

This procedure applies when a Canadian and Non-Canadian supplier is shipping goods/ services to Canada, *regardless of where the invoice will be paid.*

*The supplier always needs to include Tax.*

*Tax Type:*

**GST:** Goods and Services Tax

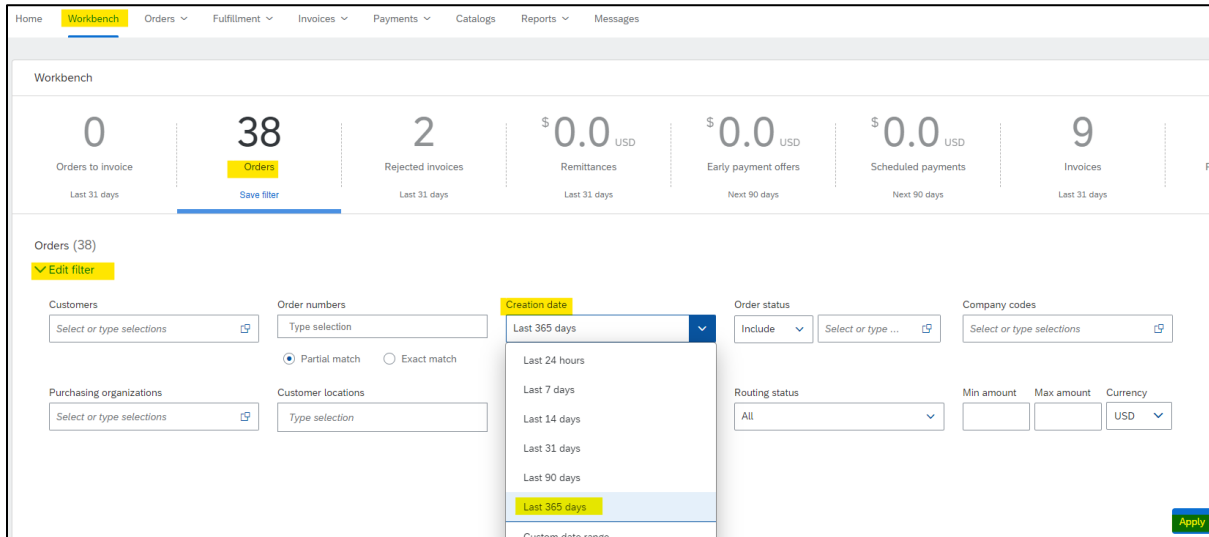
**HST:** Harmonized Sales Tax

**PST:** Provincial Sales Tax

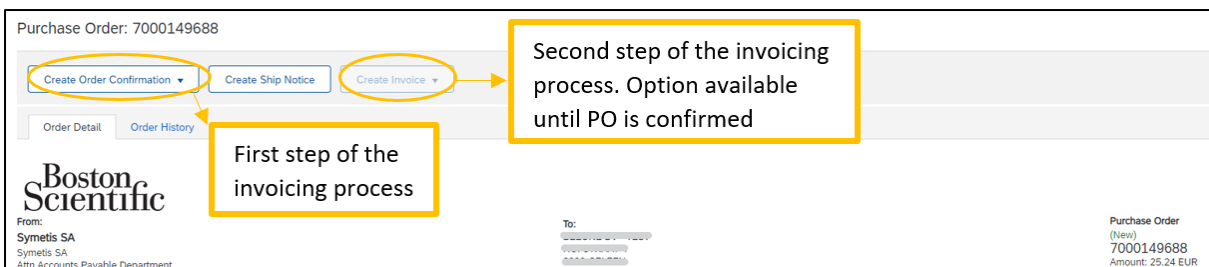
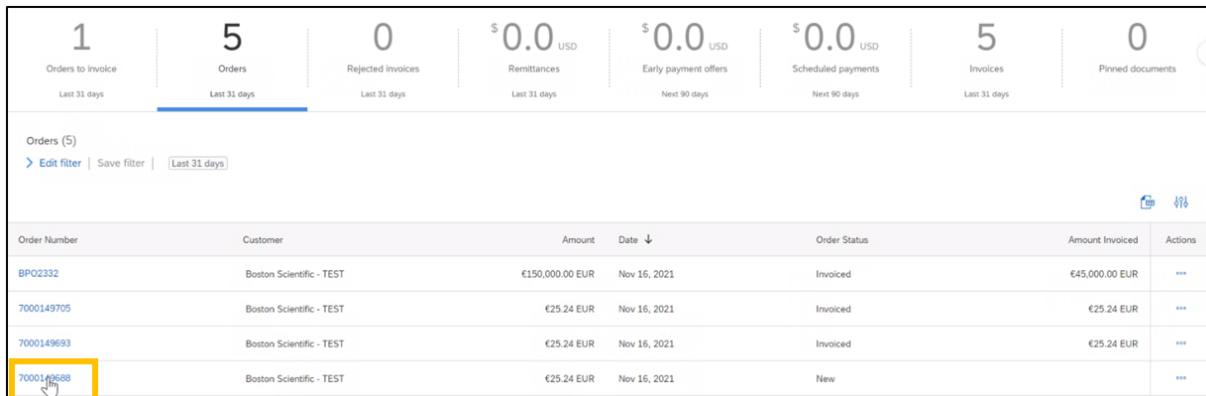
**QST:** Québec Sales Tax

## Find the Purchase order

Please log into [supplier.ariba.com](https://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).



**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*

**Attachments**

Name	Size (bytes)	Content Type
No items		

No file chosen

*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 INV034 Service PO URL Supplier Multiple Tax % Line1 Current Order Status: <b>1 Confirmed With New Date</b> (Estimated Delivery Date: 7 Jun 2020)	1	31 May 2020	\$30,000.00 CAD	\$30,000.00 CAD
2	Not Available 'INV034 Service PO URL Supplier Multiple Tax % Line2 Current Order Status: <b>1 Confirmed With New Date</b> (Estimated Delivery Date: 7 Jun 2020)	1	31 May 2020	\$10,000.00 CAD	\$10,000.00 CAD

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

**Confirmation Update**

Confirmation #: test 001  
Supplier Reference:  
Attachments:

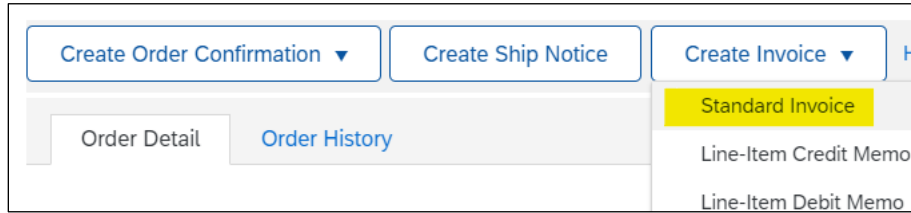
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**Line Items**

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available INV034 Service PO URL Supplier Multiple Tax % Line1 Current Order Status: <b>1 Confirmed As Is</b> (Estimated Delivery Date: 31 May 2020)	1	31 May 2020	\$30,000.00 CAD	\$30,000.00 CAD
2	Not Available 'INV034 Service PO URL Supplier Multiple Tax % Line2 Current Order Status: <b>1 Confirmed As Is</b> (Estimated Delivery Date: 31 May 2020)	1	31 May 2020	\$10,000.00 CAD	\$10,000.00 CAD

**II. Create an invoice**

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



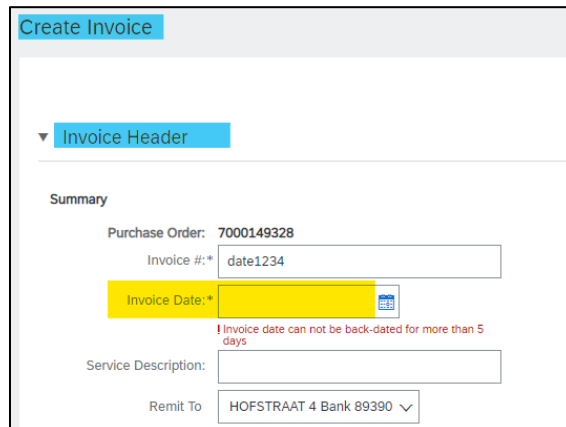
**\*\*\*Immediately the system gives the option to create the invoice\*\*\***

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 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.**



8. On section: *Tax*

- For non-Canadian suppliers: Please always select option *Line level tax*
- For Canadian suppliers: *Line level tax* is selected by default. Do not change anything

**Tax** ⓘ

Header level tax ⓘ  **Line level tax** ⓘ

9. 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”.

10. Do not change any field on section: *Payment Term & Additional fields*.

a. **Never** select the option: *Information Only*.

**Shipping**

Header level shipping ⓘ  Line level shipping ⓘ

Ship From: **MASSY BIOSERVICES - TEST**  
Pepperell, MA  
United States

Ship To: **Canada Distribution Center**  
MISSISSAUGA ON  
Canada  
Deliver To: Jae Hee Kim  
Canada Distribution Center

[View/Edit Addresses](#)

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**Payment Term**

Net Term(days): 0

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**Additional Fields**

**Information Only** No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **MASSY BIOSERVICES - TEST**  
Pepperell, MA  
United States

Service Start Date:  ⓘ

Service End Date:  ⓘ

Choose Address: **Boston Scientific Limited**

Customer: **Boston Scientific Limited**  
Mississauga ON  
Canada

Bill From: **MASSY BIOSERVICES - TEST**  
Pepperell, MA  
United States

Email:

[View/Edit Addresses](#)

11. On section: *Line Items*

12. Click on the check box of each line item that you want to invoice

13. The green button “Include” must remain active 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.

**Line Items**

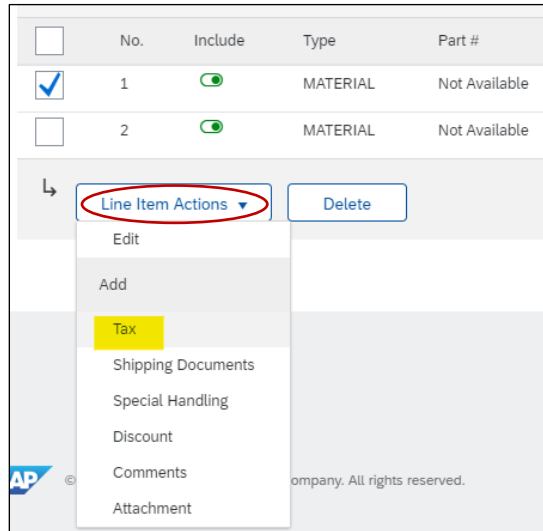
Insert Line Item Options

Tax Category:   Shipping Documents  Special Handling  Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	INV034 Service PO URL Supplier Multiple Tax % Line1		1			\$30,000.00 CA ⓘ
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	INV034 Service PO URL Supplier Multiple Tax % Line2		1			\$10,000.00 CA ⓘ

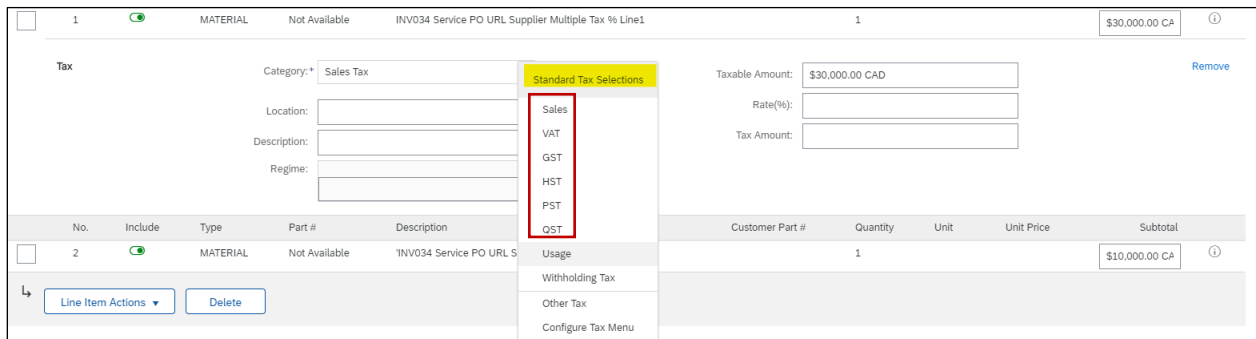
[Line Item Actions](#)

14. In order to add tax to each line, please click on the button “Line item Actions” and then click on:  
*Tax*



15. A menu with tax type is going to show up. Please select the type of tax you need for each line.

16. You just can select one type of tax by line.



17. Once you have selected the type of tax you need. Please always complete the *Rate (%)* field.

**Never** complete the *Tax Amount* field, because when you click on the button “Update” the system will autofill the *Tax Amount* field.

18. In the example below is selected the GST Tax and 0% Rate.

1 MATERIAL Not Available INV034 Service PO URL Supplier Multiple Tax % Line1 1 \$30,000.00 CA

**Tax**

Category: **GST**

Location:

Description:

Regime:

Taxable Amount: \$30,000.00 CAD

Rate(%): **0**

Tax Amount: \$0.00 CAD

Exempt Detail: (no value)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	INV034 Service PO URL Supplier Multiple Tax % Line2		1			\$10,000.00 CA

Line Item Actions

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

1 MATERIAL Not Available INV034 Service PO URL Supplier Multiple Tax % Line1 1 \$30,000.00 CA

**Tax**

Category: GST

Location:

Description:

Regime:

Taxable Amount: \$30,000.00 CAD

Rate(%): 0

Tax Amount: \$0.00 CAD

Exempt Detail: (no value)

**Special Handling**

Amount: \$50.00 CAD

Description: Shipping cost

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	INV034 Service PO URL Supplier Multiple Tax % Line2		1			\$10,000.00 CA

Line Item Actions

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

21. Select: *Submit*



Create Invoice Previous Save **Submit** Exit

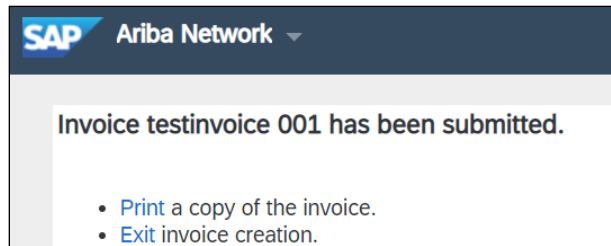
Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:Canada. If you want your invoices to be stored in the Ariba long term document 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: testinvoice 001 Invoice Date: Thursday 28 May 2020 9:47 PM GMT-06:00 Original Purchase Order: 7000082845	Subtotal: <b>\$40,000.00 CAD</b> Total Tax: \$0.00 CAD Total Special Handling: \$50.00 CAD Total Gross Amount: \$40,050.00 CAD Total Net Amount: \$40,050.00 CAD Amount Due: <b>\$40,050.00 CAD</b>
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REMIT TO:	BILL TO:	SUPPLIER:
MASSY BIOSERVICES - TEST  Postal Address: MASSY BIOSERVICES 10 LOMAR PARK DRIVE PEPPERELL, MA 01463	Boston Scientific Limited  Postal Address (Default): Vipond Drive Attn AccountsPayable Department PO Box: 9188	MASSY BIOSERVICES - TEST  Postal Address: 10 Lomar Park Middlesex Pepperell, MA 01463-1486

22. 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 about submitting an invoice, please contact:**

[supplierenablement@bsci.com](mailto:supplierenablement@bsci.com)