Step by step guide

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.
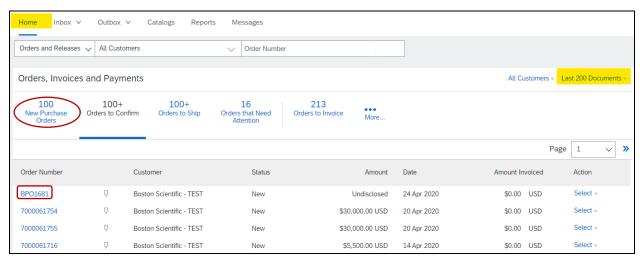
Method PO Flip

1. Login into your Ariba Account

2. On Homepage, go to: *Orders, Invoices and Payments*

3. Select: *Last 200 documents*

4. Select*: New Purchase Orders*

5. Select directly the Order # (BPO) by clicking on the number highlighted in blue in case you have an Ariba Enterprise account. If you have a Standard Ariba account, please go through the Ariba email you have received with the BPO.
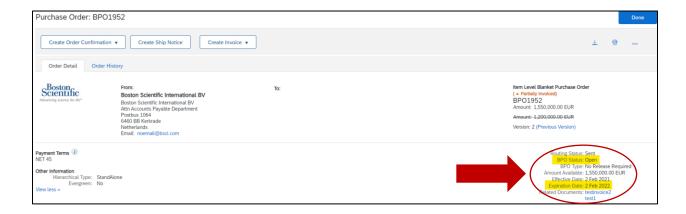

Please remember to verify that you are selecting the latest version of the BPO before submitting your invoice. You can check this on the details included below the BPO number:
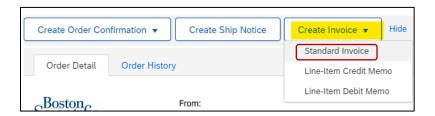

Before submitting an invoice, please check that the Status of the BPO is: "Open". If BPO status is "Inactive" the invoice will be auto rejected by the system.

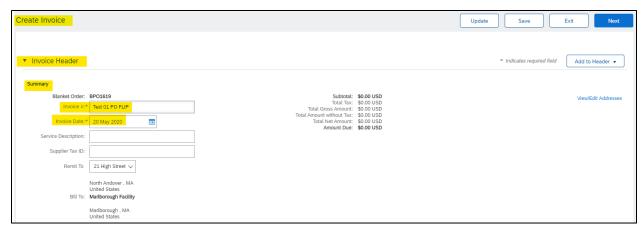**Note: The status "Inactive" will show only if the "Expiration Date" of the contract is past due.**

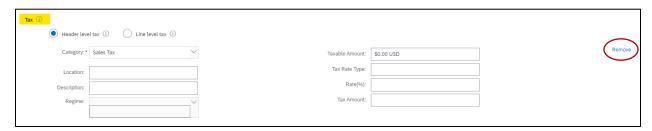6. In section: *Create Invoice*, scroll down the menu and select: *Standard Invoice*

Immediately the system gives the option to create the invoice

7. 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.

   b. *Invoice Date*: It is a prepopulated field. The system it is going to select the date of the day you are creating the invoice in Ariba Network.

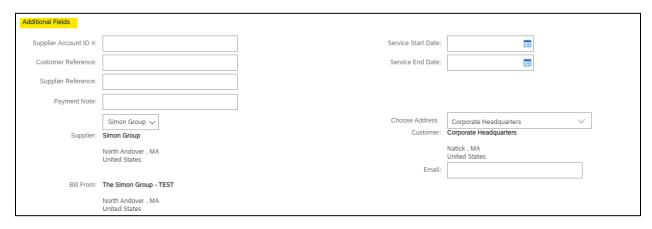8. If tax is required, complete the fields according to your needs. If tax is not required, just click on: *Remove.*

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

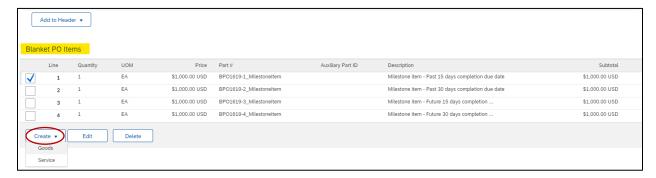9. Do not change any field on sections: *Shipping* & *Payment Term*

10. Do not change any field on section: *Additional fields.*

11. On section: *Blanket PO Items*

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

13. Select: Create

14. Select the kind of supplies you provide to BSCI. If you provide materials to BSCI, select: *Goods*. If you provide services to BSCI, select: *Service*
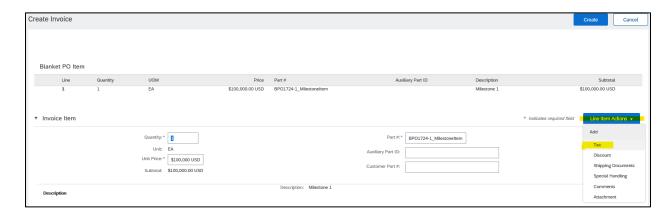

15. For each line item you have selected, you will be able to change the *Quantity* field in either case for **Goods** or **Services**.

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

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

17. The following would show under the line you are invoicing.

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.

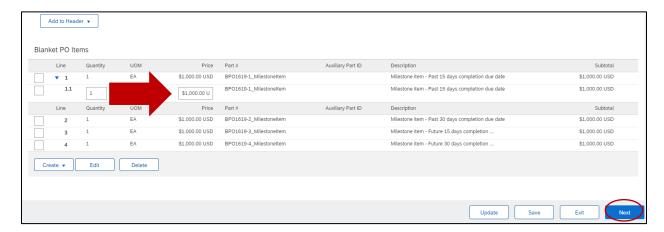18. If you have shipping cost, please add it to the corresponding section.

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

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

Remember, DO NOT change the price in this field.

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

22. Select: *Submit*

23. 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;

supplierenablementemea@bsci.com if you are a supplier in Europe