

## **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: <u>http://f2.washington.edu/fm/ps/bpo-rejects</u>
- 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 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: <a href="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</a>

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:



b. Use the following URL:

https://ar.admin.washington.edu/AribaBuyer/uw/login.asp

4. To search for the BPO, click on **Search** -> **Contract**.

	A F	RIB A*	SPE	IN		NAGE	ME	ТΙ	
	Click Sea				rement	Travel	Invo	oicing	Reimbursement
Create	S	Search Mar	nage	Rec	ent	Preference	es		
Invoici	na	Cancel Invoic	e Request						
Invoici	ing	Contract			Sele	ect <b>Contra</b>	ct		
Common	n Act	Invoice	-11-1-	٩y	Docum	ents			
			ICIIIation		ID			Title	
Cre	ate	Payment Purchase Card	d Order	h	INV232	21321323-	<u>3231</u>	12321	1312312
PO-	base	Purchase Orde	er	h	CR524			Test f	or Tina
Non	n-PO	×		5	CDE22			Doddy	Co Vot Suppliara
Con	L tract	-based Invoice			<u>CR525</u>			Reduy	Go vet Suppliers
Con	reruct				<u>CR518</u>			Test2	-Jockey Division
Pay	ment	to Individual			<u>CR517</u>			Multi-I	Location Test- AN010

5. Paste the BPO number that you copied from the daily summary email into the field titled **Contract ID**.

me	Contra	cts	Procurement	Travel	Invoicing	Reimbursement	Welcon	ne VIRGINIA LYNN MORRIS
Search	n Ma	anage	Recent	Preference	es			
		Туре:	Contract		•			
		Chan	ige the search o	criteria or n	ame, and th	ien <b>Search</b> .		
		Sear	ch Filters	E	inter BPO Contr	number into th act ID field	ie	Search Options
		Con	tract Title:			Expiration	Date:	No Choice 🔹
arches		Cont	tract ID: modity Code:	BPO221 (select a	value) [ <u>sel</u> e	Is Blanket	Purchase Order:	<ul> <li>○ Yes</li> <li>○ No</li> <li>● Either</li> <li>(select a)</li> </ul>
Searche	es	Effec	tive Date:	No Choic	e 🔹	Preparer:		value) [ <u>select</u> ]
						Status:		No Choice 🔻
						Supplier:		(select a value) [ <u>select</u> ]
					Clic	k <b>Search</b>	Search In Run this sear	set Save Search

Continued on the next page.

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.

Effective Date:	No Choice 🔻		Status:	No Choice	•			
			Supplier:	(select a value) [ select ]				
		Click on either the <b>B</b> or the <b>Title</b> to view	<b>PO number</b> v the BPO	Search Re	set Save Search			
Search Results		summary scr	reen					
□ Type ID ↓	Title			Status	Date Created			
□ ▶ BPO221	Allentown de	mo PAS po 468633		Open	Fri, 21 Feb, 2014			
Label 🕶								

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:* 



*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.

Summary Prici	"Up Arrov sorted olde	w" indicates	Receipts Inv	Receipts Invoices History						
				Look at o	dest invoice w	vith				
ID	Supplier Invoice #	Date/Time Created 🕇	Supplier	status	of Reconciling.		tatus	Total		
INV74284-2814	74284	02/24/2014 07:10:05 A	M University of W	lasnington unive	ISILY OF Was	test	Reconciled	\$3,217.60 USD		
INV74284 1-2816 INV7687654-2835	Click on	the <b>INV numbe</b>	<b>er</b> to open th	ne invoice	sity of Washington sity of Washington -	test	Reconciled Reconciling	\$3,217.60 USD \$3,217.60 USD		

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:

INV7687654-2	2835		Status: Reconciling
These are the deta	ils of the request you selected. Depending on its s	status, you can edit,	change, copy, cancel, or submit the $\dots$ 😵
<b>O</b> Back	Сору	Print	
Summary Appr	oval Flow Contracts Reconciliation Hist	ory	
ID:	INV7687654-2835	Contract:	BPO221
Supplier Invoice #:	7687654	Supplier:	University of Washington
Invoice Date:	Thu, 27 Feb, 2014	Supplier Contact:	University of Washington - test
Sold To:	University of Washington - TEST	Remit To Address:	UW 4
Telephone:			**Additional Use Tax may be charged for this supplier
My Labels: 🚺 App	ly Label		
Header Charges			
Description	Account Budget ↑		Amount
Tax	059900 149424	Click o revi	on the <b>Detail</b> button to ew the item details.
Line Items			Show Details
No. Description		Contract Qty Ur	nit Price A <mark>mount</mark>
1 OPEN ORDER	FOR MISC CONSUMABLES TO BE ORDERED	<u>BPO221</u> 1 lot	t \$3,217.60 USD \$3,217.60 U <mark>SD Detail</mark>
L			View it
	Continued on the next	: page. 🛋	Subtotal: \$3,217.60 USD Total Tax: \$0.00 USD
:://arwwweval3.cac.washing	ton.edu/Buyer/Main/aw?awh=r&awssk=VwzP&dard=1#		Total: \$3,217.60 USD

- 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.

INV7687654-2835: INV7687654	1-2835	
Items: 2 Total: \$3,217.60 US	SD	<u>୍ରେଲ୍</u> ର
Review or edit the details of t	this line item.	OK
LINE ITEM DETAILS	5	h Wilson over finished
		b. when you are finished
Market Price:		reviewing the line item detail,
Туре:	Non-Catalog Item	CIICK <b>UK</b> to continue
No.:	1	
Manufacturer Part Number	:	
Description:	OPEN ORDER FOR MISC CONSUMAE "AS NEEDED BASIS" PER OUR 2007 PRICING AGREEMENT. (DOES NOT 1	BLES TO BE ORDERED ON -2013 CONSUMABLES INCLUDE RACKS)
Reference Date:	Thu, 27 Feb, 2014	
Supplier Part Number:	misc	
Supplier Auxiliary Part ID:		
UOM:	lot	
Amount:	\$3,217.60 USD	
Commodity Code:	Animal containment and habi	
Price:	\$3,217.60 USD	
Qty:	1	
Contact:	University of Washington - test	
Is this M&E item? (Click fo	r Yes): No	a Scroll down to review
		more information (i.e.
ACCOUNTING - BY	LINE ITEM	shipping address)
Assessment Cardas		
Account Code: 05	9900 (MISCELLANEOUS) BIEN:2013	
Object SubObject: 05	99	
Sub SubObject: 00		
Budget Number: 🛐 14	9424 (COMP MEDICINE COST CTR) Bien:201	3 • •

 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 <u>Download</u> link to download and view the attached invoice:

COMMENTS - ENTIRE		<b>Import</b> physical in are viewin	a <b>nt:</b> Supplie nvoice to the og attachmen the	rs are attaching a invoice header, so ts for the entire in e line item).	copy of the be sure you voice (not for
ATTACHMENTS - ENT Attachments File Name ↑	Click <u>Down</u> attache	<b>load</b> to revie d invoice do	ew supplier- cument	Date Attached	
allentown invoices.pdf	nload	1,080.3 KB	(no value)	Tue, 4 Mar, 2014	Delete

- 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.

Summary Appl	roval Flow Contracts	a. Click on	the <b>Contract</b>	<b>s</b> tab
ID:	INV7687654-2835		contract.	DPUZZI
Supplier Invoice #:	7687654		Supplier:	University o
Invoice Date:	Thu, 27 Feb, 2014		Supplier Contact:	University o
Sold To:	University of Washington - T	TEST	Remit To Address:	UW 4
Telephone:				**Addition this supplie
My Labels: 🚺 App	<u>oly Label</u>			

Summa	ry Approv	al Flow	Contracts	Reconciliatio	on History			
	b. Click	on the	BPO num	nber				
ID ↑	Ter	Supplier		Title		Expiration Date	Invoiceable	Status
BP0221	Item Level	Universit	ty of Washingto	on Allentow	n demo PAS po 4686	33 Sun, 30 Nov, 20	14 Yes	Open
View	v details of this C	ontract						

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

BPO221 - Allentown demo PAS po 468633	Status: Open
These are the details of the request you selected. Depending on its status, you can edit, change, copy, cance	l, or 😮
Click Receive	
Back     Receive Print Excel Export	
Receive this request           Summary         Pricing Terms         Milestones         Approval Flow         Receipts         Invoices         History	
DEFINITIONS	
Title: Allentown demo PAS po 468633 Description:	

Continued on the next page.

W

- 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.

Line I	tems - Amou	int Receiving Ne	eeded						
No. ↑	Amount	OPEN ORDER FOR MISC	Prev. Accer	Enter	t. Accepted only the ai	Amt. Rejecte	oiced	for the line	e item
		TO BE ORDERED ON "AS NEEDED				Impor	tant:	DO NOT in	clude tax
1	\$42,917.85 USD	BASIS" PER OUR 2007- 2013 CONSUMABLES PRICING	\$9,652.80	USD 32	17.60 <u>USD</u>	\$0.00	USD	Today, 12:37 P№	1

- 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: <u>http://f2.washington.edu/fm/ps/tools-for-reconciling/scanning/ariba</u>
- d. After entering the **Amt. Accepted**, optionally entering comments and attaching a packing slip, click the **Submit** button to complete the receiving process:

	т			
Comments:				
commenter.				
			/i	
ATTACHMENTS - ENTIRE REC	EIPT			
Attachments				
	-1	Caraban	Data Altachad	
File Name ↑	Size	Creator	Date Attached	
File Name ↑ DemoPackingSlip.pdf <u>Download</u>	Size 82.1 KB	PAMELA L. NAZARI	Date Attached	Delete
File Name	Size 82.1 KB	PAMELA L. NAZARI	Date Attached	Delete
File Name   DemoPackingSlip.pdf Download  Add Attachment	Size 82.1 KB	PAMELA L. NAZARI		Delete
File Name   DemoPackingSlip.pdf Download  Add Attachment	Size 82.1 KB	PAMELA L. NAZARI	Click Submi	(Delete)
File Name   DemoPackingSlip.pdf Download  Add Attachment	Size 82.1 KB	PAMELA L. NAZARI	Click Submi	Delete

15. A new page will display to show that the receipt was successful:



- 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).

Received Available Amount:	\$33,265.05 USD	Undates at 12:00AM
Received Amount:	\$9,652.80 USD	daily
Received Amount Percent Left:	77.51%	
Reconciled Available Amount:	\$35,871.31 USD	
Reconciled Amount:	\$7,046.54 USD	Updates immediately
Reconciled Amount Percent Left:	83.58%	

## 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.

#### For Helpful Hints, continue to the next page.

> 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





# **Helpful Hints - Continued**

What to do if you accidentally click on the **Invoice Button**, click on **Exit**, and then click the <u>Save</u> link (instead of <u>Delete</u>). 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 <u>View List</u> link located in the lower right hand corner of **My Documents** and then select **Invoice**:

Inv	oicing Dashboard				Configure Tabs 🛛 🚺	Refresh Content
ii Co	mmon Actions	My Documents				
0		ID	Title	Date ↓	Status	
	Create	INV3435	INV3435	1/16/2015	Composing	
	PO-based Invoice		Click Vie	w List and select	Invoice	/iew List (1)
	Non-PO Invoice					Invoice (1)
	Contract-based Invoice	Search		🖃 🖂 👖 To Do	L	
	Credit Memo	Cancel Invoice	Tieles	Date 🕹	Status	Title

d. Locate the ID of invoice you noted above. Click the checkbox next to it and then click Delete:

Search Result	5	Found	1 item		
✓ Type ↑	Click on the <b>checkbox</b>	tus	Date Created	Total	
	<u>INV3435</u>	Composing	Today, 1:52 PM	\$0.00 USD	
Label 🔻	Copy Delete	Click Dele	ete		
Delete the selected requests					
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 addition 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 <u>pcshelp@uw.edu</u> for assistance
- > Where to go if you have questions or need help

If you need help and/or have questions regarding Receiving, email pcshelp@uw.edu.