



# Ariba Blanket Purchase Order (BPO) Invoice Guide

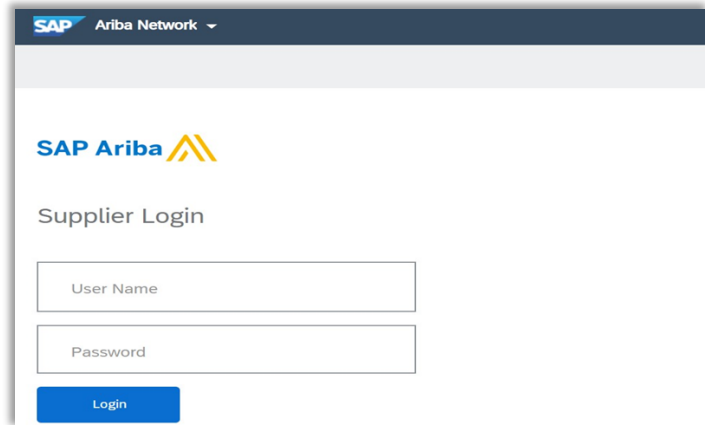
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## How to Locate a BPO

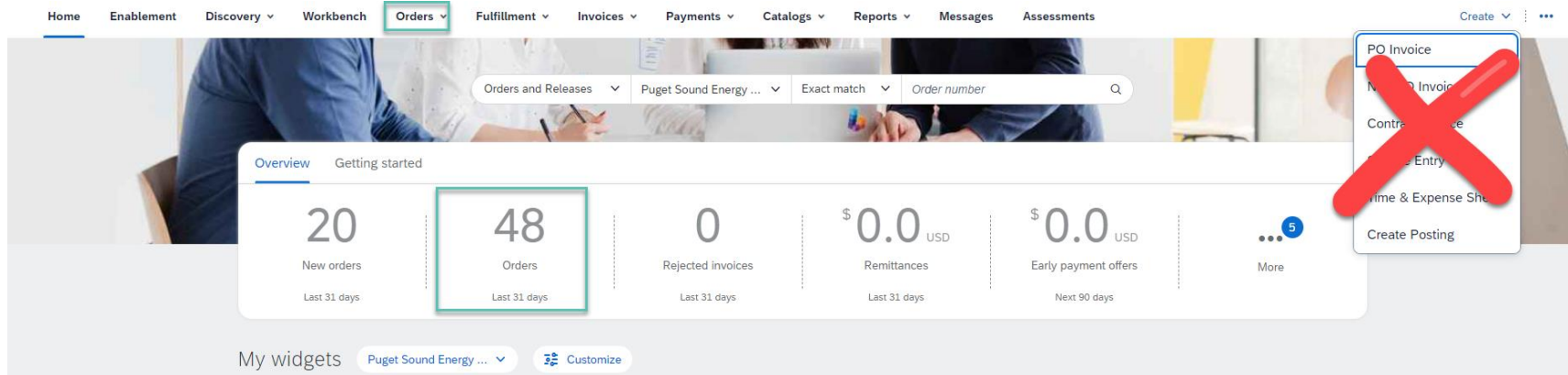
1. Login into your Ariba account: [Click Here \(https://service.ariba.com/Supplier.aw/\)](https://service.ariba.com/Supplier.aw/)

➤ Select **Forgot Username or Password** if you do not know your username or password.



The screenshot shows the SAP Ariba Supplier Login page. At the top, there is a dark blue header with the SAP logo and 'Ariba Network'. Below this is the SAP Ariba logo and the text 'Supplier Login'. There are two input fields: 'User Name' and 'Password'. A blue 'Login' button is positioned below the password field.

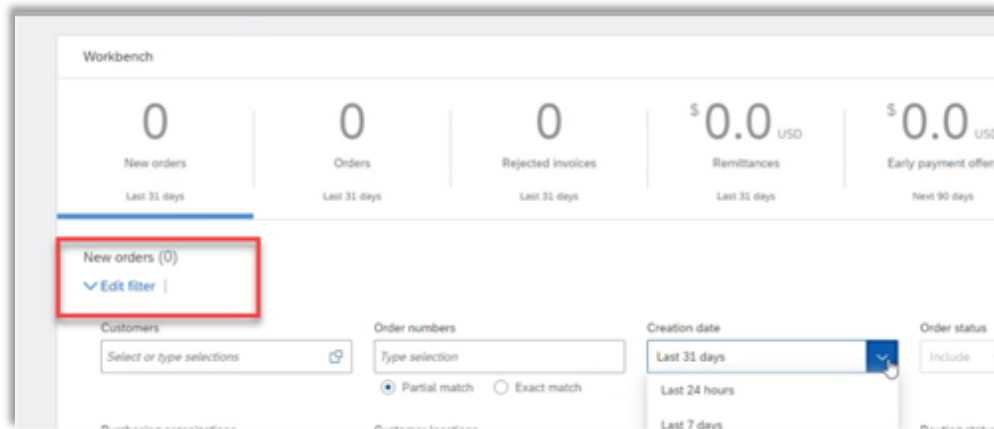
2. Select **Orders**. **DO NOT** click the **Create** dropdown in the upper right.



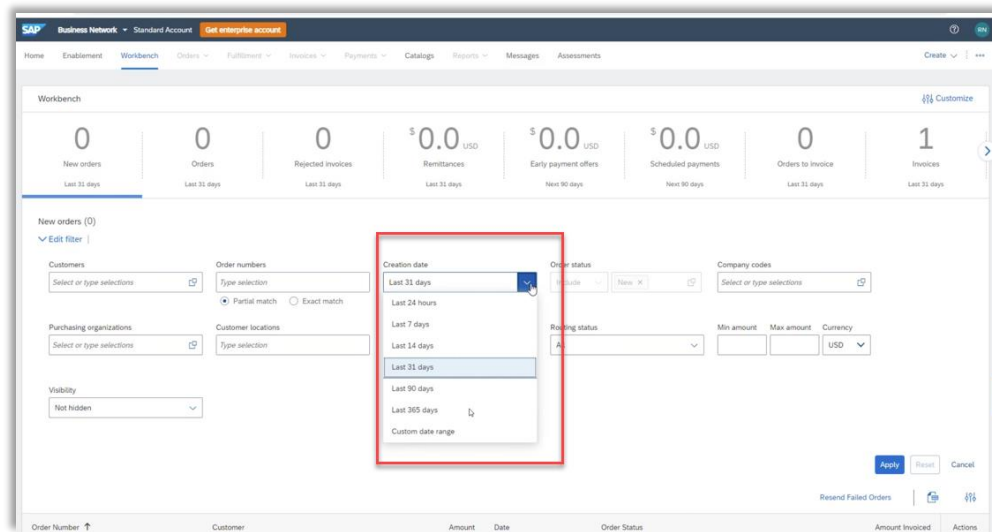
The screenshot shows the SAP Ariba Orders dashboard. The navigation bar at the top includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. The 'Orders' tab is selected and highlighted with a green box. Below the navigation bar is a search bar with 'Orders and Releases', 'Puget Sound Energy ...', 'Exact match', and 'Order number'. The main dashboard area displays several metrics: '20 New orders Last 31 days', '48 Orders Last 31 days' (highlighted with a green box), '0 Rejected invoices Last 31 days', '\$ 0.0 USD Remittances Last 31 days', and '\$ 0.0 USD Early payment offers Next 90 days'. A 'More' button with a notification icon (5) is also visible. On the right side, there is a 'Create' dropdown menu with a red 'X' over it, indicating that it should not be clicked. The dropdown menu options include 'PO Invoice', 'New PO Invoice', 'Contract Release', 'Purchase Entry', 'Time & Expense Sheet', and 'Create Posting'.

➤ If you receive the following Error Message: *Error: Cannot access customer's site. Your buying organization must approve your access to their system before you proceed with this action. Please try again later.*

### 3. Select **Edit filter**.



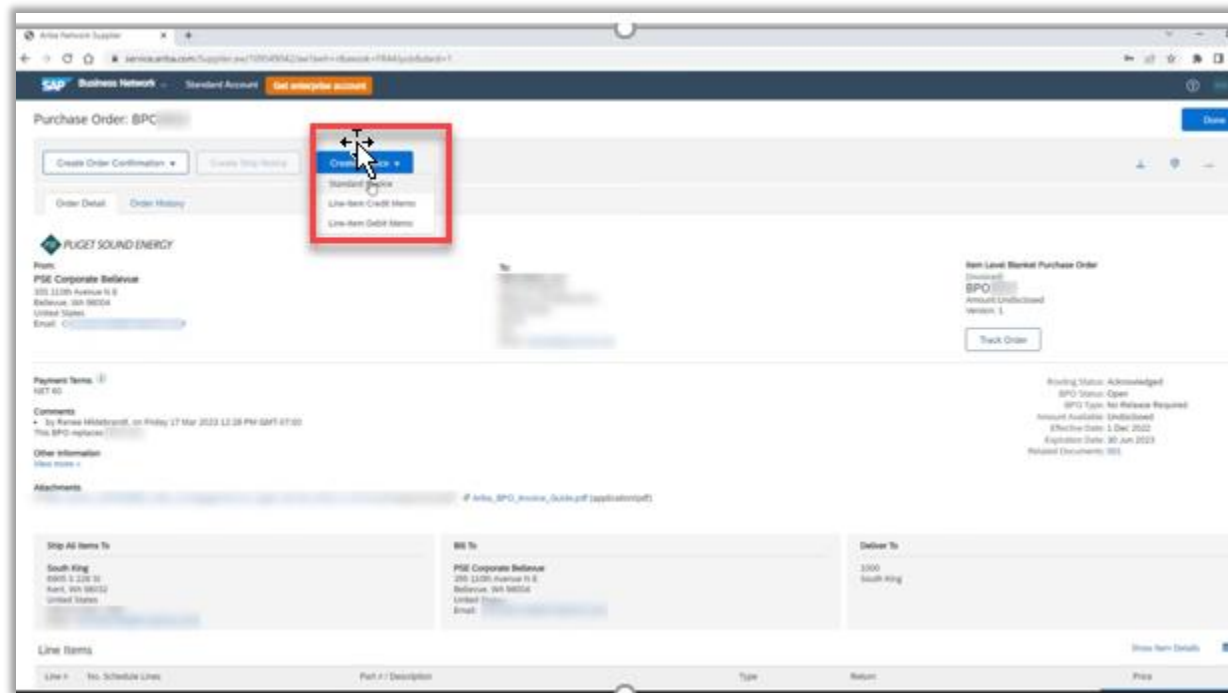
### 4. Select **Creation Date** and change to **Last 365 days**.



- Your BPO should populate. If your BPO does not populate, email [supplierinquiries@pse.com](mailto:supplierinquiries@pse.com).
- **Click** the BPO number to open the agreement and start the Invoice Process.

## How to Invoice Your BPO

5. Select **Create Invoice** at the top of screen and select **Standard Invoice** from drop down.



6. Enter Invoice Number.

- Please note **Subtotal will default to \$0** until you move on to steps #9 – 13.

## 7. Enter Invoice Date.

- This should be the date of the invoice, not today's date.
- Ariba allows you to backdate a maximum of **61 days** from today's date if invoice is past due.

**SAP Business Network** - Standard Account [Get enterprise account](#)

Create Invoice Update Save Exit Next

▼ Invoice Header \* Indicates required field Add to Header ▼

**Summary**

Blanket Order: [Redacted]  
Invoice #: 002  
Invoice Date: 19 Apr 2023  
Supplier Tax ID: [Redacted]  
Remit To: [Redacted]  
Bill To: PSE Corporate Bellevue  
Bellevue, WA  
United States

Subtotal:	\$0.00 USD
Total Tax:	\$0.00 USD
Total Gross Amount:	\$0.00 USD
Total Net Amount:	\$0.00 USD
Amount Due:	\$0.00 USD

[View/Edit Addresses](#)

**Tax**

Header level tax  Line level tax

Category: Sales Tax  
Location: [Redacted]  
Description: [Redacted]  
Regime: [Redacted]

Taxable Amount: \$0.00 USD  
Tax Rate Type: [Redacted]  
Rate(%): [Redacted]  
Tax Amount: [Redacted]

[Remove](#)

## How to Add Sales Tax and Service Dates

### 8. Sales Tax (Always on the header level).

- **Required: Rate (%)**
  - If non-taxable, enter 0 for *Tax Amount* and *Rate (%)*.
  - **Invoice will be auto-rejected if rate is blank.**
- Tax amount will be automatically calculated when the rate is entered.
  - Tax amount can be adjusted only if rate is entered.

### 9. Required: Service Start Date and Service End Date.

**Tax** ⓘ

Header level tax ⓘ  Line level tax ⓘ

Category: Sales Tax

Location:

Description:

Regime:

Removable: Remove

Taxable Amount: \$660,000.00 USD

Tax Rate Type:

Rate(%):

Tax Amount: 0

---

**Shipping**

Header level shipping ⓘ  Line level shipping ⓘ

Ship From: Puget Sound Energy Supplier Account 4 - TEST  
Bellevue, WA  
United States

Ship To: South King  
Kent, WA  
United States

Deliver To: PDR  
South King

View/Edit Feedback

**Additional Fields**

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: CONSOLIDATED ELECTRICAL

Customer: PSE Corporate Bellevue  
Bellevue, WA  
United States

Bill From: Puget Sound Energy Supplier Account 4 - TEST  
Bellevue, WA  
United States

Service Start Date:

Service End Date:

Email:

taxExchangeCode:

View/Edit Address Feedback

Add to Header ▾

10. Check the box to the left of the line you want to invoice.
  - If invoicing multiple lines, select one box at a time.
11. **Create** in bottom left.
12. Select **Service** for service, **Goods** for Materials/Hardware from the drop down.
13. **Next.**

Bill From: [Redacted]  
Bellevue, WA  
United States

View/Edit Addresses

**\*Attachments**  
The total size of all attachments cannot exceed 100MB

Remove

Choose File No file chosen Add Attachment

Name	Size (bytes)	Content Type
<input type="checkbox"/> [Redacted]	12486	application/vnd.openxmlformats-officedocument.wordprocessingml.document

Delete

taxExchangeCode: [Text Box]

Add to Header

**Blanket PO Items**

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input type="checkbox"/> 1	Undisclosed	EA	[Redacted]	[Redacted]		Monthly Fee	Undisclosed
<input type="checkbox"/> 2	Undisclosed	EA	[Redacted]	[Redacted]		Expenses	Undisclosed

Create Edit Delete

Update Save Exit Next

14. Enter Quantity but leave unit price “as-is” unless it’s an expense line.

- If it is a Costs & Expenses line: enter \$1 for the Unit Price and enter invoice subtotal for the Quantity.

Blanket PO Item

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
1	Undisclosed	EA				Monthly Fee	Undisclosed

Invoice Item

Quantity: 1  
Unit Price: [redacted]  
Subtotal: [redacted]  
Customer Part #: [redacted]

Unit: EA  
Part #: Monthly Fee

Service Start Date: 1 Apr 2023  
Service End Date: 1 Apr 2023

Additional Fields: servicePerformedCode: [redacted]

Accounting Reference: Reference ID: [redacted]

15. Repeat steps #9-13 if you have additional lines to invoice.



## How to Add Attachments

1. Required: Click **Add to Header** drop down and select **Attachment** to attach PDF Copy of Invoice.
  - **Attachment** section will be added near the bottom of the screen above PO line items.
  - Upload your file by clicking **Choose File**.
  - Select file from computer.
  - Click Add Attachment – make sure to click on “add attachment” after you have chosen your file.
  - **NOTE:** Ariba will not allow special characters in an attachment. Numbers and letters only.

Create Invoice

Update Save Exit Next

▼ Invoice Header

\* Indicates required field

Add to Header ▼

Tax

Shipping Cost

Shipping Documents

Special Handling

Additional Reference Documents and Dates

Comment

Attachment

Feedback

Summary

Purchase Order: 4300003988

Invoice #: XXXXX

Invoice Date: 9 Sep 2020

Service Description:

Supplier Tax ID:

Remit To: 10995 NE 4TH Street

Subtotal: \$660,000.00 USD

Total Tax: \$0.00 USD

Total Gross Amount: \$660,000.00 USD

Total Net Amount: \$660,000.00 USD

Amount Due: \$660,000.00 USD

service.ariba.com/Supplier.asp?ID=9549042/aw?awh=r&awok=FR44lyub#50

Supplier Account ID:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier:

Service Start Date:

Service End Date:

Customer: Pugit Sound Energy

Bellevue, WA  
United States

Email:

View/Edit Addresses

View/Edit Addresses

Remove

Bill From: REN Advisor, LLC

Bellevue, WA  
United States

\*Attachments

The total size of all attachments cannot exceed 100MB

Choose File No file chosen Add Attachment

taxExchangeCode:

Add to Header ▼

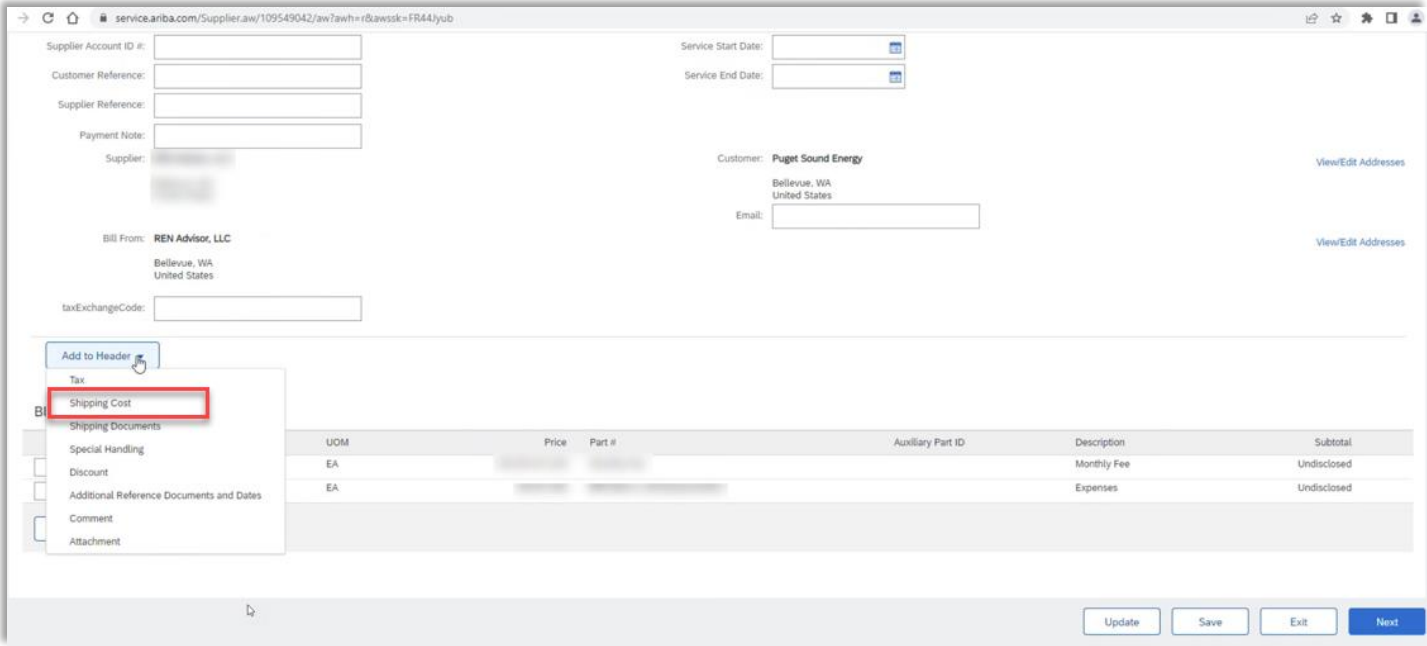
Blanket PO Items

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
1	Undisclosed	EA				Monthly Fee	Undisclosed
2	Undisclosed	EA				Expenses	Undisclosed

Create Edit Delete

# How to Add Shipping Cost

## 1. If applicable, select **Shipping Cost** on Header Level.



2. Click **Save** and **Next** when you have selected all lines to invoice and attached a PDF copy of the invoice.
3. Review invoice details and **Submit**.

SAP Business Network - Standard Account - Get enterprise account

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States.  
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number:		Subtotal:	\$5,000.00 USD
Invoice Date:		Total Tax:	\$0.00 USD
Original Blanket Purchase Order:		Total Gross Amount:	\$5,000.00 USD
		Total Net Amount:	\$5,000.00 USD
		Amount Due:	\$5,000.00 USD

**REMIT TO:**

**BILL TO:**  
PSE Corporate Bellevue  
Postal Address (Default):  
355 110th Avenue N E  
Bellevue, WA 98004  
United States  
Address ID: D044

**SUPPLIER:**

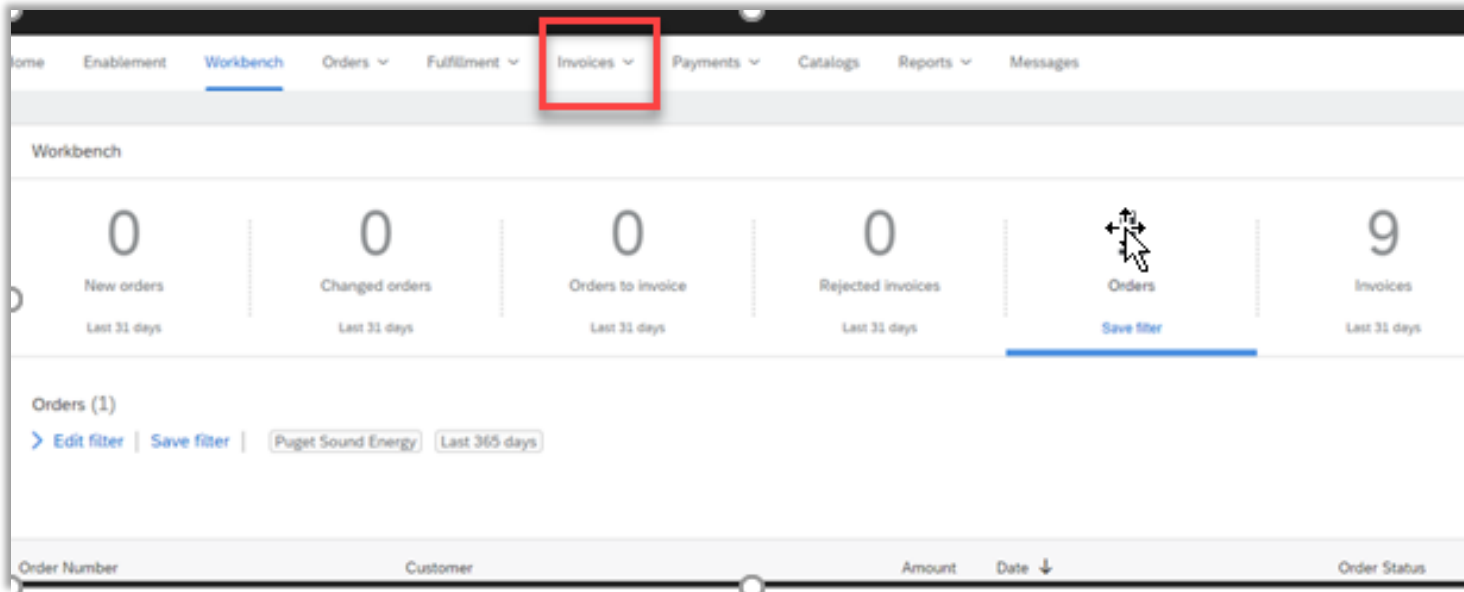
**BILL FROM:**

**CUSTOMER:**  
Puget Sound Energy  
Postal Address:  
10885 N.E. 4th Street  
Bellevue, WA 98004  
United States

SHIPPING INFORMATION:

## How to Check the Status of an Invoice

1. Select the **Invoices Tab** and search for your invoice number.



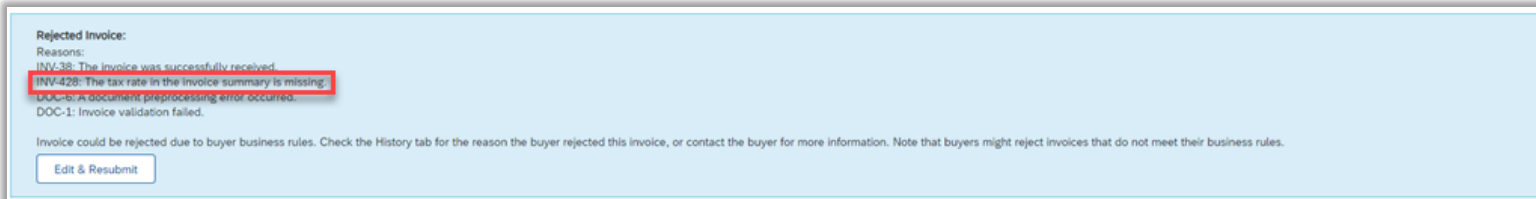
- If your invoice was rejected, you will receive an Ariba Notification.
  - **DO NOT** Edit and Resubmit the same rejected invoice.
  - Create a new invoice with the same number and a suffix “A” at the end.
    - Example: 1234A
  - **Exception:** If invoice was rejected because the invoice date was **before** PO creation date, you can edit and resubmit the same invoice with a new date on or after the PO creation date.
- To view more information about the invoice click the invoice number to open it and view more information.
- If you have questions about why the invoice was rejected please email [supplierinquiries@pse.com](mailto:supplierinquiries@pse.com) with as much detail as possible such as your BPO number, the invoice number, and a copy of the invoice.

## Common Invoice Statuses

<b>Status</b>	<b>Definition</b>
Submitted	The invoice or credit memo has successfully uploaded to Ariba.
Pending Approval	The supplier has submitted the invoice or credit memo to PSE and it is being reviewed by the appropriate departments.
Approved	PSE has approved the invoice or credit memo. It will get paid based on the payment terms outlined in the contract.
Paid	The invoice or credit memo has been paid.
Rejected	Either PSE has rejected the invoice, or Ariba has auto rejected it. Please refer to the invoice history tab on the Ariba supplier portal to determine the reason for rejection. See next page for more info on common rejection reason.

## Rejected Invoice Reasons

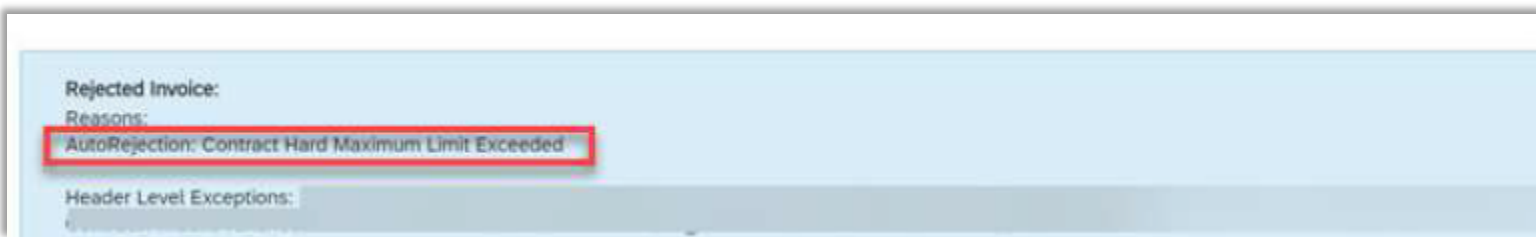
1. If you receive the rejection reason **The tax rate in the invoice summary is missing**, create and submit a new invoice, being sure to include tax information ([step 8](#)). Do not click Edit and Resubmit.



2. If you receive the rejection reason **This customer requires header-level start and end dates**, create and submit a new invoice being sure to include this information ([step 9](#)). Do not click Edit and Resubmit.

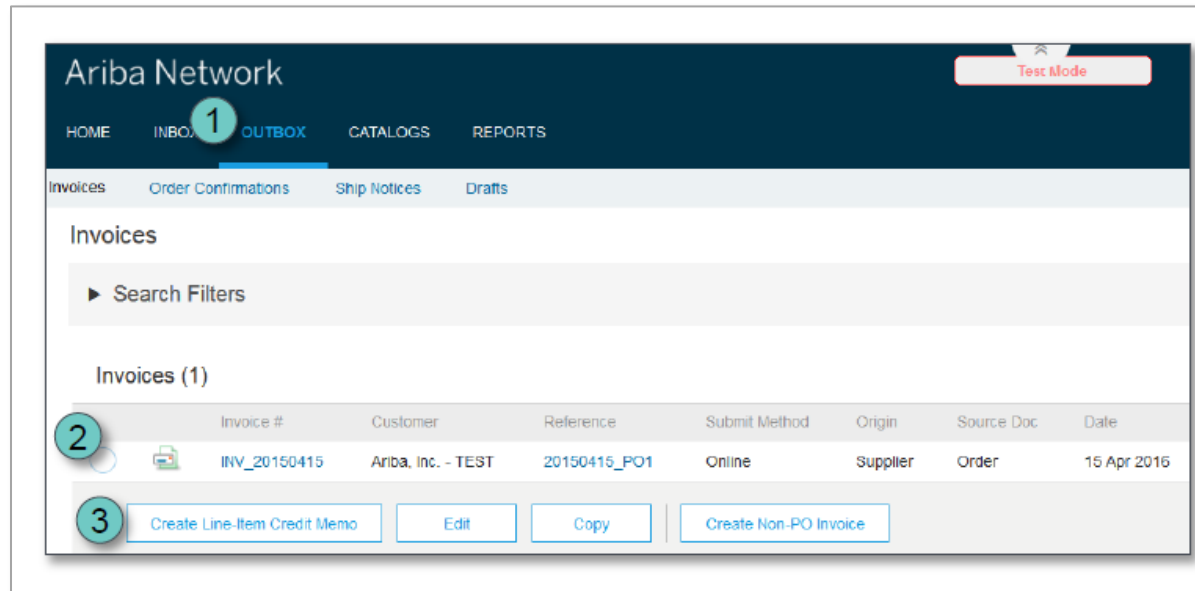


3. If you receive the rejection reason **Contract Hard Maximum Limit Exceeded**, please contact [supplierinquiries@pse.com](mailto:supplierinquiries@pse.com). This means your invoice exceeds the amount available against your BPO and will need a change order.



## How to Submit a Credit Memo

1. **Select the Outbox Tab.**
2. **Select** your previously created invoice.
3. Click the button the Invoice for **Create Line-Item Credit Memo.**
  - Please submit credit memo for the full invoice price.



- Include a note in the comment section to expedite the approval process:

Comment:

Reason for Credit Memo: