

How to invoice a PO from Boston Scientific

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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.

The screenshot shows the Ariba Workbench interface. At the top, there are navigation tabs: Home, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. Below this, a dashboard displays several key metrics: 0 Orders to invoice, 38 Orders (highlighted), 2 Rejected invoices, \$0.0 USD Remittances, \$0.0 USD Early payment offers, \$0.0 USD Scheduled payments, and 9 Invoices. The 'Orders (38)' section is active, showing an 'Edit filter' button. A dropdown menu for 'Creation date' is open, with 'Last 365 days' selected. Other filters include 'Order status' (Include), 'Company codes', 'Routing status' (All), and 'Currency' (USD). An 'Apply' button is visible in the bottom right corner.

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).

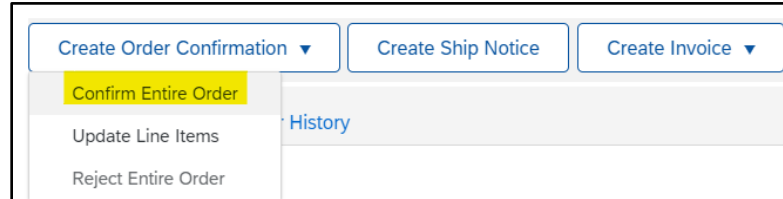
The screenshot shows a list of orders in the Ariba Workbench. The dashboard at the top shows 1 Order to invoice, 5 Orders, 0 Rejected invoices, \$0.0 USD Remittances, \$0.0 USD Early payment offers, \$0.0 USD Scheduled payments, 5 Invoices, and 0 Pinned documents. The 'Orders (5)' section is active, showing a table of orders. The order number 7000149688 is highlighted in a yellow box.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
BPO2332	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		...

The screenshot shows the 'Purchase Order: 7000149688' page. The page has a header with 'Purchase Order: 7000149688' and a sub-header with 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Invoice' button is circled in yellow. Below the header, there are tabs for 'Order Detail' and 'Order History'. The 'Order Detail' tab is active, showing the Boston Scientific logo and contact information. A yellow box highlights the 'Create Invoice' button with the text 'Second step of the invoicing process. Option available until PO is confirmed'. Another yellow box highlights the 'Order History' tab with the text 'First step of the invoicing process'. The bottom of the page shows the 'From:' and 'To:' information, including the purchase order number and amount.

Confirm the Purchase Order

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.

A screenshot of the 'Order Confirmation Header' form. The 'Confirmation #' field is highlighted in yellow and contains the text 'Test02'. Below it, the 'Associated Purchase Order #' is 7000060306, the 'Customer' is Boston Scientific - TEST, and the 'Supplier Reference' field is empty. The 'Shipping and Tax Information' section includes 'Est. Shipping Date' (empty), 'Est. Shipping Cost' (empty), 'Est. Delivery Date' (highlighted in yellow, containing '8 Nov 2019'), and 'Est. Tax Cost' (empty). A 'Comments' text area is at the bottom.

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

A screenshot of the 'Line Items' section. At the top, there is an 'Attachments' section with a table showing 'No Items' and buttons for 'Choose File' and 'Add Attachment'. Below this is a table with columns: Line #, Part # / Description, Qty (Unit), Need By, Unit Price, and Subtotal. The table contains three rows, each with a 'Confirmed As Is' status and an estimated delivery date of 8 Nov 2019. At the bottom right, there are 'Exit' and 'Next' buttons, with the 'Next' button circled in red.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available Enter a description for this item. Current Order Status: 1 Confirmed As Is (Estimated Delivery Date: 8 Nov 2019)	1	8 Nov 2019	\$10,000.00 USD	\$10,000.00 USD
2	Not Available Enter a description for this item. Current Order Status: 1 Confirmed As Is (Estimated Delivery Date: 8 Nov 2019)	1	8 Nov 2019	\$10,000.00 USD	\$10,000.00 USD
3	Not Available Enter a description for this item. Current Order Status: 1 Confirmed As Is (Estimated Delivery Date: 8 Nov 2019)	1	8 Nov 2019	\$20,000.00 USD	\$20,000.00 USD

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

Confirmation Update

Confirmation #: Test02
Supplier Reference:
Attachments:

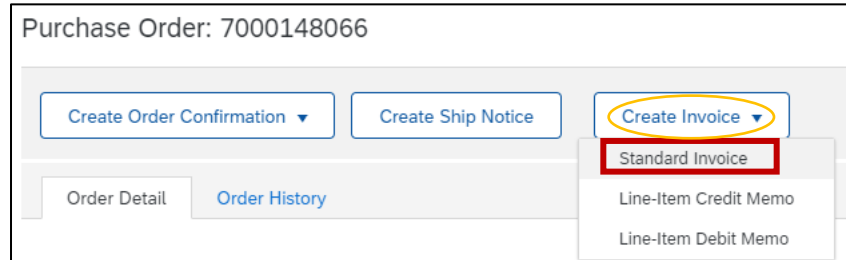
Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available Enter a description for this item. Current Order Status: 1 Confirmed As Is (Estimated Delivery Date: 8 Nov 2019)	1	8 Nov 2019	\$10,000.00 USD	\$10,000.00 USD
2	Not Available Enter a description for this item. Current Order Status: 1 Confirmed As Is (Estimated Delivery Date: 8 Nov 2019)	1	8 Nov 2019	\$10,000.00 USD	\$10,000.00 USD
3	Not Available Enter a description for this item. Current Order Status: 1 Confirmed As Is (Estimated Delivery Date: 8 Nov 2019)	1	8 Nov 2019	\$20,000.00 USD	\$20,000.00 USD

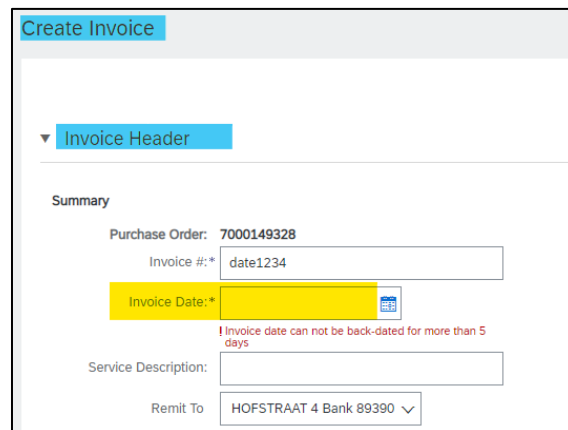
Previous **Submit** Exit

Create the invoice

1. Click the dropdown and select Standard Invoice.



2. Enter an alphanumeric value for the Invoice Number field. This is a number set by you, the supplier. It is your internal reference number for this invoice (It must not exceed 16 digits).
3. "Invoice Date" 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.
 - a. Important: Please make sure to adjust the invoice date according to the invoice created in your internal system. This is critical for tax purposes.
 - b. Invoices submitted on time with the correct invoice date ensure the timely payment of your invoices.

A screenshot of the "Create Invoice" form. The title "Create Invoice" is at the top. Below it is a section titled "Invoice Header" with a dropdown arrow. Underneath is a "Summary" section containing several fields: "Purchase Order: 7000149328", "Invoice #: date1234", "Invoice Date:" (highlighted in yellow with a calendar icon), "Service Description:", and "Remit To: HOFSTRAAT 4 Bank 89390". A red error message below the "Invoice Date" field states: "Invoice date can not be back-dated for more than 5 days".

4. If tax is required, please select "Line level tax".
5. If tax is NOT required, click the blue "Remove" link to the right.

Invoice Header * Indicates required field [Add to Header](#)

Summary

Purchase Order: 7000148066 Invoice #: INV 1234 Invoice Date: 15 Jun 2021 Service Description: Supplier Tax ID: Remit To: 21 High Street - Boston Scientific Bill To: Boston Scientific North Andover, MA United States Canton, MA United States	Subtotal: \$200.00 USD Total Tax: \$0.00 USD Total Gross Amount: \$200.00 USD Total Net Amount: \$200.00 USD Amount Due: \$200.00 USD View/Edit Addresses
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Tax

Header level tax Line level tax

Category: Sales Tax Location: Description: Regime:	Taxable Amount: \$200.00 USD Tax Rate Type: Rate(%): Tax Amount:
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[Remove](#)

6. Scroll down to the line item(s), you do not need to edit the Shipping, Payment Term and Additional Fields.

Shipping

Header level shipping Line level shipping

Ship From: The Simon Group - TEST North Andover, MA United States	Ship To: M260 Marlborough, MA United States Deliver To: Mukesh Singh M260 View/Edit Addresses
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Payment Term

Net Term(days): 0

Additional Fields

Supplier Account ID #: Customer Reference: Supplier Reference: Payment Note: Supplier: Simon Group North Andover, MA United States Bill From: The Simon Group - TEST North Andover, MA United States	Service Start Date: Service End Date: Choose Address: Boston Scientific Customer: Boston Scientific Canton, MA United States Email: View/Edit Addresses
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- **Service Invoice:** You can change the Subtotal amount (It must not exceed the original line amount)

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	M-PC-001	Power Charger					\$500.00 USD

- **Material Invoice:** You can modify the quantity field. You may bill for the entire quantity, or a portion thereof.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	USUAT-01	Sensor 01		1	EA	\$200.00 USD	\$200.00 USD

NB: If there is only one line on the PO, your invoice should also be ONLY ONE LINE. A multi-line invoice posted against a one-line PO will fail.

7. If you need to add shipping document, special handling, discount, comments, or add an attachment, click the dropdown arrow for Line-Item Actions.

Line Items

Insert Line Item Options

Tax Category:

<input type="checkbox"/>	No.	Include	Type
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL

- Edit
- Add
- Shipping Documents
- Special Handling
- Discount
- Comments
- Attachment

SAP company. All rights reserved.

8. Click Next to review the invoice:



- a. **Update** saves the changes, and allows you to continue to edit the invoice;
- b. **Save** keeps a draft of the invoice in your Outbox draft folder for 7 days;
- c. **Next** refreshes the screen and display an electronic copy of the finished invoice (Always review the entire invoice prior to submitting).

9. Click Previous, Save, or Submit:



- a. Previous allows you to edit the invoice;
- b. Save keeps a draft of the invoice in your Outbox draft folder for 7 days;
- c. Submit sends the invoice to Boston Scientific (Always review the entire invoice prior to submitting).

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: Example Invoice	Subtotal: \$4,250.00 USD
Invoice Date: Thursday 14 Mar 2019 4:13 PM GMT-04:00	Total Tax: \$0.00 USD
Original Purchase Order: 7000015022	Total Gross Amount: \$4,250.00 USD
	Total Net Amount: \$4,250.00 USD
	Amount Due: \$4,250.00 USD

REMIT TO: JUST BROWNIES INC-TEST Postal Address: 6 Squire Court Natick , MA 01760 United States Remit To ID: 0001142340	BILL TO: Boston Scientific Postal Address (default): PO Box: 9188 Accounts Payable Dept Accounts Payable Dept PO Box: 9188 Canton , MA 2021 United States Address ID: 1000_BILLTO	SUPPLIER: JUST BROWNIES INC-TEST Postal Address: 6 SQUARE COURT NATICK , MA 01760 United States
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10. To send a credit memo for a service PO invoice, see step 5 above and select Line-Item Credit Memo

- a. Repeat steps 6 & 7 to complete the credit memo

11. After you submit, you'll receive a confirmation. You may **Print a copy of the invoice** if desired.

- a. Click **Exit invoice creation** to go back to the purchase order.

Invoice Example Invoice has been submitted.

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

12. If you have questions about submitting a service purchase order invoice, please contact supplierenablement@bsci.com or supplierenablementemea@bsci.com if you are a supplier in Europe.