Receiving a Blanket Purchase Order (BPO) in eProcurement

September, 2015
Course Objectives

• At the end of this class, users will:
  • Understand how eProcurement Receiving for a Blanket Purchase Order (BPO) works
  • Know how to determine if they need to Receive to allow invoices to be paid
  • Know how to search for a BPO in eProcurement and review invoices
  • Know how to receive for a BPO
  • Know how to approve a Receipt
  • Understand the process to reject an incorrect invoice
  • Be familiar with helpful Receiving guidelines
Receiving Overview
What is BPO Receiving?

Receiving must be done to allow payment of the invoices for the BPO

• Receiving is the process of marking dollar amounts or quantities as “received” for services or goods line items on BPOs

• Receiving is used to verify that services have been performed to satisfaction or that items shipped have arrived in good condition and are correct

• When you Receive, you are approving an amount of money to be released for payment of invoices
Preparer

**SYSTEM**

- Creates & Submits Contract Request
- Sends BPO to Supplier

Receiver

- Approve Contract Request
- Ships Goods and Sends Invoice

Approvers

- Receives
- Creates Invoice Receiving Exception

Supplier

- Uploads Payment Details to PAS
- Clears Receiving Exception
- Receipt Approver ONLY if Preparer Receives
- Preparer or Contact or Central Receiver Receives

Accounts Payable

- Reviews Any Other Invoice Exceptions
- OK to Pay?
- Rejct Invoice
- Sends Payment To Supplier

SYSTEM

PAS

Receiving for a Blanket Purchase Order in eProcurement
Receiving Fundamentals

• **Receipts** and **Invoices** are two (2) different and distinct entities

• This supports the accounting best practice of **three-way matching** for invoice reconciliation

• In a three-way match, the **Invoice** is matched to the **PO** and to the **Receipt of Goods/Services**
## BPO Received Balances

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received Available Amount</td>
<td>Maximum Dollar Amount Remaining on BPO for Receipts. <em>Starts at the BPO Maximum Dollar Limit.</em></td>
</tr>
<tr>
<td>Received Amount</td>
<td>Dollar Amount Already Received on BPO.</td>
</tr>
<tr>
<td>Received Amount Percent Left</td>
<td>Percentage of BPO Maximum Remaining for Receipts</td>
</tr>
</tbody>
</table>

**IMPORTANT:**
- BPO Received Balances are updated by a process that runs at 12:00 AM daily.
## BPO Invoice Reconciled Balances

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconciled Available Amount</td>
<td>Maximum Dollar Amount Remaining on BPO for Invoice Reconciliation. Starts at the <em>Maximum Limit</em> plus any <em>Tolerance</em> percentage set in the BPO Maximum Limit Section.</td>
</tr>
<tr>
<td>Reconciled Amount</td>
<td>Dollar Amount Already Reconciled on BPO.</td>
</tr>
<tr>
<td>Reconciled Amount Percent Left</td>
<td>Percentage of Remaining for Invoice Reconciliation.</td>
</tr>
</tbody>
</table>

**IMPORTANT:**
- If the invoices against the BPO will have header charges such as tax and shipping, then when you create a BPO, set a *Tolerance* percentage in the BPO Maximum Limit Section that will allow for reconciliation amounts to include these charges.
- BPO Reconciled Balances update immediately after you receive if there are no other issues with the invoice, such as too much or too little tax.
# BPO Summary Tab – Received and Reconciled Amounts

<table>
<thead>
<tr>
<th>Received Available Amount:</th>
<th>$12,000.00 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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reconciled Available Amount:</th>
<th>$11,800.00 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconciled Amount:</td>
<td>$200.00 USD</td>
</tr>
<tr>
<td>Reconciled Amount Percent Left:</td>
<td>98.33%</td>
</tr>
</tbody>
</table>

**Updates at 12:00AM daily**

**Updates immediately**

**IMPORTANT:** If there is tax, shipping, or other header charges on the invoices, the **Reconciled Amount** will be greater than the **Received Amount**
The system will reconcile and pay the Invoice if:

- The amounts or quantities on the Receipt Line Items and Invoice Line Items match.
- The total Invoice Amount does not exceed Reconciled Available Amount on the BPO.
- There are not any other issues with the invoice (i.e. incorrect tax)
## Reconciled and Received Amounts Example with Tax

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Line Item Amount Invoiced</th>
<th>Invoice Amount Including 9.6% Tax</th>
<th>Receipt Number</th>
<th>Sequence of Receiving</th>
<th>Line Item Amount Invoiced</th>
</tr>
</thead>
<tbody>
<tr>
<td>INV-1</td>
<td>04/11/2015</td>
<td>$100</td>
<td>$109.60</td>
<td>RC123</td>
<td>1st</td>
<td>$100</td>
</tr>
<tr>
<td>INV-2</td>
<td>04/17/2015</td>
<td>$200</td>
<td>$219.20</td>
<td>RC456</td>
<td>2nd</td>
<td>$200</td>
</tr>
<tr>
<td>INV-3</td>
<td>04/20/2015</td>
<td>$100</td>
<td>$109.60</td>
<td>RC789</td>
<td>3rd</td>
<td>$100</td>
</tr>
<tr>
<td><strong>RECONCILED AMOUNT</strong></td>
<td></td>
<td></td>
<td><strong>$438.40</strong></td>
<td></td>
<td></td>
<td><strong>RECEIVED AMOUNT</strong> $400</td>
</tr>
</tbody>
</table>

Receiving for a Blanket Purchase Order in eProcurement
Receiving Demonstration: Receiving by Dollar Amount
How Do You Know that You Need to Receive

• A daily summary email listing BPOs that need receiving is automatically sent to the
  • Preparer
  • Contact
  • Optional Central Receiver

• Anyone can proactively run the *Receiving Exception Report* in eProcurement to monitor invoices that are waiting for payment and must be received
Orders/Contracts Must Be Received

eMail Notification

-----Original Message-----
From: ariba_apps@u.washington.edu [mailto:ariba_apps@u.washington.edu]
Sent: Monday, May 11, 2015 6:03 AM
To: Jeff Mellema
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.

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.

BPO1573
BPO986
BPO268-V3
BPO272-V2
BPO158
BPO223-V2
BPO225-V2
BPO1333
BPO1346
BPO1468
BPO62
Search for the BPO

1. Click **Search**
2. Select **Contract**
3. Click **Search**
4. Enter BPO number into the **Contract ID** field
5. Click **Search**
Access the BPO Invoices Tab

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

Click on the **Invoices** tab.

**DO NOT CLICK ON THE Invoice Button!**
Find the Oldest Invoice with a Status of Reconciling

<table>
<thead>
<tr>
<th>ID</th>
<th>Supplier Invoice #</th>
<th>Date/Time Created</th>
<th>Supplier</th>
<th>Supplier Contact</th>
<th>Status</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>INVTSP-1573-3657</td>
<td>TSP-1573</td>
<td>05/11/2015 01:25:28 PM</td>
<td>REDDYGOSOLUTIONS</td>
<td>REDDYGOSOLUTIONS</td>
<td>Reconciling</td>
<td>$200.00 USD</td>
</tr>
<tr>
<td>INVHLN-11-658</td>
<td>HLN-1573</td>
<td>05/11/2015 01:25:29 PM</td>
<td>REDDYGOSOLUTIONS</td>
<td>REDDYGOSOLUTIONS</td>
<td>Reconciling</td>
<td>$200.00 USD</td>
</tr>
<tr>
<td>INVVLM-15-12</td>
<td>VLM-1573</td>
<td>05/11/2015 01:25:29 PM</td>
<td>REDDYGOSOLUTIONS</td>
<td>REDDYGOSOLUTIONS</td>
<td>Reconciling</td>
<td>$300.00 USD</td>
</tr>
</tbody>
</table>

"Up Arrow" indicates sorted oldest to newest

HINT: If an "Up Arrow" is not visible or if you see a "Down Arrow" instead, click on the column title until it appears

Click on the INV number to open the invoice

Invoice status is Reconciling
How eProcurement Applies Received Amounts to Pay Invoices

• eProcurement will always try to use the amounts received to pay the OLDEST invoice first

• Received amounts
  • Are used to pay only for invoice line items (not header charges such as tax, shipping, etc.)
  • Are NOT tied to a specific invoice

IMPORTANT: When you receive, DO NOT include tax, shipping or other header charges on the invoices in the receiving amount.
Review Invoice Summary

INVTSP-1573-3657

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

Summary

ID: INVTSP-1573-3657
Supplier Invoice #: TSP-1573
Invoice Date: Mon, 11 May, 2015

Contract: BPO1573
Supplier: REDDYGOSOLUTIONS
Supplier Contact: REDDYGOSOLUTIONS
Remit To Address: REDDYGOSOLUTIONS

Only users with Invoice Manager role are allowed to submit PO Based Invoices

Header Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Account Budget</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax</td>
<td>023100 143750</td>
<td>$0.00 USD</td>
</tr>
</tbody>
</table>

Line Items

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Contract</th>
<th>Qty</th>
<th>Unit</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Level 1 Consulting Services</td>
<td>BPO1573</td>
<td>1</td>
<td>each</td>
<td>$200.00 USD</td>
<td>$200.00 USD</td>
</tr>
</tbody>
</table>

Subtotal: $200.00 USD
Total Tax: $0.00 USD
Total: $200.00 USD

This is the dollar amount you need to receive to allow this invoice to be paid.
Review Invoice Attachment

Important: Suppliers (except for XEROX) have been advised to attach a copy of the physical invoice to the invoice header, so check to see if there are any attachments in the ATTACHMENTS - ENTIRE INVOICE section.

Scroll down to locate an attached detailed invoice from the supplier.

Receiving for a Blanket Purchase Order in eProcurement
### Viewing Invoice Attachments

1. Click **Download** to review supplier-attached invoice document

2. When you are done viewing any attachments, scroll back up to the top of the **Invoice Summary**

<table>
<thead>
<tr>
<th>Attachments</th>
<th>Size</th>
<th>Creator</th>
<th>Date Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level1Invoice.pdf</td>
<td>108.3 KB</td>
<td>(no value)</td>
<td>Today, 1:25 PM</td>
</tr>
</tbody>
</table>

---

*Receiving for a Blanket Purchase Order in eProcurement*
Using the **Print** Button for the Invoice

Click **Print** to open an HTML copy of the invoice in case you need to refer to it while you are receiving.

The **Extended Amount** is how much you will receive for the line item.

**Ship To:**
University of Washington  
FISHERY SCIENCES (NEW)  
1122 NE BOAT ST  
SEATTLE, WA 98106  
United States

**Bill To:**
University of Washington  
UNIVERSITY OF WASHINGTON  
3917 UNIV WAY NE  
SEATTLE, WA 98105  
United States

**Organization Code:**
Budget Number: 143750  
Object SubObject: 0231  
Sub SubObject: 00  
Task:  
Option:  
Project:

**Item** | **Description** | **Part Number** | **Unit** | **Qty** | **Need By** | **Unit Price** | **Extended Amount** | **Matched To** |
--- | --- | --- | --- | --- | --- | --- | --- | ---
1 | Level 1 Consulting Services  
Level 1 Consulting Services  
Commodity Code: Human resources consulting service  
Partitioned Commodity Code: Human resources consulting service | 12345 | each | 1 | None | $200.00 USD | $200.00 USD | Item 1 |
2 | Tax  
Commodity Code:  
Partitioned Commodity Code: | | | | | | | |

**Subtotal:** $200.00 USD  
**Total Tax:** $0.00 USD  
**Total:** $200.00 USD
From the Invoice Summary Back to the BPO

1. Click on the eProcurement Back button.

DO NOT USE the browser back button!

2. Click Receive.
# Receive for the BPO

## Receiving Steps

1. Select Receipt
2. Receive
3. Additional Info
4. Summary

## Receipt Details

- **Contract ID:** BPO1573
- **Contract Title:** Training - Level 1 Consulting Services BPO
- **Date:** Today, 2:06 PM
- **Processing Status:** Receiving

## Line Items - Amount Receiving Needed

<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>$12,000.00</td>
<td>Level 1 Consulting Services USD</td>
<td>$0.00 USD</td>
<td>$0.00 USD</td>
<td>$0.00 USD</td>
<td>Today, 2:06 PM</td>
</tr>
</tbody>
</table>

**NOTE:** Receiving for this item is by dollar **Amount**.

Enter **only the amount invoiced for the line item**.

**DO NOT USE the Amt. Rejected field to reject the invoice.** The process to reject an invoice is covered later.

If you want attach a scanned copy of a packing slip, scroll down.
Submit the Receipt

The **Add Attachment** button allows you the option to attach a scanned copy of the packing slip to the receipt. This is not required but advised if you want to use eProcurement as the system of record.

**NOTE:** If you are using eProcurement as the system of record for attachments, your department must create a scanning policy that is in compliance with Records Management. A copy of this written policy (paper or electronic) must be filed with *UW Records Management Services*. For more information, visit the *Attaching Documents in Ariba* web page on the Procurement Services Web Site: [http://f2.washington.edu/fm/ps/tools-for-reconciling/scanning/ariba](http://f2.washington.edu/fm/ps/tools-for-reconciling/scanning/ariba)
Receiving – Done Options

You successfully received the selected items. Continue receiving or return to the home page.

BPO1573 - Training - Level 1 Consulting Services BPO has been successfully received.

- **Continue** receiving against Contract BPO1573.
- **Select** another request to receive.
- Return to the Ariba Buyer [Home page](#).

Click the **Home** link to return to the Home page.
Accessing **Recently Viewed** Items

The BPO will be visible in the **Recently Viewed** items section of the Procurement Dashboard.

Click on the link to the BPO to review it.
BPO1573 - Training - Level 1 Consulting Services BPO

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

Click on the Invoices tab to review invoice status.
Invoices Tab and Status

1. Click on the link in the ID column to view more details on the Invoice Reconciliation tab.

   **INVTSP-1573-3657**  
   Status: Reconciled

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

2. Click on the Invoice **Reconciliation** tab.

   Summary  Approval Flow  Contracts  Reconciliation  History
   ID: INVTSP-1573-3657  Contract: BPO1573
   Supplier Invoice #: TSP-1573  Supplier: REDDYGOSOLUTIONS

3. The Reconciliation Status is **Paying**.

Invoice Status will be **Reconciled** if not further approvals are required and if there are no other invoice exceptions such as incorrect tax.
Enhancement - Early September, 2015

- You will no longer need to drill down to the Invoice Reconciliation to determine if the Invoice is in the Paying status.
- A status of Reconciled will mean the funds have been released to pay the invoice.
- A status of Rejected will appear on the Invoices tab of the BPO for invoices that have been rejected.

The Invoice Status of Reconciled will mean the funds have been released to pay the invoice.

The Invoice Status of Rejected will mean the funds will not be released to pay the invoice.
Additional Information

• Receiving by Dollar Amount Versus Quantity
• Receiving Roles and Responsibilities
  • Who Receives?
  • Who Approves Receipts?
  • ASTRA ReceiptApprover role
• Receiving Exception Report
• Invoice Reject Process
• Approving Receipts
• BPO Balance Information
• Receiving Resources
• Receiving Case Study
Receiving by Amount versus Quantity
How Setting BPO Line Item Limits Impacts Receiving

- When you create a BPO, for each line item you specify either
  - The **Maximum Amount** that can be spent for the item or
  - The **Maximum Quantity** that can be ordered for the item
- This is specified using the item *Set Limits by* field
- Determines if Receiving for the line item is by dollar amount or quantity
- Ensure that the overall amount of a BPO's line items equal the contract's Maximum Limit. For example, if a BPO's Maximum Limit is 1000 dollars, the line items' overall amount must also equal 1000 dollars
Receiving by Dollar **Amount** Example

**Setting Line Item Limits by Dollar Amount**

If **Set Item Limits by** is set to **Amount**...

Then... **Maximum Amount** is the maximum dollar amount that can be ordered for the item.

**Receiving by Dollar Amount**

The system indicates **Amount Receiving Needed**.

The **Maximum Dollar Amount** that can be received for the item (specified when the BPO was created).

Enter the **dollar amount** that is on the invoice for the line item. *Do not include any header charges such as tax or shipping.*
Receiving by **Quantity** Example

### Setting Line Item Limits by **Quantity**

If **Set Item Limits by** is set to **Quantity**...

Then.... **Maximum Quantity** is the maximum quantity that can be ordered for the item.

### How to Receive by **Quantity**

The system indicates **Quantity Receiving Needed**

The **Maximum Quantity** that can be received for the item (specified when the BPO was created).

Enter the **quantity** that is on the invoice for the line item. Dollar amount received equals the value of **Accepted** multiplied by the **Negotiated Price**.
Receipt Approval
Who Receives?

• BPO Preparer
• BPO Contact
• Users authorized with the *optional* Central Receiver role set up through ASTRA
Who Approves a Receipt?

**IMPORTANT**: Organizations must authorize one or more users with the ASTRA ReceiptApprover role

- When the *Preparer* receives, the receipt must be approved by the *ReceiptApprover*

When the *Contact* or a *Central Receiver* receives, no additional approval is required
Recommendations for Receipt Approval

• Ensure a **ReceiptApprover** for your organization is set up in ASTRA

• If you prepare the BPO, select another user as the Contact

• Consider authorizing several users as Central Receivers

• When you receive, review the Approval Flow tab of the receipt to determine if the ReceiptApprover has been added

**IMPORTANT:** The BPO **Preparer** **CANNOT** be the **ReceiptApprover**!
Receipt Approval Example

RC305868 - Receipt for BPO1573

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

Preparer

Contact

Central Receiver (optional)
Receiving by Contact or Central Receiver versus Preparer

When the **Contact** or **Central Receiver** receives, no additional approval is required.

When the **Preparer** receives...

The **ReceiptApprover** must approve.
Steps to Approve a Receipt

• When the BPO Preparer receives, the system sends an email notification to the ReceiptApprover
  • Requires that the ReceiptApprover has set email Notification Preferences ON for Receipts in eProcurement

• The RC will appear in the ReceiptApprover’s To Do list on the Home tab of eProcurement
ReceiptApprover email Notification Preferences

1. Click on the Preferences

2. Select email notification Preferences

3. Use the drop-down to select Receipt

4. Use the drop-down to select either: Send email immediately Send email summary

NOTE: Immediately will send the notification immediately after the Preparer receives. Summary sends a summary once per day for all receipts that need approval.
eMail Notification – Receipt Requires Approval

 ACTION REQUIRED: RC305868 - Receipt For BPO1573 (Approval Request)

To: Virginia L. Morris

If there are problems with how this message is displayed, click here to view it in a web browser.

Please note: Links in this email will open in your default browser. IE is currently an unsupported browser and you may experience issues when using it.

RC305868 - Receipt for BPO1573 requires your approval because "Additional Approval Required"
Requester: JEFF MELLEMA Created: 2:20 PM Monday, May 11, 2015

Line Items

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Total Quantity</th>
<th>Num. Accepted</th>
<th>Num. Rejected</th>
<th>Amt. Accepted</th>
<th>Amt. Rejected</th>
<th>Receiving Type</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Level 1 Consulting Services</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>200.00 USD</td>
<td>0.00 USD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments

Approval flow
As of 3:14 PM Monday, May 11, 2015:

Status | Required Reason                  | Approver                                | Date       | Time |
--------|----------------------------------|-----------------------------------------|------------|------|
Approved | Order must be received            | ROBIN WEIGEL (on behalf of (Multiple))  | May 11, 2015 | 3:14 PM |
Ready   | Additional Approval Required      | ReceiptApprover-2080302000              |            |      |
Approving a Receipt Using the To Do List

After you log in to eProcurement, click on the Home tab.

Find your To Do list.

NOTE: eProcurement allows you to rearrange the layout of your dashboard. You might need to scroll down to locate your To Do list.
Approving a Receipt Using the To Do List

If you manage a lot of eProcurement approvals, the To Do list could be long. Since Receipts begin with a prefix or RC, ensure the list is sorted in reverse alphabetical order. If there is an "Down Arrow" to the right of the ID column title, then the list is sorted correctly in Z-A order.

If the "Down Arrow" is not visible or if you see an "Up Arrow" instead, click on the column title until the "Down Arrow" is visible.

To review and approve the Receipt, click on the RC ID link.

NOTE: If you have many To Do items, you can view more of them by using the scroll bar or clicking on View List...
Approving a Receipt Using the To Do List

To review the Invoice, click on the link to the BPO to access the Invoices tab.

NOTE: The Amt. Accepted is $200.00.
To review the invoice details, click on the INV ID link.
Approving a Receipt – Reviewing the Invoice

When you are finished reviewing the Invoice, click the eProcurement Back button twice to return to the Receipt.

NOTE: The invoice line item is $200.00

Scroll down to download and review any invoice attachments from the supplier.
Click the **Approve** button to approve the receipt.
Confirm Receipt Approval

You have the option to enter comments on the Receipt.

Click **OK** to confirm approval the receipt.
Receiving Exception Report
eProcurement Receiving Exception Report

- This report is important because it lists all invoices that are waiting to be paid pending receipt
- It is a useful “cross check” in case you missed an email notification
- Running this report will help you identify which BPOs require receiving to allow invoices to be paid before the biennium closes
- Search fields:
  - Invoice Reconciliation ID
  - Invoice ID
  - Invoice Date
  - Budget Number
  - Organization Code (Can be partial, i.e., 2100)
### eProcurement Receiving Exception Report Output

<table>
<thead>
<tr>
<th>Information</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Preparer Name, Email and Phone</td>
</tr>
<tr>
<td>Budget Number</td>
<td>Requester Name, Email and Phone</td>
</tr>
<tr>
<td>Document Number (EI or BPO)</td>
<td>Invoice Reconciliation Number</td>
</tr>
<tr>
<td>Supplier Name</td>
<td>Exception Date</td>
</tr>
<tr>
<td>Order Line Number</td>
<td>Invoice ID</td>
</tr>
<tr>
<td>Description</td>
<td>Invoice Received Date</td>
</tr>
<tr>
<td>Supplier Part Number</td>
<td>Total Invoiced</td>
</tr>
<tr>
<td>Ordered Amount</td>
<td></td>
</tr>
</tbody>
</table>
Running the Receiving Exception Report

From the eProcurement Home Page, click Manage → Reports
Select Receiving Reports Category

1. Select Receiving
2. Click Next

Receiving for a Blanket Purchase Order in eProcurement
Select Receiving Exception Report

1. Select Receiving Exception Report

2. Click Next
Specify Report Output Format and Criteria

1. Specify selection criteria such as **Date**, **Budget Number**, **Organization Code**, etc.

2. Click **Run**

   - **Report Format:** HTML, Excel, or CSV

This will report all Budgets for **Organization Codes** beginning with 2080.
## Receiving Exception Report HTML Output

### Receiving Exception Report

**Report Filter:** Invoice Date between Wed, 1 Apr, 2015 and Tue, 30 Jun, 2015, Organization Code = 2080  
**Run:** 6 Apr 2015

**Description:** Lists all invoices that are waiting to be paid because the order has not been received yet

<table>
<thead>
<tr>
<th>Organization Code</th>
<th>Budget Number</th>
<th>Task</th>
<th>Option</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>2080302026</td>
<td>143750</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DocumentNumber</th>
<th>Supplier Name</th>
<th>Order Line Number</th>
<th>Description</th>
<th>Supplier Part Number</th>
<th>Ordered Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPO1468</td>
<td>BIO RAD LAB</td>
<td>1</td>
<td>Enter a description for this item.</td>
<td>5235342</td>
<td>$1,000.00 USD</td>
</tr>
<tr>
<td>LAURIE A HUNT</td>
<td><a href="mailto:lahunt@u.washington.edu">lahunt@u.washington.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BPO1463</td>
<td>REDDYGOSOLUTIONS</td>
<td>1</td>
<td>Testing Receiving</td>
<td>NA</td>
<td>$10,000.00 USD</td>
</tr>
<tr>
<td>ROBIN WEIGEL</td>
<td><a href="mailto:aribadev@u.washington.edu">aribadev@u.washington.edu</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Invoice Reconciliation Number</th>
<th>Exception Date</th>
<th>Invoice ID</th>
<th>Invoice Received Date</th>
<th>Total Invoiced</th>
</tr>
</thead>
<tbody>
<tr>
<td>IR662662-3598</td>
<td>2 Apr 2015 02:26 PM</td>
<td>INV662662-3598</td>
<td>2 Apr 2015 02:25 PM</td>
<td>$12.00 USD</td>
</tr>
<tr>
<td>IR1-1463-3607</td>
<td>3 Apr 2015 04:00 PM</td>
<td>INV1-1463-3607</td>
<td>3 Apr 2015 03:50 PM</td>
<td>$1,000.00 USD</td>
</tr>
</tbody>
</table>
Invoice Reject Process
Incorrect Invoices – Reject Process

• If you find an invoice that should not be paid:
  • **DO NOT** receive against an incorrect invoice or any other invoice on the same BPO.
  • As illustrated previously during the receiving demonstration **DO NOT** use the *Amt. Rejected* field to reject the invoice.

• Use the *BPO Invoice Reject Request* form on the Procurement Services website to reject the invoice before doing any other receiving for the BPO:
  • Submit a *BPO Invoice Reject Request* using this link: [http://f2.washington.edu/fm/ps/bpo-rejects](http://f2.washington.edu/fm/ps/bpo-rejects)

**IMPORTANT**: Contact the supplier and request a corrected invoice.
BPO Invoice Reject Request Form

BPO Invoice Reject Request

Please explain the reason Blanket Purchase Order invoice has been rejected. Requests will be processed within 2 business days.

BPO Number: *

Invoice Number: *

Reason for Rejection: *

Attachments:

If you have anything you would like to attach (email or quote that affects your reason for rejecting), please attach it here

Your UW NetID: *

Your email address: *

Submit
BPO Invoice Reject Request Process

• Upon receipt of the *BPO Invoice Reject Request*:  
  • Procurement Services will take the necessary steps to reject the invoice in eProcurement.
  • Procurement Services contact you to let you know when it is OK to start receiving again for the BPO – you can resume receiving at that time.

• You can receive against other BPOs as long as the invoices for the other BPOs are correct.
Helpful Receiving Guidelines
## Helpful Receiving Guidelines – Before You Begin

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure <strong>ReceiptApprovers</strong> have been set up in ASTRA for your organization.</td>
<td>When the Preparer receives, the receipt is routed to the <strong>ReceiptApprover</strong> and if there is not one set-up, the request is routed to the Procurement Services Receiving Administrator who will contact you and request the ReceiptApprover be set up in ASTRA.</td>
</tr>
<tr>
<td>Pay attention to emails alerting you that invoices are waiting to be paid and be sure to receive as soon as you ensure the goods/services have been provided.</td>
<td>Invoices will not be paid until funds are released using receiving.</td>
</tr>
<tr>
<td>Use the <strong>Receiving Exception Report</strong> to identify any invoices that require receiving.</td>
<td>This is a back-up measure in the event an email alert to Receive was missed or overlooked.</td>
</tr>
<tr>
<td>Do not receive the Maximum BPO amount in advance of invoices arriving.</td>
<td>Receiving the Maximum Limit for a BPO, tells the system to try pay any pending invoices and also sets the Receiving Amount Available to zero. As a result, the receiving function is disabled (the <strong>Receive</strong> button disappears).</td>
</tr>
<tr>
<td>If there are multiple invoices in the <strong>Reconciling</strong> Status for a BPO, review them all for accuracy to ensure correctness. If any are in error, submit an Invoice Reject Request and do not receive any invoices for that BPO until you receive notification that the invoice has been rejected.</td>
<td>For multiple invoices for the same BPO, Receiving must occur in order of oldest to newest Date/Time created. To ensure this happens, best practice is to receive only when all of the Reconciling invoices are correct.</td>
</tr>
</tbody>
</table>
## Helpful Receiving Guidelines – As You Receive

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the BPO Receiving and Reconciliation balances on the Summary tab to ensure enough funds are available to pay invoices.</td>
<td>If there are not enough funds to reconcile the invoice, Receiving will not be able to release funds for paying the invoice. You will receive errors during the Receiving process alerting you trying to receive more than the line item or contract limit. You will need to make changes to the BPO in increase the limits.</td>
</tr>
<tr>
<td>Receive only for the line item amounts invoiced.</td>
<td>Funds received are applied to payment for line items only, not header charges such as tax, shipping, etc.</td>
</tr>
<tr>
<td>If there is more than 1 line item on the BPO, make sure the line item(s) invoiced match the line items on the BPO. If the invoice is not correct, submit an Invoice Reject Request.</td>
<td>The system ensures receipt line items and invoice line items match the BPO line item and if they do not, the system will not reconcile the invoice.</td>
</tr>
<tr>
<td>If you are the Preparer and you receive for a BPO, periodically review the Receipts Tab to ensure the ReceiptApprover is approving your receipts. If they are in the Submitted status, click on the ReceiptApprover Approval Flow link to determine who must approve.</td>
<td>Even though ReceiptApprovers receive email notifications to approve receipts, it is a good idea to periodically review the Receipts Tab to ensure the receipts have been approved.</td>
</tr>
</tbody>
</table>
Receiving Case Study
Receiving Case Study

“I received the correct line item dollar amount for a BPO invoice. Why does the invoice still have a status of Reconciling?”

Possible Causes

• The **Preparer** received and the receiving has not completed because it hasn’t been approved by the **ReceiptApprover**

• This is another issue with the invoice such as too much or too little tax

• There is not enough money remaining for the BPO Reconciled Available Amount to pay the invoice

• The invoice arrived after the Final Invoice Date of the BPO
Receiving Case Study - Review Invoice Detail

“I received the correct line item dollar amount for a BPO invoice. Why does the invoice still have a status of *Reconciling*?”

Navigate to the **Invoices** tab of the BPO and click on the **Invoice ID Link** of the invoice in the *Reconciling* status.

**Note:** Status is *Reconciling* but the user just received $200.00.
Receiving Case Study-Review Reconciliation Tab

“I received the correct line item dollar amount for a BPO invoice. Why does the invoice still have a status of Reconciling?”

Click on the Reconciliation tab.

INV4-1281-3502

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

- ID: INV4-1281-3502
- Supplier Invoice #: 4-1281
- Invoice Date: Wed, 11 Feb, 2015
- Contract: BPO1281
- Supplier: REDDYGOSOLUTIONS
- Supplier Contact: REDDYGOSOLUTIONS

Receiving for a Blanket Purchase Order in eProcurement
Receiving Case Study-View Invoice Reconciliation Details

“I received the correct line item dollar amount for a BPO invoice. Why does the invoice still have a status of *Reconciling*?”

Click on the Invoice Reconciliation (IR) **IR ID Link**.
“I received the correct line item dollar amount for a BPO invoice. Why does the invoice still have a status of Reconciling?”

The **Contract Received Line Amount Variance** invoice exception means that the receiving has not completed.

Click on the **Receipts** tab.
“I received the correct line item dollar amount for a BPO invoice. Why does the invoice still have a status of Reconciling?”

The Receipt has a status of Submitted, which means it must be approved before the funds will be released to pay the invoice.

Click on the RC ID link of the Receipt.
“I received the correct line item dollar amount for a BPO invoice. Why does the invoice still have a status of Reconciling?”

<table>
<thead>
<tr>
<th>Summary</th>
<th>Approval Flow</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract ID:</td>
<td>BPO1281</td>
<td>Date: Today, 1:37 PM</td>
</tr>
<tr>
<td>Contract Title:</td>
<td>New BPO for</td>
<td>Processing Status: Receiving</td>
</tr>
<tr>
<td>My Labels:</td>
<td><img src="image" alt="Apply Label" /></td>
<td></td>
</tr>
</tbody>
</table>

Click on the Approval Flow tab.

The Receipt needs to be approved by the ReceiptApprover, which means that the Preparer did the receiving.

Click on the ReceiptApprover link.

Receiving for a Blanket Purchase Order in eProcurement
Receiving Case Study - View Who Must Approve the Receipt

"I received the correct line item dollar amount for a BPO invoice. Why does the invoice still have a status of Reconciling?"

This is the list of users who were authorized in ASTRA as ReceiptApprovers for the Organization

Click Done.
## Other Invoice Exceptions – Reconciling Status

<table>
<thead>
<tr>
<th>Invoice Exception</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Item Date Variance</td>
<td>Invoice arrived after <strong>Final Invoice Date</strong> of the BPO. Preparer or Contact can change the BPO to extend <strong>Final Invoice Date</strong>.</td>
</tr>
<tr>
<td>Contract Amount Variance - The invoice's amount, $XXX.XX USD, is greater than the contract's limit, $YYY.YY USD.</td>
<td>The amount invoiced is more that the BPO <strong>Maximum Limit</strong> plus any <strong>Tolerance</strong>. Preparer or Contact can change the BPO to increase the <strong>Maximum Limit</strong> and/or <strong>Tolerance</strong>.</td>
</tr>
<tr>
<td>UW Over Tax Variance</td>
<td>Header Tax on Invoice is less than expected – determined by <strong>Ship To</strong>. UW AP will work to resolve.</td>
</tr>
<tr>
<td>UW Under Tax Variance</td>
<td>Header Tax on Invoice is more than expected – determined by <strong>Ship To</strong>. UW AP will work to resolve.</td>
</tr>
</tbody>
</table>
Receiving Resources
You can also navigate to the new **Receiving** webpage from the left navigation panel under **Buying**.

Link to new **Receiving** webpage.
eProcurement (Ariba) Roles and Authorization

Roles

Ariba roles are how the system determines what functions a user can perform in the different modules within Ariba. If you have a UW Net ID you will have access to most features (some exceptions apply, see chart below). These roles are set up in ASTRA by the Authorizer for each department. It is important to note that different modules in Ariba offer different roles. Knowing what roles apply to which module, and what roles you the user have, will make for a smooth transaction when using the Ariba functionality.

To log in and access ASTRA, click Here.

Click on What Depts Need to Know Link to access eProcurement Roles webpage

Preparer - The person who initiates the transaction

Requester - A user that is entered in the "On Behalf Of" field (catalog or non-catalog) or "Contact" field (BPO)

* If you don’t have access to Ariba (student or affiliate), please have your administrator email eprocure@uw.edu to request access and provide the timeframe the access should be granted for.
Thank you!

• You will receive a post-course survey from the Procurement Customer Services team
• We ask kindly for your feedback to help enhance future trainings