

a) Suppliers with a Standard account in Ariba Network:

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 log in with your user and password. Ariba will connect you directly with the PO you need to process, by the method “PO Flip”.

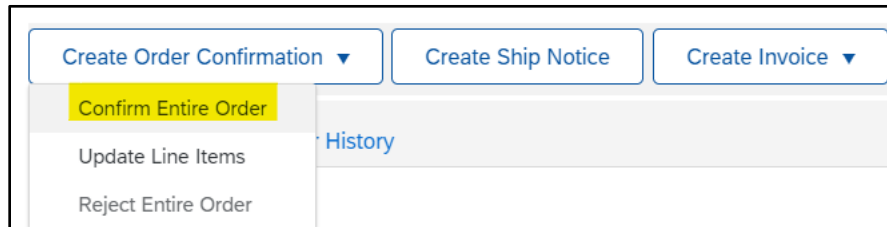
b) Suppliers with an Enterprise account in Ariba Network:

Please log in into supplier.ariba.com with your user and password. Go to the “Inbox” in order to see the new PO’s you have received or go to *Homepage* and look at the section: *Orders, Invoices and Payments* and click on the option: *Last 200 documents*. Once there click on the button “More...” and then select option: *Purchase Orders*, it will show you all PO’s you have received. Each PO itself has a hyperlink that will allow you to start the invoicing process.

Process:

I. Confirm PO

1. In section: *Create Order Confirmation*, scroll down the menu and select: *Confirm Entire Order*



2. In section: *Order Confirmation Header*, just complete the below fields:
 - a. *Confirmation #*: You can use any alphanumeric character. Cannot exceed 16 characters.
 - b. *Est. Delivery Date*: It is an estimated date. If the estimated delivery date does not end to be the same as you selected, do not worry, it is not going to affect payment.

**PO confirmation and invoicing through Ariba Network
Malaysia and Singapore Suppliers**



Confirming PO

Exit

Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: Confirmation1

Associated Purchase Order #: 7000109513

Customer: Boston Scientific - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date: 27 Nov 2020

Est. Tax Cost:

Comments:

* Indicates required field

3. Do not complete any other field on section: *Line items*.

4. Click on *Next*

Attachments

Name	Size (bytes)	Content Type
No items		

Browse...

Add Attachment

The total size of all attachments cannot exceed 25MB

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available	1	16 Nov 2020	RM5,000.00 MYR	RM5,000.00 MYR
	TI_PEN_TEST02				
	Current Order Status:				
	1 Confirmed With New Date (Estimated Delivery Date: 27 Nov 2020)				

Exit

Next

5. Check that all the information in the line items is correct and click on *Submit*

Confirming PO

Previous Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: Confirmation1

Supplier Reference:

Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available TI_PEN_TEST02	1	16 Nov 2020	RM5,000.00 MYR	RM5,000.00 MYR

Current Order Status:
1 Confirmed With New Date (Estimated Delivery Date: 27 Nov 2020)

Previous Submit Exit

II. Create an invoice

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

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

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.
 - Add to Header*: Please select Attachment in order to add your company PDF invoice.

PO confirmation and invoicing through Ariba Network Malaysia and Singapore Suppliers



Create Invoice Update Save Exit Next

Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: 7000109513
 Invoice #: testinvoice1
 Invoice Date: 27 Nov 2020
 Service Description:
 Supplier Tax ID:
 Remit To: NO 26-02 Pine Valley
 Penang
 Malaysia
 Bill To: Boston Scientific Medical Device (Malaysia) Sdn. Bhd.
 Bandar Cassia, Pulau Pinang
 MA
 Malaysia

Subtotal: RM5,000.00 MYR
 Total Tax: RM0.00 MYR
 Total Gross Amount: RM5,000.00 MYR
 Total Net Amount: RM5,000.00 MYR
 Amount Due: RM5,000.00 MYR

Tax
 Shipping Cost
 Shipping Tax
 Shipping Documents
 Special Handling
 Special Handling Tax
 Discount
 Additional Reference Documents and Dates
 Comment
 Attachment

Feedback

8. For Tax please select Tax Line Level if this section shows when you are invoicing. If not, the tax section will be automatically showing at the line level.

Tax Header level tax Line level tax

Category: Sales Tax
 Location:
 Description:
 Regime:

Taxable Amount: RM5,000.00 MYR
 Tax Rate Type:
 Rate(%):
 Tax Amount:

Remove

9. Tax and Shipping need to be selected on the Line Level. Payment Term section cannot be modified.

Tax Header level tax Line level tax

Shipping Header level shipping Line level shipping

Payment Term
 Net Term(days): 0

10. On Additional Fields no information needs to be included. Please leave this section as it is, blank.

Additional Fields section

Malaysia Suppliers

On section “Additional Malaysia Specific Information” just complete the **Supplier SST ID** in case you have one from your company. On the **Customer VAT/Tax ID**, in case the field has not been automatically prepopulated with Boston Scientific VAT/Tax ID, please complete it.

PO confirmation and invoicing through Ariba Network
Malaysia and Singapore Suppliers



Additional Fields	
Supplier Account ID #:	<input type="text"/>
Customer Reference:	<input type="text"/>
Supplier Reference:	<input type="text"/>
Payment Note:	<input type="text"/>
Supplier:	HONG POH ENGINEERING CONSTRUCTION Paya Terubong Pahang Malaysia
Service Start Date:	<input type="text"/>
Service End Date:	<input type="text"/>
Choose Address:	Boston Scientific Medical Device (Malaysia) <input type="button" value="View/Edit Addresses"/>
Customer:	Boston Scientific Medical Device (Malaysia) Sdn. Bhd. Bandar Cassia Pulau Pinang Malaysia
Bill From:	HONG POH ENGINEERING CONSTRUCTION Paya Terubong Pahang Malaysia
Email:	<input type="text"/>
<input type="button" value="View/Edit Addresses"/>	
Additional Malaysia Specific Information	
Supplier SST ID:	<input type="text"/>
Customer VAT ID/Tax ID:	P13-1905-22100020

Singapore Suppliers

On section “Additional Singapore Specific Fields” just complete the **Supplier GST ID** in case you have one for your company.

Additional Singapore Specific Fields	
Supplier GST ID:	<input type="text"/>
Customer GST ID:	<input type="text"/>
Type of Supply:	<input type="text"/>
Tax Invoice Number:	<input type="text"/>

11. Under Attachment please add your company PDF invoice. **If the PDF is not attached, the invoice will be rejected,** and it would be needed to be submitted again.

Attachments	
The total size of all attachments cannot exceed 25MB	
<input type="button" value="Browse..."/> <input type="button" value="Add Attachment"/>	
<input type="button" value="Remove"/>	
<input type="button" value="Add to Header"/>	

12. On section: *Line Items*

13. The green button “Include” must remain active in order to include the line. In case you need to disable a line (not to include it on the invoice), you can do it by clicking on the green button and it will gray out.

14. Material PO’s will allow just to change the field “Quantity”.

15. Service PO's will allow just to change the field "Subtotal"

16. In the example below, the PO is a Service PO, therefore, the field "Subtotal" can be modified.

17. In order to add tax to each line, please click on the check box of each line item that you want to invoice.

The screenshot shows the 'Insert Line Item Options' section of the SAP Ariba Network interface. It includes a table with two line items, both marked as 'MATERIAL' and 'Not Available'. The first line item has a subtotal of RM80,000.00 and the second has RM195,000.00. A 'Line Item Actions' dropdown menu is open, showing options like 'Edit', 'Add', 'Tax', 'Shipping Documents', 'Special Handling', 'Discount', 'Comments', and 'Attachment'. The 'Tax' option is highlighted in yellow. The interface also includes buttons for 'Update', 'Save', 'Exit', and 'Next'.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	TI_Penang AP Training_SPO_Malaysia Supplier_01		1			RM80,000.00
2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	TI_Penang AP Training_SPO_Malaysia Supplier_02		1			RM195,000.00

18. Click on the button "Line item Actions" and then click on: *Tax*

This is a close-up of the 'Line Item Actions' dropdown menu. The 'Tax' option is highlighted in yellow, indicating it is the selected action.

19. A menu with tax types is going to show up. Please select the ones that applies to the invoice you are submitting.

**PO confirmation and invoicing through Ariba Network
Malaysia and Singapore Suppliers**



Tax - Invoicing from Malaysia, please select on Category “SST” and the rate % (0%, 5%, 6% or 10%)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not	TI_Penang AP Training_SPO_Malaysia Supplier_01		1			RM80,000.00

Available

Tax
 Category: 0% SST / No Tax
 Location:
 Description: No Tax
 Regime:

Taxes
 0% SST / No Tax
 5% SST / Sales Tax
 6% SST / Service Tax
 10% SST / Sales Tax
 Other Tax

Amount: RM80,000.00 MYR
 Rate(%): 0
 Amount: RM0.00 MYR

[Remove](#)

Tax - Invoicing from Singapore, please select GST under “Category”, on description put “Sales Tax” and then type the rate % (0% or 7%)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not	TI_Penang GST/SST POC_GPO_International		990	EA	RM4,000.00 MYR	RM3,960,000.00 MYR

Available Supplier_AN Line1

Tax
 Category: 0% GST / Sales Tax
 Location:
 Description: Sales Tax
 Regime:

Taxes
 0% GST / Sales Tax
 7% GST / Sales Tax
 Other Tax

Amount: RM3,960,000.00 MYR
 Rate(%): 0
 Amount: RM0.00 MYR
 GST Type: Select

[Remove](#)

20. You can include the shipping costs in case there are any costs related to it. Then click update.

Shipping Cost
 Shipping Amount: RM0.00 MYR
 Shipping Date:

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

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

21. If the PO has more than one line and you are partially invoicing it, please disable the lines you are not including on the invoice by clicking on the “green icon”, when it turns grayout, it means the line would not be included on the invoice.

Line Items 2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options: ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	TI_Penang AP Training_MPO_Malaysia Supplier_01		9,971	EA	RM10.00 MYR	RM99,700.00 MYR
2	<input type="checkbox"/>	MATERIAL	Not Available	TI_Penang AP Training_MPO_Malaysia Supplier_02		0	EA	RM20.00 MYR	RM0 MYR

Excluded line items cannot be modified.

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

22. Review the information of the invoice. Check that all fields have been completed successfully.
23. Then click Next, on the page you can check the invoice one more time before submitting it. If everything is correct go ahead and click Submit. In case something needs to be modified please click Previous.

Create Invoice

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: American Samoa. The document's destination country is: Malaysia.

Standard Invoice

Invoice Number:	testInvoice20	Subtotal:	RM5,000.00 MYR
Invoice Date:	Friday 27 Nov 2020 11:54 AM GMT-06:00	Total Tax:	RM300.00 MYR
Original Purchase Order:	7000109513	Total Shipping:	RM0.00 MYR
		Total Gross Amount:	RM5,300.00 MYR
		Total Net Amount:	RM5,300.00 MYR
		Amount Due:	RM5,300.00 MYR

24. 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 Enterprise Account TEST MODE

Invoice Invoice002 has been submitted.

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

- ❖ If you have questions regarding the invoice submission method through Ariba Network, please contact: supplierenablement@bsci.com