How to Receive Against a Xerox Blanket Purchase Order (BPO) in eProcurement

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](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. 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:

<table>
<thead>
<tr>
<th>From: <a href="mailto:ariba_apps@u.washington.edu">ariba_apps@u.washington.edu</a></th>
<th><a href="mailto:ariba_apps@u.washington.edu">ariba_apps@u.washington.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sent: Thursday, July 11, 2019 6:09 AM</td>
<td></td>
</tr>
<tr>
<td>To: Ginny L Morris &lt;morriuw.edu&gt;</td>
<td></td>
</tr>
<tr>
<td>Subject: Orders/Contracts Must Be Received</td>
<td></td>
</tr>
</tbody>
</table>

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 BPO82.

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**
4. Select **Search -> Contract:**

5. Paste the BPO number that was copied from the daily summary email into the field titled *Contract ID* and then click **Search**:

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.

*Continued on the next page.*
The **BPO Summary** page will now open where the BPO can be reviewed and the invoice can be retrieved.

7. On the BPO Summary page, click on the **Invoices TAB** to locate the invoice that needs to be received. *Important: DO NOT CLICK ON THE Invoice button if it is visible. Click only on the tab that is labeled Invoices as pictured below:*

![BPO Summary Page](image)

*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 *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.

![Invoice List](image)

"Up Arrow" indicates sorted oldest to newest.  
Look at oldest invoice with status of *Reconciling.*  
Click on the INV 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:

Click on the **Detail** button to review the item details

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*Continued on the next page.*
10. One line item will reflect the BASE charges as pictured below. To return to the invoice summary screen, click **OK** when you are finished reviewing the item:

![Invoice Details: View Line Item](image1)

11. The other line item will reflect the USAGE charges. To return to the Invoice summary screen, click **OK** when you are finished reviewing the item:

![Invoice Details: View Line Item](image2)
12. Click on the **Contracts** tab and then click on the **BPO** number to return to the blanket purchase order:

![Click on the Contracts TAB]

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

![Click Receive]

*Continued on the next page.*
14. After carefully reviewing the invoice and verifying that the dollar amount(s):

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(s) to receive, you can optionally add comments and/or attachments. Then click the **Submit** button to receive the invoice amount.
15. A new page will display to show that the receipt was successful:

![Receiving - Done](image)

BPO82 - Xerox BPO for VXW016792 has been successfully received.

16. It is possible to see how the invoice receipt has been reflected on the order by navigating back to the summary page for the BPO (Search -> Contracts and enter the BPO number as the Contract ID). Scroll down to the DEFINITIONS section of the Summary:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received Available Amount:</td>
<td>$1,346.83 USD</td>
</tr>
<tr>
<td>Received Amount:</td>
<td>$526.23 USD</td>
</tr>
<tr>
<td>Received Amount Percent Left:</td>
<td>71.91%</td>
</tr>
<tr>
<td>Reconciled Available Amount:</td>
<td>$1,306.92 USD</td>
</tr>
<tr>
<td>Reconciled Amount:</td>
<td>$566.14 USD</td>
</tr>
<tr>
<td>Reconciled Amount Percent Left:</td>
<td>69.77%</td>
</tr>
</tbody>
</table>

**Updates at 12:00AM daily**

**Updates immediately**

17. When you are finished, log off the eProcurement system.

For Helpful Hints, continue to the next page.
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:

- 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

- 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.