

Source-to-Pay Oracle Cloud: Vendor Go-Live Kit

Black & Veatch launch its Source-to-Pay system in Oracle Cloud on 10 July 2020. Our new, state-of-the-art system will help ensure your experience working with Black & Veatch is streamlined and productive.

This Go-Live Kit for vendors contains resources, contacts and support information to help you get a successful start in Oracle Cloud.



Kit Contents

- Logging In 3
- Qualification Response 4
- Viewing PO Status 5
- Vendor Invoice Submission 6
- Viewing Invoice Status 7
- Support 8

Login Information

Download the [Login Job Aid](#) for help with logging in for the first time and resetting your password.

Qualification Information

Received a notification to respond to a qualification initiative?

- Download the [Vendor Qualification job aid](#)

Viewing Purchase Order (PO) Status

Need to check the status of your PO?

- Download the [View PO Status job aid](#)

Invoice Submission

- Invoices should be submitted to AP@bv.com. BVCI suppliers/subcontractors will continue to submit to AP@BVCI.com.
- **Do** send just an invoice with a PO number or project number to ap@bv.com. Multiple **invoice attachments (with ONE invoice per attachment)** can be submitted in one email, but non-invoice attachments should not be included.
- **Don't** include bar codes, purchase orders, lien releases or W-9s with the invoice or as separate attachments. This information can impact the OCR process or slow down the review by creating duplicate invoice records.
- When submitting invoices to the AP@bv.com or AP@BVCI.com mailboxes, ensure the word 'Purchase Order' or 'PO' is on your invoice along with the PO number so your invoice is clearly identified for automatic system assignment. Also, include any other contractual requirements that have been provided by Black & Veatch.
- Please ensure any applicable backup documentation is included in the single PDF attachment.
- Oracle OCR does not accept emails larger than 10MB, inclusive of all invoices attached. If the invoice email is larger than 10MB, please contact us at bvapinquiry@bv.com.
- Do not hand-write invoices or invoice numbers.

Additional considerations:

- When invoicing, the business name on your invoice needs to match the purchase order (PO).
- A current W-9 needs to be on file with us as we follow IRS reporting requirements.
- For general invoicing questions, please email bvapinquiry@bv.com. The AP@bv.com mailbox is not monitored for questions.
 - Download the [Invoice Submission job aid](#)

Viewing Invoice Status

Need to check the status of your invoice?

- Download the [View Invoice Status job aid](#)

Support

Need support on issues/questions not answered in this guide and linked materials?

- Email BVAPInquiry@bv.com for Accounts Payable questions or contact your Black & Veatch representative for Procurement questions.