Boston Scientific

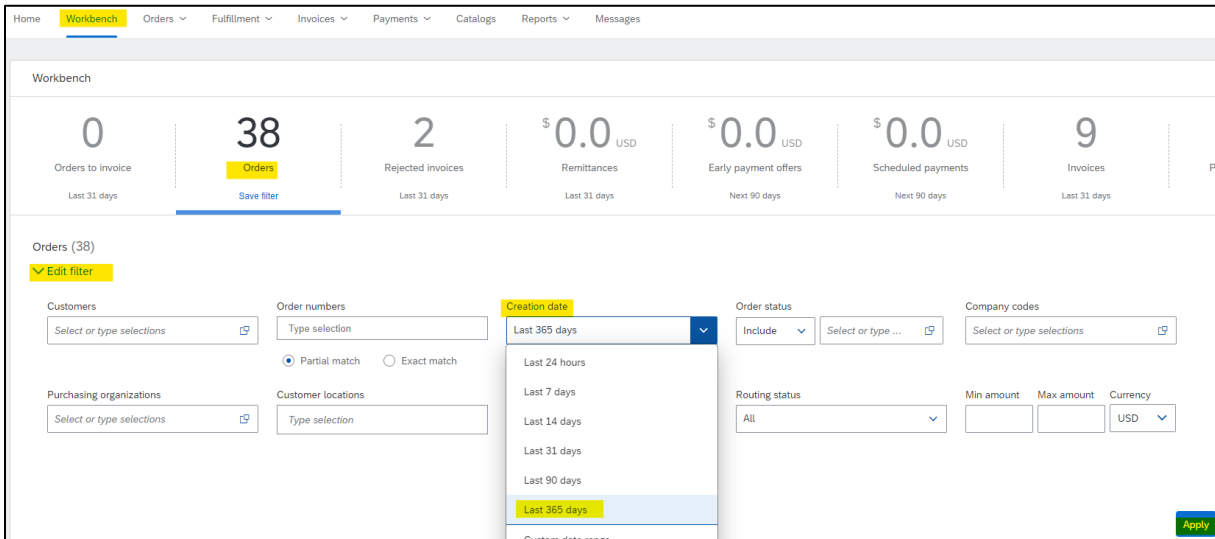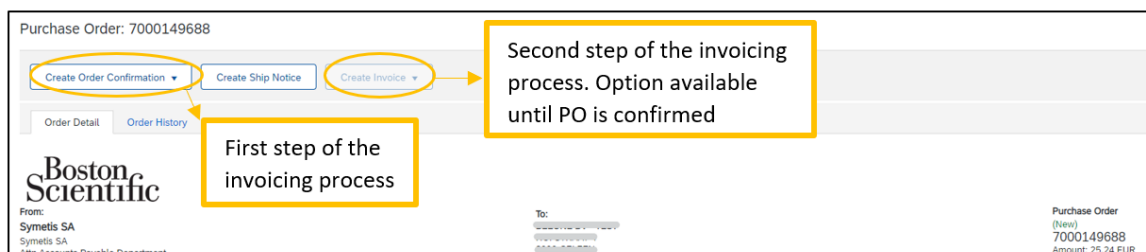# How to find POs in my Ariba Network account?

Please log 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". 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).

Invoicing 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.

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

4. Click on "Next"

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

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 for your company internal control. 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 backdating 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 tax purposes. **Invoices submitted on time with the correct invoice date ensure the timely payment of your invoices.**

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

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

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

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.

Singapore Suppliers

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

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.

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.
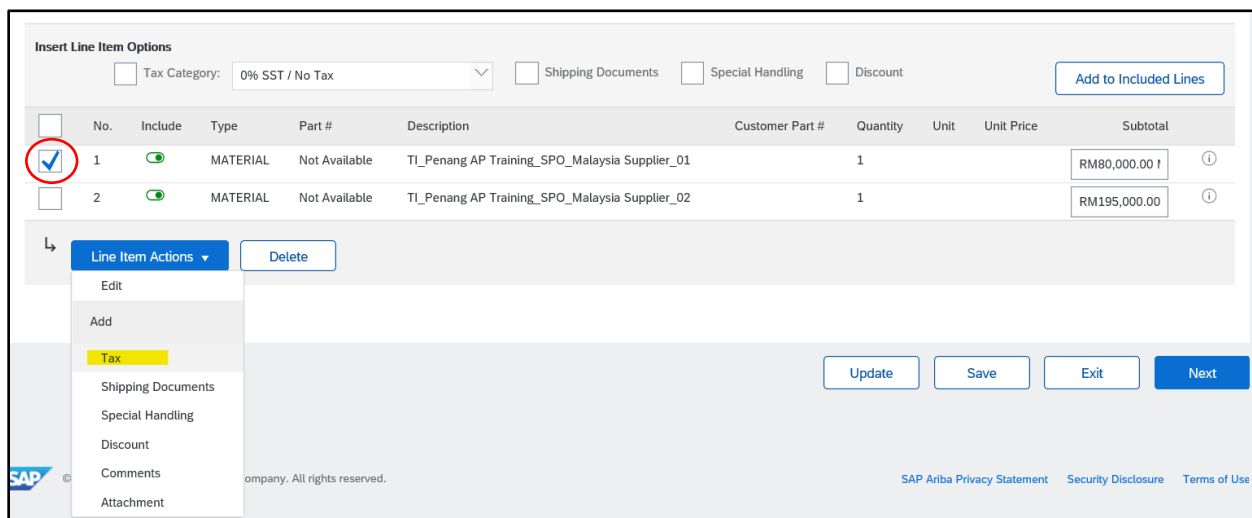
18. Click on the button "Line item Actions" and then click on: *Tax*
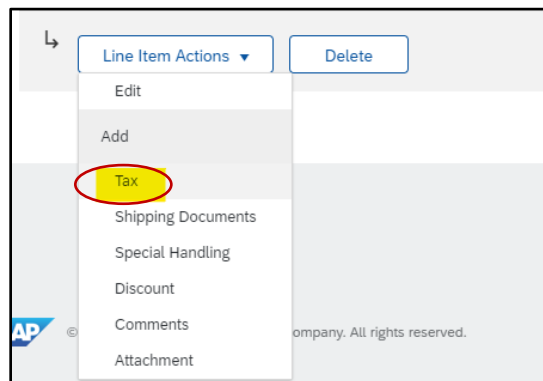
19. A menu with tax types is going to show up. Please select the ones that applies to the invoice you are submitting.

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	⬤	MATERIAL	Not Available	TI_Penang AP Training_SPO_Malaysia Supplier_01		1		RM80,000.00 M	ⓘ

Tax

Category:* 0% SST / No Tax

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

Location:

Description: No Tax

Regime:

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	⬤	MATERIAL	Not Available	TI_Penang GST/SST POC_GPO_International Supplier_AN Line1		990	EA	RM4,000.00 MYR	RM3,960,000.00 MYR

Tax

Category:* 0% GST / Sales Tax

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

Location:

Description: Sales Tax

Regime:

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

Line 2 has been disabled

	No.		Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	⬤ MATERIAL	Not Available	TI_Penang AP Training_MPO_Malaysia Supplier_01		9,97(	EA	RM10.00 MYR	RM99,700.00 MYR
☐	2	⬤ 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.
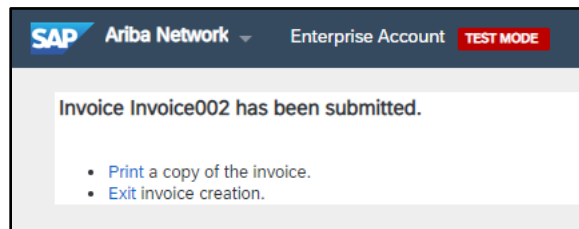

24. Select: *Print*, if you want to have a copy of the invoice, or click on *Exit* to go back to the Homepage

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