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This procedure applies when a Canadian and Non-Canadian supplier is shipping goods/ services to Canada, *regardless of where the invoice will be paid*.

The supplier always needs to include Tax.

Тах Туре:

- **GST:** Goods and Services Tax
- **HST:** Harmonized Sales Tax
- **PST:** Provincial Sales Tax
- QST: Québec Sales Tax



Find the Purchase order

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.

Home Workbench Orders ~	Fulfillment	Invoices	Payments ~ Catalo	ogs Reports ~	Messages								
Workbench													
Orders to invoice Lest 31 days	38 Orde Save fi	B rs Iter	2 Rejected invoices Last 31 days	\$ O Ren Las	USD USD nittances	\$ (Eart	y payment offers Next 90 days	\$ (Sche	D.O. duled paym Next 90 days	USD ents	9 Invoice	s	Ρ
Orders (38) VEdit fitter Customers		Order numbers		Creation date			Order status			Company code	25		
Select or type selections	ß	Type selection Partial match 	Exact match	Last 365 days	rs	~	Include 🗸	Select or type .	🕼	Select or typ	e selections		ß
Purchasing organizations		Customer location	IS	Last 7 days			Routing status			Min amount	Max amount	Currency	y
Select or type selections	ß	Type selection		Last 14 days Last 31 days Last 90 days	3 5 5		Au		~			USD	~
				Last 365 day	/S								Apply

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).

1 Orders to invoice Last 31 days	5 O Orders Rejected Involces Last 31 days Last 31 days	S O.O USD Remittances Last 31 days	\$ 0.0 USD Early payment offers Next 90 days	S D.D USD Scheduled payments Next 50 days	5 O Involces Pinned doc	uments
Orders (5) Edit filter Save filter	(Last 31 days)				đ	<u>ا</u> هه ورو
Order Number	Customer	Amount	Date 🗸	Order Status	Amount Invoiced	Actions
BP02332	Boston Scientific - TEST	€150,000.00 EUR	Nov 16, 2021	Invoiced	€45,000.00 EUR	
7000149705	Boston Scientific - TEST	€25.24 EUR	Nov 16, 2021	Invoiced	€25.24 EUR	
7000149693	Boston Scientific - TEST	€25.24 EUR	Nov 16, 2021	Invoiced	€25.24 EUR	
7000149688	Boston Scientific - TEST	€25.24 EUR	Nov 16, 2021	New		•••
Purchase Order: 7000	149688	Second	l sten of the ir	woicing		

Purchase Order: 700014968	8 Create Ship Notice Create Invoice	>	Second step of the invoicing process. Option available until PO is confirmed	
Poston	First step of the			
Scientific	invoicing process			
From: Symptic SA			To:	Purchase Order (New)
Symetis SA Attn Accounts Payable Department				7000149688 Amount: 25.24 EUR



Process:

I. Confirm PO

1. In section: Create Order Confirmation, scroll down the menu and select: Confirm Entire Order

Create Order Confirmatio	n 🔻 Create Ship Notice Create Invoice 🔻
Confirm Entire Order	
Update Line Items	' History
Reject Entire Order	

- 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.

 Order Confirmation 	Header		* Indica
Confirmation #:	test 001]	
Associated Purchase Order #:	7000082845	1	
Customer:	Boston Scientific - TEST		
Supplier Reference:			
Shipping and Tax Information			
Est. Shipping Date:		Est. Shipping Cost:	
Est. Delivery Date:*	31 May 2020	Est. Tax Cost:	
Comments:			
			//

- 3. Do not complete any other field on section: *Line items*.
- 4. Click on Next

PO confirmation and invoicing through Ariba | Ship to Canada

A 44							
Attachme	nts	C ()		0 · · · ·			
	Name	Size (bytes)		Content Type			
			No items				
Choose	File No file chosen	Add Attachmont					
0110036	The No he chosen						
The total	size of all attachments cannot						
exceed 2	5MB						
Line It	ems						
Entern							
Line #	Part # / Description	Qty (Unit)	Need By		Unit Price	Sub	total
1	Not Available	1	31 May 2020		\$30,000.00 CAD	\$30,000.00	CAD
	INV034 Service PO URL Supp	olier Multiple Tax % Line1					
	Current Order Status:						
	1 Confirmed With New Date	e (Estimated Delivery Date: 7 Jun	2020)				
2	Not Available	1	31 May 2020		\$10.000.00 CAD	\$10,000.00	CAD
	'INV034 Service PO LIRL Supr	- alier Multiple Tax % Line?	,				
	Current Order Statue	Sher Multiple Tax 70 Emez					
	Current Order Status:						
	1 Confirmed With New Date	e (Estimated Delivery Date: 7 Jun	2020)				
						Exit 💽 Nex	t

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

Confirm Confirm Supplier Re Attac	nation Update mation #: test 001 eference: chments:				
Line I	tems				
Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available INV034 Service PO URL Supplier Mul Current Order Status: 1 Confirmed As Is (Estimated Deliv	1 tiple Tax % Line1 ery Date: 31 May 2020)	31 May 2020	\$30,000.00 CAD	\$30,000.00 CAD
2	Not Available 'INV034 Service PO URL Supplier Mu Current Order Status: 1 Confirmed As Is (Estimated Deliv	1 Itiple Tax % Line2 ery Date: 31 May 2020)	31 May 2020	\$10,000.00 CAD	\$10,000.00 CAD
				Previous Submit	Exit

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II. Create an invoice

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

Create Order Con	firmation 🔻	Create Invoice V
		Standard Invoice
Order Detail	Order History	Line-Item Credit Memo
		Line-Item Debit Memo

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.
 - 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.
 - i. *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 Invo	ice		
▼ Invoice	Header		
Summary			
Summary			
Pu	rchase Order:	7000149328	
	Invoice #:*	date1234	
	Invoice Date:*		
		Invoice date can not be back-dated for more than 5 days	
Service	e Description:		
	Remit To	HOFSTRAAT 4 Bank 89390 🗸	

- 8. On section: *Tax*
- For non-Canadian suppliers: Please always select option Line level tax
- For Canadian suppliers: *Line level tax* is selected by default. Do not change anything



- 9. 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".
- 10. Do not change any field on section: *Payment Term & Additional fields*.

Shipping					
Header lev	rel shipping (i) 🛛 🔿 Line level shipping (0			
Ship From:	MASSY BIOSERVICES - TEST	Ship To:	Canada Distribution Center	v	/iew/Edit Addresses
	Pepperell , MA		MISSISSAUGA ON Canada		
	United States	Deliver To:	Jae Hee Kim Canada Distribution Center		
Payment Term					
Net Term(days):	0				
Additional Fields					
Information Only.	Io action is required from the customer.				
Supplier Account ID #:		Service Start Date:			
Customer Reference:		Service End Date:			
Supplier Reference:					
Payment Note:					
Supplier:	MASSY BIOSERVICES - TEST	Choose Address	Boston Scientific Limited	v	/iew/Edit Addresses
	Pepperell , MA United States	Customer:	Boston Scientific Limited		
			Mississauga ON Canada		
		Email:			
Bill From:	MASSY BIOSERVICES - TEST			V	/iew/Edit Addresses
	Pepperell , MA				
	United States				

a. Never select the option: Information Only.

- 11. On section: Line Items
- 12. Click on the check box of each line item that you want to invoice
- 13. The green button "Include" must remain active to include the line. 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.

Line	Line Items											
Insert	nsert Line Item Options Tax Category: Shipping Documents Special Handling Discount Add to Included Lines											
	No.	Include	Туре	Part #	Description		Customer Part #	Quantity	Unit	Unit Price	Subtotal	
	1	۲	MATERIAL	Not Available	INV034 Service PO URL Supplier Multiple Tax %	Line1		1			\$30,000.00 CA	(i)
	2	۲	MATERIAL	Not Available	'INV034 Service PO URL Supplier Multiple Tax %	6 Line2		1			\$10,000.00 CA	(i)
Ļ	Line Iter	m Actions 🔻	Delete									



- 14. In order to add tax to each line, please click on the button "Line item Actions" and then click on:
 - Тах

	No.	Include	Туре	Part #
\checkmark	1	۲	MATERIAL	Not Available
	2	۲	MATERIAL	Not Available
Ļ	Line Item	Actions	Delete]
	Add			
	Tax Shippin	g Documents		
	Special	Handling +		
e c	Comme	nts	ompany. All rights	reserved.
	Attachm	ient		

15. A menu with tax type is going to show up. Please select the type of tax you need for each line.

16. You just can select one type of tax by line.

	1	۲	MATERIAL	Not Av	ailable	INV034 Service PO URL Su	pplier Mult	iple Tax % Line1			1			\$30,000.00 CA	(i)
	Tax		с	ategory:*	Sales Tax		Standar	d Tax Selections	Taxable Amount:	\$30,00	0.00 CAD				Remove
			L	ocation:			Sales		Rate(%):						
			Des	cription:			VAT		Tax Amount:						
				Regime:			HST PST								
	No.	Include	Туре	Part #		Description	QST		Customer Part	#	Quantity	Unit	Unit Price	Subtotal	
	2	۲	MATERIAL	Not Av	ailable	'INV034 Service PO URL S	Usage				1			\$10,000.00 CA	(i)
L,	Line Item	Actions -	Delete				Withh	olding Tax							
	cine item	Actions V	Detete				Config	ure Tax Menu							

- 17. Once you have selected the type of tax you need. Please always complete the *Rate (%)* field. Never complete the *Tax Amount* field, because when you click on the button "Update" the system will autofill the *Tax Amount* field.
- 18. In the example below is selected the GST Tax and 0% Rate.

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									U.
	1	۲	MATERIAL	Not Available	INV034 Service PO URL Supplier Multiple Tax % Line1	1		\$30,000.00 CA	
	Tax			Category:* GST	~	Taxable Amount: \$30,000.00 CAD		Remove	
			C	Location: Description: Regime:	 	Tax Amount: \$0.00 CAD Exempt Detail: (no value) v			
	No. 2	Include ()	Type MATERIAL	Part # Not Available	Description 1NV034 Service PO URL Supplier Multiple Tax % Line2	Customer Part # Quantity	Unit Unit Price	Subtotal \$10,000.00 CA	
Ļ	Line Item	Actions 🔻	Delete						
						\subset	Update Save	Exit Next	

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

	1	MATERIAL Not Av	ilable INV034 Service PO URL Supplie	er Multiple Tax % Line1	1	\$30,000.00 CA
	Тах	Category:*	GST 🗸 🗸	Taxable Amount:	\$30,000.00 CAD	Remove
				Rate(%):	0	
		Location:		Tax Amount:	\$0.00 CAD	
		Description:		Exempt Detail:	(no value) 🗸	
		Regime:	~			
-						
	Special Handling	Amount:	\$50.00 CAD	Description:	Shipping cost	Remove
	No. Include	Type Part #	Description	Customer Part #	# Quantity Unit Unit Price	Subtotal
	2 💿	MATERIAL Not Av	ilable 'INV034 Service PO URL Suppli	er Multiple Tax % Line2	1	\$10,000.00 CA (i)
Ļ (Line Item Actions 🔻	Delete				
					Update	e Exit Next

- 20. Review the information of the invoice. Check that all fields have been completed successfully.
- 21. Select: Submit

Bosto

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PO confirmation and invoicing through Ariba Ship to Canada								
Create Invoice		Previous Save	Submit Exit					
Confirm and submit this document. It will not be electronically signed according to the If you want your involces to be stored in the Ariba long term document archiving, you or Standard Invoice Invoice Number: testinvoice 001 Invoice Date: Thursday 28 May 2020 9:47 PM C Original Purchase Order: 7000082845	countries of origin and destination of invoice. The document's originating country is:Uni an subscribe to an archiving service. Note that you will also be able to archive old invoi Subtotal MT-06:00 Total Special Handling Total Special Handling Total Gross Amount Total Arch Amount Amount Due:	ted States. The document's destination country is:Canada. ces once you subscribe to the archiving service. \$40,000,00 CAD \$0.00 CAD \$50,00 CAD \$40,050,00 CAD \$40,050,00 CAD						
REMIT TO:	BILL TO:	SUPPLIER:						
MASSY BIOSERVICES - TEST	Boston Scientific Limited	MASSY BIOSERVICES - TEST						
Postal Address: MASSY BIOSERVICES 10 LOMAR PARK DRIVE PEPPERELL , MA 01463	Postal Address (Default): Vipond Drive Attin AccountsPayable Department PO Box: 9188	Postal Address: 10 Lomar Park Middlesse Pepperell , MA 01463-1486						

22. 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 about submitting an invoice, please contact:

supplierenablement@bsci.com