## **BlackRock**

# The Contract & Purchase Order Process

### 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 <u>Coupa Supplier Portal</u>, 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 <a href="maintenance@BlackRock.com">SupplierMaintenance@BlackRock.com</a>.

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.)

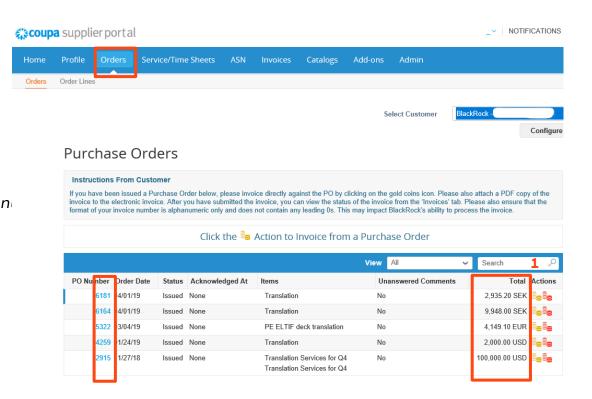
If BlackRock has issued any Purchase Orders to your company, you can view them by clicking on the Orders tab.

To view the details of a specific purchase order:

Click on the Purchase

Order number in blue.1

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 nessee steps 2-12 on next pages.



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

### **Submitting Invoices to BlackRock Purchase Orders**

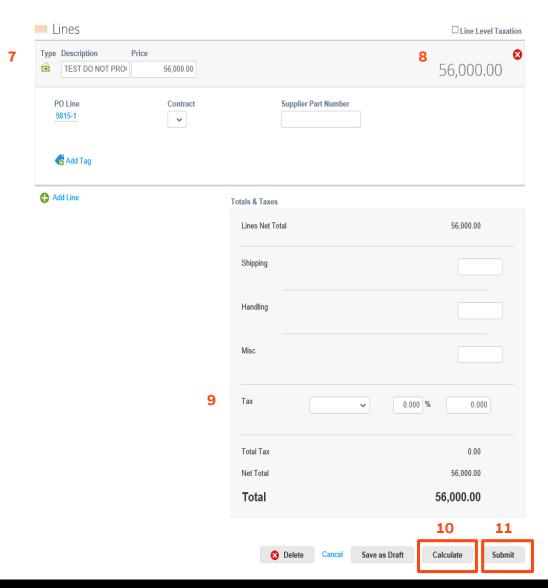
#### Create Invoice Create General Info From \* Invoice # \* Supplier COUPA TEST These will be \*Invoice From Address No address selected \*Invoice Date 08/21/19 populated if you have setup your \* Remit-To Address No address selected Payment Term NET 45 legal entity (see Registration \*Currency USD \* Ship From Address No address selected slides for details) То Status Draft Image Scan Browse.. Customer BlackRock Payment Reference Supplier Note Please ensure this field only contains alphanumeric characters. do not include #, @, &, etc as this can impact our ability to process the Customer Reference Attachments Add File | URL | Text Please ensure this field only contains alphanumeric characters, do not include #. @. &. etc as this can impact our ability to process the Not required for PO BlackRock Entity backed invoices Please enter the BlackRock Entity being charged if Not required for PO BlackRock Cost Center backed invoices Please enter the BlackRock Cost Center being

- 2. Enter the Invoice #
  - Avoid special characters such as '#', '.', "!",
     "ä". "ü" or "ß"
  - Avoid 'O' 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
- Enter the Invoice Date.
  - The Date must match the date on the invoice.
- 4. Update the Currency
- 5. Add an Image Scan
- 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.

charged if known.

#### Submitting Invoices to BlackRock Purchase Orders (cont.)



- 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.