

# Welcome!

## Boston Scientific [🔗](#) is looking forward to build a solid partnership with you

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This guide shows our guiding principles that will ensure timely payments.

### **Boston Scientific:**

- Generates **Purchase Orders (PO)** to place orders with our suppliers
  - *Always request a PO and mention the **correct PO-number** on all invoices. In exceptional cases where no PO is issued, a Boston Scientific **Contact Person** must be included on the invoice*
- Uses standard **payment terms**
  - *45 days net <sup>1)</sup>*
  - *Payment terms are based on the date we receive the invoice*
- Uses **SAP Business Network** to electronically transact with suppliers
  - *We send Purchase Orders and receive Invoices through SAP Business Network*
  - *We expect our preferred and frequent<sup>2)</sup> suppliers to register on the SAP Business Network*
  - *Visit the SAP Business Network [🔗](#) to learn more*

## Create a Free Standard Account on **SAP Business Network**

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- *Choose Register Now [🔗](#) to sign up and/or*
- *Email your Ariba Network ID (ANID) to [supplierenablementemea@bsci.com](mailto:supplierenablementemea@bsci.com)*
- *We will send you a Trading Relationship Request using your ANID*
- *After you accept this request, we will be able to transact with you over the SAP Business Network (you will receive purchase orders through SAP Business Network, and you will submit invoices through SAP Business Network)*
- *Training material is available in the BSC Supplier Resource Center [🔗](#)*

1) some country differences may apply

2) 10+ invoices/year

## SAP Business Network, enablement support Advancing science for life™

EMEA

✉ [Supplierenablementemea@bsci.com](mailto:Supplierenablementemea@bsci.com)

## Purchase Orders queries

EMEA

✉ [Europe-Procurement@bsci.com](mailto:Europe-Procurement@bsci.com)

## Invoicing status requests

*MyInvoiceTracker*

🌐 <https://forms.office.com/r/Sr7uxZSDFq>

## General questions, invoice queries, payment status:

Austria	✉ <a href="mailto:PtPDACH@bsci.com">PtPDACH@bsci.com</a> 📞 0800 909470 (DE, EN)	Norway	✉ <a href="mailto:PtPNord@bsci.com">PtPNord@bsci.com</a> 📞 800 544 58 (EN)
Belgium	✉ <a href="mailto:PtPBelgium@bsci.com">PtPBelgium@bsci.com</a> 📞 0800 89028 (EN, FR)	Poland	✉ <a href="mailto:PtPPoland@bsci.com">PtPPoland@bsci.com</a> 📞 8000 12082 (PL, EN)
Czech Republic	✉ <a href="mailto:PtPCzech@bsci.com">PtPCzech@bsci.com</a> 📞 8000 50468 (EN)	Portugal	✉ <a href="mailto:PtPPortugal@bsci.com">PtPPortugal@bsci.com</a> 📞 800 785167 (EN)
Denmark	✉ <a href="mailto:PtPNord@bsci.com">PtPNord@bsci.com</a> 📞 806 00228 (EN)	Romania	✉ <a href="mailto:PtPRomania@bsci.com">PtPRomania@bsci.com</a>
Dubai	✉ <a href="mailto:PtPDubai@bsci.com">PtPDubai@bsci.com</a> 📞 971 600 521 592 (EN)	Russia	✉ <a href="mailto:PtPRussia@bsci.com">PtPRussia@bsci.com</a> 📞 800 551 0408 (EN)
Finland	✉ <a href="mailto:PtPNord@bsci.com">PtPNord@bsci.com</a> 📞 0800 417 616 (EN)	Saudi Arabia	✉ <a href="mailto:PtPSaudiArabia@bsci.com">PtPSaudiArabia@bsci.com</a> 📞 0118008501369 (EN)
France	✉ <a href="mailto:PtPFrance@bsci.com">PtPFrance@bsci.com</a> 📞 0805 542890 (FR, EN)	South Africa	✉ <a href="mailto:PtPSouthAfrica@bsci.com">PtPSouthAfrica@bsci.com</a> 📞 0800 600500 (EN)
Germany	✉ <a href="mailto:PtPDACH@bsci.com">PtPDACH@bsci.com</a> 📞 0800 664 7526 (DE, EN)	Spain	✉ <a href="mailto:PtPSpain@bsci.com">PtPSpain@bsci.com</a> 📞 900822785 (SP, EN)
Ireland	✉ <a href="mailto:PtPIreland@bsci.com">PtPIreland@bsci.com</a> 📞 1800 851 674 (EN)	Sweden	✉ <a href="mailto:PtPNord@bsci.com">PtPNord@bsci.com</a> 📞 0201 604 260 (EN)
Israel	✉ <a href="mailto:PtPIsrael@bsci.com">PtPIsrael@bsci.com</a> 📞 972 180 951 0001 (EN)	Switzerland	✉ <a href="mailto:PtPDACH@bsci.com">PtPDACH@bsci.com</a> 📞 0800 110 167 (DE, EN)
Italy	✉ <a href="mailto:PtPItaly@bsci.com">PtPItaly@bsci.com</a> 📞 8009 59939 (IT, EN)	Turkey	✉ <a href="mailto:PtPTurkey@bsci.com">PtPTurkey@bsci.com</a> 📞 00800 448 829077 (EN, TUR)
Lebanon	✉ <a href="mailto:PtPLebanon@bsci.com">PtPLebanon@bsci.com</a> 📞 971 600 521 592 (EN)	UK	✉ <a href="mailto:PtPGreatBritain@bsci.com">PtPGreatBritain@bsci.com</a> 📞 8009 178257 (EN)
Netherlands	✉ <a href="mailto:PtPNetherlands@bsci.com">PtPNetherlands@bsci.com</a> 📞 0800 0220180 (EN)		

*Phone numbers are toll-free numbers, accessible in the country only*

# Invoice submission

## The SAP Business Network

We expect all preferred and frequent<sup>1)</sup> suppliers to connect with Boston Scientific on the SAP Business Network.

***Submitting invoices over the SAP Business Network is fast, digital and reliable. SAP Business Network offers great opportunities to enhance the partnership!***

## Offline invoice submission

For suppliers not connected with Boston Scientific on the SAP Business Network, please submit invoices digitally to the appropriate mailbox:

Austria	Boston Scientific GsmBH <a href="mailto:3260Invoices@bsci.com">3260Invoices@bsci.com</a>	Poland	Boston Scientific Polska Sp. z o.o. <a href="mailto:4040Invoices@bsci.com">4040Invoices@bsci.com</a>
Belgium	Boston Scientific Benelux NV <a href="mailto:3100Invoices@bsci.com">3100Invoices@bsci.com</a>	Portugal	Boston Scientific Portugal – Dispositivos Médicos, Lda <a href="mailto:3430Invoices@bsci.com">3430Invoices@bsci.com</a>
	Guidant Europe NV <a href="mailto:7110Invoices@bsci.com">7110Invoices@bsci.com</a>	Romania	Boston Scientific Romania S.R.L. <a href="mailto:3840Invoices@bsci.com">3840Invoices@bsci.com</a>
Czech Republic	Boston Scientific Ceska Republika s.r.o <a href="mailto:4000Invoices@bsci.com">4000Invoices@bsci.com</a>	Saudi Arabia	Boston Scientific Gulf for Trading <a href="mailto:5880Invoices@bsci.com">5880Invoices@bsci.com</a>
Dubai	Boston Scientific Middle East FZ LLC <a href="mailto:5870Invoices@bsci.com">5870Invoices@bsci.com</a>	Nordic (DK, FI, NO, SE)	Boston Scientific Nordic AB <a href="mailto:3720Invoices@bsci.com">3720Invoices@bsci.com</a>
France	Boston Scientific International SA <a href="mailto:3300Invoices@bsci.com">3300Invoices@bsci.com</a>	South Africa	Boston Scientific South Africa Pty <a href="mailto:5710Invoices@bsci.com">5710Invoices@bsci.com</a>
	Boston Scientific SAS <a href="mailto:3320Invoices@bsci.com">3320Invoices@bsci.com</a>	Spain	Boston Scientific Ibérica SA <a href="mailto:3400Invoices@bsci.com">3400Invoices@bsci.com</a>
Germany	Boston Scientific Medizintechnik GmbH <a href="mailto:3200Invoices@bsci.com">3200Invoices@bsci.com</a>	Switzerland	Boston Scientific AG <a href="mailto:3240Invoices@bsci.com">3240Invoices@bsci.com</a>
Ireland	Boston Scientific Limited Cork Boston Scientific Limited Clonmel Boston Scientific Limited Galway <a href="mailto:indirectinvoices@bsci.com">indirectinvoices@bsci.com</a>	Turkey	Boston Scientific Tip Gerecleri Limited Sirketi <a href="mailto:5800Invoices@bsci.com">5800Invoices@bsci.com</a>
Israel	Galil Medical Ltd <a href="mailto:8190Invoices@bsci.com">8190Invoices@bsci.com</a>	UK	Boston Scientific Ltd <a href="mailto:3600Invoices@bsci.com">3600Invoices@bsci.com</a>
Italy	Boston Scientific S.p.A. <a href="mailto:3620Invoices@bsci.com">3620Invoices@bsci.com</a>	 <b>Important</b> <ul style="list-style-type: none"> <li>• Only send PDF documents</li> <li>• Every PDF is one invoice</li> <li>• Multiple PDFs per email allowed</li> <li>• No protected or compressed (zipped) PDFs</li> <li>• Use these mailboxes for Invoices only</li> <li>• Email body text is ignored</li> </ul>	
Lebanon	Boston Scientific Middle SAL <a href="mailto:5860Invoices@bsci.com">5860Invoices@bsci.com</a>		
Netherlands	Boston Scientific International BV <a href="mailto:3000Invoices@bsci.com">3000Invoices@bsci.com</a>		
	Boston Scientific Nederland BV <a href="mailto:3050Invoices@bsci.com">3050Invoices@bsci.com</a>		
	Boston Scientific Group plc <a href="mailto:3570Invoices@bsci.com">3570Invoices@bsci.com</a>		

<sup>1)</sup> 10+ invoices/year