

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.

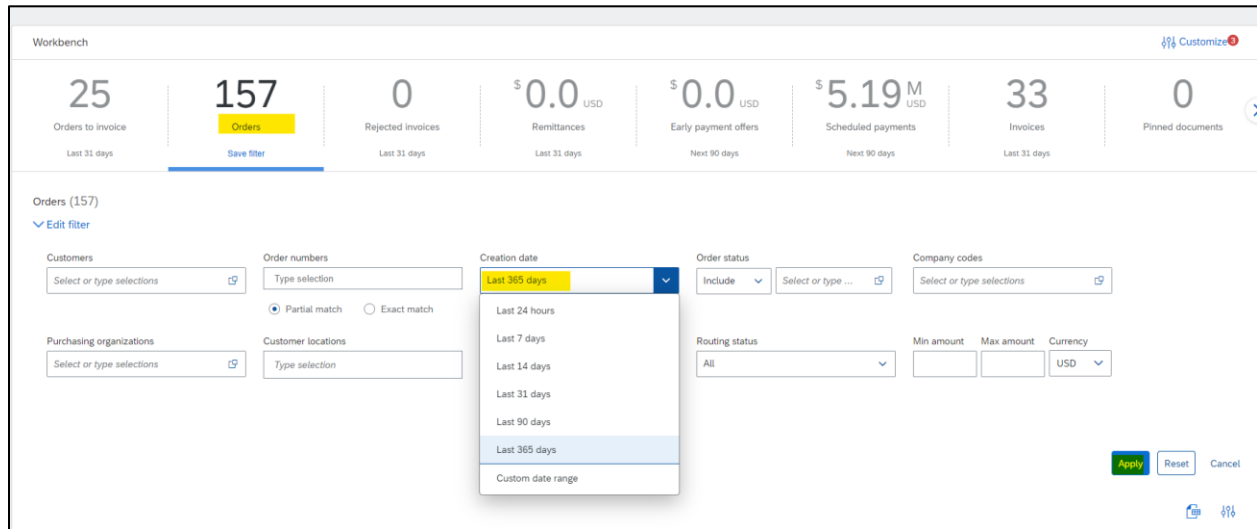
Ariba Network allows to create different type of invoices. One of this type of invoices is **Blanket Purchase Order Based**. A blanket purchase order (BPO) is a type of contract that buyers create that forms an agreement to spend a specific amount with a supplier for critical items or services.

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.

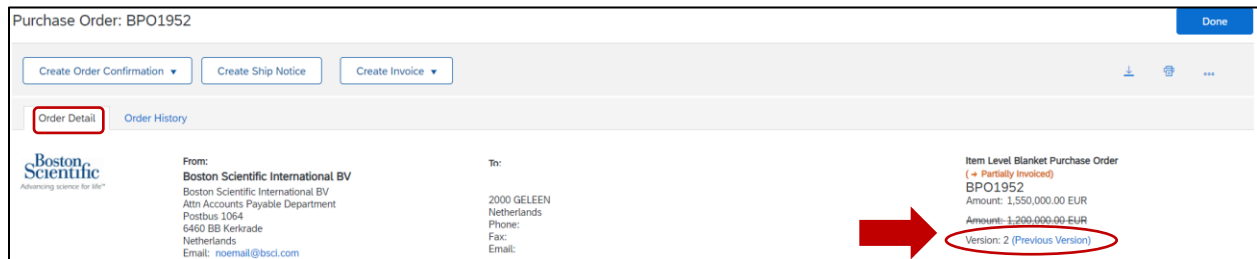


Once you have identified the BPO number you want to invoice, click on the BPO hyperlink and you will be prompted to Create an Invoice

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
7000196812	Boston Scientific - TEST	\$1,000.00 USD	Mar 11, 2022	Confirmed		...
BPO2475	Boston Scientific - TEST	\$50,000.00 USD	Mar 10, 2022	Invoiced	\$61,898,193.80 USD	...
BPO2472	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:



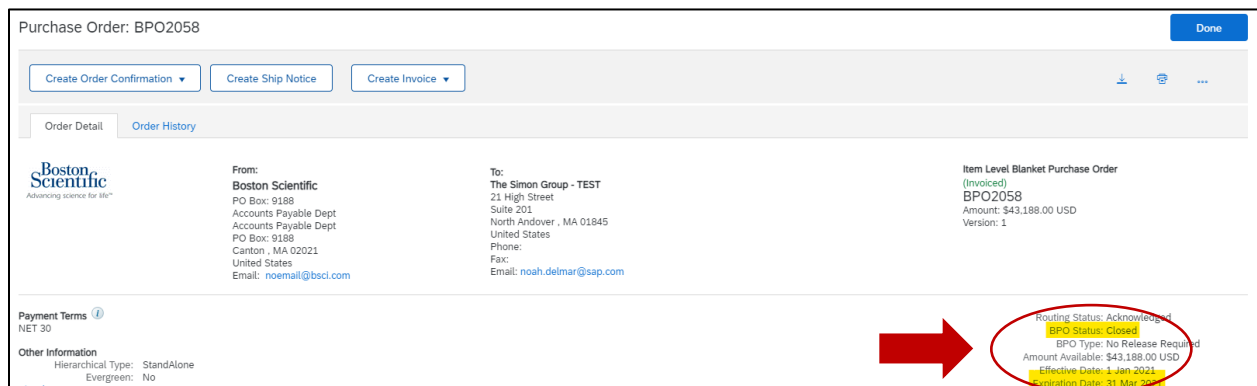
Purchase Order: BPO1952

From: Boston Scientific International BV
Boston Scientific International BV
Attn Accounts Payable Department
Postbus 1064
6460 BB Kerkrade
Netherlands
Email: noemail@bsci.com

To: 2000 GELEEN
Netherlands
Phone:
Fax:
Email:

Item Level Blanket Purchase Order
(+ Partially Invoiced)
BPO1952
Amount: 1,550,000.00 EUR
Amount: 1,200,000.00 EUR
Version: 2 (Previous Version)

- 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

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
21 High Street
Suite 201
North Andover, MA 01845
United States
Phone:
Fax:
Email: noah.delmar@sap.com

Item Level Blanket Purchase Order
(Invoiced)
BPO2058
Amount: \$43,188.00 USD
Version: 1

Payment Terms: NET 30

Other Information: Hierarchical Type: StandAlone, Evergreen: No

Routing Status: Acknowledged
BPO Status: Closed
BPO Type: No Release Required
Amount Available: \$43,188.00 USD
Effective Date: 1-Jan-2021
Expiration Date: 31-Mar-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:

Create Invoice Create Cancel

Blanket PO Item

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
1	1	HUR	\$37.49 USD	SAP ABAP Developer Nicklos Dass		SAP ABAP Developer Nicklos Dass	\$37.49 USD

▼ Invoice Item * Indicates required field Line Item Actions ▼



Quantity: * Unit: HUR

Unit Price: * Part #:

Subtotal: Auxiliary Part ID:

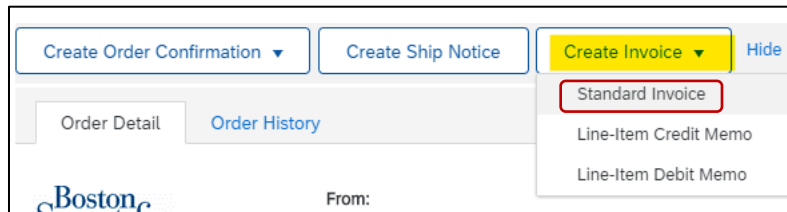
Customer Part #:

Description: SAP ABAP Developer Nicklos Dass

Inspection Date:  → Reference Date: 

Invoicing Process:

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



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

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 though it is 0% (Exempt). Please select "Line Level Tax"

Tax

Header level tax Line level tax

Category: Sales Tax
 Location:
 Description:
 Regime:

Taxable Amount: \$0.00 USD
 Tax Rate Type:
 Rate(%):
 Tax Amount:

[Remove](#)

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

Shipping

Header level shipping Line level shipping

Ship From: The Simon Group - TEST
 North Andover, MA
 United States

Ship To: Marlborough Facility
 Marlborough, MA
 United States

Deliver To: Marlborough 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 #:
 Customer Reference:
 Supplier Reference:
 Payment Note:

Service Start Date:
 Service End Date:

Supplier: Simon Group
 North Andover, MA
 United States

Choose Address: Corporate Headquarters
 Customer: Corporate Headquarters
 Natick, MA
 United States

Email:

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*

[Add to Header](#)

Blanket PO Items

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input checked="" type="checkbox"/>	1	EA	\$1,000.00 USD	BPO1619-1_MilestoneItem		Milestone item - Past 15 days completion due date	\$1,000.00 USD
<input type="checkbox"/>	1	EA	\$1,000.00 USD	BPO1619-2_MilestoneItem		Milestone item - Past 30 days completion due date	\$1,000.00 USD
<input type="checkbox"/>	1	EA	\$1,000.00 USD	BPO1619-3_MilestoneItem		Milestone item - Future 15 days completion ...	\$1,000.00 USD
<input type="checkbox"/>	1	EA	\$1,000.00 USD	BPO1619-4_MilestoneItem		Milestone item - Future 30 days completion ...	\$1,000.00 USD

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

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

Create Invoice Create Cancel

Blanket PO Item

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
1	1	EA	\$100,000.00 USD	BP01724-1_MilestoneItem		Milestone 1	\$100,000.00 USD

▼ Invoice Item * Indicates required field Line Item Actions ▾

Quantity: Quantity: 1

Unit: EA

Unit Price: * \$100,000.00 U

Subtotal: \$100,000.00 USD

Part #: * BP01724-1_MilestoneItem

Auxiliary Part ID:

Customer Part #:

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

Create Invoice Create Cancel

Blanket PO Item

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
1	1	EA	\$100,000.00 USD	BP01724-1_MilestoneItem		Milestone 1	\$100,000.00 USD

▼ Invoice Item * Indicates required field Line Item Actions ▾

Quantity:

Unit: EA

Unit Price: * \$100,000.00 USD

Subtotal: \$100,000.00 USD

Part #: * BP01724-1_MilestoneItem

Auxiliary Part ID:

Customer Part #:

Description: Milestone 1

- Add
- Tax**
- Discount
- Shipping Documents
- Special Handling
- 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 Remove

Category:

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount:

Rate(%):

Tax Amount:

Exempt Detail:

Date Of Supply:

Triangular Transaction

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

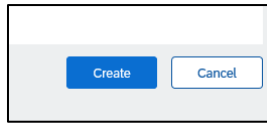
Ship From: **The Simon Group - TEST**
North Andover, MA
United States

Ship To: **Marlborough Facility**
Marlborough, MA
United States
Deliver To: Michelle Frain
Marlborough Facility View/Edit Addresses

Shipping Cost

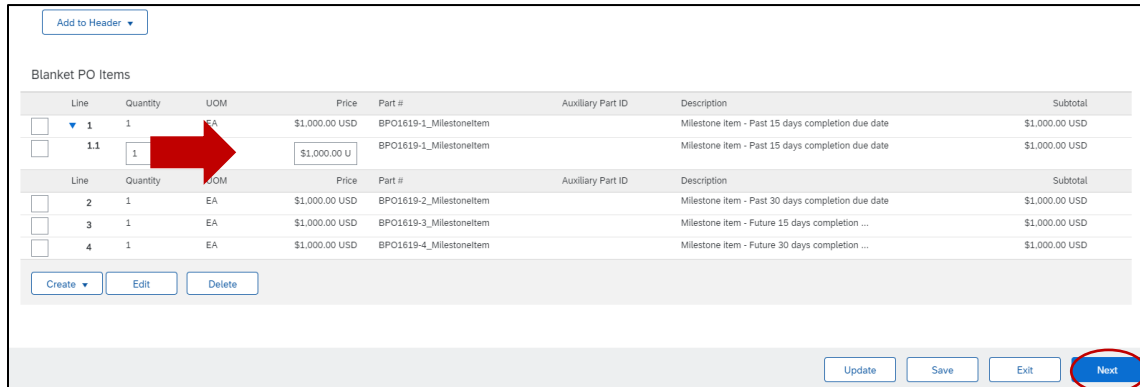
Shipping Date:

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



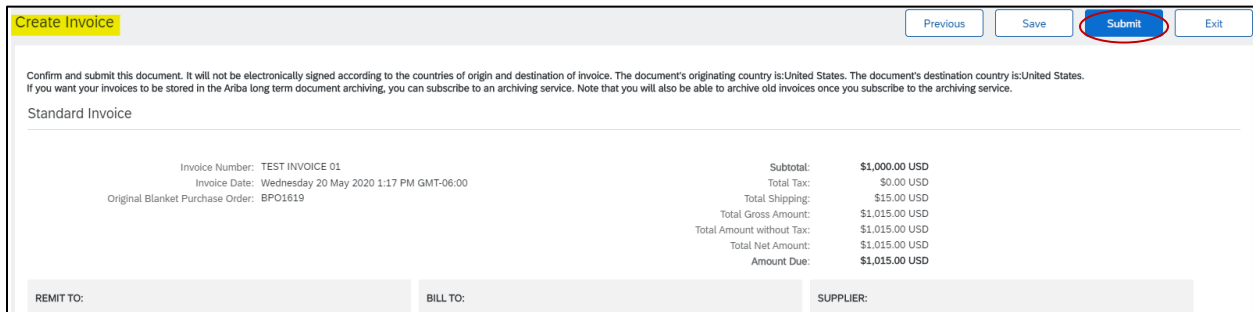
15. Once you have added all the line items you want to invoice, click on *Next*.

Remember, DO NOT change the price in this field.

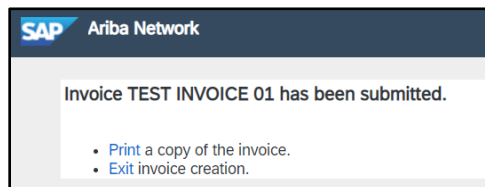


16. Review the information on the invoice. Check that all fields have been completed successfully.

17. Select: *Submit*



18. 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 a BPO invoice, please contact:

supplierenablement@bsci.com to obtain help or supplierenablementemea@bsci.com if you are a supplier in Europe