

# Guide to use

The logo for myInvoice Tracker is centered within a white rectangular box. The word "myInvoice" is written in a blue, sans-serif font, with "my" in a smaller size and "Invoice" in a larger size. Below it, the word "Tracker" is written in a smaller, black, sans-serif font.

**myInvoice**  
Tracker

**Boston  
Scientific**

To access, myInvoice tracker use the following link (Tip save it to your favorites):  
<https://forms.office.com/r/Sr7uxZSDFq>

If you need to get more information, please contact the Helpdesk support team with the **subject: MyInvoice Tracker** to [PTPIreland@bsci.com](mailto:PTPIreland@bsci.com)

Once you enter the link you will see the following screen:



## Instructions

Dear user

This is a consultation portal; you have the option of consulting through two modalities

1. Invoice
2. Payments

For invoices you have the option to search by invoice number, purchase order number, date or date range or the value of your invoice.

For payments you have the option to search by invoice number, clearing document number, purchase order number, date or date range or the invoice value or total payment value of your invoices.

Once you complete the information in the form you will receive an email with the requested report.

\*\*\*Before completing the form, verify that the information with which you are going to complete is correct

[Next](#)

Never give out your password. [Report abuse](#)

Once you press the "next" button you will find the following screen:

MyInvoice Tracker - EMEA (Beta version) ...

\* Required

### MyInvoice Tracker Request page

1. Please enter your valid email address: \*
2. Please select your User category \*  
*If you are looking for specific Vendor ID, please answer Que 3*  
 Boston Scientific Employee  
 Vendor User
3. Please enter the vendor ID  
*For multiple Vendor ID's, please separate them with semicolons (;) (Eg: VID001;VID005;VID008)*
4. What type of information are you looking for? \*  
 Invoice Status  
 Payments

This screen is the data validation screen that will check you have access to and what type of information you are looking for:

1. **Please enter your valid email address:** You must enter the email associated with your account (previously confirmed by BSC).  
Note: if you do not have the required access, you will receive an email indicating that the access has already been requested
2. **Please select your user category:** Always select "Vendor User"
3. **Please enter the vendor ID:** You can also enter the Vendor ID that Boston assigns to your company (this is optional).
4. **What type of information are you looking for?** Finally select the type of query you want to achieve such as payments received or invoices status and then click on next.

## Invoice status Screen:

When you select invoice status and press next, the following screen will be displayed:

**MyInvoice Tracker - EMEA (Beta version)** ...

### Invoice Status

Select (or) Enter one or more search options

**5. Invoice Number(s) Requested**  
For multiple invoices, please separate them with double question mark (??) (Eg: 10001??1005??1008)

 1

**6. Purchase Order Number(s) Requested**  
For multiple purchase orders, please separate them with semicolons (;) (Eg: 50001;5005;5008) | For Range of PO numbers in a serial, please enter first invoice and last invoice in range separated by '-' (Eg 820001-820009)

 2

**7. Invoice Date ( Start )**

 3

**8. Invoice Date ( End )**

**9. Enter the Value of Invoice Amount**  
Excluding currency signs. Example: 1276.98

On this screen, you will see the options for searching the invoice (s) you can use one or multiple options to narrow down your results.

1. **Invoice number (s) requested:** You can do it by invoice number or several invoice numbers, it is important that if you are going to search with several invoice numbers always separate the numbers with "??" (without spaces).



**Invoice Status**  
Select (or) Enter one or more search options

5. Invoice Number(s) Requested  
For multiple invoices, please separate them with double question mark (??) (Eg: 10001??1005??1008)

2. **Purchase Order Number (s) requested:** You can search by purchase order number or several purchase orders. If you are going to search with several purchase orders always separates the number with the semicolon “;” (without spaces).

6. Purchase Order Number(s) Requested  
For multiple purchase orders, please separate them with semicolons (;) (Eg: 50001;5005;5008) | For Range of PO numbers in a serial, please enter first invoice and last invoice in range separated by '-' (Eg 820001-820009)

3. **Invoice Date:** You also have the option to search by invoice date, you can use a single date or a range of dates.
4. **Enter the value of invoice amount:** You can search by invoice amount, keep in mind that special characters should not be entered, only if there are decimals, a dot is added "." after the amount to indicate the decimals.

9. Enter the Value of Invoice Amount  
Excluding currency signs. Example: 1276.98

5. **Click Submit.** You will receive a confirmation that your request is submitted and within the hour you will receive an email with the status of your invoices.

## Payments Screen:

When you select the payment part and press next, the following screen will be displayed:

MyInvoice Tracker - EMEA (Beta version) ...

### Payments

Select (or) Enter one or more search options

5. Enter the Invoice Number(s): 1

For multiple invoices, please separate them with double question mark (??) (Eg: 10001??1005??1008)

6. Enter the clearing document number 2

For Example: 200\*\*\*\*\*. For multiple clearing document number(s), please separate them with semicolons (;)

7. Invoice Date (Start) 3

 

8. Invoice Date (End)

 

9. Enter the Value of Invoice Amount: 4

Excluding Currency sign. Example: 1276.98

10. Enter the Value of Payment Amount 5

A payment may include multiple invoices. Exclude the currency sign. Example: 199276.98

[Back](#) [Submit](#)

On this screen you have the option of narrow down your search by using one or multiple search criteria:

1. **Enter the invoice number (s):** You can do it by invoice number or several invoice numbers, it is important that if you are going to search with several invoice numbers always separate the numbers with "??" (without spaces).



Payments

Select (or) Enter one or more search options

5. Enter the Invoice Number(s):  
For multiple invoices, please separate them with double question mark (??) (Eg: 10001??1005??1008)

2. **Enter the clearing document number:**

Clearing document number: The SAP places the clearing document number into the Clearing Document Number field in the invoice(s) that were cleared by it. This document number can be obtained on the payment receipt that is sent to you. The clearing number always starts with **200**.

If you have questions or require more information regarding this, please contact a Helpdesk team agent at the email [PTPIreland@bsci.com](mailto:PTPIreland@bsci.com)

You can search by one clearing document or several clearing documents. If you are going to search with several clearing documents always separates the number with ";" (without spaces).

6. Enter the clearing document number  
*For Example: 200\*\*\*\* . For multiple clearing document number(s), please separate them with semicolons (;)*

3. **Invoice Date:** You also have the option to search by invoice date, you can use a single date or a range of dates.
4. **Enter the value of invoice amount:** You can search by invoice amount, keep in mind that special characters should not be entered, only if there are decimals, a point is added "." after the amount to indicate the decimals.

5. **Enter the value of payment amount:** The payment amount is the total invoiced amounts included in one payment run. A payment may include multiple invoices

You can search by payment amount, keep in mind that special characters should not be entered, only if there are decimals, a point is added "." after the amount to indicate the decimals.

Once the information is complete, you can submit your request and the report will be sent to the registered mail usually within 45 min.

### **Warnings:**

- To have access to this tool, Boston Scientific must add you to the authorized users. This is done once and after that, all requests can be made.
- If you do not have access to the system, you can create a request for the information you are interested in and the helpdesk team will be contacting you. After access is granted you should make the request again and it will be sent by the tool to your email.
- It is important to complete at least one field on the form, as the system won't generate a report and you would receive an email stating that more information must be filled.
- The report will take a few minutes to arrive (depends on the information requested):
  - If the requested information is not found in the database, an email will be sent indicating that it was not found, and you should contact the helpdesk team.
  - If the information is found but is too it could take more than 45 min to be sent.

# Frequent Asked Questions (FAQ)

1. **Question:** What does the status of an invoice mean in the report I receive?

Rejected invoice: The invoice has been rejected by the AP / internal approver

Canceled Invoice: The invoice has been canceled/removed from our records by the accounts payable department.

Waiting for internal approval: Your invoice is in the process of internal approval

Pending buyer/AP approval: Your invoice is entered in our system pending processing

Paid: Your invoice has been paid (if you like to receive the detail, process requesting through the portal in the payments section.

System error: the system is presenting an error to process your invoice

Reversed Payment: the document has been reversed

Invoice processed, waiting for payment terms: the invoice is ready to be paid, you are completing the terms

The invoice received, to be processed: Your invoice is entered in our system pending processing

Pending buyer approval: Your invoice is in the process of internal approval.

2. **Question:** I found an invoice in Paid status using the “invoice status” how I can know what other invoices were paid with this one.

After you know your invoice was paid you can do another search but instead of using “invoice status” use “payment”. By searching your invoice you would also be able to find all the other invoices included in that payment.

3. **Question:** my invoice is not visible in the report, why?

If your invoice is not listed among the processed ones, there is a high chance it was not received. Please resubmit it following the submission instructions.