How to create a BPO Invoice

Invoice against contract

Ariba Network supports the creation, validation, and routing of electronic invoices and credit memos. These invoices are detailed statements of products delivered or services rendered, and associated charges for one or more purchase orders or contracts. Ariba Network supports invoicing for material items (goods), general service items labor service items, and service items that require a service sheet.

Ariba Network allows to create different type of invoices. One of this type of invoices is **Blanket Purchase Order Based**. A blanket purchase order (BPO) is a type of contract that buyers create that forms an agreement to spend a specific amount with a supplier for critical items or services.

Please, note that all PO's based on contracts starts with the following characters **"BPO"**

- **What is a "BPO"?** An invoiceable contract**.** Ability to select agreed upon pricing terms to include in your invoice.

- **What stays the same?** Ability to continue to send an Invoice over the Ariba Network.

- **What is new?** Instead of creating an Invoice against a "PO" you will create an invoice against a "BPO" and select the pricing term. Please enter the # for the unit of measure for your pricing term and add to the invoice.

How to find BPOs in my Ariba Network account?

Please log into supplier.ariba.com with your username and password, then go to "Workbench" and click on "Orders". You will be prompted to a new page and need to click on "Edit filter" and then select "Last 365 days". Please click on the "Apply" button to finish the search.
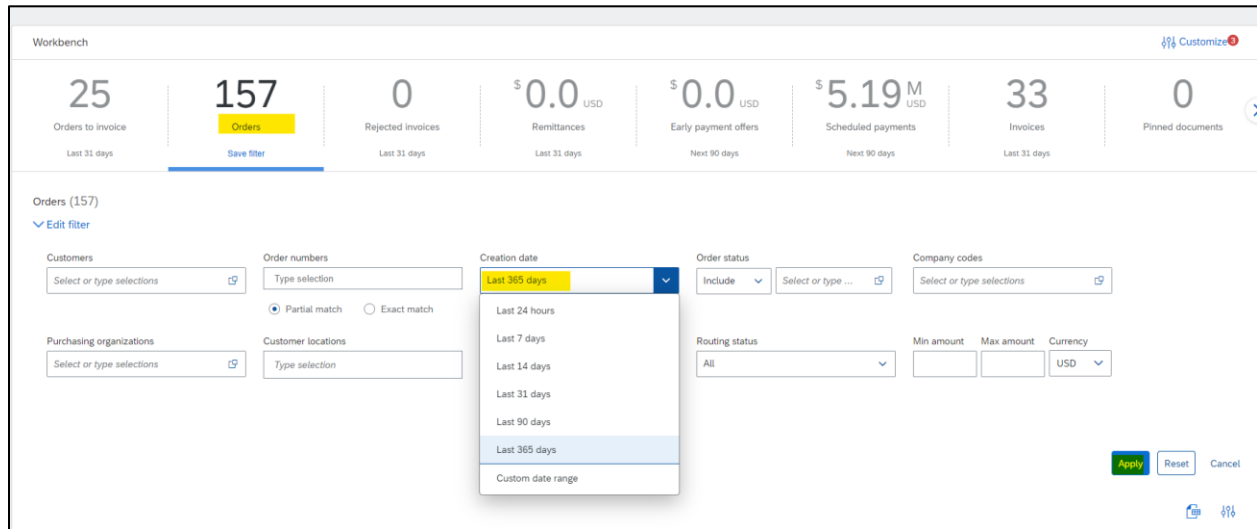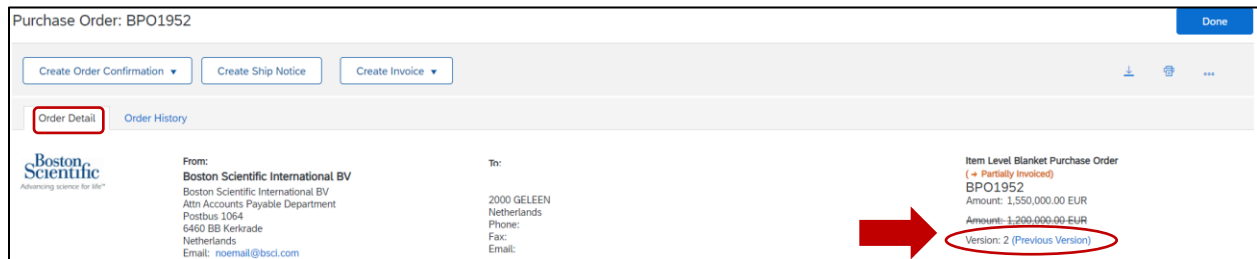

Once you have identified the BPO number you want to invoice, click on the BPO hyperlink and you will be prompted to Create an Invoice

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Important details 🚩

Please remember to verify that you are selecting the latest version of the BPO before submitting your invoice. You can check this on the details included below the BPO number:
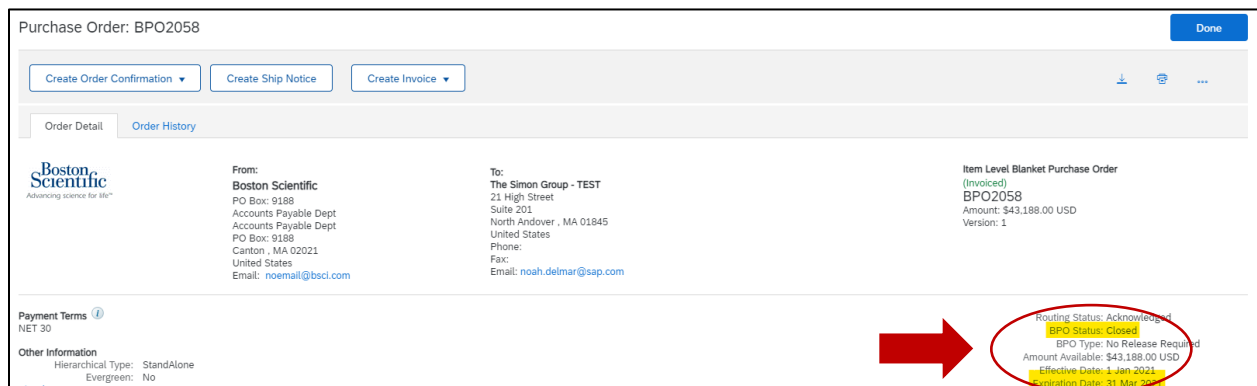
- **Before submitting an invoice, please check that the Status of the BPO is: "Open".**
  - **To check the effective period of the contract, please look at the "Effective Date" and "Expiration Date" fields.**
- **The status "Closed" will show only if the "Expiration Date" of the contract is past due.**
  - **If BPO status is "Closed" you still can submit an invoice**
  - **How to check the status of the BPO? Please see below example:**

- **To submit an invoice against a closed BPO, please complete the field "Reference Date" at the line level (line by line) of the invoice using a date within the effective period of the contract.**

○ **Example below:**

Invoicing Process:

1. In section: *Create Invoice*, scroll down the menu and select: *Standard Invoice*
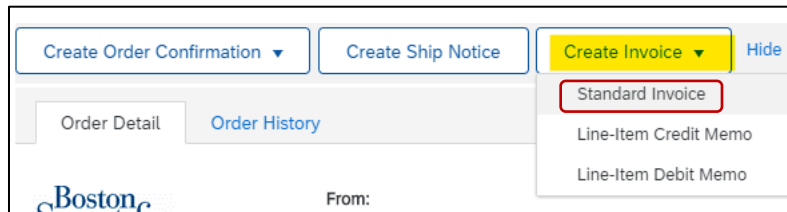
Immediately the system gives the option to create the invoice***

2. On section: *Summary*, please just complete the below fields:
   a. *Invoice #*: You can use alphanumeric characters. This number is for your company internal control. It cannot exceed 16 characters.
   a. *Invoice Date*: It is a prepopulated field with today's date (the day you are creating the invoice in Ariba Network). However, **Ariba Network allows backdating for a maximum of 5 days.**

      i. *Important*: Please make sure to adjust the invoice date according to the invoice created in your ERP (internal) system. This is critical for tax purposes. **Invoices submitted on time with the correct invoice date ensure the timely payment of your invoices.**

3. If tax is required, complete the fields according to your needs. If tax is not required, just click on: *Remove.*

Important: Suppliers from EU should always include tax on the line level; even thought is 0% (Exempt).
Please select "Line Level Tax"

4. Do not change any field on sections: *Shipping* & *Payment Term*

5. Do not change any field on section: *Additional field*s.

6. On section: *Blanket PO Items*

7. Click on the check box of each line item that you want to invoice

8. Select: Create

9. Select the kind of supplies you provide to BSCI.

   a. If you provide materials to BSCI, select: *Goods*.

   b. If you provide services to BSCI, select: *Service*

10. For each line item you have selected, you will be able to change the *Quantity* field in either case for **Goods** or **Services**.

Price: Please do not change the *Unit Price* field, this price is a default field agreed on the contract.

11. **EU Suppliers should include Tax; therefore, please select "Line Item Actions" and then select "Tax"**

12. Please select VAT under "Category" then under Description type "Exempt". On the Rate (%) field please include the % and on the drop down for Exempt Detail select "Exempt".

13. If you have shipping cost, please add it to the corresponding section.

14. Once everything has been completed, please click on "Create"
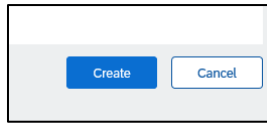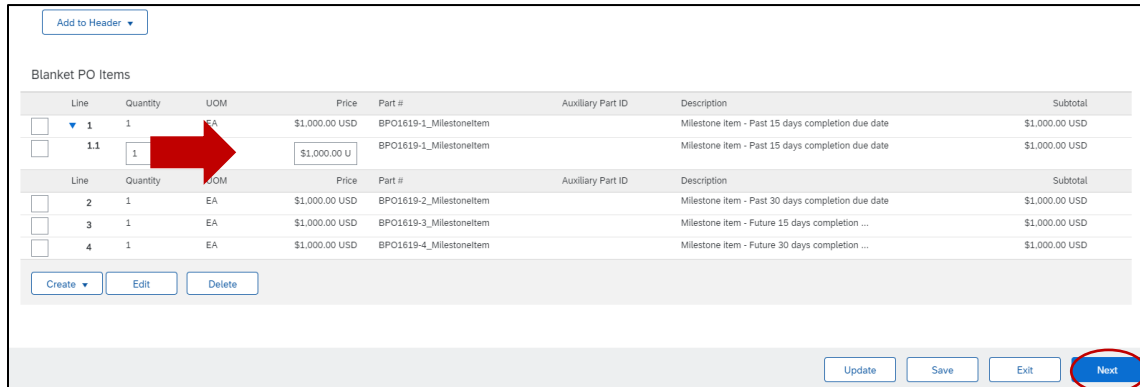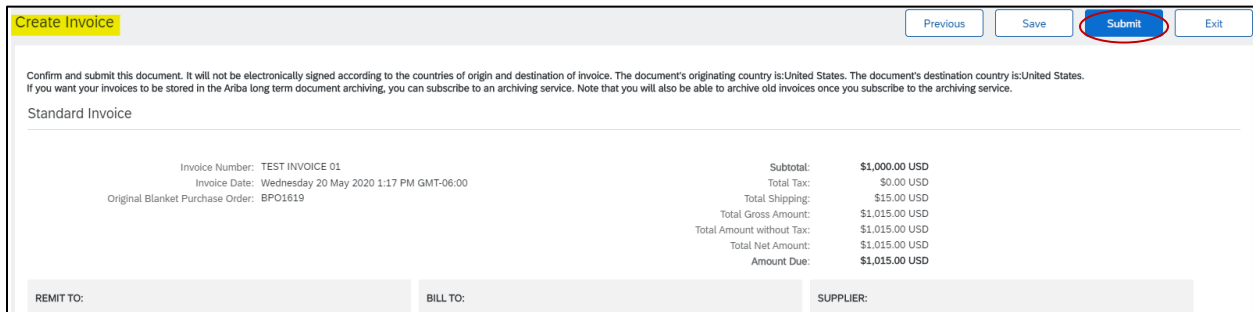

15. Once you have added all the line items you want to invoice, click on *Next.*

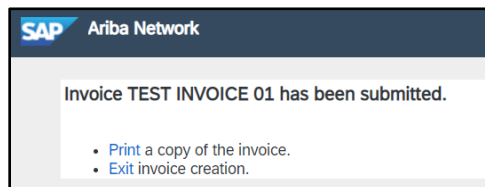   *Remember, DO NOT change the price in this field.*

16. Review the information on the invoice. Check that all fields have been completed successfully.

17. Select: *Submit*

18. Select: *Print*, if you want to have a copy of the invoice, or click on *Exit* to go back to the Homepage

❖ **If you have questions about submitting a BPO invoice, please contact:**

    supplierenablement@bsci.com to obtain help or supplierenablementemea@bsci.com if you are
    a supplier in Europe