How to Receive an eProcurement Blanket Purchase Order (BPO)

BEFORE YOU START - Important related information – Do’s and Don’ts!

- **Three-way match process – Best practice**
  When you receive, you are approving an amount of money to be released for payment of invoices. Receipts and Invoices are two different distinct entities. This supports the accounting best practice of three-way matching for invoice reconciliation.

In a three-way match (as shown in the diagram below), the Invoice is matched to the PO and to the Receipt of Goods/Services:

![Three-way match diagram]

- **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:  [https://finance.uw.edu/ps/bpo-rejects](https://finance.uw.edu/ps/bpo-rejects)
    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: https://finance.uw.edu/ps/sites/default/files/tutorials/ReceivingExceptionReport.pdf

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 the daily summary email to identify BPOs and Purchase Orders needing to be received:**
   If you are the department contact for an Ariba BPO, you will receive a daily email summary containing hyperlinks to Ariba purchase orders/contracts that must be received before payment can be processed. If you have any eProcurement purchase orders (EI’s), those are listed first followed by the BPOs.

   Below is an example daily summary email:

   From: ariba_apps@u.washington.edu <ariba_apps@u.washington.edu>
   Sent: Thursday, July 11, 2019 6:09 AM
   To: Ginny L Morris <morris@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.

   EI548268 - demoreq2
   EI548531 - Test Auto Receipt to Manual 6 - Generic Campus DW

   **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.

   BPO221 - Allentown demo PAS po 468633
   BPO6701 - BPO Max Amount for CSV Invoicing
   BPO6759 - f BPO TEST Standard Textile Inc - replaces PO#?
   BPO6540 - Praxair Integration Test 5,000.00 max amount

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 **Ariba Login** icon:

   ![Ariba Login](image)

   b. Use the following URL:

   [https://ar.admin.washington.edu/AribaBuyer/uw/login.asp](https://ar.admin.washington.edu/AribaBuyer/uw/login.asp)
4. To search for the BPO, click on **Search -> Contract**.

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

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.

![BPO Summary Page]

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:**

![Invoice Tab]

**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.

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:

   ![Invoice Detail](image)
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.

```
INVOICE: INV7687654-2835
Items: 2  Total: $3,217.60 USD

LINE ITEM DETAILS
Market Price:  
Type: Non-Catalog Item
No.: 1
Manufacturer Part Number: OPEN ORDER FOR MSC CONSUMABLES TO BE ORDERED ON "AS NEEDED BASIS" PER OUR 2007-2013 CONSUMABLES PRICING AGREEMENT. (DOES NOT INCLUDE RACKS)
Description: OPEN ORDER FOR MSC CONSUMABLES TO BE ORDERED ON "AS NEEDED BASIS" PER OUR 2007-2013 CONSUMABLES PRICING AGREEMENT. (DOES NOT 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 for Yes): No

ACCOUNTING - BY LINE ITEM
Account Code: 089003 [MISCELLANEOUS] Bienn:2013
Object SubObject: 0599
Sub SubObject: 00
Budget Number: 149424 (COMP MEDICINE COST CTR) Bienn:2013
```

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

11. 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 **Download** link to download and view the attached invoice:

```
ATTACHMENTS - ENTIRE INVOICE

File Name: allentown invoices.pdf  Download  1,080.3 KB  (no value)  Tue, 4 Mar, 2014
```

**Important:** Suppliers are attaching 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).
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.

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

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: https://finance.uw.edu/ps/reporting-tools/tools-for-reconciling

d. After entering the **Amt. Accepted**, optionally entering comments and attaching a packing slip, click the **Submit** button to complete the receiving process:
15. A new page will display to show that the receipt was successful:

![Receiving - Done](image)

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).

<table>
<thead>
<tr>
<th>Received Available Amount:</th>
<th>$33,265.05 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received Amount:</td>
<td>$9,652.80 USD</td>
</tr>
<tr>
<td>Received Amount Percent Left:</td>
<td>77.51%</td>
</tr>
<tr>
<td>Reconciled Available Amount:</td>
<td>$35,871.31 USD</td>
</tr>
<tr>
<td>Reconciled Amount:</td>
<td>$7,046.54 USD</td>
</tr>
<tr>
<td>Reconciled Amount Percent Left:</td>
<td>83.58%</td>
</tr>
</tbody>
</table>

Updates at 12:00AM daily

Updates immediately

**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.
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**
What to do if you accidentally click on the **Invoice Button**, click on **Exit**, and then click the **Save** link (instead of **Delete**). 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 **View List** link located in the lower right hand corner of **My Documents** and then select **Invoice**:
- **d.** Locate the ID of invoice you noted above. Click the checkbox next to it and then click **Delete**:

*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 additional 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 pcs_help@uw.edu for assistance

Where to go if you have questions or need help

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