Contents

Tax and legal considerations for invoices created in SAP Business Network (Ariba Network)

- Suppliers enabled in Ariba Network must submit PO-based invoices[1] through Ariba Network. Non-PO invoices[2] are not transacted through Ariba Network.
- If PO-based invoices are not sent to Boston Scientific through Ariba Network, they will be rejected.
- **Invoices generated in SAP Business Network are considered to be electronic invoices according to VAT legislation**. Any document attached to the invoice created in Ariba Network is just for reference.
- When creating the invoice in Ariba Network please make sure to use the same date as the invoice generated in your ERP (internal) system. **Ariba Network just allows to backdate 5 days**; therefore, we encourage our suppliers to use this timeframe to create the invoices.
  - o If the invoice created in Ariba Network does not match with the date of the invoice generated in your ERP (internal) system, you will need to make the correction of the VAT reporting.
- Please visit the following site for more information: [Terms of use of SAP Business Network](#)

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[1] Invoices associated to PO's starting with number "7" and 10 digits in total.
[2] When a PO is not issued to your company, please make sure to include a **Boston Scientific Contact Person** in the invoice and submit the invoice to the corresponding ingestion email.
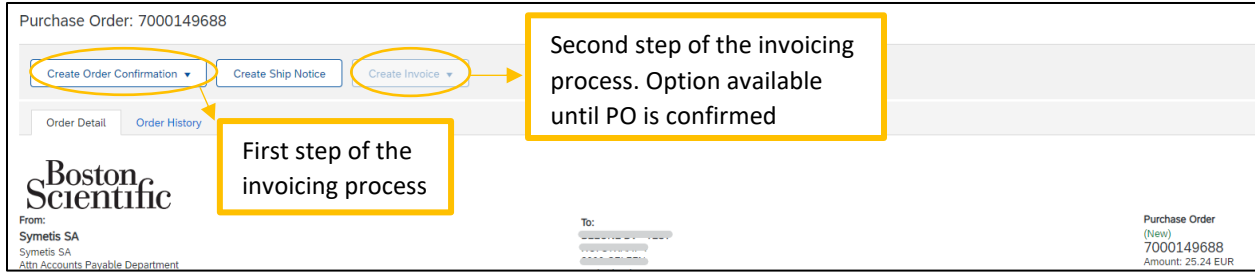
How to find POs in my Ariba Network account?

Please log into supplier.ariba.com with your username and password, then go to "Workbench" and click on "Orders". You will be prompted to a new page and need to click on "Edit filter" and then select "Last 365 days". Please click on the "Apply" button to finish the search.
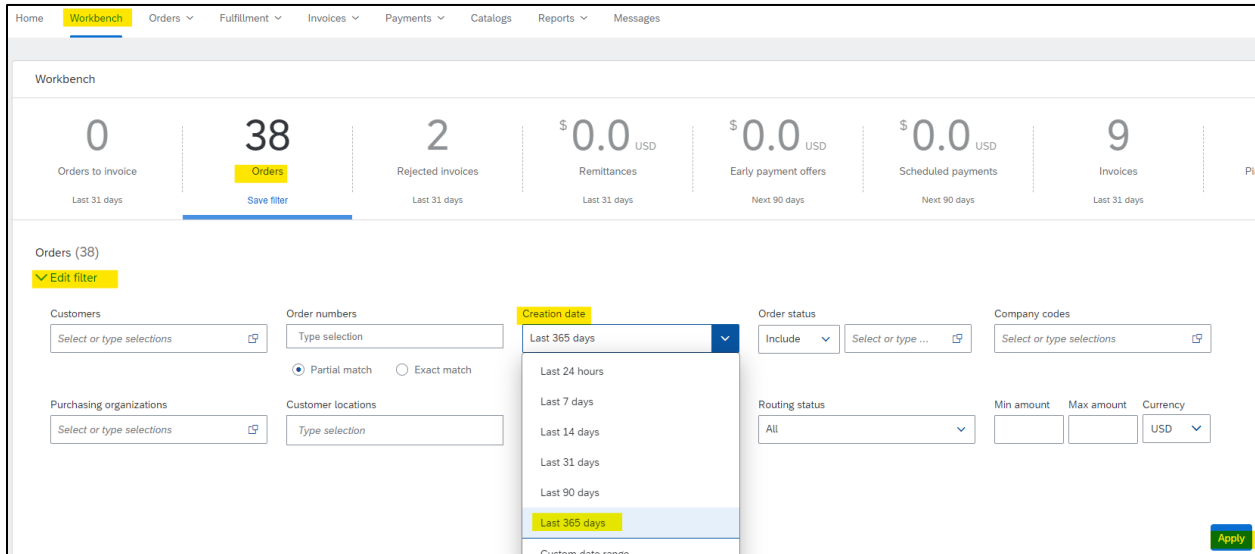
Once you have identified the PO number you want to invoice, click on the PO hyperlink and you will be prompted to either Confirm the latest version of your PO (If PO has not been confirmed yet) or to Create an Invoice (Once the PO has been confirmed).

Invoicing Process:

I.   Confirm a purchase order (PO)

1.   In section: *Create Order Confirmation*, scroll down the menu and select: *Confirm Entire Order*. Please make sure that you are confirming the latest version of the PO.
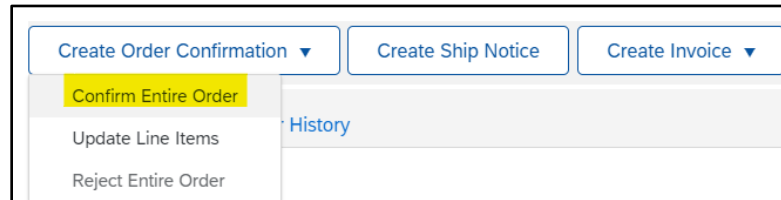
2.   In section: *Order Confirmation Header*, just complete the below fields:

a.   *Confirmation #*: You can use any alphanumeric character. Cannot exceed 16 characters.

b.   *Est. Delivery Date*: It is an estimated date. If the estimated delivery date does not end to be the same as you selected, do not worry, it is not going to affect payment.

3.   Do not complete any other field on section: *Line items*.

4.   Click on *Next*

5. Check that all the information in the line items is correct and click on *Submit*
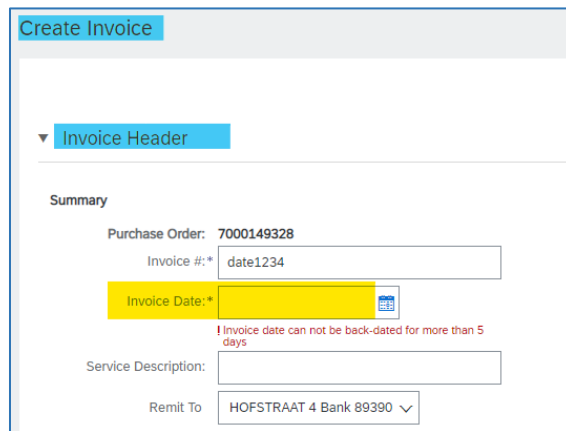

II. Create an invoice

6. In section: *Create Invoice*, scroll down the menu and select: *Standard Invoice*

Immediately the system gives the option to create the invoice

7. On section*: Summary*, please just complete the below fields:

   a. *Invoice #*: You can use alphanumeric characters. This number is the same as the invoice number generated in your ERP (internal) system. It cannot exceed 16 characters.

   b. *Invoice Date*: It is a prepopulated field with today's date (the day you are creating the invoice in Ariba Network). However, **Ariba Network allows to backdate for a maximum of 5 days.**

      i. ***Important***: Please make sure to adjust the invoice date according to the invoice created in your ERP (internal) system. This is critical for taxing purposes. **Invoices submitted on time with correct invoice date ensures the timely payment of your invoices.**

Create Invoice

▼ Invoice Header

Summary

Purchase Order:	7000149328
Invoice #:*	date1234
Invoice Date:*	📅
	! Invoice date can not be back-dated for more than 5 days
Service Description:	
Remit To	HOFSTRAAT 4 Bank 89390 ∨

8. If you have Shipping charges, please select "Line level shipping". If you do not have Shipping charges just leave the option as "Header level shipping".

9. Do not change any field on sections: *Payment Term* and *Additional field*s.

10. On section "Supplier VAT" just complete the field: **Supplier VAT/Tax ID**, with the information of your company every time that you create an invoice. However, you can also include the VAT of your company on the invoice automatically, following the step-by-step guide "How to include VAT automatically on the invoice".

11. On section "Customer VAT" just complete the field: **Customer VAT/Tax ID**, in case the field has not been automatically prepopulated with Boston Scientific VAT/Tax ID.

12. On section "Tax Exchange Rate", the system will automatically include the rate.

13. If you want to attach a document to the invoice created in Ariba Network, please use the option "Add to Header" and then "Attachment".

14. Click on "Choose file" and then on "Add attachment"
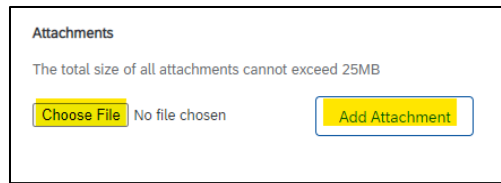
15. On section "*Line Items"*

16. The green button "Include" must remain active to include the line on the invoice. In case you need to disable a line (not to include it on the invoice), you can do it by clicking on the green button and it will gray out.

17. Material PO's will allow just to change the field "Quantity".
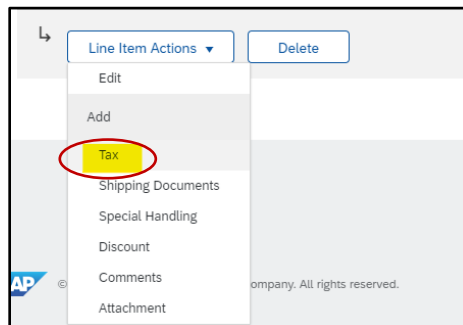
18. Service PO's will allow just to change the field "Subtotal"

19. In the example below, the PO is a Service PO, therefore, the field "Subtotal" can be modified.
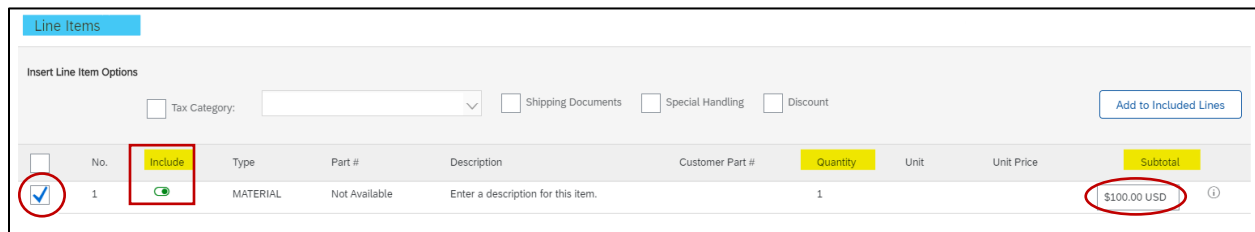
20. To add tax to each line, please click on the check box of each line item that you want to invoice.

21. Click on the Light blue button "Line item Actions" and then click on: *Tax*

22. A menu with tax types is going to show up. Please select "VAT"

23. Once you have selected "VAT", please just complete the "*Rate (%)*" field.

24. If you are VAT Exempt or Zero rated, please complete the below fields:

    a. *Description*: Include "Exempt" or "Zero rated"

    b. *Rate (%)*: Include "0"

    c. *Exempt Detail*: Exempt/ Zero Rated

25. Click on the "Update" option in the bottom right corner of screen for the fields of: *Taxable Amount* and *Tax Amount* to be automatically completed.

26. In the example below the "VAT" was selected with "0%" rate.

27. If you selected previously "Line Level Shipping" you will be able to include shipping costs at the line level, as per details below:

28. Once you have included all the lines that you need to invoice, the same as the tax details for each line and shipping cost (if needed), please click on "Next"

29. Review the information of the invoice. Check that all fields have been completed successfully.
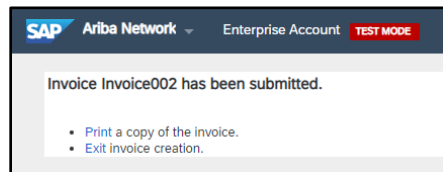
30. Select: *Submit*

31. Select: *Print*, if you want to have a copy of the invoice, or click on *Exit* to go back to the Homepage

❖ **If you have questions regarding the invoice submission method through Ariba Network, please contact:** supplierenablementemea@bsci.com