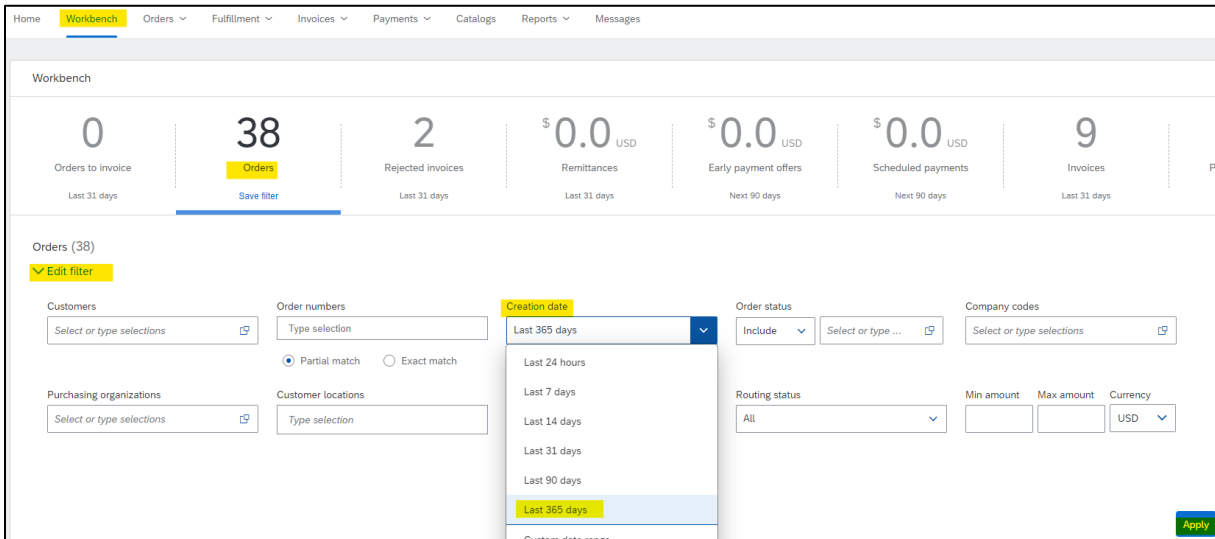


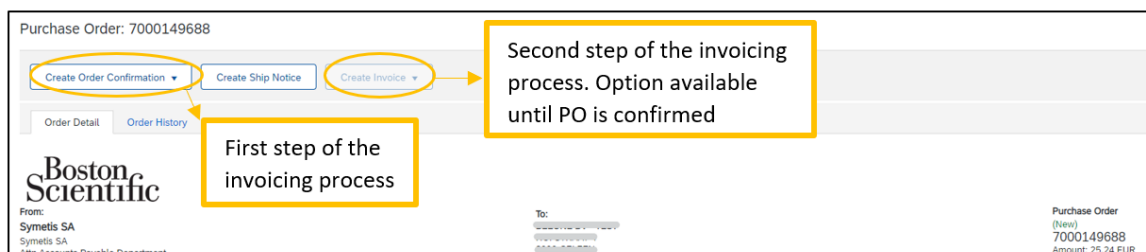
How to find POs in my Ariba Network account?

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).

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 PO

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

Buttons: Create Order Confirmation ▼, Create Ship Notice, Create Invoice ▼

Dropdown menu items: Confirm Entire Order (highlighted), Update Line Items, Reject Entire Order

History

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.

Confirming PO

Buttons: Exit, Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

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:

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*

PO confirmation and invoicing through Ariba Network Malaysia and Singapore Suppliers

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 ▼ Hi

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 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.**
 - 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.

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



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

PO confirmation and invoicing through Ariba Network
Malaysia and Singapore 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.

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **HONG POH ENGINEERING CONSTRUCTION**
Paya Terubong
Pahang
Malaysia

Service Start Date:

Service End Date:

Choose Address: Boston Scientific Medical Device (Malaysia)

Customer: **Boston Scientific Medical Device (Malaysia) Sdn. Bhd.**
Bandar Cassia
Pulau Pinang
Malaysia

Email:

Bill From: **HONG POH ENGINEERING CONSTRUCTION**
Paya Terubong
Pahang
Malaysia

Additional Malaysia Specific Information

Supplier SST ID:

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:

Customer GST ID:

Type of Supply:

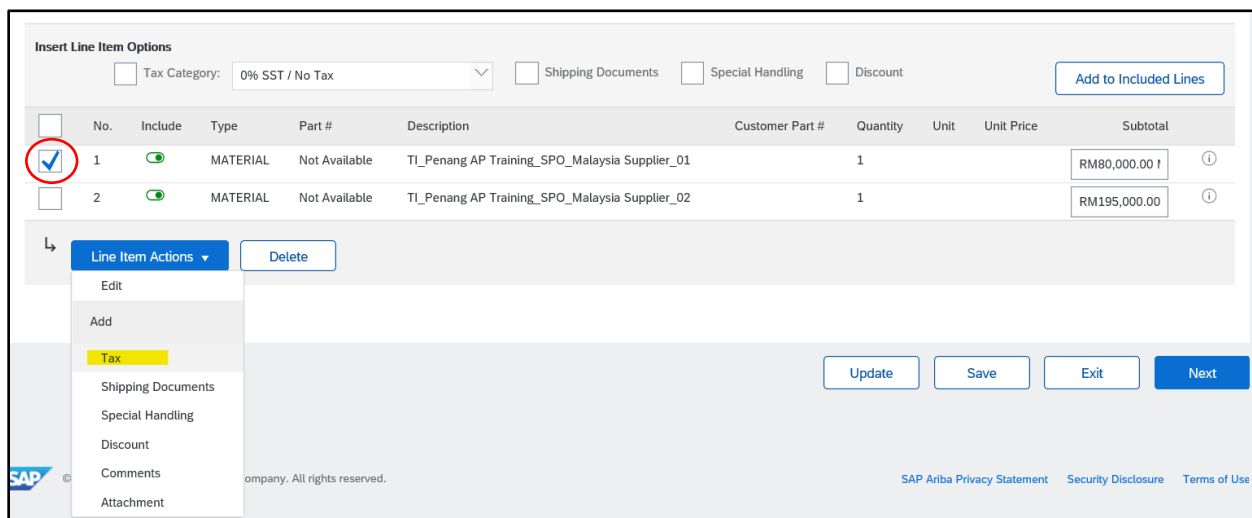
Tax Invoice Number:

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.

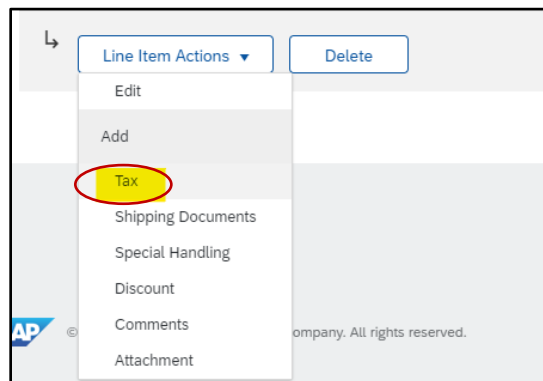
Attachments

The total size of all attachments cannot exceed 25MB

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.

**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

Amount: RM80,000.00 MYR

Rate(%): 0

Amount: RM0.00 MYR

0% SST / No Tax

5% SST / Sales Tax

6% SST / Service Tax

10% SST / Sales Tax

Other Tax

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

Amount: RM3,960,000.00 MYR

Rate(%): 0

Amount: RM0.00 MYR

0% GST / Sales Tax

7% GST / Sales Tax

Other Tax

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

Line 2 has been disabled

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	RM110.00 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

Add to Included Lines

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

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.

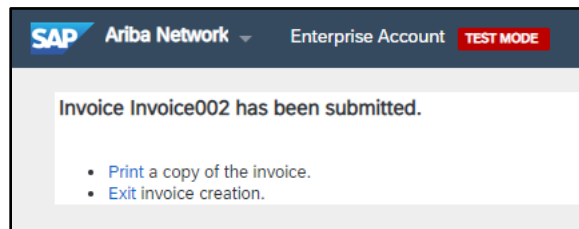
Create Invoice

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



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