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](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 to 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](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:

   ![Click to access eProcurement](image)

   b. Use the following URL:

   [https://ar.admin.washington.edu/AribaBuyer/uw/login.asp](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**.
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.

![Image of BPO Summary page]

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:

![Image of BPO Invoices tab]

**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:

   "Up Arrow" indicates sorted oldest to newest.

   Look at oldest invoice with status of Reconciling.

   Click on the INV number to open the invoice

   Click on the Detail button to review the item details.

Continued on the next page.
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 **Download**
    link to download and view the attached invoice:

    **Important:** Suppliers are attaching a copy of the physical invoice to the invoice header, so be sure you
    are viewing attachments for the entire invoice (not for the line item).
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.

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

![Receiving - Done](image)

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.

   - The **Reconciled Available Amount**, **Reconciled Amount** and **Reconciled Amount Percent Left** will update immediately after receiving the invoice.
   - The **Received Available Amount**, **Received Amount** and **Received Amount Percent Left** will update in a batch process at 12:00am each night.
   - 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).

<table>
<thead>
<tr>
<th>Received Available Amount:</th>
<th>$33,265.05 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received Amount:</td>
<td>$9,652.80 USD</td>
</tr>
<tr>
<td>Received Amount Percent Left:</td>
<td>77.51%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reconciled Available Amount:</th>
<th>$35,871.31 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconciled Amount:</td>
<td>$7,046.54 USD</td>
</tr>
<tr>
<td>Reconciled Amount Percent Left:</td>
<td>83.58%</td>
</tr>
</tbody>
</table>

   **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.
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:

Continued on the next page.
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 additional 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 pcs@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 pcs@uw.edu.