Receiving a Blanket Purchase Order (BPO) in eProcurement

September, 2015

Course Objectives

- At the end of this class, users will:
  - Understand how eProcurement Receiving for a Blanket Purchase Order (BPO) works
  - Know how to determine if they need to Receive to allow invoices to be paid
  - Know how to search for a BPO in eProcurement and review invoices
  - Know how to receive for a BPO
  - Know how to approve a Receipt
  - Understand the process to reject an incorrect invoice
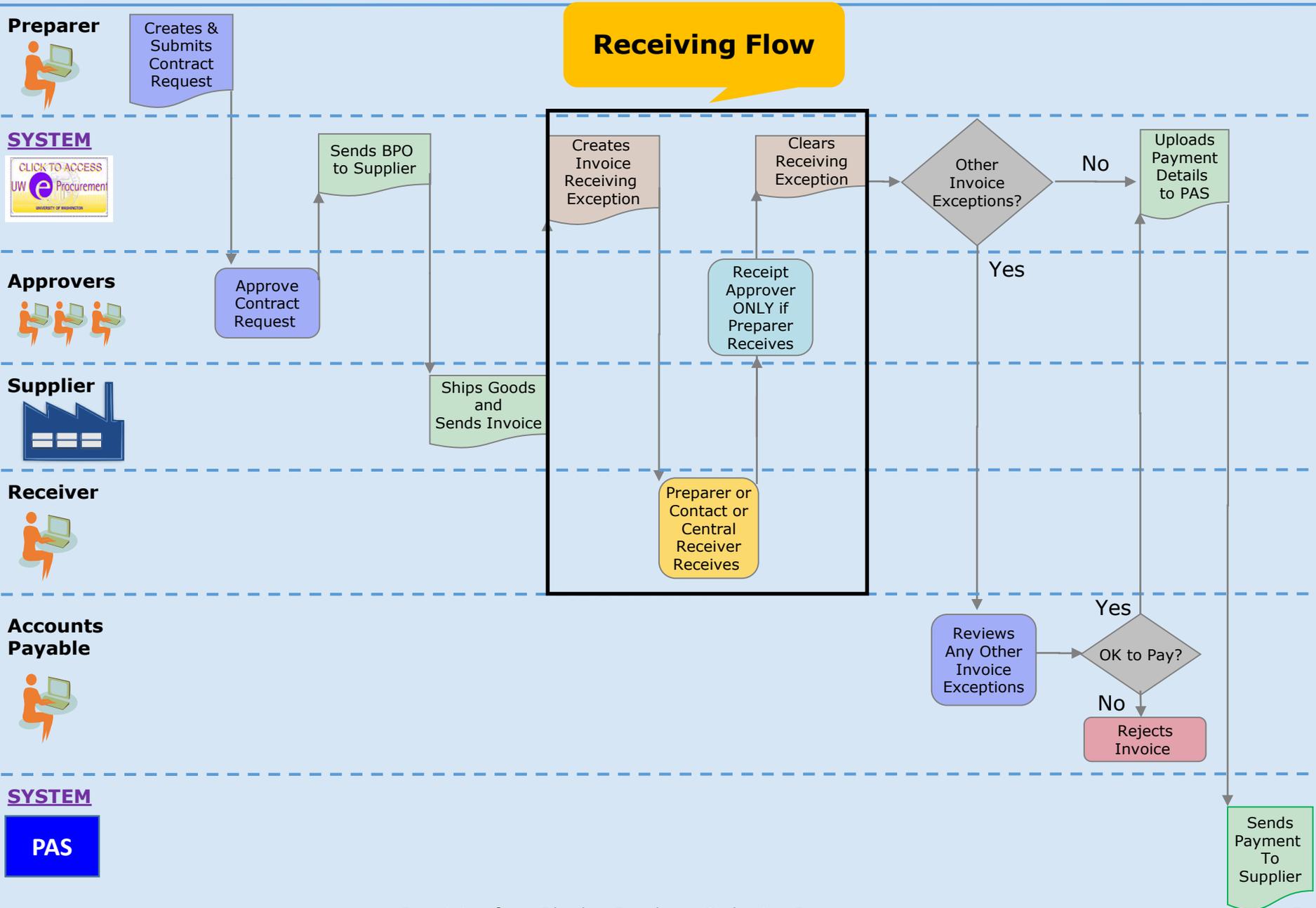 - Be familiar with helpful Receiving guidelines

Receiving Overview

What is 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

Preparer

Creates & Submits Contract Request

SYSTEM

CLICK TO ACCESS UW eProcurement
UNIVERSITY OF WASHINGTON

Sends BPO to Supplier

Creates Invoice Receiving Exception

Clears Receiving Exception

Other Invoice Exceptions?

No

Uploads Payment Details to PAS

Approvers

Approve Contract Request

Receipt Approver ONLY if Preparer Receives

Yes

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

Receiving for a Blanket Purchase Order in eProcurement

Receiving Fundamentals

- **Receipts** and **Invoices** are two (2) different and distinct entities

- This supports the accounting best practice of **three-way matching** for invoice reconciliation

- In a three-way match, the **Invoice** is matched to the **PO** and to the **Receipt of Goods/Services**

Receipt

PO

Invoice
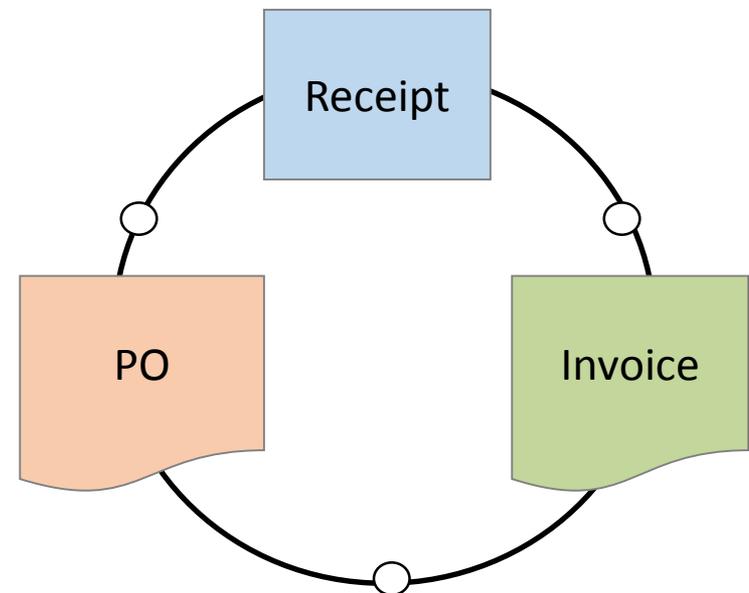
BPO Received Balances

Item	Description
Received Available Amount	Maximum Dollar Amount Remaining on BPO for Receipts. *Starts at the BPO Maximum Dollar Limit*.
Received Amount	Dollar Amount Already Received on BPO.
Received Amount Percent Left	Percentage of BPO Maximum Remaining for Receipts

IMPORTANT:
- BPO Received Balances are updated by a process that runs at 12:00 AM daily.

BPO Invoice Reconciled Balances

Item	Description
Reconciled Available Amount	Maximum Dollar Amount Remaining on BPO for Invoice Reconciliation. Starts at the *Maximum Limit* plus any *Tolerance* percentage set in the BPO Maximum Limit Section.
Reconciled Amount	Dollar Amount Already Reconciled on BPO.
Reconciled Amount Percent Left	Percentage of Remaining for Invoice Reconciliation.

IMPORTANT:
- If the invoices against the BPO will have header charges such as tax and shipping, then when you create a BPO, set a *Tolerance* percentage in the BPO Maximum Limit Section that will allow for reconciliation amounts to include these charges.
- BPO Reconciled Balances update immediately after you receive if there are no other issues with the invoice, such as too much or too little tax.

BPO Summary Tab – Received and Reconciled Amounts

Received Available Amount:	$12,000.00 USD
Received Amount:	$0.00 USD
Received Amount Percent Left:	100%

Updates at 12:00AM daily

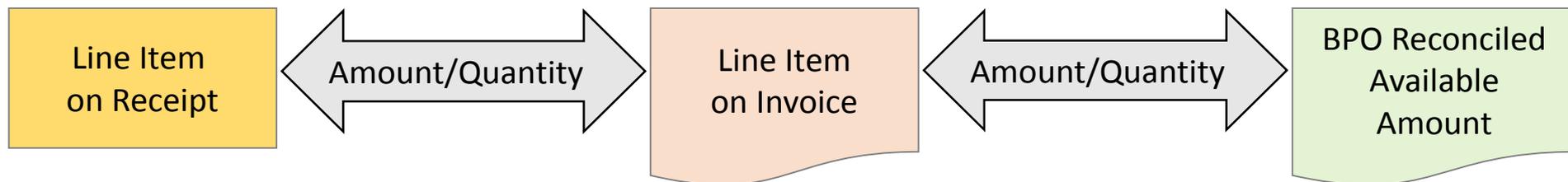|	
Reconciled Available Amount:	$11,800.00 USD
Reconciled Amount:	$200.00 USD
Reconciled Amount Percent Left:	98.33%

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**

eProcurement BPO Three-Way Match

| Line Item on Receipt | → Amount/Quantity → | Line Item on Invoice | ← Amount/Quantity → | BPO Reconciled Available Amount |

- ## The system will reconcile and pay the **Invoice** if:
  - The amounts or quantities on the **Receipt Line Items** and **Invoice Line Items** match.
  - The total **Invoice Amount** does not exceed **Reconciled Available Amount** on the **BPO.**
  - There are not any other issues with the invoice (i.e. incorrect tax)

Reconciled and Received Amounts Example with Tax

Invoice Number	Invoice Date	Line Item Amount Invoiced	Invoice Amount Including 9.6% Tax	Receipt Number	Sequence of Receiving	Line Item Amount Invoiced
INV-1	04/11/2015	$100	$109.60	RC123	1st	$100
INV-2	04/17/2015	$200	$219.20	RC456	2nd	$200
INV-3	04/20/2015	$100	$109.60	RC789	3rd	$100
RECONCILED AMOUNT			$438.40	**RECEIVED AMOUNT**		$400

Receiving Demonstration: Receiving by Dollar Amount

How Do You Know that You Need to Receive

- A daily summary email listing BPOs that need receiving is automatically sent to the
  - Preparer
  - Contact
  - Optional Central Receiver
- Anyone can proactively run the *Receiving Exception Report* in eProcurement to monitor invoices that are waiting for payment and must be received

Orders/Contracts Must Be Received eMail Notification

-----Original Message-----
From: ariba_apps@u.washington.edu [mailto:ariba_apps@u.washington.edu]
Sent: Monday, May 11, 2015 6:03 AM
To: Jeff Mellema
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.

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.

BPO1573
BPO986
BPO268-V3
BPO272-V2
BPO158
BPO223-V2
BPO225-V2
BPO1333
BPO1346
BPO1468
BPO62

Search for the BPO

Click **Search**

Home   T & E   Invoicing   Reimbursement   Welcome JEFF MELLEMA

Create   Search   Manage   Recent   Prefe

Contract
Contract Request

Select **Contract**

Purchase Order

Contra...

Configure Tabs   Refresh Content

Common A...

To Do

Create

Contracts   Procurement   T & E   Invoicing   Reimbursement   Welcome JEFF MELLEMA

ch   Manage   Recent   Preferences

Type: Contract ▼

Change the search criteria or name, and then **Search.**

Search Filters   Search Options

Enter **BPO number** into the **Contract ID** field

Contract Title: Final Invoice Date: No Choice ▼

Contract ID: 1573   ○ Yes ○ No

Is Blanket Purchase Order: ● Either

Commodity Code: (select a value) [select]   (select a value) [

Preparer: select]

Contact: (select a value) [select]

Status: No Choice ▼

Effective Date: No Choice ▼

Supplier: (select a value) [select]

Click **Search**

Search Reset Save Search

Access the BPO Invoices Tab

Search Results

Click on either the **BPO number** or the **Title** to view the BPO summary screen

	Type	ID	Title		
☐	📝	BPO1573	Training - Level 1 Consulting Services BPO	Open	Today, 1:13 PM

Label ▼ |

Home | **Contracts** | Procurement | T & E | Invoicing | Reimbursement   Welcome JEFF MELLEMA

Create | Search | Manage | Recent | Preferences

BPO1573 - Training - Level 1 Consulting Services BPO   Status: Open

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

⚠ DO NOT CLICK ON THE Invoice Button!

◀ Back   [Change] [Receive] [Close Contract] [Invoice] [Print]

Click on the **Invoices** tab

Summary | Pricing Terms | Milestones | Approval Flow | Receipts | Invoices | History

DEFINITIONS

Title: ℹ   Training - Level 1 Consulting Services BPO

Find the Oldest Invoice with a Status of Reconciling

"Up Arrow" indicates sorted oldest to newest

HINT: If an "Up Arrow" is not visible or if you see a "Down Arrow" instead, click on the **column title** until it appears

	Summary	Pr...	...low	Receipts	**Invoices**	History

ID	Supplier Invoice #	Date/Time Created ↑	Supplier	Supplier Contact	Status	Total
INVTSP-1573-3657	TSP-1573	05/11/2015 01:25:28 PM	REDDYGOSOLUTIONS	REDDYGOSOLUTIONS	Reconciling	$200.00 USD
INVHLN-1...3658	HLN-1573	05/11/2015 01:25:29 PM	REDDYGOSOLUTIONS	REDDYGOSOLUTIONS	Reconciling	$200.00 USD
INVVLM-15...	...M-1573	05/11/2015 01:25:29 PM	REDDYGOSOLUTIONS	REDDYGOSOLUTIO...	...econciling	$300.00 USD

Click on the **INV number** to open the invoice

Invoice status is **Reconciling**

How eProcurement Applies Received Amounts to Pay Invoices

- eProcurement will always try to use the amounts received to pay the OLDEST invoice first

- Received amounts
    - Are used to **pay only for invoice line items** (not header charges such as tax, shipping, etc.)
    - Are NOT tied to a specific invoice

> IMPORTANT: When you receive, DO NOT include tax, shipping or other header charges on the invoices in the receiving amount.

Review Invoice Summary

INVTSP-1573-3657   Status: Reconciling

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

[◀ Back]   [Copy] [Print]

| **Summary** | Approval Flow | Contracts | Reconciliation | History |

ID: INVTSP-1573-3657   Contract: BPO1573
Supplier Invoice #: TSP-1573   Supplier: REDDYGOSOLUTIONS
Invoice Date: Mon, 11 May, 2015   Supplier Contact: REDDYGOSOLUTIONS
                     Only users with Invoice Manager role are   Remit To Address: REDDYGOSOLUTIONS
                     allowed to submit PO Based Invoices

Telephone:

My Labels: ℹ Apply Label...

Header Charges

Description ↑	Account Budget	Amount	
Tax	023100 143750	$0.00 USD	[Detail]

> **This is the dollar amount you need to receive to allow this invoice to be paid.**

Line Items

No.	Description	Contract	Qty	Unit	Price	Amount	
1	**Level 1 Consulting Services**	BPO1573	1	each	$200.00 USD	$200.00 USD	[Detail]

	Subtotal:	$200.00 USD
	Total Tax:	$0.00 USD
	Total:	$200.00 USD

Receiving for a Blanket Purchase Order in eProcurement

Review Invoice Attachment

INVTSP-1573-3657   Status: Reconciling

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

◀ Back   Copy   Print

Summary   Approval Flow   Contracts   Reconciliation   History

ID: INVTSP-1573-3657   Contract: BPO1573
Supplier Invoice #:   TSP-1573   Supplier: REDDYGOSOLUTIONS
Invoice Date: Mon, 11 May, 2015   Supplier Contact: REDDYGOSOLUTIONS
                       Only users with Invoice Manager role are   Remit To Address: REDDYGOSOLUTIONS
                       allowed to submit PO Based Invoices

Telephone:

> *Important:* Suppliers (except for XEROX) have been advised to attach a copy of the physical invoice to the invoice header, so check to see if there are any attachments in the **ATTACHMENTS - ENTIRE INVOICE** section

                                                                       Amount

Tax   023100   143750 $0.00 USD   Detail

Line Items

No.   Description   Contrac...   ...ail

  1   **Level 1 Consulting Services**   BPO157...

> Scroll down to locate an attached detailed invoice from the supplier

                                                    ⬇   ⬇   ⬇

                                                                       Subtotal: $200.00 USD
                                                                       Total Tax: $0.00 USD
Receiving for a Blanket Purchase Order in eProcurement   Total: $200.00 USD

Viewing Invoice Attachments

2. When you are done viewing any attachments, scroll back up to the top of the **Invoice Summary**

COMMENTS - ENTIRE INVOICE

Add Comment

ATTACHMENTS - ENTIRE INVOICE

1. Click **Download** to review supplier-attached invoice document

Attachments

File Name ↑	Size	Creator	Date Attached	
Level1Invoice.pdf Download	108.3 KB	(no value)	Today, 1:25 PM	Delete

Add Attachment

Using the <u>Print</u> Button for the Invoice

INVTSP-1573-3657

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

Click **Print** to open an HTML copy of the invoice in case you need to refer to it while you are receiving.

◀ Back   Copy   Print

Ship To:
University of Washington
FISHERY SCIENCES (NEW)
1122 NE BOAT ST
SEATTLE, WA 98105
United States

Deliver To:
JEFF MELLEMA

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

Organization Code:
Budget Number: 143750
Object SubObject: 0231
Sub SubObject: 00
Task:
Option:
Project:

The **Extended Amount** is how much you will receive for the line item.

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount	Matched To
1	**Level 1 Consulting Services**	12345	each	1	None	$200.00 USD	$200.00 USD	Item 1
	Level 1 Consulting Services							

Commodity Code: Human resources consulting service
Partitioned Commodity Code: Human resources consulting service

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount	Matched To
2	**Tax**			1	None	$0.00 USD	$0.00 USD	Sales tax
	Tax							

Commodity Code:
Partitioned Commodity Code:

Subtotal: $200.00 USD
Total Tax: $0.00 USD
Total: $200.00 USD

From the Invoice Summary Back to the BPO

INVTSP-1573-3657   Status: Reconciling

These ar...   dit, cha...   st ...

1. Click on the eProcurement **Back** button.

⚠ DO NOT USE the browser back button!

Copy   Print

◀ Back

| Summary | Approval Flow | Contracts | Reconciliation | History |

ID: INVTSP-1573-3657   Contract: BPO1573

BPO1573 - Training - Level 1 Consulting Services BPO   Status: Open

These are the details of the request you selected. Depending on it...   py, cancel, or submit the request ...

2. Click **Receive**.

◀ Back   Change   Receive   Close Contract   Invoice   Print   Excel Export

| Summary | Pricing Terms | Milestones | Approval Flow | Receipts | Invoices | History |

DEFINITIONS

Receive for the BPO

Receipt RC305866: BPO1573 - Training - Level 1 Consulting Services BPO

◀ Prev | Next ▶ | Submit | Exit

Receiving Steps

1. Select Receipt
2. Receive
3. Additional Info
4. Summary

For a receipt, indicate the amount or quantity to accept or reject for each line item, and the date received. If you reject ...

Contract ID: BPO1573
Contract Title: Training - Level 1 Consulting Services BPO
My Labels: Apply Label...

Date: Today, 2:06 PM
Processing Status: Receiving

NOTE: Receiving for this item is by dollar **Amount**.

Line Items - Amount Receiving Needed

No. ↑	Amount	Description	Prev. Accepted	Amt. Accepted	Amt. Rejected	Date Received
1	$12,000.00 USD	Level 1 Consulting Services	$0.00 USD	200 USD	$0.00 USD	Today, 2:06 PM

Enter **only the amount invoiced for the line item**.

COMMENTS - ENTIRE RECEIPT

🚫 DO NOT USE the **Amt. Rejected** field to reject the invoice. The process to reject an invoice is covered later.

If you want attach a scanned copy of a packing slip, scroll down.

Submit the Receipt

COMMENTS - ENTIRE RECEIPT

Comments:

ATTACHMENTS - ENTIRE RECEIPT

The **Add Attachment** button allows you the *option* to attach a scanned copy of the packing slip to the receipt. This is not required but advised if you want to use eProcurement as the system of record.

Attachments

File Name ↑	Size	Creator	Date Attached	
DemoPackingSlip.pdf Download	82.1 KB	HEATHER L. NICHOLSON		Delete

Add Attachment

NOTE: If you are using eProcurement as the system of record for attachments, your department must create a scanning policy that is in compliance with Records Management. A copy of this written policy (paper or electronic) must be filed with *UW Records Management Services*. For more information, visit the *Attaching Documents in Ariba* web page on the Procurement Services Web Site:
http://f2.washington.edu/fm/ps/tools-for-reconciling/scanning/ariba

Prev   Next ▶   Submit   Exit

Click **Submit**

Receiving – Done Options

Receiving - Done

You successfully received the selected items. Continue receiving or return to the home page.

BPO1573 - Training - Level 1 Consulting Services BPO has been successfully received.

- Continue receiving against Contract BPO1573
- Select another request to receive
- Return to the Ariba Buyer Home page

Click the **Home** link to return to the Home page

Accessing Recently Viewed Items

Procurement Dashboard

Configure Tabs   Refresh Content

Common Actions

Create
- PO-based Invoice
- Non-PO Invoice
- Contract-based Invoice
- Credit Memo
- More...

Manage
- Receive
- Contracts
- Reconcile Invoice
- More...

Search
- Catalog
- Requisition
- **Purchase Order**
- Direct Order
- Purchase Card Order

Title:
Order ID: Search

The BPO will be visible in the **Recently Viewed** items section of the Procurement Dashboard.

Click on the link to the BPO to review it.

Recently Viewed
- BPO1573 Trai... Services BPO
- CR1572 Demo-... Services BPO

Order ID	Type	Date Created ↓	Status	Title	Total
			Copy of Non-Cat Foreign > DBL CPO 10.21.14		$150,000.00 USD
EI2099		4/10/2014	Ordering	Komet Test 04102014	$6.39 USD
EI2098		4/10/2014	Ordering	Komet Test 04102014	$4.20 USD
EI2097		4/10/2014	Ordering	Komet Test 04102014	$4.20 USD

BPO Summary Page

BPO1573 - Training - Level 1 Consulting Services BPO   Status: Open

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.   ...

◀ Back   Change Receive Close Contract Invoice Print Excel Export

Summary Pricing Terms Milestones Approval Flow Receipts **Invoices** History

DEFINITIONS

Click on the **Invoices** tab to review invoice status.

Title: ℹ	Training - Level 1 Consulting Services BPO
Description: ℹ	
Physical Location:	
Original Contract Request:	CR1573
ERP Contract ID:	
Related Contract ID: ℹ	
Contact: ℹ	JEFF MELLEMA
Contract Type:	Item Level
Is Blanket Purchase Order:	Yes
Hierarchical Type:	Standalone Agreement
Effective Date: ℹ	Fri, 24 Apr, 2015
Final Invoice Date: ℹ	Thu, 23 Jun, 2016

Invoices Tab and Status

Invoice Status will be **Reconciled** if not further approvals are required and if there are no other invoice exceptions such as incorrect tax.

| | Summary | Pricing Terms | Milestones | Approval Flow | Receipts | **Invoices** | History |

ID	Supplier Invoice #	Date/Time Created ↑	Supplier	Supplier Contact	Status	Total
INVTSP-1573-3657	TSP-1573	05/11/2015 01:25:28 PM	REDDYGOSOLUTIONS	REDDYGOSOLUTIONS	Reconciled	$200.00 USD
INVHLN-1573-3658		05/11/2015 01:25:29 PM	REDDYGOSOLUTIONS	REDDYGOSOLUTIONS	Reconciling	$200.00 USD
INVVLM-1573-3659	VL.	2015 01:25:29 PM	REDDYGOSOLUTIONS	REDDYGOSOLUTIONS	Reconciling	$300.00 USD

1. Click on the link in the ID column to view more details on the Invoice Reconciliation tab.

INVTSP-1573-3657   Status: Reconciled

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. ...

◀ Back

2. Click on the Invoice **Reconciliation** tab.

| **Summary** | Approval Flow | Contracts | Reconciliation | History |

ID: INVTSP-1573-3657   Contract: BPO1573
Supplier Invoice #: TSP-1573   Supplier: REDDYGOSOLUTIONS

| Summary | Approval Flow | Contracts | **Reconciliation** | History |

3. The Reconciliation Status is **Paying**.

Type ↑	ID	Date Created	Supplier	Status	Summary
	IRTSP-1573-3657	Today, 1:25 PM	REDDYGOSOLUTIONS	Paying	$200.00 USD

Enhancement - Early September, 2015

The Invoice Status of **Reconciled** will mean the funds have been released to pay the invoice.

Summary	Pricing Terms	Milestones	Approval Flow	Receipts	**Invoices**

ID	Supplier Invoice #	Date/Time Created ↑	Supplier	Supplier Contact	Status	Total
INV1-6712-847413	1-6712				Reconciled	$2,740.00 USD
INV2-6712-847440	2-6712	AM	REDDYGOSOLUTIONS		Reconciled	$1,205.60 USD
INV3-6712-847442	3-6712	08/28/2015 01:43:27 PM	REDDYGOSOLUTIONS	REDDYGOSOLUTIONS	Rejected	$1,534.40 USD
INV3*-6712-847443	3*-6712	08/28/2015 02:09:02 PM	REDDYGOSOLUTIONS	REDDYGOSOLUTIONS	Reconciled	$1,534.40 USD

The Invoice Status of **Rejected** will mean the funds will not be released to pay the invoice.

- You will no longer need to drill down to the Invoice Reconciliation to determine if the Invoice is in the **Paying** status

- A status of **Reconciled** will mean the funds have been released to pay the invoice

- A status of **Rejected** will appear on the **Invoices** tab of the BPO for invoices that have been rejected

Additional Information

- Receiving by Dollar Amount Versus Quantity
- Receiving Roles and Responsibilities
  - Who Receives?
  - Who Approves Receipts?
  - ASTRA ReceiptApprover role
- Receiving Exception Report
- Invoice Reject Process
- Approving Receipts
- BPO Balance Information
- Receiving Resources
- Receiving Case Study

Receiving by Amount versus Quantity

How Setting BPO Line Item Limits Impacts Receiving

- When you create a BPO, 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

Receiving by Dollar Amount Example

Setting Line Item Limits by Dollar Amount

LIMITS

*The minimum and maximum amount that can be spent/quant...
amount value.*

Set Item Limits by:	Amount
Maximum Amount:	$200,000.00 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 by Dollar Amount

Line Items - Amount Receiving Needed

> The system indicates **Amount Receiving Needed**.

No. ↑	Amount	Description	Prev. Accepted	Amt. Accepted		Amt. Rejected		Date Received	
1	$200,000.00 USD	Level 1 - Basic Horse Training Consulting	$500.00 USD	200.00	USD	$0.00	USD	Today, 2:02 PM	

> 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.*

Receiving by <u>Quantity</u> Example

Setting Line Item Limits by <u>Quantity</u>

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 quantity* that can be ordered for the item

How to Receive by <u>Quantity</u>

The system indicates **Quantity Receiving Needed**

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 **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**.

Receipt Approval

Who Receives?

- BPO Preparer

- BPO Contact

- Users authorized with the *optional* Central Receiver role set up through ASTRA

Who Approves a Receipt?

IMPORTANT: Organizations must authorize one or more users with the ASTRA *ReceiptApprover* role

- When the *Preparer* receives, the receipt must be approved by the *ReceiptApprover*

When the *Contact* or a *Central Receiver* receives, no additional approval is required

Recommendations for Receipt Approval

- Ensure a **ReceiptApprover** for your organization is set up in ASTRA

- If you prepare the BPO, select another user as the Contact

- Consider authorizing several users as Central Receivers

- When you receive, review the Approval Flow tab of the receipt to determine if the ReceiptApprover has been added

IMPORTANT: The BPO **Preparer** <u>CANNOT</u> be the **ReceiptApprover**!

Receipt Approval Example

RC305868 - Receipt for BPO1573

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

◀ Back   [Print]

| Summary | **Approval Flow** |

Legend: [!] Active

RC305868 📄 ——— [!] ▪ ROBIN WEIGEL — Preparer
                      ▪ JEFF MELLEMA — Contact
                      ▪ CentralReceiver-2080302000 — Central Receiver (optional)

[Add Approver]

Receiving by Contact or Central Receiver versus Preparer

When the **Contact** or **Central Receiver** receives, no additional approval is required

When the **Preparer** receives…

The **ReceiptApprover** must approve

Steps to Approve a Receipt

- When the BPO Preparer receives, the system sends an email notification to the ReceiptApprover

    - Requires that the ReceiptApprover has set email Notification Preferences ON for Receipts in eProcurement

- The RC will appear in the ReceiptApprover's **To Do** list on the **Home** tab of eProcurement

ReceiptApprover email Notification Preferences

1. Click on the **Preferences**

ARIBA® SPEND M....EMENT

Home | Contracts | Procurement | T & | Invoicing

Create | Search | Manage | Recent | Preferences

Delegate authority
Change your profile
Change default locale and currency
Change email notification preferences
Reset default preference

Edit Email Notification Preferences
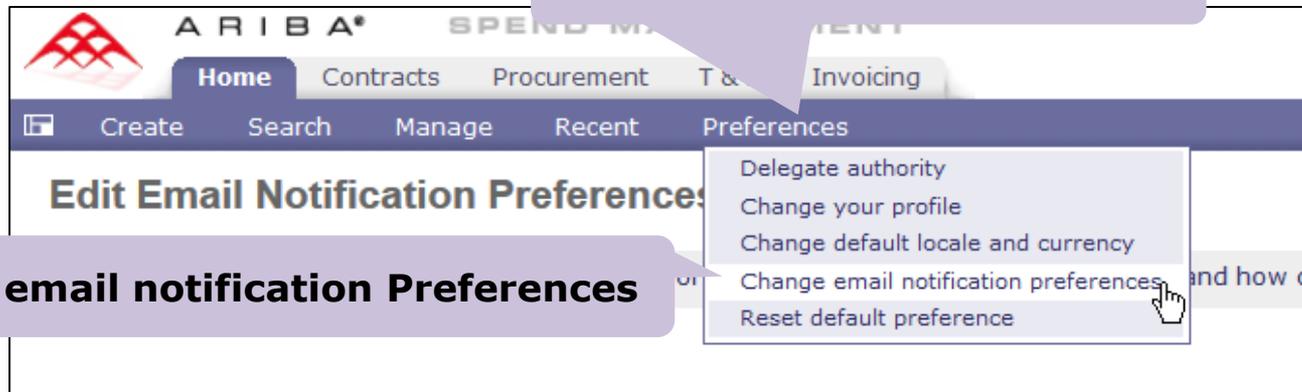
2. Select **email notification Preferences**

3. Use the drop-down to select **Receipt**

Edit preferences for: Receipt

Notification method

When I am an approver: ℹ️ | Send email immediately ▼
When I am a watcher: ℹ️ | Send email immediately ▼

4. Use the drop-down to select either:
Send email immediately
Send email summary

Notification frequency

Each time the document is approved: ℹ️ | ☑ Send ema...
When the document is fully approved: ℹ️ | ☑ Send email
When I need to approve a document: ℹ️ | Send
When my approval is overdue: ℹ️ | Send
When I am a watcher: ℹ️ | Send

NOTE: **Immediately** will send the notification immediately after the Preparer receives. Summary sends a summary once per day for all receipts that need approval.

[Save] [Cancel]

Receiving for a Blanket Purchase Order in eProcurement

43

eMail Notification – Receipt Requires Approval

Mon 5/11/2015 3:15 PM

Ariba Administrator <ariba_apps@u.washington.edu>

ACTION REQUIRED: RC305868 - Receipt For BPO1573 (Approval Request)

To   Virginia L. Morris

ReceiptApprover

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Please note: Links in this email will open in your default browser. IE is currently an unsupported browser and you may experience issues when using it.

RC305868 - Receipt for BPO1573 requires your approval because "Additional Approval Required"

| Requester: | JEFF MELLEMA | Created: | 2:20 PM Monday, May 11, 2015 |

Actions: Open

Click Open to review and approve the Receipt

Line Items

#	Description	Total Quantity	Num. Accepted	Num. Rejected	Amt. Accepted	Amt. Rejected	Receiving Type	Comments
1	Level 1 Consulting Services	0.00	0.00	0.00	200.00 USD	0.00 USD		

Comments

Approval flow

As of 3:14 PM Monday, May 11, 2015 :

Status	Required	Reason	Approver	Date	Time
Approved	Yes	Order must be received	ROBIN WEIGEL (on behalf of (Multiple))	May 11, 2015	3:14 PM
Ready	Yes	Additional Approval Required	ReceiptApprover-2080302000		

Approving a Receipt Using the To Do List

After you log in to eProcurement, click on the **Home** tab.

Find your **To Do** list.

NOTE: eProcurement allows you to rearrange the layout of your dashboard. You might need to scroll down to locate your **To Do** list.

Approving a Receipt Using the To Do List

If you manage a lot of eProcurement approvals, the **To Do** list could be long. Since **Receipts** begin with a prefix or **RC**, ensure the list is sorted in reverse alphabetical order. If there is an "**Down Arrow**" to the right of the **ID** column title, then the list is sorted correctly in Z-A order.

If the "**Down Arrow**" is not visible or if you see an **"Up Arrow"** instead, *click on the column title* until the **"Down Arrow"** is visible.

	ID ↓	Date				Required Action
🛒	S538682	12/12/20..			) What Supplier Can Do on the Network	Watch
🛒	S537598	3/20/2014	LAURIE A HUNT	Submitted	Test	Approve
📄	RC305868	5/11/2015	JEFF MELLEMA	Submitted	BPO1573	Approve
📄	RC305..	4/8/2015	JEFF MELLEMA	Submitted	BPO1495	Approve
📄	RC305786	..015	HEATHER L. NICHOLSON	Submitted	BPO1281	Approve
📄	RC..			Submitted	BPO1471	Approve

Page 1

View List ...   (105)

To review and approve the Receipt, click on the **RC ID** link.

NOTE: If you have many **To Do** items, you can view more of them by using the scroll bar or clicking on <u>View List…</u>

Approving a Receipt Using the To Do List

RC305868 - Receipt for BPO1573   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 ...

◀ Back   Edit Approve Deny Print

Summary | Approval Flow | History

Contract ID: BPO1573   Date: Today, 3:14 PM
Contract Title: Training Level 1 Consulting Services BPO   Processing Status: Receiving
My Labels: ℹ Apply Label...

> NOTE: The Amt. Accepted is $200.00.

Line Items Recei... Amount

No. ↑	Amount	Description	Prev. Accepted	Amt. Accepted	Amt. Rejected	Date Received
1	$12,000.	Level 1 Consulting Services	$200.00 USD	$200.00 USD	$0.00 USD	Today, 3:14 PM

> To review the Invoice, click on the link to the BPO to access the **Invoices** tab.

Approving a Receipt – Reviewing the Invoice

BPO1573 - Training - Level 1 Consulting Services BPO

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

◀ Back

Click on the **Invoices** tab.

Print

| Summary | Pricing Terms | Milestones | Approval Flow | Receipts | Invoices | History |

| Summary | Pricing Terms | Milestones | Approval Flow | Receipts | **Invoices** | History |

ID	Supplier Invoice #	Date/Time Created ↑	Supplier	Supplier Contact	Status	Total
INVTSP-1573-3657	TSP-1573	05/11/2015 01:25:28 PM	REDDYGOSOLUTIONS	REDDYGOSOLUTIONS	Reconciled	$200.00 USD
INVHLN-1573-3658	HLN-1573	05/11/2015 01:25:29 PM	REDDYGOSOLUTIONS	REDDYGOSOLUTIONS	Reconciling	$200.00 USD
INVVLM-1573-3659	VLM-1573	05/11/2015 01:25:29 PM	REDDYGOSOLUTIONS	REDDYGOSOLUTIONS	Reconciling	$300.00 USD

To review the invoice details, click on the **INV ID** link.

Approving a Receipt – Reviewing the Invoice

INVHLN-1573-3658   Status: Reconciling

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

When you are finished reviewing the Invoice, click the eProcurement **Back** button *twice* to return to the Receipt .

◄ Back

Summary | Approval Flow | Contracts | Reconciliation | History

ID: INVHLN-1573-3658   Contract: BPO1573
Supplier Invoice #: HLN-1573   Supplier: REDDYGOSOLUTIONS
Invoice Date: Mon, 11 May, 2015   Supplier Contact: REDDYGOSOLUTIONS
Telephone: Remit To Address: REDDYGOSOLUTIONS

My Labels: ℹ Apply Label...

Header Charges			
Description	Account Budget ↑	Amount	
Tax	023100 143750	$0.00 USD	Detail

NOTE: The invoice line item is $200.00

Line Items							Show Details
No.	Description	Contract	Qty	Unit	Price	Amount	
1	**Level 1 Consulting Services**	BPO1573	1	each	$200.00 USD	$200.00 USD	Detail

Scroll down to download and review any invoice attachments from the supplier.

Subtotal: $200.00 USD
Total Tax: $0.00 USD
Total: $200.00 USD

Approving a Receipt

RC305868 - Receipt for BPO1573   Status: Submitted

These are the details of the request you selected. De...

Click the **Approve** button to approve the receipt.

◀ Back   Edit   Approve   Deny   Print

Summary   Approval Flow   History

Contract ID: BPO1573   Date: Today, 3:14 PM
Contract Title: Training - Level 1 Consulting Services BPO   Processing Status: Receiving
My Labels: ⓘ Apply Label...

Line Items Received By Amount

No. ↑	Amount	Description	Prev. Accepted	Amt. Accepted	Amt. Rejected	Date Received
1	$12,000.00 USD	Level 1 Consulting Services	$200.00 USD	$200.00 USD	$0.00 USD	Today, 3:14 PM

Confirm Receipt Approval

Approve - Comments

Enter a comment (optional) as part of your approval. You can also archive this document to a different folder, if desired. Click **OK** when ...

You chose to approve RC305868.

> You have the option to enter comments on the Receipt.

Comments:

Optionally enter a comment here....

☑ Archive items to label: Archive Items ▼

[OK] [Cancel]

> Click **OK** to confirm approval the receipt.

Receiving Exception Report

eProcurement Receiving Exception Report

- This report is important because it lists all invoices that are waiting to be paid pending receipt

- It is a useful "cross check" in case you missed an email notification

- Running this report will help you identify which BPOs require receiving to allow invoices to be paid before the biennium closes

- Search fields:
    - Invoice Reconciliation ID
    - Invoice ID
    - Invoice Date
    - Budget Number
    - Organization Code (Can be partial, i.e., 2100)

eProcurement Receiving Exception Report Output

- Organization
- Budget Number
- Document Number (EI or BPO)
- Supplier Name
- Order Line Number
- Description
- Supplier Part Number
- Ordered Amount

- Preparer Name, Email and Phone
- Requester Name, Email and Phone
- Invoice Reconciliation Number
- Exception Date
- Invoice ID
- Invoice Received Date
- Total Invoiced

Running the Receiving Exception Report

From the eProcurement Home Page, click **Manage** **→Reports**

Select Receiving Reports Category

1. Select **Receiving**

2. Click **Next**

Select Receiving Exception Report

1. Select **Receiving Exception Report**

2. Click **Next**

Specify Report Output Format and Criteria

Reports

1. Select Category
2. Select Report
3. **Run Report**

◀ Prev | Run | Save | Exit

If you don't specify filter values, the report will include all values

Report Title: Receiving Exception Report

Report Category: Receiving

Report Format: HTML ▾

> HTML, Excel, or CSV

> 2. Click **Run**

Basic | Advanced

Filter Name	Value		
Invoice Reconciliation ID:			
Invoice ID:			
Invoice Date:	Custom ▾	From:	Wed, 1 Apr, 2015
		To:	Tue, 30 Jun, 2015
Budget Number:			
Organization Code:	2080		
Task:			
Option:			
Project:			

> 1. Specify selection criteria such as **Date, Budget Number**, **Organization Code**, etc.

> This will report all Budgets for Organization Codes beginning with 2080

Receiving Exception Report HTML Output

Receiving Exception Report

Report Filter: **Invoice Date between Wed, 1 Apr, 2015 and Tue, 30 Jun, 2015, Organization Code = 2080**   Run: 6 Apr 2015

Description: Lists all Invoices that are waiting to be paid because the order has not been received yet

Change Report Detail Level: [✔ Organization Code] [✔ DocumentNumber] [✔ Preparer Name] [✔ Invoice Reconciliation Number]

Organization Code	Budget Number	Task	Option	Project
2080302026	143750			

DocumentNumber	Supplier Name	Order Line Number	Description	Supplier Part Number	Ordered Amount
BPO1468	BIO RAD LAB	1	Enter a description for this item.	5235342	$1,000.00 USD

Preparer Name	Preparer Email	Preparer Phone	Requester	Requester Email	Requester Phone
LAURIE A HUNT	lahunt@u.washington.edu		LAURIE A HUNT	lahunt@u.washington.edu	

Invoice Reconciliation Number	Exception Date	Invoice ID	Invoice Received Date	Total Invoiced
IR662662-3598	2 Apr 2015 02:26 PM	INV662662-3598	2 Apr 2015 02:25 PM	$12.00 USD

DocumentNumber	Supplier Name	Order Line Number	Description	Supplier Part Number	Ordered Amount
BPO1463	REDDYGOSOLUTIONS	1	Testing Receiving	NA	$10,000.00 USD

Preparer Name	Preparer Email	Preparer Phone	Requester	Requester Email	Requester Phone
ROBIN WEIGEL	aribadev@u.washington.edu		JEFF MELLEMA	aribadev@u.washington.edu	

Invoice Reconciliation Number	Exception Date	Invoice ID	Invoice Received Date	Total Invoiced
IR1-1463-3607	3 Apr 2015 04:00 PM	INV1-1463-3607	3 Apr 2015 03:50 PM	$1,000.00 USD

Invoice Reject Process

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:

[Browse...]

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: *

[Submit]

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 for the other BPOs are correct.

Helpful Receiving Guidelines

Helpful Receiving Guidelines – Before You Begin

Recommendation	Reason
Ensure **ReceiptApprovers** have been set up in ASTRA for you organization.	When the Preparer receives, the receipt is routed to the **ReceiptApprover** and if there is not one set-up, the request is routed to the Procurement Services Receiving Administrator who will contact you and request the ReceiptApprover be set up in ASTRA.
Pay attention to emails alerting you that invoices are waiting to be paid and be sure to receive as soon as you ensure the goods/services have been provided.	Invoices will not be paid until funds are released using receiving.
Use the **Receiving Exception Report** to identify any invoices that require receiving.	This is a back-up measure in the event an email alert to Receive was missed or overlooked.
Do not receive the Maximum BPO amount in advance of invoices arriving.	Receiving the Maximum Limit for a BPO, tells the system to try pay any pending invoices and also sets the Receiving Amount Available to zero. As a result, the receiving function is disabled (the **Receive** button disappears).
If there are multiple invoices in the **Reconciling** Status for a BPO, review them all for accuracy to ensure correctness. If any are in error, submit an Invoice Reject Request and do not receive any invoices for that BPO until you receive notification that the invoice has been rejected.	For multiple invoices for the same BPO, Receiving must occur in order of oldest to newest Date/Time created. To ensure this happens, best practice is to receive only when all of the Reconciling invoices are correct.

Helpful Receiving Guidelines – As You Receive

Recommendation	Reason
Review the BPO Receiving and Reconciliation balances on the Summary tab to ensure enough funds are available to pay invoices.	If there are not enough funds to reconcile the invoice, Receiving will not be able to release funds for paying the invoice. You will receive errors during the Receiving process alerting you trying to receive more than the line item or contract limit. You will need to make changes to the BPO in increase the limits.
Receive only for the line item amounts invoiced.	Funds received are applied to payment for line items only, not header charges such as tax, shipping, etc.
If there is more than 1 line item on the BPO, make sure the line item(s) invoiced match the line items on the BPO. If the invoice is not correct, submit an *Invoice Reject Request*.	The system ensures receipt line items and invoice line items match the BPO line item and if they do not, the system will not reconcile the invoice.
If you are the **Preparer** and you receive for a BPO, periodically review the **Receipts Tab** to ensure the **ReceiptApprover** is approving your receipts. If they are in the *Submitted* status, click on the **ReceiptApprover Approval Flow** link to determine who must approve.	Even though **ReceiptApprovers** receive email notifications to approve receipts, it is a good idea to periodically review the **Receipts Tab** to ensure the receipts have been approved.

Receiving Case Study

Receiving Case Study

> "I received the correct line item dollar amount for a BPO invoice. Why does the invoice still have a status of *Reconciling*?"

Possible Causes

- The **Preparer** received and the receiving has not completed because it hasn't been approved by the **ReceiptApprover**

- This is another issue with the invoice such as too much or too little tax

- There is not enough money remaining for the BPO Reconciled Available Amount to pay the invoice

- The invoice arrived after the Final Invoice Date of the BPO

Receiving Case Study-Review Invoice Detail

"I received the correct line item dollar amount for a BPO invoice. Why does the invoice still have a status of *Reconciling*?"

BPO1281 - New BPO for 995 Level 1 - Basic Horse Training Consulting   Status: Open

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.   ...   ⌄

◀ Back   Receive Close Contract Print Excel Export

Summary   Pricing Terms   Milestones   Approval Flow   Receipts   **Invoices**   History

ID				Status	Total
INV				Reconciled	$200.00 USD
INV				Reconciled	$100.00 USD
INV3-1281-3495		02/10/2015 03:58:17 PM	REDDYGOSOLUTIONS REDDYGOSOLUTIONS	Reconciled	$100.00 USD
INV1281-5-3501	81-5	02/11/2015 09:52:22 AM	REDDYGOSOLUTIONS REDDYGOSOLUTIONS	Reconciled	$100.00 USD
INV4-1281-3502	4-1281	02/11/2015 09:52:23 AM	REDDYGOSOLUTIONS REDDYGOSOLUTIONS	Reconciling	$200.00 USD
INV1281-6-3503	1281-6	02/11/2015 09:52:23 AM	REDDYGOSOLUTIONS REDDYGOSOLUTIONS	Re...	$100.00 USD

Navigate to the **Invoices** tab of the BPO and click on the **Invoice ID Link** of the invoice in the *Reconciling* status.

Note: Status is *Reconciling* but the user just received $200.00.

Receiving Case Study-Review Reconciliation Tab

"I received the correct line item dollar amount for a BPO invoice. Why does the invoice still have a status of *Reconciling*?"

INV4-1281-3502

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.

Click on the **Reconciliation** tab.

Back   Copy   Print

| Summary | Approval Flow | Contracts | Reconciliation | History |

ID:	INV4-1281-3502	Contract:	BPO1281
Supplier Invoice #:	4-1281	Supplier:	REDDYGOSOLUTIONS
Invoice Date:	Wed, 11 Feb, 2015	Supplier Contact:	REDDYGOSOLUTIONS

Receiving Case Study-View Invoice Reconciliation Details

"I received the correct line item dollar amount for a BPO invoice. Why does the invoice still have a status of *Reconciling*?"

INV4-1281-3502   **Status: Reconciling**

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. ...

Click on the Invoice Reconciliation (IR) **IR ID Link**.

Copy Print

Summary   w   Contracts   **Reconciliation**   History

Type ↑	ID	Date Created	Supplier	Status	Summary
	IR4-1281-3502	Wed, 11 Feb, 2015	REDDYGOSOLUTIONS	Reconciling	$200.00 USD

Receiving Case Study-View Invoice Reconciliation Details

"I received the correct line item dollar amount for a BPO invoice. Why does the invoice still have a status of *Reconciling*?"

IR4-1281-3502   **Status: Reconciling**

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

The **Contract Received Line Amount Variance** invoice exception means that the receiving has not completed.

◀ Back

| Exceptions | Approval Flow | Invoice | Contracts | Receipts | History |

Display: All line items

Click on the **Receipts** tab.

Invoice: INV4-12
Invoice Date: Wed, 11
Payment Terms: (no value)
Hold Status: No Hold

Contract: BPO1281
Supplier: REDDYGOSOLU
Contact: REDDYGOSOLUT
Remit To Location: REDDYGOSOLUT
On Behalf Of: Ariba System

My Labels: ℹ Apply Label...

Line Items

No. ↑	Qty	Description	Price	Amount	Exception	Status
1		Level 1 - Basic Horse Training Consulting		$200.00 USD	Contract Received Line Amount Variance	Detail

Matched To: Item 1
Part #: Level 1 - Consulting

Receiving Case Study-View Receipt Details

"I received the correct line item dollar amount for a BPO invoice. Why does the invoice still have a status of *Reconciling*?"

The Receipt has a status of **Submitted**, which means it must be approved before the funds will be released to pay the invoice.

| Exceptions | Approval Flow | Invoice | Contracts | **Receipts** | Hi |

Receipt ID ↑	Title	Order ID	Order Title	Date		Amount
RC305581	Receipt for BPO1281			Tue, 10 Feb, 2015		200.00
RC305582	Receipt for BPO1281			Wed, 11 Feb, 2015	ed	100.00
RC305585	Receipt for BPO1281			Wed, 11 Feb, 2015	ved	100.00
RC305586	Receipt for BPO1281			Wed, 11 Feb, 2015	roved	100.00
RC305590	Receipt for BPO1281			Today, 11:36 AM	Approved	100.00
RC305786	Receipt for BPO1281			Today, 1:37 PM	Submitted	200.00

Click on the **RC ID link** of the Receipt.

Receiving Case Study-View Receipt Approval Flow

"I received the correct line item dollar amount for a BPO invoice. Why does the invoice still have a status of *Reconciling*?"

Summary	Approval Flow	History

Contract ID: BPO1281
Contract Title: New BPO fo...

Click on the **Approval Flow** tab.

Date: Today, 1:37 PM
Processing Status: Receiving

My Labels: [i] Apply Label

Summary	**Approval Flow**

The Receipt needs to be approved by the **ReceiptApprover**, which means that the Preparer did the receiving.

Legend: ☑ Approved [!] Active

Click on the **ReciptApprover link**.

RC305786

☑
- MELANIE MC KAY FIELDS
- HEATHER L. NICHOLSON
- CentralReceiver-2080302000

[!] ReceiptApprover-2080302000 ☐ Approved

Receiving Case Study-View Who Must Approve the Receipt

"I received the correct line item dollar amount for a BPO invoice. Why does the invoice still have a status of *Reconciling*?"

Review Details for ReceiptApprover-2080302000

These are the details for the approver you selected.

ID: EP-ReceiptApprover-2080302000

Name: ReceiptApprover-2080302000

Description:

Users who can approve:

MARY JANE MACKAY
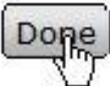
This is the list of users who were authorized in ASTRA as **ReceiptApprovers** for the Organization

Click **Done**.

Other Invoice Exceptions – Reconciling Status

Invoice Exception	Description
Contract Item Date Variance	Invoice arrived after **Final Invoice Date** of the BPO. Preparer or Contact can change the BPO to extend **Final Invoice Date**.
Contract Amount Variance - The invoice's amount, $XXX.XX USD, is greater than the contract's limit, $YYY.YY USD.	The amount invoiced is more that the BPO **Maximum Limit** plus any **Tolerance**. Preparer or Contact can change the BPO to increase the **Maximum Limit** and/or **Tolerance**.
UW Over Tax Variance	Header Tax on Invoice is less than expected – determined by **Ship To**. UW AP will work to resolve.
UW Under Tax Variance	Header Tax on Invoice is more than expected – determined by **Ship To**. UW AP will work to resolve.

Receiving Resources

Receiving Webpage

Welcome to Procurement Services

View   Edit   Revisions

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

Systems

CLICK TO ACCESS UW e Procurement
UNIVERSITY OF WASHINGTON

PAS

ProCurement Card
PaymentNet *Connect*

- Sole Source
- Attachments
- Purchase Orders

Travel
PaymentNet *Connect*

... more

Information

BUYING

PAYING

REPORTS & RECONCILIATION

- **Ariba Buying Portal**
- t Catalog
- e

- Non-PO Invoice
- Payments to Individuals
- Wire Payments

- Receiving
- Pro d Reconciliation
- DR (Procurement

List Items
Welcome to Procurement Services

- Home
- Systems
  - eProcurement
  - PAS
  - PaymentNet4: Procard
  - PaymentNet4: Travel Card / CTA
- Buying
- Payi
- Rep & Reconciliation
- Su rmation
- Tr nts

You can also navigate to the new **Receiving** webpage from the left navigation panel under **Buying**

Link to new **Receiving** webpage

eProcurement Roles

https://f2.washington.edu/fm/ps/resources/roles

Click on
What Depts Need to Know Link
to access eProcurement Roles webpage

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