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

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

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

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 of orders and contracts that must be received before payment can be made. If you have any eProcurement orders (EI’s), those are listed first followed by the BPOs. In this guide, we are only explaining what you need to do for a BPO. (EI receiving is in the testing phase and campus-wide EI receiving is planned as a future enhancement.)

Below is an example daily summary email:

-----Original Message-----
From: ariba_apps@u.washington.edu [mailto:ariba_apps@u.washington.edu]
Sent: Monday, May 19, 2014 6:01 AM
To: Laurie Hunt
Subject: Orders/Contracts Must Be Received

The following orders/contracts have 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.

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.

BPO158
BPO206
BPO221

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 eProcurement icon:

   ![Click to Access Procurement](https://ar.admin.washington.edu/AribaBuyer/uw/login.asp)

   b. Use the following URL:

   [https://ar.admin.washington.edu/AribaBuyer/uw/login.asp](https://ar.admin.washington.edu/AribaBuyer/uw/login.asp)
4. Select **Search -> Contract:**

![Search Contract](image1)

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

![Paste BPO number](image2)

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.

![View BPO summary](image3)

**Continued on the next page.**
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:*

![Screenshot of BPO Summary page]

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

Click on the **Invoices TAB**

![Click on the Invoices TAB]

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 with "Up Arrow"]

Look at oldest invoice with status of *Reconciling.*

"Up Arrow" indicates sorted oldest to newest.

![Invoice list with "Up Arrow"

Click on the **INV number** to open the invoice

![Click on the INV number]

*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.*
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

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](image)

<table>
<thead>
<tr>
<th>Items: 3</th>
<th>Total: $121.67 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BASE CHARGES</strong></td>
<td></td>
</tr>
<tr>
<td>Description: BASE CHARGES FOR 20140501 TO 20140530</td>
<td></td>
</tr>
<tr>
<td>Reference Date: Tue, 24 Jun, 2014</td>
<td></td>
</tr>
</tbody>
</table>

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](image)

<table>
<thead>
<tr>
<th>Items: 3</th>
<th>Total: $121.67 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>USAGE CHARGES</strong></td>
<td></td>
</tr>
<tr>
<td>Description: METER CHARGES FOR 20140428 20140527METER 1 START READ 33087 END READ 35009METER 1 NET BILLABLE 1922 CLICKS AT .0089METER 1 CHARGES $17.11</td>
<td></td>
</tr>
<tr>
<td>Reference Date: Tue, 24 Jun, 2014</td>
<td></td>
</tr>
</tbody>
</table>
12. Click on the **Contracts** tab and then click on the **BPO** number to return to the blanket purchase order:

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

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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:

![Receipt Confirmation](image)

BPO82 - Xerox BPO for VXW016792 has been successfully received.

- Select another request to receive
- Return to the Ariba Buyer Home page

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>Received Available Amount:</th>
<th>$1,346.83 USD</th>
</tr>
</thead>
<tbody>
<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.
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.**
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.