


Creating Blanket Purchase Orders (BPO)

PROCUREMENT SERVICES
WEBCAST TRAINING SERIES-1/26/2022

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We will
begin
shortly

What is a Blanket Purchase Order?

The preferred method of placing orders which will require multiple payments over a period of time. Examples include: standing orders, maintenance/service contracts, and open orders.



The screenshot displays the ARIBA Spend Management web application. The top navigation bar includes the ARIBA logo, the text "SPEND MANAGEMENT", and a notification for "AW Options..." and "AQL Queries: 40". Below this is a secondary navigation bar with tabs for "Home", "Contracts", "Procurement", "Travel", "Invoicing", and "Reimbursement". A third navigation bar contains "Create", "Search", "Manage", "Recent", and "Preferences". The main content area is titled "BPO9396 - PP884413 DLT Solutions" and includes a brief description: "These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request." Below this is a row of action buttons: "Back", "Change", "Close Contract", "Invoice", "Print", and "Excel Export". A tabbed interface shows "Summary" as the active tab, with other tabs for "Pricing Terms", "Milestones", "Approval Flow", "Receipts", and "History". The "DEFINITIONS" section lists the following details:

Title:	PP884413 DLT Solutions
Description:	Amazon Web Services provided by DLT under UW agreement
Physical Location:	
Original Contract Request:	CR9396
ERP Contract ID:	
Related Contract ID:	

Background Information



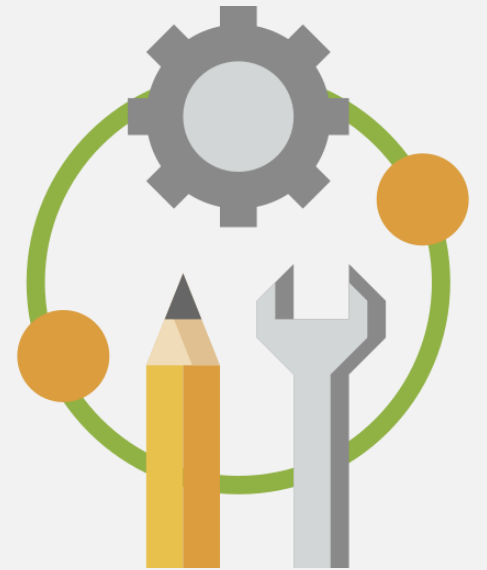
What to Know Before You Begin



Demonstration



Best Practices





When To Use:

- ✓ The goods or services are reoccurring purchases
- ✓ The order involves variable dollar amounts and/or quantities
- ✓ The goods or services on an order may change over time
- ✓ The maximum order amount may need to be adjusted over time
- ✓ The order has specific contract start and end dates
- ✓ If you have a Subaward



Special Feature of BPOs:

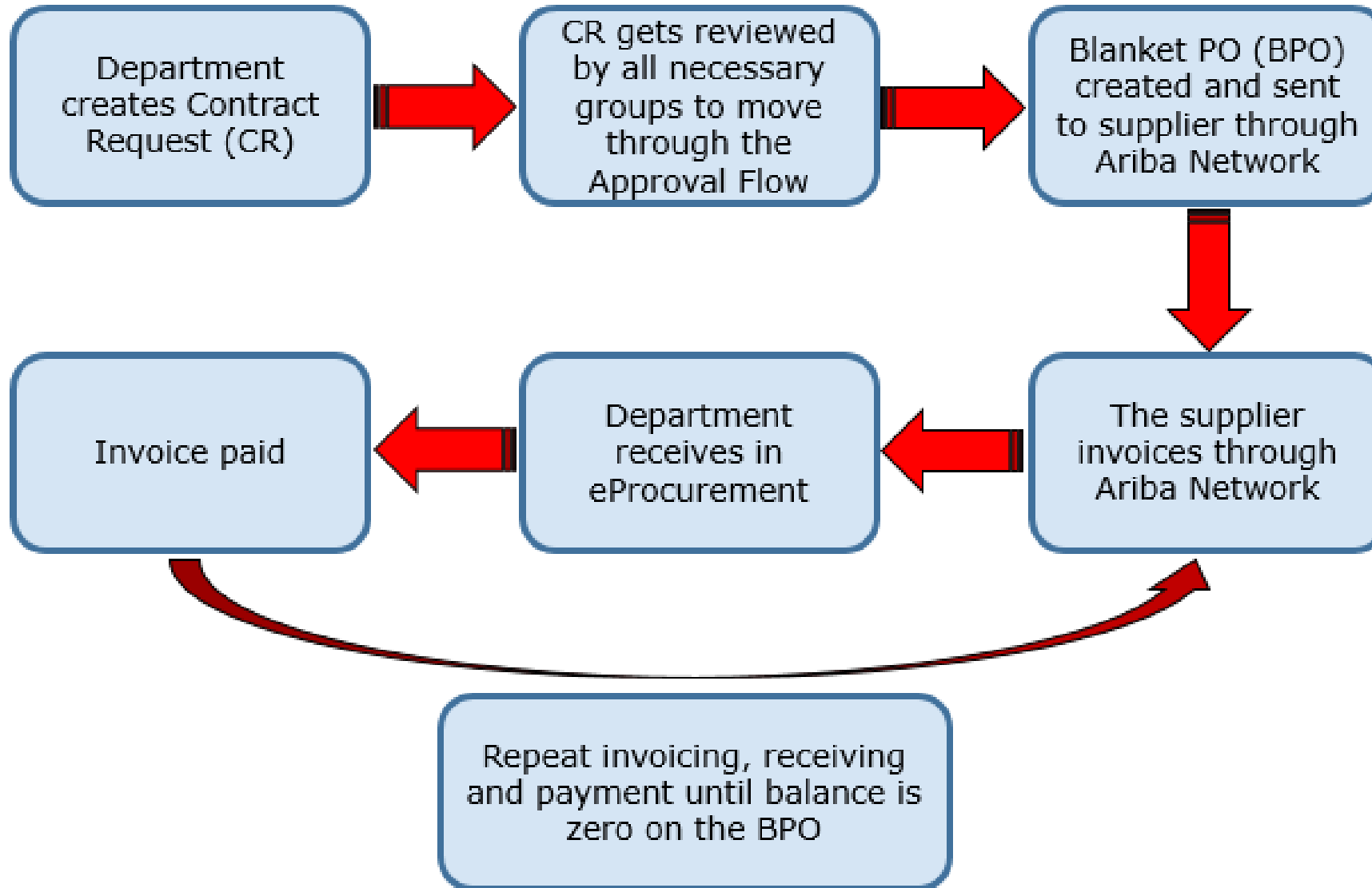
- Suppliers may be enabled on the Ariba Network
- Receiving is required for invoices to pay
- BPOs can be Changed and/or Closed by the Preparer/Contact/Edit Access Users within your department

Terms

- **Contract Request (CR)** - Initiates the process of creating a Blanket Purchase Order: CR123-> BPO123
- **Contract** - The term used to refer to Blanket POs in Ariba. Use this term when performing a search for a BPO.
- **Supplier Registration** - an online form the supplier must fill out to become a supplier for UW
- **Enablement** - the process of the supplier being able to transact on the Ariba Network
- **Supplier Onboarding** - the entire process of steps a supplier must complete in order to do business with the UW



BPO Procure-to-Pay Process Flow



How to Start:

- ✓ Check the supplier search report to see if your supplier is registered and active.



The screenshot shows the 'Supplier Search' report interface. At the top, the University of Washington logo and 'Enterprise Reporting & Analytics' are visible. The user 'Heather Nicholson' is logged in. The search criteria are set to 'Supplier Number' with a value of '110557'. The report ID is 'FIN1081' and it was generated on '3/6/20 11:05 AM'. An executive summary explains that the report lists registered UW suppliers and their status. Below this, there are navigation links for 'Domestic Supplier', 'Foreign Supplier', 'Report User Guide', and 'Question or Feedback?'. A table displays the search results for the supplier 'SEATTLE CHILDRENS HOSPITAL'.

Name	Number	IRS Entity Type	Date Added	TIN Verified	Available in Ariba	Status
SEATTLE CHILDRENS HOSPITAL	110557	Non-Profit	05-12-1985	Matches IRS EIN Records	Y	Active

- ASTRA authorization to EDW is required to access the Business Intelligence Portal (B.I. Portal)
- ASTRA role for EDW - Administrator/Manager/FiscalTech

How To Start:

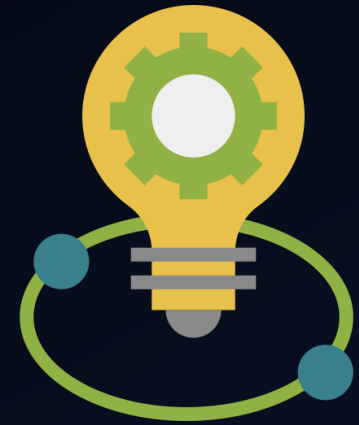
Q: How do you know if you can create a Contract Request (CR)/ Blanket Purchase Order (BPO) for a supplier?



A: The Supplier Search Report says “Yes” in the “Ready for BPO” column for that supplier.

Address	Status	Ready for BPO	Ariba Network
4326 UNIV WAY NE SEATTLE, WA 98105	Active	Y	Y
Address	Status	Payment Method	
ACCOUNTS PAYABLE 4326 UNIVERSITY WAY NE SEATTLE, WA 98105	Active	ACH	

Supplier Search Report:



Hint: You do not need to have the payment method set in order to set up your BPO.

Address	Status	Ready for BPO	Ariba Network
4326 UNIV WAY NE SEATTLE, WA 98105	Active	Y	Y
Address	Status	Payment Method	
ACCOUNTS PAYABLE 4326 UNIVERSITY WAY NE SEATTLE, WA 98105	Active	TBD	

Getting a Supplier “Ready for BPO”



Once the supplier is in the vendor file:

- Submit the Ariba Network Registration Request webform on the Procurement Services website.
<https://finance.uw.edu/ps/resources/forms/ariba-supplier-network-registration-request>
- Once processed, Central Office will reply to your department with a confirmation email containing next steps.

A screenshot of a webform titled "Procurement Services" and "ARIBA Network Registration Request". The form includes an "Important" note and a "Requested By" section with a "Name: *" field.

Procurement Services

ARIBA Network Registration Request

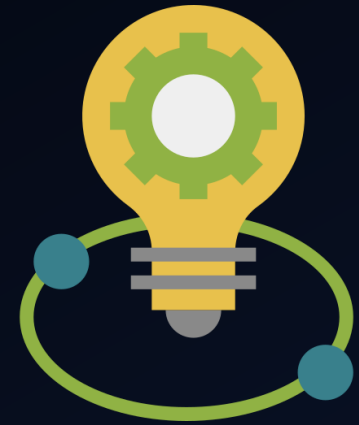
Important: This form is only required if your unit needs to issue a BPO, but your supplier is not registered on the Ariba Network (also known as SAP Business Network). Please enter the following information:

Requested By

Name: *

Multiple Supplier Records

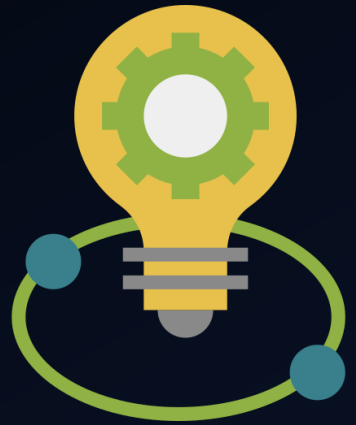
Important: Ask supplier what address the order should be used for placing orders. Suppliers can have multiple Ariba network accounts. If the order gets sent to the wrong supplier account, the order may have to be cancelled and redone.



UNIVERSITY OF COLORADO		133088	Governmental Agency	03-23-1987	Matches IRS EIN Records	Y	Active
Address Type	Seq #	Address	Status	Ready for BPO	Ariba Network		
Order From	42	OFFICE OF CONTRACTS AND GRANTS (BOULDER) 3100 MARINE ST 572 UCB BOULDER, CO 80309	Active	Y	Y		
Order From	43	GRANTS AND CONTRACTS (DENVER) F428 PO BOX 910238 DENVER, CO 80291	Active	Y	Y		
Order From	49	PHYSICAL MEDICINE & REHAB (DENVER) 12631 EAST 17TH AVE AURORA, CO 80045	Active	Y	Y		
Order From	59	CIRES (BOULDER) 216 UCB BOULDER, CO 80309	Active	Y	Y		
Order From	65	SKAGGS SCHOOL OF PHARMACY (DENVER) 12850 E MONTVIEW BLVD C238 AURORA, CO 80045	Active	Y	Y		

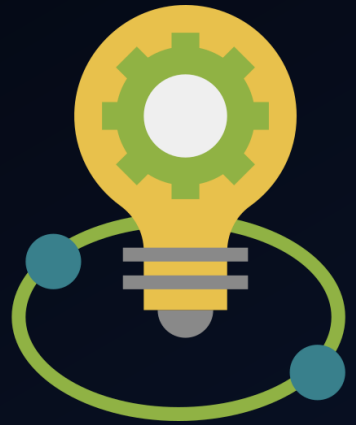
Supplier Onboarding-Troubleshooting

UW departments should contact Procurement Customer Service pcshelp@uw.edu if they need a status update or assistance with a supplier completing any necessary steps for the Ariba Network.

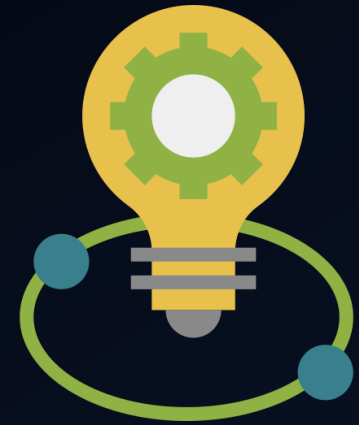


Have Order Information Ready

- Item/s description
- Supplier name and supplier location (supplier location = supplier “order from” address)
- Item number/s
- Amount
- Attachment/s
- Budget/s
- Commodity Code/s
- Account Code/s
- Sole source justification if a contract or competitive solicitation was not used and the amount is over the Direct Buy Limit



Contract Review of BPO:

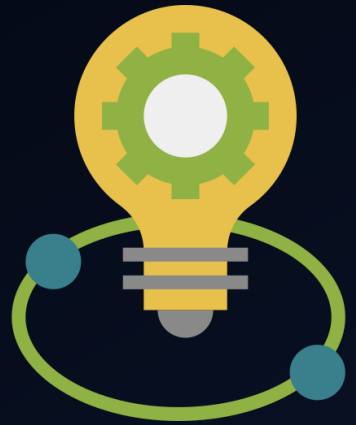


If a contract needs to be reviewed by Purchasing:

- If the order is under the Direct Buy Limit, select the Contract Review checkbox option on the Summary screen of the Contract Request (remember to include the company contact's name, email and phone number)
- If the order is over the Direct Buy Limit, attach the Contract to the Contract Request and add a Comment to notify the Buyer to review.

Direct Buy Limit and Central Office:

- Current Direct Buy Limit is 10K
- BPOs over the [Direct Buy Limit](#) will be routed to Purchasing, for a buyer's review and approval.
- If a BPO is over the [Direct Buy Limit](#) and is routed to a buyer, changes that a buyer must make to information entered by the Preparer (from the department) will restart the approval process.

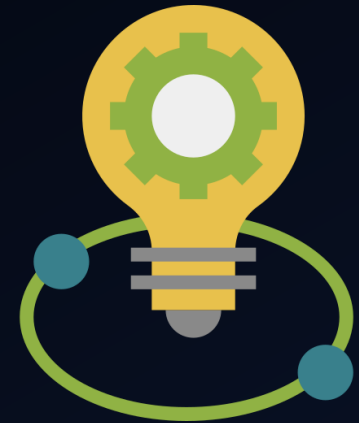


Approval Flow



Possible Central Office Reviewers:

- Purchasing (i.e.: Goods&Services Approval)
- Equipment Inventory Office (EIO)
- Environmental Health and Safety (EHS)
- PS Sub Buyer



Hint: You can click on the role name to see who is assigned to that role and can complete that approval. For Purchasing roles, check the SME list to see who more specifically you can email.

Demonstration



Best Practices

- If the supplier is not ready for BPO, contact them to find out if they ran into any trouble with the steps, and copy pcshelp@uw.edu.
- Set up all Budget/Org Approvers and Receiving roles before initiating orders.
- Make the Contact different from the Preparer.
- Choose the correct supplier when setting up the CR.
- Select the correct “Order From” address.



Best Practices

- Make sure maximum amount matches the total of the pricing terms line items together.
- Tolerance: this is typically used to cover sales tax and freight, so keep current sales tax rates in mind. Current Seattle rate is 10.25 %. These rates change periodically and vary between cities.
- Only use the negotiated price on line items that are set up by quantity, not amount.
- Do not use tolerance on Pricing Terms line item Limits section, only the Maximum Limit on the Summary section.



Best Practices

- Do not add a line item for sales tax, use the tolerance for those costs.
- Add other individuals who can make changes to the order in the Access Control section.
- Don't use Milestones (not set up for Ariba right now, some fields in Ariba are core code and cannot be removed).
- Do not attach documents with sensitive information visible.



Best Practices

- Even if an attachment is internal, if it includes patient information, the information should be redacted before the document is attached.
- Don't rely on email notifications. Explore using Ariba reports to manage orders and incoming invoices.
 - i.e.: Run the receiving exception report to make sure invoices get paid
- Use comments box (visible to supplier for external).



Resources

eLearning Training:

<https://finance.uw.edu/ps/resources/training/tutorials>

BPO: <https://finance.uw.edu/ps/how-to-buy/riba/blanket-purchase-orders>

Change/Close Order: <https://finance.uw.edu/ps/change-close-BPO>

Receiving: <https://finance.uw.edu/ps/how-to-buy/receiving>



Resources

Purchasing Subject Matter Expert List:

<https://finance.uw.edu/ps/contact-us/subject-matter-experts>

Payment Status: <https://finance.uw.edu/ps/how-to-pay/payment-status-terms-timelines-delays>

Supplier Search Report:

<https://biportal.uw.edu/Report/Details/SupplierSearch>



Questions?

Remember to send to “Everyone”
when using the chat.