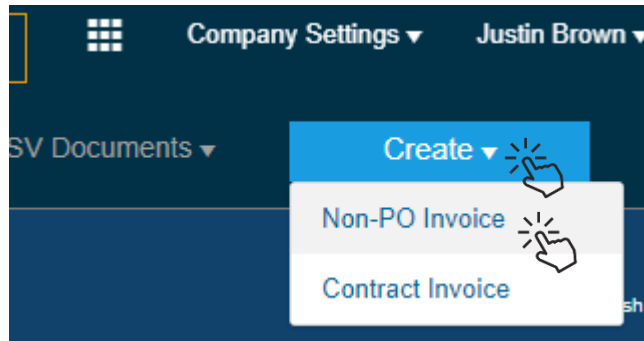


This procedure applies when an Ariba Purchase Order (beginning with 7000...) **does not appear** in your Ariba Account. In this case no "PO Flip" can be done.

1. For Enterprise Account suppliers, make sure the PO is not in your Ariba Inbox.
For Standard Account suppliers: make sure the PO is not available in your Ariba Account.
2. At the top of the Ariba Supplier Network homepage, click Create/Non-PO Invoice:



3. Choose Boston Scientific as the Customer. You'll be creating a **Standard Invoice**. Then click **Next**

A screenshot of the 'Create Non-PO Invoice' form. The title is 'Create Non-PO Invoice' and there are 'Next' and 'Exit' buttons in the top right corner. Below the title, it says 'For a trading relationship already on Ariba Network'. The 'Customer' dropdown menu is set to 'Boston Scientific - TEST'. The 'Type of Invoice' section has two radio buttons: 'Standard Invoice' (which is selected) and 'Credit Memo'. Hand icons with arrows point to the 'Next' button and the 'Customer' dropdown menu.

Invoice Header Fields

4. Summary Section

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

Summary

<p>Invoice #: <input style="border: 2px solid red;" type="text"/></p> <p>Invoice Date:* <input type="text" value="30 Jul 2019"/> </p> <p>Service Description: <input type="text"/></p> <p>Supplier Tax ID: <input type="text"/></p> <p>Remit To: Just Brownies BSC TEST - TEST</p> <p style="margin-left: 20px;">Natick , MA United States</p> <p>Bill To:</p>	<p>Subtotal: \$0.00 USD</p> <p>Total Tax: \$0.00 USD</p> <p>Total Gross Amount: \$0.00 USD</p> <p>Total Net Amount: \$0.00 USD</p> <p>Amount Due: \$0.00 USD</p>	<p>View/Edit Addresses </p>
--	---	---

- a. Populate the **Invoice #** as you do with a PO-Flip invoice.
 - This field is determined by the supplier
 - Limited to 16 characters
- b. **Click the View/Edit Addresses** link to enter the Bill-To Address:

VIEW/EDIT ADDRESSES * Indicates required field

<p>Remit To</p> <p style="font-size: x-small;">You have not configured remittance addresses. Add them on the Settlement page in the Configuration area.</p> <p>Tax ID Of Supplier: <input type="text"/></p> <p style="margin-left: 20px;">Name: Just Brownies BSC TEST - TEST</p> <p style="margin-left: 20px;">Address</p> <p style="margin-left: 40px;">6 Squire Court Natick , MA 01760 United States</p> <p>Remit To ID: <input style="border: 2px solid red;" type="text" value="0001142340"/></p> <p>Account Receivable ID: <input type="text"/></p>	<p>Bill To</p> <p>Name:* <input type="text"/></p> <p>Department Name: <input type="text"/></p> <p>Address</p> <p>Address 1:* <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>City:* <input type="text"/></p> <p>State:* <input type="text" value="Alabama"/> ▼</p> <p>Zip:* <input type="text"/></p> <p>Country:* <input type="text" value="- Select Country -"/> ▼</p> <p style="font-size: x-small;">This selection will refresh the page content.</p> <p style="text-align: right;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p>
--	---

- Populate the **Remit To ID**, if it is not defaulted from your Ariba Account.
- This field is not required, but speeds processing on the BSC side if populated. If you don't have or don't know your Remit To ID, contact supplierenablement@bsci.com

- The Bill-To Address will be on your Purchase Order. Fill in the required (*) fields as they appear on the purchase order, for example:

Bill To

Name:* Boston Scientific

Department Name: Accounts Payable

Address

Address 1:* PO Box 9****

Address 2:

Address 3:

City:* Canton

State:* Massachusetts

Zip:* 02021

Country:* United States [USA]

This selection will refresh the page content.

Make sure you have the correct PO Box from the Purchase Order Bill-To here

- Click OK to save your input

5. Order Information Section

- This section does not appear in a PO-Flip Invoice
- **You must populate the Customer Order # field with the Boston Scientific PO Number, beginning with a 7**

Order Information

(Enter at least one of the following)

Customer Order #: <input style="border: 2px solid red;" type="text"/>	Contract Number: <input type="text"/>
Sales Order #: <input type="text"/>	Sales Order Date: <input type="text"/>

6. Complete the other sections on the header as appropriate (same as a PO Flip Invoice):

- Tax
 - If no Tax, click **Remove** on the right
- Shipping
 - If no Shipping, skip this section
- Additional Fields
 - If possible, provide the email address of the Requester
 - Shown on your purchase order under Requester Email

Customer: Boston Scientific - TEST

Marlborough, MA
United States

Email:

Line Level Fields

When preparing an invoice where shipping **EU to EU**, you must include **VAT Tax** on the invoice, even if it's 0%.

When Shipping **EU to US**, you should include **Sales Tax** on the invoice, even if it's 0%.

For these invoices, you must add the individual lines to the invoice form. Because this invoice is not created from a purchase order directly via a PO Flip, you must fill it in using information from the Purchase Order

The screenshot shows the 'Line Items' interface with 0 Line Items, 0 Included, and 0 Previously Fully Invoiced. Under 'Insert Line Item Options', there is a 'Tax Category' dropdown and a 'Discount' checkbox. A table below has columns for No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. The table is currently empty with the text 'No item selected'. A 'Line Item Actions' dropdown menu is open, showing options: 'Add', 'Add General Service', 'Add Labor Service', and 'Add Material'. The 'Add' option is highlighted with a hand cursor icon. At the bottom right, there are 'Update', 'Exit', and 'Next' buttons.

7. Click the Add button as shown, and then choose the kind of item being invoiced. In this example, we will use Material.
 - The screen will refresh showing an “empty” invoice line:

The screenshot shows the 'Line Items' interface after adding a line. It now shows 1 Line Item, 1 Included, and 0 Previously Fully Invoiced. The 'Insert Line Item Options' section includes 'Tax Category', 'Shipping Documents', 'Special Handling', and 'Discount' checkboxes. The table now has one row with the following values: No. (empty), Include (checked), Type (MATERIAL), Part # (empty), Description (empty), Customer Part # (empty), Quantity (empty), Unit (empty), Unit Price (empty), and Subtotal (empty). The 'Line Item Actions' dropdown menu is open, showing 'Add' with a dropdown arrow. At the bottom right, there are 'Update', 'Exit', and 'Next' buttons.

8. Populate the fields on the invoice line:

- The No. field (line number) must correspond to the line number on your PO. This is a required field.
- Complete the Part # and Description fields.
- Enter Quantity, Unit, and Unit Price as appropriate for your invoice. These are required fields.
 - Quantity should be a whole amount (no fractions)
 - Unit needs to match the PO EXACTLY. Use **EA** (all caps) if in doubt.
 - Unit Price should use a period/full stop as the separator (not a comma).
- Unit Price currency will default based on your user login. If you want to invoice in a currency other than your default, put the amount in, then use the three-letter currency abbreviation to specify the currency.
 - 1000 EUR or 1000 USD
- The Subtotal is calculated automatically when you click **Update**
- Example of a completed invoice line:

Insert Line Item Options

Tax Category:
 Shipping Documents
 Special Handling
 Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	65432.1	Self-sealing Stem Bolts		100	EA	\$50.00 USD	\$5,000.00 USD

- Continue to add lines using the method as above as appropriate for your invoice.

When preparing an invoice where shipping **EU to EU**, you must include **VAT Tax** on the invoice, even if it's 0%.

When Shipping **EU to US**, you should include **Sales Tax** on the invoice, even if it's 0%.

See the example on the next page.

Supplier VAT/Tax ID: IE3429008MH Customer VAT/Tax ID: 042695240

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Tax Exchange Rate
Exchange Rate from US* Dollar to Costa Rican Colon: 619.64

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

Insert Line Item Options
 Tax Category: Shipping Documents Special Handling Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	2 Matlab licenses to be used by Brandom Figueroa and Luis Quiros Fonseca in Costa Rica		2	EA	\$940.00 USD	\$1,880.00 USD

Category: VAT Taxable Amount: \$1,880.00 USD
 Location: Rate(%): 0
 Description: Exempt Tax Amount: \$0.00 USD
 Regime: Exempt Detail: Exempt
 Date Of Pre-Payment: Date Of Supply: 5 Nov 2018
 Law Reference: Triangular Transaction

- Select the line by clicking the tick box to the left.
- Click “Line Item Actions” button. New blank fields will appear.
 - The screenshot above shows you what the line will look like AFTER you click the button.
- You should complete the fields as shown above.
- Click the UPDATE button at the bottom of the screen to save your changes.
- REPEAT steps 1 through 4 for each line of your invoice.
- If none of the fields have a red error message, continue with your invoice

9. To Invoice a SERVICE PO (also known as **Material – Amount Based**)

- Choose General Service when creating the Invoice Line

Insert Line Item Options

Tax Category: Discount Add to Included Lines

No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected											

Line Item Actions

- Populate the Invoice fields as appropriate, following from the Purchase Order
- For a Service invoice, populate **ONLY** the Subtotal field with the amount being invoiced

Insert Line Item Options

Tax Category: Discount Add to Included Lines

No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
1		<input checked="" type="checkbox"/>	SERVICE		Calibration Services						\$1,500.00 USE

Service Period: Service Start Date: 1 Jul 2019 Service End Date: 31 Jul 2019

- Continue to add lines using the method as above as appropriate for your invoice.

When preparing an invoice where shipping **EU to EU**, you must include **VAT Tax** on the invoice, even if it's 0%.

When Shipping **EU to US**, you should include **Sales Tax** on the invoice, even if it's 0%.

10. When you're finished adding Invoice lines, click **Next** at the bottom of the page.

- If the page does not refresh to the Summary, review the invoice for errors (will be in red).
- Correct the error(s), then click **Update** to check fields before clicking **Next**.

Invoice Summary Page

Ariba Network

[Upgrade from standard account](#)
[Learn More](#)
Company Settings
Justin Brown
Help Center >>

Create Invoice
[Previous](#)
[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: SAMPLE
Invoice Date: Tuesday 30 Jul 2019 4:14 PM GMT-04:00
Original Purchase Order: 70000****

Subtotal: **\$1,600.00 USD**
Total Tax: \$0.00 USD
Total Gross Amount: \$1,600.00 USD
Total Net Amount: \$1,600.00 USD
Amount Due: **\$1,600.00 USD**

REMIT TO:

Just Brownies BSC TEST - TEST
Postal Address:
6 Squire Court
Natick, MA 01760
United States
Remit To ID: 0001142340

BILL TO:

Boston Scientific
Accounts Payable
Postal Address:
PO Box 9****
Carlton, MA 02021
United States

SUPPLIER:

Just Brownies BSC TEST - TEST
Postal Address:
100 Central Street
Natick, MA 01760
United States

BILL FROM:

Just Brownies BSC TEST - TEST
Postal Address:
100 Central Street
Natick, MA 01760
United States

CUSTOMER:

Boston Scientific - TEST
Postal Address:
100 Boston Scientific Place
Marlborough, MA 01752
United States
Email: customer@bsci.com

SHIPPING INFORMATION:

SHIP FROM:

Just Brownies BSC TEST - TEST
Postal Address:
6 Squire Court
Natick, MA 01760
United States

SHIP TO:

Boston Scientific - TEST
Postal Address:
100 Boston Scientific Place
Marlborough, MA 01752
United States

Original Purchase Order: 70000****

Line No.	Line Ref No.	Type	Part No. / Description	Qty / Unit	Unit Price	Sub Total
1	1	SERVICE	Calibration Services			\$1,600.00 USD

DETAILS

Start Date: 1 Jul 2019 End Date: 31 Jul 2019
Auxiliary Part ID:
Manufacturer Part No.:
Manufacturer Name:
Country of Origin:

Subtotal: **\$1,600.00 USD**
Gross Amount: \$1,600.00 USD
Net Amount: \$1,600.00 USD

Tax Summary

Invoice Summary

Subtotal: **\$1,600.00 USD**
Total Tax: \$0.00 USD
Total Gross Amount: \$1,600.00 USD
Total Net Amount: \$1,600.00 USD
Amount Due: **\$1,600.00 USD**

[Previous](#)
[Submit](#)
[Exit](#)

11. Carefully check all the fields on the Summary, then **Submit**

- If you need to change any field, use the **Previous** button to go back one screen and fix data.
- If it's good, click **Submit**

pg. 8

Any Questions: supplierenablement@bsci.com

Rev 7 August 2019