



Boeing Supply Chain Platform (BSCP) Invoices Guide April 2023





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DOCUMENT VERSIONS

Version	Change Overview	Date	Responsible Party
1	Formatting Updates	02/18/22	Ashleigh Howell
2	Harmony Upgrade	April 2023	Ashleigh Howell

INVOICES RULES OVERVIEW

An invoice is sent by the Supplier to the Buyer and references an order within BSCP. Each invoice line represents one order schedule line. Invoices cannot include schedule lines from multiple orders. Only order line items marked e-Invoice = Yes on the order in BSCP, can be included on an invoice. An invoice cannot cover multiple orders. This guide provides information and instructions on:

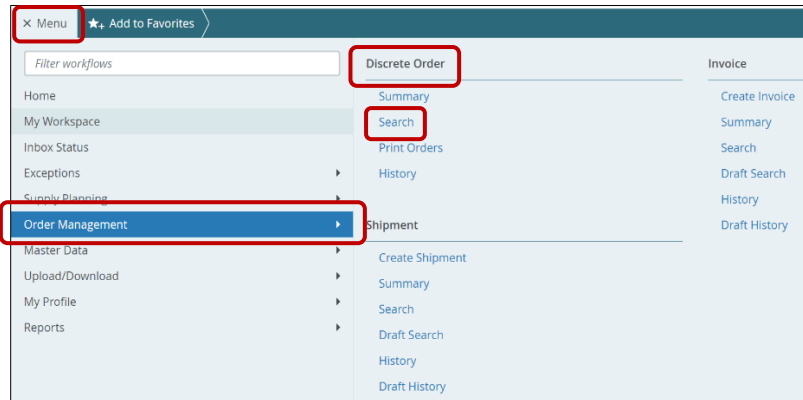
- Creating invoices and draft invoices
- Adding taxes to an invoice
- Setting default values
- Locating and printing invoices
- Viewing invoice details from an order

CREATE INVOICE

To create an invoice, you must first locate an order ready to invoice. There are two ways to do this:

Method 1:

1. Select **Order Management** from the menu. Select Search from the **Discrete Orders** section.



2. Enter search criteria. Click **Search**.

The screenshot shows the 'Search Discrete Orders' interface. It features a search bar at the top right with 'Test Search' and a 'Save Search' button. Below the search bar, there is a section titled 'Filling in at least one field will return results more quickly.' This section contains various search criteria fields: Order Number, Order Date, Change Order Date, Supplier Name (with a dropdown showing '787 QA Supplier 2'), Supplier Contact, Buyer Part Number, Supplier Part Number, # Invoice, Buyer Account (with a dropdown showing 'test'), Buyer Contact, Supplier Code, Purchase Order Type, PO Reference, Supplier MPID, Shipment Allowed, and Schedule State (with a dropdown showing 'Selected'). A red box highlights the 'Search' button at the bottom left.

3. On the **Order List** page, click the **Order Number** link to go to the order.

The screenshot shows the 'Discrete Order Schedules' page. The breadcrumb navigation is 'Order Management > Discrete Order > Discrete Order Search > Discrete Order List'. The page title is 'Discrete Order Schedules' and it shows 'Page 1 of 1; 11 Records'. The table has columns: Attach, Order Number, Line ID, Schedule State, and Schedule ID. The 'Order Number' column is highlighted with a red box. The table contains 7 rows of data:

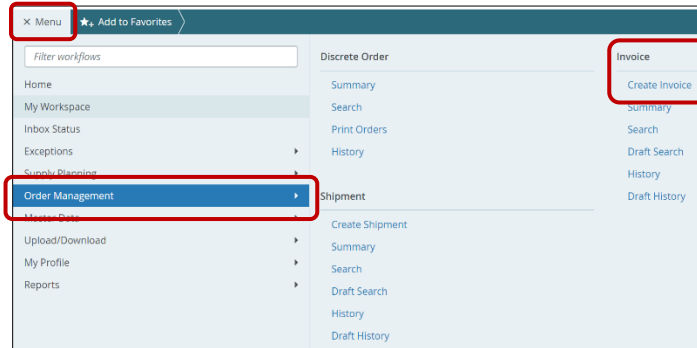
Attach	Order Number	Line ID	Schedule State	Schedule ID
(0)	621000922182	0001	New	1
(0)	621000922182	0002	Updated	1
(0)	621000922182	0003	New	1
(0)	621000922182	0004	New	1
(0)	621000922182	0005	New	1
(0)	621000922182	0006	New	1
(0)	621000922182	0007	New	1

4. On the **Order Details** page, scroll down and select the **Invoice Info** tab. You should see a message: **No Invoice Line Item(s) found**. Go back to the **Order Details** tab.

The screenshot shows the 'Order Details' page with the 'Invoice Info' tab selected and highlighted with a red box. The page title is 'Invoice List'. At the bottom right, there is a message box that says 'No Invoice Line Item(s) found.' with a close button (X).

Method 2:

1. Select **Order Management** from the menu. Select **Create Invoice** from the **Invoice** section.



2. Enter the **Order Number**. Click **Search**.

NOTE: Use the **Create Invoice** workflow if you need to select order lines across multiple pages.

Once you locate the order to invoice:

1. Select checkboxes for order schedule lines you want invoiced. Click **Next**.

NOTE: Information from the order is pulled across to the invoice to save double keying of data.

Order Number	Line ID	Schedule State	Schedule ID	Change Order Sequence	Order State	Buyer Part Number	Part Number Description	Full P/T
621000922182	0001	New	1	6	New	Buyer Part ID1	Tires	See Ful
621000922182	0003	New	1	6	New	Buyer Part ID1	Tires	See Ful
621000922182	0004	New	1	6	New	Buyer Part ID1	Tires	See Ful
621000922182	0005	New	1	6	New	Buyer Part ID1	Tires	See Ful
621000922182	0006	New	1	6	New	Buyer Part ID1	Tires	See Ful
621000922182	0007	New	1	6	New	Buyer Part ID1	Tires	See Ful
621000922182	0008	New	1	6	New	Buyer Part ID1	Tires	See Ful
621000922182	0009	New	1	6	New	Buyer Part ID1	Tires	See Ful
621000922182	0010	New	1	6	New	Buyer Part ID1	Tires	See Ful

2. On the **Create Invoice** form, enter invoice details (red asterisk = required fields):
 - a. **Required data fields:**

- i. **Invoice Number:** Defaults to blank, must be alphanumeric value up to 64 characters. Boeing systems only accept a maximum of 22 characters (no special characters allowed). ISC accepts a maximum of 16 characters.
 - ii. **Invoice Type:** Defaults to Debit but can be set to Credit.
 - iii. **Quantity:** Defaults to the quantity left to be invoiced, the system allows invoicing for more than the amount left to be invoiced, but it provides a warning when that is the case. Never use a decimal in the quantity field. This causes rejection. Most non-deliverable lines are set up with a unit price of 1 or .01. Then the actual value is listed in the quantity field. In either case a whole number must be used in the quantity field of the invoice.
 - iv. **Supplier Invoice Date:** Required by Boeing; use a YYYY-MM-DD format. Back dated invoices are rejected. Never try to reuse an invoice number. If the supplier wants to use the invoice number again due to previous errors, they need to use a suffix such as “A” or “-1”, etc.
- b. Optional data fields:**
- i. **Buyer Contact:** Pre-populates from the purchase order, but you can edit.
 - ii. **Supplier Contact:** Pre-populates from the purchase order, but you can edit.
 - iii. **Supplier Message:** Optional; the message can be up to 255 characters. For supplier internal use only – Boeing systems cannot accept messages for invoices.
 - iv. **Taxes:** See separate Taxes section of this page.

Invoice Header

Disclaimer: This is a pro-forma invoice.
* Denotes required field.

Invoice Number (alphanumeric) *	Supplier Invoice Date YYYY-MM-DD	Invoice State --	Invoice Submitted
Invoice Type * Debit	Header Last Modified 2023-01-23	Buyer Contact Composano, Chrisana J	Buyer Address BOEING COMMERCIAL AIRPLANES
Supplier Code 352631	Supplier Address GOODRICH CORP	Supplier Contact SHIRLEY	Bill To Address BTP BillTo Name
Net Days Due 0	Payment Terms --	Discount Days Due 0	Gross Total 1,000.00
Discount Percent	Total Tax 0.00	Supplier Message	Total Amount 1,000.00

Invoice Error Message
None

3. Click the **Send Invoice** button.

	0004	621000922182	0008	1	Seller Part ID1	Buyer Part ID1	Tires	See Full P/N Description below
Invoice Totals:								

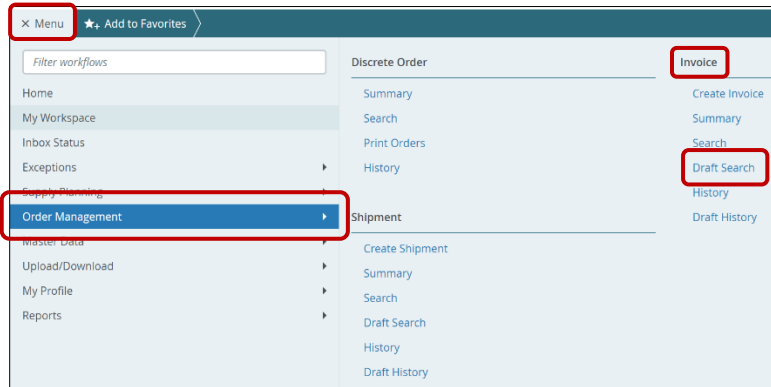
Create Draft Invoice

If you need to hold onto an invoice as a draft until you are ready to send it to Boeing, click the **Save Draft** button during the invoice creation process (instead of the Send Invoice button). You cannot print the invoice from the draft version. You must send the invoice to print it.

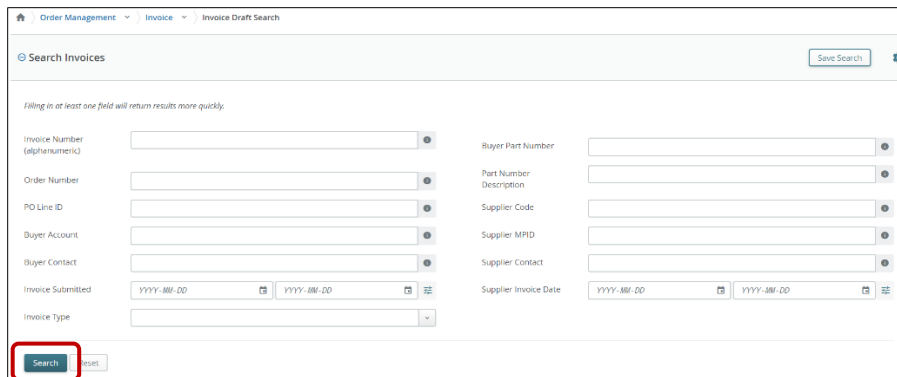


To complete and send the invoice:

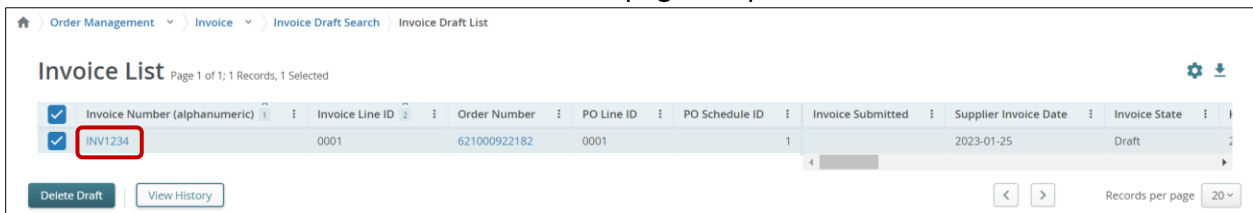
1. Go to the **Draft Search** workflow.



2. Enter search criteria. Click **Search**.



3. Click the **Invoice Number** link on the list page to open and edit.



4. Complete data fields. Click **Send Invoice**.

Item	Invoice Totals	621000922182	0008	1	Seller Part ID1	Buyer Part ID1	Tires	See Full P/N Description below. ↗
Invoice Totals:								

ADD TAXES TO INVOICE

To add taxes to your invoice:

1. Navigate to the **Create Invoice** workflow. Scroll down and expand the **Tax applied to all checked line items** section.

[Order Management](#) > [Invoice](#) > [Order Search](#) > [Select Order](#) > [Create Invoice](#)

Invoice Header
Disclaimer: This is a pro-forma invoice.
 * Denotes required field.

Invoice Number (alphanumeric)*:
 Supplier Invoice Date: YYYY-MM-DD
 Invoice State: --
 Invoice Submitted:

Invoice Type*:
 Header Last Modified: 2023-01-24
 Buyer Contact:
 Buyer Address:

Supplier Code: 352631
 Supplier Address: GOODRICH CORP
 Supplier Contact: SHIRLEY
 Bill To Address:
 BTP Bill To Name

Net Days Due: 0
 Payment Terms: --
 Discount Days Due: 0
 Gross Total: 1,000.00

Discount Percent:
 Total Tax: 0.00
 Total Amount: 1,000.00

Invoice Error Message: None

Supplier Message:

Tax applied to all checked line items

Tax Category:
 Tax Type:
 Tax Payment Method:
 Tax Percent:

Tax Category Other:
 Tax Type Other:
 Tax Payment Method Other:
 Tax Amount:

2. In the tax section, enter the relevant details, including **Tax Percent** or **Tax Amount**.
3. Select the invoice lines in the bottom section you want to assign taxes. Click **Add Tax**.

NOTE: The taxes apply to the selected lines. You can apply multiple taxes to a single line.

4. Click **Recalculate** before you send the invoice.
5. In the **Line Items** (bottom) section, check the information is correct, and update as necessary. If you change the invoice quantity, click **Recalculate** to show the amended value of the invoice.

6. When finished, click **Send Invoice**.

☐ Tax applied to all checked line items

Tax Category: Tax Category Other:

Tax Type: Tax Type Other:

Tax Payment Method: Tax Payment Method Other:

Tax Percent: Tax Amount:

Add Tax

Invoice Line Items

Invoice Line ID	Line Last Modified	Order Number	PO Line ID	PO Schedule ID	Supplier Part Number	Buyer Part Number	Part Number Description	Full P/N Description
<input type="checkbox"/> 0001		621000922182	0001	1	Seller Part ID1	Buyer Part ID1	Tires	See Full P/N Description below. ↗
<input checked="" type="checkbox"/> 0002		621000922182	0003	1	Seller Part ID1	Buyer Part ID1	Tires	See Full P/N Description below. ↗
<input type="checkbox"/> 0003		621000922182	0005	1	Seller Part ID1	Buyer Part ID1	Tires	See Full P/N Description below. ↗
<input checked="" type="checkbox"/> 0004		621000922182	0007	1	Seller Part ID1	Buyer Part ID1	Tires	See Full P/N Description below. ↗

Invoice Totals:

Recalculate **Save Draft** **Send Invoice** **Cancel**

SET DEFAULT VALUES

A user with a Supplier Admin role (SAdmin), can set up the default values for several of the invoice data fields. This pre-populates in the invoice, but a user can override. To set up default values:

1. Select **Administration** from the menu. Select **Supplier Preferences**.

☒ Menu ★ Add to Favorites

Supplier Preferences

Supplier Code Preferences

Assign Roles to User

Home

My Workspace

Inbox Status

Exceptions ▶

Supply Planning ▶

Order Management ▶

Master Data ▶

Upload/Download ▶

My Profile ▶

Administration ▶

Reports ▶

2. On the **Search** screen, click the **Search** button to list your account on the next screen.

Administration > Supplier Attribute Search

Search Saved Searches:

Search Tip: Enter data values in one or more of the search fields to view all collaborations which match that criteria. Note that the search is case sensitive.

Supplier MPID Supplier Company

Search

3. Select the check box and enter values in the second row by scrolling to the right. When finished, click **Submit**.

Supplier MPID	Supplier DUNS	Carrier Company	Shipping Days	Tax Category Code	Tax Type Code	Tax Payment Method	# of Handling Units
54863aea-8399-456e-a32a-094078eb743e	123456789	AAA COOPER TRA	1	UK1-UK-Standard F	Value Added T.	Buyer pays vendor	1

LOCATE AND PRINT INVOICE

To locate an existing invoice in BSCP:

1. Select **Order Management** from the menu. Select **Search** from the **Invoices** section.

2. Enter your search criteria (i.e., **Invoice Number** or **Order Number**). Click **Search**.

NOTE: Be sure to use asterisks for searching (*123*). Using a comma with no spaces between multiple entries, is an or statement. For example, Invoice Number = *3*, *5* will show all invoices with a 3 or a 5 in the invoice number.

3. On the **Invoice List** page, click the **Invoice Number** to display the **Invoice Details** page.

Invoice Number (alphanumeric)	Invoice Line ID	Order Number	PO Line ID	PO Schedule ID	Invoice Submitted	Supplier Invoice Date	Invoice State
00001	0001	BSCP_UAT_HAtt-mar222022	1	1	2022-07-13		Archived

4. Click the **Print Invoice** button.

Invoice Number (alphanumeric) 00001	Supplier Invoice Date --	Invoice State Archived	Invoice Submitted 2022-07-13
Invoice Type Debit	Header Last Modified 2023-01-21	Buyer Contact Buyer Contact Name	Buyer Address Buyer Name
Supplier Code 129-0319648	Supplier Address Supplier Name	Supplier Contact --	Bill To Address BillTo Name
Net Days Due 60	Payment Terms Basic	Discount Days Due 0	Gross Total 50.00
Discount Percent	Total Tax 0.00	Supplier Message --	Total Amount 50.00
Invoice Error Message None			

VIEW INVOICE DETAILS FROM AN ORDER

On the Order Details page, the Order Details tab shows the Invoiced Qty for each schedule line. The quantity increases with each invoice created for that schedule line. If a credit invoice is created, it is deducted from the quantity. If an invoice line is purged out of BSCP, Invoiced Qty is not affected.

Line ID	Schedule ID	Schedule State	Invoiced Qty	Contract/Position	DPAS	Drawing/Rev Number	SPL/Rev Number	Engineering Change Level
0001	1	New	0	291839106-1439				
0002	1	Updated	0	00731574-197				
0003	1	New	0	291839106-1439				
0004	1	New	0	291839106-1439				
0005	1	New	0	291839106-1439				
0006	1	New	0	291839106-1439				
0007	1	New	0	291839106-1439				
0008	1	New	0	291839106-1439				
0009	1	New	0	291839106-1439				
0010	1	New	0	291839106-1439				
0011	1	New	0	00731574-197				

The Invoice Info tab shows the invoices created against that order. By scrolling to the right, you can see high level information from the invoice. Click the Invoice Number link to open the selected invoice in a separate window.

DOWNLOAD INVOICE DATA

To download invoice data directly from BSCP, you must first locate the desired invoice via the Order Management workflow. To download data:

1. From the list page, click the **Download Invoice** button to download data across all pages.

The screenshot shows the 'Invoice Details' page. At the top right, there are two buttons: 'Print Invoice' and 'Download Invoice'. The 'Download Invoice' button is highlighted with a red rectangular box. Below the buttons is a grid of invoice details:

Invoice Number (alphanumeric) 00001	Supplier Invoice Date --	Invoice State Archived	Invoice Submitted 2022-07-13
Invoice Type Debit	Header Last Modified 2023-01-21	Buyer Contact Buyer Contact Name	Buyer Address Buyer Name ↗
Supplier Code 129-0319648	Supplier Address Supplier Name ↗	Supplier Contact --	Bill To Address BillTo Name ↗
Net Days Due 60	Payment Terms Basic	Discount Days Due 0	Gross Total 50.00
Discount Percent	Total Tax 0.00	Supplier Message --	Total Amount 50.00
Invoice Error Message None			

NOTE: The system automatically begins the download process. The **Status** changes from **Queued**, to **In Progress**, to **Completed**.

2. Click the **File Name** to open and save the file.

The screenshot shows a 'Job List' table with the following data:

Document Type	File Name	Status	Creation Time	Completion Time	User Name	Role Name
1 Invoice Download	invoice.xls	Completed	2023-01-24:15:56:11	2023-01-24:15:56:22	howella_5272@securepass.exostartest.com-exostarscp	SUser: 114001844: ExoSCP2.

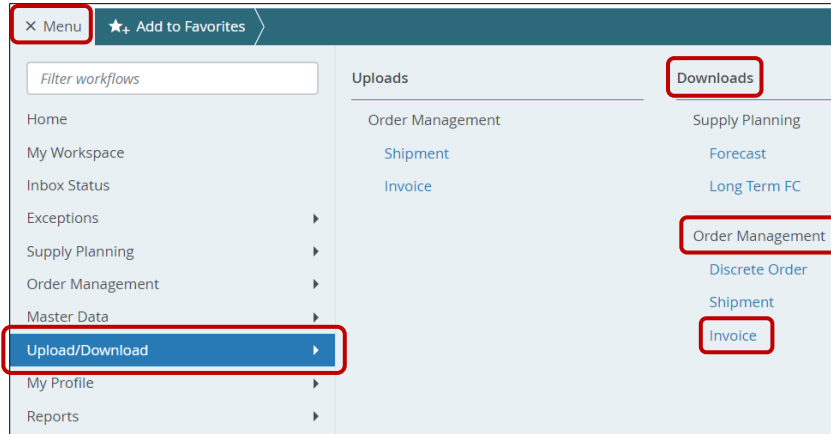
A message box at the top says: 'Request Complete. Click on the file name or status for details.'

NOTE: Since the data was downloaded from the Internet, you might need to click the **Enable Editing** button at the top of the Excel sheet before you can edit the Excel data. You can modify the layout of the download file, such as data fields to include, and in what order.

UPLOAD INVOICE DATA

In BSCP, it is possible to upload invoice data from an Excel file. You must first download an example of the file format. To upload invoice data into BSCP:

1. From the menu, select **Upload/Download**, from the **Downloads** section, select Invoice from the **Order Management** section.



2. Enter search criteria for data to download. Click **Search to Download**.

The screenshot shows the 'Search Invoices' form. The 'Search to Download' button is circled in red. The form includes fields for Invoice Number (00001), Order Number, PO Line ID, Buyer Account, Buyer Contact, Invoice Submitted (YYYY-MM-DD), Invoice Type, Buyer Part Number, Part Number Description, Supplier Code, Supplier MPID, Supplier Contact, Supplier Invoice Date (YYYY-MM-DD), and Invoice State (Selected).

3. Ensure **Invoice Download** displays for the **Document Type**, as this provides the format needed to create a successful upload. Click **Next**.

Upload/Download > Downloads > Order Management > Search Invoice > Download Invoice

Select Document Type

Document Type* Invoice Download

Comments

Next

4. Once the **Status** is **Completed**, the page auto-refreshes with the update. Select the **File Name** to open and save.

NOTE: You may need to click the **Enable Editing** button in Excel to begin working in the document.

5. Remove all downloaded sample data from the file. Enter new invoice data to upload.
6. In BSCP, navigate to the **Upload Invoice** workflow.

× Menu ★ Add to Favorites

Filter workflows

Home

My Workspace

Inbox Status

Exceptions

Supply Planning

Order Management

Master Data

Upload/Download

My Profile

Reports

Uploads

Order Management

Shipment

Invoice

Downloads

Supply Planning

Forecast

Long Term FC

Order Management

Discrete Order

Shipment

Invoice

7. Drag and drop the desired file, alternatively, click the **Or select file** button. Navigate to the Excel sheet you created and select the file. Click **Next**.

Upload/Download > Uploads > Order Management > Invoice Upload

Select Document Type

Document Type Invoice Upload

Drag drop file here*

Or select file

Comments

Next

A job status automatically displays and the status updates to Completed when the file is successfully uploaded.

NOTE: If the status changes to Completed with Errors, select the error to view the specific error to fix.

Inbox Status

Request Complete. Click on the file name or status for details.

Job List

Total 1 records - Page 1 of 1

Document Type	File Name	Status	Creation Time	Completion Time	User Name	Role Name
Invoice Upload	invoice.xls	Completed With Errors	2023-01-24:17:40:31	2023-01-24:17:40:39	howella_5272@securepass.exostartest.com-exostarscp	SUser: 114001844: ExoSCP2.1Seller_ORG 2

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