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: [https://finance.uw.edu/ps/bpo-rejects](https://finance.uw.edu/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: [https://finance.uw.edu/ps/resources/training/tutorials#Receiving](https://finance.uw.edu/ps/resources/training/tutorials#Receiving)
• **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**.

   ![Receipt Approval Screen]

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

   ![Receipt Approval Flow Screen]

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

   ![Receipt Approver List]

**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:

   ![Daily Summary Email]

   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:

   ![EProcurement Login]

   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**:

![Receipt Page with BPO Contract ID highlighted](image1)

Click on the **Contract ID (BPO Number)**

<table>
<thead>
<tr>
<th>No.</th>
<th>Amount</th>
<th>Description</th>
<th>Prev. Accepted</th>
<th>Amt. Accepted</th>
<th>Amt. Rejected</th>
<th>Date Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$6,000.00 USD</td>
<td>Education Consulting</td>
<td>$0.00 USD</td>
<td>$0.00 USD</td>
<td>$0.00 USD</td>
<td>Today, 11:30 PM</td>
</tr>
</tbody>
</table>

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

![BPO Summary Page with Invoices Tab highlighted](image2)

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.

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:

   ![Invoice Example]

   - **Note that the amount to be received for this line item is $2000.00.**
   - **Click on the **Detail** button to review the item details.**

   ![Detail Button Example]

   **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.

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

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**Invoice Details: View Line Item**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Reference Date</th>
<th>Supplier Part Number</th>
<th>Supplier Auxiliary Part ID</th>
<th>UOM</th>
<th>Amount</th>
<th>Commodity Code</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>INV1-6979-847946</td>
<td>Education Consulting</td>
<td>Sun, 06 Dec, 2015</td>
<td>Edu-Cons</td>
<td></td>
<td>each</td>
<td>$2,000.00 USD</td>
<td>Business intelligence consu...</td>
<td>$500.00 USD</td>
</tr>
<tr>
<td>INV1-6979-847946</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Accounting - By Line Item**

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Code</td>
<td>023100 (MARKETING SERVICES) Bien:2015</td>
</tr>
<tr>
<td>Object SubObject</td>
<td>0231</td>
</tr>
<tr>
<td>Sub SubObject</td>
<td>00</td>
</tr>
<tr>
<td>Budget Number</td>
<td>143750 (EPROCUREMENT) Bien:2015</td>
</tr>
<tr>
<td>Organization Code</td>
<td>2080302026 (ECOMMERCE) Bien:2015</td>
</tr>
<tr>
<td>Task</td>
<td></td>
</tr>
</tbody>
</table>

**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:

![Image of Invoice Summary screen with ATTACHMENTS – ENTIRE INVOICE section highlighted.](image)

**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).

![Image of Download link highlighted to download attached invoice document.](image)

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:

![Image of Invoice with eProcurement Back button highlighted.](image)

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

![Image of Receipt with eProcurement Back button highlighted.](image)

*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.

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**Important:** DO NOT include tax.

**Important:** DO NOT use Amt. Rejected field

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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).

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

a. **Continue** receiving against the same BPO if there are other invoices waiting for receiving to release funds.

b. **Select** 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) **Home** page.

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:

- 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>$6,000.00 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received Amount:</td>
<td>$0.00 USD</td>
</tr>
<tr>
<td>Received Amount Percent Left:</td>
<td>100%</td>
</tr>
<tr>
<td>Reconciled Available Amount:</td>
<td>$4,000.00 USD</td>
</tr>
<tr>
<td>Reconciled Amount:</td>
<td>$2,000.00 USD</td>
</tr>
<tr>
<td>Reconciled Amount Percent Left:</td>
<td>67%</td>
</tr>
</tbody>
</table>

**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:

![Screenshot of Invoices Tab]

**Important:** DO NOT CLICK ON THE Invoice Button!

The invoice has been **Reconciled**.

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: https://finance.uw.edu/ps/resources/training/tutorials#Receiving

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.
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:

1. Click on the **Exit** button
2. When prompted to **Confirm Exit**, click **Delete**

Helpful Hints

Continued on the next page.
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 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.