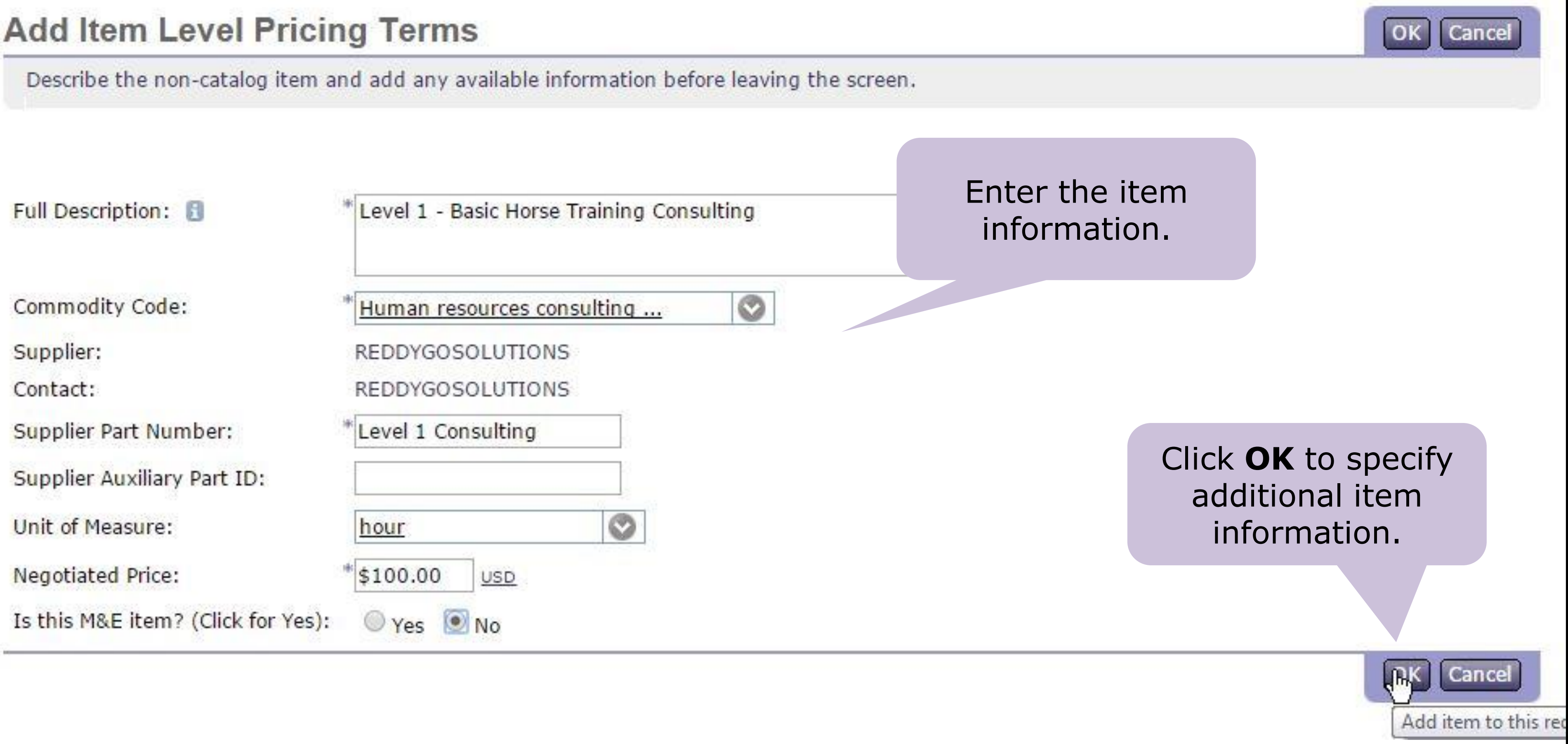
Add Item Level Pricing Terms

Select items to add to your contract. You can add catalog and non-catalog items. Once you add an item, enter the associated limit and pricing discount ...

There are no catalog items available.
You can create a non-catalog item.

Click **non-catalog**

Pricing Terms – Enter Item Information



Add Item Level Pricing Terms

Describe the non-catalog item and add any available information before leaving the screen.

Full Description: * Level 1 - Basic Horse Training Consulting

Commodity Code: * Human resources consulting ...

Supplier: REDDYGOSOLUTIONS

Contact: REDDYGOSOLUTIONS

Supplier Part Number: * Level 1 Consulting

Supplier Auxiliary Part ID:

Unit of Measure: hour

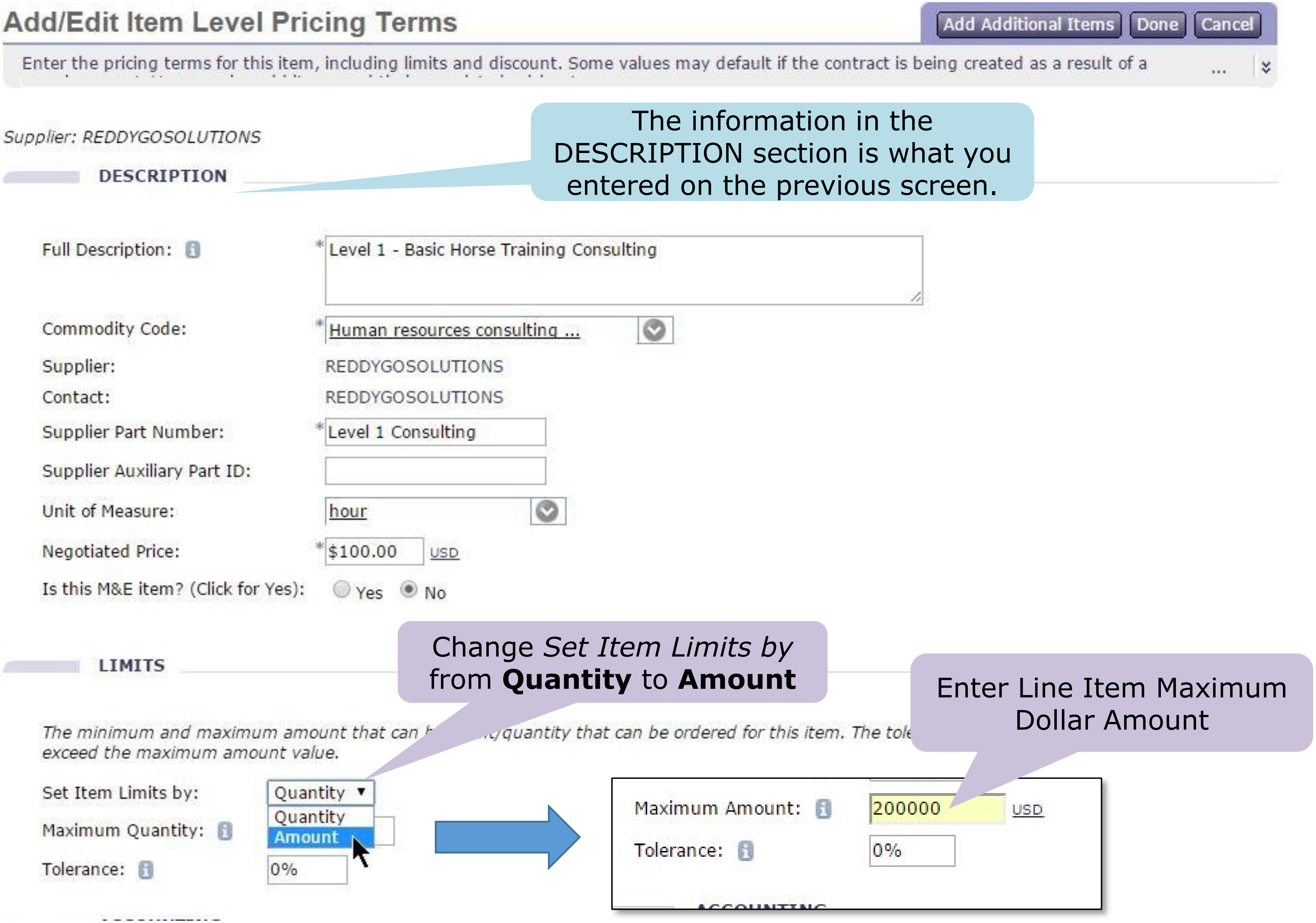
Negotiated Price: * $100.00 USD

Is this M&E item? (Click for Yes): ○ Yes ● No

Enter the item information.

Click **OK** to specify additional item information.

Pricing Terms – Set Item Limit by Amount



Add/Edit Item Level Pricing Terms

Enter the pricing terms for this item, including limits and discount. Some values may default if the contract is being created as a result of a ...

Supplier: REDDYGOSOLUTIONS

DESCRIPTION

The information in the DESCRIPTION section is what you entered on the previous screen.

Full Description:	* Level 1 - Basic Horse Training Consulting
Commodity Code:	* Human resources consulting ...
Supplier:	REDDYGOSOLUTIONS
Contact:	REDDYGOSOLUTIONS
Supplier Part Number:	* Level 1 Consulting
Supplier Auxiliary Part ID:	
Unit of Measure:	hour
Negotiated Price:	* $100.00 USD
Is this M&E item? (Click for Yes):	○ Yes ● No

LIMITS

Change *Set Item Limits by* from **Quantity** to **Amount**

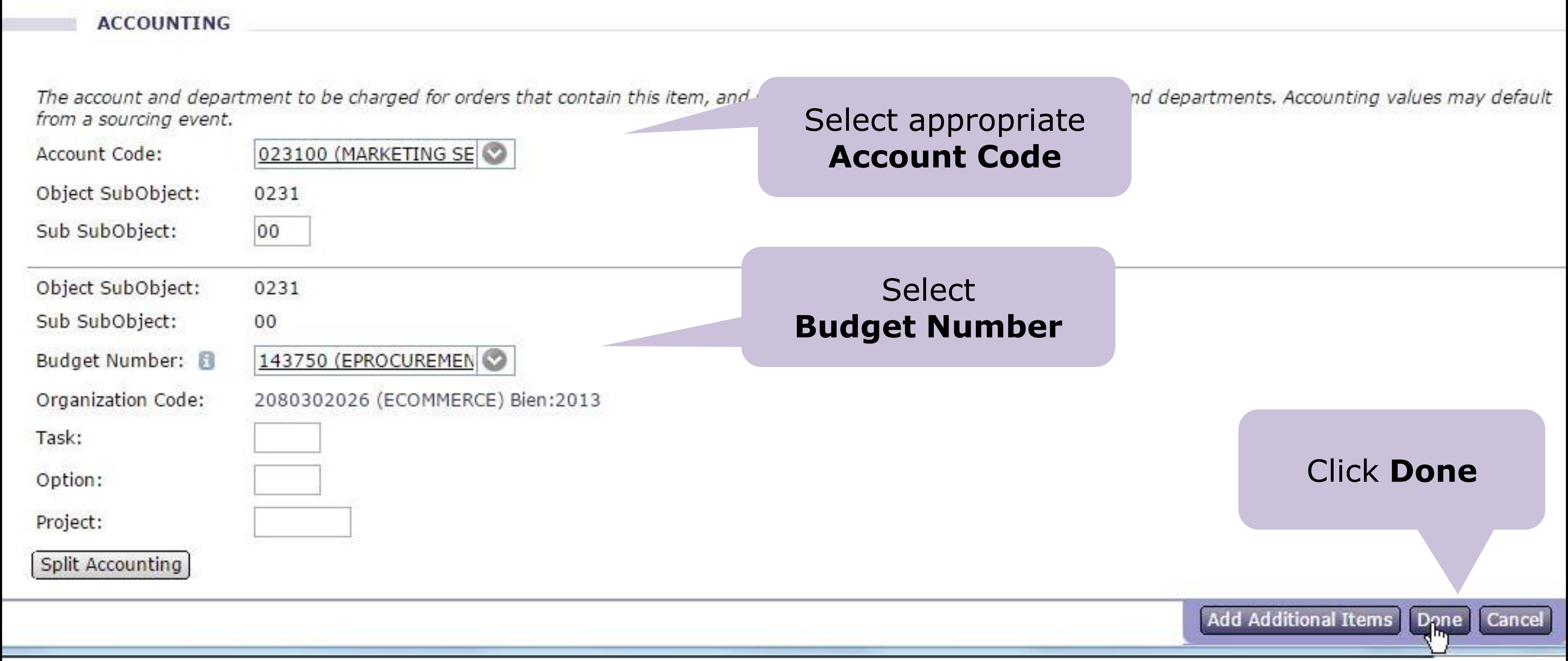
The minimum and maximum amount that can b… …t/quantity that can be ordered for this item. The tole… exceed the maximum amount value.

Set Item Limits by:	Quantity
Maximum Quantity:	
Tolerance:	0%

Enter Line Item Maximum Dollar Amount

Maximum Amount:	200000 USD
Tolerance:	0%

Pricing Terms – Select Account Code and Budget



ACCOUNTING

The account and department to be charged for orders that contain this item, and

nd departments. Accounting values may default from a sourcing event.

Account Code: 023100 (MARKETING SE

Object SubObject: 0231

Sub SubObject: 00

Object SubObject: 0231

Sub SubObject: 00

Budget Number: 143750 (EPROCUREMEN

Organization Code: 2080302026 (ECOMMERCE) Bien:2013

Task:

Option:

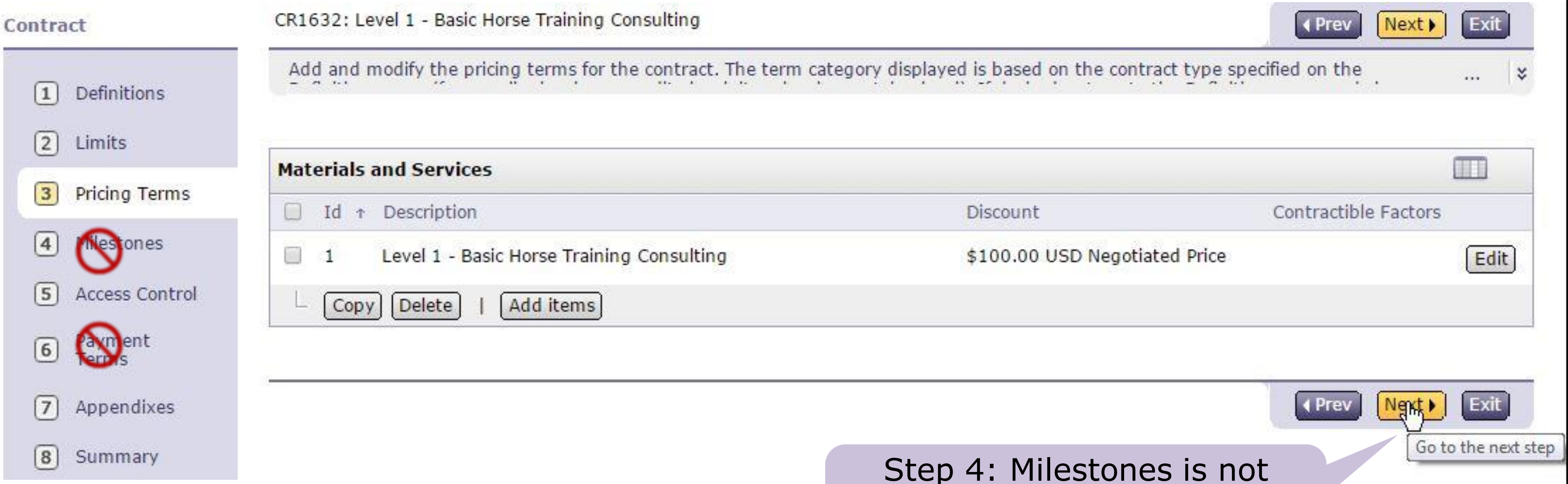
Project:

Select appropriate **Account Code**

Select **Budget Number**

Click **Done**

Click Next Twice to go to Step 5: Access Control



CR1632: Level 1 - Basic Horse Training Consulting

Add and modify the pricing terms for the contract. The term category displayed is based on the contract type specified on the ...

Materials and Services

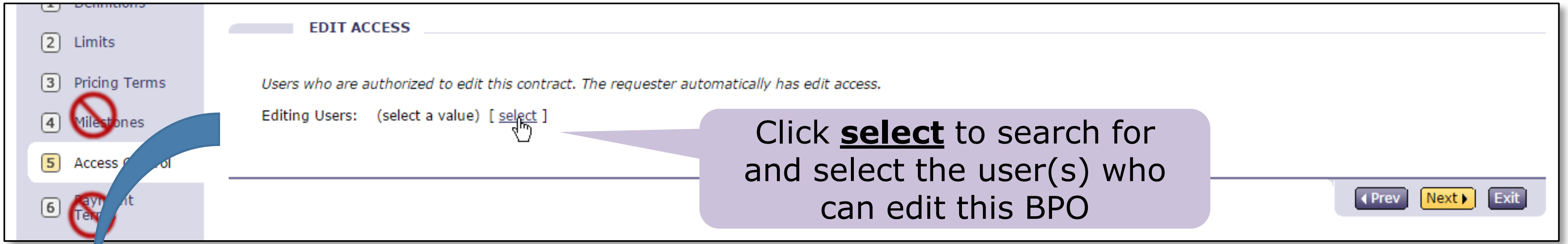
☐	Id	Description	Discount	Contractible Factors
☐	1	Level 1 - Basic Horse Training Consulting	$100.00 USD Negotiated Price	Edit

Step 4: Milestones is not used. Click **Next** twice to go to *Access Control*

🛇 *Indicates step not used*

Step 5: Access Control (Who can edit?)

Step 5: Access Control is where you can specify other users who can make changes to the BPO. (Note: Step 4: Milestones is not used so *from Step 3, click Next twice* to get here.)

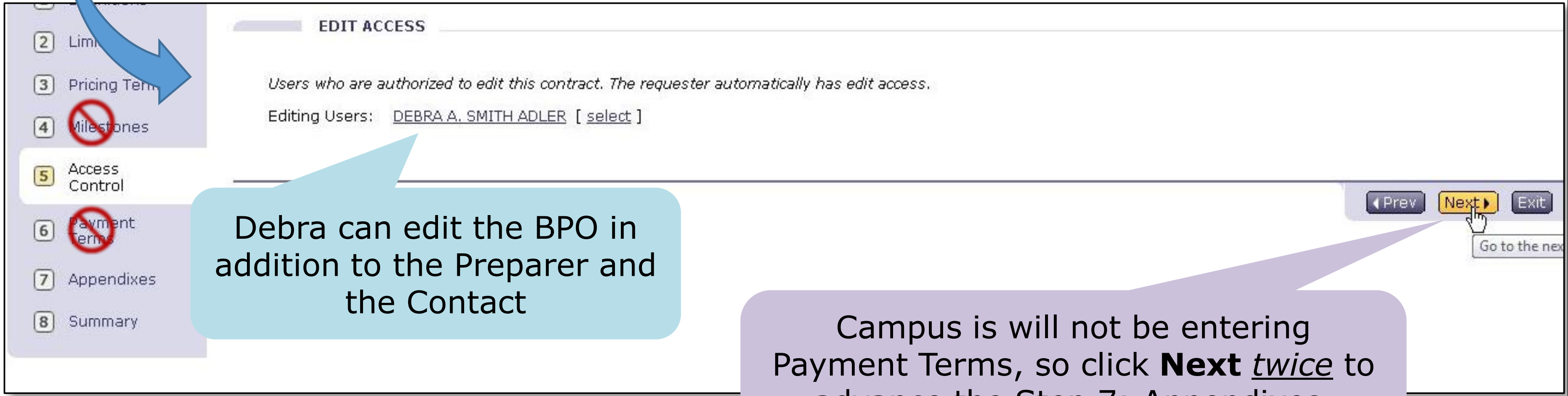


EDIT ACCESS

Users who are authorized to edit this contract. The requester automatically has edit access.

Editing Users: (select a value) [select]

Click **select** to search for and select the user(s) who can edit this BPO



EDIT ACCESS

Users who are authorized to edit this contract. The requester automatically has edit access.

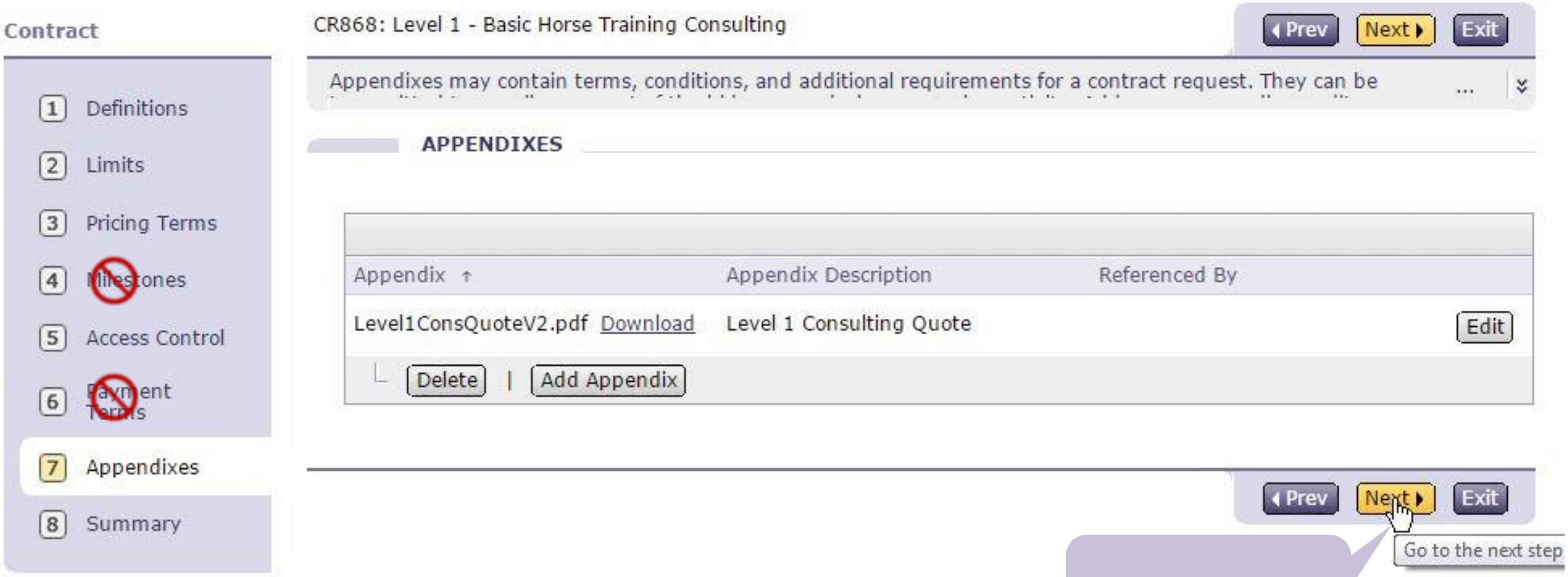
Editing Users: DEBRA A. SMITH ADLER [select]

Debra can edit the BPO in addition to the Preparer and the Contact

Campus is will not be entering Payment Terms, so click **Next** *twice* to advance the Step 7: Appendixes, where you can add attachments.

🚫 *Indicates step not used*

Appendixes– Attach Quote



Contract

1 Definitions
2 Limits
3 Pricing Terms
4 Milestones
5 Access Control
6 Payment Terms
7 Appendixes
8 Summary

CR868: Level 1 - Basic Horse Training Consulting

Appendixes may contain terms, conditions, and additional requirements for a contract request. They can be ...

APPENDIXES

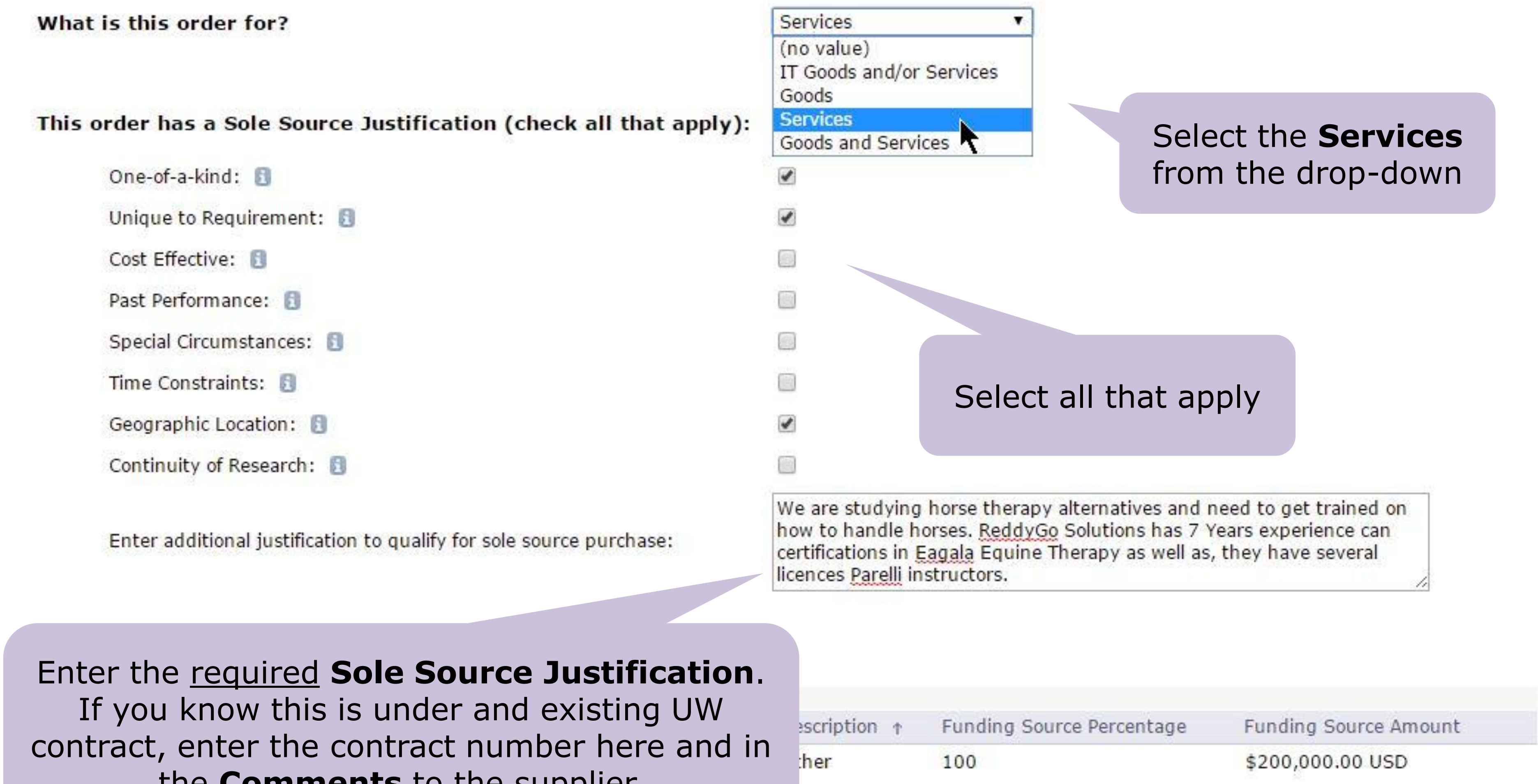
Appendix	Appendix Description	Referenced By	
Level1ConsQuoteV2.pdf Download	Level 1 Consulting Quote		Edit

Click **Next**

Indicates step not used

Step 8: Summary – Sole Source Information

IMPORTANT: For BPOs over the Direct Buy Limit, you must answer the question **What is this order for?** You must also enter the additional justification comment.



What is this order for? Services

This order has a Sole Source Justification (check all that apply):

- One-of-a-kind: ☑
- Unique to Requirement: ☑
- Cost Effective: ☐
- Past Performance: ☐
- Special Circumstances: ☐
- Time Constraints: ☐
- Geographic Location: ☑
- Continuity of Research: ☐

Enter additional justification to qualify for sole source purchase: We are studying horse therapy alternatives and need to get trained on how to handle horses. ReddyGo Solutions has 7 Years experience can certifications in Eagala Equine Therapy as well as, they have several licences Parelli instructors.

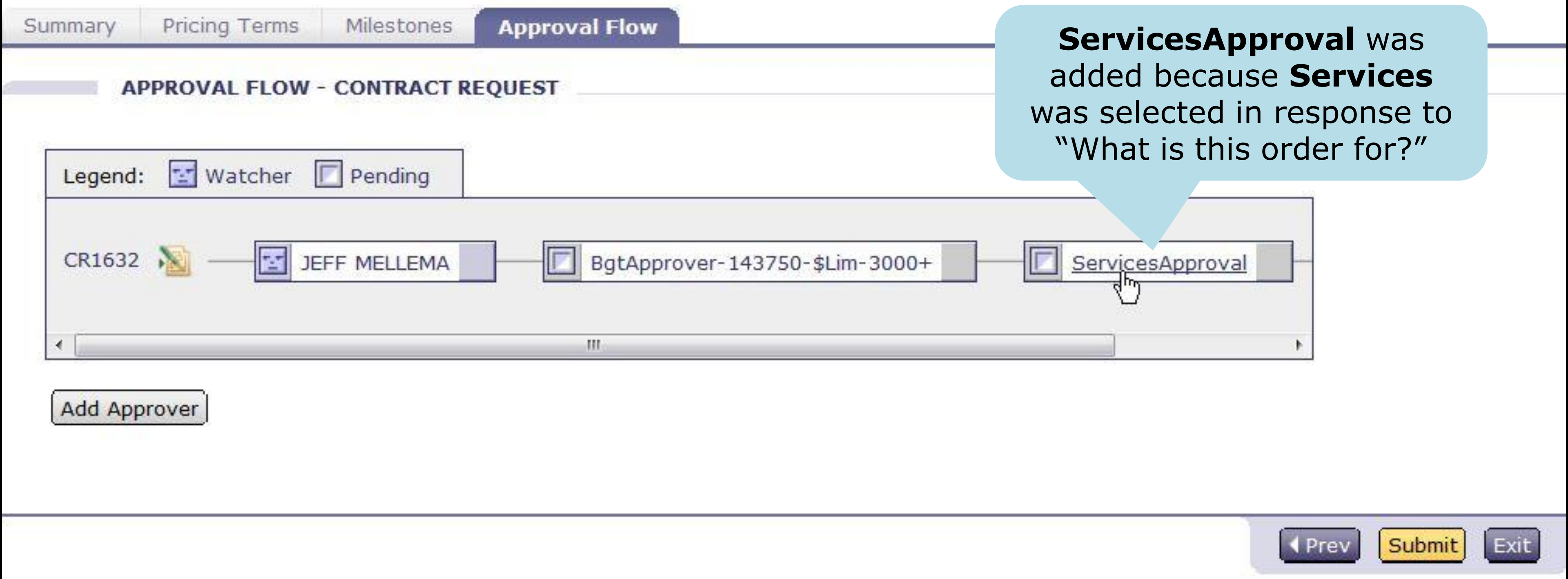
escription ↑	Funding Source Percentage	Funding Source Amount
her	100	$200,000.00 USD

Select the **Services** from the drop-down

Select all that apply

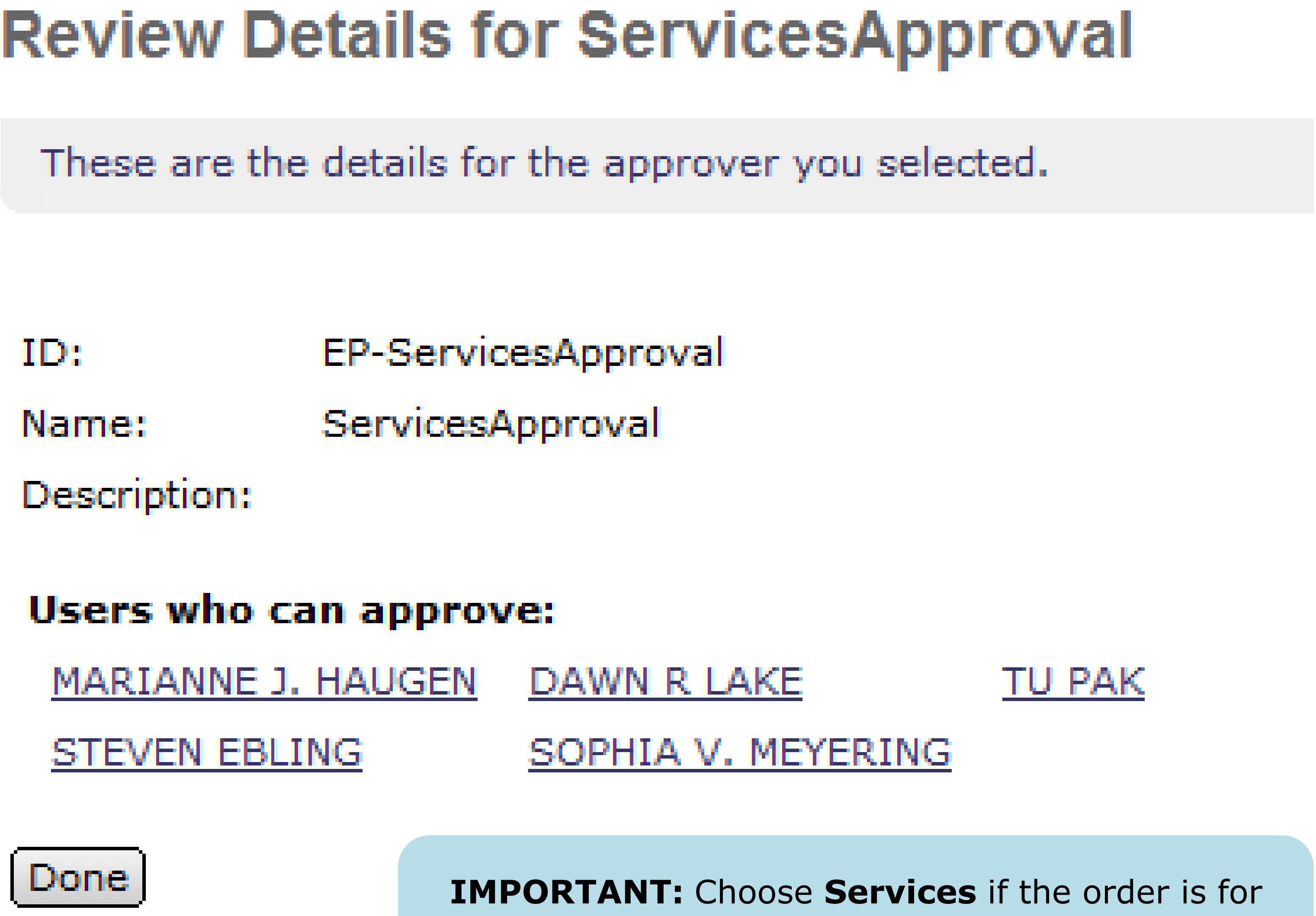
Enter the <u>required</u> **Sole Source Justification**. If you know this is under and existing UW contract, enter the contract number here and in the **Comments** to the supplier.

Approval Flow for Over Direct Buy Service BPO



ServicesApproval was added because **Services** was selected in response to "What is this order for?"

Services Approvers



Review Details for ServicesApproval

These are the details for the approver you selected.

ID: EP-ServicesApproval

Name: ServicesApproval

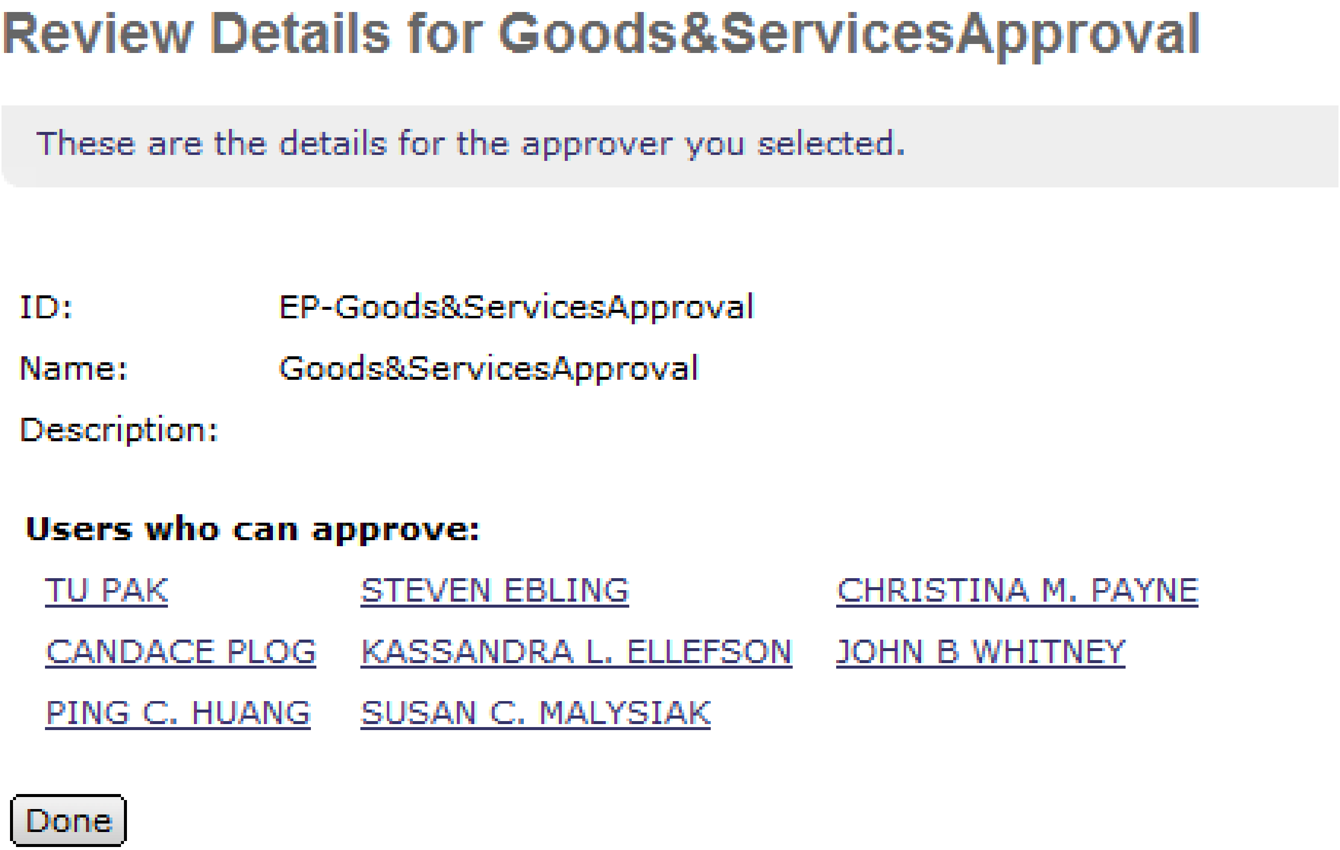
Description:

Users who can approve:

MARIANNE J. HAUGEN
DAWN R LAKE
TU PAK
STEVEN EBLING
SOPHIA V. MEYERING

IMPORTANT: Choose **Services** if the order is for *Personal Services*. Choose **Goods and Services** if the order is for a *Maintenance Contract*.

Goods and Services Approvers



Review Details for Goods&ServicesApproval

These are the details for the approver you selected.

ID: EP-Goods&ServicesApproval

Name: Goods&ServicesApproval

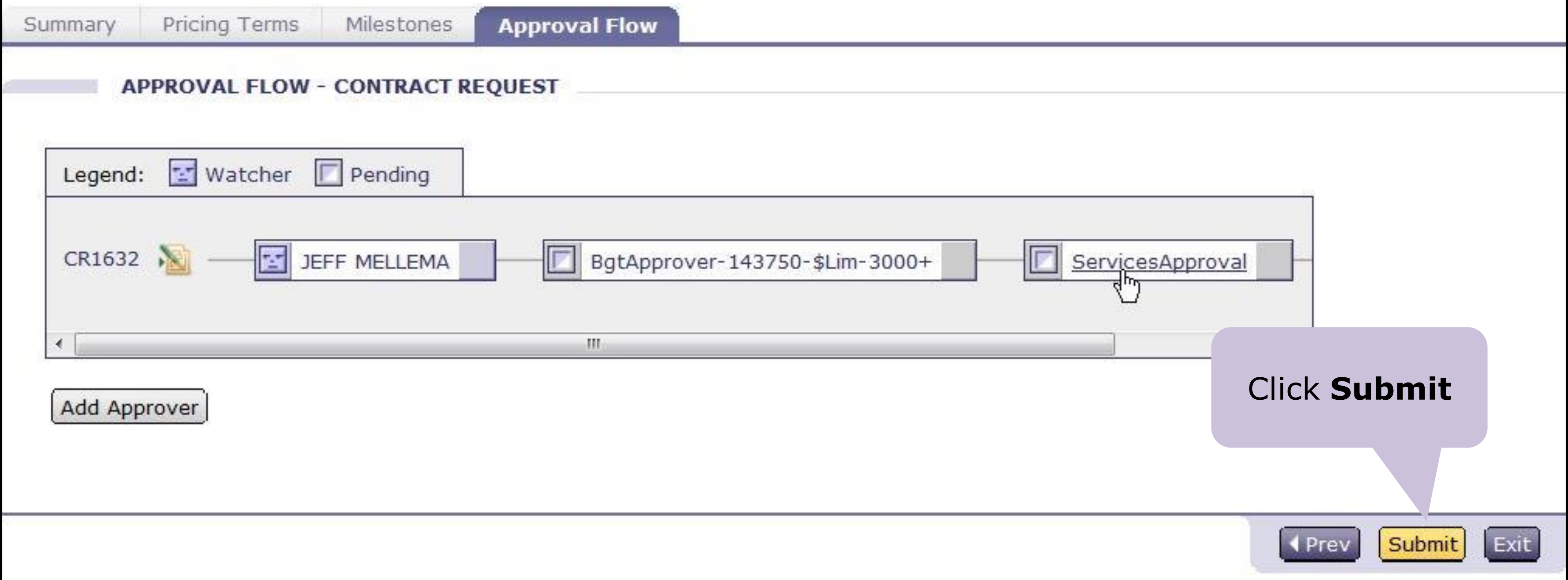
Description:

Users who can approve:

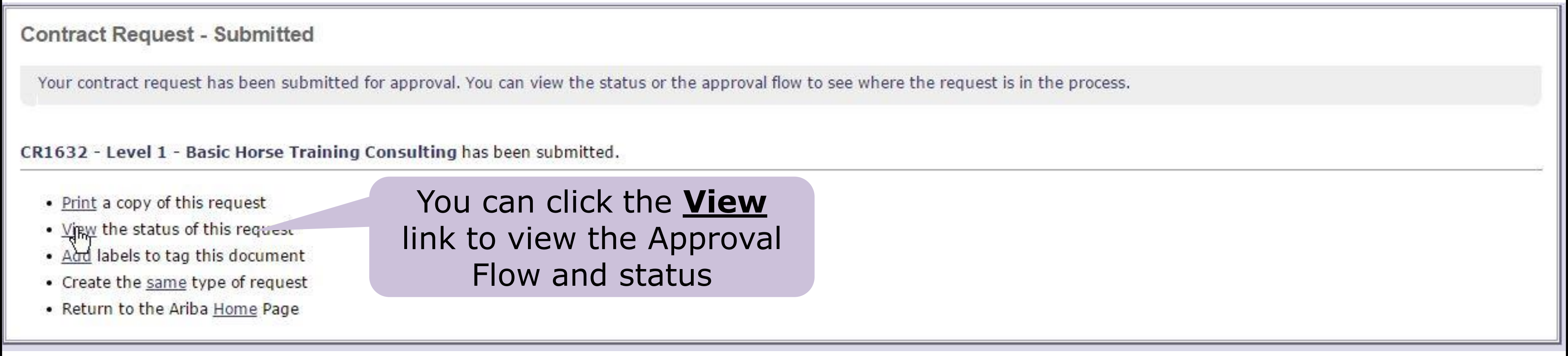
TU PAK	STEVEN EBLING	CHRISTINA M. PAYNE
CANDACE PLOG	KASSANDRA L. ELLEFSON	JOHN B WHITNEY
PING C. HUANG	SUSAN C. MALYSIAK	

IMPORTANT: Choose **Goods and Services** if the order is for a *Maintenance Contract.* Choose **Services** if the order is for *Personal Services*.

Submit CR for Approval



Click **Submit**



Contract Request - Submitted

Your contract request has been submitted for approval. You can view the status or the approval flow to see where the request is in the process.

CR1632 - Level 1 - Basic Horse Training Consulting has been submitted.

- Print a copy of this request
- View the status of this request
- Add labels to tag this document
- Create the same type of request
- Return to the Ariba Home Page

You can click the **View** link to view the Approval Flow and status

Approval Flow After Submit

CR1632 - Level 1 - Basic Horse Training Consulting

Status: Submitted

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print ...

Note the **Contact** is a **Watcher**. The **Contact** does not approve but receives email notifications. This request will appear in Jeff’s **To Do** list in eProcurement .

Important Reminders for BPOs Over the Direct Buy Limit

- A BPO over the Direct Buy Limit is routed to a Procurement Services buyer
- Ensure accuracy of the information before you submit
  - If the buyer needs to make any changes to the information entered, the BPO will need to be approved again by all approvers
- If you're purchasing goods or services through a UW-contracted supplier
  - Note the contract number in the **Additional Sole Source Justification** text box

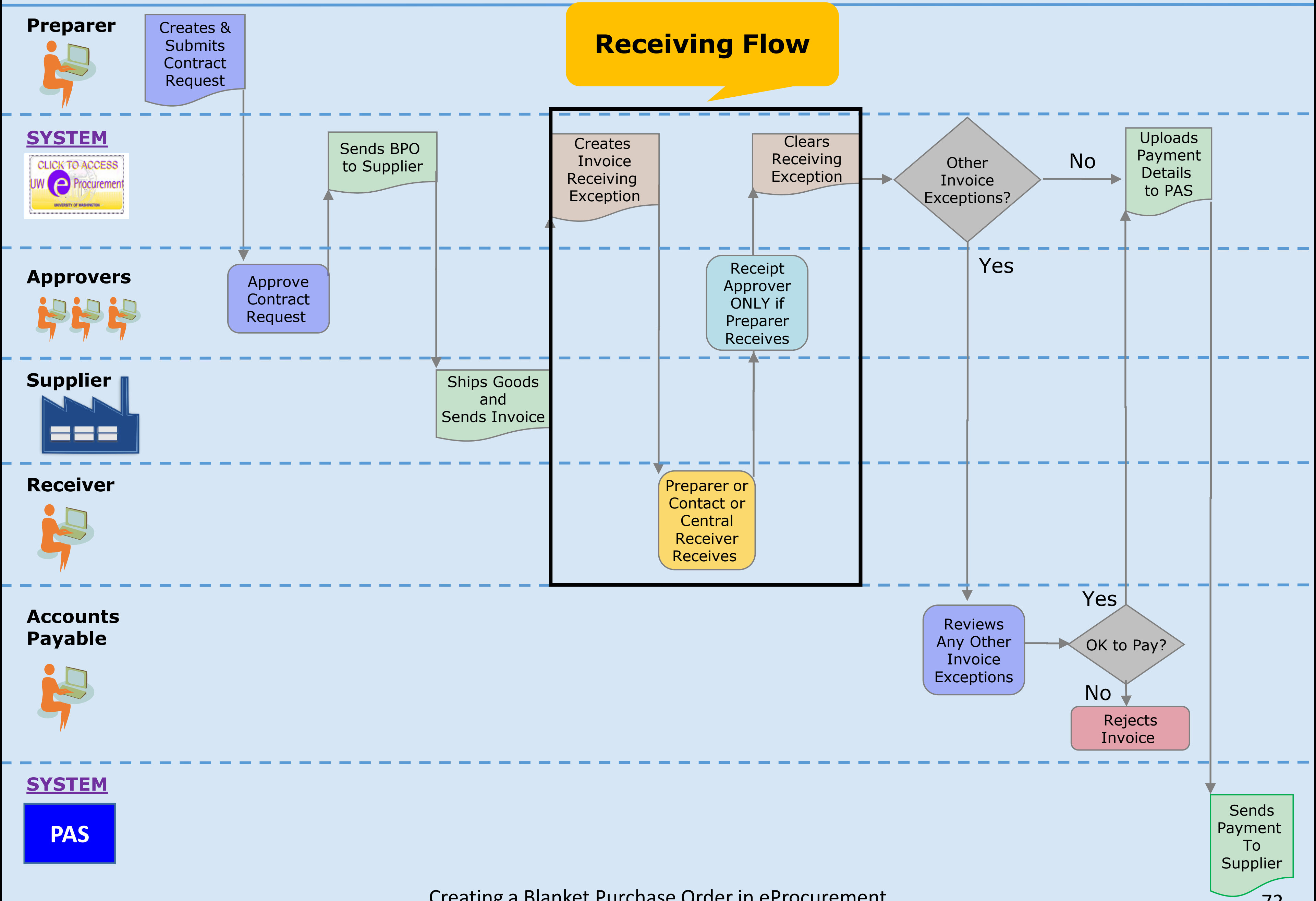
Additional Considerations

BPO Receiving

Receiving must be done to allow payment of the invoices for the BPO

- Receiving is the process of marking dollar amounts or quantities as “received” for services or goods line items on BPOs
- Receiving is used to verify that services have been performed to satisfaction or that items shipped have arrived in good condition and are correct
- When you Receive, you are approving an amount of money to be released for payment of invoices

eProcurement BPO Flow Diagram



Receiving Flow

Preparer

Creates & Submits Contract Request

SYSTEM

CLICK TO ACCESS UW eProcurement

Sends BPO to Supplier

Creates Invoice Receiving Exception

Clears Receiving Exception

Other Invoice Exceptions?

No

Uploads Payment Details to PAS

Yes

Approvers

Approve Contract Request

Receipt Approver ONLY if Preparer Receives

Supplier

Ships Goods and Sends Invoice

Receiver

Preparer or Contact or Central Receiver Receives

Accounts Payable

Reviews Any Other Invoice Exceptions

OK to Pay?

Yes

No

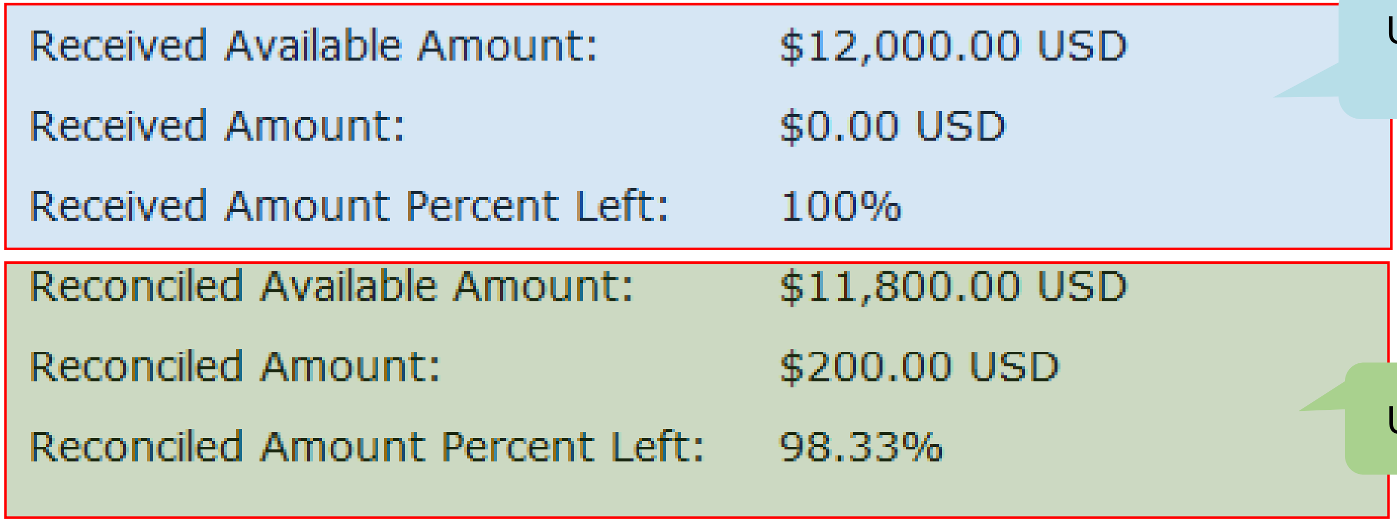
Rejects Invoice

SYSTEM

PAS

Sends Payment To Supplier

BPO Balance Information – Summary Page



Received Available Amount:	$12,000.00 USD
Received Amount:	$0.00 USD
Received Amount Percent Left:	100%
Reconciled Available Amount:	$11,800.00 USD
Reconciled Amount:	$200.00 USD
Reconciled Amount Percent Left:	98.33%

Updates at 12:00AM daily

Updates immediately

IMPORTANT: If there is tax, shipping, or other header charges on the invoices, the **Reconciled Amount** will be greater than the **Received Amount** (after the daily process runs)

Receiving Resources

- Receiving Web Page

  http://f2.washington.edu/fm/ps/how-to-buy/receiving

- Receiving Training

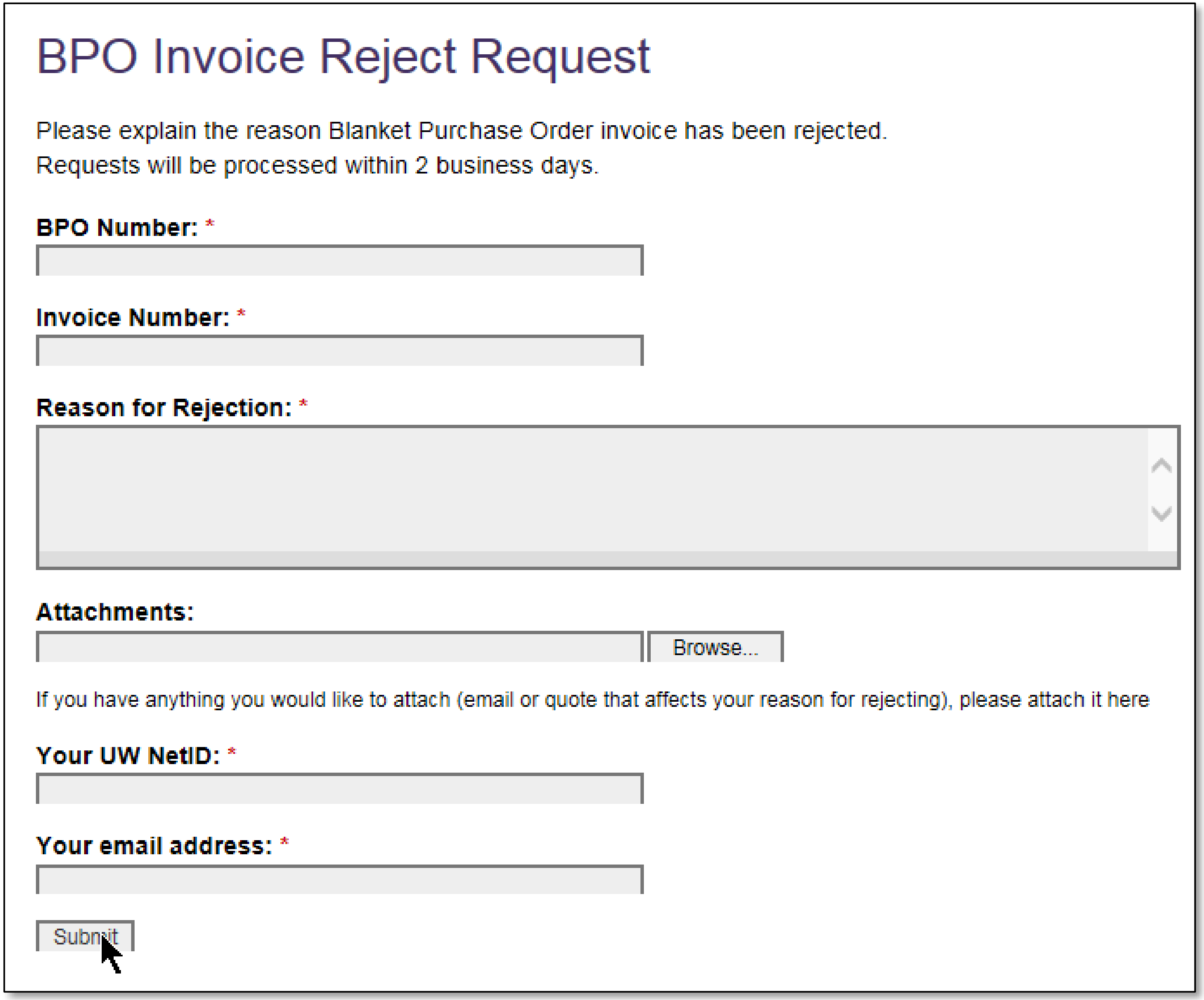
  http://f2.washington.edu/fm/ps/sites/default/files/training-and-events/classroom-training/ReceivingBPO.pdf

Incorrect Invoices – Reject Process

- If you find an invoice that should not be paid:
  - **DO NOT** receive against an incorrect invoice or *any other invoice on the same BPO.*
  - As illustrated previously during the receiving demonstration **DO NOT** use the **Amt. Rejected** field to reject the invoice.
- Use the *BPO Invoice Reject Request* form on the Procurement Services website to reject the invoice before doing any other receiving for the BPO:
  - Submit a *BPO Invoice Reject Request* using this link: http://f2.washington.edu/fm/ps/bpo-rejects

IMPORTANT: Contact the supplier and request a corrected invoice.

BPO Invoice Reject Request Form



BPO Invoice Reject Request

Please explain the reason Blanket Purchase Order invoice has been rejected.
Requests will be processed within 2 business days.

BPO Number: *

Invoice Number: *

Reason for Rejection: *

Attachments:

If you have anything you would like to attach (email or quote that affects your reason for rejecting), please attach it here

Your UW NetID: *

Your email address: *

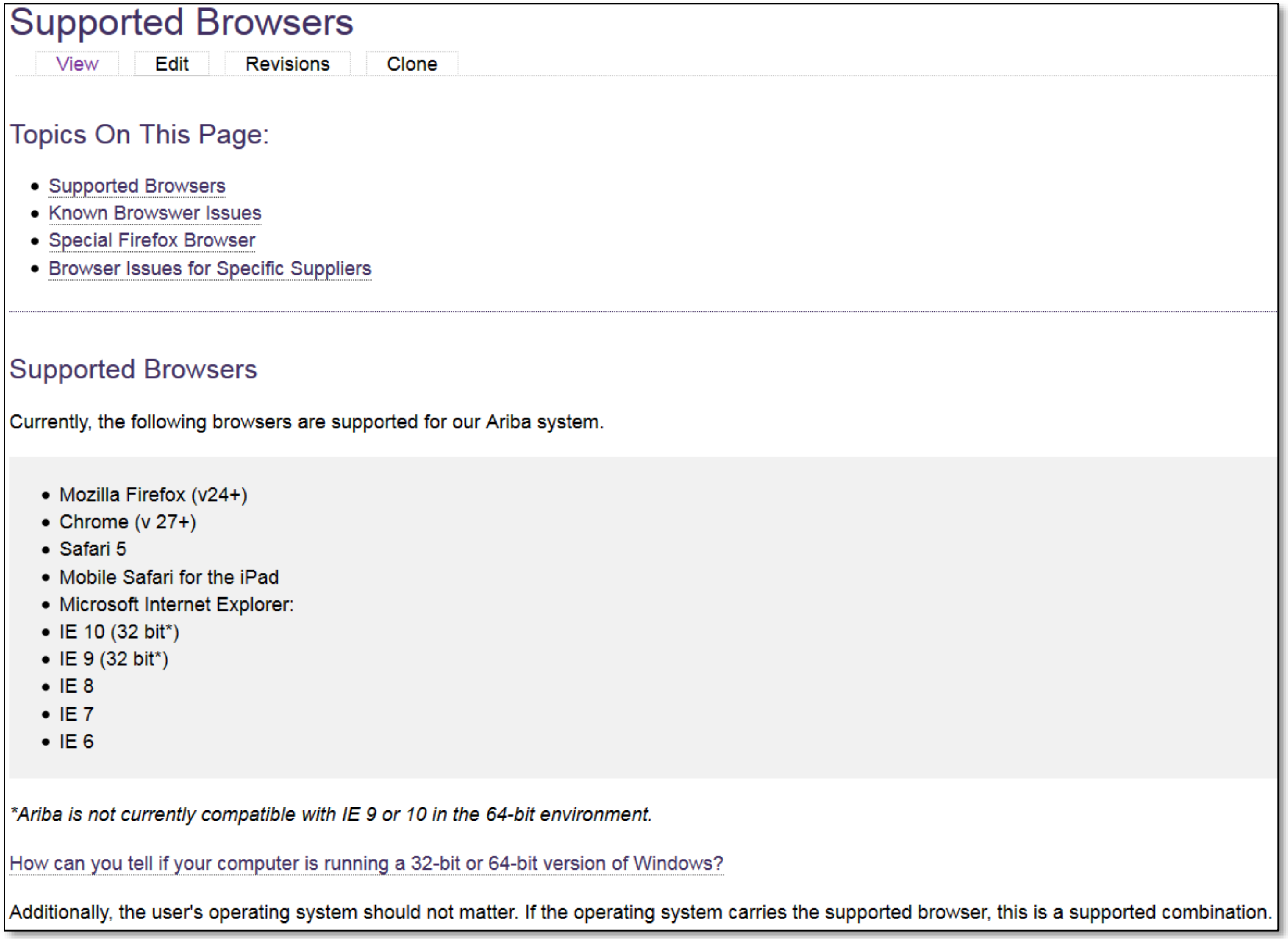
BPO Invoice Reject Request Process

- Upon receipt of the *BPO Invoice Reject Request:*
  - Procurement Services will take the necessary steps to reject the invoice in eProcurement.
  - Procurement Services contact you let you know when it is OK to start receiving again for the BPO – you can resume receiving at that time.
- You can receive against other BPOs as long as the invoices are correct.

BPO Guidelines and Best Practices

Supported Browsers

- Always check the Supported Browser link before you start: https://f2.washington.edu/fm/ps/browsers



Supported Browsers

Topics On This Page:

- Supported Browsers
- Known Browswer Issues
- Special Firefox Browser
- Browser Issues for Specific Suppliers

Supported Browsers

Currently, the following browsers are supported for our Ariba system.

- Mozilla Firefox (v24+)
- Chrome (v 27+)
- Safari 5
- Mobile Safari for the iPad
- Microsoft Internet Explorer:
- IE 10 (32 bit*)
- IE 9 (32 bit*)
- IE 8
- IE 7
- IE 6

**Ariba is not currently compatible with IE 9 or 10 in the 64-bit environment.*

How can you tell if your computer is running a 32-bit or 64-bit version of Windows?

Additionally, the user's operating system should not matter. If the operating system carries the supported browser, this is a supported combination.

Best Practices and Guidelines

- Ensure that you have chosen the correct supplier, before submitting a BPO for approval – use the new supplier PDR report to verify order address and other supplier information.
- Ensure accuracy of contract periods, budgets, account codes, dollar amounts, part numbers, etc.
- Redact sensitive information from attachments, such as Social Security Numbers, bank account information, etc.

Best Practices for Comments

- **Internal Comments**
  - Internal Comments are not sent to the supplier
  - Use Internal Comments for communication between departments and buyers
- **Comments** field with Visible to Supplier alert
  - Comments entered into any **Comment** that has the red Visible to Supplier alert are sent to the supplier
  - Use these comments only if you want the supplier to see them

Best Practices for Attachments

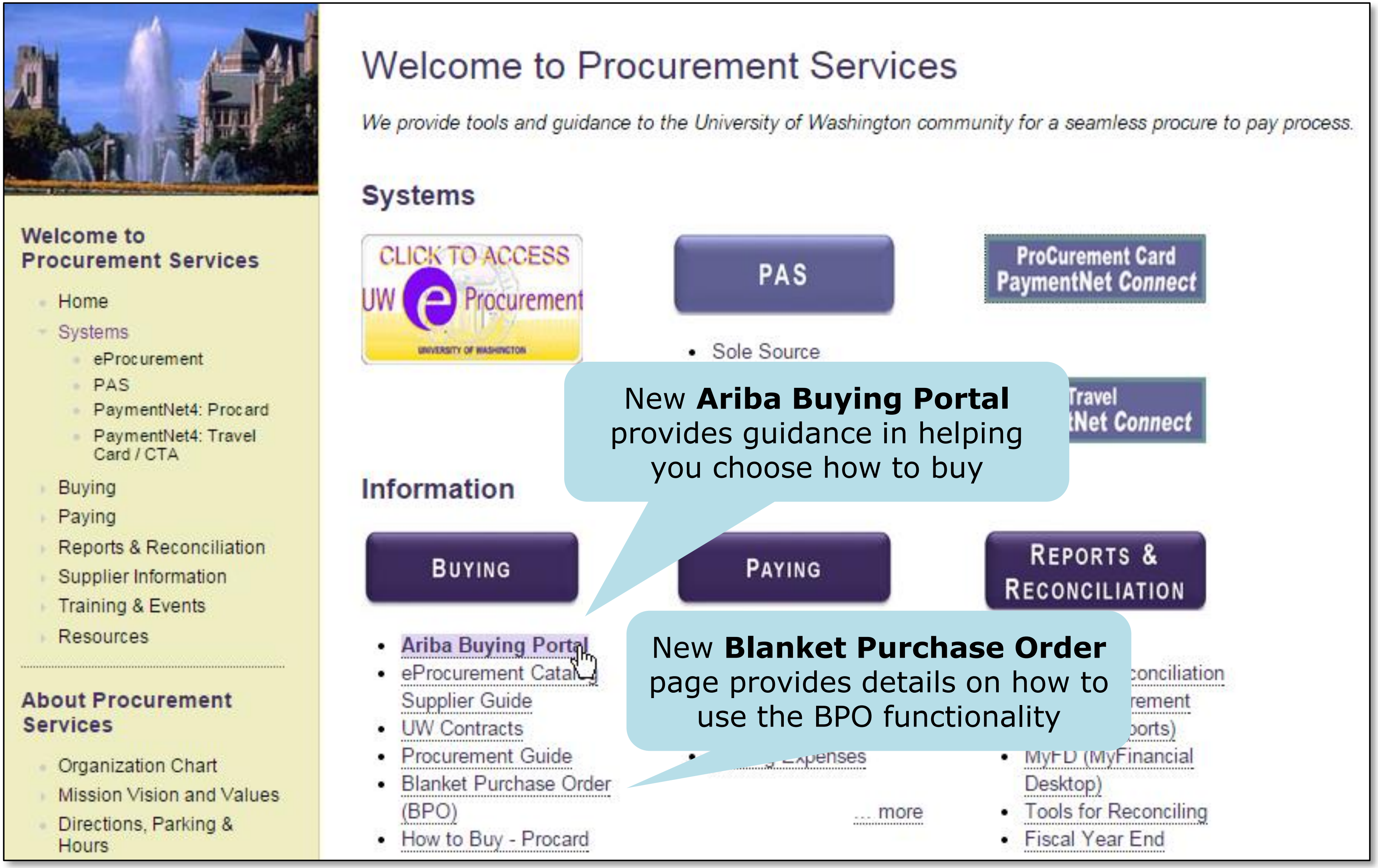
- **Size Limitations**
    - 4 MB per document
    - 10MB total per CR or BPO
- **Recommendations on how to minimize**
    - When scanning in documents be mindful of the resolution
        - Records management requires 300 dpi minimum
        - For more information on attachment policies visit http://f2.washington.edu/fm/ps/tools-for-reconciling/scanning/ariba
    - Compress files before attaching

BPO Resources for Campus

Procurement Services Webpages

- Ariba BPO
  http://f2.washington.edu/fm/ps/how-to-buy/AribaBlanketPurchaseOrders
- Ariba Buying Portal
  https://f2.washington.edu/fm/ps/buying-portal
- Creating a BPO eLearning
  http://f2.washington.edu/fm/ps/training-events/independent-study#Buying
- eProcurement Roles and Authorizations
  https://f2.washington.edu/fm/ps/resources/roles
- Direct Buy Limit
  http://f2.washington.edu/fm/ps/how-to-buy/purchase-order/direct-buy-limit
- eProcurement Quick Reference Guide
  http://f2.washington.edu/fm/ps/how-to-buy/compare
- Sole Source Purchases
  http://f2.washington.edu/fm/ps/how-to-buy/sole-source

Changes to the Procurement Services Home Page



Welcome to Procurement Services

- Home
- Systems
  - eProcurement
  - PAS
  - PaymentNet4: Procard
  - PaymentNet4: Travel Card / CTA
- Buying
- Paying
- Reports & Reconciliation
- Supplier Information
- Training & Events
- Resources

About Procurement Services

- Organization Chart
- Mission Vision and Values
- Directions, Parking & Hours

Welcome to Procurement Services

We provide tools and guidance to the University of Washington community for a seamless procure to pay process.

Systems

- Sole Source

Information

- Ariba Buying Portal
- eProcurement Catal
  Supplier Guide
- UW Contracts
- Procurement Guide
- Blanket Purchase Order (BPO)
- How to Buy - Procard

- g Expenses

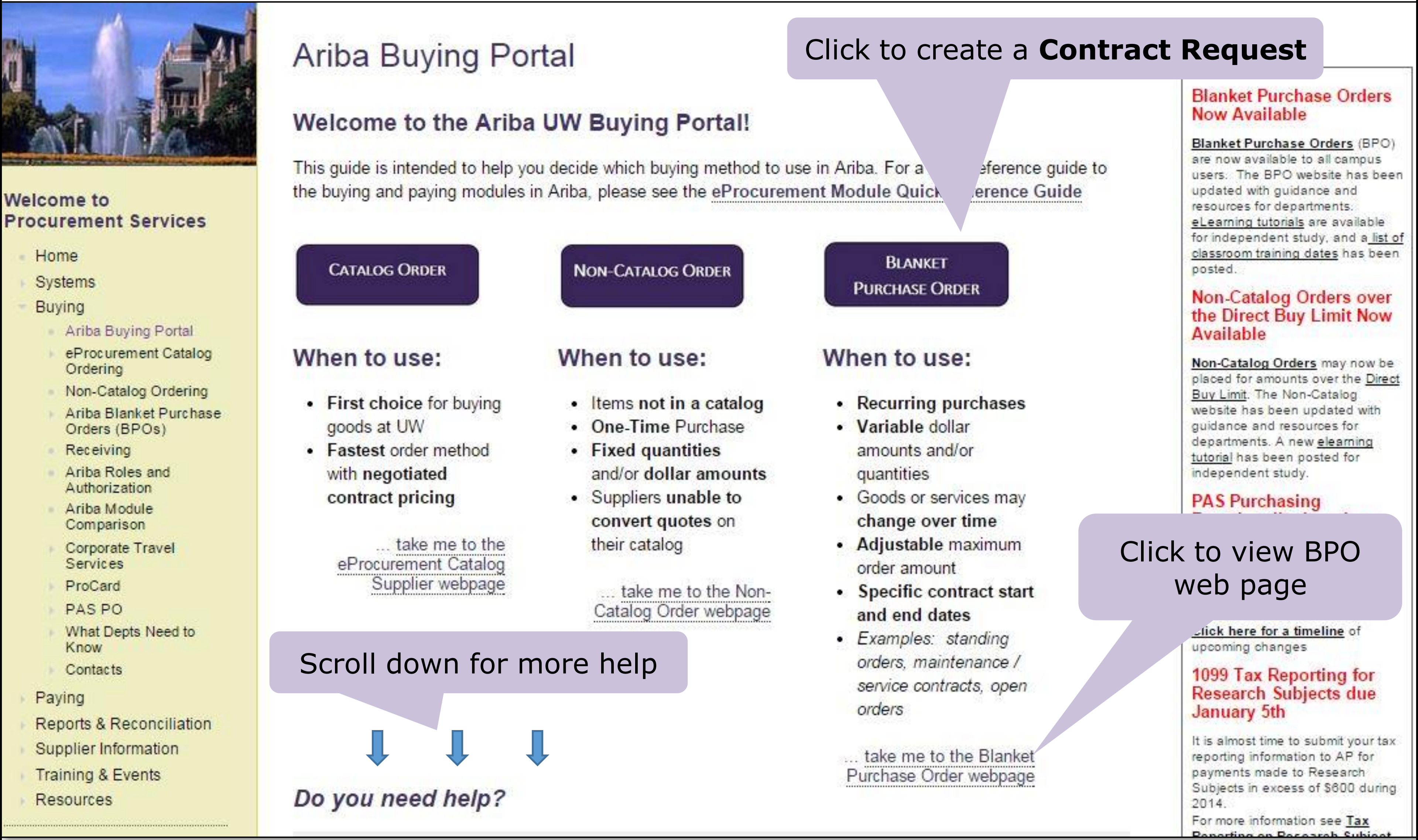
... more

conciliation
rement
ports)
- MyFD (MyFinancial Desktop)
- Tools for Reconciling
- Fiscal Year End

New **Ariba Buying Portal** provides guidance in helping you choose how to buy

New **Blanket Purchase Order** page provides details on how to use the BPO functionality

Ariba Buying Portal



Welcome to Procurement Services

- Home
- Systems
- Buying
  - Ariba Buying Portal
  - eProcurement Catalog Ordering
  - Non-Catalog Ordering
  - Ariba Blanket Purchase Orders (BPOs)
  - Receiving
  - Ariba Roles and Authorization
  - Ariba Module Comparison
  - Corporate Travel Services
  - ProCard
  - PAS PO
  - What Depts Need to Know
  - Contacts
- Paying
- Reports & Reconciliation
- Supplier Information
- Training & Events
- Resources

Ariba Buying Portal

Welcome to the Ariba UW Buying Portal!

This guide is intended to help you decide which buying method to use in Ariba. For a eference guide to the buying and paying modules in Ariba, please see the **eProcurement Module Quic erence Guide**

CATALOG ORDER

When to use:

- **First choice** for buying goods at UW
- **Fastest** order method with **negotiated contract pricing**

... take me to the eProcurement Catalog Supplier webpage

NON-CATALOG ORDER

When to use:

- Items **not in a catalog**
- **One-Time** Purchase
- **Fixed quantities** and/or **dollar amounts**
- **Suppliers unable to convert quotes** on their catalog

... take me to the Non-Catalog Order webpage

BLANKET PURCHASE ORDER

When to use:

- **Recurring purchases**
- **Variable** dollar amounts and/or quantities
- Goods or services may **change over time**
- **Adjustable** maximum order amount
- **Specific contract start and end dates**
- *Examples: standing orders, maintenance / service contracts, open orders*

... take me to the Blanket Purchase Order webpage

Do you need help?

Blanket Purchase Orders Now Available

Blanket Purchase Orders (BPO) are now available to all campus users. The BPO website has been updated with guidance and resources for departments. eLearning tutorials are available for independent study, and a list of classroom training dates has been posted.

Non-Catalog Orders over the Direct Buy Limit Now Available

Non-Catalog Orders may now be placed for amounts over the Direct Buy Limit. The Non-Catalog website has been updated with guidance and resources for departments. A new elearning tutorial has been posted for independent study.

PAS Purchasing

lick here for a timeline of upcoming changes

1099 Tax Reporting for Research Subjects due January 5th

It is almost time to submit your tax reporting information to AP for payments made to Research Subjects in excess of $600 during 2014.

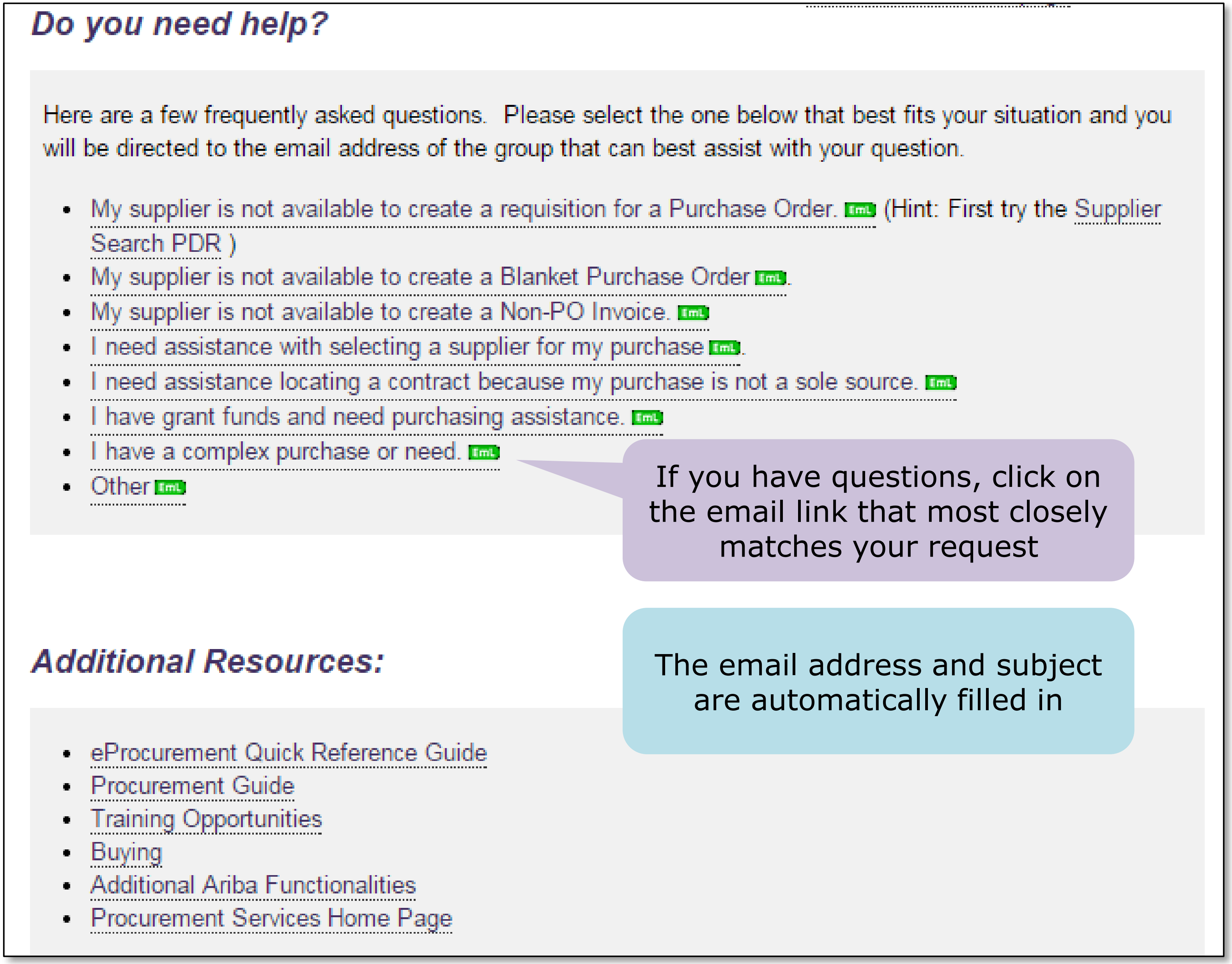
For more information see **Tax**

Click to create a **Contract Request**

Click to view BPO web page

Scroll down for more help

Ariba Buying Portal Helpful Links



Do you need help?

Here are a few frequently asked questions. Please select the one below that best fits your situation and you will be directed to the email address of the group that can best assist with your question.

- My supplier is not available to create a requisition for a Purchase Order. (Hint: First try the Supplier Search PDR)
- My supplier is not available to create a Blanket Purchase Order.
- My supplier is not available to create a Non-PO Invoice.
- I need assistance with selecting a supplier for my purchase.
- I need assistance locating a contract because my purchase is not a sole source.
- I have grant funds and need purchasing assistance.
- I have a complex purchase or need.
- Other

If you have questions, click on the email link that most closely matches your request

Additional Resources:

The email address and subject are automatically filled in

- eProcurement Quick Reference Guide
- Procurement Guide
- Training Opportunities
- Buying
- Additional Ariba Functionalities
- Procurement Services Home Page

Thank you!

- You will receive a post-course survey from the Procurement Customer Services team
- We ask kindly for your feedback to help enhance future trainings

Appendices

- BPO for a Foreign Supplier
- Using a BPO to Initiate a Subaward in eProcurement

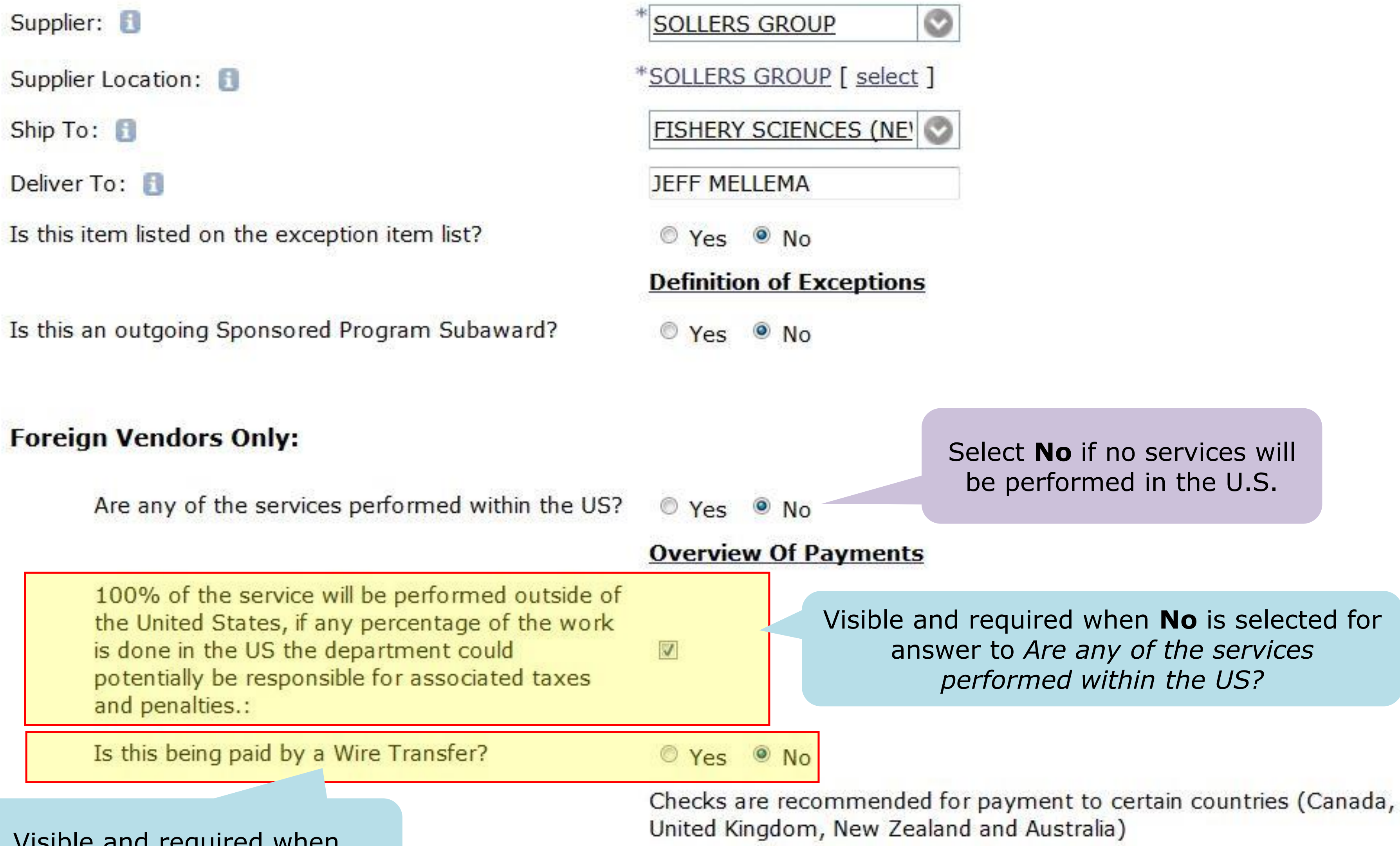
BPO for a Foreign Supplier

What you need to know

- The steps to create a BPO for a foreign supplier are the same as previously demonstrated
- On the Summary page, you will be prompted to provide
  - Where the service is taking place (within U.S. or not)
  - If there’s a tax treaty
  - Payment type (if wire is needed)

Step 1: Definitions – Foreign Supplier Selected

When NO services are performed within the US



Supplier: * SOLLERS GROUP

Supplier Location: *SOLLERS GROUP [select]

Ship To: FISHERY SCIENCES (NE'

Deliver To: JEFF MELLEMA

Is this item listed on the exception item list? ○ Yes ● No

Definition of Exceptions

Is this an outgoing Sponsored Program Subaward? ○ Yes ● No

Foreign Vendors Only:

Are any of the services performed within the US? ○ Yes ● No

Overview Of Payments

100% of the service will be performed outside of the United States, if any percentage of the work is done in the US the department could potentially be responsible for associated taxes and penalties.: ☑

Is this being paid by a Wire Transfer? ○ Yes ● No

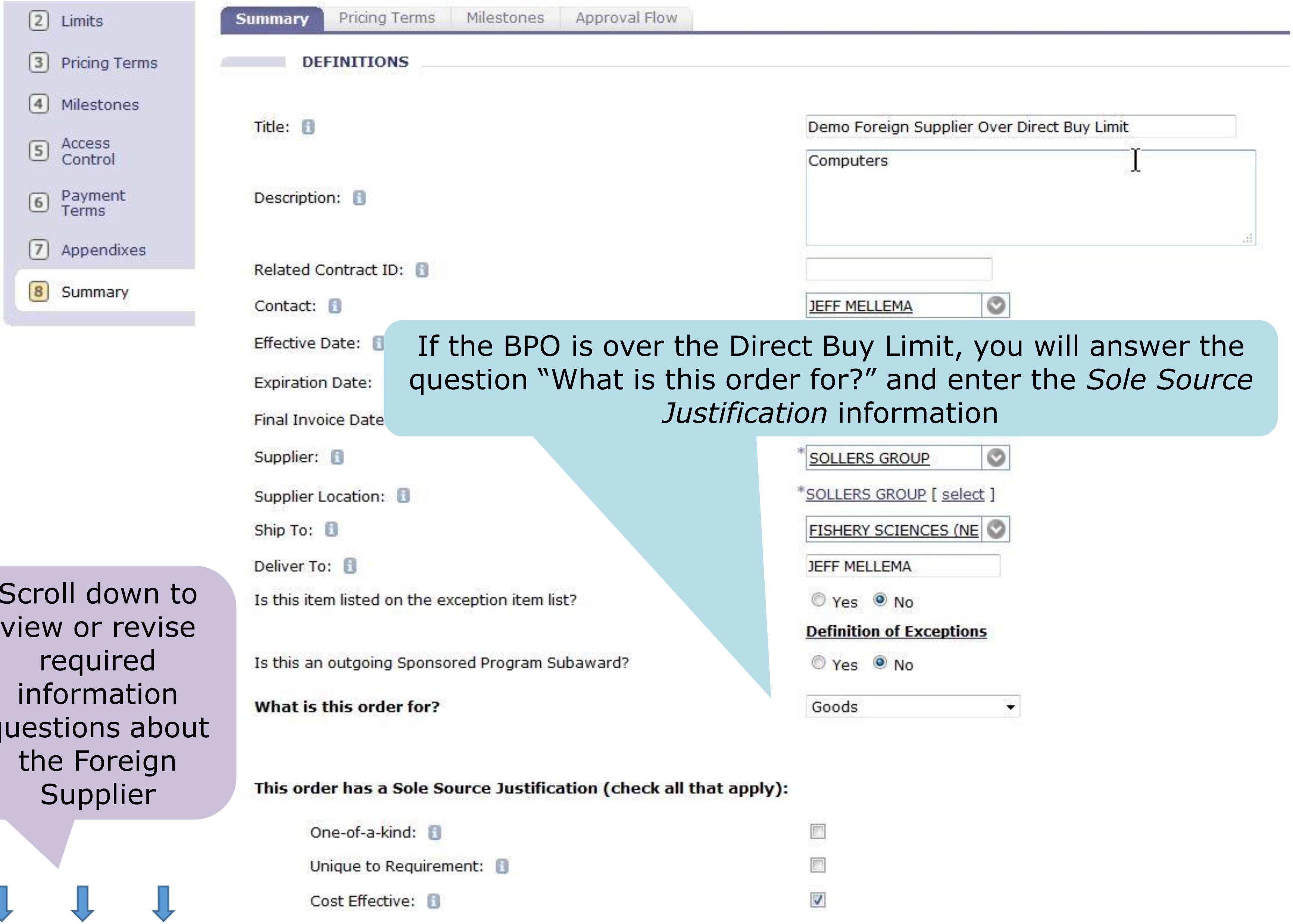
Checks are recommended for payment to certain countries (Canada, United Kingdom, New Zealand and Australia)

Select **No** if no services will be performed in the U.S.

Visible and required when **No** is selected for answer to *Are any of the services performed within the US?*

Visible and required when foreign supplier is selected.

Step 8: Summary – Sole Source and Foreign Supplier Questions



DEFINITIONS

Title: Demo Foreign Supplier Over Direct Buy Limit

Description: Computers

Related Contract ID:

Contact: JEFF MELLEMA

Effective Date:

Expiration Date:

Final Invoice Date

Supplier: SOLLERS GROUP

Supplier Location: SOLLERS GROUP [select]

Ship To: FISHERY SCIENCES (NE

Deliver To: JEFF MELLEMA

Is this item listed on the exception item list? ○ Yes ● No

Definition of Exceptions

Is this an outgoing Sponsored Program Subaward? ○ Yes ● No

What is this order for? Goods

This order has a Sole Source Justification (check all that apply):

One-of-a-kind: ☐

Unique to Requirement: ☐

Cost Effective: ☑

If the BPO is over the Direct Buy Limit, you will answer the question "What is this order for?" and enter the *Sole Source Justification* information

Scroll down to view or revise required information questions about the Foreign Supplier

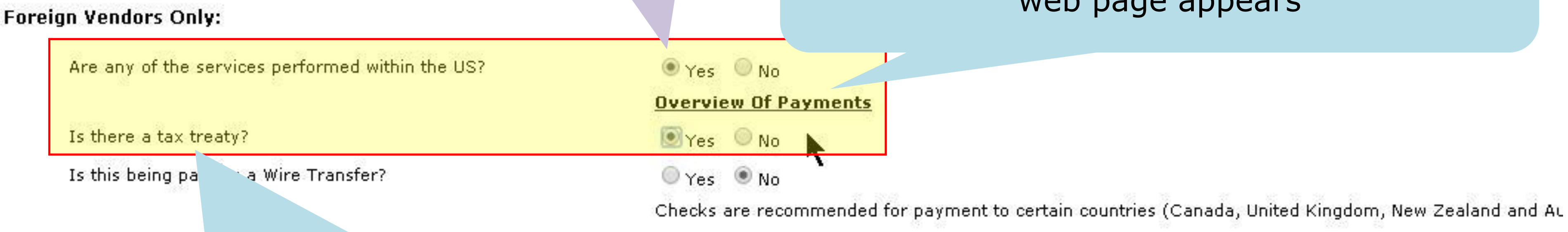
⬇ ⬇ ⬇

Step 8: Summary – Foreign Supplier

When services are performed within the US

Select **Yes** if services will be performed in the U.S.

A link to the Overview of Payments to Foreign Nationals web page appears



Foreign Vendors Only:

Are any of the services performed within the US? ● Yes ○ No

Overview Of Payments

Is there a tax treaty? ● Yes ○ No

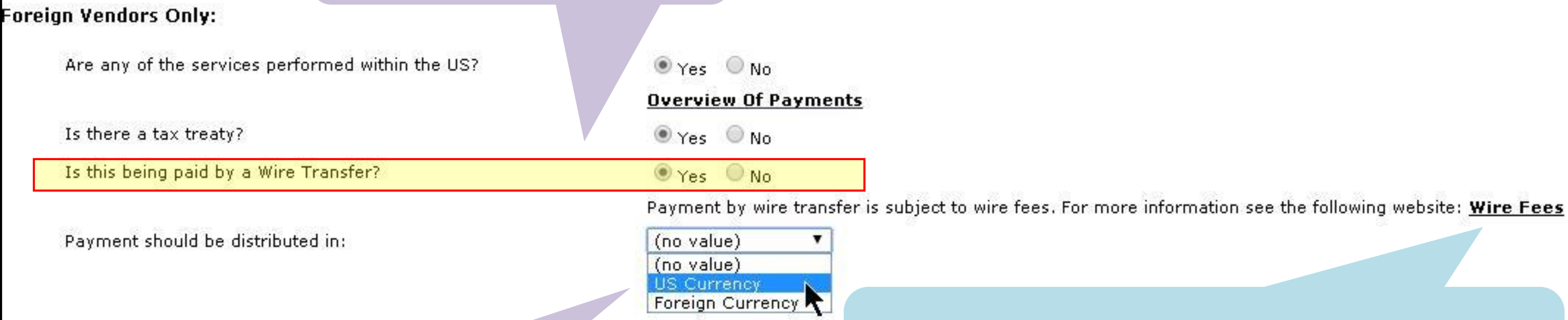
Is this being pa a Wire Transfer? ○ Yes ● No

Checks are recommended for payment to certain countries (Canada, United Kingdom, New Zealand and Au

Is there a tax treaty? question is visible and required when **Yes** is selected for answer to *Are any of the services performed within the US?*

Step 8: Summary – Foreign Supplier *Wire Transfer*

Select **Yes** if payment is by wire transfer



Foreign Vendors Only:

Are any of the services performed within the US? ● Yes ○ No

Overview Of Payments

Is there a tax treaty? ● Yes ○ No

Is this being paid by a Wire Transfer? ● Yes ○ No

Payment by wire transfer is subject to wire fees. For more information see the following website: **Wire Fees**

Payment should be distributed in: (no value)

Select **Currency**

A link to the [Wire Payments](#) web page

Using a BPO to Initiate a Subaward in eProcurement

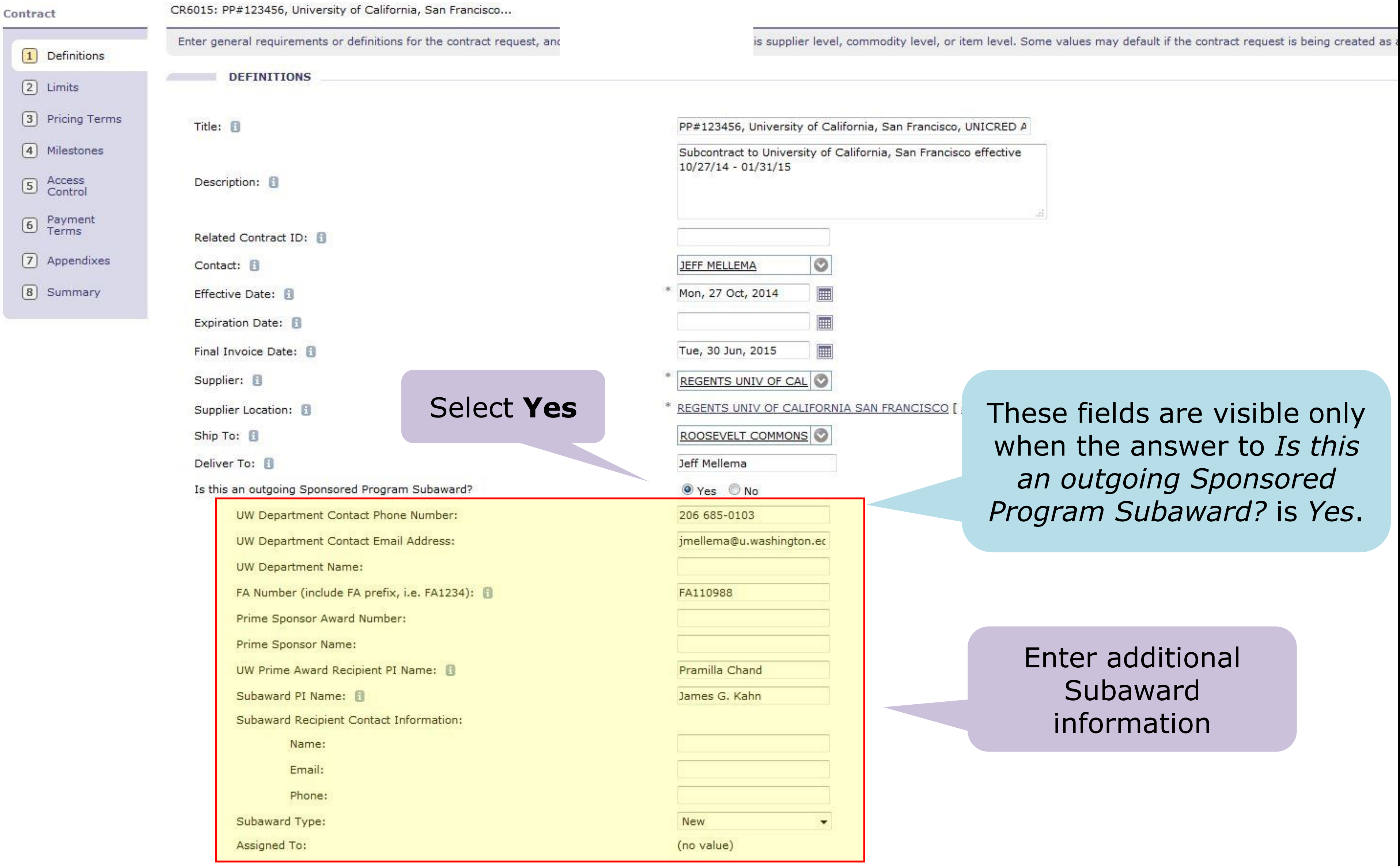
What is a Subaward?

- A Subaward is a formal legal agreement between the UW and another organization.
- It may be referred to as an *Outgoing Subaward*.
- Used when a substantive portion of the programmatic work outlined in a UW proposal is conducted at another organization.
- Commonly, the other organization is another education or research institution, but can be any organization outside the University.
- The Office of Sponsored Programs (OSP) supports and advises the entire academic community in Subaward processes.

What you need to know

- You initiate a Subaward in eProcurement by creating a BPO
- The steps to create a Subaward BPO are very similar to a BPO under the direct buy limit
- Check the **Yes** for the question: *Is this an outgoing Sponsored Program Subaward?* and you will be prompted to enter additional information
- Regardless of the BPO Maximum Limit you will NOT be prompted for Sole Source Justification information
- The account code is automatically set to 036200 (OUTSIDE SVC-SUBCONTRACT) and *cannot be changed*

Initiating a Subaward Definition Example



CR6015: PP#123456, University of California, San Francisco...

Enter general requirements or definitions for the contract request, anc

is supplier level, commodity level, or item level. Some values may default if the contract request is being created as

DEFINITIONS

Title: PP#123456, University of California, San Francisco, UNICRED A

Description: Subcontract to University of California, San Francisco effective 10/27/14 - 01/31/15

Related Contract ID:

Contact: JEFF MELLEMA

Effective Date: * Mon, 27 Oct, 2014

Expiration Date:

Final Invoice Date: Tue, 30 Jun, 2015

Supplier: * REGENTS UNIV OF CAL

Supplier Location: * REGENTS UNIV OF CALIFORNIA SAN FRANCISCO [

Ship To: ROOSEVELT COMMONS

Deliver To: Jeff Mellema

Is this an outgoing Sponsored Program Subaward? ● Yes ○ No

UW Department Contact Phone Number: 206 685-0103

UW Department Contact Email Address: jmellema@u.washington.ec

UW Department Name:

FA Number (include FA prefix, i.e. FA1234): FA110988

Prime Sponsor Award Number:

Prime Sponsor Name:

UW Prime Award Recipient PI Name: Pramilla Chand

Subaward PI Name: James G. Kahn

Subaward Recipient Contact Information:

Name:

Email:

Phone:

Subaward Type: New

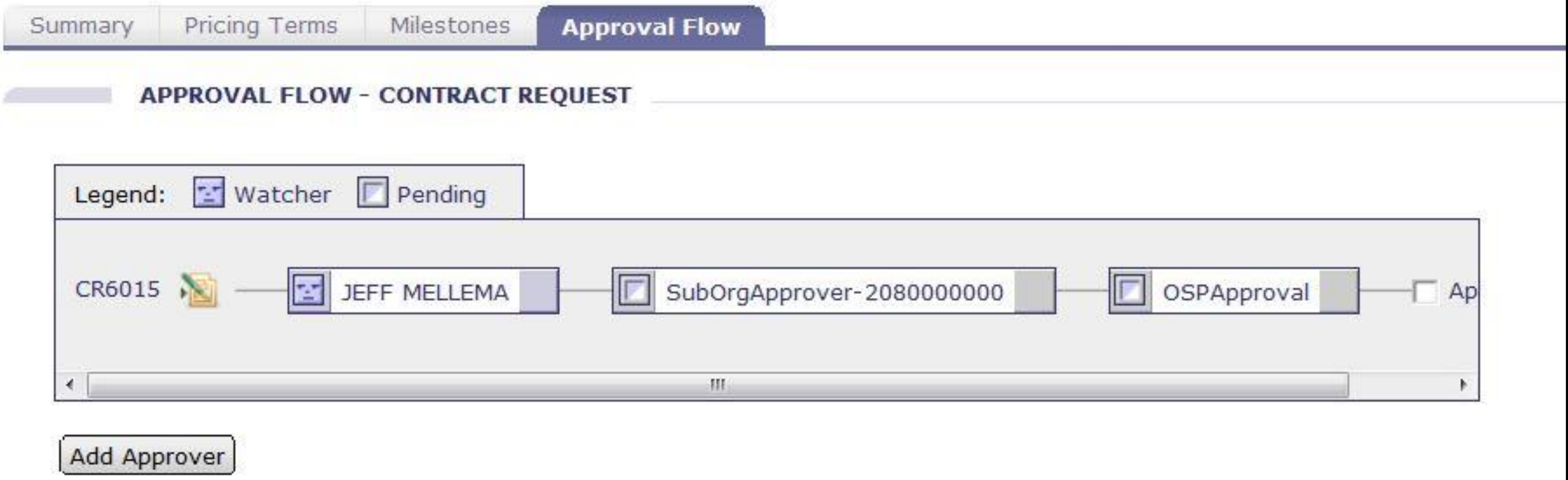
Assigned To: (no value)

Select **Yes**

These fields are visible only when the answer to *Is this an outgoing Sponsored Program Subaward?* is *Yes*.

Enter additional Subaward information

Subaward Approval Flow Example



APPROVAL FLOW - CONTRACT REQUEST

Legend: Watcher Pending

CR6015 — JEFF MELLEMA — SubOrgApprover-2080000000 — OSPApproval — ☐ Ap

OSP BPO Support

- Basic eProcurement system questions:
    - email: pcshelp@uw.edu
- Subaward-specific process questions
    - Subaward webpage: https://www.washington.edu/research/index.php?page=subawards
    - Transition webpage: https://www.washington.edu/research/?page=pasToAriba
- Further questions regarding Subawards
    - email: aribasub@uw.edu