

Confirm the Order (should be done on receiving the PO)

- Full Use Account Suppliers: Find the PO in your inbox and click on the PO number.
 - Light Account Suppliers: Access the PO from the link in the PO email you received.
 - a. Note: Create order confirmation (OC) is should be blue and available.
 - b. OC must be submitted before the invoice can be created
 - c. The service entry sheet is out of scope.
 - i. Any supplier who submitted a service entry sheet prior to the rule update, will need to email supplierenablement@bsci.com. Please provide your PO# and 13-digit Ariba Network Account ID (ANID) in the email.
1. Click the blue box drop down to confirm the order.
 - a. Typically, service PO’s confirm the entire order
 - b. Create any alphanumeric value for the OC field
 - c. Complete all required fields
 2. Review the summary page of the OC for accuracy.
 3. Select “Previous” if changes are needed, and “Done” if you wish to submit

Purchase Order: 7000003455

Confirming PO

Confirmation #: OC 03455
 Supplier Reference:
 Attachments:

Order Confirmation: OC 03455

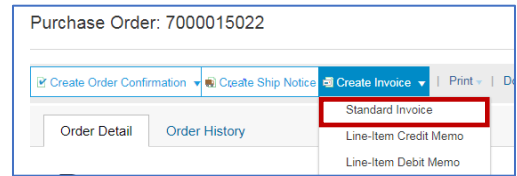
Print Export cXML

Confirmation #: OC 03455
 Notice Date: 9 Sep 2018
 Purchase Order: [7000003455](#)
 Est. Delivery Date: 30 Sep 2018

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available	1 (EA)	30 Sep 2018	\$50,000.00 USD	\$50,000.00 USD
PO Non Catalog Price Variance Current Order Status: 1 Confirmed With New Date (Estimated Completion Date: 30 Sep 2018)					
2	Not Available	1 (EA)	30 Sep 2018	\$40,000.00 USD	\$40,000.00 USD
Service Line #2 Current Order Status: 1 Confirmed With New Date (Estimated Completion Date: 30 Sep 2018)					

Create the invoice



1. Click the dropdown and select Standard Invoice.
2. Enter an alphanumeric value for the Invoice Number field.
 - a. This is a number set by you, the supplier. It is your internal reference number for this invoice.
 - b. **Your invoice number may not exceed 16 spaces**
 - i. These may be alphanumeric, as long as they don't exceed 16 spaces.
3. Many Service PO invoices do NOT charge tax. If tax is required, indicate the appropriate header (North America & Latin America) or line item (EMEA) level.
4. If tax is NOT required, click the blue "Remove" link to the right.

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

Summary

Purchase Order: 7000015022	Subtotal: \$4,250.00 USD	View/Edit Addresses
Invoice #:* <input type="text" value="Example Invoice"/>	Total Tax: \$0.00 USD	
Invoice Date:* <input type="text" value="14 Mar 2019"/>	Total Gross Amount: \$4,250.00 USD	
Service Description: <input type="text"/>	Total Net Amount: \$4,250.00 USD	
Supplier Tax ID: <input type="text"/>	Amount Due: \$4,250.00 USD	
Remit To: <input type="text" value="6 Squire Court"/>		
Natick, MA United States		
Bill To: Boston Scientific		
Canton, MA United States		

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category:* <input type="text" value="Sales Tax"/>	Taxable Amount: <input type="text" value="\$4,250.00 USD"/>	Remove
Location: <input type="text"/>	Tax Rate Type: <input type="text"/>	
Description: <input type="text"/>	Rate(%): <input type="text"/>	
Regime: <input type="text"/>	Tax Amount: <input type="text"/>	

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5. All Additional Fields are optional; you may use them if you wish.

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **JUST BROWNIES INC-TEST**
NATICK, MA
United States

Service Start Date:

Service End Date:

Choose Address: [View/Edit Addresses](#)

Customer: **Boston Scientific**
Canton, MA
United States

Bill From: **JUST BROWNIES INC-TEST**
NATICK, MA
United States

Email: [View/Edit Addresses](#)

6. Scroll down to the line item(s)

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 type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Brownies		<input type="text" value="1,000"/>	EA	\$4.25 USD	\$4,250.00 USD

[Line Item Actions](#) [Delete](#)

- Most materials lines will look something like the above.
- The only field you can modify is the Quantity. You may bill for the entire quantity, or a portion thereof.
- In this example the entire amount is being invoiced.

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7. Click **Update**, **Save**, or **Next** at the bottom of the screen:



- 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.
 - i. Always review the entire invoice prior to submitting

A screenshot of a web application interface titled 'Create Invoice'. At the top right are four buttons: 'Previous', 'Save', 'Submit' (highlighted in blue), and 'Exit'. Below the buttons is a warning message: '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.' Below this is a section for 'Standard Invoice' with a table of invoice details. The table has two columns: invoice information on the left and financial totals on the right. The invoice information includes: Invoice Number: Example Invoice, Invoice Date: Thursday 14 Mar 2019 4:13 PM GMT-04:00, and Original Purchase Order: 7000015022. The financial totals are: Subtotal: \$4,250.00 USD, Total Tax: \$0.00 USD, Total Gross Amount: \$4,250.00 USD, Total Net Amount: \$4,250.00 USD, and Amount Due: \$4,250.00 USD. Below the table are three columns of address information: 'REMIT TO:' (JUST BROWNIES INC-TEST, 6 Squire Court, Natick, MA 01760, United States, Remit To ID: 0001142340), 'BILL TO:' (Boston Scientific, PO Box: 9188, Accounts Payable Dept, PO Box: 9188, Canton, MA 2021, United States, Address ID: 1000_BILLTO), and 'SUPPLIER:' (JUST BROWNIES INC-TEST, 6 SQUARE COURT, NATICK, MA 01760, United States).

8. Review the invoice, then click **Submit** to send the invoice to Boston Scientific



- a. **Previous** brings you back to the editing screen, if you want to make changes;
- b. **Save** keeps a draft of the invoice in your Outbox draft folder for 7 days;
- c. **Submit** sends the invoice electronically to Boston Scientific.

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9. 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.](#)

10. If you have questions about submitting a service purchase order invoice, please contact:
 - a. Supplierenablement@bsci.com to obtain help;
 - b. BostonScientificEnablement@ariba.com if you are a supplier in the Americas
 - c. BSC_EMEA@ariba.com if you are a supplier in Europe