

How to Receive an eProcurement Blanket Purchase Order (BPO)

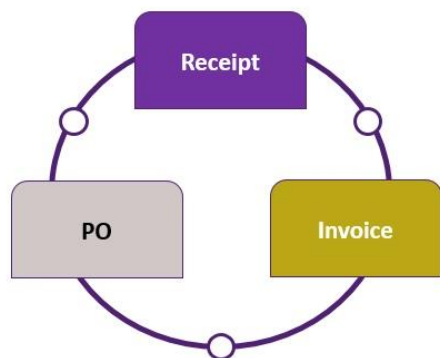


BEFORE YOU START - Important related information – Do's and Don'ts!

- **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:



- **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>
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 <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.

[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:

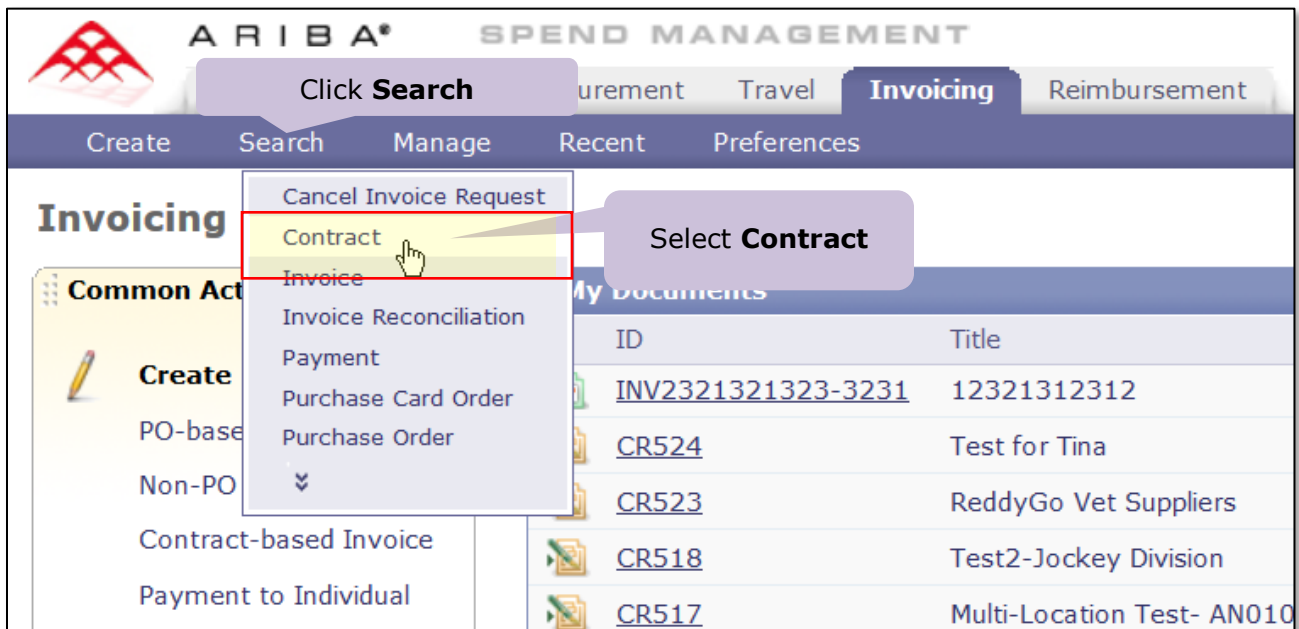
- a. From the **Procurement Services Home Page**, click on the **Ariba Login** icon:



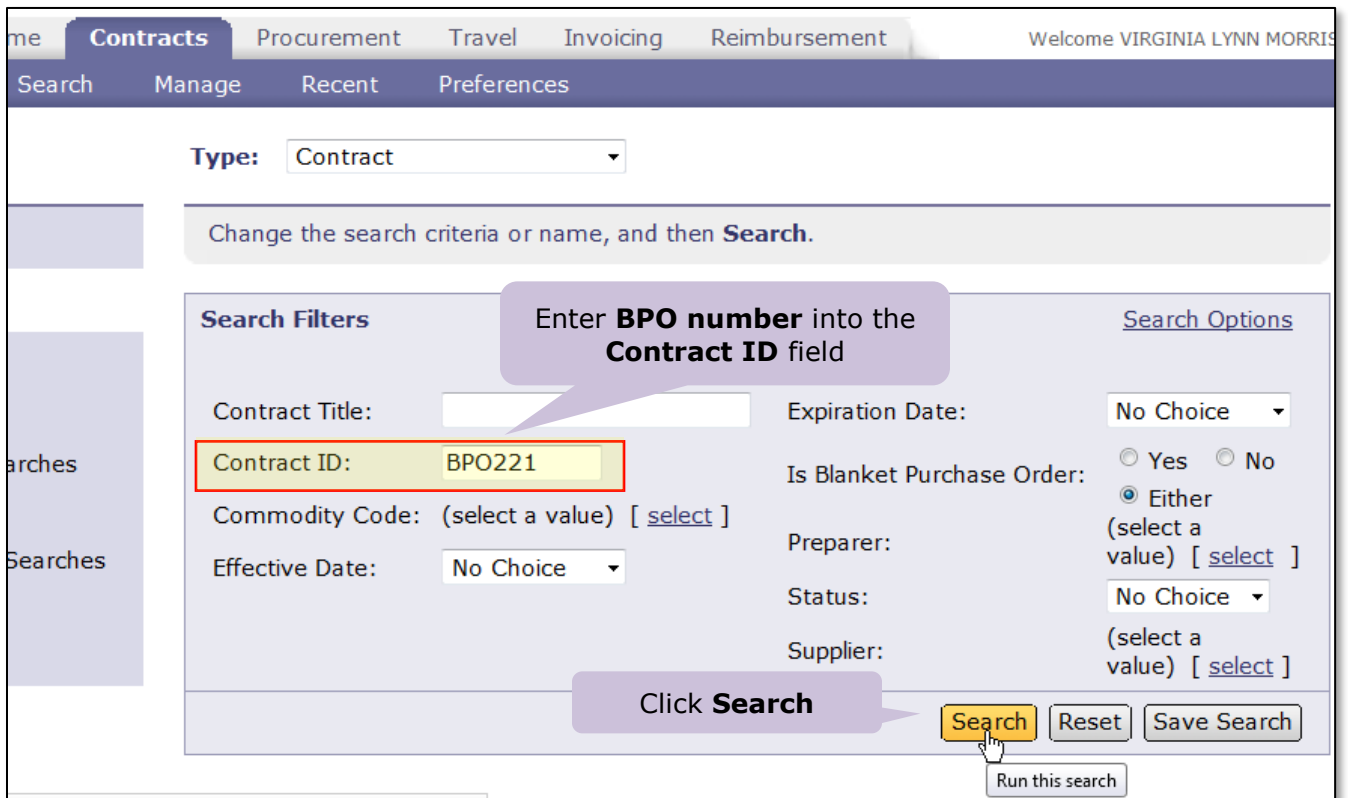
- b. Use the following URL:

<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.

Effective Date: No Choice Status: No Choice
Supplier: (select a value) [select]

Search Results

Type	ID	Title	Status	Date Created
	BPO221	Allentown demo PAS po 468633	Open	Fri, 21 Feb, 2014

Click on either the **BPO number** or the **Title** to view the BPO summary screen

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:*

ARIBA® SPEND MANAGEMENT Home | Help | Logout

Home Contracts Procurement Travel Invoicing Reimbursement Welcome VIRGINIA LYNN MORRIS

Create Search Manage Recent Preferences

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, cancel, or ...

Important: DO NOT CLICK ON THE Invoice Button!

Back Close Contract Invoice Print Excel Export

Summary Pricing Terms Milestones Approval Flow Receipts **Invoices** History

DEFINITIONS

Title: Allentown demo PAS po 468633
Description:
Physical Location:

Click on the **Invoices** 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.

ID	Supplier Invoice #	Date/Time Created ↑	Supplier	Status	Total
INV74284-2814	74284	02/24/2014 07:10:05 AM	University of Washington	Reconciling	\$3,217.60 USD
INV74284-1-2816	74284		University of Washington	Reconciling	\$3,217.60 USD
INV7687654-2835	7687654		University of Washington	Reconciling	\$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:

INV7687654-2835 Status: Reconciling

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

Back Copy Print

Summary Approval Flow Contracts Reconciliation History

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: Apply Label...

Header Charges

Description	Account Budget	Amount
Tax	059900 149424	

Line Items

No.	Description	Contract	Qty	Unit	Price	Amount
1	OPEN ORDER FOR MISC CONSUMABLES TO BE ORDERED...	BPO221	1	lot	\$3,217.60 USD	\$3,217.60 USD

Subtotal: \$3,217.60 USD
 Total Tax: \$0.00 USD
 Total: \$3,217.60 USD

Continued on the next page. →

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.

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:

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 | Approval Flow | **Contracts** | Reconciliation | History

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: [Apply Label...](#)

Summary | Approval Flow | **Contracts** | Reconciliation | History

b. Click on the **BPO number**

ID ↑	Term Type	Supplier	Title	Expiration Date	Invoiceable	Status
BPO221	Item Level	University of Washington	Allentown demo PAS po 468633	Sun, 30 Nov, 2014	Yes	Open

[View details of this Contract](#)

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, cancel, 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.

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):
- DO enter *only the amount invoiced for the line item* into the **Amt. Accepted** field.
 - DO NOT include tax when you do receiving, even if it is indicated on the invoice.

No.	Amount	Description	Prev. Accepted	Amt. Accepted	Amt. Rejected	Date Received
1	\$42,917.85 USD	OPEN ORDER FOR MISC CONSUMABLES TO BE ORDERED ON "AS NEEDED BASIS" PER OUR 2007-2013 CONSUMABLES PRICING	\$9,652.80 USD	3217.60 USD	\$0.00 USD	Today, 12:37 PM

- 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>
- After entering the **Amt. Accepted**, optionally entering comments and attaching a packing slip, click the **Submit** button to complete the receiving process:

COMMENTS - ENTIRE RECEIPT

Comments:

ATTACHMENTS - ENTIRE RECEIPT

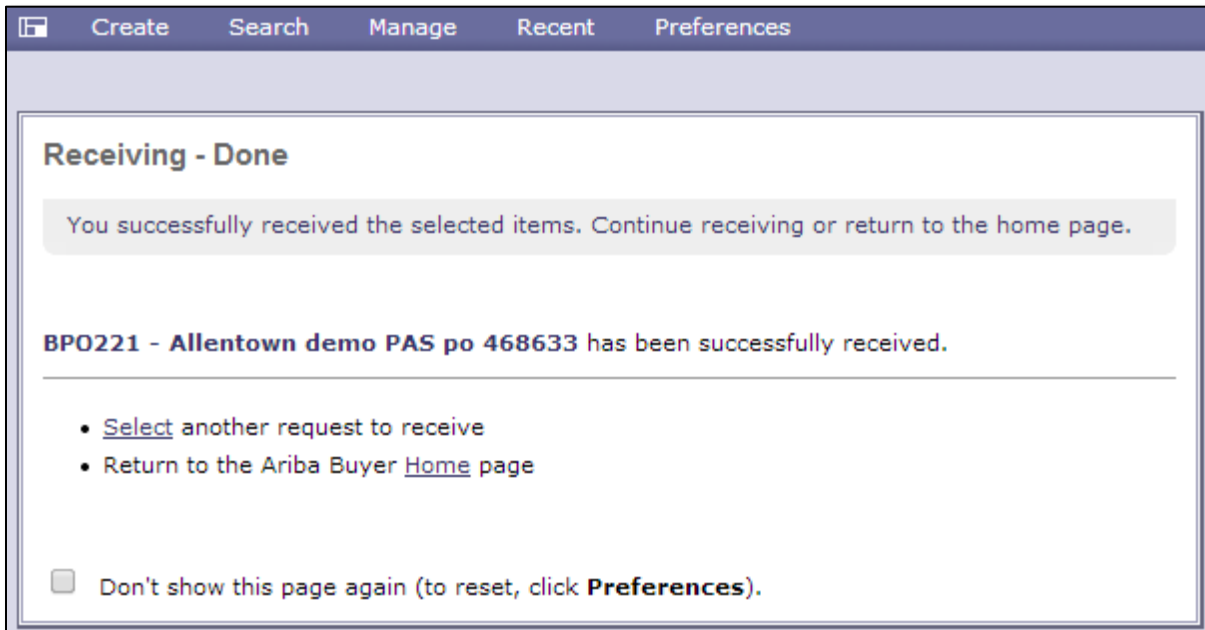
File Name	Size	Creator	Date Attached
DemoPackingSlip.pdf Download	82.1 KB	PAMELA L. NAZARI	

[Add Attachment](#) [Delete](#)

Click **Submit**

◀ Prev Next ▶ **Submit** Exit

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

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:

- Click on the **Exit** button
- When prompted to **Confirm Exit**, click **Delete**

ARIBA* SPEND MANAGEMENT Home | Help | Logout

Home Contracts Procurement Travel **Invoicing** Reimbursement Welcome V

Create Search Manage Recent Preferences

Next Exit

Exit to a page where you can Save/Delete

Supplier Invoice #: *Mistake!!

Invoice Date: *Mon, 10 Nov, 2014

Supplier: *REDDYGOSOLUTIONS

Contract: BPO874 [select]

On Behalf Of: VIRGINIA LYNN MORRIS

Supplier Contact: REDDYGOSOLUTIONS [select]

Remit To Address: *(no value) [select]

My Labels: Apply Label...

Confirm Exit

You are in the process of creating INVMistake!!!-3326. Choose what you would like to do next.

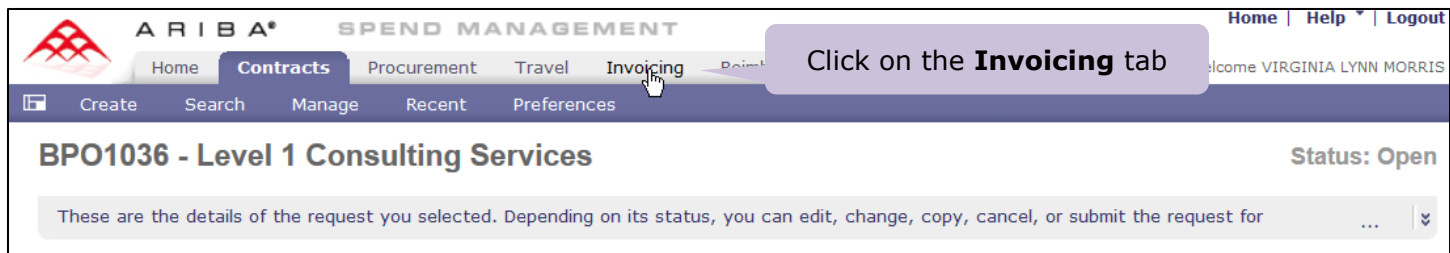
- Save this request
- Delete this request
- Continue working on this request
- Print a copy of this request

Helpful Hints - Continued

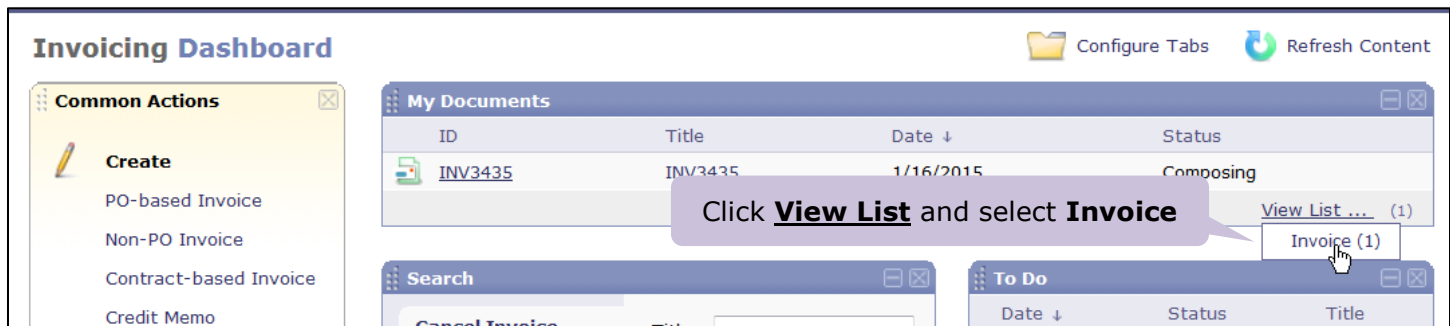
- What to do if you accidentally click on the **Invoice Button**, click on **Exit**, and then click the **Save** link (instead of **Delete**). You now have an invoice listed on the BPO **Invoices tab** with a 0 dollar amount. See the screen capture below:

ID	Title	Date	Status	Total
INV3435	...	01/16/2015 01:52:54 PM	Composing	\$0.00 USD

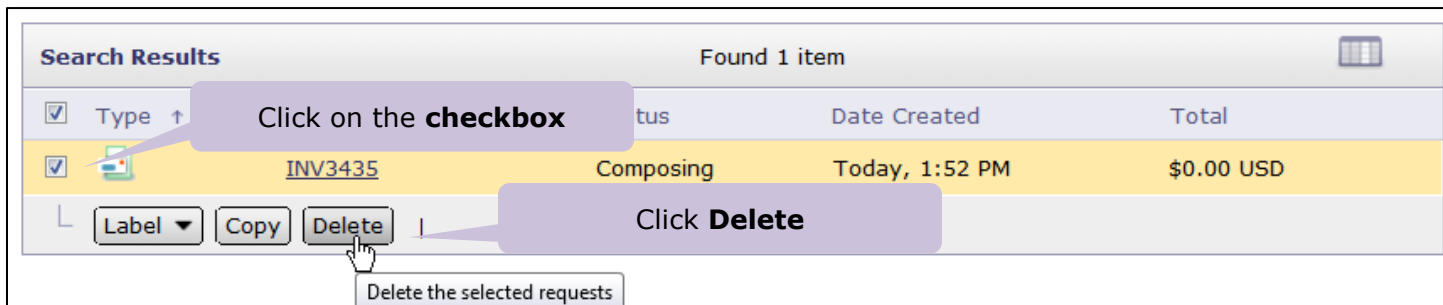
- Note the invoice ID (INV3435 in this example).
- Above the BPO title, at the top of the *Ariba Spend Management* screen, click on the **Invoicing** tab as pictured below:



- 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**:



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



Continued on the next page. ➔

Helpful Hints - Continued

- *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 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, email pcshelp@uw.edu.