

## Step by step guide

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### How to create a BPO Invoice

#### Invoice against contract

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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.

## Method PO Flip

1. Login into your Ariba Account
2. On Homepage, go to: *Orders, Invoices and Payments*
3. Select: *Last 200 documents*
4. Select: *New Purchase Orders*
5. Select directly the Order # (BPO) by clicking on the number highlighted in blue in case you have an Ariba Enterprise account. If you have a Standard Ariba account, please go through the Ariba email you have received with the BPO.

Home

Inbox

Outbox

Catalogs

Reports

Messages

Orders and Releases

All Customers

Order Number

Orders, Invoices and Payments

All Customers

Last 200 Documents

100  
New Purchase  
Orders

100+  
Orders to Confirm

100+  
Orders to Ship

16  
Orders that Need  
Attention

213  
Orders to Invoice

More...

Page

1

Order Number		Customer	Status	Amount	Date	Amount Invoiced	Action
BPO1681		Boston Scientific - TEST	New	Undisclosed	24 Apr 2020	\$0.00 USD	Select
7000061754		Boston Scientific - TEST	New	\$30,000.00 USD	20 Apr 2020	\$0.00 USD	Select
7000061755		Boston Scientific - TEST	New	\$30,000.00 USD	20 Apr 2020	\$0.00 USD	Select
7000061716		Boston Scientific - TEST	New	\$5,500.00 USD	14 Apr 2020	\$0.00 USD	Select

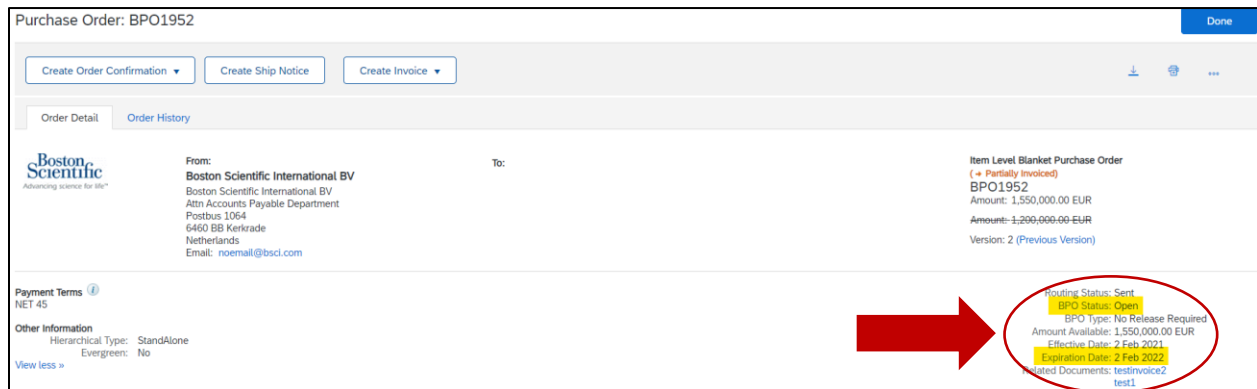


Please remember to verify that you are selecting the latest version of the BPO before submitting your invoice. You can check this on the details included below the BPO number:

Purchase Order: BPO1952		Done
Create Order Confirmation	Create Ship Notice	Create Invoice
Order Detail	Order History	
<p><b>From:</b> Boston Scientific International BV Boston Scientific International BV Attn Accounts Payable Department Postbus 1064 6460 BB Kerkrade Netherlands Email: noemail@bsci.com</p>		<p><b>To:</b> 2000 GELEEN Netherlands Phone: Fax: Email:</p>
		<p>Item Level Blanket Purchase Order (+ Partially Invoiced) BPO1952 Amount: 1,550,000.00 EUR Amount: 1,200,000.00 EUR Version: 2 (Previous Version)</p>

Before submitting an invoice, please check that the Status of the BPO is: "Open". If BPO status is "Inactive" the invoice will be auto rejected by the system.

**Note: The status "Inactive" will show only if the "Expiration Date" of the contract is past due.**



Purchase Order: BPO1952

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

**Boston Scientific**  
Advancing science for life™

From: **Boston Scientific International BV**  
Boston Scientific International BV  
Attn: Accounts Payable Department  
Postbus 1054  
6460 BB Kerkrade  
Netherlands  
Email: [noemail@bsci.com](mailto:noemail@bsci.com)

To:

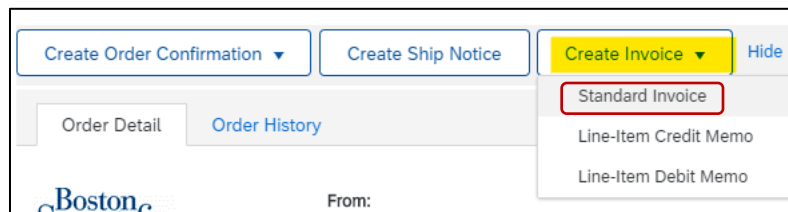
Item Level Blanket Purchase Order  
( + Partially Invoiced )  
BPO1952  
Amount: 1,550,000.00 EUR  
Amount: 1,200,000.00 EUR  
Version: 2 (Previous Version)

Payment Terms  
NET 45

Other Information  
Hierarchical Type: StandAlone  
Evergreen: No  
[View less »](#)

Routing Status: Sent  
BPO Status: Open  
BPO Type: No Release Required  
Amount Available: 1,550,000.00 EUR  
Effective Date: 2 Feb 2021  
Expiration Date: 2 Feb 2022  
Related Documents: testInvoice2 test1

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



Create Order Confirmation Create Ship Notice Create Invoice Hide

Order Detail Order History

**Boston Scientific**

From:

Standard Invoice  
Line-Item Credit Memo  
Line-Item Debit Memo

**\*\*\*Immediately the system gives the option to create the invoice\*\*\***

7. On section: *Summary*, please just complete the below fields:

- Invoice #*: You can use alphanumeric characters. This number is for your company internal control. It cannot exceed 16 characters.
- Invoice Date*: It is a prepopulated field. The system it is going to select the date of the day you are creating the invoice in Ariba Network.

Create Invoice

UpdateSaveExitNext

Invoice Header

\* Indicates required fieldAdd to Header

Summary

Blanket Order: BPO1619

Invoice #

Test 01 PO FLIP

Invoice Date

20 May 2020

Service Description

Supplier Tax ID

Remit To

21 High Street

North Andover , MA  
United States

Bill To: Marlborough Facility

Marlborough , MA  
United States

Subtotal: \$0.00 USD

Total Tax: \$0.00 USD

Total Gross Amount: \$0.00 USD

Total Amount without Tax: \$0.00 USD

Total Net Amount: \$0.00 USD

Amount Due: \$0.00 USD

View/Edit Addresses

8. 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

9. 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

10. Do not change any field on section: **Additional fields.**

Additional Fields

Supplier Account ID #

Customer Reference

Supplier Reference

Payment Note

Simon Group

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

Corporate Headquarters

Customer: Corporate Headquarters

Natick , MA  
United States

Email

11. On section: *Blanket PO Items*
12. Click on the check box of each line item that you want to invoice
13. Select: Create
14. Select the kind of supplies you provide to BSCI. If you provide materials to BSCI, select: *Goods*. 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	1	EA	\$1,000.00 USD	BPO1619-1_MilestoneItem		Milestone item - Past 15 days completion due date	\$1,000.00 USD
<input type="checkbox"/> 2	1	EA	\$1,000.00 USD	BPO1619-2_MilestoneItem		Milestone item - Past 30 days completion due date	\$1,000.00 USD
<input type="checkbox"/> 3	1	EA	\$1,000.00 USD	BPO1619-3_MilestoneItem		Milestone item - Future 15 days completion ...	\$1,000.00 USD
<input type="checkbox"/> 4	1	EA	\$1,000.00 USD	BPO1619-4_MilestoneItem		Milestone item - Future 30 days completion ...	\$1,000.00 USD

Create ▾  
 Goods  
 Service

Edit

Delete

15. 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	BPO1724-1_MilestoneItem		Milestone 1	\$100,000.00 USD

▾ Invoice Item

Quantity: 1

Unit: EA

Unit Price: \$100,000.00 U

Subtotal: \$100,000.00 USD

Part #: BPO1724-1\_MilestoneItem

Auxiliary Part ID:

Customer Part ID:

\* Indicates required field

Line Item Actions ▾

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

Create Invoice

CreateCancel

Blanket PO Item

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
1	1	EA	\$100,000.00 USD	BPO1724-1_MilestoneItem		Milestone 1	\$100,000.00 USD

Invoice Item

\* Indicates required field

Line Item Actions

Add

Tax

Discount

Shipping Documents

Special Handling

Comments

Attachment

Quantity: \*

Unit: EA

Unit Price: \* \$100,000 USD

Subtotal: \$100,000.00 USD

Part #: BPO1724-1\_MilestoneItem

Auxiliary Part ID:

Customer Part #:

Description: Milestone 1

17. The following would show under the line you are invoicing.

Tax

Remove

Category: VAT

Location:

Description: Exempt

Regime:

Date Of Pre-Payment:

Low Reference:

Taxable Amount: \$100,000.00 USD

Rate: 0

Tax Amount:

Exempt Detail: Exempt

Date Of Supply: 7 Apr 2021

☐ Triangular Transaction

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.

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

Shipping

View/Edit Addresses

Ship From: The Simon Group - TEST

Ship To: Marlborough Facility

North Andover, MA

Marlborough, MA

United States

United States

Deliver To: Michelle Frain

Marlborough Facility

Shipping Cost

Shipping Amount: \$0.00 USD

Shipping Date:

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

Create

Cancel

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

*Remember, DO NOT change the price in this field.*

Add to Header ▾

Blanket PO Items

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input type="checkbox"/> 1	1	EA	\$1,000.00 USD	BPO1619-1_MilestoneItem		Milestone item - Past 15 days completion due date	\$1,000.00 USD
<input type="checkbox"/> 1.1	<input type="text" value="1"/>		\$1,000.00 U	BPO1619-1_MilestoneItem		Milestone item - Past 15 days completion due date	\$1,000.00 USD
<input type="checkbox"/> 2	1	EA	\$1,000.00 USD	BPO1619-2_MilestoneItem		Milestone item - Past 30 days completion due date	\$1,000.00 USD
<input type="checkbox"/> 3	1	EA	\$1,000.00 USD	BPO1619-3_MilestoneItem		Milestone item - Future 15 days completion ...	\$1,000.00 USD
<input type="checkbox"/> 4	1	EA	\$1,000.00 USD	BPO1619-4_MilestoneItem		Milestone item - Future 30 days completion ...	\$1,000.00 USD

Create ▾ Edit Delete

Update Save Exit **Next**

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

22. Select: *Submit*

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: TEST INVOICE 01	Subtotal: \$1,000.00 USD
Invoice Date: Wednesday 20 May 2020 1:17 PM GMT-06:00	Total Tax: \$0.00 USD
Original Blanket Purchase Order: BPO1619	Total Shipping: \$15.00 USD
	Total Gross Amount: \$1,015.00 USD
	Total Amount without Tax: \$1,015.00 USD
	Total Net Amount: \$1,015.00 USD
	Amount Due: \$1,015.00 USD

REMIT TO: BILL TO: SUPPLIER:

23. Select: *Print*, if you want to have a copy of the invoice, or click on *Exit* to go back to the Homepage

**SAP Ariba Network**

Invoice TEST INVOICE 01 has been submitted.

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

❖ If you have questions about submitting a BPO invoice, please contact:

[supplierenablement@bsci.com](mailto:supplierenablement@bsci.com) to obtain help;

[supplierenablementemea@bsci.com](mailto:supplierenablementemea@bsci.com) if you are a supplier in Europe