

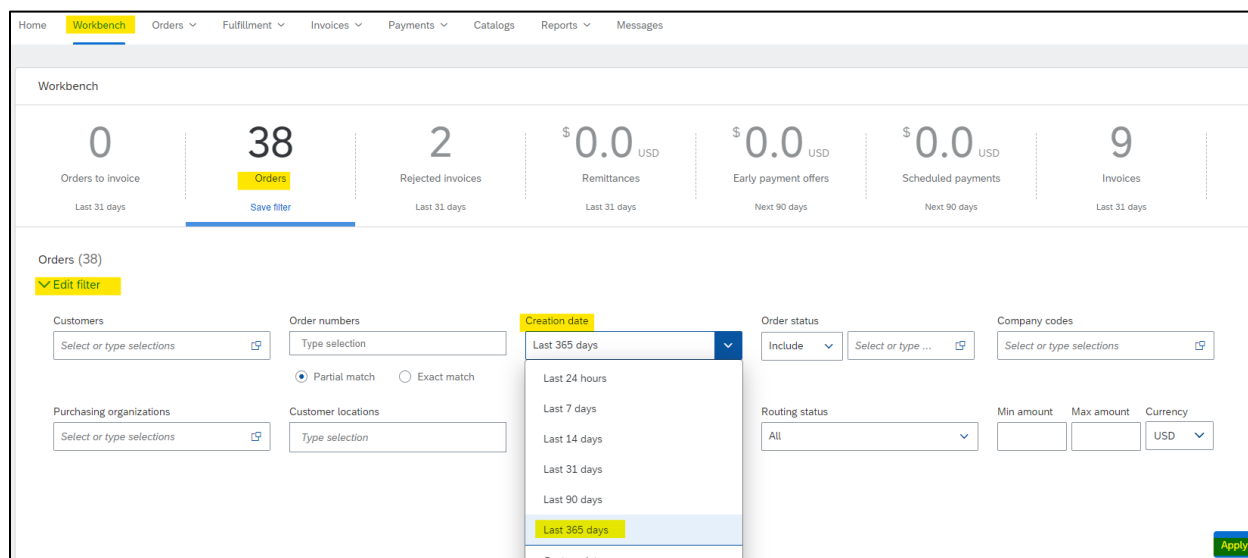
How to invoice a PO from Boston Scientific

Find the Purchase order:

a) Suppliers with an Enterprise account

Please log in 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”



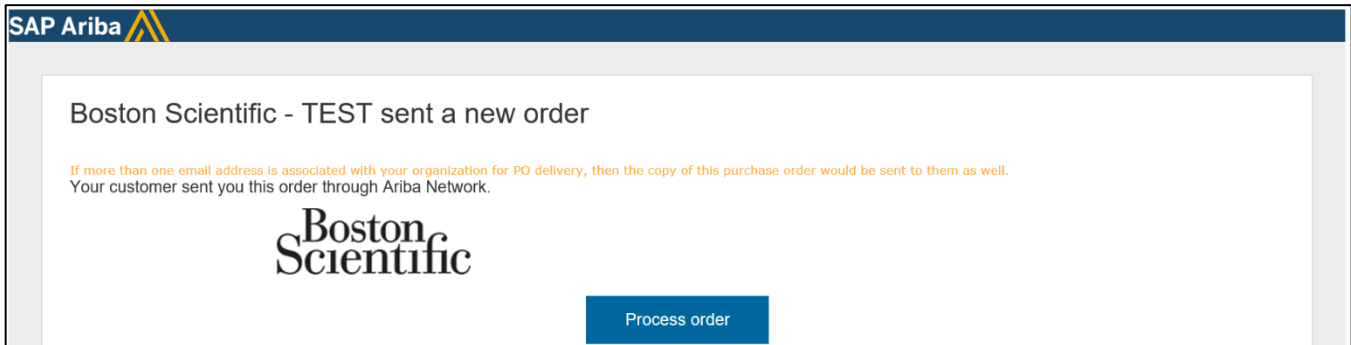
The screenshot shows the Ariba Workbench interface. At the top, there's a navigation bar with 'Home', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. Below this, the 'Workbench' section displays various metrics: 'Orders to invoice' (0), 'Orders' (38), 'Rejected invoices' (2), 'Remittances' (\$0.0 USD), 'Early payment offers' (\$0.0 USD), 'Scheduled payments' (\$0.0 USD), and 'Invoices' (9). The 'Orders (38)' section is active, showing an 'Edit filter' button. The filter dropdown is open, showing options: 'Last 24 hours', 'Last 7 days', 'Last 14 days', 'Last 31 days', 'Last 90 days', and 'Last 365 days'. The 'Last 365 days' option is highlighted. The 'Apply' button is visible at the bottom right of the filter area.

Please click on the “Apply” button to finish the search. Once you have identified the PO number you want to invoice, click on the Actions option “...” and select “Confirm entire order” (if you have not confirmed the PO yet) or select “Standard invoice” to create and submit an invoice.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
BPO2070	Boston Scientific - TEST	€1,550,000.00 EUR	May 4, 2021	Partially Invoiced		Confirm entire order
7000111399	Boston Scientific - TEST	\$20,000.00 USD	Apr 28, 2021	Rejected		Update line items
7000111398	Boston Scientific - TEST	€145.00 EUR	Apr 28, 2021	Invoiced		Reject entire order
BPO2013	Boston Scientific - TEST	€1,350,000.00 EUR	Mar 23, 2021	New		Create ship notice
BPO1952	Boston Scientific - TEST	€1,550,000.00 EUR	Mar 22, 2021	Partially Invoiced		Create service sheet
						Standard invoice
						Hide

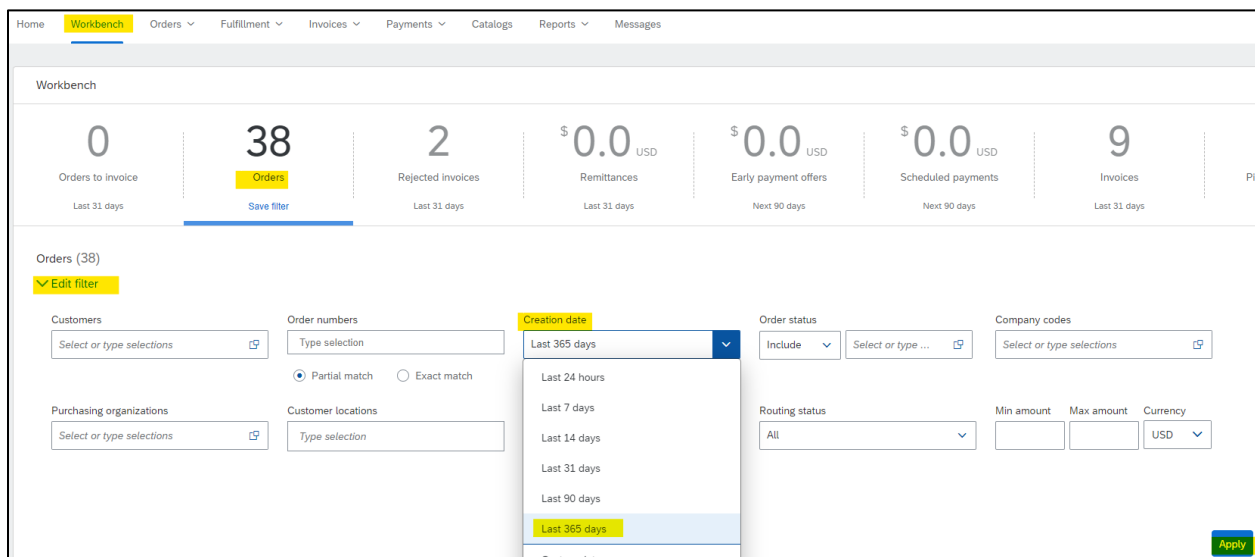
b) Suppliers with a Standard account:

Please access the PO through the link you have received at your email address, by clicking on the hyperlink of each PO or by clicking on the “Process order” button.



The link will take you to the website: supplier.ariba.com. Once you are in Ariba Network, please login with your username and password. Ariba will connect you directly with the PO you need to process.

- **Important:** If you do not have the original PO email notification, please go to supplier.ariba.com and login with your username and password. Once you are in the Home page, please 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. Once you have identified the PO number you want to invoice, click on the Actions option “...” and use option: “Send me a copy to take action”.

Orders (79)						
> Edit filter Save filter Last 365 days						
Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
7000148056	Boston Scientific - TEST	\$5,000.00 USD	Jun 14, 2021	New		...

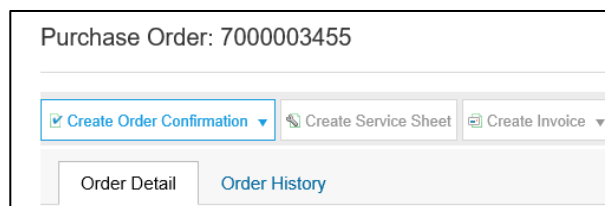
Confirm the Purchase Order

- a. Create order confirmation (OC) should be [blue and available](#).
- b. The OC must be submitted before the invoice can be created.
- c. The service entry sheet is out of scope.

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. Example: AN01392201160

1. Click the blue box drop down to confirm the order.

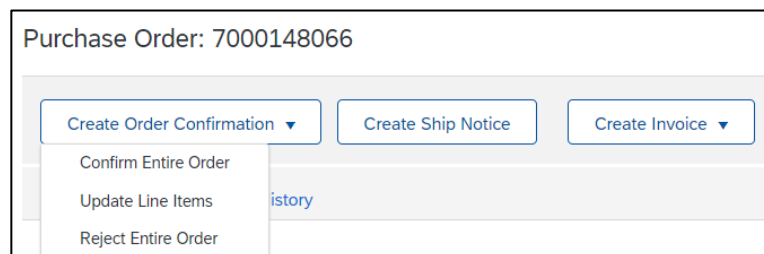


Purchase Order: 7000003455

☒ Create Order Confirmation ▼

Order Detail Order History

- a. Typically, service PO's confirm the entire order



Purchase Order: 7000148066

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Confirm Entire Order
Update Line Items
Reject Entire Order

History

- b. Create any alphanumeric value for the OC field.
- c. Complete all required fields: Confirmation # and Est Delivery Date (Can be the same as the Need By date in the Line Items section).

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: OC7000148066

Associated Purchase Order #: 7000148066

Customer: Boston Scientific - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Delivery Date: 30 Jun 2021

Comments:

Attachments

Choose File

No file chosen

Add Attachment

The total size of all attachments cannot exceed 25MB

Line Items

Line #	Part # / Description	Qty (Unit)	Need By
1	USUAT-01	1 (EA)	30 Jun 2021

- Review the summary page of the OC for accuracy.
- Select "Previous" if changes are needed, and "Submit" if it is ready.

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: OC7000148066

Supplier Reference:

Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	USUAT-01 Sensor 01	1 (EA)	30 Jun 2021	\$200.00 USD	\$200.00 USD

Current Order Status:

1 Confirmed As Is (Estimated Delivery Date: 30 Jun 2021)

Previous

Submit

Exit

Create the invoice

1. Click the dropdown and select Standard Invoice.

Purchase Order: 7000148066

Create Order Confirmation ▼

Create Ship Notice

Create Invoice ▼

Order Detail

Order History

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

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. Many Service PO invoices do NOT charge tax. If tax is required, indicate the appropriate header (NAMER & LATAM) 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: 7000148066

Invoice #: INV 1234

Invoice Date: 15 Jun 2021

Service Description:

Supplier Tax ID:

Remit To: 21 High Street - Boston Scientific ▼

North Andover , MA
United States

Bill To: Boston Scientific

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](#)

Tax ⓘ

☒ Header level tax ⓘ

☐ Line level tax ⓘ

Category: Sales Tax ▼

Location:

Description:

Regime:

Taxable Amount: \$200.00 USD

Tax Rate Type:

Rate(%):

Tax Amount:

Remove

5. 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

Payment Term

Net Term(days): 0

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Service Start Date:

Service End Date:

Simon Group ▾

Supplier: **Simon Group**
North Andover , MA
United States

Choose Address: **Boston Scientific** ▾
Customer: **Boston Scientific**
Canton , MA
United States
Email:

View/Edit Addresses

Bill From: **The Simon Group - TEST**

North Andover , MA
United States

View/Edit Addresses

- **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	ⓘ

↳

Line Item Actions ▾

Delete

Update

Save

Exit

Next

- **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

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

[Update](#) [Save](#) [Exit](#) [Next](#)

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.

- 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

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

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

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- Click Next to review the invoice:

[Update](#) [Save](#) [Exit](#) [Next](#)

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

- Click Previous, Save, or Submit:

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

- 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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9. 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

10. 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.](#)

11. 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.