Receiving an eProcurement Blanket Purchase Order (BPO) from Daily email

BEFORE YOU START - Important Information

- The daily receiving reminder email, *Orders/Contracts Must Be Received*, now includes:
  - BPO Titles in addition to the BPO Number
  - The BPO Number and Title in the email is a direct link to the Receiving interface in eProcurement

- When you click on the link, you will be prompted to login to eProcurement, and you will be sent directly into the Receipt screen. The **Contract ID** field of the receipt displays the BPO Number which is a link to the **BPO Summary Page**. Before you do any receiving, click the link to the BPO and then review the invoices in the *Reconciling* status on the **Invoices Tab**.

  IMPORTANT REMINDER: If you are the **Preparer** of the BPO and you receive, the Receipt will be in the **Submitted** status *and funds will not be released to pay invoices until the Receipt is approved by the department **ReceiptApprover***. See the next page for more information.

- Any invoices in the *Reconciling* status will need to be reviewed:

  - If there are multiple invoices in the *Reconciling* status for the BPO:

    - Review ALL of the invoices for accuracy before you start receiving.

    - If ANY of the invoices are incorrect, you must submit a *BPO Invoice Reject Request* for each incorrect invoice. Follow the steps in the **Incorrect Invoices – Reject Process** section below for each invoice that needs to be rejected.
      IMPORTANT: Do not do any receiving for a BPO that has one or more incorrect invoices with a status of *Reconciling*. Wait until you hear back from Procurement Services that all incorrect invoices have been rejected before you do any receiving for that BPO. (NOTE: It is OK to receive for other BPOs as long as the invoices are correct.)

  - If all invoices in the *Reconciling* status are correct, start receiving with the OLDEST invoice first. See **Page 5** for details.

- **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
  2. Contact the supplier and request a corrected 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.

- **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/quantity for the line items only.

- **BPO Receiving Exception Report**
  It is a recommended best practice to 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

- **When a Receipt Needs Approval**
  If you are the BPO **Preparer** and you receive for the BPO, your receipt will need approval by a department **ReceiptApprover** before funds are released for payment of invoices.

  IMPORTANT: If you are the BPO **Contact** or **CentralReceiver**, you will see the following screen if:
  1. You click the link from your email notification **after** the BPO **Preparer** has submitted a receipt AND
  2. The receipt has NOT been approved by the **ReceiptApprover** yet.

  If you see the screen below, this means a receipt needs approval. To view who must approve:
  1. Click on the link to the RC that has a status of **Submitted**.

2. Click on the **Approval Flow** tab of the RC:

3. Click on the **ReceiptApprover** link for a list of individuals who can approve:

NOTE: There could be multiple individuals in the **ReceiptApprover** role. However, only one of them needs to approve the receipt. *Please continue to the next page for step-by step guidance on how to receive against a BPO in eProcurement after clicking on the link from the daily receiving reminder email.*
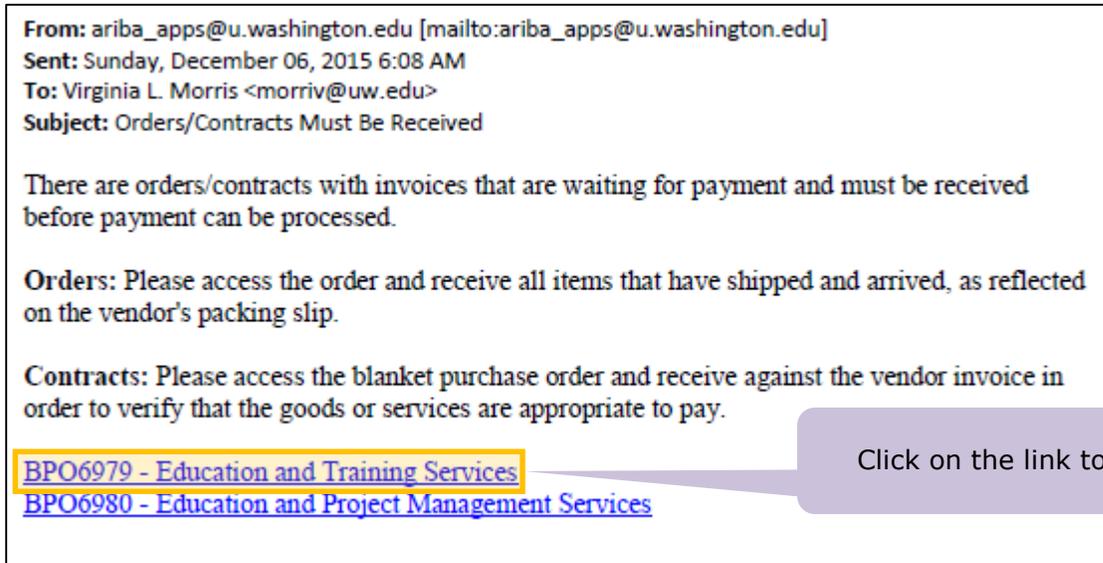
IMPORTANT: In this example, the BPO **Contact** is doing the receiving and is a different user than the BPO **Preparer**. The receipt will NOT require approval by the **ReceiptApprover** to release funds to pay an invoice.

1. **Read the daily summary email to identify eProcurement BPOs needing to be received:**
   If you are the BPO **Preparer**, **Contact**, or **Central Receiver**, you will receive a daily email summary of orders and contracts that must be received before payment can be made.
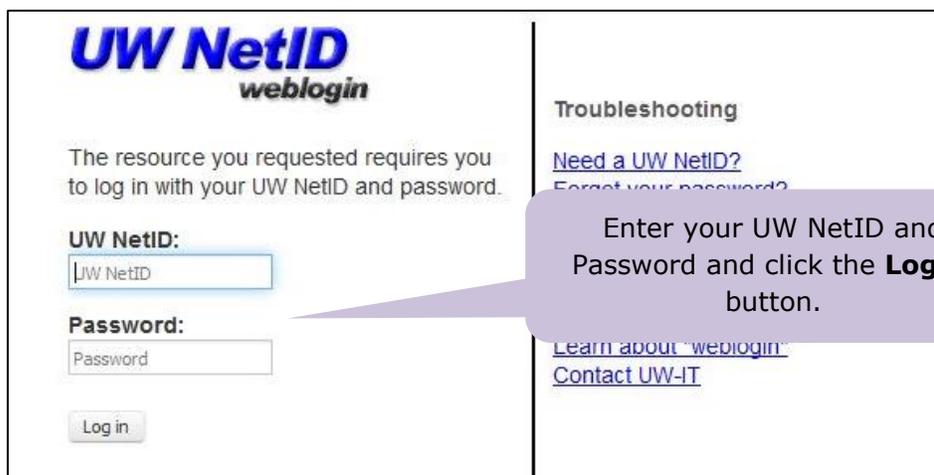
   Below is an example daily summary email:

   From: ariba_apps@u.washington.edu [mailto:ariba_apps@u.washington.edu]
   Sent: Sunday, December 06, 2015 6:08 AM
   To: Virginia L. Morris <morriv@uw.edu>
   Subject: Orders/Contracts Must Be Received

   There are orders/contracts with invoices that are waiting for payment and must be received before payment can be processed.

   Orders: Please access the order and receive all items that have shipped and arrived, as reflected on the vendor's packing slip.

   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.

   BPO6979 - Education and Training Services
   BPO6980 - Education and Project Management Services

   Click on the link to the BPO.

   IMPORTANT: *If there is more than one BPO listed in the email and you want to receive for multiple BPOs in this session, it is a recommended best practice to note down the other BPO numbers and continue receiving in eProcurement instead of going back to the receiving email.*

2. Click on one of the BPO links in the daily summary email. This example uses BPO6979.

3. When prompted, enter your UW NetId and password and click **Log in** to launch the eProcurement application:

   UW NetID weblogin

   Troubleshooting

   The resource you requested requires you to log in with your UW NetID and password.

   Need a UW NetID?
   Forgot your password?

   UW NetID:
   [UW NetID]

   Password:
   [Password]

   *Enter your UW NetID and Password and click the **Log in** button.*

   Learn about "weblogin"
   Contact UW-IT

   Log in

Continued on the next page. ➡

4. The Receipt for the BPO will be displayed. The **Contract ID** field is a link to the BPO. Click on the link to view the **BPO Summary**:

5. The **BPO Summary** page will now open where the BPO and any associated invoices can be reviewed. Click on the **Invoices Tab**:

Continued on the next page. ➡

6. 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*. 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.

"Up Arrow" indicates sorted oldest to newest.

Look at oldest invoice with status of *Reconciling.*

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

ID	Supplier Invoice #	Date/Time Created ↑	Supplier	Supplier Contact	Status	Total
INV1-6979-847946	1-6979	12/06/2015 12:37:11 AM	REDDYGOSOLUTIONS	REDDYGOSOLUTIONS	Reconciling	$2,000.00 USD
INV2-6979-847947	2-69...	12/06/2015 12:49:42	REDDYGOSOLUTIONS	REDDYGOSOLUTIONS	Reconciling	$1,000.00 USD

7. The supplier invoice will display.
   ➢ **IMPORTANT:** If there is more than one line item, review the details for each item carefully to ensure the supplier has matched the correct amount or quantity to the correct line item. If you notice any mistakes, then submit a **BPO Invoice Reject Request** as described on **Page 1** this document.
   ➢ To view the invoice detail, under the **Line Items** section, click on the **Detail** button next to each line item to review:

INV1-6979-847946   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. You may ...

Back   Copy Print

Summary | Approval Flow | Contracts | Reconciliation | History

ID: INV1-6979-847946   Contract: BPO6979
Supplier Invoice #: 1-6979   Supplier: REDDYGOSOLUTIONS
Invoice Date: Sun, 06 Dec, 2015 Supplier Contact: REDDYGOSOLUTIONS
Telephone: Remit To Address: REDDYGOSOLUTIONS
My Labels: 🔖 Apply Label...

Header Charges

Description ↑	Account Budget		Amount	
Sales tax - header level	023100	143750	$0.00 USD	Detail

Note that the amount to be received for this line item is $2000.00.

Click on the **Detail** button to review the item details.

Line Items

No.	Description	Contract	Qty	Unit	Price	Amount	
1	**Education Consulting**	BPO6979	4	each	$500.00 USD	$2,000.00 USD	Detail

Continued on the next page. ➡

8. The details for the line item invoice will display for review:
   a. You can scroll down to review more information such as the account code, budget, organization, Project Cost Accounting (PCA) codes, etc.
   b. When you are finished reviewing the line item detail, click **OK** to return to viewing the Invoice Summary.

Invoice Details: View Line Item

INV1-6979-847946: INV1-6979-847946

Items: 2   Total: $2,000.00 USD

Review or edit the details of this line item.

> When you are finished reviewing the line item detail, click **OK** to continue

LINE ITEM DETAILS

Market Price:	$500.00 USD
Type:	Non-Catalog Item
No.:	1
Manufacturer Part Number:	
Description:	Education Consulting
Reference Date:	Sun, 06 Dec, 2015
Supplier Part Number:	Edu-Cons
Supplier Auxiliary Part ID:	
UOM:	each
Amount:	$2,000.00 USD
Commodity Code:	Business intelligence consu...
Price:	$500.00 USD
Qty:	4
Supplier:	REDDYGOSOLUTIONS
Contact:	REDDYGOSOLUTIONS
Is this M&E item? (Click for Yes):	No

ACCOUNTING - BY LINE ITEM

Account Code:	023100 (MARKETING SERVICES) Bien:2015
Object SubObject:	0231
Sub SubObject:	00
Budget Number:	143750 (EPROCUREMENT) Bien:2015
Organization Code:	2080302026 (ECOMMERCE) Bien:2015
Task:	

Continued on the next page. ➡

9. In addition to entering the invoice data, the suppliers are advised to attach a copy of the physical invoice document on supplier invoice letterhead. On the Invoice Summary screen, scroll down to the **ATTACHMENTS – ENTIRE INVOICE** section of the page. Click on the Download link to download and view the attached invoice:

COMMENTS - ENTIRE INVOICE

Add Comment

ATTACHMENTS - ENTIRE INVOICE

Important: Suppliers are advised to attach 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).

Attachments

File Name ↑	Date Created	Size	Creator	Date Attached	
InvBPO6979-1.pdf Download	Sun, 6 Dec, 2015	108.3 KB	MONICA C. R. COHN	Sun, 6 Dec, 2015	Delete

Add Attachment

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

10. Once you have downloaded and reviewed the supplier invoice document, scroll back up to the top of the invoice and click the eProcurement (not the browser) **Back** button to return to the BPO:

INV1-6979-847946   Status: Reconciling

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

Click on the eProcurement **Back** button.

◀ Back   Copy   Print

11. Click the eProcurement **Back** button again to return to the **Receipt**:

BPO6979 - Education and Training Services   Status: Open

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

Click on the eProcurement **Back** button.

◀ Back   Print

Continued on the next page. ➡

12. On the **Receipt** page, (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. 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.

Continued on the next page. ➡

13. You can scroll down and:

    a. Optionally add **Comments** to the Receipt

    b. 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

    c. After attaching the packing slip and optionally adding Comments, click the **Submit** button to complete the receiving process:

Continued on the next page. ➡

14. A new page will display to show that the receipt submission was successful. At this point, you can:

    a. <u>Continue</u> receiving against the same BPO if there are other invoices waiting for receiving to release funds.

    b. <u>Select</u> another request to receive. If you do this, you will choose a drop-down to enter a Contract ID (BPO) and then you can enter another BPO number listed in the daily reminder email.

    c. Return to the Ariba Buyer (eProcurement) <u>Home</u> page.

Receiving - Done

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

BPO6979 - Education and Training Services has been received.

- <u>Continue</u> receiving against Contract BPO6979
- <u>Select</u> another request to receive
- Return to the Ariba Buyer <u>Home</u> page

☐ Don't show this page again (to reset, click **Preferences**).

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15. If you return to the Home page, you can see how the invoice receipt has been reflected on the order by choosing **Search** in the Command bar to find the BPO: **Search -> Contracts** and enter the **BPO number** as the **Contract ID** and click **Search**. When the BPO appears in the **Search Results**, click on the BPO ID to view the BPO Summary. You will see the following values:

    o The *Reconciled* **Available Amount**, *Reconciled* **Amount** and *Reconciled* **Amount Percent Left** will **update immediately after receiving the invoice.**

    o The **Received Available Amount**, **Received Amount** and **Received Amount Percent Left** will update in a batch process at 12:00am each night.

    o 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:	$6,000.00 USD
Received Amount:	$0.00 USD
Received Amount Percent Left:	100%

Updates at 12:00AM daily

Reconciled Available Amount:	$4,000.00 USD
Reconciled Amount:	$2,000.00 USD
Reconciled Amount Percent Left:	67%

Updates immediately

Important:
If there is tax or shipping, the **Reconciled Amount** will NOT EQUAL the **Received Amount.**

16. Click on the **Invoices Tab** to view the status of the invoices to determine if the receipt to release funds resulted in invoice reconciliation:

17. If there were other BPOs listed in the email summary that you want to receive at this time, then you can continue receiving using the method of searching for the BPO, documented in the original *How to Receive Guide*.

18. If this is the only BPO for which you want to receive and you have no other work to process in eProcurement, you can log off and close your browser.

For Helpful Hints, continue to the next page.

Helpful Hints

➢ *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**
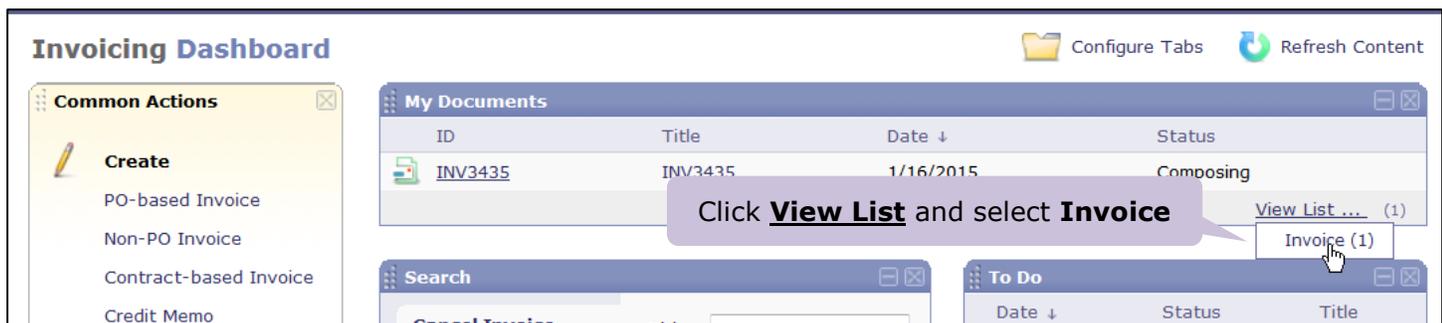

Continued on the next page. ➡

➢ *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:*

Summary	Pricing Terms	Milestones	Approval Flow	Receipts	**Invoices**	History				
ID								Status	Total	
IN								NS	Reconciling	$100.00 USD
INVUW-BPO-ServDem		ervDemo-1	10/31/2014 02:06:30 PM	REDDYGOSOLUTIONS	REDDYGOSOLUTIONS			Reconciling	$200.00 USD	
INVUW-BPOSvrDe		UW-BPOSvrDemo-3	11/03/2014 08:21:16 AM	REDDYGOSOLUTIONS	REDDYGOSOLUTIONS			Reconciling	$200.00 USD	
INV3435			01/16/2015 01:52:54 PM	REDDYGOSOLUTIONS	REDDYGOSOLUTIONS			Composing	$0.00 USD	

*The user accidentally clicked on the **Invoice Button**, clicked the **Exit Button**, and then clicked the <u>Save</u> link, instead of <u>Delete</u>.*
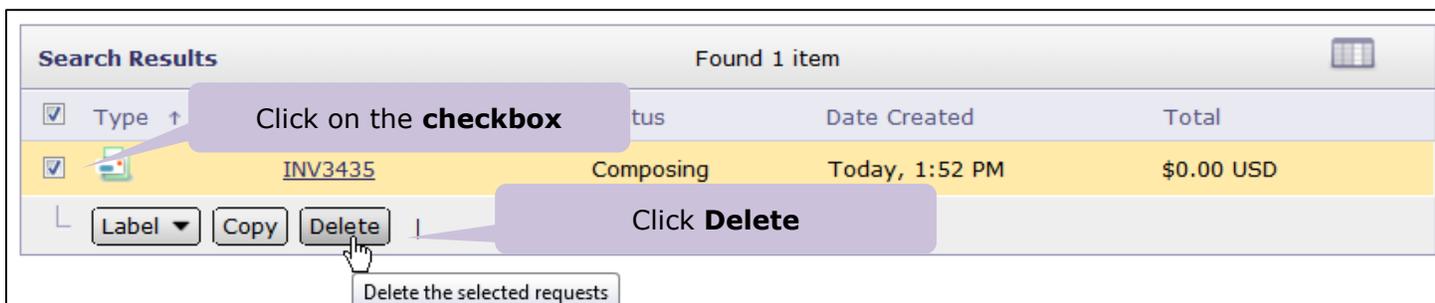
a. Note the invoice ID (INV3435 in this example).

b. Above the BPO title, at the top of the *Ariba Spend Management* screen, click on the **Invoicing** tab as pictured below:

A R I B A   SPEND MANAGEMENT   Home | Help ▾ | Logout

| Home | **Contracts** | Procurement | Travel | Invoicing | | elcome VIRGINIA LYNN MORRIS |

Create   Search   Manage   Recent   Preferences

Click on the **Invoicing** tab

BPO1036 - Level 1 Consulting Services   **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 ...

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**:

Invoicing Dashboard   Configure Tabs   Refresh Content

Common Actions		**My Documents**			
		ID	Title	Date ↓	Status
Create		INV3435	INV3435	1/16/2015	Composing
PO-based Invoice					
Non-PO Invoice		Click **View List** and select **Invoice**		View List ... (1)	
Contract-based Invoice				Invoice (1)	
Credit Memo		**Search**		**To Do**	
		Cancel Invoice		Date ↓	Status	Title

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

Search Results			Found 1 item		
☑	Type ↑	Click on the **checkbox**	tus	Date Created	Total
☑		INV3435	Composing	Today, 1:52 PM	$0.00 USD
	Label ▾ Copy Delete		Click **Delete**		

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 are additional details. This 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 pcshelp@uw.edu for assistance.

➢ *Where to go if you have questions or need help:*

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