# 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:  http://f2.washington.edu/fm/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:
  http://f2.washington.edu/fm/ps/sites/default/files/training-and-events/RunningReceivingExceptionReport4BPO.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 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.
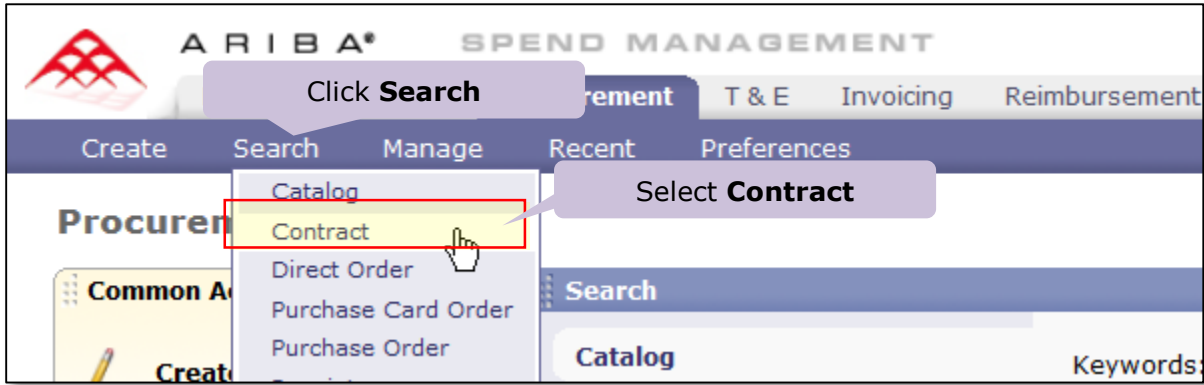
   BPO158
   BPO206
   BPO221

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:

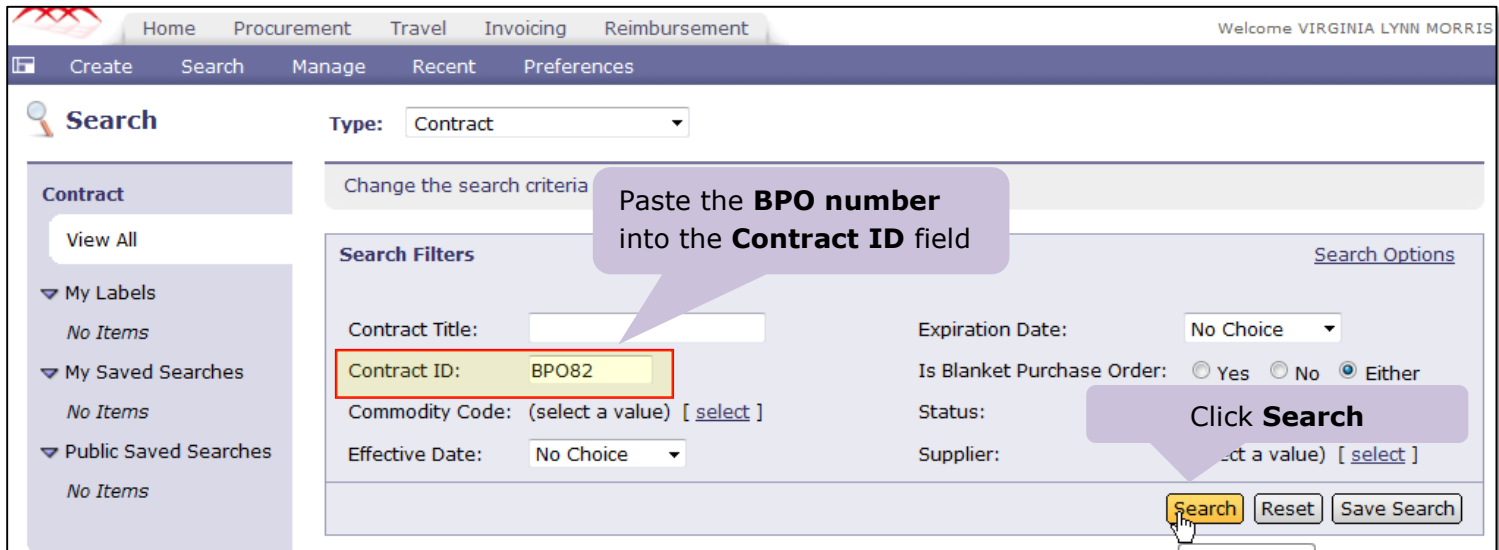   a. From the **Procurement Services Home Page**, click on the eProcurement icon:

   

   b. Use the following URL:

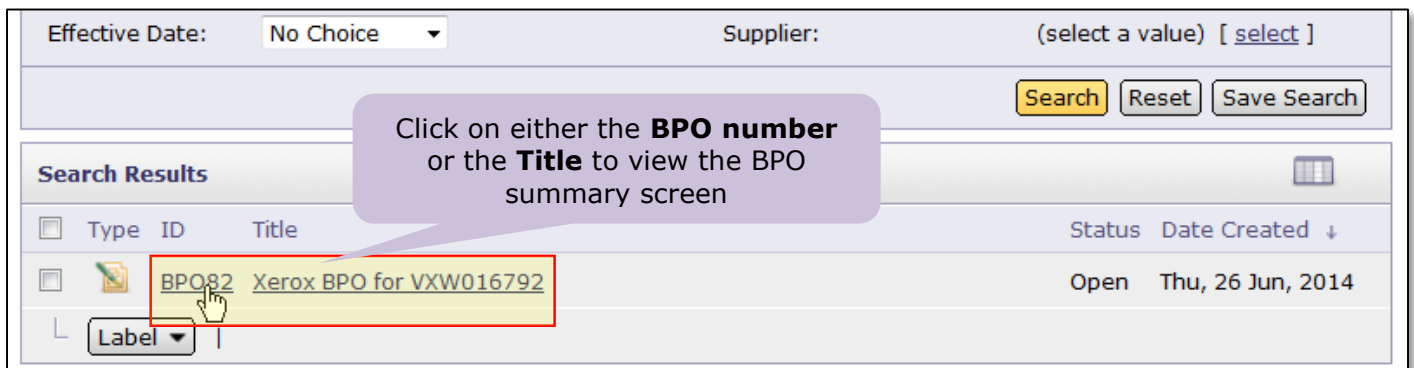   https://ar.admin.washington.edu/AribaBuyer/uw/login.asp

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.
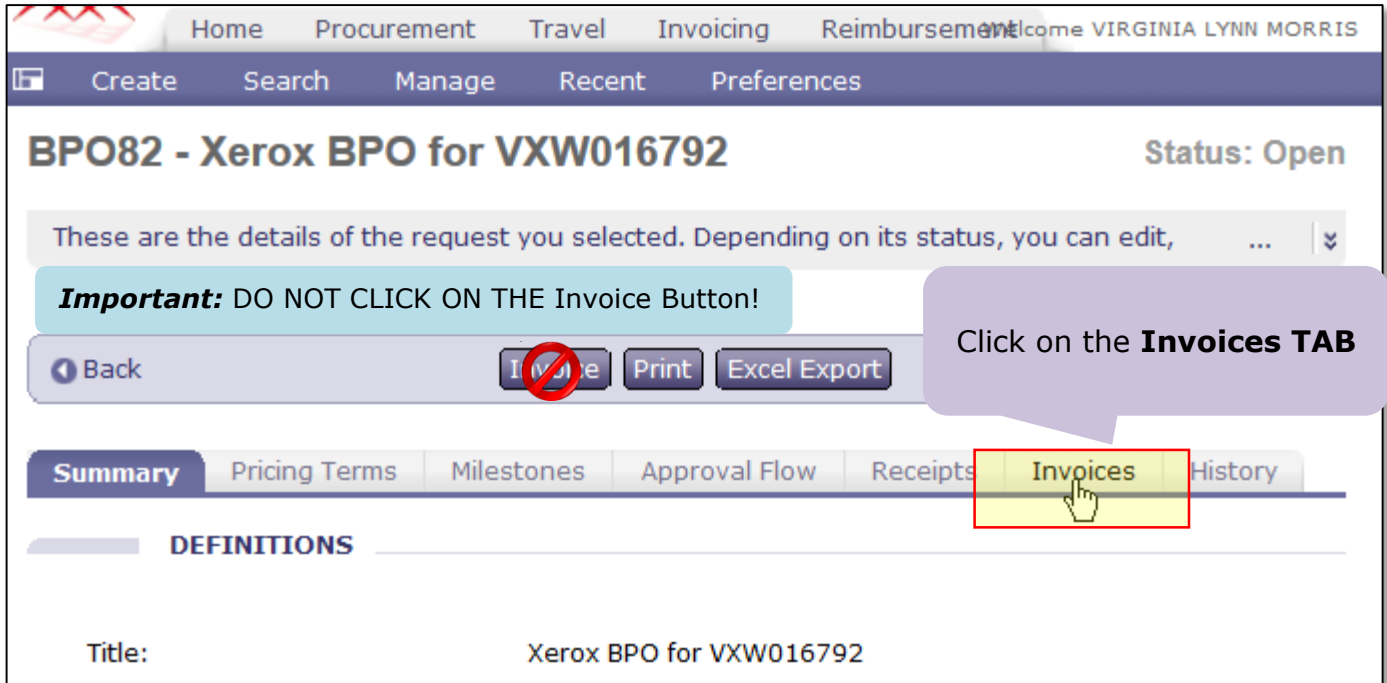


**Continued on the next page.**

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:*



*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.

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:

**INV074411413-645792**                                                    Status: Reconciling

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

◁ Back                                              Copy   Print

| Summary | Approval Flow | Contracts | Reconciliation | History |

ID:                  INV074411413-645792                    Contract:          BPO82
Supplier Invoice #:  074411413                              Supplier:          XEROX CORP
Invoice Date:        Tue, 24 Jun, 2014                      Supplier Contact:  XEROX CORP
                     **Only users with Invoice Manager role are**              Remit To Address:  XEROX CORP
                     **allowed to submit PO Based Invoices**

Telephone:

My Labels: 🛈   Apply Label...

**Header Charges**                                                                          ▥

| Description ↑ | Account Budget | Amount | |
|---|---|---|---|
| TOTAL TAX | 038100   099130 | $10.55 USD | Detail |

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

**Line Items**

| No. | Description | Contract | Qty | Unit | Price | Amount | |
|---|---|---|---|---|---|---|---|
| 1 | **Lease for VXW016792** | BPO82 | 1 | each | $94.01 USD | $94.01 USD | Detail |
| 2 | **Usage on VXW016792** | BPO82 | 1 | each | $17.11 USD | $17.11 USD | Detail |

|  |  |
|---|---|
| Subtotal: | $111.12 USD |
| Total Tax: | $10.55 USD |
| Total: | $121.67 USD |

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**

Click **OK** to return to the Invoice summary

INV074411413-645792: INV074411413-645792

**Items:** 3      **Total:** $121.67 USD          [OK]

Review or edit the details of this line item.

**LINE ITEM DETAILS**

| | |
|---|---|
| Market Price: | |
| Type: | Non-Catalog Item |
| No.: | 1 |
| Manufacturer Part Number: | |
| Description: | BASE CHARGES FOR 20140501 TO 20140530 |
| Reference Date: | Tue, 24 Jun, 2014 |

**BASE CHARGES**

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**

Click **OK** to return to the Invoice summary

INV074411413-645792: INV074411413-645792

**Items:** 3      **Total:** $121.67 USD          [OK]

Review or edit the details of this line item.          OK

**LINE ITEM DETAILS**

| | |
|---|---|
| Market Price: | |
| Type: | Non-Catalog Item |
| No.: | 2 |
| Manufacturer Part Number: | |
| Description: | METER CHARGES FOR 20140428 20140527METER 1 START READ 33087 END READ 35009METER 1 NET BILLABLE 1922 CLICKS AT .0089METER 1 CHARGES $17.11 |
| Reference Date: | Tue, 24 Jun, 2014 |

**USAGE CHARGES**

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:



**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.



Enter **invoice amounts** to receive (less tax)

| Line Items Received By Amount | | | | | |
|---|---|---|---|---|---|
| No. ↑ Amount | Description | Prev. Accepted | Amt. Accepted | Amt. | |
| 1 $774.00 USD | Lease for VXW016792 | $0.00 USD | $ 94.01 USD | $0.00 | , 14 Jul, 2014 |
| 2 $873.06 USD | Usage on VXW016792 | $0.00 USD | $ 17.11 USD | $0.00 | Mon, 14 Jul, 2014 |

   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.



COMMENTS - ENTIRE RECEIPT

Comments:

ATTACHMENTS - ENTIRE RECEIPT

Add Attachment

Click **Submit**

◀Prev | Next▶ | Submit | Exit

15. A new page will display to show that the receipt was successful:

**Receiving - Done**

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

**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:

| Received Available Amount: | $1,346.83 USD |
|---|---|
| Received Amount: | $526.23 USD |
| Received Amount Percent Left: | 71.91% |

Updates at 12:00AM daily

| Reconciled Available Amount: | $1,306.92 USD |
|---|---|
| Reconciled Amount: | $566.14 USD |
| Reconciled Amount Percent Left: | 69.77% |

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

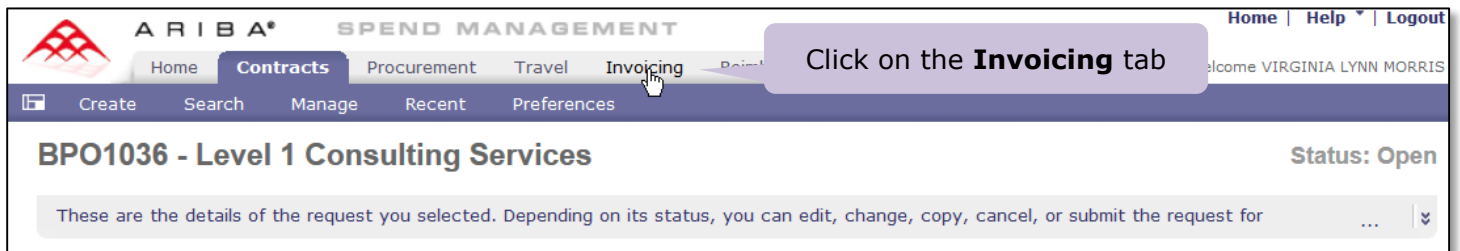    b.  When prompted to **Confirm Exit**, click **Delete**

## Helpful Hints - Continued

➤ *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:*

| | | | | | Status | Total |
|---|---|---|---|---|---|---|
| ID | | | | | | |
| IN | | | | | NS Reconciling | $100.00 USD |
| INVUW-BPO-ServDem | ...ervDemo-1 | 10/31/2014 02:06:30 PM | REDDYGOSOLUTIONS | REDDYGOSOLUTIONS | Reconciling | $200.00 USD |
| INVUW-BPOSvrDe | ...UW-BPOSvrDemo-3 | 11/03/2014 08:21:16 AM | REDDYGOSOLUTIONS | REDDYGOSOLUTIONS | Reconciling | $200.00 USD |
| INV3435 | | 01/16/2015 01:52:54 PM | REDDYGOSOLUTIONS | REDDYGOSOLUTIONS | Composing | $0.00 USD |

Tabs shown: Summary | Pricing Terms | Milestones | Approval Flow | Receipts | **Invoices** | History

Callout: The user accidentally clicked on the **Invoice Button**, clicked the **Exit Button**, and then clicked the <u>Save</u> link, instead of <u>Delete.</u>
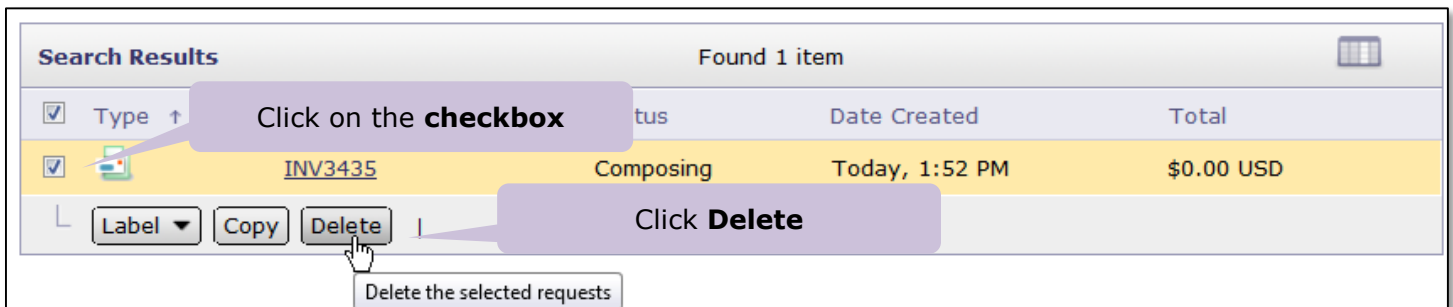
a. Note the invoice ID (INV3435 in this example).

b. Above the BPO title, at the top of the *Ariba Spend Management* screen, click on the **Invoicing** tab as pictured below:

ARIBA° SPEND MANAGEMENT

Home | Help ▾ | Logout

Tabs: Home | **Contracts** | Procurement | Travel | Invoicing | ...

Create | Search | Manage | Recent | Preferences

Callout: Click on the **Invoicing** tab

Welcome VIRGINIA LYNN MORRIS

**BPO1036 - Level 1 Consulting Services**          Status: Open

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

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**:

**Invoicing Dashboard**          Configure Tabs     Refresh Content

**Common Actions**

**Create**
PO-based Invoice
Non-PO Invoice
Contract-based Invoice
Credit Memo

**My Documents**

| ID | Title | Date ↓ | Status |
|---|---|---|---|
| INV3435 | INV3435 | 1/16/2015 | Composing |

Callout: Click **View List** and select **Invoice**

View List ... (1)
Invoice (1)

**Search**
Cancel Invoice

**To Do**

| Date ↓ | Status | Title |
|---|---|---|

d. Locate the ID of invoice you noted above. Click the checkbox next to it and then click Delete:

**Search Results**          Found 1 item

| ☑ | Type ↑ | ...tus | Date Created | Total |
|---|---|---|---|---|
| ☑ | INV3435 | Composing | Today, 1:52 PM | $0.00 USD |

Callout: Click on the **checkbox**

Label ▾ | Copy | Delete |

Callout: Click **Delete**

Delete the selected requests

**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](mailto: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](mailto:pcshelp@uw.edu).