

# Converting BPOs from Ariba to Workday

This guide is for entering carryover BPO orders that were not completed in Ariba.

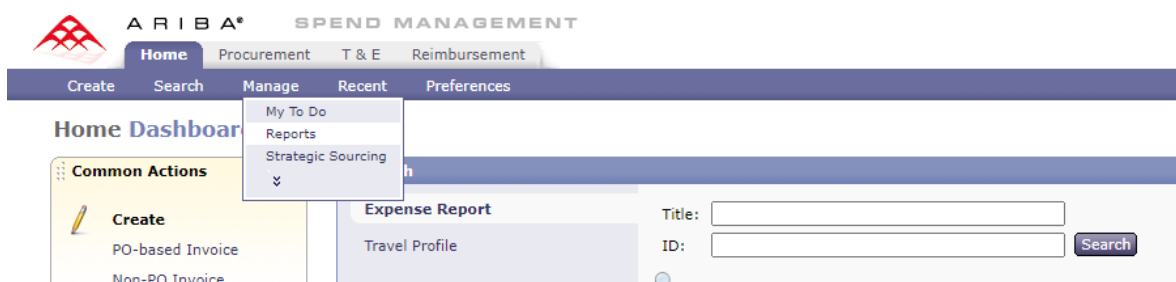
## Important to Know:

- You will still have read-only access to Ariba and the ability to run the Open Balance report and download appendix documents, so there is no need to bring the entire history to Workday.
- The current effort to convert existing sub-award blanket purchase orders to Workday is ongoing, so this process does not apply to sub-award BPOs.
- Also utilize the PRO-J-05 Requisitions for Requisition Requesters (UWA) job aid in Bridge (available in UW Connect 7/6) to help with entry of the requisition.
- Security role needed in Workday: Requisition Requester

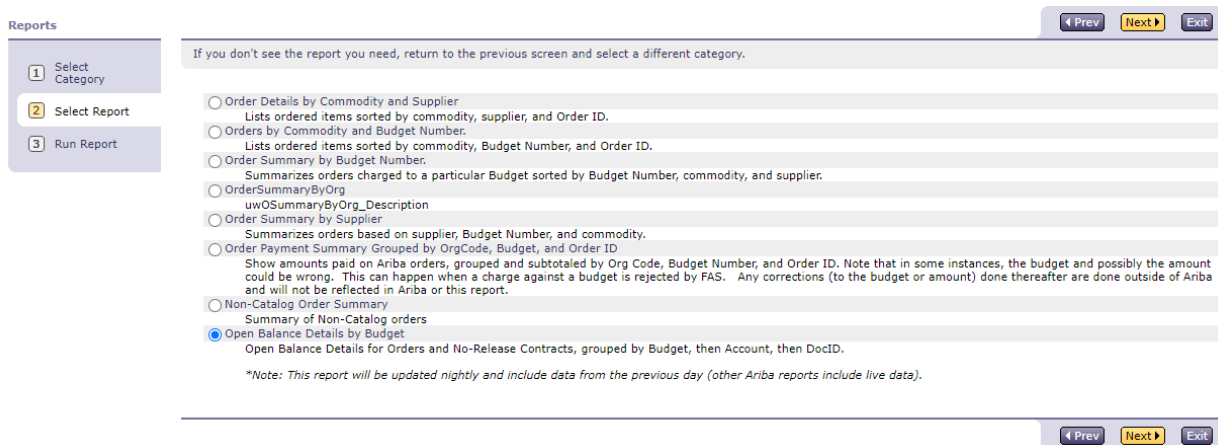
## In Ariba

Enter Ariba and pull up the Open Balance Report:

Manage -> Reports



-> Orders -> Open Balance Report



Change Report Format to Excel, then enter a budget or org code. Click Run.

Report Format: Excel ▼

Filter Name	Value
Budget Number:	<input type="text"/>
Account Code:	<input type="text"/>
Organization Code:	<input type="text"/>
Task:	<input type="text"/>
Option:	<input type="text"/>
Project:	<input type="text"/>
Supplier:	(select a value) [ <a href="#">select</a> ]

◀ Prev Run Save Exit

Sort the report by order number, which should group line items together for each order. Watch out for multiple line items due to splitting the original order:

- **Use column O** for line item amount to find remaining amount on the line item. **Avoid using column Y**, this includes estimated tax.
- Expired or inactive orders will not display on this report data.

**\*\*\*\*\*Alternatively, you can search each order separately in Ariba. However, please pull the Pricing Terms item/s Reconciled Available amount for entry into Workday.**

## In Workday

Create Requisition

Header information box will display:

- Select Blanket Request as Requisition Type
- Enter the correct Deliver To and Ship To
- Add the appropriate Funding Worktags
- Click Ok

## Create Requisition ?

Requester \*

Company \*

Currency \*

Requisition Type

Deliver-To

Ship-To \*

Grant

Gift

Program

### Select Request Non-Catalog Items

**This catalog is for UWM use only.**

UWA must use the 3rd party roundtrip catalogs, click on "Connect to Supplier Website" to access

[Request Non-Catalog Items](#)

Add a good or service that is not in the catalog

[Add from Templates and Requisitions](#)

Entering line items on requisitions in Workday is either:

- Goods line for quantity
- Service Line for amount

## Non-Catalog Request Type

- Request Goods
- Request Service

- Use the appropriate line item type based on your original order. i.e.: if the Ariba BPO had a line item for amount, use the Service line item type
- Use most appropriate spend category for your line item
- Complete the fields for the line item/s

### On the Review Screen:

- Add the relevant attachments from the prior order:
  - Previously approved sole source documentation
  - Underlying contract
  - Current Statement of Work
  - Any signed DPA, BAA or other “riders” previously negotiated,
  - M&E tax exempt certificate,
  - Documentation pertaining to exception items if being purchased
  - Any other attachments deemed important to the background of the order
- Name the attachment something the supplier or internal users will understand. Any exception items will require attachments.
- For tax exempt items, use Financial Treatment flags to flag order for M&E orders or resale. These are additional worktags on the line item of the order.

The screenshot displays a procurement system interface. On the left, there are input fields for 'Memo to Suppliers' and 'Internal Memo'. Below these is a section for 'Goods' with a '1 item' indicator. A table with columns for 'Gift', 'Program', '\*Cost Center', and 'Resource' is shown. The '\*Cost Center' field has a dropdown menu open, displaying 'CC101105 Finance | Procurement Services'. On the right, a 'Financial Treatment' dropdown menu is open, listing several options with checkboxes: 'Financial Treatment: Endowment Reinvestment (FT005)' (checked), 'Financial Treatment: Machinery and Equipment Tax Exempt (FT003)', 'Financial Treatment: Out of State Delivery (FT004)', 'Financial Treatment: Sales Tax (FT002)', and 'Financial Treatment: Tax Exempt (FT001)'. Below this menu is a search bar and a list of additional options like 'Function: FN999 Payroll Organizational Default Clearing Function', 'Fund: FD999 Payroll Organizational Default Clearing Fund', and 'Location: Seattle, Non-Campus'.

- In the Memo to supplier field, add comment like this: **“Order replacing Ariba BPO# XXXXXXXXXX for the remaining term of the BPO. This is not to create a new order for goods and services”** Also include the room number for delivery in this field.

Submitting Page

Submitted by

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Memo to Suppliers

Order replacing Ariba BPO# XXXXXXXXXXXX for the remaining term of the BPO. This is not to create a new order for goods and services". Deliver to room #### H Nicholson

Internal Memo

When all information looks correct, click Submit.