

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.

Purchase Order: 7000003455

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

Confirming PO

Confirm Entire Order
 Confirmation Update

Confirmation #: OC 03455
 Supplier Reference:
 Attachments:

2. Review the summary page of the OC for accuracy.
3. Select "Previous" if changes are needed, and "Done" if you wish to submit

Order Confirmation: OC 03455

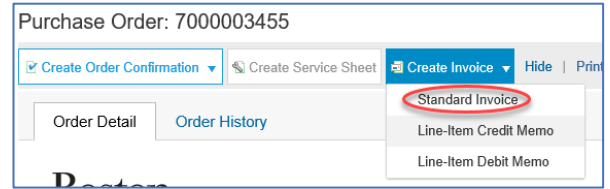
Confirmation #: OC 03455
 Notice Date: 9 Sep 2018
 Purchase Order: [7000003455](#)
 Est. Delivery Date: 30 Sep 2018

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 (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: 7000003455 | Subtotal: \$0.00 USD | View/Edit Addresses |
| Invoice #: INV 03455 | Total Tax: \$0.00 USD | |
| Invoice Date: 9 Sep 2018 | Total Gross Amount: \$0.00 USD | |
| Supplier Tax ID: | Total Net Amount: \$0.00 USD | |
| Remit To: 207 LOWELL STREET | Amount Due: \$0.00 USD | |
| WILMINGTON, MA United States | | |
| Bill To: Boston Scientific | | |
| Canton, MA United States | | |

Tax

Header level tax Line level tax

| | | |
|---------------------|----------------------------|------------------------|
| Category: Sales Tax | Taxable Amount: \$0.00 USD | Remove |
| Location: | Tax Rate Type: | |
| Description: | Rate(%): | |
| Regime: | Tax Amount: | |

5. Scroll down to the line item(s)

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.

6. You will notice that even though this invoice will be for a SERVICE, the line says MATERIAL:

| Line Items | | | | | | | | | | | |
|--|-------------------------------------|----------|--------------------------|--------------------------------|-----------------|--------------------------|------------------|------------|--------------------------|----------|---------------------------------------|
| Insert Line Item Options | | | | | | | | | | | |
| <input type="checkbox"/> | Tax Category: | | <input type="checkbox"/> | Shipping Documents | | <input type="checkbox"/> | Special Handling | | <input type="checkbox"/> | 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 | Catering Services for Meetings | | 1 | | | \$10,000.00 USD | | |
| Line Item Actions Delete | | | | | | | | | | | |

How to invoice a Service PO from Boston Scientific | Updated 22 Feb 2019

7. Enter the amount to be invoiced in the **Subtotal** field. You can blank out the prepopulated amount and enter the invoice amount.
 - a. This field is prepopulated with the total amount of the line being invoiced, but may be overwritten if you are invoicing a different amount. You cannot exceed the amount of the line.

| No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|-----|-------------------------------------|----------|---------------|--------------------------------|-----------------|----------|------|------------|----------|
| 1 | <input checked="" type="checkbox"/> | MATERIAL | Not Available | Catering Services for Meetings | | 1 | | | |

8. 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
9. 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.
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 Invoice 14871 has been submitted.

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

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11. 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