

Step by step guide

How to create a BPO Invoice

Invoice against contract

Ariba Network supports the creation, validation, and routing of electronic invoices and credit memos. These invoices are detailed statements of products delivered or services rendered, and associated charges for one or more purchase orders or contracts. Ariba Network supports invoicing for material items (goods), general service items labor service items, and service items that require a service sheet.

Ariba Network allows to create different type of invoices. One of this type of invoices is **Blanket Purchase Order Based**. A blanket purchase order (BPO) is a type of contract that buyers create that forms an agreement to spend a specific amount with a supplier for critical items or services.

Please, note that all PO's based on contracts starts with the following characters "BPO"

- What is a "BPO"? An invoiceable contract. Ability to select agreed upon pricing terms to include in your invoice.
- What stays the same? Ability to continue to send an Invoice over the Ariba Network.
- What is new? Instead of creating an Invoice against a "PO" you will create an invoice against a "BPO" and select the pricing term. Please enter the # for the unit of measure for your pricing term and add to the invoice.



How to find BPOs 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.

Workbench					န်ဂိုန် Customize
25 Orders to invoice Last 31 days	157 O Orders Rejected involces Seve filter Last 31 days	S O.O USD Remittances Last 31 days	0.0 USD S 5.19 r/y payment offers Scheduled paym Next 90 days Next 90 days	M USD ents Invoices Last 31 days	O Pinned documents
Orders (157) ✓ Edit filter					
Customers Select or type selections	Order numbers Type selection	Creation date	Order status Include Select or type	Company codes Select or type selections	
Purchasing organizations Select or type selections	Partial match Exact match Customer locations Type selection	Last 24 hours Last 7 days Last 14 days	Routing status	Min amount Max amount Currency	
,		Last 31 days Last 90 days			
		Last 365 days Custom date range			Apply Reset Cancel
					🕞 ቀያቀ

Once you have identified the BPO number you want to invoice, click on the BPO hyperlink and you will be



Workbench							နံဂိုန် Cus	;tomize
25 Orders to invoice Last 31 days	157 Orders Save filter	O Rejected invoices Last 31 days	\$ 0.0 USD Remittances Last 31 days	\$ 0.0 USD Early payment offers Next 90 days	\$ 5.19 M USD Scheduled payments Next 50 days	33 Invoices Last 31 days	O Pinned docu	iments
Orders (157) Edit filter Save filter	(Last 365 days)						e	ji 619
Order Number	Customer		Amount	Date 🕹	Order Status		Amount Invoiced	Actions
7000196812	Boston Scientific	- TEST	\$1,000.00 USD	Mar 11, 2022	Confirmed			
BP02475	Boston Scientific	- TEST	\$50,000.00 USD	Mar 10, 2022	Invoiced		\$61,898,193.80 USD	***
BP02472	Boston Scientific	- TEST	\$5,000.00 USD	Mar 10, 2022	Invoiced		\$68,087,877.00 USD	



Important details 🦰

Please remember to verify that you are selecting the latest version of the BPO before submitting your

invoice. You can check this on the details included below the BPO number:

Purchase Order: BP01952									
Create Order Confirmation • Create Ship Notice Create Invoice •									
Order Detail Orde	r History								
Boston Scientific Advancing science for site*	From: Boston Scientific International BV Boston Scientific International BV Attn Accounts Payable Department Pottbus 1064 6460 BB Kerkrade Netherlands Email: neemail@bsci.com	To: 2000 GELEEN Netherlands Phone: Fax: Email:		Item Level Blanket Purchase Order (+ Partially Involced) BPO1952 Amount: 1,550,000.00 EUR Amount: <u>1,200,000.00 EUR</u> Version: 2 (Previous Version)	r				

- Before submitting an invoice, please check that the Status of the BPO is: "Open".
 - To check the effective period of the contract, please look at the "Effective Date" and "Expiration Date" fields.
- The status "Closed" will show only if the "Expiration Date" of the contract is past due.
 - If BPO status is "Closed" you still can submit an invoice
 - How to check the status of the BPO? Please see below example:

Purchase Order: BPO2058			Done
Create Order Confirmation 🔻	Create Ship Notice Create Invoice	¥	± @
Order Detail Order History			
SBoston Atheneng science for Me*	From: Boston Scientific PO Box: 9188 Accounts Payable Dept Accounts Payable Dept PO Box: 9188 Canton, MA.02021 United States Email: noemail@bsci.com	To: The Simon Group - TEST 2.1 High Street Suite 201 North Andover, MA 01845 United States Phone: Fax: Email: noah.delmar@sap.com	Item Level Blanket Purchase Order (Invoiced) BPD2058 Amount: \$43,188,00 USD Version: 1
Payment Terms NET 30 Other Information Hierarchical Type: StandAlone Evergreen: No			Routing Status: Acknowledged BPO types. No Release Regult Amount Available: 543,188,00 USD Effective Date: 1 an 2021 Effective Date: 1 an 2021

• To submit an invoice against a closed BPO, please complete the field "Reference Date" at the line level (line by line) of the invoice using a date within the effective period of the contract.



• Example below:

Cr	eate Invoice								Create	Cancel
	Blanket PO It	em								
	Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description		Subtotal	
	1	1	HUR	\$37.49 USD	SAP ABAP Developer Nicklos Dass		SAP ABAP Developer Nick	los Dass	\$37.49 USD	
1	 Invoice Item 							* Indicates required field	Line Item Actio	ons 🔻
			Quantity: *	1		Unit:	HUR			
			Unit Price:*	\$37.49 USD		Part #:	SAP ABAP Developer Nickle			
			Subtotal:	\$37.49 USD		Auxiliary Part ID:				
			Customer Part #:							
	Description				Description: SAP	ABAP Developer Nicklos Dass				
	Inspe	ction Date:		8		Referen	ce Date: 18 Mar 2021	\triangleright		



Invoicing Process:

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

Create Order Cor	firmation 🔻 Create Ship Notice	Create Invoice 🔻 Hide
Order Detail	Order History	Standard Invoice Line-Item Credit Memo
Boston	From:	Line-Item Debit Memo

Immediately the system gives the option to create the invoice

- 2. On section: Summary, please just complete the below fields:
 - a. *Invoice #*: You can use alphanumeric characters. This number is for your company internal control. It cannot exceed 16 characters.
 - a. *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 backdating for a maximum of 5 days.
 - *Important:* Please make sure to adjust the invoice date according to the invoice created in your ERP (internal) system. <u>This is critical for tax purposes</u>.
 Invoices submitted on time with the correct invoice date ensure the timely payment of your invoices.

Create Invoice				Update Save	Exit Next
Invoice Header				* Indicates required field	Add to Header 🔻
Summary Blanket Order: Invoice #:* Invoice Date:*	BP01619 Test 01 PO FLIP 20 May 2020	Subtotal: Total Tax: Total Gross Amount: Total Amount without Tax: Total Net Amount:	\$0.00 USD \$0.00 USD \$0.00 USD \$0.00 USD \$0.00 USD		View/Edit Addresses
Service Description: Supplier Tax ID:		Amount Due:	\$0.00 USD		
Remit To Bill To:	21 High Street ~ North Andover , MA United States Marlborough Facility Marlborough , MA United States				

3. If tax is required, complete the fields according to your needs. If tax is not required, just click on: *Remove.*



Important: Suppliers from EU should always include tax on the line level; even thought is 0% (Exempt). Please select "Line Level Tax"

Тах ()				
Header level	tax (i) 🔷 Line level tax (i)			
Category:*	Sales Tax	Taxable Amount:	\$0.00 USD	Remove
Location:		Tax Rate Type:]
Description:		Rate(%):		
Regime:	Y	Tax Amount:		

4. Do not change any field on sections: *Shipping & Payment Term*

Shipping Header level shipping ① Une level shipping ①		
Ship From: The Simon Group - TEST North Andover , MA United States	Ship To: Martborough Facility Martborough, NA United States Deliver To: Martborough Facility	View/Edit Addresses
Payment Term Net Term(days): 30	Add Discount/Penalty Term	

5. Do not change any field on section: *Additional fields*.

Additional Fields			
Supplier Account ID #:		Service Start Date:	
Customer Reference:		Service End Date:	
Supplier Reference:			
Payment Note:			
Supplier:	Simon Group V	Choose Address Customer:	Corporate Headquarters V Corporate Headquarters
	North Andover , MA United States	Eməil:	Natick , MA United States
Bill From:	The Simon Group - TEST		
	North Andover , MA United States		

- 6. On section: Blanket PO Items
- 7. Click on the check box of each line item that you want to invoice
- 8. Select: Create
- 9. Select the kind of supplies you provide to BSCI.
 - a. If you provide materials to BSCI, select: Goods.
 - b. If you provide services to BSCI, select: Service

Blan	Add to Header									
	Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal		
\checkmark	1	1	EA	\$1,000.00 USD	BPO1619-1_MilestoneItem		Milestone item - Past 15 days completion due date	\$1,000.00 USD		
	2	1	EA	\$1,000.00 USD	BPO1619-2_MilestoneItem		Milestone item - Past 30 days completion due date	\$1,000.00 USD		
	3	1	EA	\$1,000.00 USD	BPO1619-3_MilestoneItem		Milestone item - Future 15 days completion	\$1,000.00 USD		
	4	1	EA	\$1,000.00 USD	BPO1619-4_MilestoneItem		Milestone item - Future 30 days completion	\$1,000.00 USD		
C	eate	Edit	Delete							
s	ioods iervice									



10. For each line item you have selected, you will be able to change the *Quantity* field in either case for **Goods** or **Services**.

Create Invo	oice							Create Cancel
Blanket	PO Item							
	Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
	1	1	EA	\$100,000.00 USD	BPO1724-1_MilestoneItem		Milestone 1	\$100,000.00 USD
▼ Invoice	ltem							* Indicates required field Line Item Actions •
-			Quantity:* 1	>		Part #:* BP01724-1_MilestoneItem]	
		,	Unit: EA Unit Price:* \$100,000.00 U			Auxiliary Part ID:		
			Subtotal: \$100,000.00 USD			Customer Part #:		

Price: Please do not change the Unit Price field, this price is a default field agreed on the contract.

11. EU Suppliers should include Tax; therefore, please select "Line Item Actions" and then select

"Tax"

Crea	te Invoice								Create	Cancel
E	Blanket PO Item									
	Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description		Subtotal	
Ŧ	1 Invoice Item	1	EA	\$100,000.00 USD	BP01724-1_MilestoneItem		Milestone 1	\$ * Indicates required field	L00,000.00 USD	tions 🔻
			Quantity;* Unit: EA Unit Price:* \$100,000 Subtotal: \$100,000.	USD 0 USD		Part #:* BP01724-1_Milestoneltem Auxiliary Part ID: Customer Part #:			Add Tax Discount Shipping Do Special Han	cuments
	Description				Description: Milestone 1				Comments Attachment	

12. Please select VAT under "Category" then under Description type "Exempt". On the Rate (%) field please include the % and on the drop down for Exempt Detail select "Exempt".

Tax Category: "	VAT	Taxable Amount:	\$100,000.00 USD	Remove
Location:		Rate(%):	0	
Description:	Exempt	Tax Amount:		
Regime:		Exempt Detail:	Exempt V	
Date Of Pre-Payment:	i i i i i i i i i i i i i i i i i i i	Date Of Supply:	7 Apr 2021	
Law Reference:		Triangular T	ransaction	

13. If you have shipping cost, please add it to the corresponding section.

Shipping	Ship From: The Simon Group - TEST North Andover, MA United States	Ship To: Martborough Facility Martborough, MA United States Deliver To: Michelle Frain Michelle Frain	View/Edit Addresses
Shipping Cost	Shipping Amount.* S0.00 USD	Shipping Date:	



14. Once everything has been completed, please click on "Create"



15. Once you have added all the line items you want to invoice, click on Next.

Remember, DO NOT change the price in this field.

Blanke	et PO Ite	ms						
	Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
	v 1	1	EA	\$1,000.00 USD	BPO1619-1_MilestoneItem		Milestone item - Past 15 days completion due date	\$1.000.00 USD
	1.1	1		\$1,000.00 U	BP01619-1_MilestoneItem		Milestone item - Past 15 days completion due date	\$1,000.00 USD
	Line	Quantity	JOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
	2	1	EA	\$1,000.00 USD	BP01619-2_MilestoneItem		Milestone item - Past 30 days completion due date	\$1,000.00 USD
	3	1	EA	\$1,000.00 USD	BPO1619-3_MilestoneItem		Milestone item - Future 15 days completion	\$1,000.00 USD
	4	1	EA	\$1,000.00 USD	BPO1619-4_MilestoneItem		Milestone item - Future 30 days completion	\$1,000.00 USD
Crea	ite 🔻	Edit	Delete					
							Update Save	Exit Next

- 16. Review the information on the invoice. Check that all fields have been completed successfully.
- 17. Select: Submit

Create Invoice	Previous Save Submit Exit				
Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service. Standard Invoice					
Invoice Number: TEST INVOICE 01 Invoice Date: Wednesday 20 May 2020 1:17 Pf Original Blanket Purchase Order: BP01619	I GMT-06:00 Total Tax Total Shipping Total Gross Amount Total Amount without Tax Total Net Amount Amount Due	\$1,000.00 USD \$0.00 USD \$1.015.00 USD \$1.015.00 USD \$1.015.00 USD \$1.015.00 USD \$1.015.00 USD \$1.015.00 USD			
REMIT TO:	BILL TO:	SUPPLIER:			

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



Solution If you have questions about submitting a BPO invoice, please contact:

supplierenablement@bsci.com to obtain help or supplierenablementemea@bsci.com if you are

a supplier in Europe