

BlackRock

The Contract & Purchase Order Process

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Viewing Contracts & Purchase Orders with BlackRock

If chosen as a BlackRock supplier, **you will go through 8 steps to become an approved vendor: Onboarding, Financial, Risk & Operational Diligence, Contract Negotiations & Reviews, Internal Approvals, Contract Signatures, Purchase Order, Invoicing and Payment.**

After you've registered with the [Coupa Supplier Portal](#), you'll be able to view contracts and purchase orders with BlackRock. **BlackRock has a No Purchase Order, No Payment policy** (known as No-PO, No-Pay) for most goods & services which will no longer allow non-compliant invoicing, ensuring financial commitments are recorded and approved in advance of securing goods and services. *Some exceptions apply.*

What does this mean for you, as a BlackRock supplier?

Referencing a purchase order is mandatory when invoicing Blackrock. If you do not have one, please reach out to your Blackrock contact and request a purchase order number. Ensure you have received a PO from BlackRock before providing any goods or services. Without a PO, you are taking the risk that you may not be paid for goods or services provided or risk significant delays in payment.

Please submit your invoices in the Coupa Supplier Portal against the purchase order as per the instructions below. If you are still not connected to us in Coupa and you need an invitation to register and connect, please reach out to SupplierMaintenance@BlackRock.com.

This policy has clear benefits for both BlackRock and our suppliers. The pre-approval gives the supplier an assurance that the order has been approved before it reaches you. It also ensures prompt payment to our suppliers.

Viewing Contracts & Purchase Orders with BlackRock (cont.)

If BlackRock has issued any Purchase Orders to your company, you can view them by clicking on the **Orders** tab.

To view the details of a specific purchase order:

1. Click on the Purchase Order number in blue.

If the price on the PO incorrect, contact the

BlackRock employee

you're working with directly. Contracts will be attached to the PO, where applicable.

In order to submit invoices, click on the PO number see steps 2-12 on next pages.

The screenshot shows the Coupa Supplier Portal interface. The 'Orders' tab is highlighted in the top navigation bar. Below the navigation bar, there is a 'Select Customer' dropdown menu with 'BlackRock' selected. The main content area is titled 'Purchase Orders' and contains an 'Instructions From Customer' section. Below the instructions, there is a button that says 'Click the [icon] Action to Invoice from a Purchase Order'. At the bottom, there is a table of Purchase Orders with columns for PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, and Actions. The PO Number column is highlighted in blue, and the Total column is highlighted in red.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
6181	4/01/19	Issued	None	Translation	No	2,935.20 SEK	[icon]
6164	4/01/19	Issued	None	Translation	No	9,948.00 SEK	[icon]
5322	3/04/19	Issued	None	PE ELTIF deck translation	No	4,149.10 EUR	[icon]
4259	1/24/19	Issued	None	Translation	No	2,000.00 USD	[icon]
2915	1/27/18	Issued	None	Translation Services for Q4 Translation Services for Q4	No	100,000.00 USD	[icon]

⚠ If you can't find the purchase order, reach out to SourcingandVendorManagement@BlackRock.com

Submitting Invoices to BlackRock Purchase Orders

Create Invoice Create

General Info

2 * Invoice #

3 * Invoice Date

Payment Term NET 45

4 * Currency

Status Draft

5 Image Scan

6 Supplier Note

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

From

* Supplier COUPA TEST

* Invoice From Address No address selected

* Remit-To Address No address selected

* Ship From Address No address selected

To

Customer BlackRock

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 Entity
Please enter the BlackRock Entity being charged if known.

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)

2. Enter the **Invoice #**
 - Avoid special characters such as '#', '.', '!', "ä", "ü" or "ß"
 - Avoid '0' as the first number e.g. invoice # 01567 should be entered as 1567
 - Avoid low case letters. Example 35inv19 should be entered as 35INV19
 - Avoid 'spaces' or blanks
3. Enter the **Invoice Date**.
 - The Date *must* match the date on the invoice.
4. Update the **Currency**
5. Add an **Image Scan**
6. Add a Note to the BlackRock contact , if useful
7. **Attach** the invoice document. Accepted formats include PNG, GIF, JPG, JPEG, PJPEG, TIFF, or PDF.

Take all these steps to avoid any delays.

Submitting Invoices to BlackRock Purchase Orders (cont.)

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Lines Line Level Taxation

Type	Description	Price
	TEST DO NOT PROI	56,000.00

8

PO Line: 9815-1 Contract: Supplier Part Number:

[Add Tag](#)

[+ Add Line](#)

Totals & Taxes

Lines Net Total	56,000.00
Shipping	<input type="text"/>
Handling	<input type="text"/>
Misc	<input type="text"/>
Tax	<input type="button" value="v"/> 0.000 % 0.000
Total Tax	0.00
Net Total	56,000.00
Total	56,000.00

9

10 11

8. Update the **Description**, if applicable
 - If it is a part-invoice, update the description to make it clear what part the invoice covers
9. Update **Invoice Amount**.
 - Should match the amount on the invoice you have attached.
10. Add Shipping, Handling and **Tax** as applicable.
11. Click on **Calculate** and ensure the total matches the invoice total
12. Click on **Submit**.
 - The invoice will now be in 'Pending Approval' status until all approvals have been received from the BlackRock stakeholders.
 - POs are open for invoices until the approved amount is exceeded. Please contact your BlackRock business contact if an extension or a new PO is required.

More resources can be found on BlackRock for Suppliers (click on back button) or go directly on the [Coupa website](#).