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## Tax and legal considerations for invoices created in SAP Business Network (Ariba Network)

- Suppliers enabled in Ariba Network must submit PO-based invoices<sup>1</sup> through Ariba Network. Non-PO invoices<sup>2</sup> are not transacted through Ariba Network.
- If PO-based invoices are not sent to Boston Scientific through Ariba Network, they will be rejected.
- **Invoices generated in SAP Business Network are considered to be electronic invoices according to VAT legislation.** Any document attached to the invoice created in Ariba Network is just for reference.
- When creating the invoice in Ariba Network please make sure to use the same date as the invoice generated in your ERP (internal) system. **Ariba Network just allows to backdate 5 days**; therefore, we encourage our suppliers to use this timeframe to create the invoices.
  - If the invoice created in Ariba Network does not match with the date of the invoice generated in your ERP (internal) system, you will need to make the correction of the VAT reporting.
- Please visit the following site for more information: [Terms of use of SAP Business Network](#)

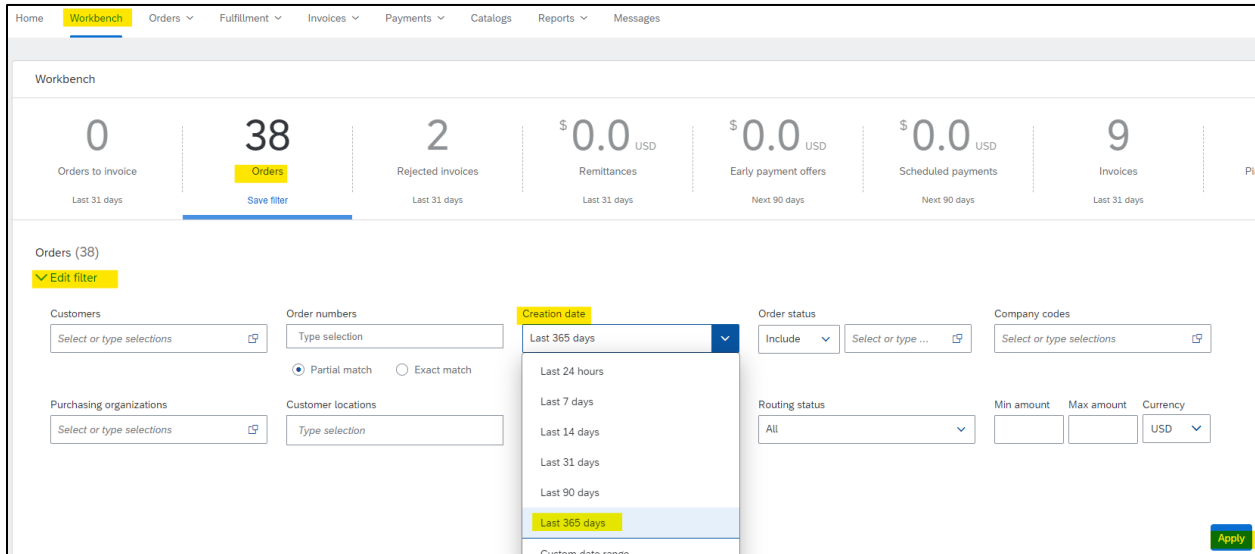
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<sup>1</sup> Invoices associated to PO's starting with number "7" and 10 digits in total.

<sup>2</sup> When a PO is not issued to your company, please make sure to include a **Boston Scientific Contact Person** in the invoice and submit the invoice to the corresponding ingestion email.

## How to find POs in my Ariba Network account?

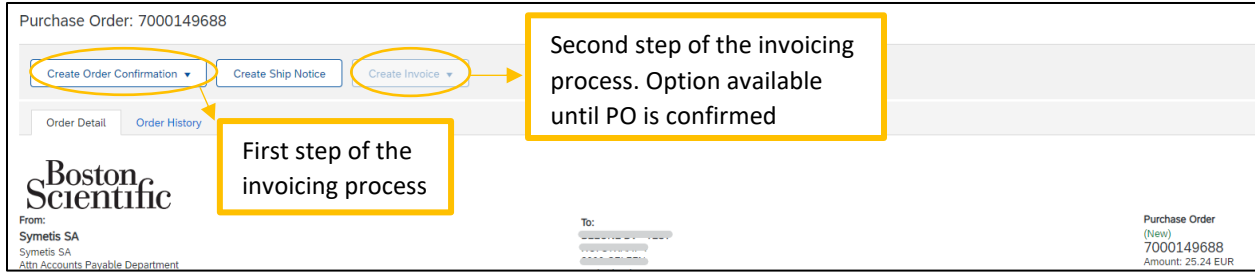
Please log into [supplier.ariba.com](http://supplier.ariba.com) with your username and password, then go to “Workbench” and click on “Orders”. You will be prompted to a new page and need to click on “Edit filter” and then select “Last 365 days”. Please click on the “Apply” button to finish the search.



Once you have identified the PO number you want to invoice, click on the PO hyperlink and you will be prompted to either Confirm the latest version of your PO (If PO has not been confirmed yet) or to Create an Invoice (Once the PO has been confirmed).

The screenshot shows a table of orders. The table has columns for Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. The order with ID 7000149688 is highlighted with a yellow box. The table also shows a summary of 5 orders and an 'Edit filter' button.

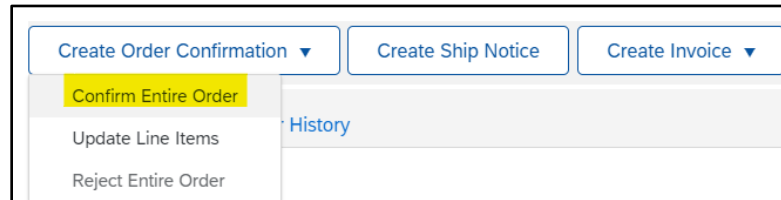
Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
BPO2332	Boston Scientific - TEST	€150,000.00 EUR	Nov 16, 2021	Invoiced	€45,000.00 EUR	...
7000149705	Boston Scientific - TEST	€25.24 EUR	Nov 16, 2021	Invoiced	€25.24 EUR	...
7000149693	Boston Scientific - TEST	€25.24 EUR	Nov 16, 2021	Invoiced	€25.24 EUR	...
7000149688	Boston Scientific - TEST	€25.24 EUR	Nov 16, 2021	New		...



## Invoicing Process:

### I. Confirm a purchase order (PO)

1. In section: *Create Order Confirmation*, scroll down the menu and select: *Confirm Entire Order*. Please make sure that you are confirming the latest version of the PO.



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.

**Order Confirmation Header**

Confirmation #:

Associated Purchase Order #: 7000060306

Customer: Boston Scientific - TEST

Supplier Reference:

**Shipping and Tax Information**

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date: \*

Est. Tax Cost:

Comments:

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

**Attachments**

Name	Size (bytes)	Content Type
No Items		

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 25MB

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**Line Items**

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available Enter a description for this item. Current Order Status: <b>1 Confirmed As Is</b> (Estimated Delivery Date: 8 Nov 2019)	1	8 Nov 2019	\$10,000.00 USD	\$10,000.00 USD
2	Not Available Enter a description for this item. Current Order Status: <b>1 Confirmed As Is</b> (Estimated Delivery Date: 8 Nov 2019)	1	8 Nov 2019	\$10,000.00 USD	\$10,000.00 USD
3	Not Available Enter a description for this item. Current Order Status: <b>1 Confirmed As Is</b> (Estimated Delivery Date: 8 Nov 2019)	1	8 Nov 2019	\$20,000.00 USD	\$20,000.00 USD

Exit Next

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

**Confirmation Update**

Confirmation #: Test02  
Supplier Reference:  
Attachments:

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**Line Items**

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available Enter a description for this item. Current Order Status: <b>1 Confirmed As Is</b> (Estimated Delivery Date: 8 Nov 2019)	1	8 Nov 2019	\$10,000.00 USD	\$10,000.00 USD
2	Not Available Enter a description for this item. Current Order Status: <b>1 Confirmed As Is</b> (Estimated Delivery Date: 8 Nov 2019)	1	8 Nov 2019	\$10,000.00 USD	\$10,000.00 USD
3	Not Available Enter a description for this item. Current Order Status: <b>1 Confirmed As Is</b> (Estimated Delivery Date: 8 Nov 2019)	1	8 Nov 2019	\$20,000.00 USD	\$20,000.00 USD

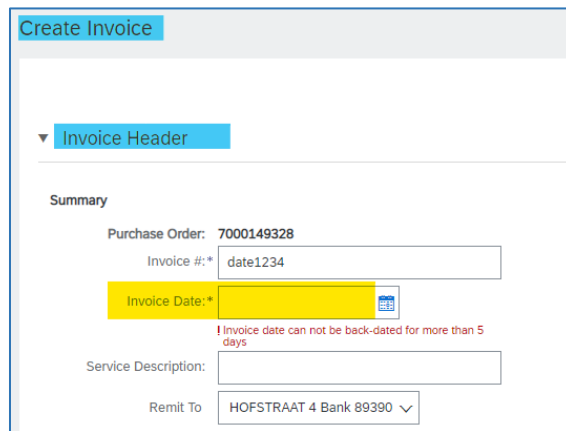
Previous Submit Exit

## II. Create an invoice

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

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

7. On section: *Summary*, please just complete the below fields:
  - a. *Invoice #*: You can use alphanumeric characters. This number is the same as the invoice number generated in your ERP (internal) system. It cannot exceed 16 characters.
  - b. *Invoice Date*: It is a prepopulated field with today’s date (the day you are creating the invoice in Ariba Network). However, **Ariba Network allows to backdate for a maximum of 5 days.**
    - i. **Important**: Please make sure to adjust the invoice date according to the invoice created in your ERP (internal) system. This is critical for taxing purposes.  
**Invoices submitted on time with correct invoice date ensures the timely payment of your invoices.**



8. If you have Shipping charges, please select “Line level shipping”. If you do not have Shipping charges just leave the option as “Header level shipping”.

9. Do not change any field on sections: *Payment Term* and *Additional fields*.

**Shipping**

Header level shipping ⓘ  Line level shipping ⓘ

Ship From: **SGS ICS Iberica S.A. - TEST**  
 Madrid  
 Madrid  
 Spain

Ship To: **Boston Scientific Iberica SA**  
 Madrid

Deliver To: Spain  
 Mithilesh Mishra  
 Boston Scientific Iberica SA

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**Payment Term**

Net Term(days): 30

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**Additional Fields**

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **SGS ICS Iberica S.A. - TEST**

Service Start Date:

Service End Date:

Choose Address: **Boston Scientific Iberica SA** ▼

10. On section “Supplier VAT” just complete the field: **Supplier VAT/Tax ID**, with the information of your company every time that you create an invoice. However, you can also include the VAT of your company on the invoice automatically, following the step-by-step guide “How to include VAT automatically on the invoice”.

11. On section “Customer VAT” just complete the field: **Customer VAT/Tax ID**, in case the field has not been automatically prepopulated with Boston Scientific VAT/Tax ID.

12. On section “Tax Exchange Rate”, the system will automatically include the rate.

**Supplier VAT**

Supplier VAT/Tax ID: \* **ESA80773534**

Supplier Commercial Identifier:

Supplier Commercial Credentials:

**Customer VAT**

Customer VAT/Tax ID: **ESA80401821**

**Tax Exchange Rate**

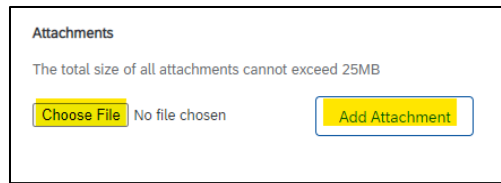
Exchange Rate from US\* Dollar to Euro : **0.8463**

13. If you want to attach a document to the invoice created in Ariba Network, please use the option “Add to Header” and then “Attachment”.

**Add to Header** ▼

- Shipping Documents
- Special Handling
- Additional Reference Documents and Dates
- Comment
- Attachment**

14. Click on “Choose file” and then on “Add attachment”



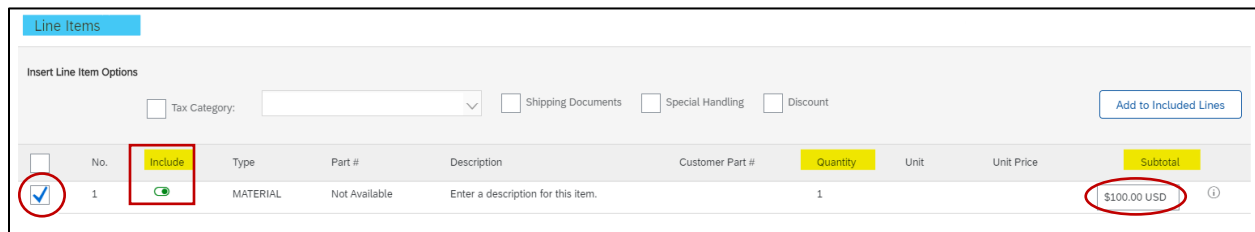
15. On section “Line Items”

16. The green button “Include” must remain active to include the line on the invoice. 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.

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

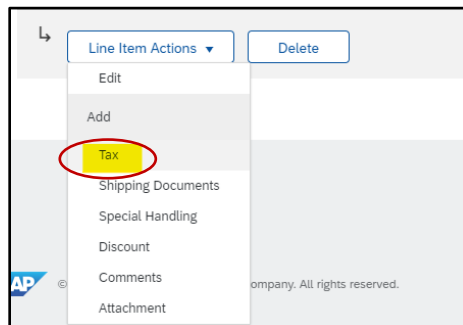
18. Service PO’s will allow just to change the field “Subtotal”

19. In the example below, the PO is a Service PO, therefore, the field “Subtotal” can be modified.



20. To add tax to each line, please click on the check box of each line item that you want to invoice.

21. Click on the Light blue button “Line item Actions” and then click on: Tax





22. A menu with tax types is going to show up. Please select “VAT”

23. Once you have selected “VAT”, please just complete the “Rate (%)” field.

24. If you are VAT Exempt or Zero rated, please complete the below fields:

- a. *Description*: Include “Exempt” or “Zero rated”
- b. *Rate (%)*: Include “0”
- c. *Exempt Detail*: Exempt/ Zero Rated

25. Click on the “Update” option in the bottom right corner of screen for the fields of: *Taxable Amount* and *Tax Amount* to be automatically completed.



26. In the example below the “VAT” was selected with “0%” rate.

27. If you selected previously “Line Level Shipping” you will be able to include shipping costs at the line level, as per details below:

28. Once you have included all the lines that you need to invoice, the same as the tax details for each line and shipping cost (if needed), please click on “Next”

Tax Category: VAT Location: Description: Regime: Date Of Pre-Payment: Law Reference:		Taxable Amount: 13.30 EUR Rate(%): 5 Tax Amount: 0.67 EUR Exempt Detail: (no value) Date Of Supply: 13 Dec 2021 <input type="checkbox"/> Triangular Transaction	
Ship From: BEEONE BV - TEST GELEEN Netherlands		Ship To: Boston Scientific SpA Milano Deliver To: Italy cccont Boston Scientific SpA	
Shipping Cost Shipping Amount: 5.00 EUR		Shipping Date:	

Line Item Actions Delete

Update Save Exit **Next**

29. Review the information of the invoice. Check that all fields have been completed successfully.

30. Select: *Submit*

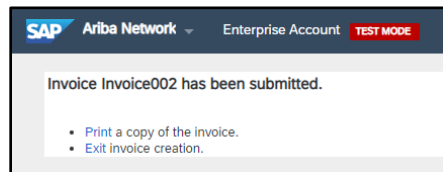
Create Invoice Previous Save **Submit** Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:Spain. The document's destination country is:Spain. 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: Invoice002	Subtotal: \$300.00 USD 253.89 EUR
Invoice Date: Tuesday 13 Oct 2020 2:09 PM GMT-06:00	Total Tax: \$0.00 USD 0.00 EUR
Original Purchase Order: 7000060306	Total Special Handling: \$50.00 USD

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



❖ If you have questions regarding the invoice submission method through Ariba Network, please contact: [supplierenablementemea@bsci.com](mailto:supplierenablementemea@bsci.com)