

BlackRock®

Submitting Invoices & Checking Payment Status

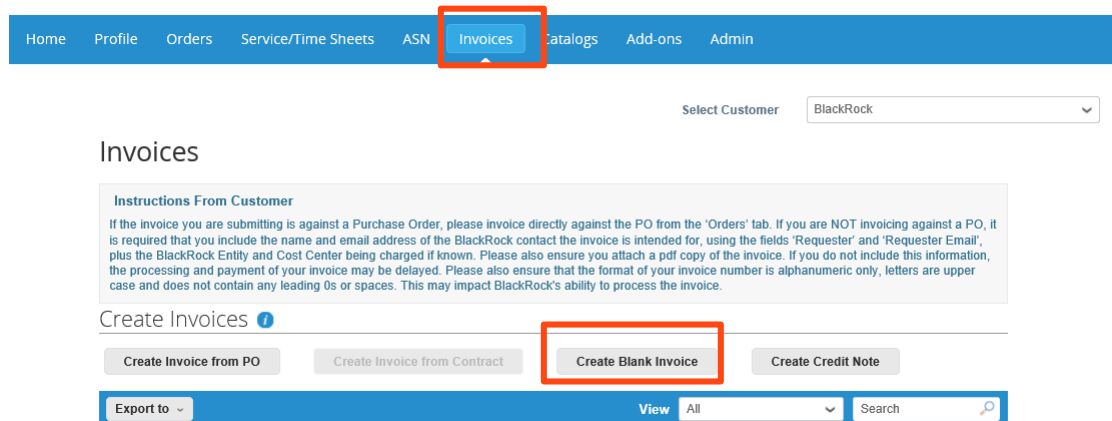
Submitting Invoices & Checking Payment Status

Invoicing against Purchase Orders (POs) and checking payment status are made easy through Coupa. If there is no Purchase Order with your firm yet, please submit your invoice by following the subsequent instructions.

To submit an invoice (without a PO):

1. Click on the Invoices tab and then on 'Create Blank Invoice'

Update all required fields, as shown in the next pages



- ✓ **If you are submitting monthly/quarterly invoices to BlackRock, talk to your business contact about him/her setting up a Purchase Order (PO) to allow for more efficient billing.**

Submitting Invoices & Checking Payment Status (CONT.)

General Info

2 *Invoice #

3 *Invoice Date

Payment Term NET 30

4 *Currency

Status Draft

5 Image Scan Browse...

Supplier Note

6

7 Attachments Add [File](#) | [URL](#) | [Text](#)

From

*Supplier

Supplier Tax ID None

*Invoice From Address Supplier Training TEST Supplier
TEST Address
NYC, 10022
United States

*Remit-To Address Supplier Training TEST Supplier
TEST Address
NYC, 10022
United States

*Ship From Address Supplier Training TEST Supplier
TEST Address
NYC, 10022
United States

To

Customer BlackRock

8 *Requester Email

*Requester Name

Payment Reference

Please ensure this field only contains alphanumeric characters. do not include #, @, &, etc as this can impact our ability to process the invoice.

Customer Reference

Please ensure this field only contains alphanumeric characters. do not include #, @, &, etc as this can impact our ability to process the invoice.

BlackRock/eFront Entity

9 Please enter the BlackRock Entity being charged if known. If eFront related please enter EFRONT

BlackRock Cost Center

Please enter the BlackRock Cost Center being charged if known.

These will be populated if you have setup your legal entity (see Registration slides for details)

- Enter the **Invoice #**
 - Avoid special characters e.g. '#', '.', '!', 'ä', 'ü' or 'ß'
 - Avoid '0' as the first number e.g. invoice # 01567 should be entered as 1567
 - Avoid low case letters. E.g. 35inv19 should be entered as 35INV19
 - Avoid 'spaces' or blanks
- Enter the **Invoice Date**.
 - The Date *must* match the date on the invoice.
- Update the **Currency**
- Add an **Image Scan**
- Add a Note to the BlackRock contact , if useful
- Attach** the invoice document. Accepted formats include PNG, GIF, JPG, JPEG, PJPEG, TIFF, or PDF.
- Enter the email and name of your **Blackrock contact**. i.e. the requestor of the services or goods
- If known, enter the **Cost Center** and **Entity**; this will speed up processing time.

Submitting Invoices & Checking Payment Status (CONT.)

10

Lines □ Line Level Taxation

Type	Description	Qty	UOM	Price	
Qty		1.000	Bag	0.00	0.00
Amt					

PO Line: None Contract: Supplier Part Number:

[Add Tag](#)

11 [+ Add Line](#)

12

Totals & Taxes

Lines Net Total	0.00
Shipping	<input type="text"/>
Handling	<input type="text"/>
Misc	<input type="text"/>
Tax	<input type="text"/> % <input type="text"/> 0.000
Total Tax	0.00
Net Total	0.00
Total	0.00

13 **14**

More resources can be found on the [Coupa website](#).

10. Select the type of cost; Quantity (Qty) or Amount (Amt) and update the Price to match the invoice amount
 11. Add Invoice Lines, as applicable.
 12. Add Shipping, Handling and Tax as applicable.
 13. Click on Calculate and ensure the total matches the invoice total
 14. Click on Submit.
- The invoice will now be in 'Pending Approval' status until all approvals have been received from the BlackRock stakeholders.

What do the different invoice statuses mean?

- **Draft:** the invoice has not yet been submitted to BlackRock and can still be edited or deleted by the Supplier
- **Pending Approval:** the invoice was submitted to BlackRock and is pending BlackRock approval
- **Approved:** The invoice is fully approved and payment will be issued in the next payment run
- **Disputed:** The invoice was disputed by BlackRock due to an issue with the attachment or the data provided (see comments for details). Supplier will need to re-submit the invoice.
- **Void:** The invoice has been canceled by BlackRock, e.g. due to it being a duplicate