Changing and Closing a Blanket Purchase Order (BPO) in eProcurement

October, 2015
Course Objectives

• At the end of this class, users will
  • Understand why you need to change or close an eProcurement BPO
  • Understand what fields can and cannot be changed on an eProcurement BPO
  • Know how to change and close an eProcurement BPO
  • Understand approval requirements when a BPO is changed
  • Understand the meaning of the status of a BPO
  • Be familiar with BPO change and close best practices
Topics Covered

• Why a BPO might need to be changed
• What you can change on a BPO
• Changing Maximum Limits
• Contract Request (CR) and BPO versioning
• Contract Request (CR) and BPO statuses
• Who can make changes?
• Step-by-step change a BPO demonstration
• Closing a BPO
• Where to get more information
Common Reasons for Changing a BPO

- Extend Final Invoice and Expiration Dates
- Change Budget(s)
- Change the BPO Contact
- Add Funds
What You Need to Know

- Changes are allowed on some BPO fields
- Some fields cannot be changed
- Ensure that the change to the BPO is absolutely necessary
- Use Internal Comments and/or Comments Visible to the Supplier to clearly describe why you are making the changes

Any change to a BPO will need to be fully approved through the eProcurement system approval process before an updated version of the BPO is sent to the supplier over the Ariba Network.
Partial List of What You **Cannot** Change

- Related Contract ID
- BPO Supplier Information
- You Cannot Delete Line Items
- Line Item Commodity Code
- Line Item M&E Value
- For record-keeping purposes, you cannot change the *Preparer* of the BPO
- For a complete list, refer to:
  
  [https://f2.washington.edu/fm/ps/node/4619#What%20You%20Can%20%28and%20Cannot%29%20Change](https://f2.washington.edu/fm/ps/node/4619#What%20You%20Can%20%28and%20Cannot%29%20Change)
Partial List of What You Can Change

• Title and Description
• BPO Contact
• Effective Date, Expiration Date, Final Invoice Date
• BPO Maximum Amounts
• Line Item Negotiated and Maximum Amounts
• Line Item Account Code
• Line Item Budget (new budget must be open to expenditures)

• For a complete list, refer to:
  https://f2.washington.edu/fm/ps/node/4619#What%20You%20Can%20%28and%20Cannot%29%20Change
Changing the BPO Maximum Limit

• Increasing the Maximum Limit from below to above the Direct Buy Limit:
  • Requires that you specify what the order is for (IT Goods and/or Services, Goods, Services, or Good and Services)
  • Requires that you provide a Sole Source Justification statement or UW Contract Number
  • Adds Procurement to the Approval Flow

• Reducing the Maximum Limit from above the Direct Buy Limit to below:
  • Will leave Procurement on the Approval Flow because the original version of BPO required Procurement approval
Changing Line Item Maximum Limits

- The total of the Maximum Limits of all of the line items must be less than or equal to the BPO Maximum Limit
- Increase the BPO Maximum Limit first to ensure it can accommodate any increases to Line Item Maximum Limits
- The system will display an error message if changes in line item Maximum Limits would exceed the BPO Maximum Limit
Contract Request Versioning

- When changes are initiated on a BPO, the system creates a new copy of the Contract Request (CR) in the Composing Status.
- The new copy will have a version number appended to the CR ID.
- For example, if the CR ID was CR1234, the new version will be CR1234-V2.
BPO Versioning

- When the new CR version is fully approved, a new version of the BPO will be sent to the supplier over the Ariba Network.
- The new BPO will have a version number appended to the BPO ID.
- For example, if the BPO ID was BPO1234, the new version will be BPO1234-V2.

**NOTE:** The supplier will receive a new version of the order in the **Inbox** on the Ariba Network. The **Order Status** of the prior version will be changed to **Obsoleted**. The **Order Status** of the current version will be set to **Changed**. The Inbox will have an entry for each version of the BPO and there is a column title **VER** that lists the version number.
# Contract Request (CR) Status

<table>
<thead>
<tr>
<th>Contract Request (CR) Status</th>
<th>Description</th>
</tr>
</thead>
</table>
| Composing                    | This is the status when CR is:  
  • First created, or  
  • Being changed |
| Submitted                    | The new CR, or a changed version has been submitted but not fully approved |
| Processed                    | The new CR or new CR version is fully approved. |
# BPO Status

<table>
<thead>
<tr>
<th>BPO Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processed</td>
<td>The BPO was created with an <em>Effective Date</em> in the future. The BPO is in the eProcurement system, has been sent to the Supplier. The supplier cannot invoice until the <em>Effective Date</em>.</td>
</tr>
<tr>
<td>Open</td>
<td>The associated CR has been fully approved and the BPO has been sent to the supplier. Funds are available for Receiving and Reconciliation.</td>
</tr>
<tr>
<td>Inactive</td>
<td>The <em>Final Invoice Date</em> has passed.</td>
</tr>
<tr>
<td>Received</td>
<td>The BPO Received Available Amount is $0.00.</td>
</tr>
<tr>
<td>Invoiced</td>
<td>The BPO Reconciled Available Amount is $0.00.</td>
</tr>
<tr>
<td>Closed</td>
<td>The BPO <em>Reconciled Available Amount</em> is $0.00 and there are no invoices in the Reconciling Status.</td>
</tr>
</tbody>
</table>
Change Button Visibility

- The Change button will not be visible on the currently active CR or BPO if there is an existing change in the Composing or Submitted status.
- After the changes are fully approved and the new version of the BPO is sent to the supplier, the Change button will be visible again.
# Who Can Make Changes?

## During Initial Creation of the CR

<table>
<thead>
<tr>
<th>Who?</th>
<th>CR Status Composing or Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparer</td>
<td>YES</td>
</tr>
<tr>
<td>Contact</td>
<td>YES</td>
</tr>
<tr>
<td>Edit Access User</td>
<td>NO</td>
</tr>
</tbody>
</table>

## After CR is Fully Approved and BPO Is Sent to Supplier

<table>
<thead>
<tr>
<th>Who?</th>
<th>BPO Status Open, Invoiced, Received, Inactive or Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparer</td>
<td>YES</td>
</tr>
<tr>
<td>Contact</td>
<td>YES</td>
</tr>
<tr>
<td>Edit Access User</td>
<td>YES</td>
</tr>
</tbody>
</table>
Edit Access User – What You Need to Know

• If an **Edit Access** user initiates a change to the BPO, then only that user, the **BPO Preparer** and **Contact** can access the changed version while it is in the **Composing** or **Submitted** status.

• Example:
  • You have 2 **Edit Access** users, John and Betty.
  • John initiates a change and saves the new CR version in the **Composing** status.
  • Only **John**, the **Preparer** and **Contact** can open the new CR version and finish making the changes to submit the request.
Demonstration

• Change a BPO to:
  • Add $1000.00 to the BPO Maximum and Line Item
  • The original BPO had a Maximum Limit and Line Item Limit of $200,000.00
Search for the BPO

- Click Search
- Select Contract
- Enter BPO number into the Contract ID field
- Click Search

Changing/Closing a Blanket Purchase Order in eProcurement
Access the Change Screen

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

BPO Status is **Invoiced**

Click on the **Change** button
Access the Limits Screen

1. Enter new **Maximum Limit**.
2. Click on Step 3: **Pricing Terms**

CR1632-V2: Level 1 - Basic Horse Training Consulting

Review and edit the contract request. When you are finished, submit the request for approval, or exit and save the request in a draft.

Summary: Pricing Terms | Milestones | Approval Flow

1. Click on **Step 2: Limits**

Changing/Closing a Blanket Purchase Order in eProcurement

Page 20
Edit the Pricing Terms

Click on Edit

Enter new Maximum Amount for the line item.

Click OK
Access the Summary Screen

Click on Step 8: **Summary**
Submit the Change

CR1632-V2: Level 1 - Basic Horse Training Consulting

Review and edit the contract request. When you are finished, submit the request for approval, or exit and save the request in a draft.

Click Submit

[Diagram of contract page with options for Definitions, Limits, Phasing Terms, Milestones, Access Control, Payment Terms, and Appendixes]
View Status

Contract Request - Submitted

Your contract request has been submitted for approval. You can view the status or the approval flow to see where the request is in the process.

GR1632-V2 - Level 1 - Basic Horse Training Consulting has been submitted.

- Print a copy of this request
- View the status of this request
- Add labels to tag this document
- Create the same type of request
- Return to the Ariba Home Page

Click Submit

Approval Flow

Legend: Watcher Active Pending

CR1632-V2 ▼ JEFF MELLEMA ▼ BgtApprover-143750-$Lim-3000+ ▼ ServicesApproval

Add Approver
Changing/Closing a Blanket Purchase Order in eProcurement
New BPO Version in Supplier Inbox on Ariba Network

### Orders and Releases

<table>
<thead>
<tr>
<th>Type</th>
<th>Order Number</th>
<th>Ver</th>
<th>Customer</th>
<th>Ship To Address</th>
<th>Amount</th>
<th>Date</th>
<th>Order Status</th>
<th>Settlement</th>
<th>Amount Invoiced</th>
<th>Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order</td>
<td>BPO1632</td>
<td>2</td>
<td>University of Washington - TEST</td>
<td>FISHERY SCIENCES (NEW) SEATTLE, WA United States</td>
<td>$201,000.00 USD</td>
<td>10 Jun 2015</td>
<td>Changed</td>
<td>Invoice</td>
<td>$-50,000.00 USD</td>
<td>Changed</td>
</tr>
<tr>
<td>Order</td>
<td>BPO1632</td>
<td>1</td>
<td>University of Washington - TEST</td>
<td>FISHERY SCIENCES (NEW) SEATTLE, WA United States</td>
<td>$200,000.00 USD</td>
<td>10 Jun 2015</td>
<td>Obsoleted</td>
<td>Invoice</td>
<td>$200,000.00 USD</td>
<td>Original</td>
</tr>
</tbody>
</table>

**Supplier Searches for Exact Number**

**Ver** column lists the BPO Version Number

**Order Status of the Current Version is Changed**

**Order Status of the Prior Versions is Obsoleted**
Closing a BPO
Before Closing a BPO

• Let the supplier know that you will close the BPO.
• Confirm with the supplier that no invoices will be sent in the future.
• Check the **Invoices** tab and make sure that no invoices are in **Reconciling** status.
• Check the **Receipts** tab and make sure that no receipts are in **Submitted** status.
How to Close

- To close a BPO, you change the limits.
- How you change the limits depends on whether or not any invoices have been paid
  - If at least one invoice has been paid, set the **Maximum Limit** to the **Reconciled Amount** on the BPO Summary
  - If no invoices have been paid, set the **Maximum Limit** to 0 (zero)
- For the line items in the Pricing Terms section
  - If **Set Item Limits by** is set to **Amount**, enter 0 (zero)
  - If **Set Item Limits by** is set to **Quantity**, change the Negotiated Price to 0 (zero)
For more information.....

• Visit the *Changing or Closing eProcurement Blanket Purchase Orders (BPOs)* web page on the Procurement Services Website

  https://f2.washington.edu/fm/ps/change-close-BPO

• Step-by-Steps on Closing BPOS:

  https://f2.washington.edu/fm/ps/change-close-BPO#Closing%20BPOs
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