SAP OFS Order Collaboration

Supplier Training Guide

2021 - 2022

Public

THE BEST RUN

Agenda

Order Collaboration

- Order Collaboration Documents
- Order Collaboration Workflow Diagram
- Different Modes of Integration/ Automation

Order Collaboration Portal User Interaction

- Purchase Order
- Order Confirmation
- Advanced Shipping Notice
- Extended Collaboration (Consignment and Subcontracting)
- Finished Goods Receipt
- Invoice

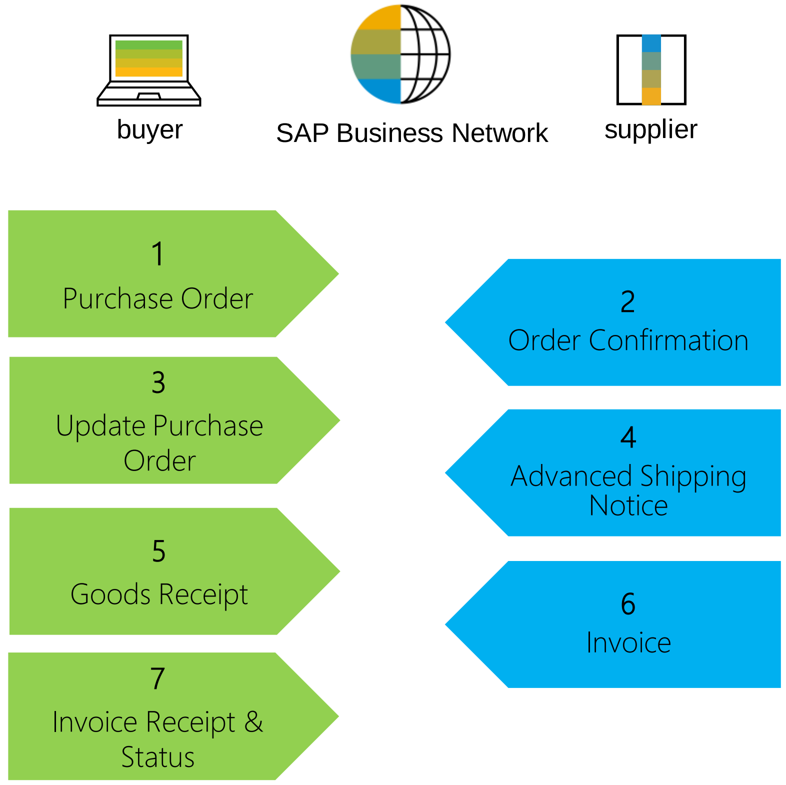
Support

Appendix

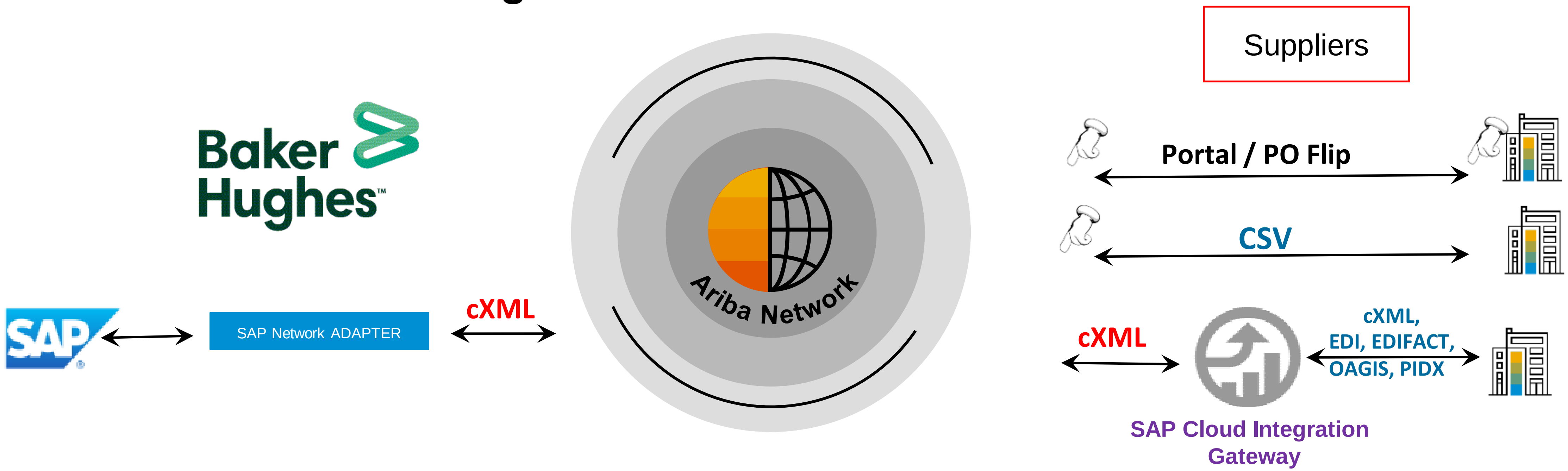
PO Collaboration Documents

Document	Description
Purchase Order (PO) PO Changes Consignment Order Subcontracting Order	Header Item and Delivery dates. A purchase order is a formal request or instruction from a Buyer to a Supplier to supply or provide a certain quantity of goods or services at or by a certain point in time, at a certain location for a certain price. Structure A purchase order (PO) consists of a document header and a number of items. The information shown in the header relates to the entire PO. For example, the terms of payment and the delivery terms are defined in the header.
Order Confirmation (OC)	Item level confirmation. A Purchase Order confirmation is a formal acknowledgement of receipt of a Purchase Order by the Buyer. It also serves to confirm the (lines of the) purchase order.
Advanced Shipping Notification (ASN)	Header Item and packaging details. An Advanced Shipping Notification is a document from a Supplier to a Buyer that provides details of an imminent shipment. Structure An Advanced Shipping Notification consists of a document header and a number of items. It can also contain packing information. The header contains data that is valid for all items and packages. An ASN must be submitted for inventory line items. If an ASN is not submitted, the goods cannot be received.
Goods Receipt (GR)	Header and Item. A Goods Receipt is a posting in the Buyer System of a physical inward movement of goods from an Supplier. It marks the completion of the transfer of goods, which leads to an increase in the warehouse stock. Structure A Goods Receipt is a system posting contains a header and one or more items. The posting typically refers to an Advanced Shipping Notification or a Purchase Order.

PO Collaboration Workflow Diagram for Direct



Different Modes of Integration/ Automation



SAP Business Network allows supplier to work in different modes.

- **Portal:** The Supplier works online through a Web Browser. Data entry can be on screen or using download and upload functionality.
- **Full System Integration:** SAP Business Network allows to electronically integrate with the network. For technical details please refer to your Buyer.

Order Collaboration Portal Interaction

Purchase Order

Search and Identify the PO

View PO Details

Order Confirmation

General Considerations

SAP Ariba Process

Allowed Actions

Manage Individual PO

Manage Multiple PO's

Mass Upload of OC's

Reconfirmation

Reconfirmation via Mass Upload

Review Submitted OC's

Tolerances

Advanced Shipping Notification

General Considerations

Shipping Horizon

SAP Ariba Process

Allowed Actions

Manage Individual PO

Manage Multiple PO's

Review Submitted ASN

Tolerance

Extended Collaboration

Consignment Movements

Subcontracting Component Inventory

Finished Goods Receipt

Customer Document

Invoice

PO Based Invoice

ERS Invoice

Credit Memos

Copy Invoices

Purchase Order

General Considerations

- PO changes are handled through versions of messages exchange within the network. Differences can be compared between versions in the SAP Business Network.
- Baker Hughes will send Purchase Order, Purchase Order Changes, Consignment, and Sub-Consignment Purchase Orders.
    - **Consignment Orders**: the item category will be listed as Consignment. Suppliers will not submit invoices through the SAP Business Network for Consignment orders. Suppliers will follow the standard order confirmation, advanced shipping notification, as required by the purchase order control keys.
    - **Subcontracting Orders**: the item category will be listed as Subcontracting. Suppliers will follow the standard order confirmation, advanced shipping notification, and invoicing as required by the purchase order control keys.

Purchase Order

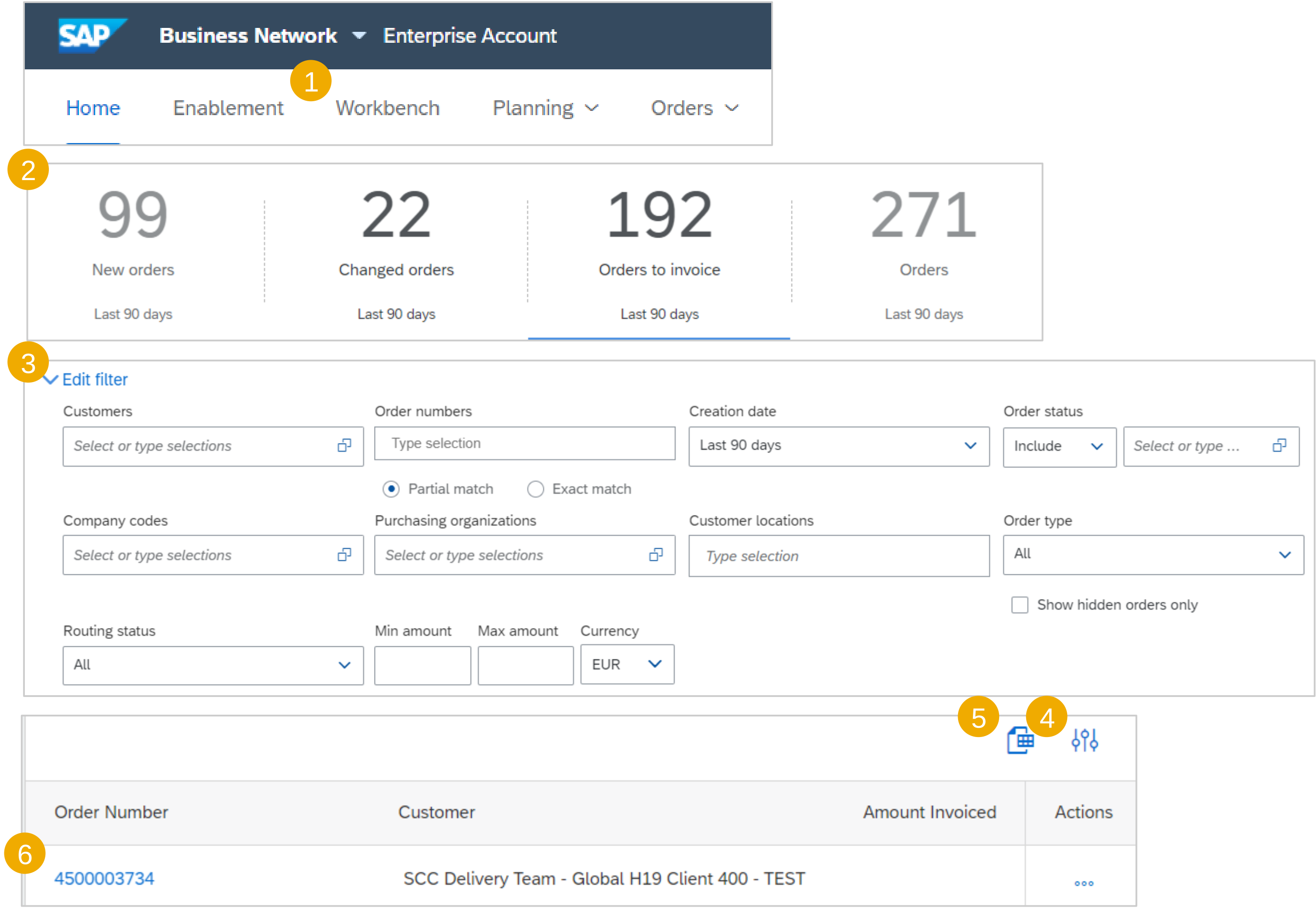
Search and Identify the PO (From the Workbench)

From the Homepage:

1. Click **Workbench**.
2. Select any of **Orders** tile.
3. Use **filters** to identify the right document.
4. Search results will appear. Click **configure** button to customize the view.
5. Click **export** button to download data in Excel.
6. Open PO by clicking its **number**.

Note:

- If the order can not be found in search, please check PO instructions or contact [Customer].
- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide.**



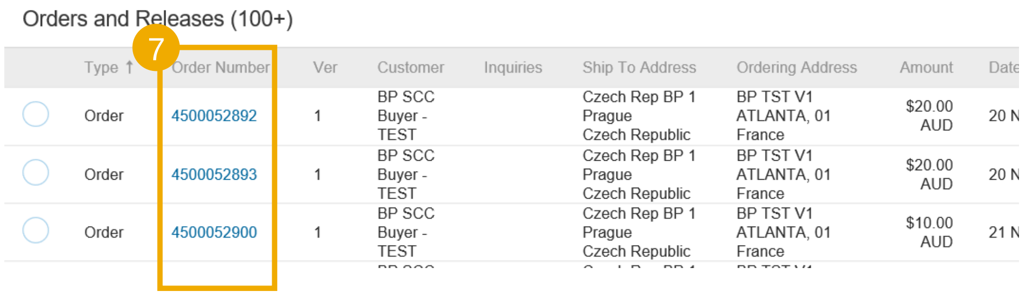
This page will be replaced with new Workbench concept soon.

Purchase Order

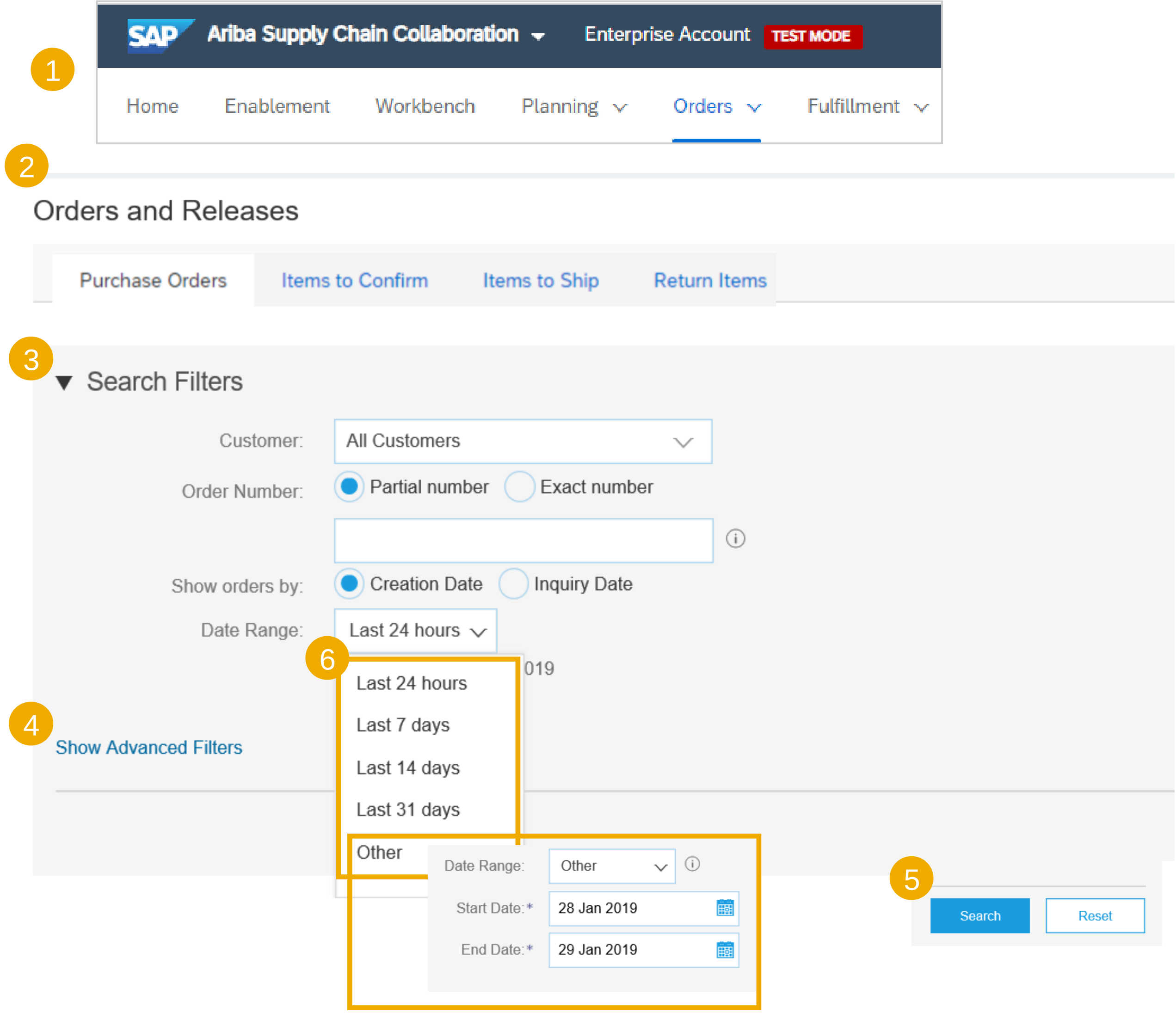
Search and Identify the PO – from Orders and Releases

1. Go to **Orders** tab to manage your purchase orders.
2. Go to **Purchase Orders** sub-tab.
3. Search filters allow you to search using multiple criteria. Expand the search filters by clicking an arrow on the left hand side of your screen.
4. Advanced search filters allow you to search using a company code or purchasing organization number.
5. Enter your search criteria and click **Search**.
6. List of displayed Purchase orders pre-default contain only orders for certain time range.
7. Click order number to view the purchase order details.

Note: If the order can not be found in search, please check PO instructions or contact Baker Hughes.



	Type ↑	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date
○	Order	4500052892	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	$20.00 AUD	20 N
○	Order	4500052893	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	$20.00 AUD	20 N
○	Order	4500052900	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	$10.00 AUD	21 N



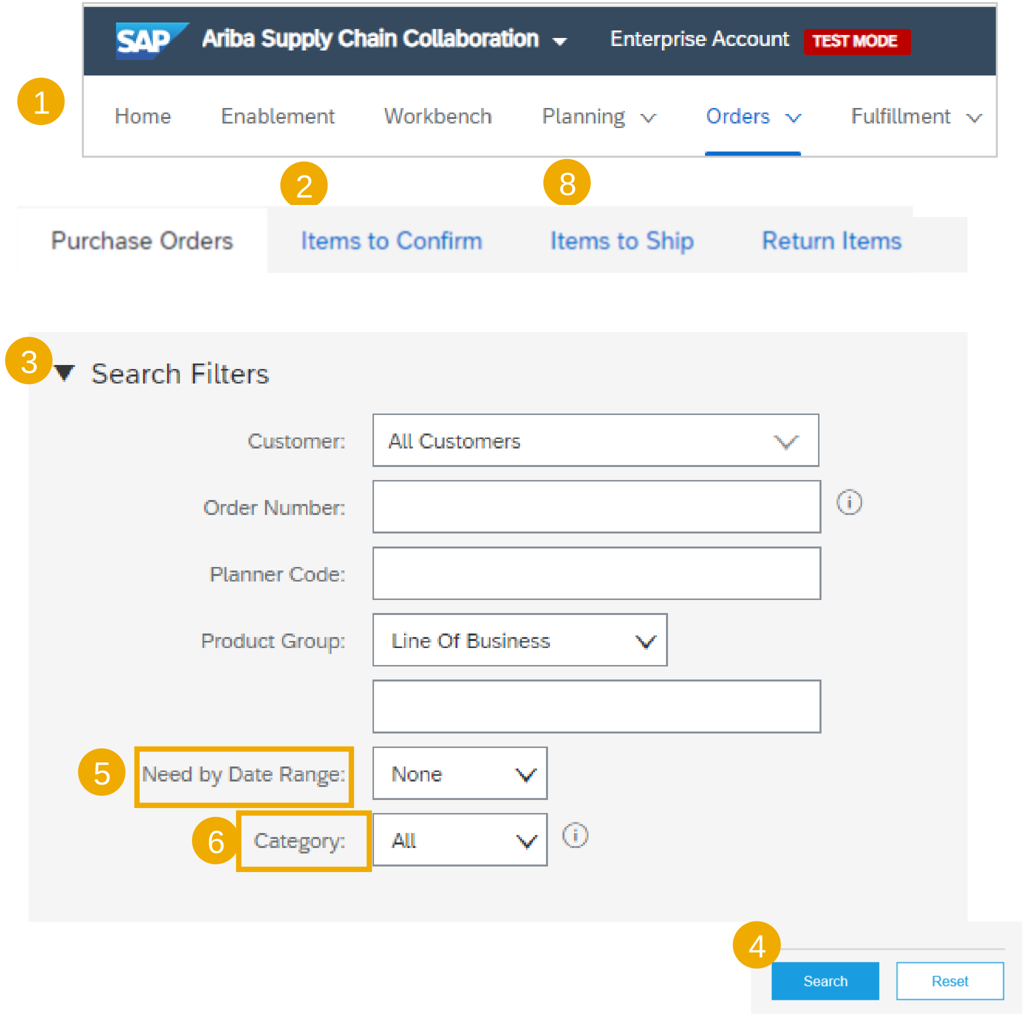
This page will be replaced with new Workbench concept soon.

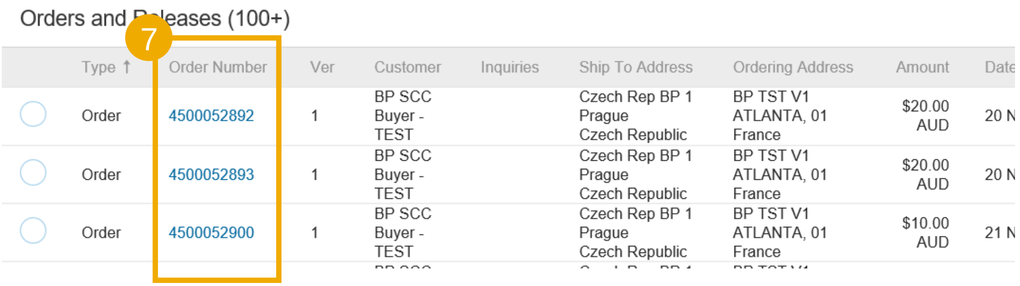
Purchase Order

Search and Identify the PO – from Items to Confirm/ Items to Ship

1. Go to **Orders** tab to manage your purchase orders.
2. Go to **Items to Confirm** sub-tab.
3. Search filters allow you to search using multiple criteria. Expand the search filters by clicking an arrow on the left hand side of your screen.
4. Enter your search criteria and click **Search**.
5. It is possible to set the **Date Range** filter to "None" to search across all the PO's matching other search criteria.
6. Category can be selected to view only Consignment or Subcontracting orders
7. Click order number to view the purchase order details.
8. You can follow the same steps to search for PO from **Items to Ship** sub-tab.

Note: If the order can not be found in search, please check PO instructions or contact Baker Hughes.





Orders and Releases (100+)

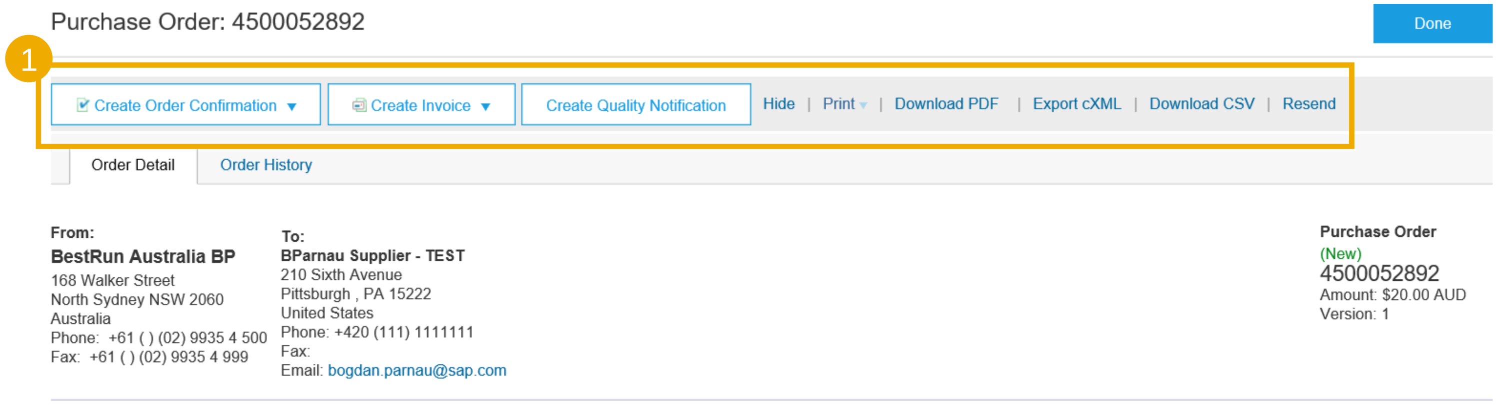
	Type ↑	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date
	Order	4500052892	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	$20.00 AUD	20 N
	Order	4500052893	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	$20.00 AUD	20 N
	Order	4500052900	1	BP SCC Buyer - TEST		Czech Rep BP 1 Prague Czech Republic	BP TST V1 ATLANTA, 01 France	$10.00 AUD	21 N

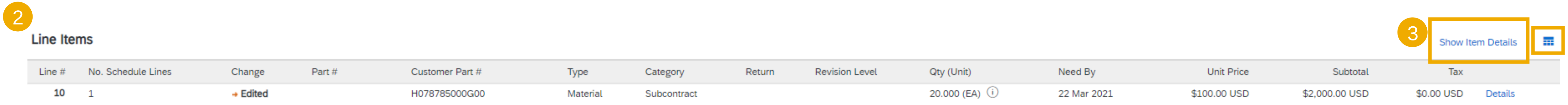
Purchase Order

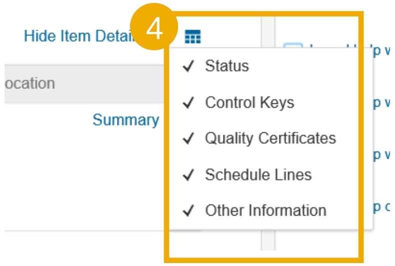
View PO Details

For more detailed purchase order management please refer to Help Center documentation.

1. View the details of your order and allowed actions.
2. Line Items section describes the ordered items.
   - Category type is listed on the line item level.
3. Click **Details** or **Show Item Details** to review more information about the order such as control keys, scheduling lines and others.
4. You can configure your view by clicking configure icon.



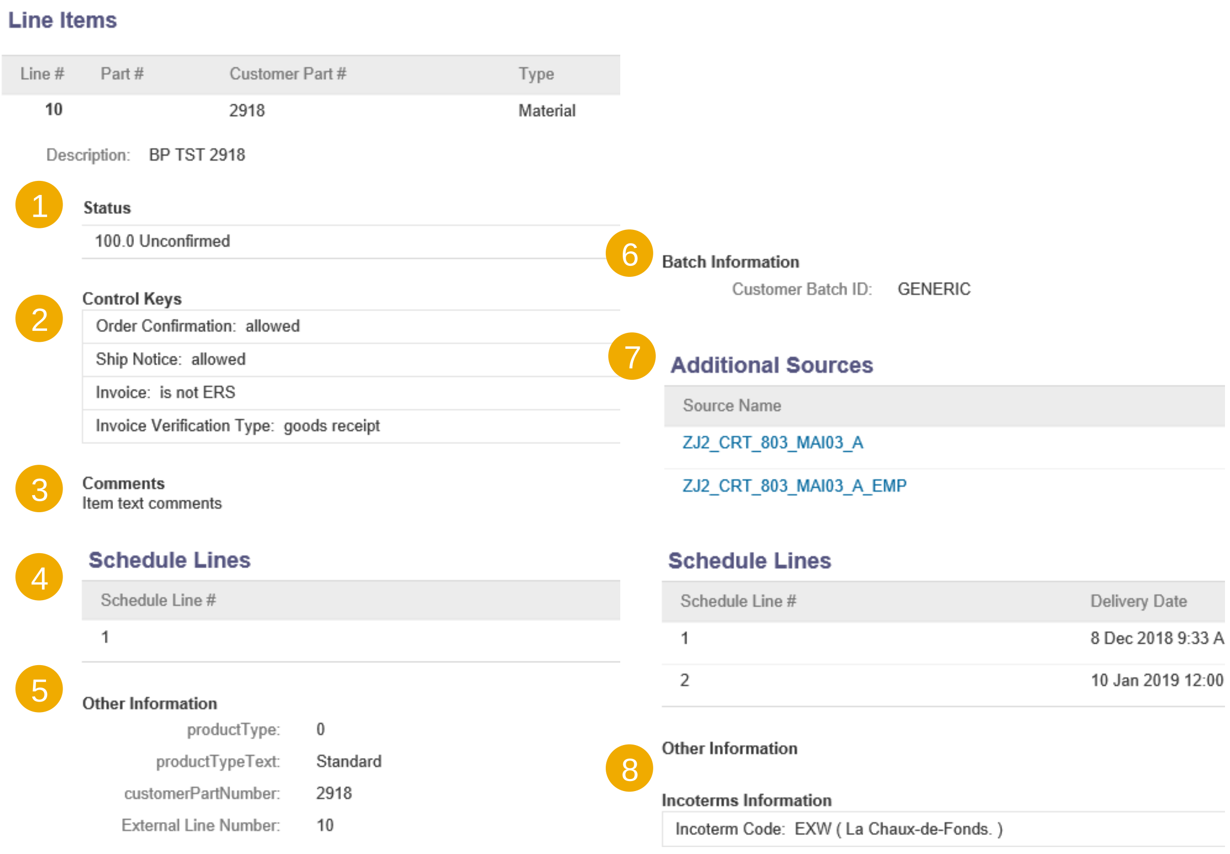




Purchase Order

View PO Details – Line Level

1. Detail of item status (previously confirmed or previously shipped items).
2. **Control keys** show the actions that are allowed on this line item. The purchase order indicates what is expected from supplier.
3. Below Control keys – there might be customer comments available.
4. **Schedule line details** the quantities planned for specified delivery dates.
5. Additional details might be provided in Other information section.
6. Batch information, if any.
7. Additional sources: access to documents hosted by the Customer.
8. Review the incoterm information.



Order Confirmation

General Considerations

- The order confirmation document is sent by suppliers as an acceptance of a purchase order.
- The order confirmation is an agreement to fulfil the order as proposed by Baker Hughes.
- Suppliers can also suggest modifications of the purchase order (quantity, delivery date) through the order confirmation document.
- These changes need to be accepted by Baker Hughes before fulfillment of the order.

Current Process	SAP Process
Buyer creates PDF version of PO and sends to supplier via email	PO will become visible in portal automatically
Supplier may respond with confirmation and/or deviations with requests to have buyer update PO for resubmission	Supplier confirms order in portal that will notify buyer of any changes to **quantity and date** to be approved

 Public

Order Confirmation
Allowed Actions

SAP Business Network provides multiple options to confirm your orders:

1. **Individual PO management**

With a low volume of POs you may simply go to each PO and click on the “order confirmation button” that will allow you to fully or partially confirm the PO. The system will propose you the following buttons:

- **Confirm entire order**: will propose only limited actions to quickly confirm an order without any change.
- **Update line items**: this option will allow you to modify information at header and line level, to update quantities, or dates.

2. **Multiple POs to be managed: one-step confirmation**

In case of multiple POs to be confirmed at the same time, you should use the sub-tab Items to Confirm for a one-step action.

Note: It is not possible to split a single PO line into several confirmations with this option.

3. **Mass OC upload**

In case of a high number of PO lines to confirm at the same time, you may choose to confirm via mass confirmation (file upload).

Choosing this option you will be able to update line items.

Order Confirmation
Allowed Actions

You can confirm, update or reject your orders.

From the **Workbench**:

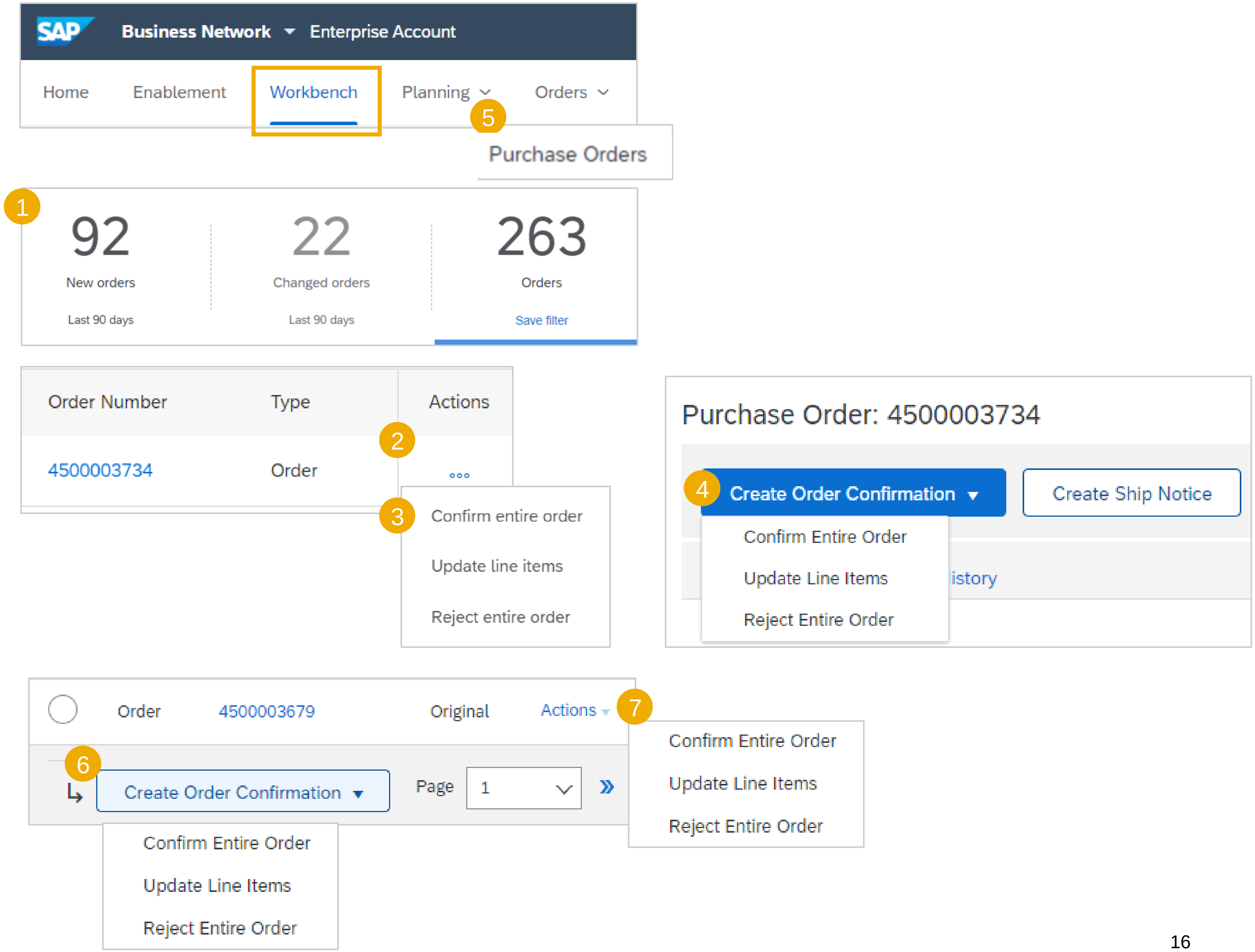
1. Select **Orders** tile.
2. Identify the right document and click **Actions** button.
3. Select an action.
4. The same actions are available from the **PO screen.** Click **Create Order Confirmation** button.

OR

5. Confirm, update or reject your orders from the **Orders/ Purchase Orders** tab.
6. Identify the right document in Orders and Releases sub-tab and click **Create Order Confirmation** button.
7. Or click **Actions**.

Note:

- Orders tab will be replaced with new Workbench concept soon.
- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide.**



Order Confirmation

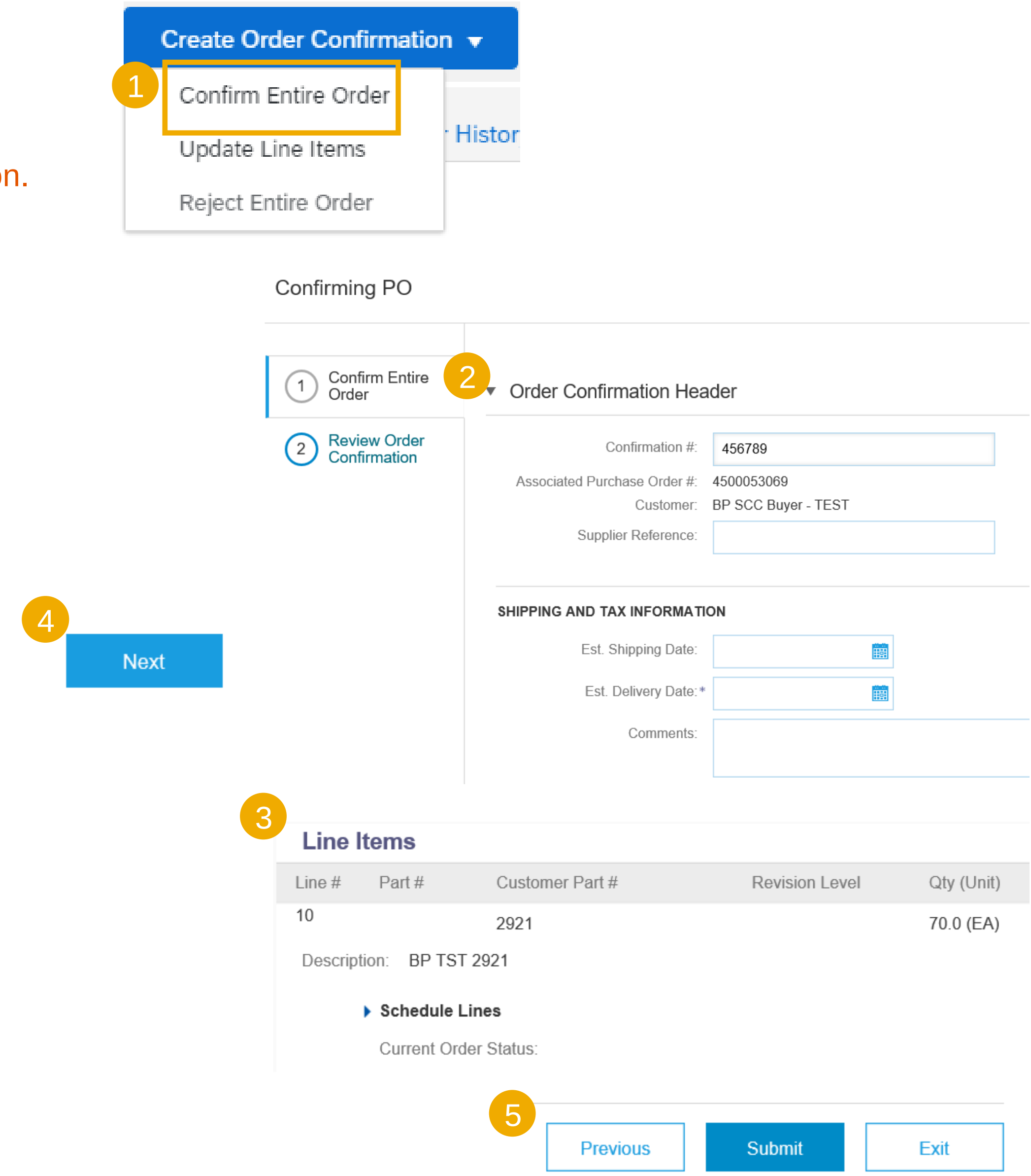
Manage Individual PO – Confirm Entire Order

For detailed order confirmation management please refer to Help Center documentation.

This slide explains how to Confirm Entire Order.

1. Select the option **Confirm entire order** in the Actions drop-down list.
2. Complete the mandatory fields in **the Order Confirmation Header**.
3. Review the **Line Items**.
4. Click **Next** button in the bottom of the screen when finished.
5. Review the order confirmation and select the next action:
    - Click **Previous** to go to the previous page.
    - Click **Submit** to send order conformation to the buyer.
    - Click **Exit** to leave the page without saving any changes.

Notes: Once the order confirmation is submitted, the order status will display as **Confirmed**.



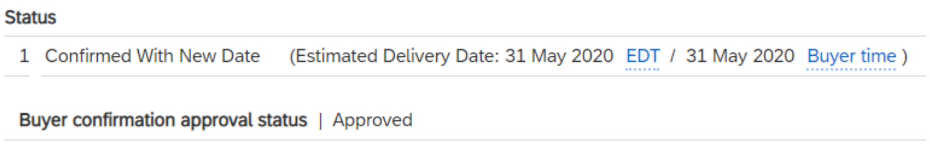
 Public

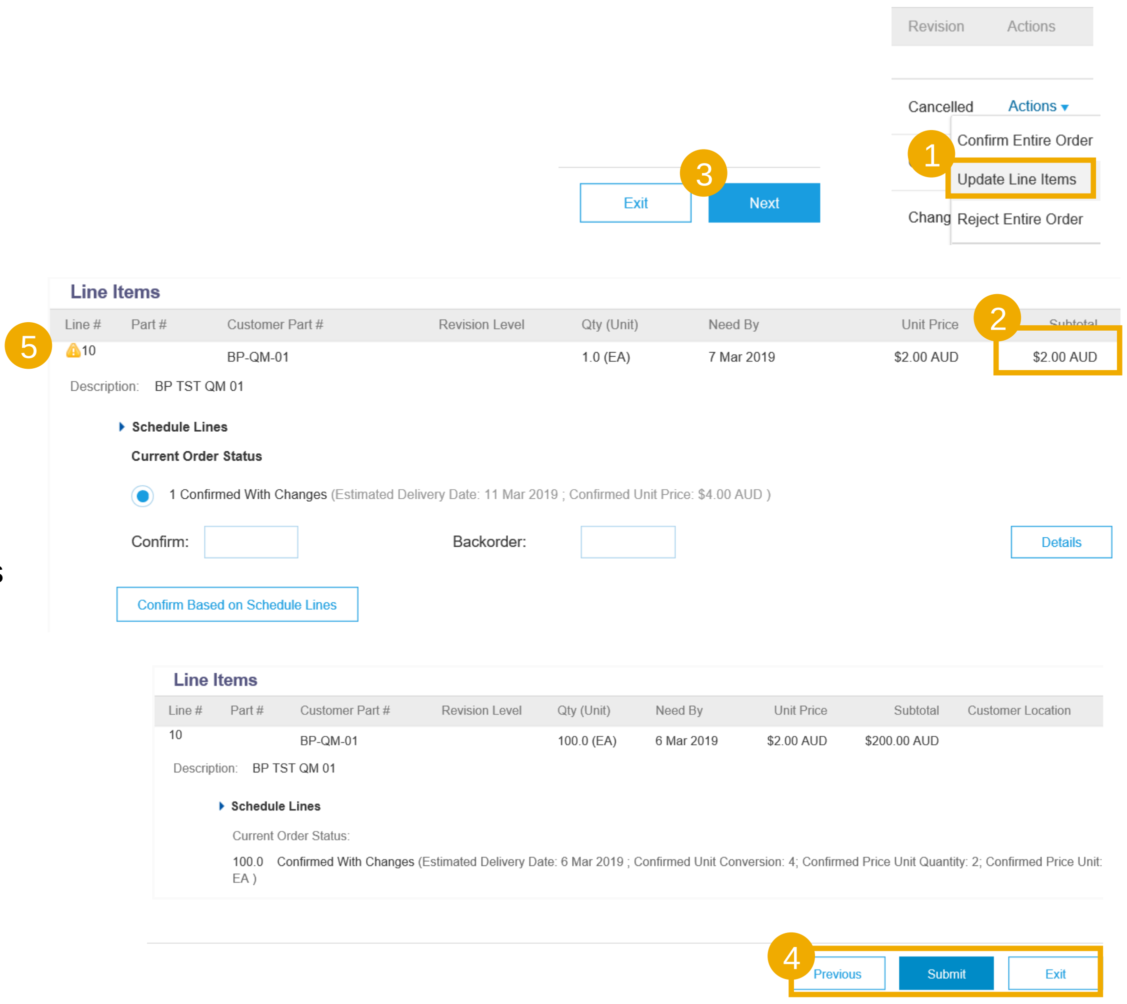
Order Confirmation

Manage Individual PO – Update Line Items

For detailed order confirmation management please refer to Help Center documentation.

1. If you select **Update Line Items**, you can confirm, and update line item information. Order confirmations have a **header** and a **line** items section.
   - At a **header** level, you can add comments, attachments and further order confirmation details.
   - At a **line** level, you can confirm, fully or partially.
2. Click **Details** button at a line level to modify information about the price, shipping and delivery dates or add comments. Once completed, click OK to return to main screen.
3. After confirming all requested items, click **Next** button in the bottom of the screen.
4. Review the order conformation and click **Submit** to send it to buyer's system. Click **Exit** to leave the page without saving any changes. Click **Previous** to return line items update.
5. If any changes to the PO need to be approved by the buyer, a ⚠ will be next to the Line #. You can view if the buyer approved, under the Details section of the Purchase order.





Notes: You are able to submit order confirmation only after all requested items are confirmed. Otherwise, you would get an error message.

Order Confirmation

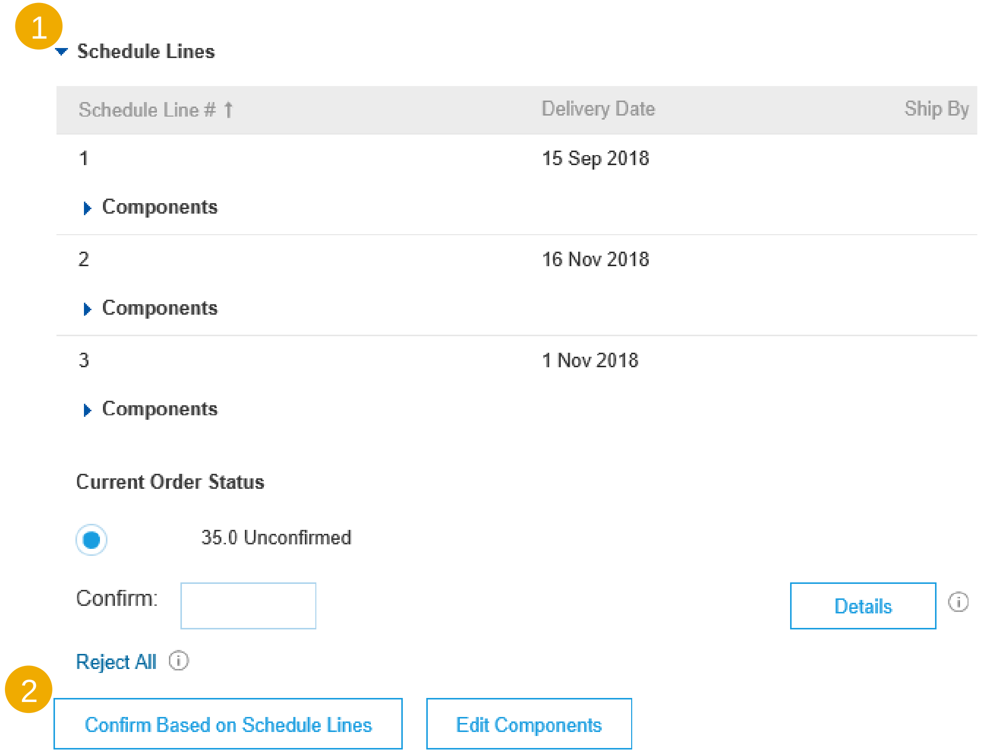
Manage Individual PO – Confirm Based on Schedule Lines

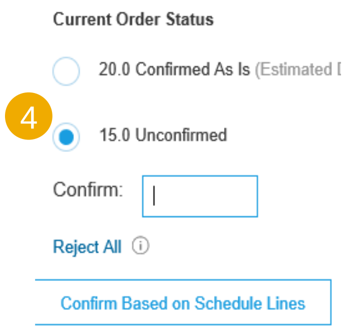
For detailed order confirmation management please refer to Help Center documentation.

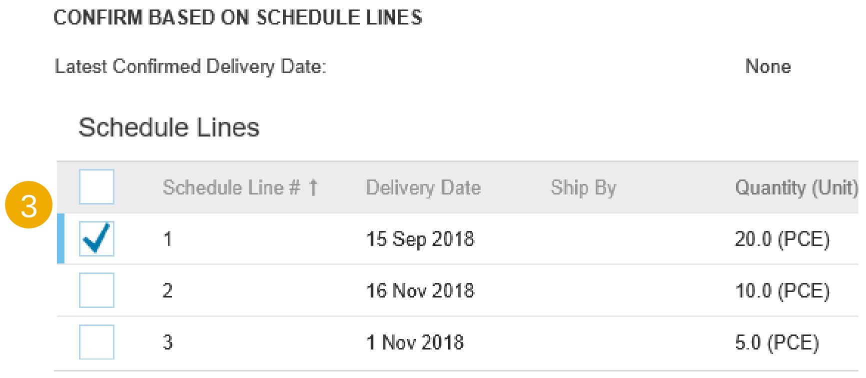
When you have various schedule lines with different delivery date, you can alternatively **confirm per schedule line**:

1. Extend the schedule lines to see the requested delivery dates.
2. Click on **Confirm based on Schedule Lines.**
3. Select the Schedule Lines you wish to confirm and click on **Create status.**
4. The new status will appear and decrease unconfirmed quantities.

Notes: You are not able to change quantities, price or delivery date when choosing this option.







 Public

Order Confirmation

Manage Multiple PO’s (From the Workbench)

For detailed order confirmation management please refer to Help Center documentation.

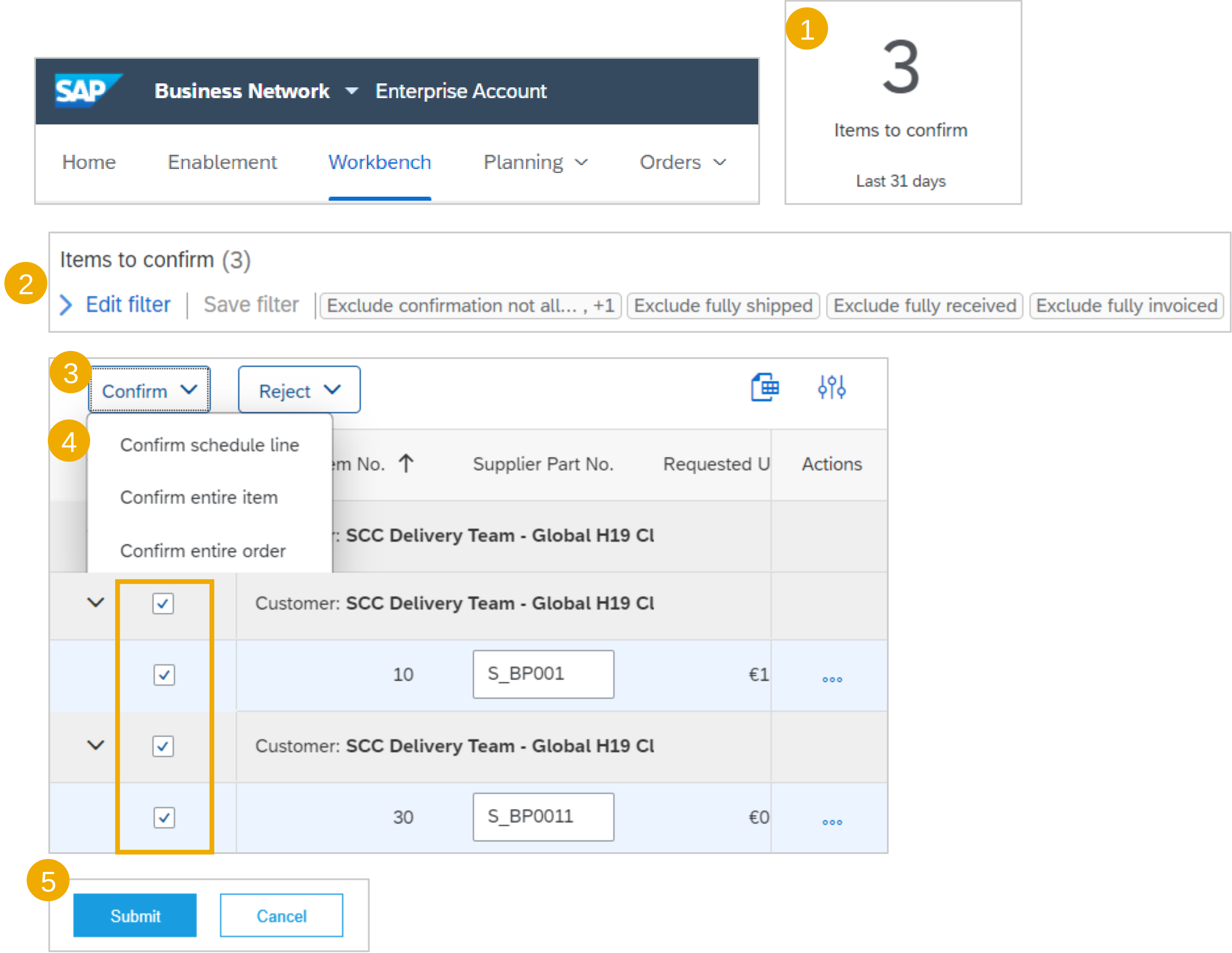
In case of **multiple POs** to be confirmed at the same time, you should use “Items to Confirm” Workbench tile or tab. It summarizes all line items across different POs, and gives you possibility to confirm multiple lines at once.

From the **Workbench**:

1. Click **Items to Confirm** tile.
2. Use **filters** to identify the right items.
3. Select items to confirm and click **Confirm.**
4. Select any of the action from the dropdown.
5. Review confirmation and click **Submit** to send it to buyer system.

Note:

- It is not possible to propose price changes, or split a single PO line into several confirmations with this option.



This page will be replaced with new Workbench concept soon.

Order Confirmation

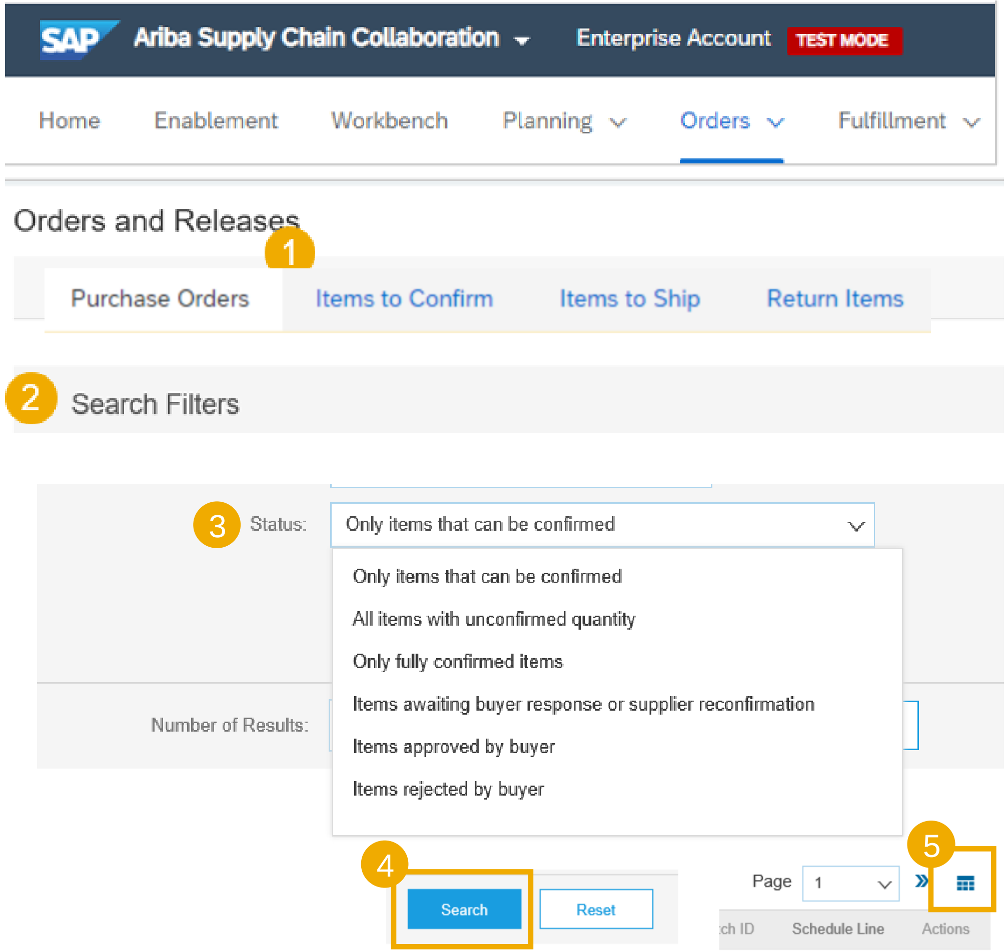
Manage Multiple PO’s – from Items to Confirm

For detailed order confirmation management please refer to Help Center documentation.

In case of **multiple POs** to be confirmed at the same time, you should use the tab “items to confirm”. The “items to confirm” tab summarizes for you all line items across different POs, and gives you possibility to confirm multiple lines at once.

Note: it is not possible to propose price changes, or split a single PO line into several confirmations with this option.

1. Go to **Orders/ Purchase Orders/ Items to Confirm** sub-tab.
2. Identify relevant items to confirm using **Search Filters**.
3. In the Status field you can specify the items to be identified.
4. After entering search criteria click **Search**.
5. You can configure your view of identified items by clicking configure icon on the right hand of your screen.

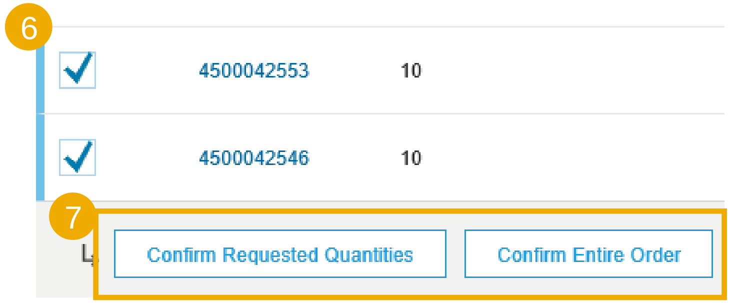


Order Confirmation

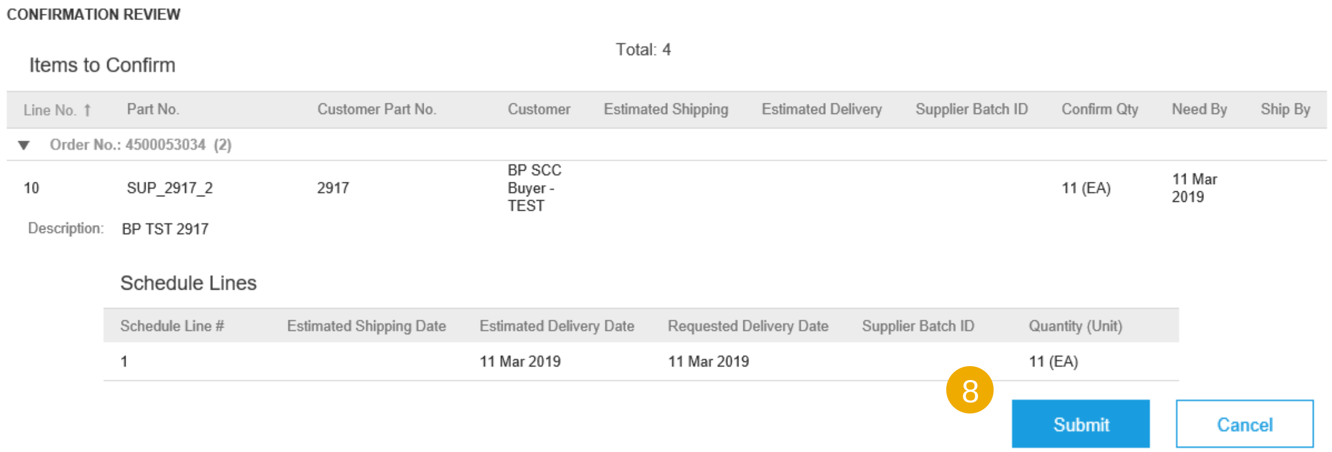
Manage Multiple PO’s – from Items to Confirm

For detailed order confirmation management please refer to Help Center documentation.

6. Select the lines you wish to confirm.
7. Select one of the allowed actions:
   - To confirm entire order without any updates, click **Confirm Entire Order** button.
   - To confirm requested quantity without changes click **Confirm Requested Quantities** button. Choosing this option, you will be able to edit estimated delivery date.
8. Review confirmation and click **Submit** to send it to buyer system.



Note: You are able to confirm up to 20 items at once.



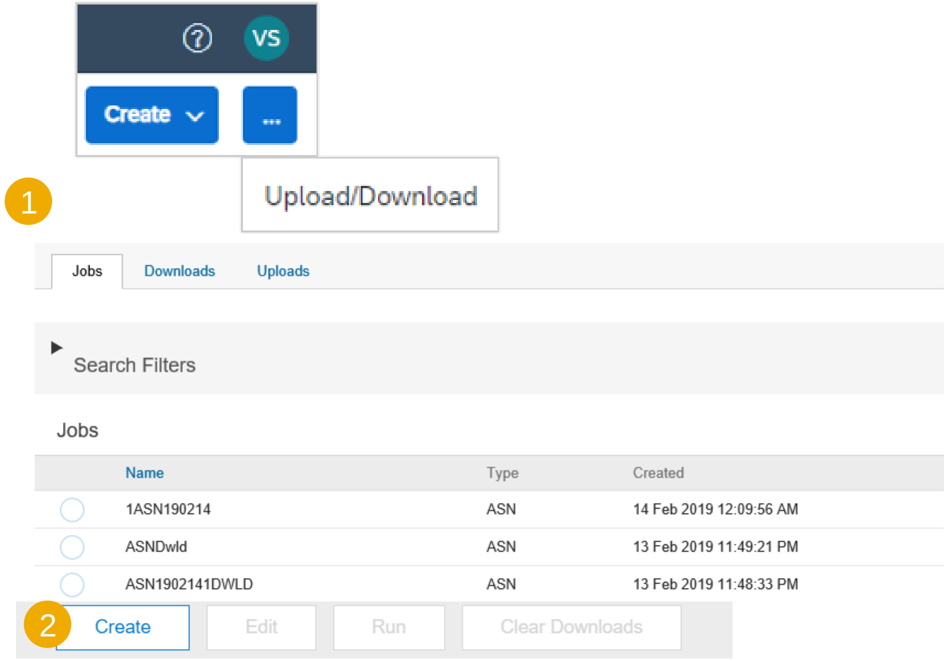
Order Confirmation

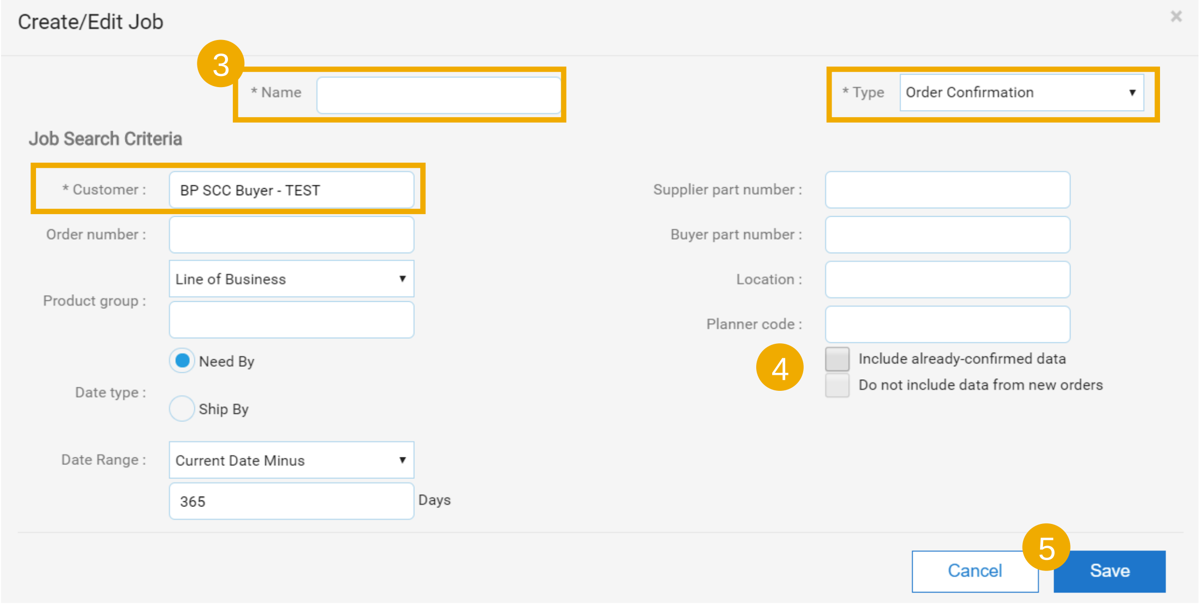
Mass OC Upload – Create OC Report

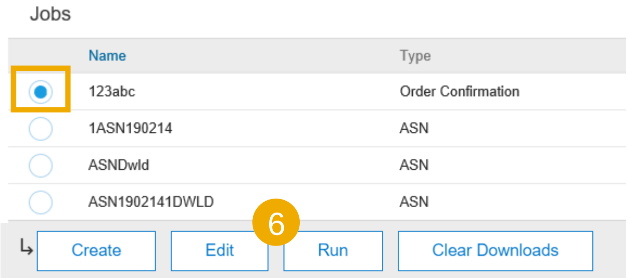
For detailed order confirmation management please refer to Help Center documentation.

1. Go to [...] button/ **Upload/ Download** tab, **Jobs** sub-tab.
2. In the Jobs section, click **Create** button.
3. Prepopulate all mandatory fields:
   - Enter a name for the report.
   - Set a type as **Order confirmation**.
   - Select a customer name.
4. Enter other **Job Search** Criteria if needed. You can choose if you'd like to include already confirmed data or do not include new data in the report.
5. Once done, click **Save**.
6. The report will appear in the Jobs list. Select it and click **Run**.

Notes: You can extract up to 10000 lines. Set **Date Range** value in search filters to narrow down your search.





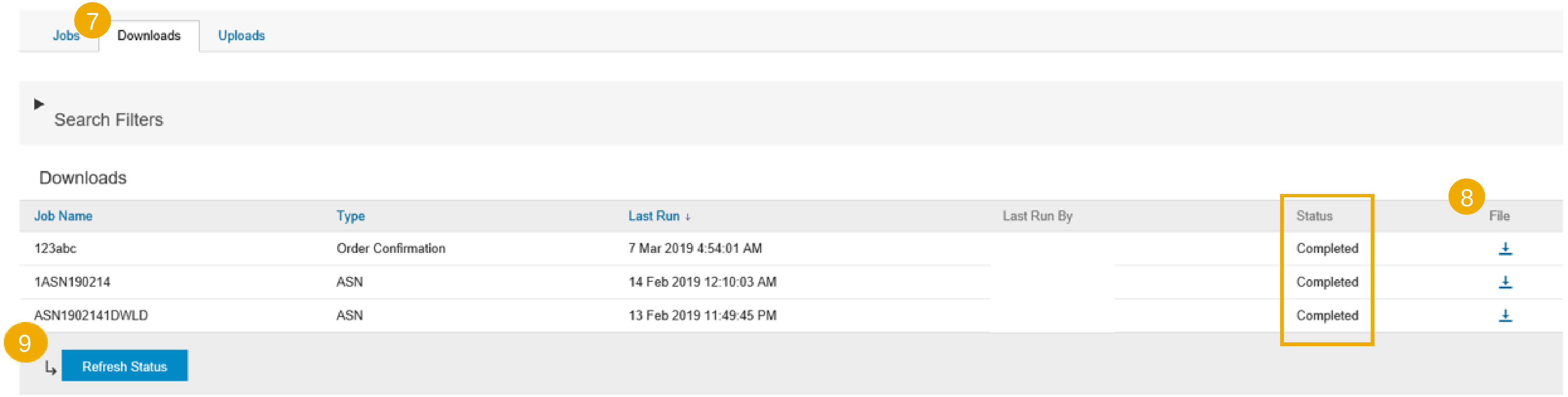


Order Confirmation

Mass OC Upload – Run OC Report

For detailed order confirmation management please refer to Help Center documentation.

7. The report will appear in the **Download** sub-tab.
8. To download a report click on the icon on right hand of the screen.
9. Use **Refresh Status** button to update report status to Completed.



 Public

Order Confirmation

Mass OC Upload – OC Report Template

For detailed order confirmation management please refer to Help Center documentation.

SAP Ariba

Confirmations

Confirmation Number	Order Number	Order Version	Order Date	Shipping Currency	Shipping Money	Tax Currency	Tax Amount	Comment	Item Line number	Item Type	Item Supplier	Item Customer	Item Revision	Item Quantity	Item Unit Of	Item Delivery	Item Shipment	Item Unit Price	Item Unit Price	Item Shipping	Item Shipping	Item Tax Currency	Item Tax Amount	Item Comment	Item Supplier
	4500053022	2	08 Feb 2019						60	accept	SUP_2917	2917		16	EA	########		2	AUD						
	4500053022	2	08 Feb 2019						70	accept	SUP_2917	2917		17	EA	########		2	AUD						
	4500053022	2	08 Feb 2019						80	accept	SUP_2917	2917		18	EA	########		2	AUD						
	4500053022	2	08 Feb 2019						90	accept	SUP_2917	2917		19	EA	########		2	AUD						
	4500053025	3	11 Feb 2019						20	accept	SUP_2917	2917		1	EA	########		2	AUD						

Note: Please make sure to use the latest version of the template available through the Portal.

Public

Order Confirmation

Mass OC Upload – Date Update

To update **the delivery date** for the full line only, follow the below steps:

1. Fill your confirmation number.
2. Change the Item delivery date column populated with your new date.
3. Item type: leave the field as “accept”.

Leave the other columns without any change.

Delete the lines that you do not want to confirm for now.

Order Confirmation

Mass OC Upload – Split of a Line Into Multiple Delivery Dates

If you need to split quantity of a line item into multiple delivery date, follow the steps below.

Example: Line item with 20 items to be delivered by Sept.11th. 5 items delivered on Sept. 12th and 15 items delivered Sept. 14th.

1. Copy the initial line
2. Fill the order confirmation number on both lines.
3. Write 5 in the initial line, and 15 in the 2nd line you have copied. In the Item quantity field enter the number of items to be shipped per each of delivery dates.
4. Adjust the dates accordingly for each of the lines.

Note:

- The total of the quantity in each line must always be equal to the initial order line quantity.
- In case of price update, the price of the different confirmation lines against a single PO line must always be identical.

SAP Ariba

Confirmations

Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date
	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	10	PCE	11 Sep 2018

SAP Ariba

Confirmations

1

Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date
	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	10	PCE	11 Sep 2018
	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	10	PCE	11 Sep 2018

Confirmations

2 3 4

Confirmation Number	Order Number	Order Version	Order Date	Item Line	Item Type	Item Quantity	Item Unit Of	Item Delivery Date
OC6007624647	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	5	PCE	12 Sep 2018
OC6007624647	6007624647	2	19 Jun 2018 05:00:00 AM	2	accept	15	PCE	14 Sep 2018

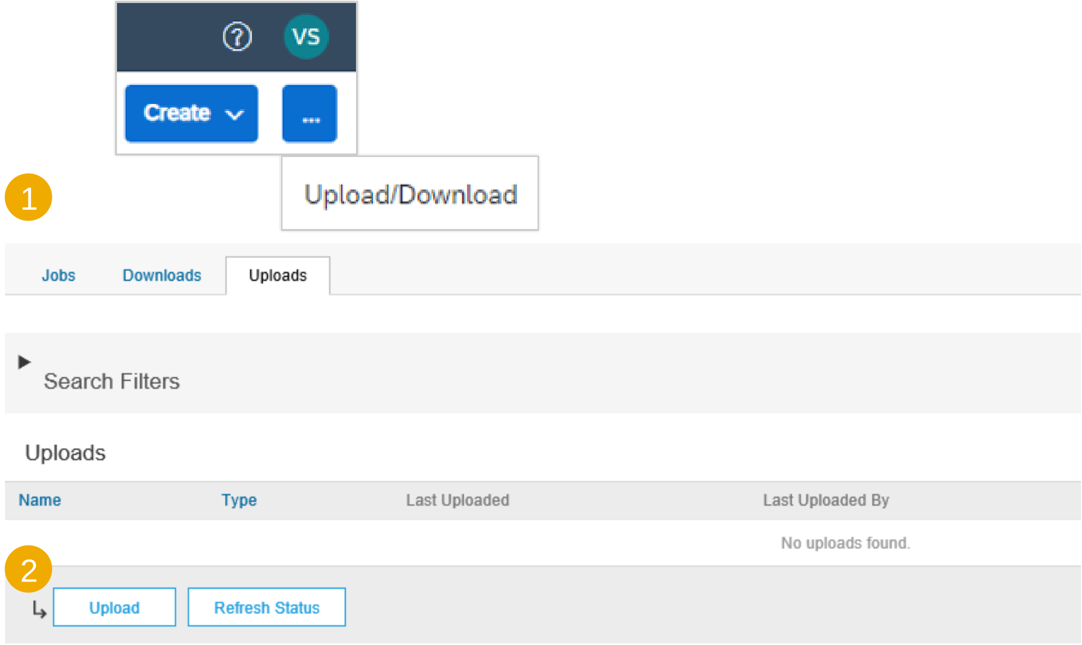
Order Confirmation

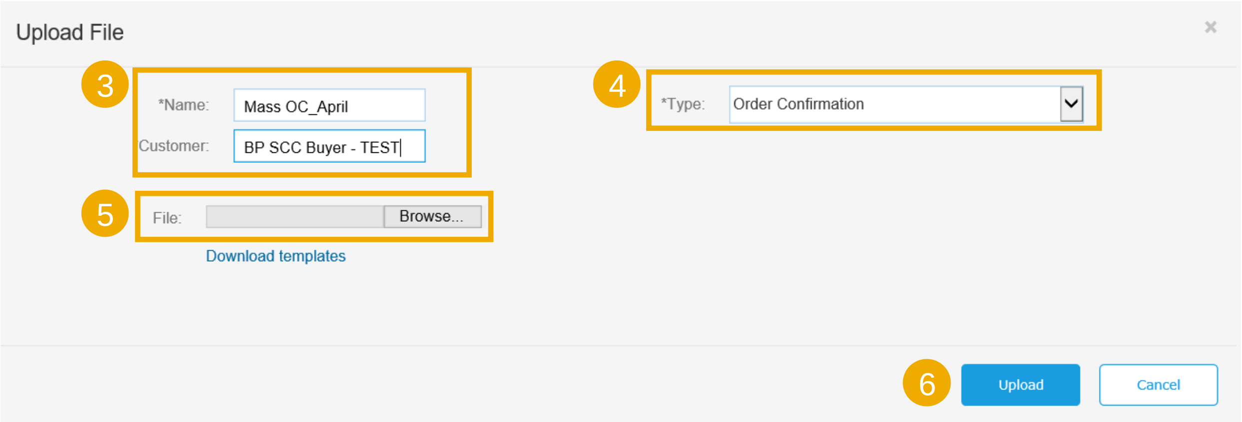
Mass OC Upload –Upload the Template

1. Go to [...] button/ **Upload/ Download** tab/ **Uploads** sub-tab.
2. Click **Upload** button. A new window will pop up.
3. Fill in the name for your file upload and a customer name.
4. In the type field choose Order Confirmation.
5. Click **Browse** and select the file.
6. Click **Upload**.

Note:

- Do not use the link “Download template”.
- If you do not want to confirm some of the lines at the time of upload, delete them from the upload file.





Order Confirmation

Mass OC Upload – Upload the Template

7. The status column displays whether upload was successful or not:
   - If upload is successful, the status will turn into **Completed**. Order status will be updated with confirmed quantities, price or date.
   - If the status changes to **Failed**, you need to download the audit log to view the errors.
   - If the status changes to **Completed With Errors**, you need to download the audit log to view the lines with errors.
8. You can always download your uploaded file by clicking in the blue arrow in the File column. Correct the errors. **Reupload the corrected file by following the previous steps.**

Jobs Downloads Uploads

▶ Search Filters

Uploads

Name	Type	Last Uploaded	Last Uploaded By	7 Status	8 File	Log
PO.Tipos.3	Order Confirmation	18 Feb 2019 1:37:17 PM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	⭳	⭳
PO.Tipos.2	Order Confirmation	18 Feb 2019 1:06:25 PM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	⭳	⭳
PO.Tipos	Order Confirmation	18 Feb 2019 1:04:01 PM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	⭳	⭳
PO.GTUp4	Order Confirmation	15 Feb 2019 9:11:50 AM	jU-987ODQ0t5a14890d1003652331 lastName	Completed	⭳	⭳
PO.GTUp3	Order Confirmation	15 Feb 2019 9:06:12 AM	jU-987ODQ0t5a14890d1003652331 lastName	Completed With Errors	⭳	⭳
PO.GTUp2	Order Confirmation	15 Feb 2019 8:53:50 AM	jU-987ODQ0t5a14890d1003652331 lastName	Failed	⭳	⭳

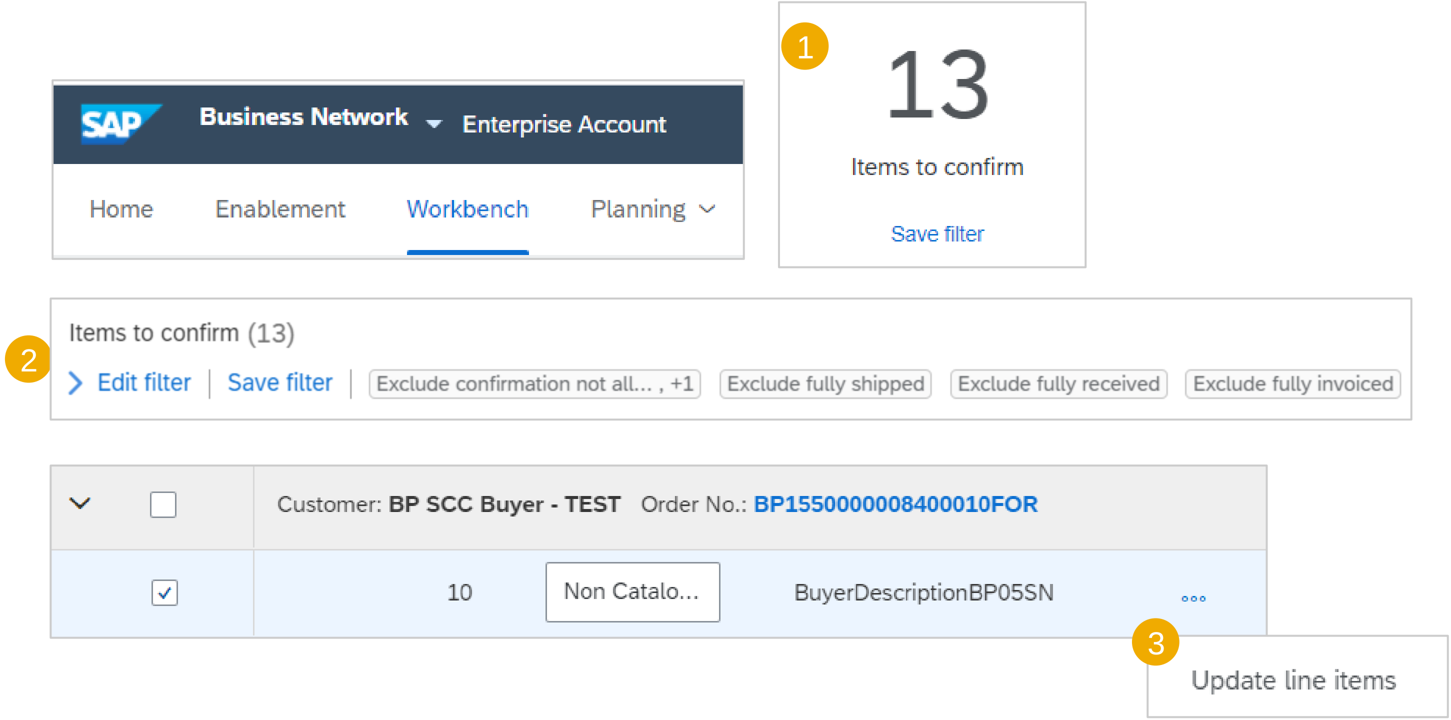
Order Confirmation

Reconfirmation 1 (From the Workbench)

You may need to reconfirm orders, for example for a new delivery date in case of delay. This action is possible on SAP Business Network and will resend a new confirmation to the Buyer.

From the **Workbench**:

1. Go to **Items to confirm** tile.
2. Use search filters to identify already confirmed lines.
3. Click Actions button and select **Update line item** on the right hand side of your screen.



Note: For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide.**

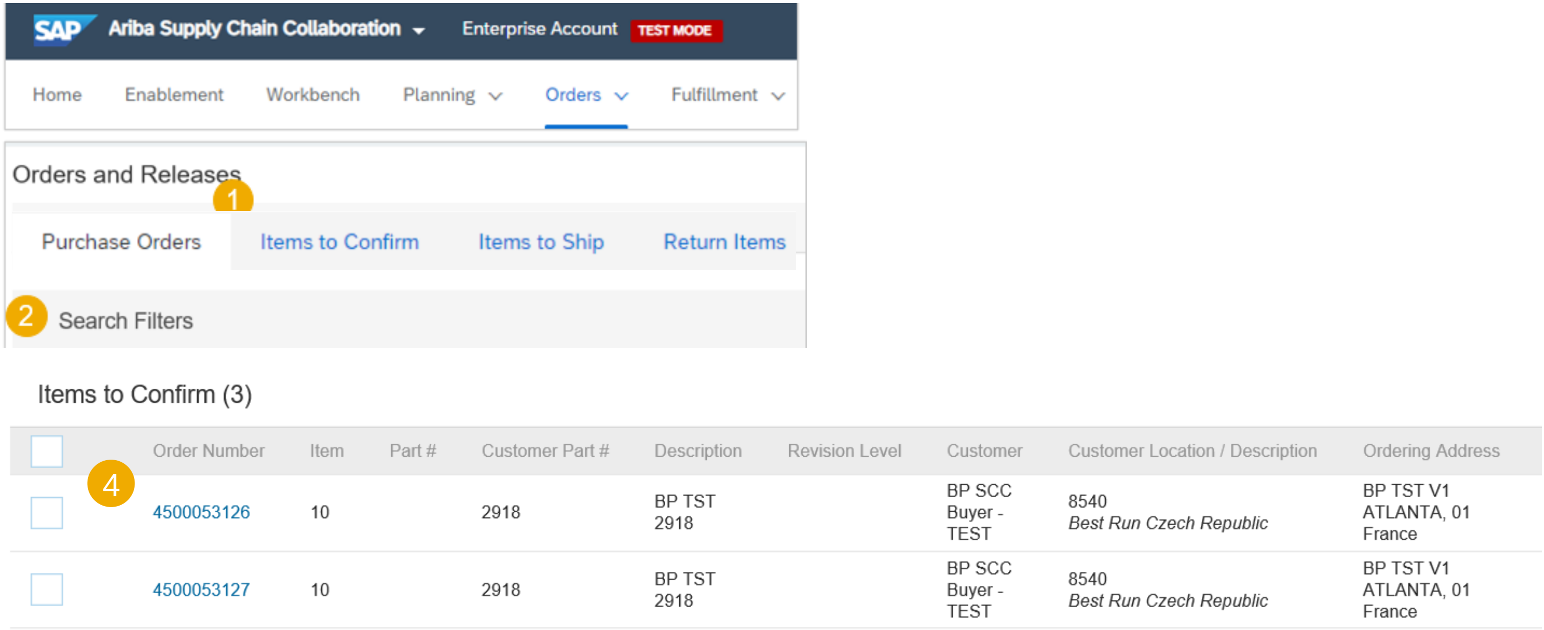
This page will be replaced with new Workbench concept soon.

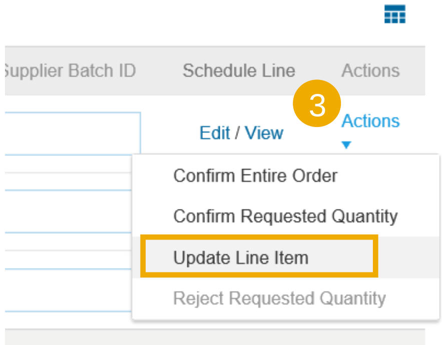
Order Confirmation

Reconfirmation 1 (From the Orders Tab)

You may need to reconfirm orders, for example for a new delivery date in case of delay. This action is possible on SAP Business Network and will resend a new confirmation to the Buyer.

1. Go to **Orders/ Purchase Orders/ Items to confirm** sub-tab.
2. Use search filters to identify the already confirmed lines.
3. Click **Actions/ Update line item** on the right hand side of your screen.
4. You can as well open the PO and reconfirm from the PO screen. (See chapter “Individual PO confirmation”).





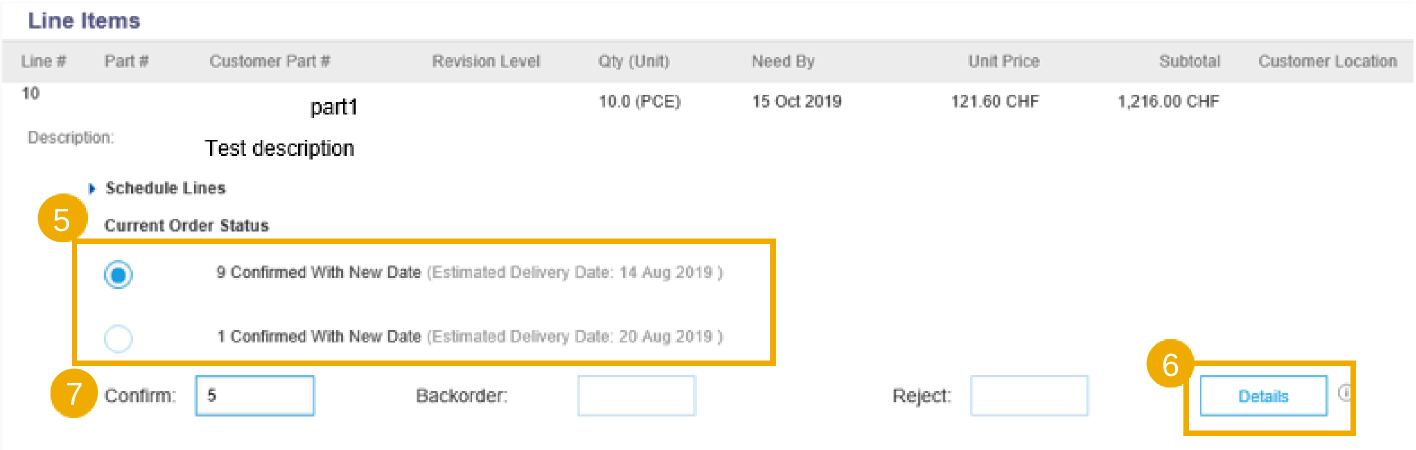
Order Confirmation

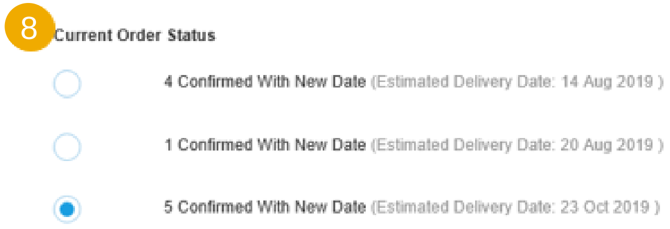
Reconfirmation

5. When reaching the PO again, you will see the split of your previously confirmed quantity, if originally split.
6. You can change the date again by selecting the correct line (blue circle) and clicking the **Details**.
7. You can reconfirm the line only partially and split the line again. Fill the quantity in the cell.

Example: 5 from the 9 items selected by the blue circle. Click details to change only the date of these 5 items.

8. The order confirmation will be updated once Submitted.



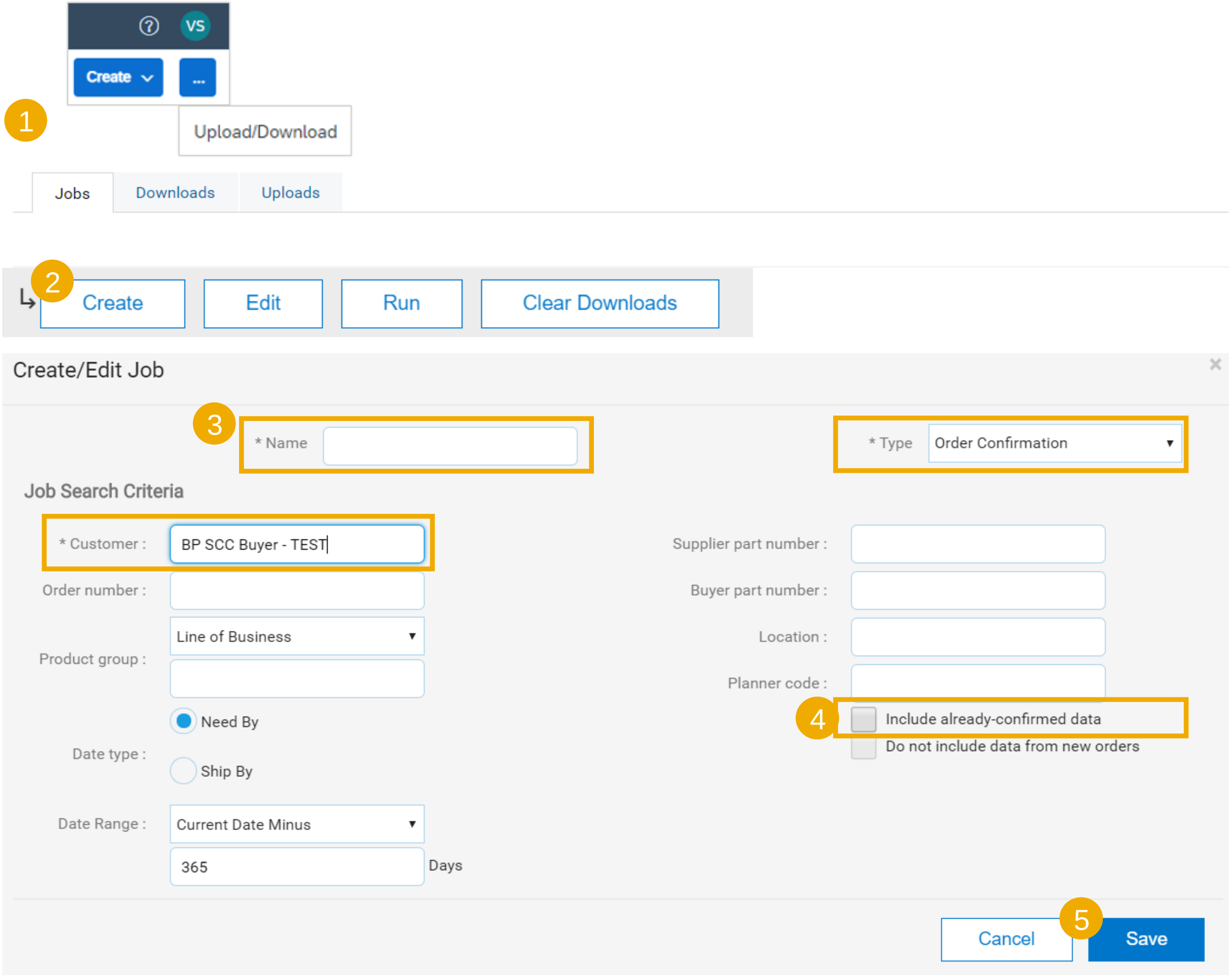


Order Confirmation

Reconfirmation via Mass Upload – Create OC Report

With the order reconfirmation using Excel upload/download feature, suppliers can reconfirm partially or fully confirmed items by using the existing order confirmation Excel upload functionality.

1. Go to ... button/ **Upload/ Download** tab, **Jobs** sub-tab
2. Click **Create** to create a new report..
3. Prepopulate all mandatory fields:
   - Enter a name for the report.
   - Set a type as **Order confirmation**.
   - Select a customer name.
4. Check **Include already confirmed data**.
5. Click **Save**.



Order Confirmation

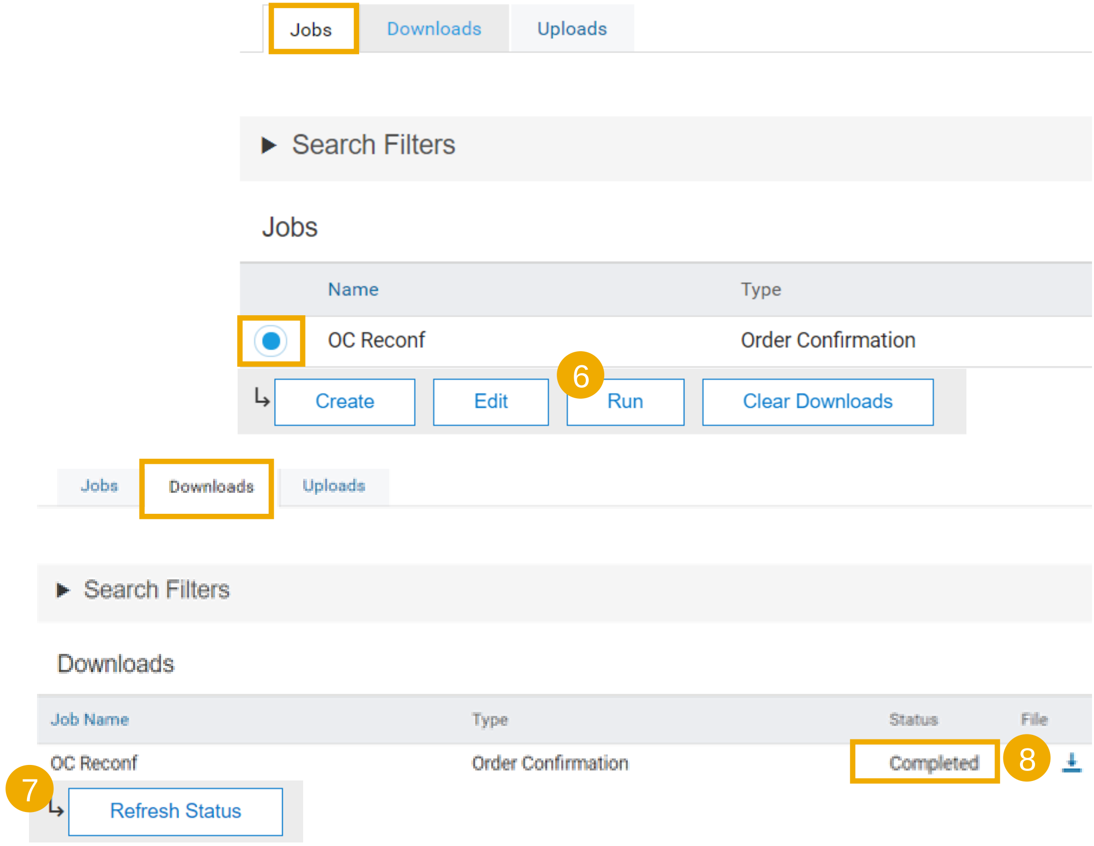
Reconfirmation via Mass Upload – Run OC Report

6. The report will appear in the Jobs list. Select it and click **Run**.
7. You will be transferred to Downloads sub-tab. Click **Refresh Status** button in the bottom of the screen until the report status is **Completed**.
8. Download the Excel report and save it at your computer.

Note:

In Excel file you can reconfirm partially or fully confirmed items.

For more details how to confirm OC via Excel file refer to Mass OC Upload chapter described above.



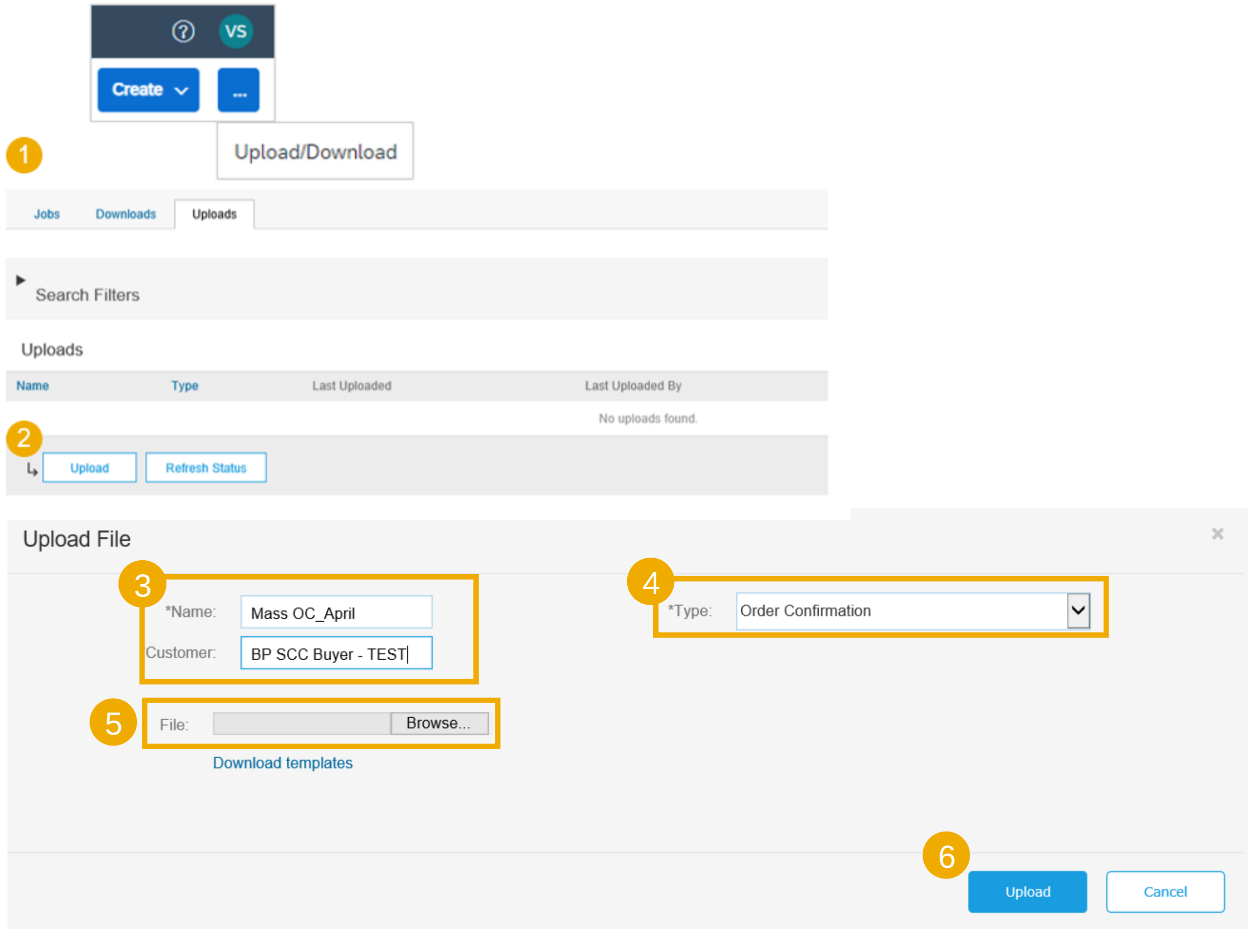
Order Confirmation

Reconfirmation via Mass Upload – Reupload the Template

1. Go to  button/ **Upload/ Download** tab, **Uploads** sub-tab.
2. Click **Upload** button. A new window will pop up.
3. Fill in the name for your file upload and a customer name.
4. In the type field choose Order Confirmation.
5. Click **Browse** and select the file.
6. Click **Upload**.

Note:

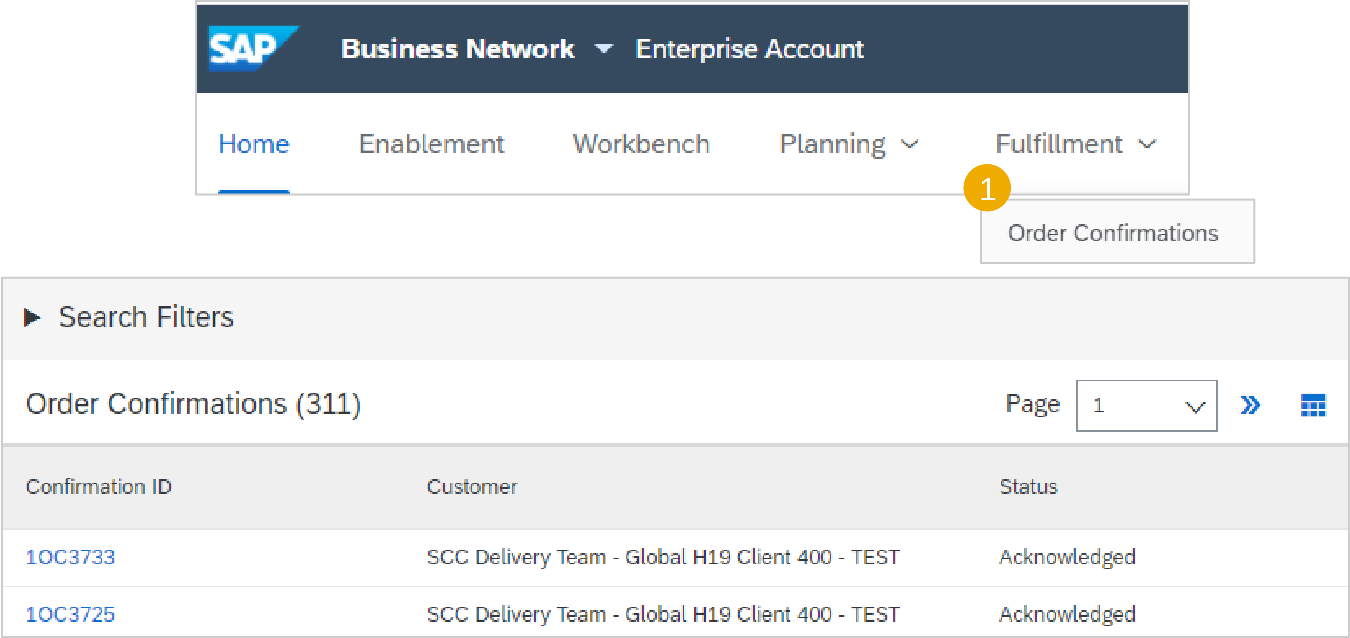
If reupload fails or is completed with errors, download the Log information. After errors are fixed, reupload the file again.

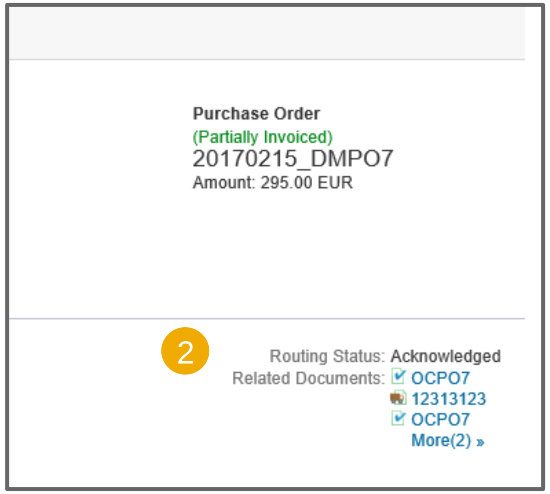


Order Confirmation

Review Submitted Order Confirmations

1. Submitted order confirmations can be viewed from **Fulfillment, Order Confirmations** sub-tab. Search filters are available.
2. Or from the PO view, you may click the link under the Related Documents.



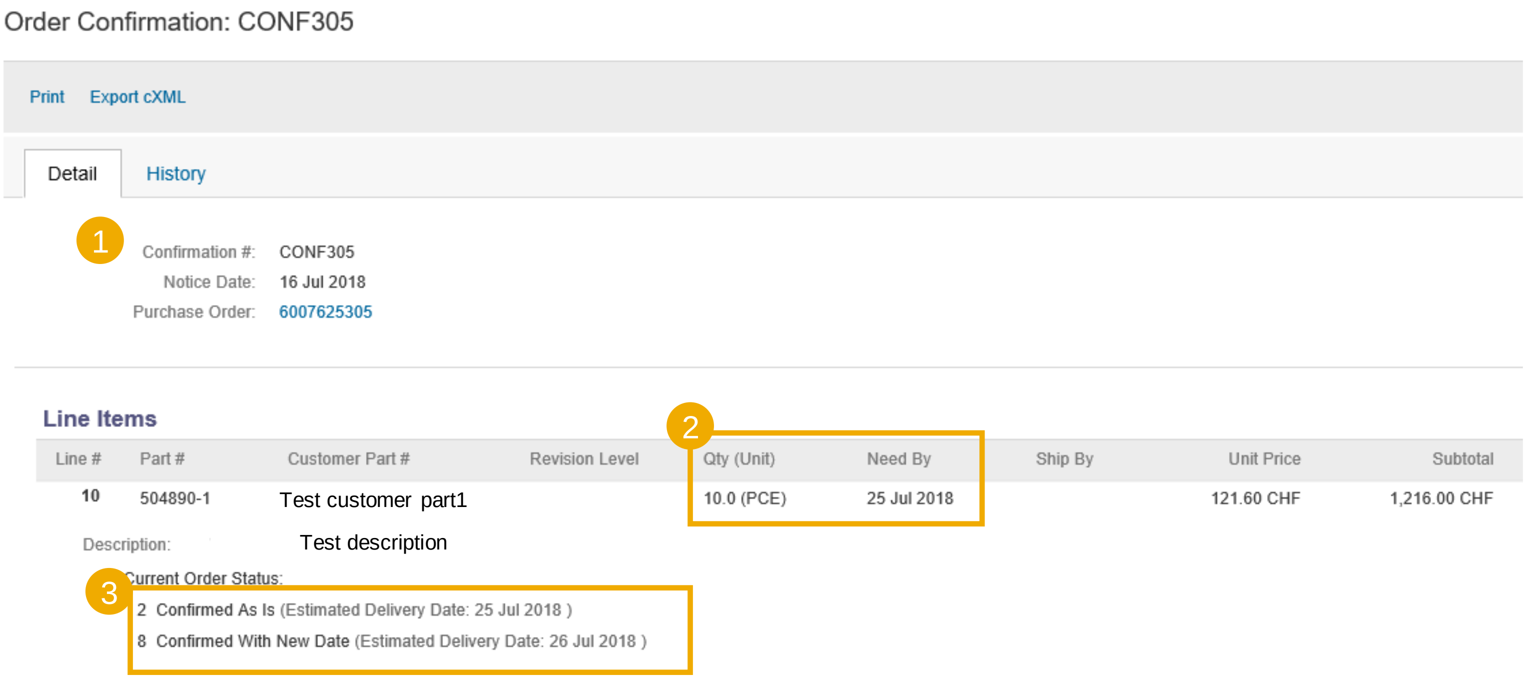


Order Confirmation

Review Submitted Order Confirmations

Example of order confirmation sent to Buyer.

1. Confirmation reference and purchase order reference.
2. Original requested date and quantity.
3. Actions from supplier:
   a) Confirmations of 2 items “As requested”.
   b) Confirmation of 8 items with updated delivery date.

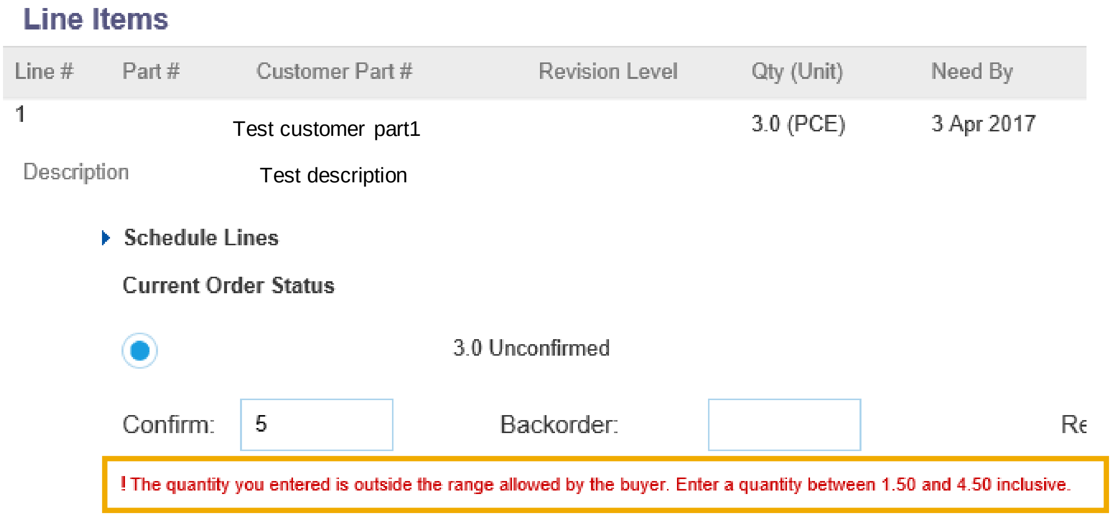


Order Confirmation

Tolerances

Your Customer may apply specific tolerance rules on each order.

In case your modifications are not allowed, you will see the error message with additional instructions.



Advanced Shipping Notification

General Considerations

Inventory related lines require an ASN to be submitted. Without an ASN submitted through SAP, the Goods cannot be received.

WHAT IS ASN?

An Advanced Shipping Notification is a packet of information containing details about an imminent delivery. The information is prepared by the Supplier and shared with the buyer to smoothen and improve the quality of the actual delivery event.

It can contain details about:

- Related documents like purchase orders and confirmations.
- Delivery time, place, vehicle and driver information.
- Type and identification of the packaging materials
- Identification information of the goods to be delivered like batches and / or serial numbers.
- Attachments related to the delivery such as Quality documents, certs, or any other specified requirements, should be attached in SAP ASN.

WHEN TO USE IT?

The word advanced can be confusing as it has multiple meanings. The way it should be understood in this context is before the actual event.

By sending the information as early as possible, you maximize the time for preparing and finetuning of the delivery event.

To reap the most mutual benefits of the information exchange, timeliness is very important. The sooner ASN is created the better it will serve its goals.

WHY TO USE ASN?

Advanced Shipping Notifications improve the efficiency and quality of the goods receipt / delivery process. By sending as much information as possible before the actual event the Supplier and Buyer can better align their mutual processes.

The buyer can prepare and notify employees of the imminent arrival of goods and data quality will be higher as manual re-entry of data is avoided. This will have an impact on the following aspects of doing your business:

- Planning
  - Gate, Parking space, Dock, etc. can be reserved for the delivering truck.
  - Special unloading and Quality Assurance persons and equipments, floor and rack space can be prepared.
  - In case of any bottlenecks, the supplier and buyer can align and adjust the shipment beforehand.
- Execution
  - The time it takes to do the actual delivery will be shorter as everything will be already in place and most of the information that a buyer collects during goods receipt is already available. E.g. packaging, serial numbers, batches, Country of Origin etc.
- Administration
  - Since both the supplier and the buyer will have transparency and share the same administrative data there will be less differences that need to be clarified afterwards.

 Public

Advanced Shipping Notification

Shipping Horizon

- Shipping Horizon: Shipping Horizon is the time allowed for the supplier prepare paperwork, ship material and Baker Hughes to receive the material into SAP before they are marked LATE. The earliest ASN creation date is calculated by taking the Delivery date on the PO minus the Shipping Horizon.

- Shipping Horizon is for full collaboration suppliers ONLY. If the Order Confirmation control key states ‘not allowed’, the shipping horizon is not applicable.

- Standard Shipping Horizon is 7 Calendar days for domestic shipments and 30 Calendar days for international shipments.

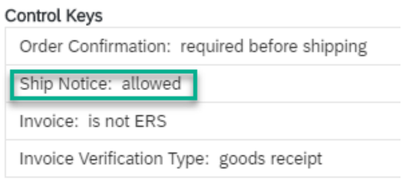
- Shipping Clearance Requests are required when the supplier wants to ship outside of the approved shipping horizon. Please contact your buyer if you request an update to the Delivery Date in order to ship early. Once the purchase order has been updated with the new delivery date, a new order confirmation is required.

- SAP Business Network will not allow suppliers to complete and submit an ASN on the SAP Business Network if outside of the Shipping Horizon.

- The ship notice control key will be set to ‘not allowed’ if you are outside the shipping horizon. The Control Keys can be found at the line level by clicking **Details.** Once you are within your shipping horizon, a change PO will be sent updating the ship notice control key to ‘allowed’.

Outside Shipping Horizon:

Inside Shipping Horizon:



Current Process	SAP Process
Supplier ships product with physical paperwork with load, potentially without notification	Supplier will create Ship Notice, after confirming order, to notify buyer of shipment. Supplier will attach barcode for shipment to physical paperwork to accompany shipment.
Receiving uses paperwork/PO information to receive goods in system	Receiving will use ASN bar code generated from supplier Ship Notice to receive goods.
Supplier does not see receipt status of PO	Supplier will have ability to see receipt status for all PO/ASN as well as individual receipts
Supplier would send multiple ASNs for a single shipment	Supplier will send a single ASN for a single shipment

Advanced Shipping Notification
Allowed Actions

SAP Business Network provides multiple options to maintain ASN.

1. **Individual PO management.**

With a low volume of POs you may simply go to the PO and click the Create shipping notice button that will allow you to fill individual shipment notification per PO.

2. **Multiple PO's management.**

In case of multiple lines of POs to be shipped, you should use the tab **Items to Ship** for a one-step action.

Advanced Shipping Notification

Individual PO Management – Create ASN

There are 3 possible ways to start creating an individual shipping notice.

From the **Workbench**:

1. Click on **Items to Ship** tile.
2. Identify the right items using **filters**.
3. Select and click **Create ship notice**.

OR

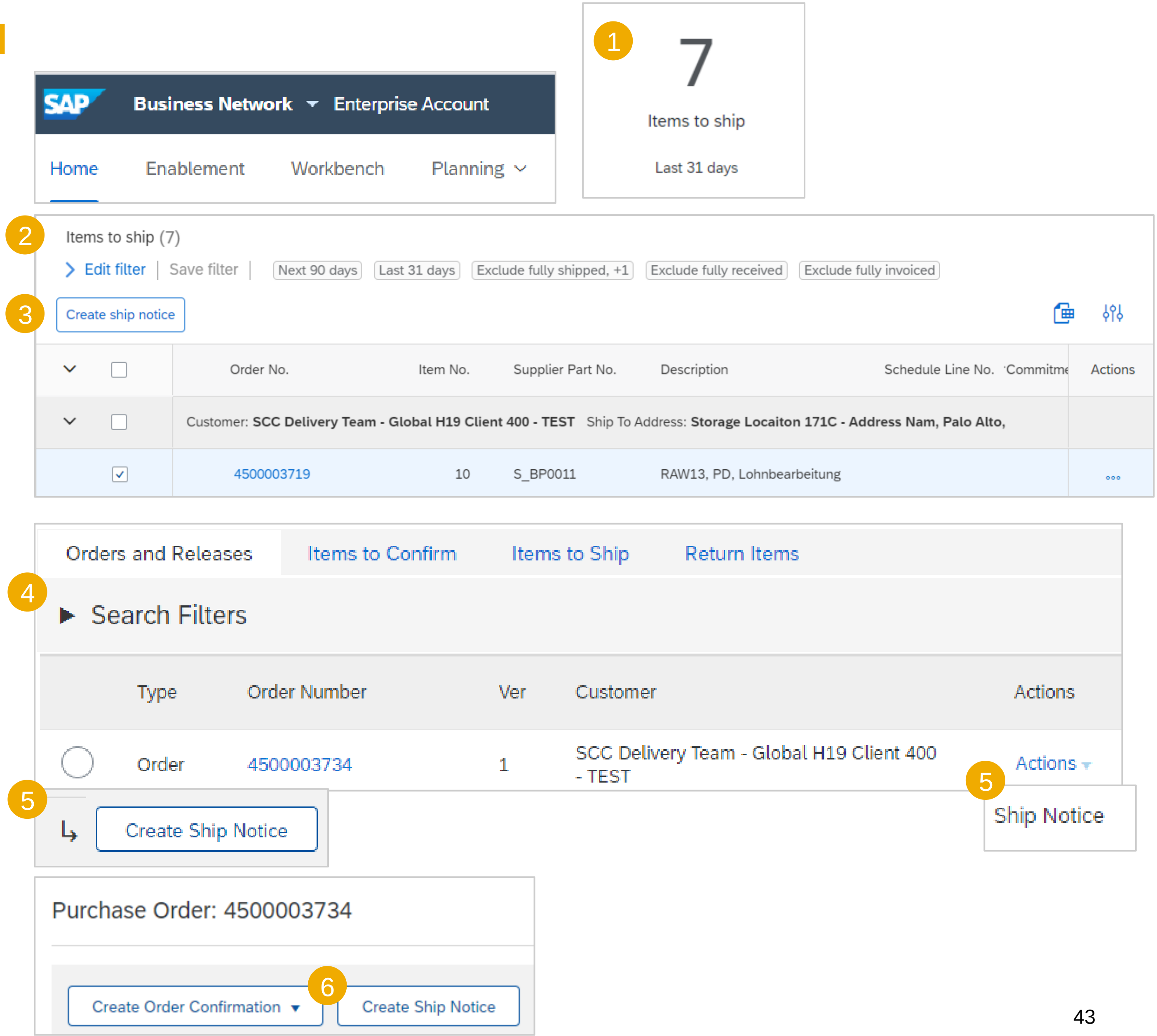
From **Orders/ Orders and Releases** tab:

4. Identify the right document using **search filters**.
5. Click **Actions/ Ship Notice or Create Ship Notice button.**

OR

6. You can also create ASN from the PO screen. Click **Create Ship Notice.**

Note: Orders tab will be replaced with new Workbench concept soon. will be replaced with new Workbench concept soon.

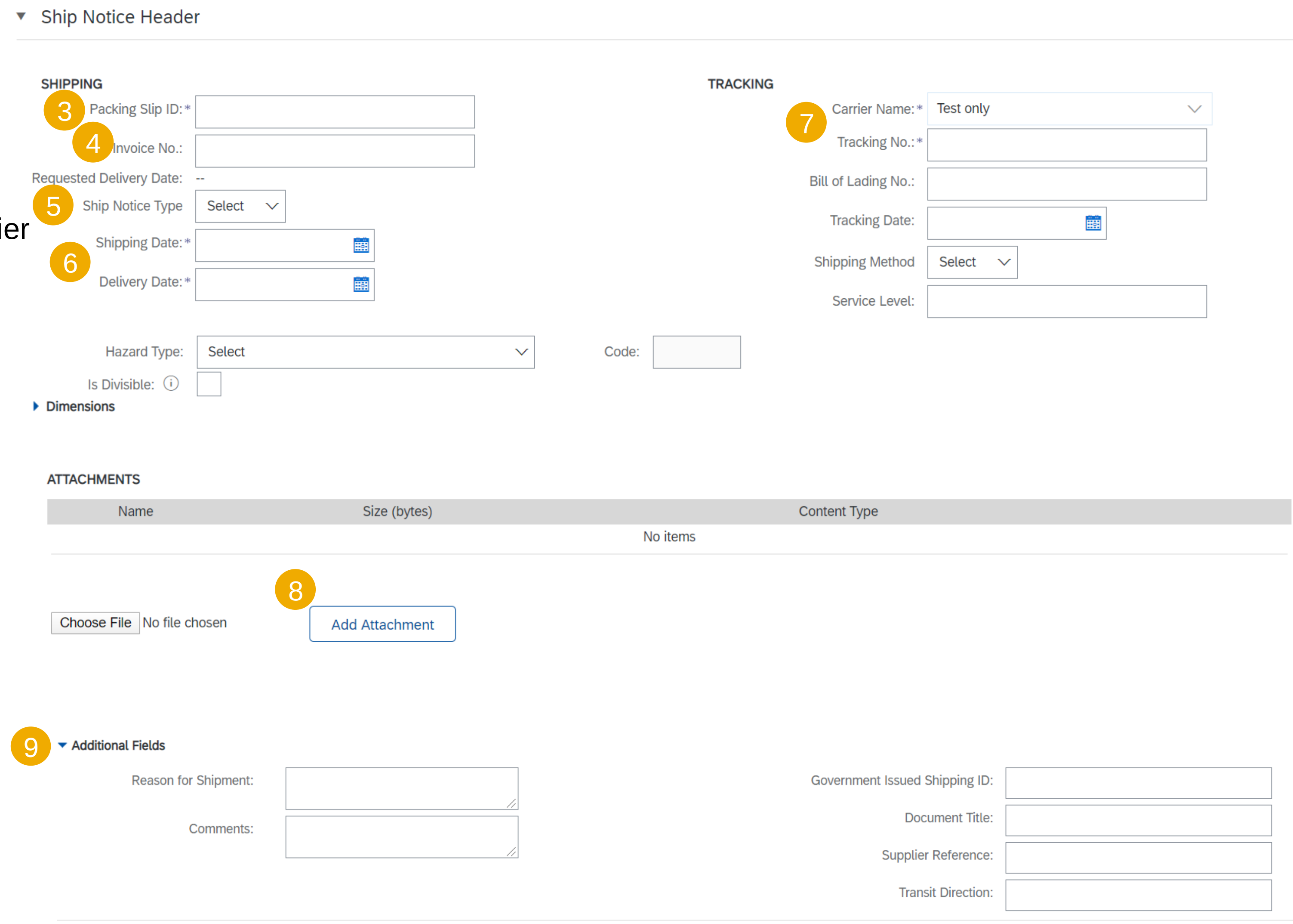


Advanced Shipping Notification

Individual PO Management – Create ASN – Header Level

Fill out the requested information on the Shipping PO form.

1. Do not modify the “Deliver To” address at the top.
2. Do not edit the “Ship From” address. By default this is your company address in your SAP Business Network account.
3. The Packing Slip ID is a mandatory field. Enter there supplier unique delivery number. (20 Character Limit)
4. Provide the invoice number for these items if applicable.
5. Specify the Ship Notice Type.
6. Provide shipping/ delivery date.
7. Enter Carrier Name & Tracking Information
8. Upload tool to attach additional documents if needed.
9. In section “additional fields”, provide comments if needed.



Advanced Shipping Notification

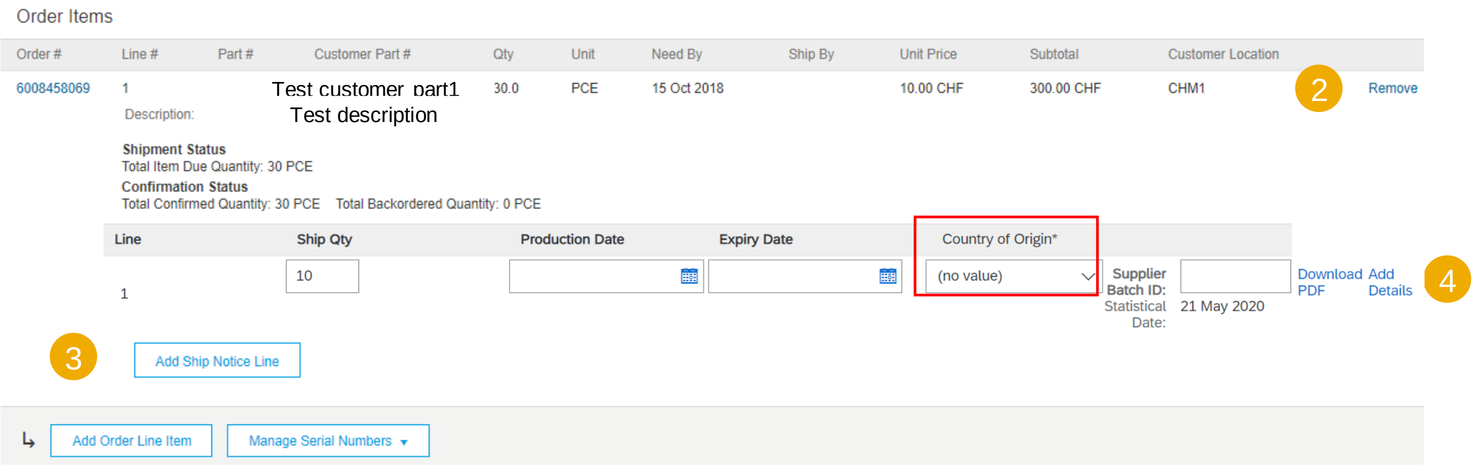
Individual PO Management – Create ASN – Line Level

Information from the purchase order is copied to the ship notice (part ID, qty, need by, price, etc.).

Scroll down to view line item information and update the quantity shipped for each line item.

1. Populate all required fields for your product type at line level. For all orders, the quantity can be equal or lower than the purchase order line. Also, over-delivery may apply (the system will show what it possible). **Country of Origin is required.**
    - Supplier Batch ID: 15 Character Limit
2. Click **Remove** button to exclude the whole line from this ship notice.
3. If you click **Add Ship Notice Line** button, you can split the quantity to populate multiple batch ID's per quantity.
4. If you click **Add details** button, you can add manually the serial numbers. To be able to click on **Details**, you need to fill at least the packing slip ID and delivery date.

Note: Multiple shipping notices per purchase order can be sent until the quantities are fully shipped.

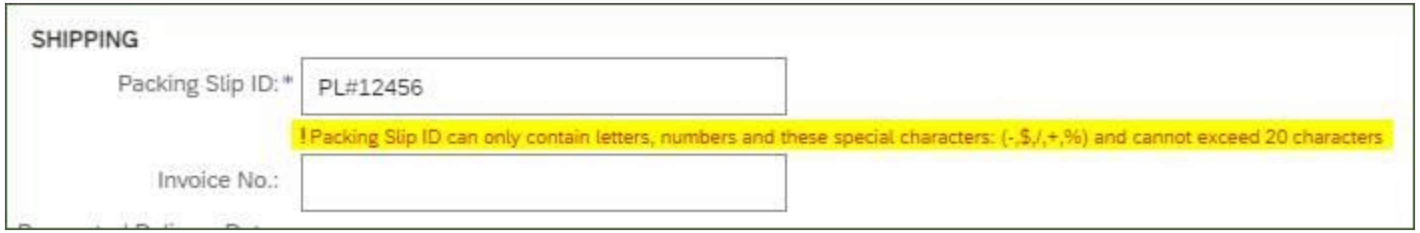


Advanced Shipping Notification

Individual PO Management – Create ASN – Header/ Line Level Restrictions

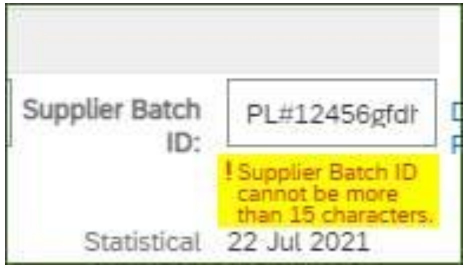
Header Level:

- “Packing Slip ID can only contain letters, numbers and these special characters: (-,$,/,+,%) and cannot exceed 20 characters“



Line Level:

- “Supplier Batch ID cannot be more than 15 characters”



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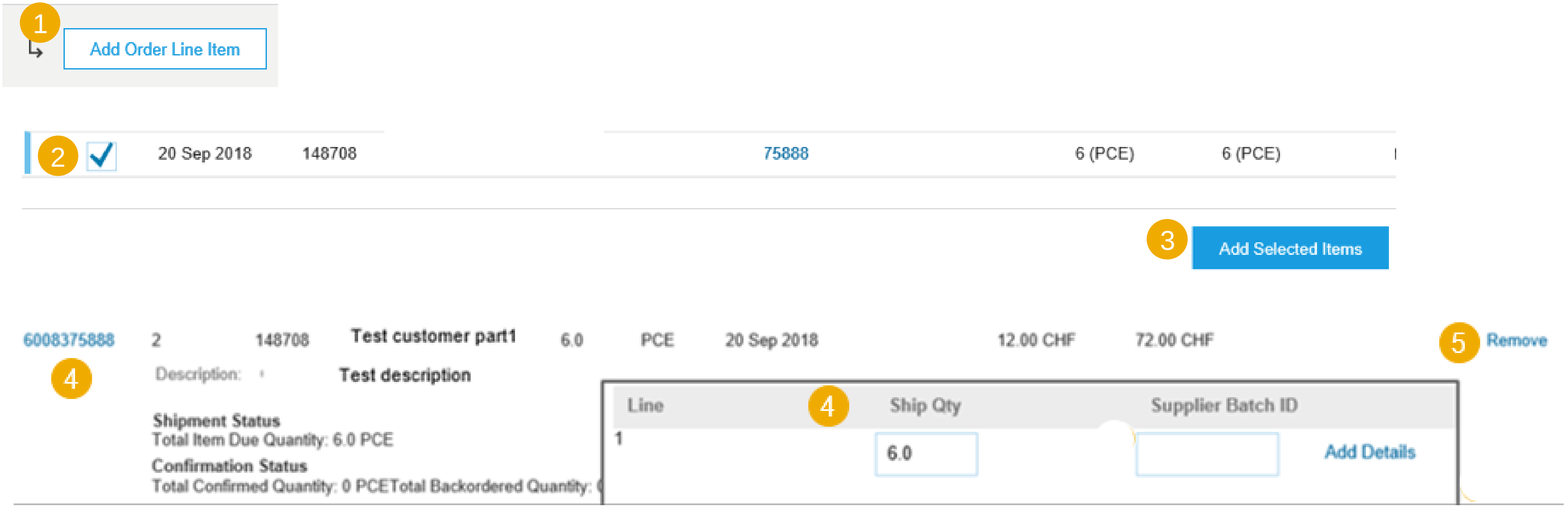
Advanced Shipping Notification

Individual PO Management – Line Level – Manage Line Items

The individual shipping notice interface will propose by default the lines of the initial purchase order that are not shipped yet. You can also add additional line items that do not belong to this purchase order. Your shipping notice can contain PO lines from different PO’s. Your invoice can only contain PO lines from the same PO.

1. Click **Add order line item**.
2. Access a list of PO lines that need to be shipped. Use search filters such as order number, date or others to identify the right line.
3. Select the line, click **Add selected items**.
4. Back to the ship notice, the line has been added. You can adjust the quantity and populate required information.
5. Click **Remove** button if you need to delete a complete PO line from your document.



Advanced Shipping Notification

Individual PO Management – Line Level – Serial Numbers

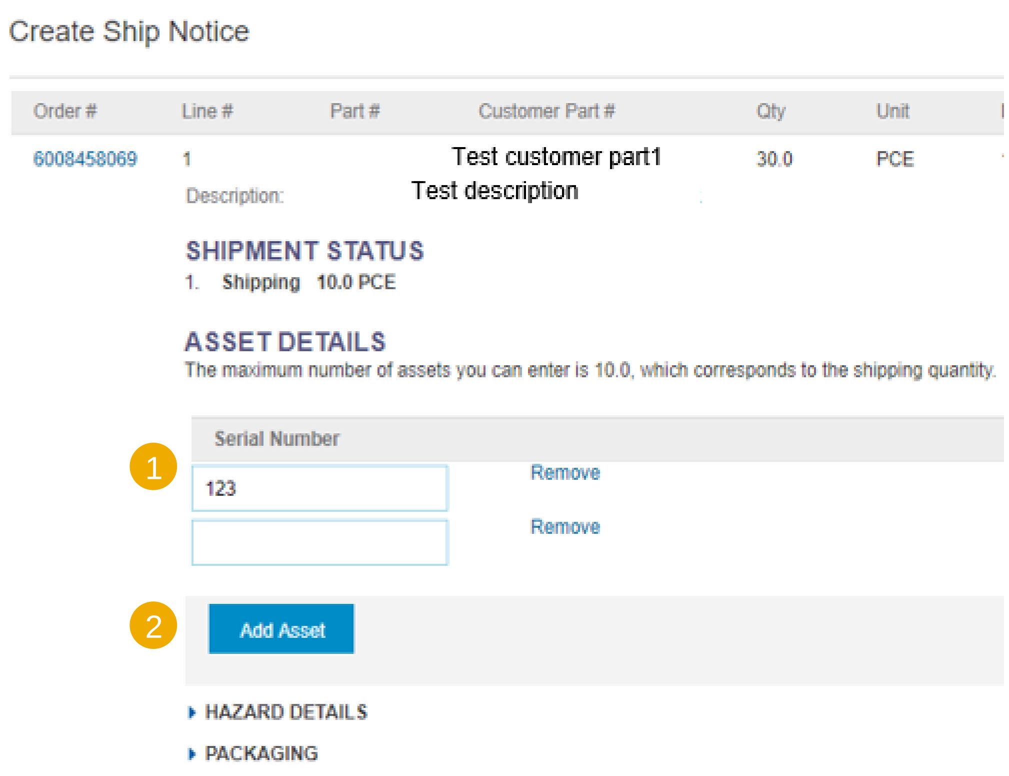
Serial numbers are optional or mandatory depending on the type of purchased product.

They are mandatory if indicated in the purchase order. If mandatory, then the number of serial numbers must be equal to the shipped quantity.

1. Populate the serial number of the first item.
2. Click on **Add asset** to add additional serial numbers. Please fill out only one serial number per asset field.

Note: If you have many serial numbers to provide, you can use the **Serial number upload** tool described on the next slides.

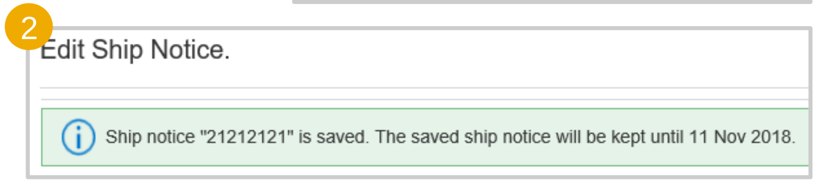
If a list of serial numbers is provided in the purchase order, the serial number entered in the ship notice against this PO must be one from the list.

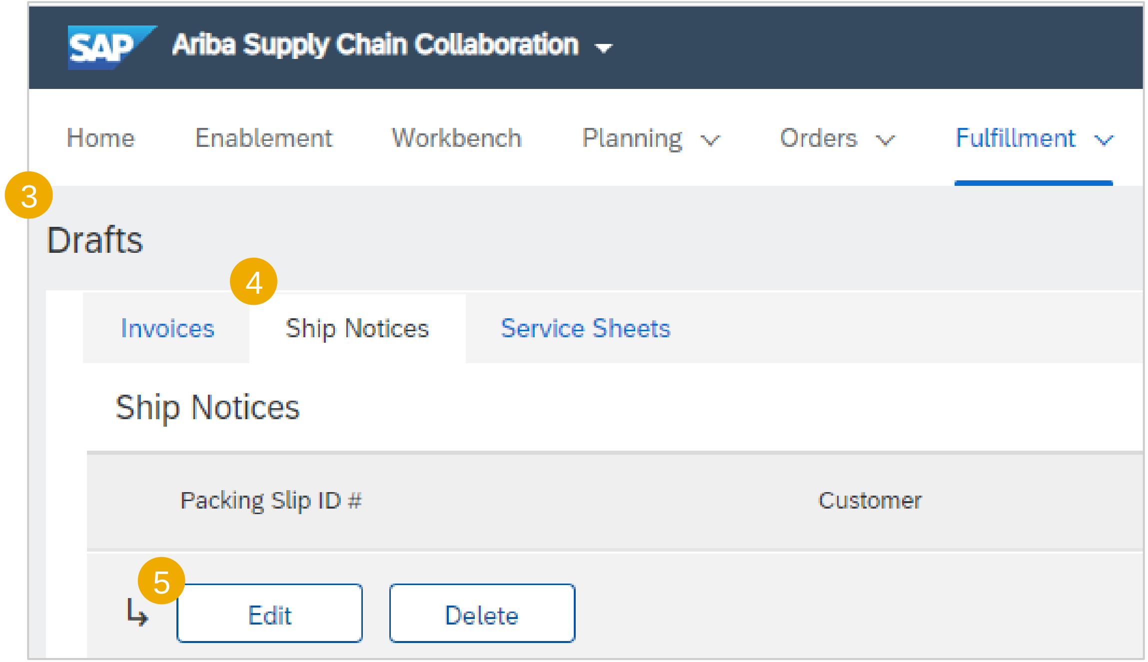


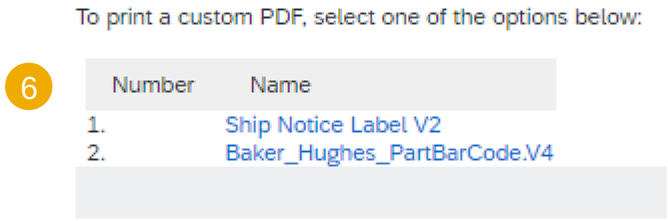
Advanced Shipping Notification

Individual PO Management – Review Before Submitting

1. To save a draft document click **Save** on the top of ASN screen. Saved draft will not be sent to the customer.
2. The saved ASN will be saved for 60 days.
3. The draft can be accessed and modified from **Fulfillment/ Drafts**.
4. Select **Ship notice**.
5. Click **Edit** to modify the document and finalize it.
6. **Click Download PDF to Print barcode and attach with paperwork to be sent with physical shipment.**







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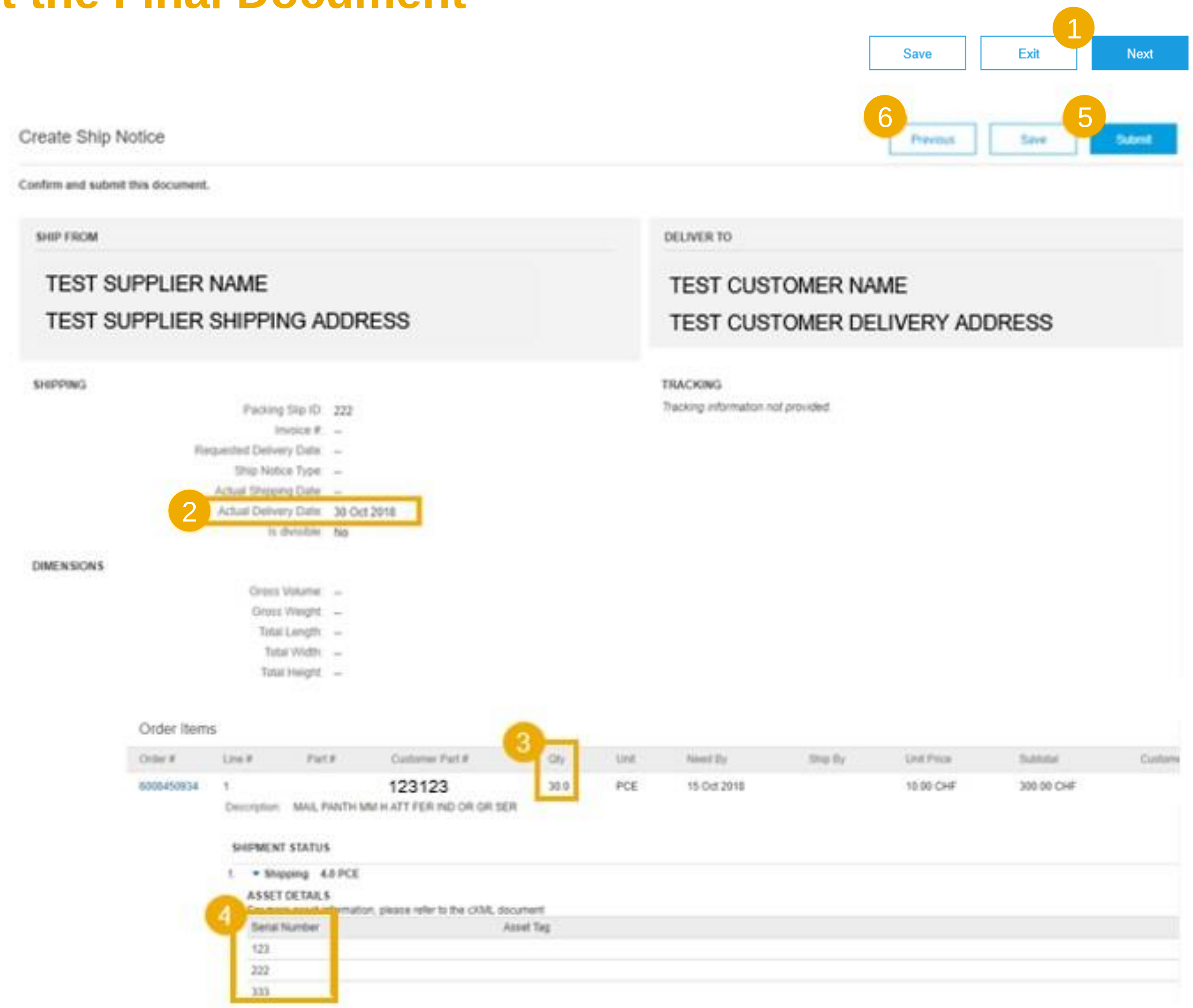
Advanced Shipping Notification

Individual PO Management – Submit the Final Document

1. In ASN main screen check if all required fields (*) were populated. Click **Next** on the top of the screen.
2. At header level, please review the delivery date applicable to all shipped lines.
3. At line level, check the shipped quantity
4. And review the serial numbers, if applicable.
5. In case there is information to be edited, click **Previous**.
6. Click **Submit** to send ASN to the customer.

Note: After submitting your shipping notice, the Order Status will be updated to Shipped (if fully shipped), or Partially Shipped.



Advanced Shipping Notification

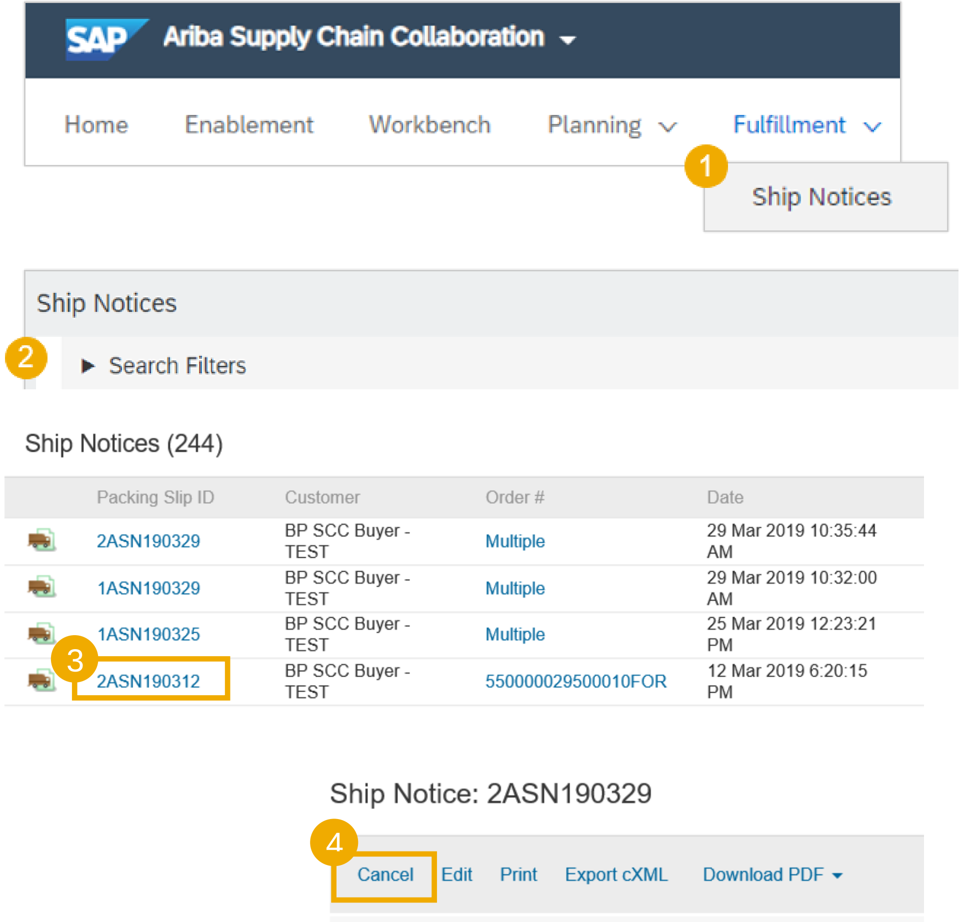
Individual PO Management – Cancel ASN

It is **not possible** to update a shipping notice after the document is sent. Suppliers need to cancel the document and resubmit.

Cancellation rule: a shipping notice can be cancelled until the Goods Receipt has been issued by Baker Hughes.

1. Go to **Fulfillment/ Ship Notices**.
2. Identify the document by using search filters.
3. Open shipping notice that you would like to cancel by clicking on **Packing Slip ID** number.
4. Click **Cancel**.

After ASN cancellation, the items will be visible again in Items to Ship tab and a new shipping notice can be created.



 Public

This page will be replaced with new Workbench concept soon.

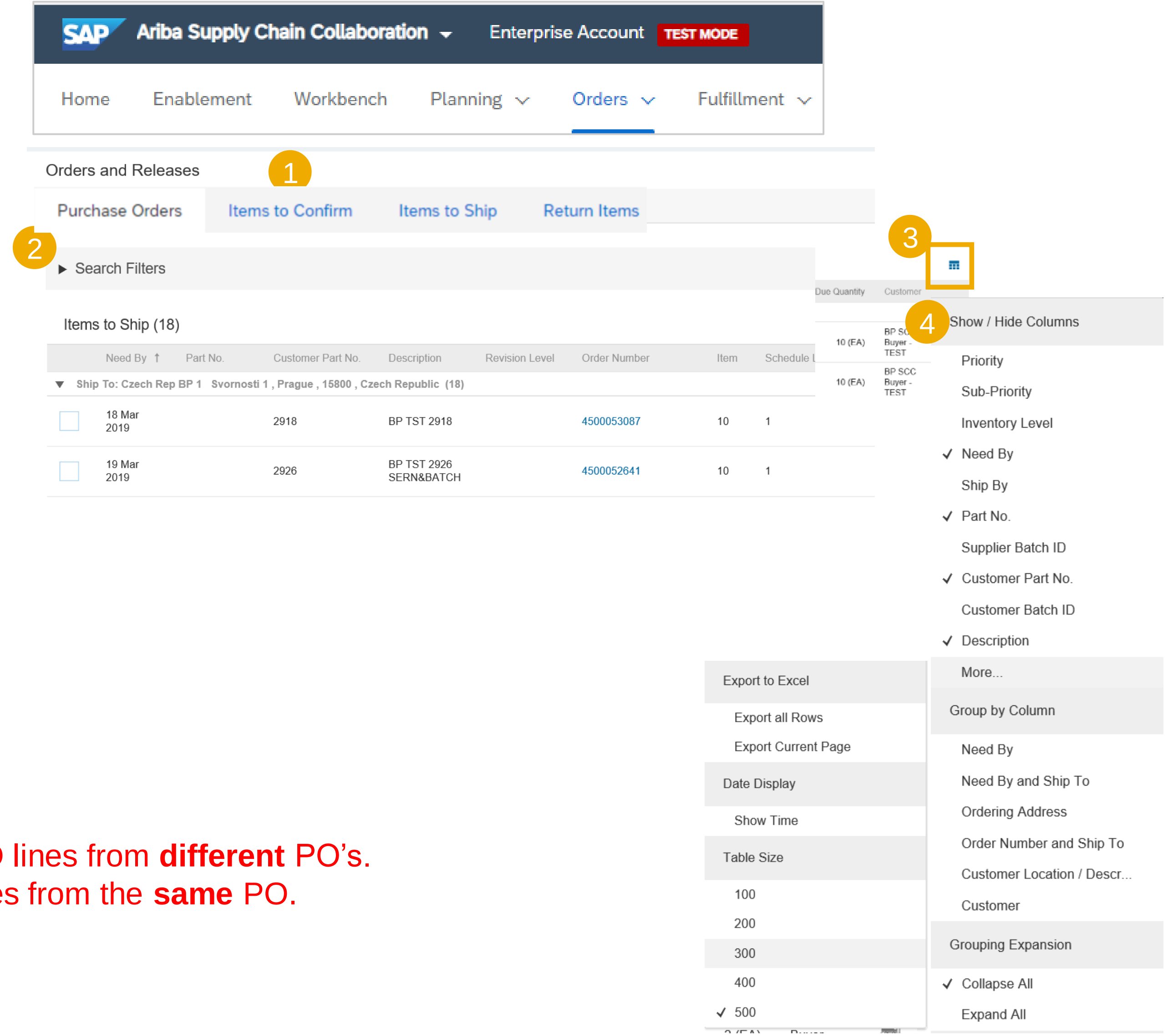
Advanced Shipping Notification

Multiple PO’s Management

In case of multiple lines of PO’s to be shipped and delivered to the same address on the same estimated delivery day, you should use Items to Ship tab for a one-step action.

Items to Ship tab summarizes for you all line items across different POs, and gives you possibility to notify multiple lines to be shipped and delivered at once. You can select up to 1000 lines in a single shipping notice.

1. Go to **Orders/ Purchase Orders/ Items to Ship** tab.
2. Use search filters to identify the items you need to ship.
3. You can configure your view of items by clicking the icon on the right hand side of the screen.
4. The drop down list with configure options will appear.



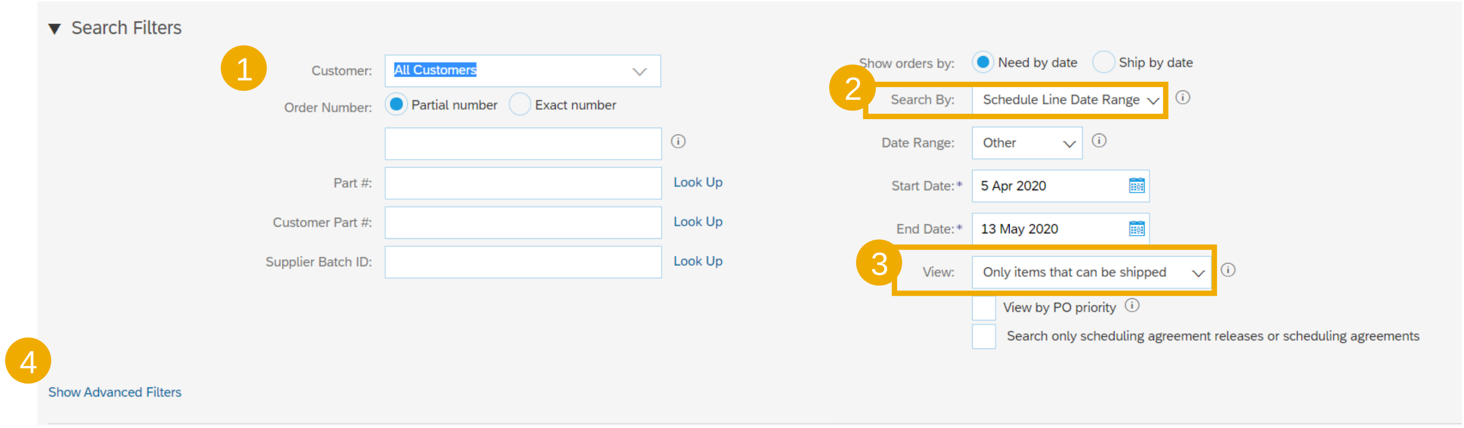
Your **shipping notice** can contain PO lines from **different** PO’s.
Your **invoice** can only contain PO lines from the **same** PO.

Advanced Shipping Notification

Multiple PO's Management – Search Filters

Use search filters to identify the items to ship.

1. You may populate an order number or Need by date range (the date range can be set as "none").
2. Always select Schedule Line Date Range option.
3. Choose what items you want to view.
4. Advanced filters are available for more refined search.



For more information about other search criteria, please check Appendix.

Note: For better performance of the search query, always populate a date range, and click Reset button every time you start from scratch.

Advanced Shipping Notification

Multiple PO’s Management – Create ASN

1. Review line items and create a shipping notification by selecting the relevant purchase orders per one single ship to address and one single packing list/date.
2. Click **Create Ship Notice** at the bottom of the page.
3. The truck icon will only allow you to create individual ship notices (with one PO line as a start). If the icon is colored, a ship notice was already sent via SAP Business Network for this line.
4. You are allowed to combine multiple PO’s in one shipping notice if they are delivered to the same address. Or else, the system will show an error message.

Note: You can choose lines with different “Need-by” dates for the same shipping notice.

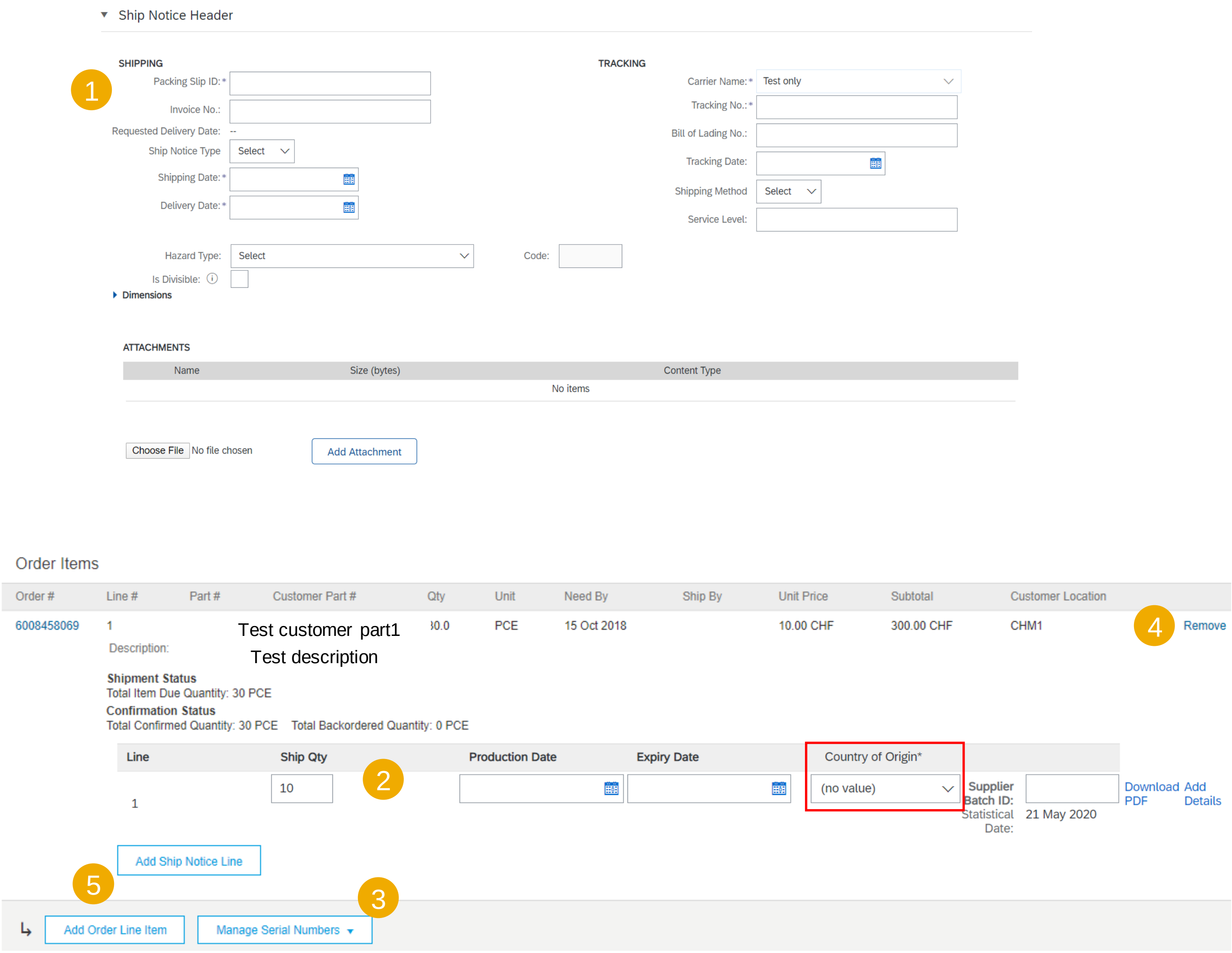
Advanced Shipping Notification

Multiple PO’s Management – Populate the Fields

The system will create a unique ship notice including multiple PO lines.

1. Populate the mandatory and relevant fields in the header section.
2. If needed, adjust quantity and serial numbers line per line.
3. If you have many serial numbers to populate, you can use the serial number upload tool.
4. You can remove order items
5. Or add extra PO lines via Add order line items.

Note: For more details on how to populate the fields and use serial number upload tool, refer to the previous chapter Individual PO Management.



Advanced Shipping Notification

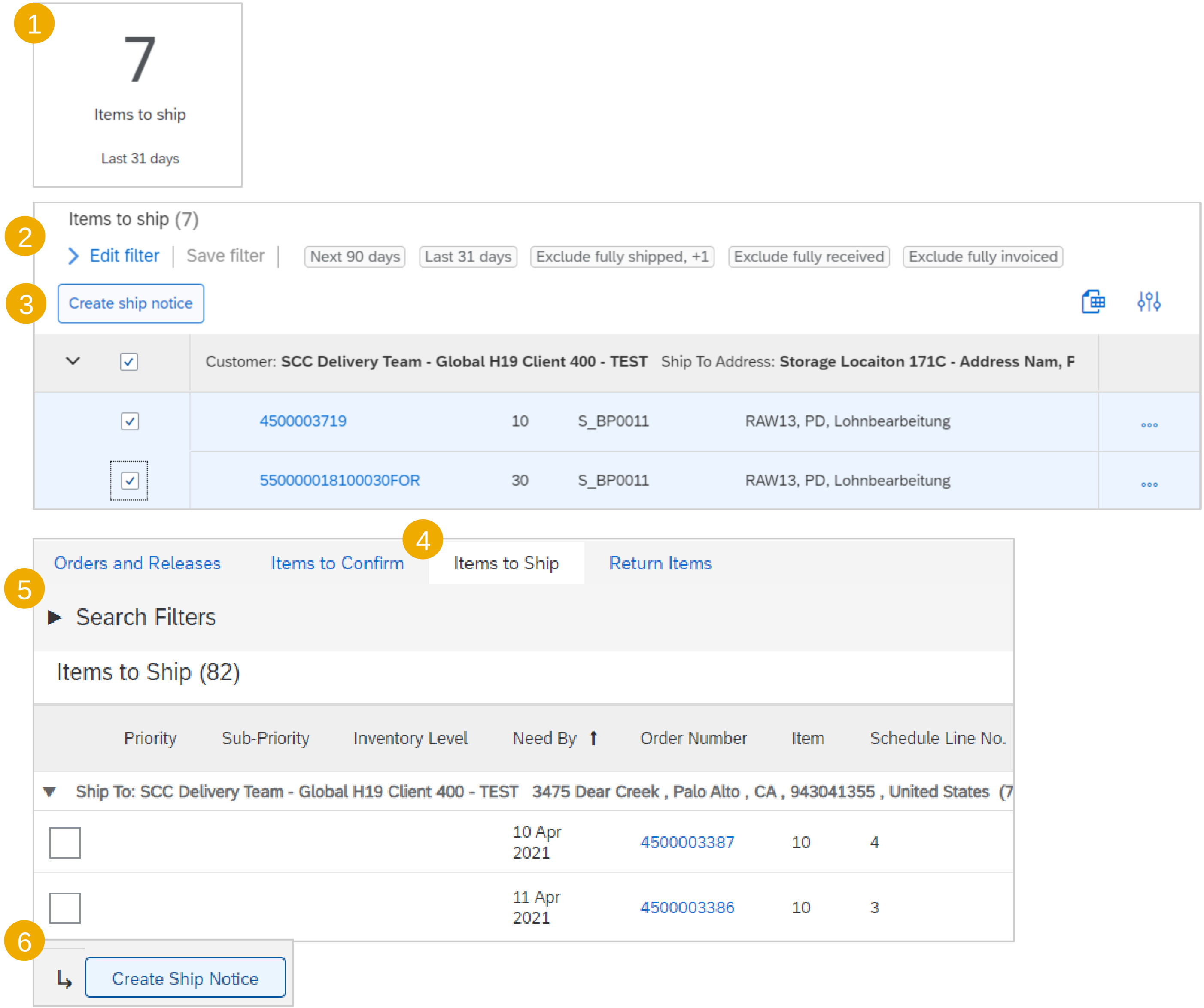
Multiple PO's Management

In case of multiple lines of PO's to be shipped and **delivered to the same address on the same estimated delivery day**, you should use **Items to Ship tile in your Workbench.** It summarizes for you all line items across different POs, and gives you possibility to notify multiple lines to be shipped and delivered at once. You can select up to 1000 lines in a single shipping notice.

1. Click **Items to ship** tile in the Workbench.
2. Use **filters** to identify right items.
3. Select and click **Create ship notice**.

OR you can use **Orders/ Orders and Releases** for one-step action.

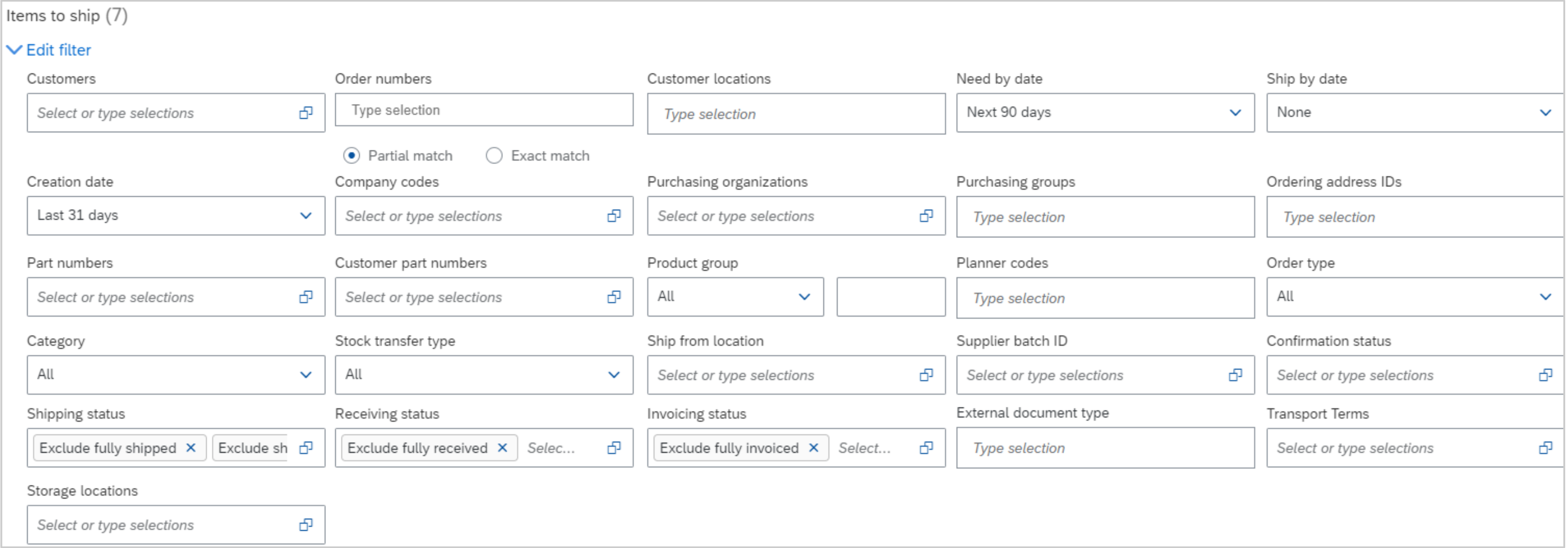
4. Click **Items to ship**.
5. Identify right items using **Search filters**.
6. Select them and click **Create Ship notice**.



Your **shipping notice** can contain PO lines from **different** PO's.
Your **invoice** can only contain PO lines from the **same** PO.

Advanced Shipping Notification

Multiple PO’s Management – Search Filters



Use search filters to identify the items to ship.

- You may populate an order number or Need by date range (the date range can be set as “none”).
- Always select Schedule Line Date Range option.
- Choose order type and category.
- For better performance of the search query, always populate a date range, and click Reset button every time you start from scratch.
- For long term PO agreements that typically are valid for a year and have line items with unlimited over delivery, use the **Order Number**: **Exact match** filter on the **Items to Ship** or Multi-tier Items to Ship tabs to create ship notices for the PO until the expiration date is reached.
- An item with **unlimited quantity tolerance still appears** on the Items to Ship even if the full quantity has already been shipped for as long as order`s expiration date has not been reached.

 Public

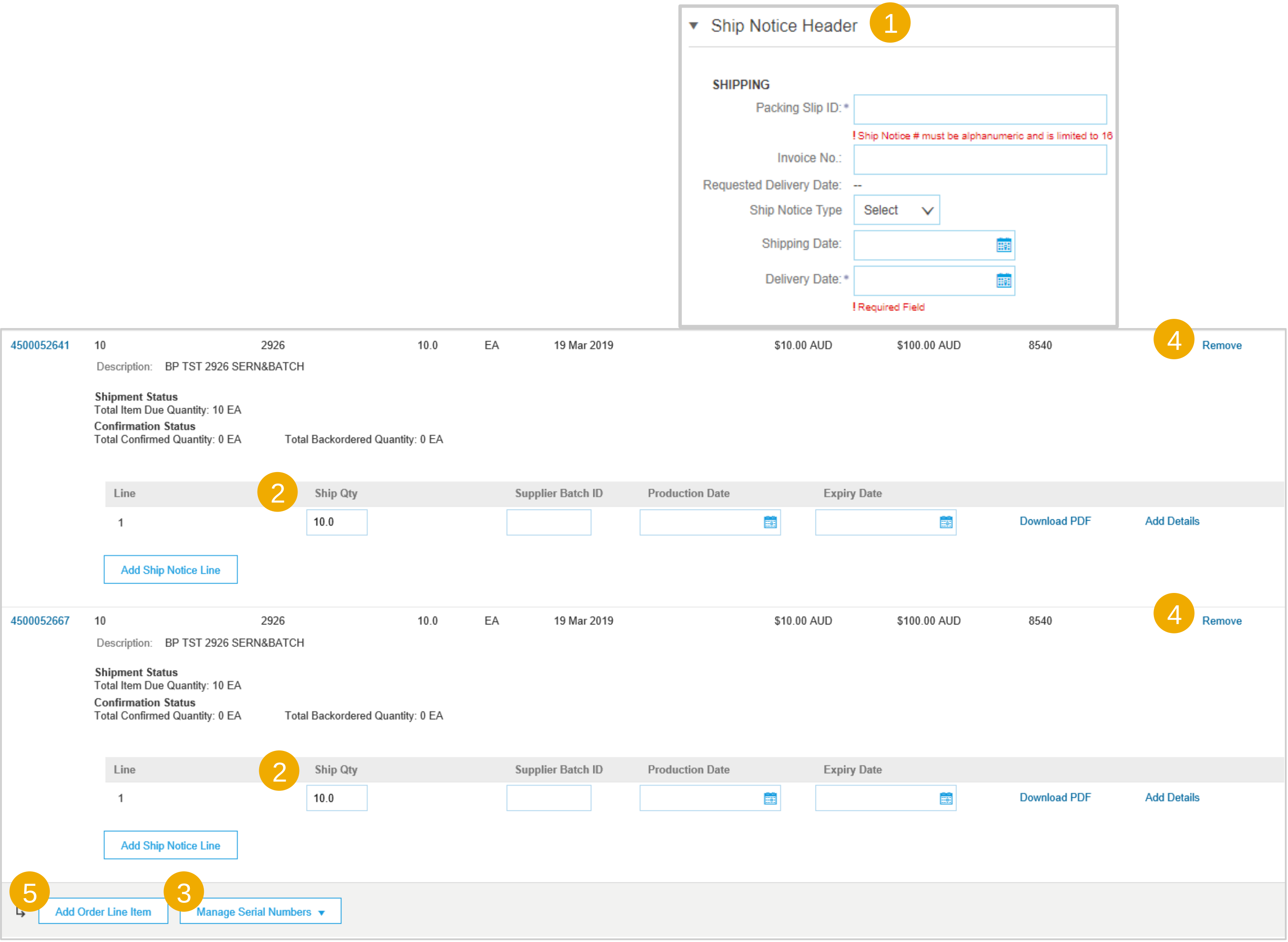
Advanced Shipping Notification

Multiple PO’s Management – Populate the Fields

The system will create a unique ship notice including multiple PO lines.

1. Populate the mandatory and relevant fields in the header section.
2. If needed, adjust quantity and serial numbers line per line.
3. If you have many serial numbers to populate, you can use the serial number upload tool.
4. You can remove order items
5. or add extra PO lines via Add order line items.

Note: For more details on how to populate the fields and use serial number upload tool, refer to the previous chapter Individual PO Management.

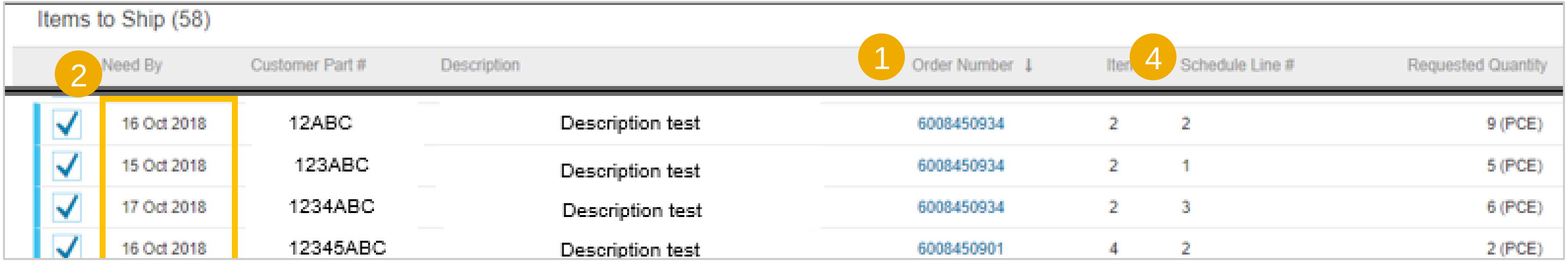


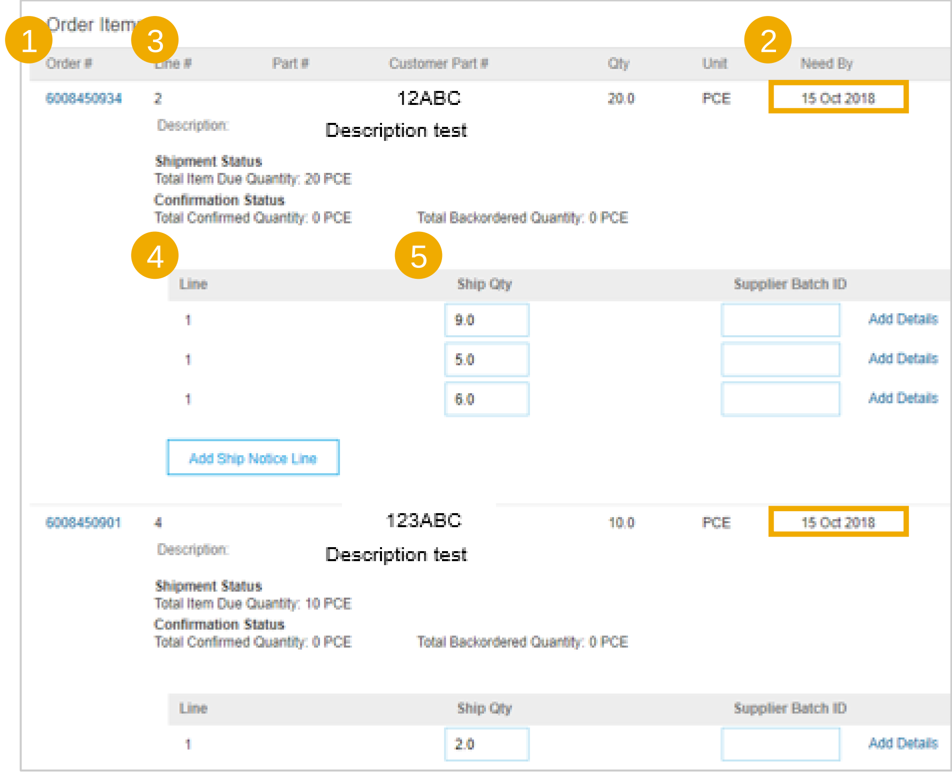
Advanced Shipping Notification

Multiple PO’s Management – Line Level

Line level details – information taken from the initial orders:

1. Order numbers
2. When selecting orders with different **Need By** dates, the soonest date will be populated on the ship notice.
3. The **Line number** is the one from the original purchase order.
4. **Schedule lines** from the same purchase order appear as separate ship notice lines under the PO number.
5. **Serial number** and **quantity** to be shipped must be adjusted on each schedule line.

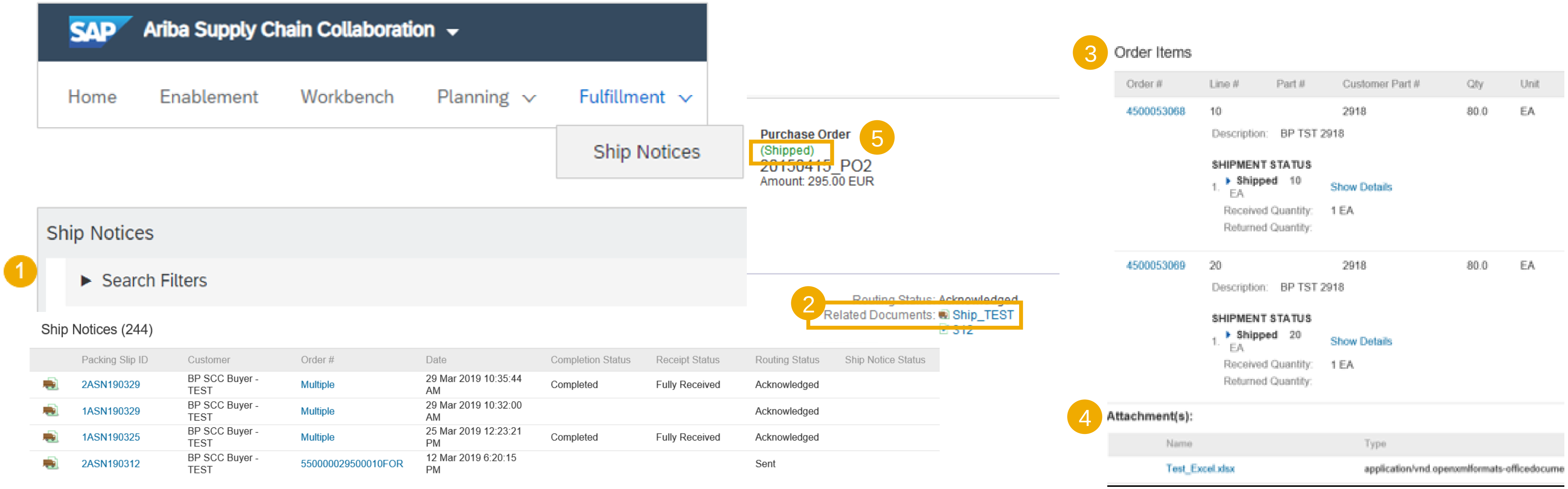




Advanced Shipping Notification

Review Submitted ASN

1. To view submitted ASN go to **Fulfillment/ Ship Notices.**
2. Or to related order screen, Related Documents section.
3. When reviewing the Ship notices you have sent in mass upload, you will see all the lines submitted for this particular ship notice number, potentially referring to various orders
4. and you will see the files you have attached.
5. After submitting ASN, related order/s status will be updated to shipped or partially shipped.



Advanced Shipping Notification

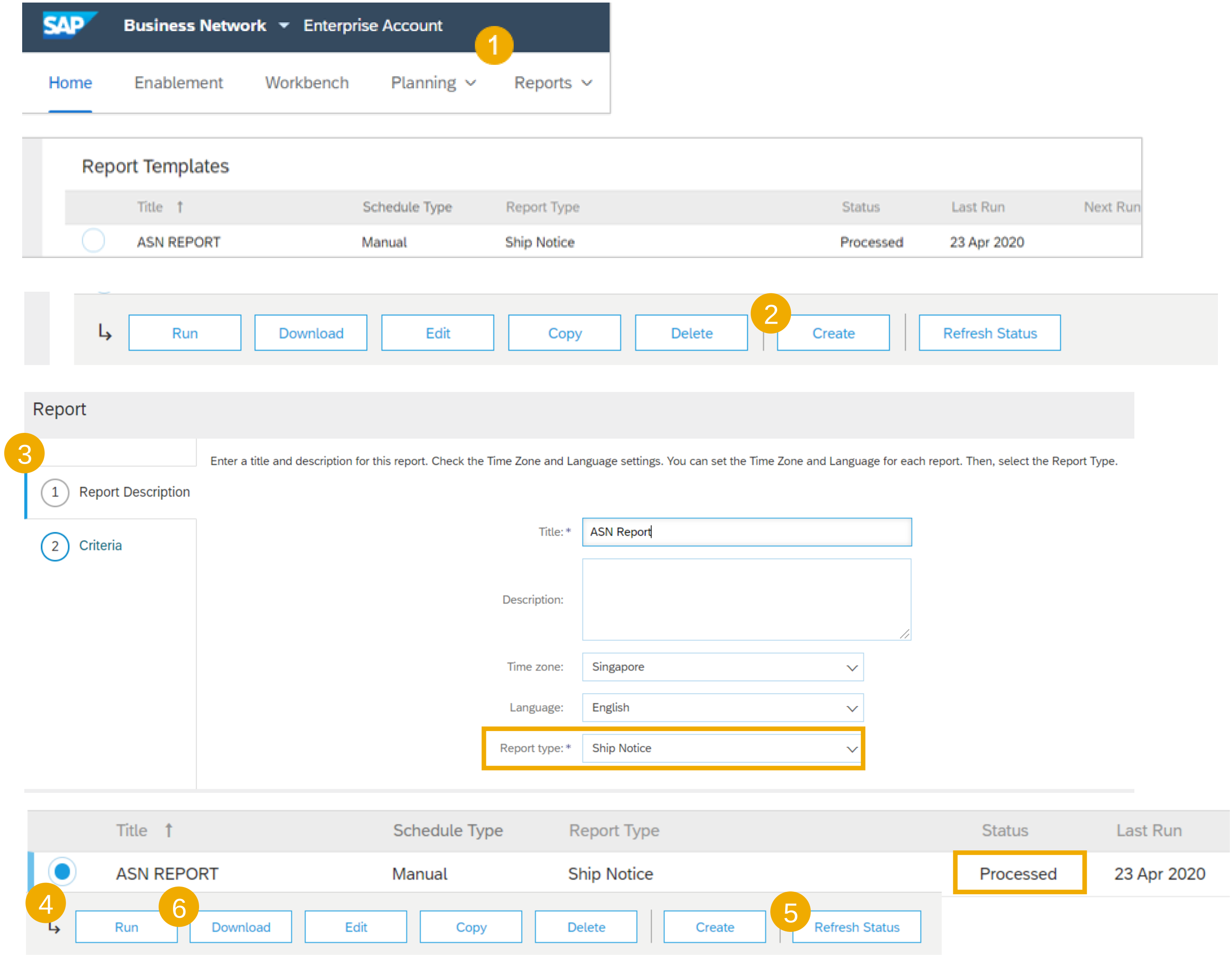
Download ASN Report

ASN report consolidates detailed information from ship notices and their related purchase orders and goods receipts.

The report can include **schedule-line information** from purchase orders when the related ship notice was created using the **Items to Ship** tab.

From the Home screen:

1. Click **Reports**.
2. Click **Create**.
3. To create a report template enter your criteria and fulfill all mandatory fields. Set report type as **Ship Notice**.
4. Select the report template you've created and click **Run**.
5. Use **Refresh Status** button to update the status.
6. When the status changes to **Processed**, click **Download**.



Advanced Shipping Notification

Tolerances

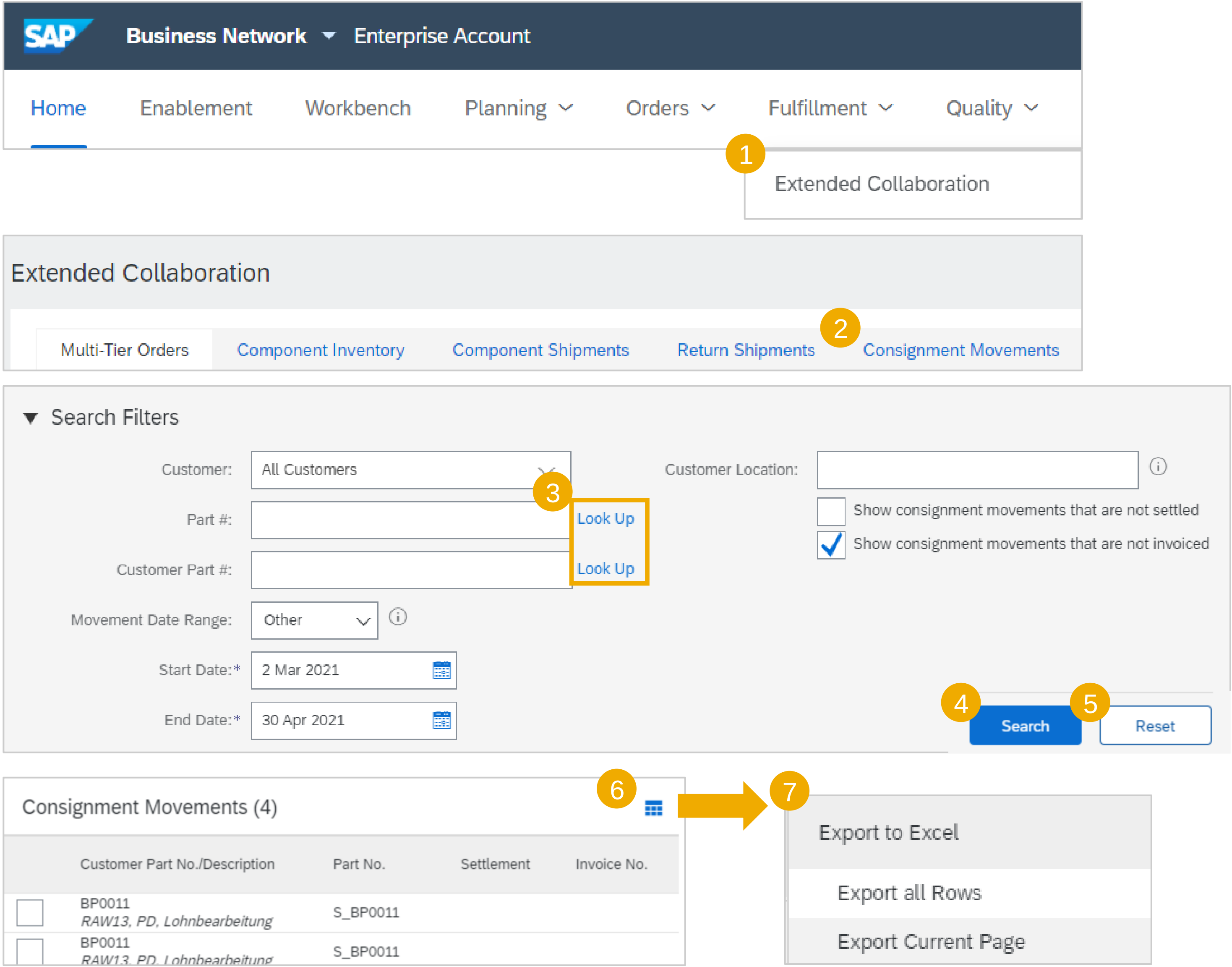
1. Your Buyer may apply specific rules on each order, with a limitation in terms of quantity and date adjustment.
   - Suppliers can always notify about a quantity **under the requested quantity, and split the quantity into multiple ship notices** announcing the different delivery dates.
   - Depending on each purchase order, it may be possible to notify **above the requested quantity** (over-delivery), based on negotiated tolerance with the Customer. Quantity split by delivery date is still possible.
2. In case your modifications are not allowed, you will see an error message.

Consignment Movements

From the Homepage:

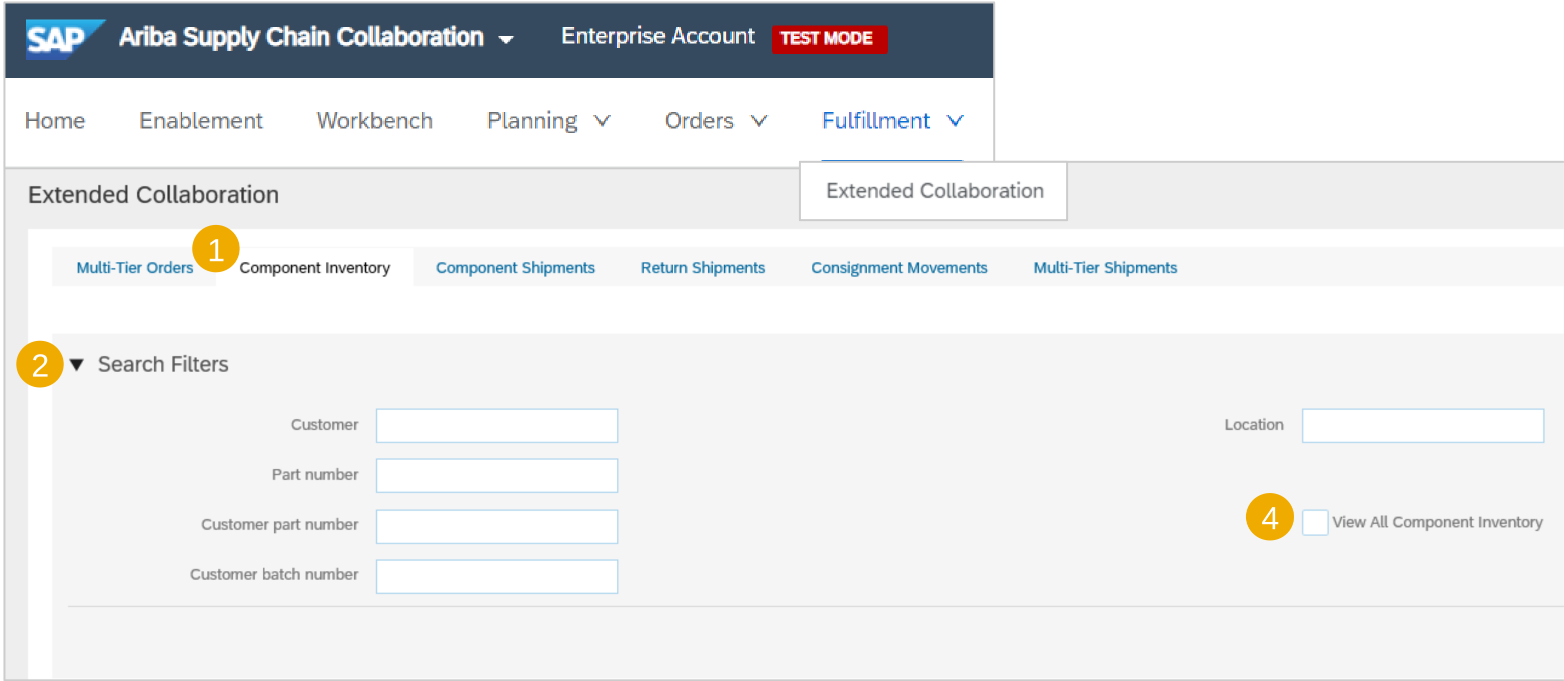
1. Click on the **Fulfillment/ Extended Collaboration.**
2. Select **Consignment Movements** sub-tab.
3. Search filters enable searches for consignment movements within specified date ranges, by customer or customer part number. Use **Look up** function to search for the Part and Customer part numbers.
4. Choose the required parameters and click **Search**.
5. To reset search parameters click **Reset**.
6. Click on **configure** icon for table heading options, a tick indicates it is selected.
7. You can extract consignment list in Excel.

Note: Consignment Movements are for informational purposes only. Suppliers do not need to take any action. Suppliers will not submit invoices through the SAP Business Network for Consignment Orders.



Component Inventory

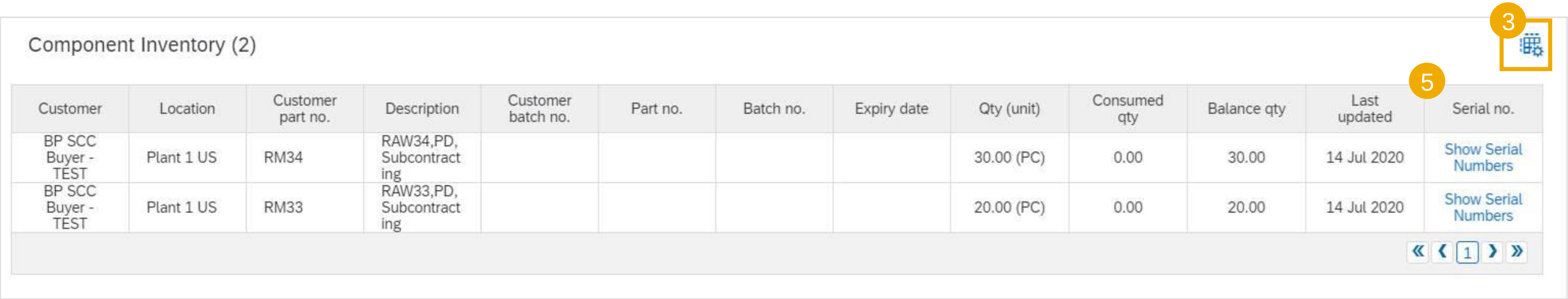
Subcontracting Purchase Orders



1. Click **Fulfillment, Extended Collaboration, Component Inventory**.
2. Expand **Search Filters** to display the query fields. Matched results will appear at the bottom of your screen.
3. You can use configure icon to customize your component inventory view.
4. When the **View all component inventory** checkbox is checked, records with a Balance quantity of 0 are displayed in the Component inventory table. Otherwise, those are hidden.
5. If serial number information is provided, you will be able to review it.

Note: Component Inventory for subcontracting orders is for informational purposes only. Suppliers do not need to take any action.

Subcontracting Orders: the item category will be listed as Subcontracting. Suppliers will follow the standard order confirmation, advanced shipping notification, and invoicing as required by the purchase order control keys.



Customer	Location	Customer part no.	Description	Customer batch no.	Part no.	Batch no.	Expiry date	Qty (unit)	Consumed qty	Balance qty	Last updated	Serial no.
BP SCC Buyer - TEST	Plant 1 US	RM34	RAW34,PD, Subcontracting					30.00 (PC)	0.00	30.00	14 Jul 2020	Show Serial Numbers
BP SCC Buyer - TEST	Plant 1 US	RM33	RAW33,PD, Subcontracting					20.00 (PC)	0.00	20.00	14 Jul 2020	Show Serial Numbers

Finished Good Receipt

Customer Document Review

- Finished good receipt is available on the Portal once Finished Good is received by Baker Hughes.
- Finished good receipt belongs to the list of PO related documents.
- When finish good receipt reaches the Portal, the correspondent PO status is being automatically updated to **Received**.

	Type	Order Number ↓	Customer	Ship To Address	Order Status
○	Order	4500046708	NALA CLAQ1BUYER2	Atlanta New York, NY United States	Received

Receipt: 300050000054222019

Done | Previous

Print | Export cXML

Detail | History

From:
NALA CLAQ1BUYER2
1230 Lincoln Avenue
NEW YORK , NY 10019
United States

To:
LOB NALA Supplier 9
PO12129
Pittsburgh , PA 15222
United States
Phone:
Fax:
Email:

Receipt:
Receipt #: 300050000054222019
Receipt Date: 18 Jan 2019

Routing Status: Sent
Related Documents: 4500046708

Item	Order Line Number	Part #	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: **4500046708** (Closed For Receiving)													
1	10		GBS-WD7-EBM	SBATCH123	0000000695	FINPRODASN123	28 Dec 2018	10.0 EA	*Not Specified*	Received			
	Description:												

Agenda

Invoice Information

- Invoice Rules

Invoice Portal User Interaction

- Invoice Methods:
  - PO/SA/SAR-based invoices
  - ERS Invoices
  - Credit Memos
  - Copy invoices

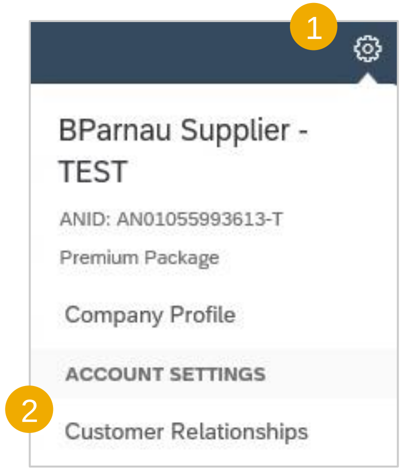
Invoice Management

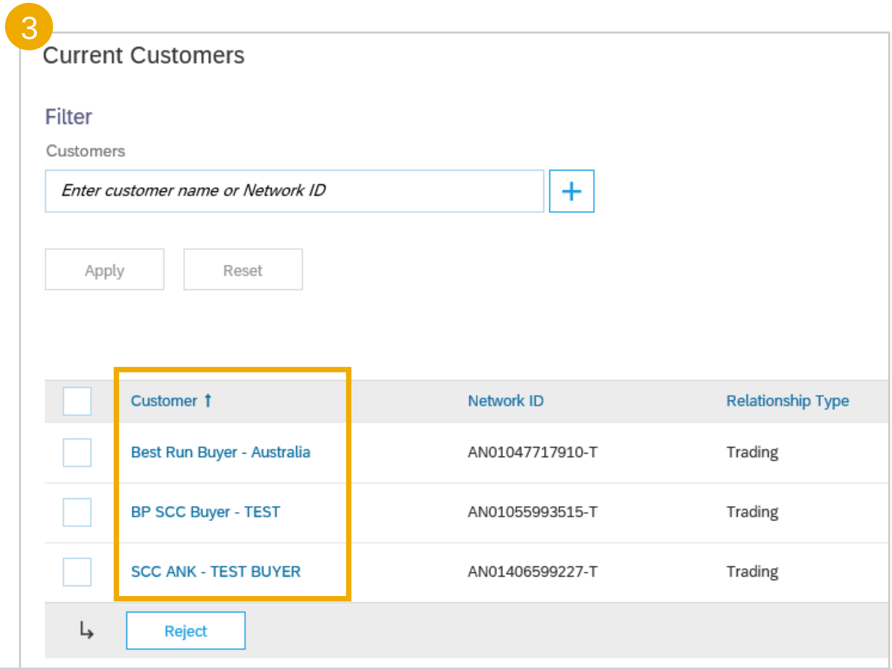
- Search for Invoice
- Check Invoice Status
- Invoice History
- Invoice Reports
- Invoice archival

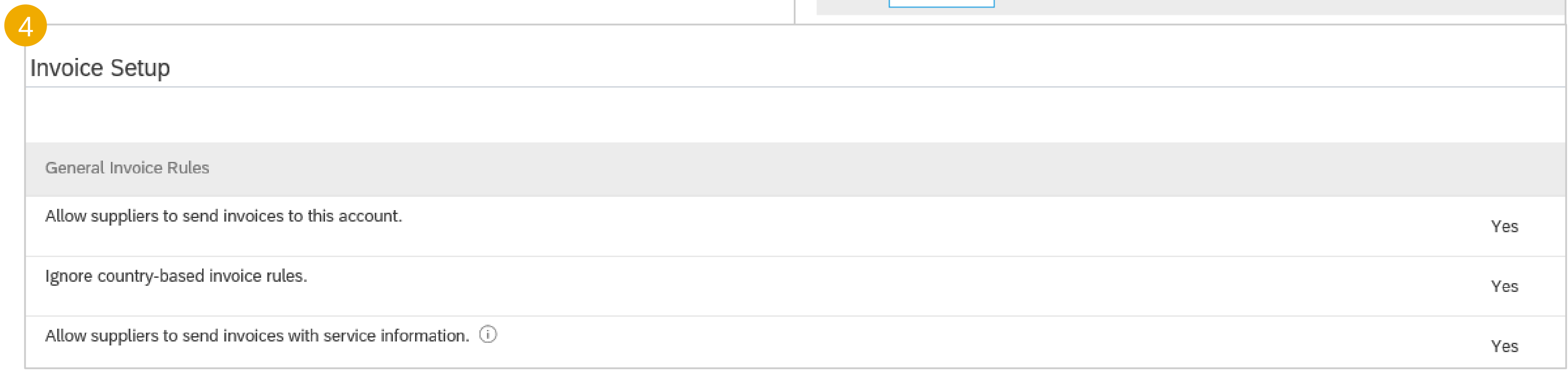
Review Baker Hughes Invoice Rules

These rules determine what you can enter when you create invoices. From your supplier Portal:

1. Click the **gear** icon in the top right corner of your screen.
2. Select **Customer Relationships**.
3. A list of your Customers is displayed. Click the name of your customer **(Baker Hughes)**.
4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**. If **Baker Hughes** enabled Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop down menu.







Invoice Portal User Interaction

Invoice Methods

- PO/ SA/ SAR-based Invoice
- ERS Invoice
- Credit Memos
- Copy Invoices

Invoice Management

- Search for Invoice
- Check Invoice Status
- Invoice History
- Invoice Reports
- Invoice Archival

 Public

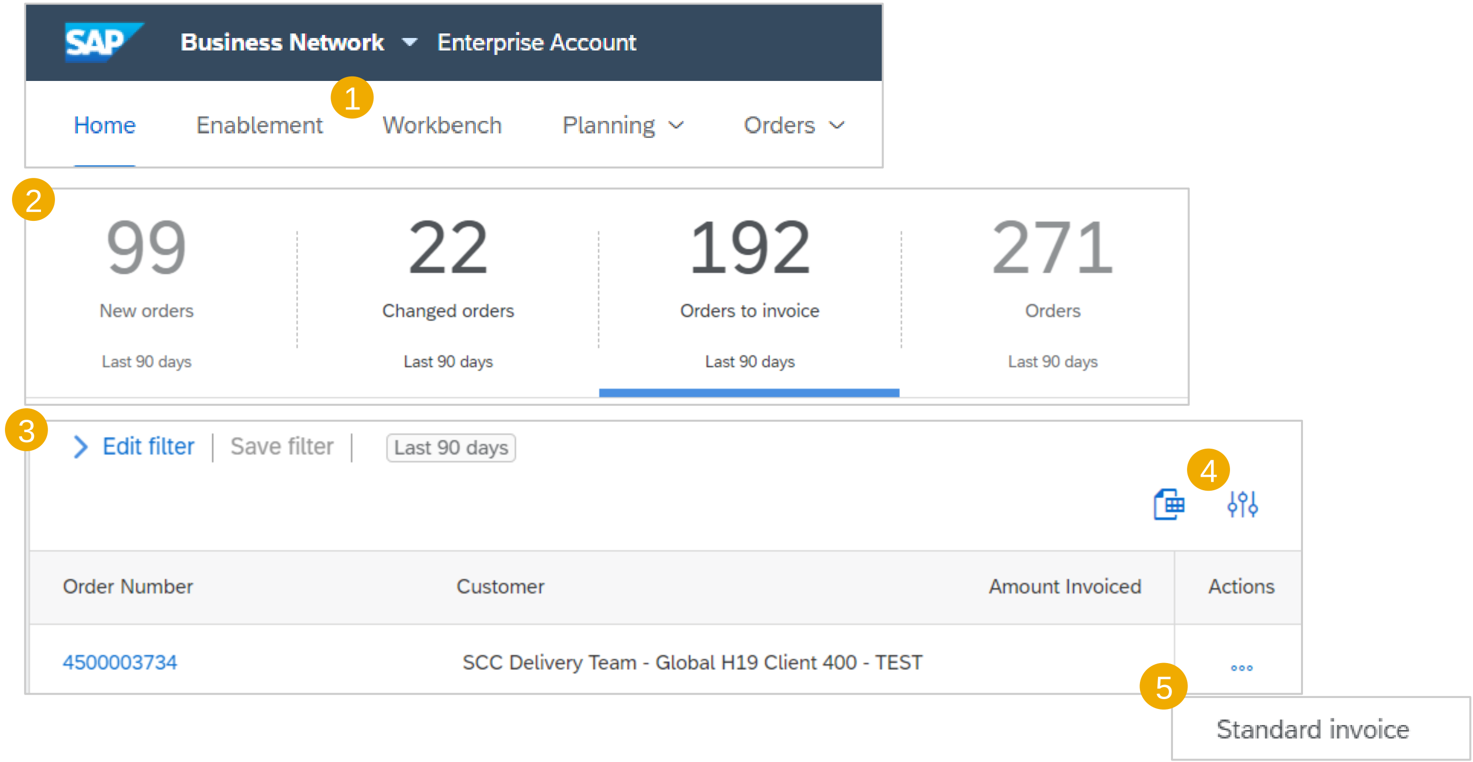
PO/ SA/ SAR-Based Invoice

Create Invoice (From the Workbench)

From the Homepage:

1. Click **Workbench**.
2. Use one of the Workbench **Order tiles** to identify the PO/ SA/ SAR.
3. Use filters to identify the correct reference document.
4. Configure the columns you see.
5. Click Action button on the right hand side of your screen and select **Standard Invoice**.

Note: For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide.**



 Public

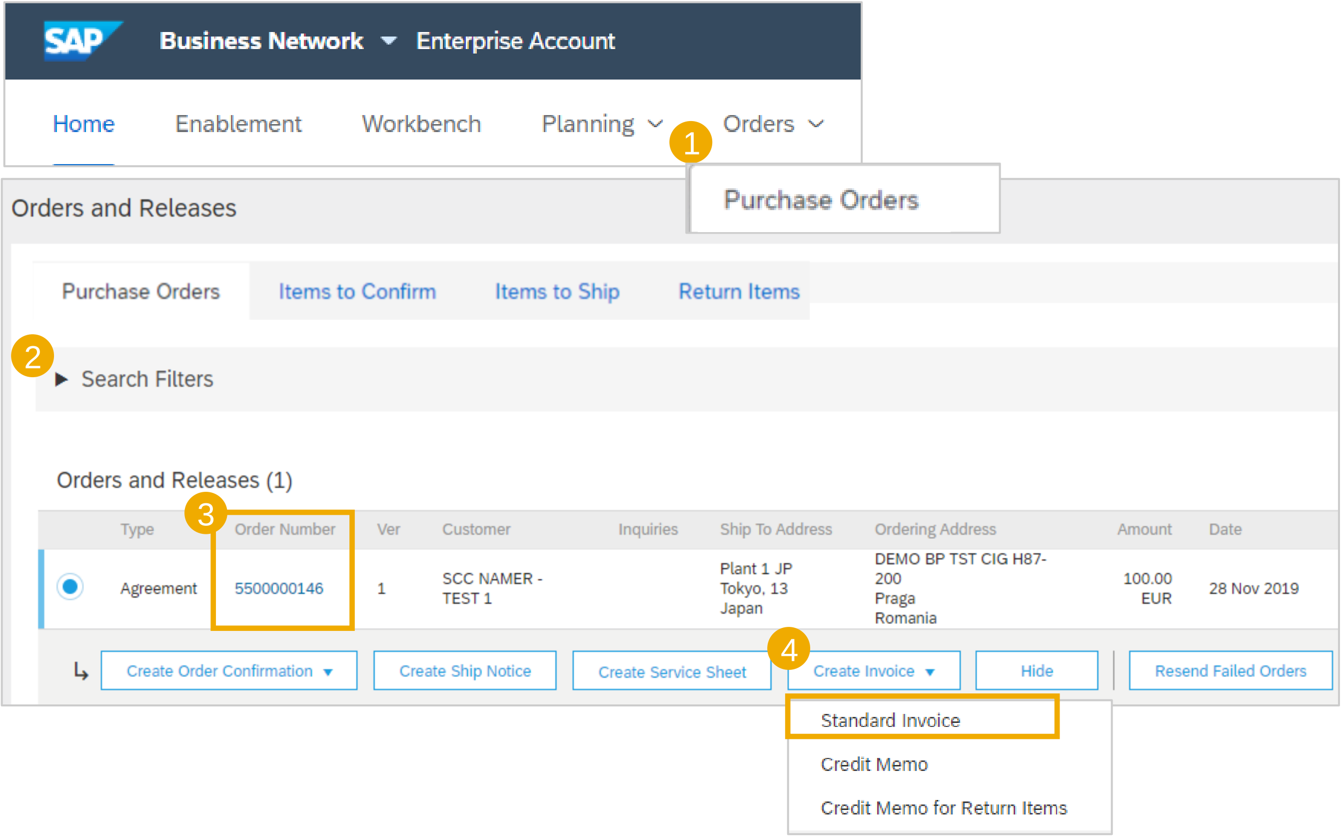
This page will be replaced with new Workbench concept soon.

PO/ SA/ SAR-Based Invoice

Create Invoice (From the Orders Tab)

From the Homepage:

1. Click **Orders/ Purchase Orders**.
2. Use search filters to identify reference document.
3. Click order number to open a reference document.
4. Click on the **Create Invoice** button and then choose **Standard Invoice**.
5. Invoice is automatically pre-populated with the reference document data. Complete all fields marked with an asterisk and add tax as applicable. Review your invoice for accuracy on the Review page.
6. If no changes are needed, click **Submit** to send the invoice to Baker Hughes.



Public

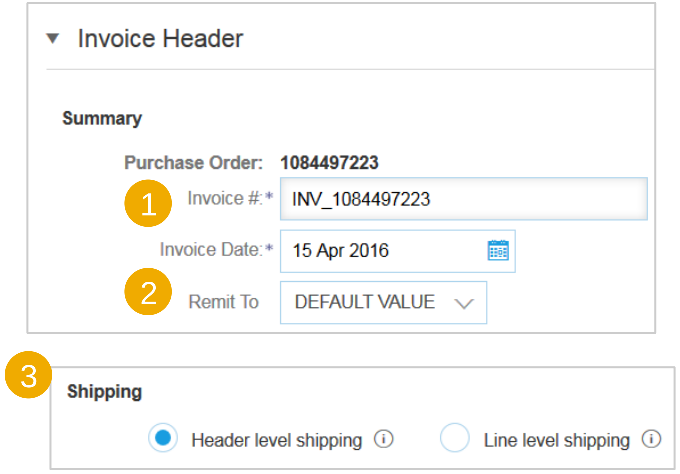
PO/ SA/ SAR-Based Invoice

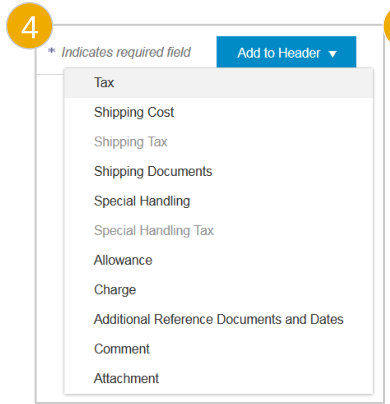
Invoice Header

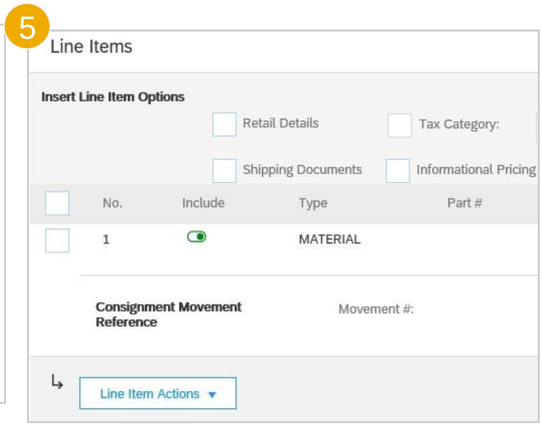
Invoice is automatically pre-populated with the reference document data. Complete all fields marked with an asterisk and add tax as applicable.

1. Enter an **Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.
2. Select **Remit-To** address from the drop down box if you have entered more than one.
3. Shipping can be entered at either the Header or Line level by selecting the appropriate radio button.
4. You can also add some additional information to the Header of the invoice such as: Comment, Attachment, Shipping Documents.
5. Scroll down to the **Line items** section to select the line items being invoiced.

Note: Support of additional Reference Documents & Dates is applicable for SCC customers only; Attachment file size should not exceed 40MB.





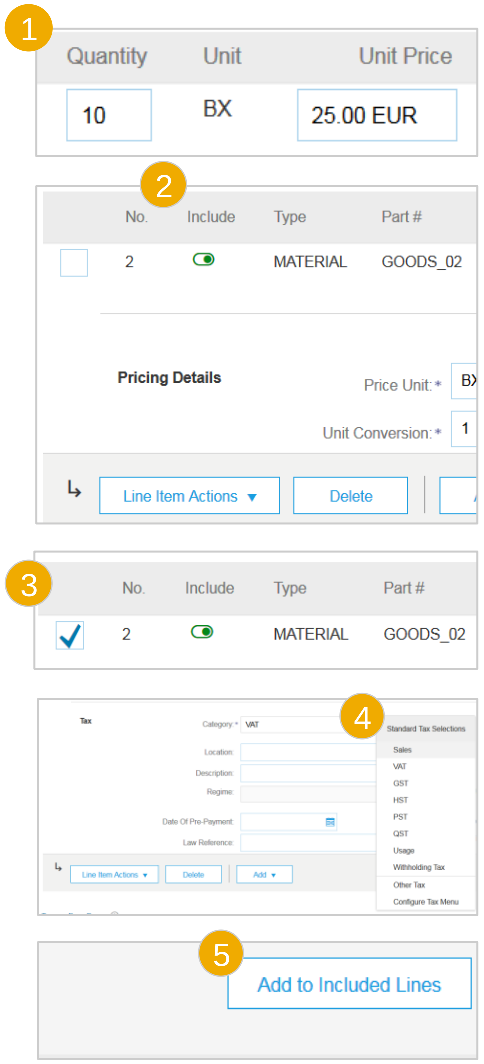


PO/ SA/ SAR-Based Invoice

Line Items

Line Items section shows the line items from the reference document .

1. Review or update **Quantity** for each line item you are invoicing.
2. Click on the line item’s **Green slider** to exclude it from the invoice, if line item should not be invoiced OR click the **check box** on the left of the item and click **Delete** to remove the line item from the invoice. You can generate another invoice later to bill for that item.
3. Select the line item to which tax is to be applied using the **Line Item # checkbox**. To apply the same tax to multiple line items select those line items to be taxed at the desired rate.
4. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.
5. Check **Tax Category** and use the drop down to select from the displayed options. Click **Add to Included Lines**.

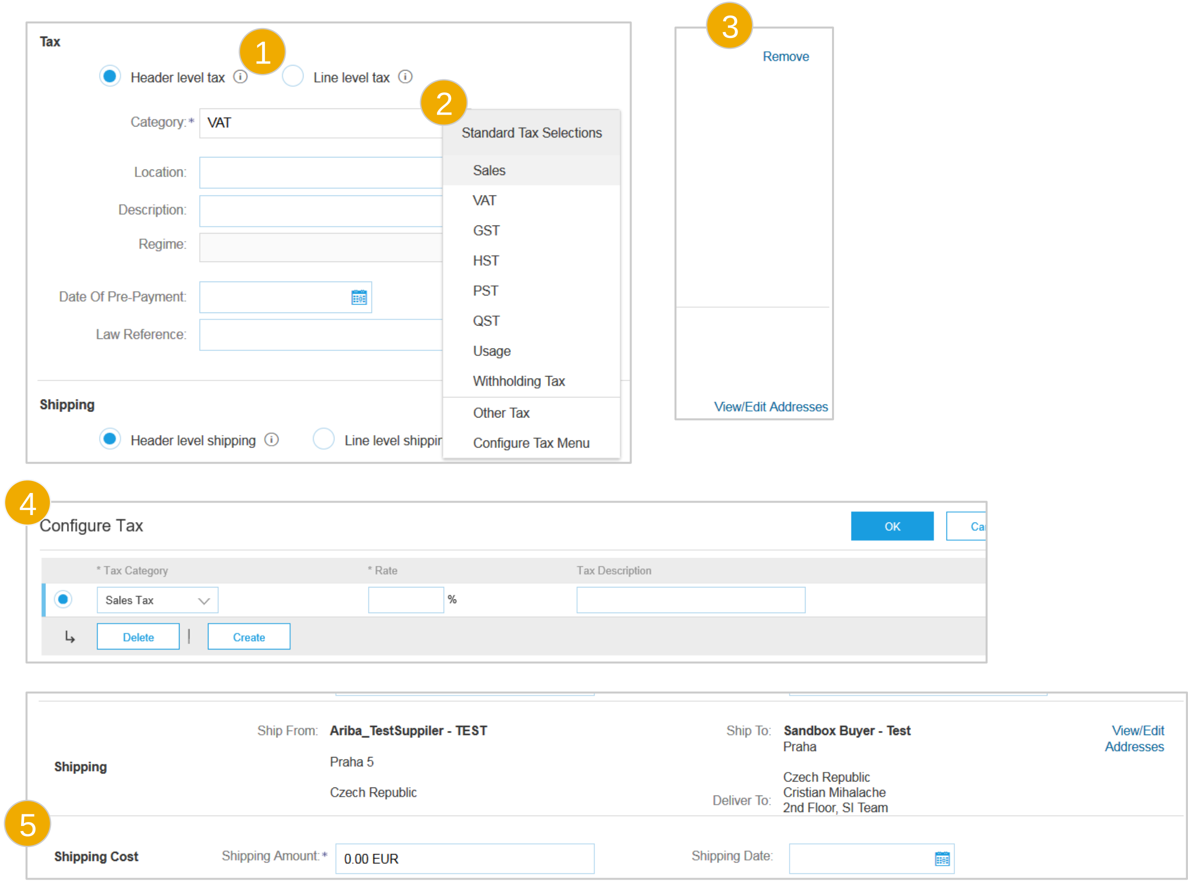


PO/ SA/ SAR-Based Invoice

Additional Tax Options & Line Item Shipping

To configure additional tax options click **Configure Tax Menu** under the Tax Category drop down. Create new tax categories and as needed.

1. Select the **Line Item** to apply different tax rates to each line item.
2. Click **Line Item Actions > Add > Tax**. Upon refresh, the Tax fields will display for each selected line item.
3. Click **Remove** to remove a tax line item, if not necessary.
4. Select **Category** within each line item, then either populate the rate (%) or tax amount and click **update**.
5. Enter shipping cost to the applicable line items if line level shipping has been selected.

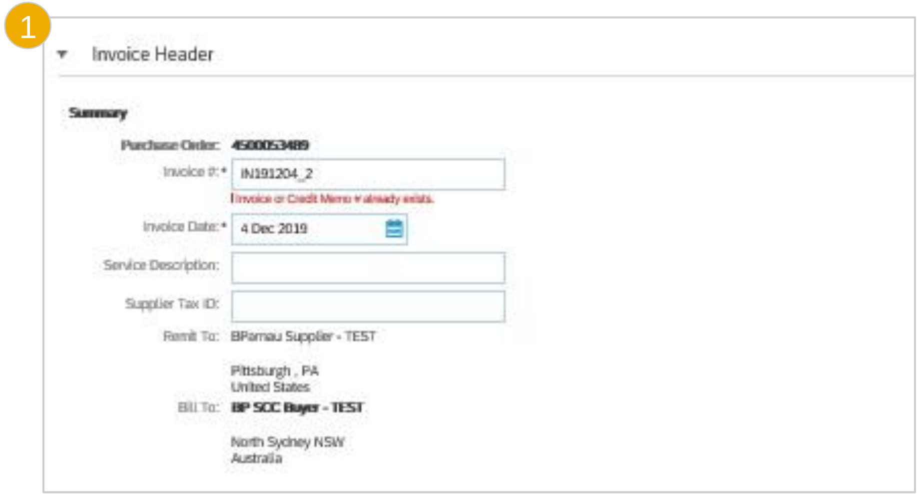


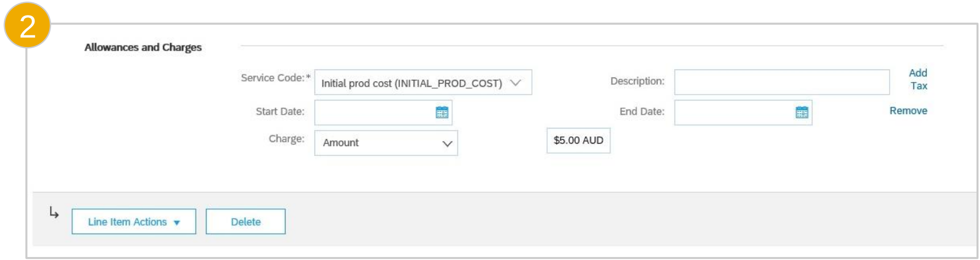
PO/ SA/ SAR-Based Invoice

Review Invoice Allowances and Charges

If Allowances and Charges are included in the reference document, these will convert to the Invoice at either Invoice Header or Line Item Level based on where the information is on PO:

1. Header Allowance and Charges
2. Line level Allowance and Charges



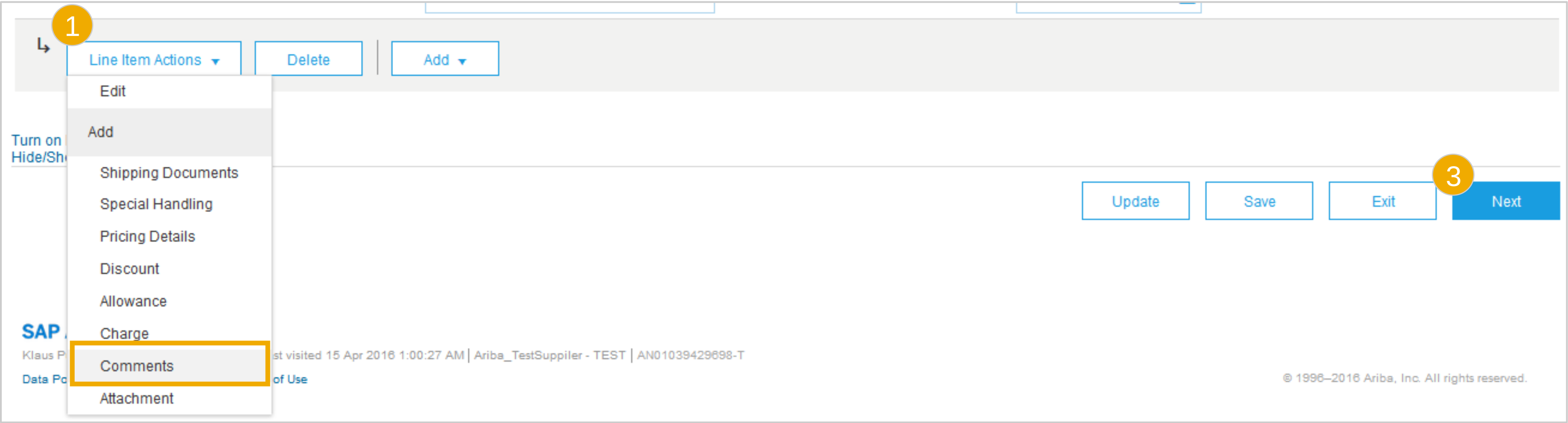


 Public

PO/ SA/ SAR-Based Invoice

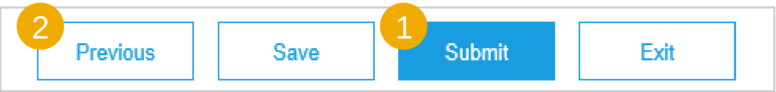
Line Item Comments

1. To add comments at the line items select Line Items, then click at **Line Item Actions/ Add/ Comments**.
2. Upon refresh or **Update**, the Comments field will display. Enter applicable Comments in this field.
3. Click **Next**. You will be transferred to Review page.



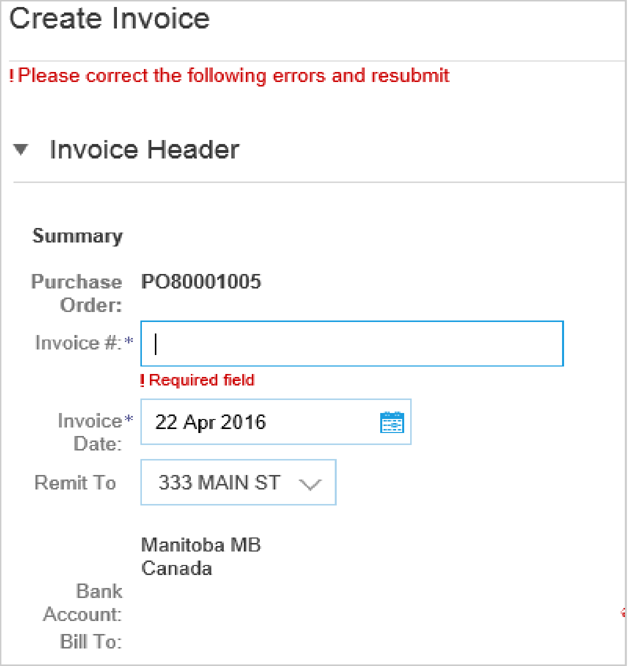
PO/ SA/ SAR-Based Invoice

Review, Save, or Submit Invoice

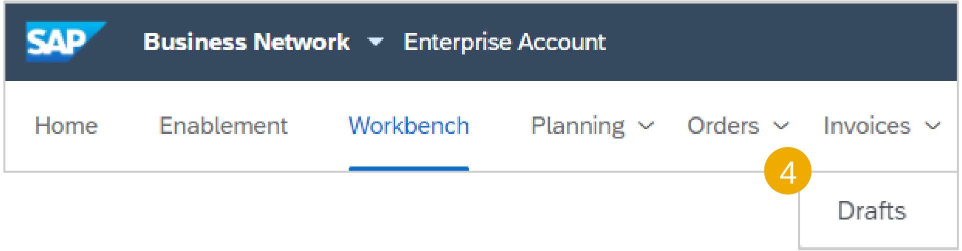


Review your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.

1. If no changes are needed, click **Submit** to send the invoice to Baker Hughes
2. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
3. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
4. You may resume working on the invoice by selecting it from **Invoices > Drafts** on your Home page. You can keep draft invoices for up to 7 days.



Note: In the event of errors, there will be a notification in red where information must be corrected

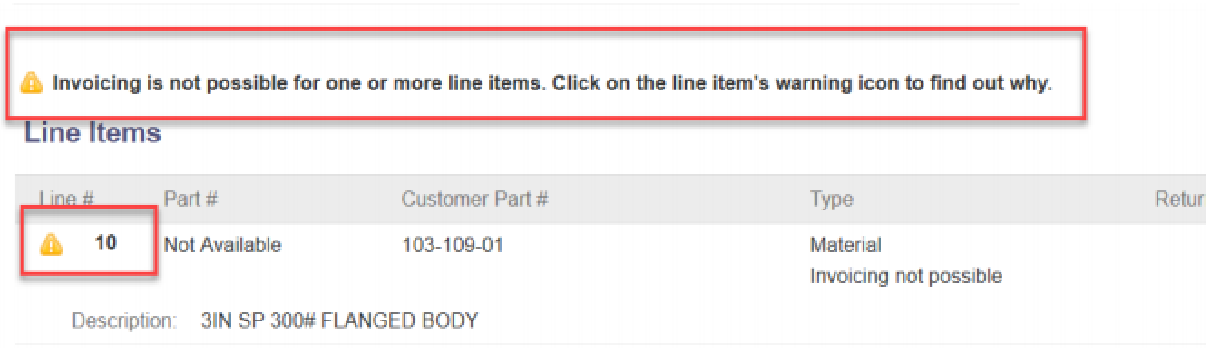


Evaluated Receipt Settlement Invoice
ERS

1

- **What is it?** ERS is a paperless invoicing method which creates an invoice once a material “receipt” is entered into the ERP. Suppliers do not submit an invoice. Payment is scheduled per applicable terms (same process as we use for paper or electronic invoices) but the amount is calculated using the receipt quantity and Baker Hughes’s purchase order (PO) unit price at time of receipt.
- **How does it work?** The supplier validates the PO information and ships product knowing the PO price is what will be paid. The ERS process matches the Receipt and PO information to generate a payment voucher, eliminating the need for a paper or electronic invoice.
- **What is the scope?** ERS is only applicable if the ERS flag is listed on a PO. Any questions regarding ERS should be directed to the buyer contact. ERS invoices will be handled outside of SAP.

2

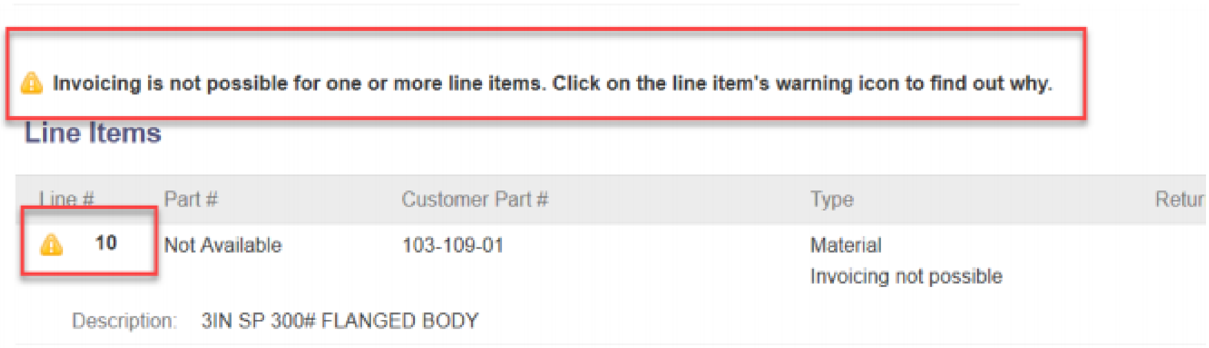


Evaluated Receipt Settlement Invoice

ERS Allowed Actions

1. From the purchase order, ERS is flagged directly above the line items, indicating invoicing is not possible for one or more of the line items.
2. The control keys will clearly indicate if an invoice is an ERS invoice
    - Suppliers do not submit invoices for ERS.
3. If you attempt to submit an invoice for an ERS labeled order, SAP will stop the invoicing process with a note indicating items on the order flagged for ERS will not transfer to the invoice.

1



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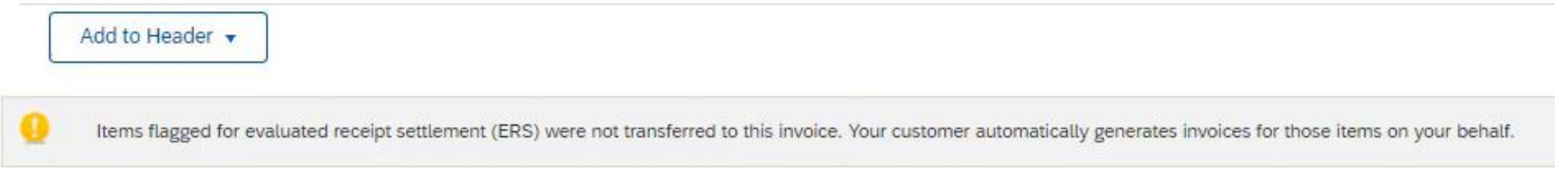


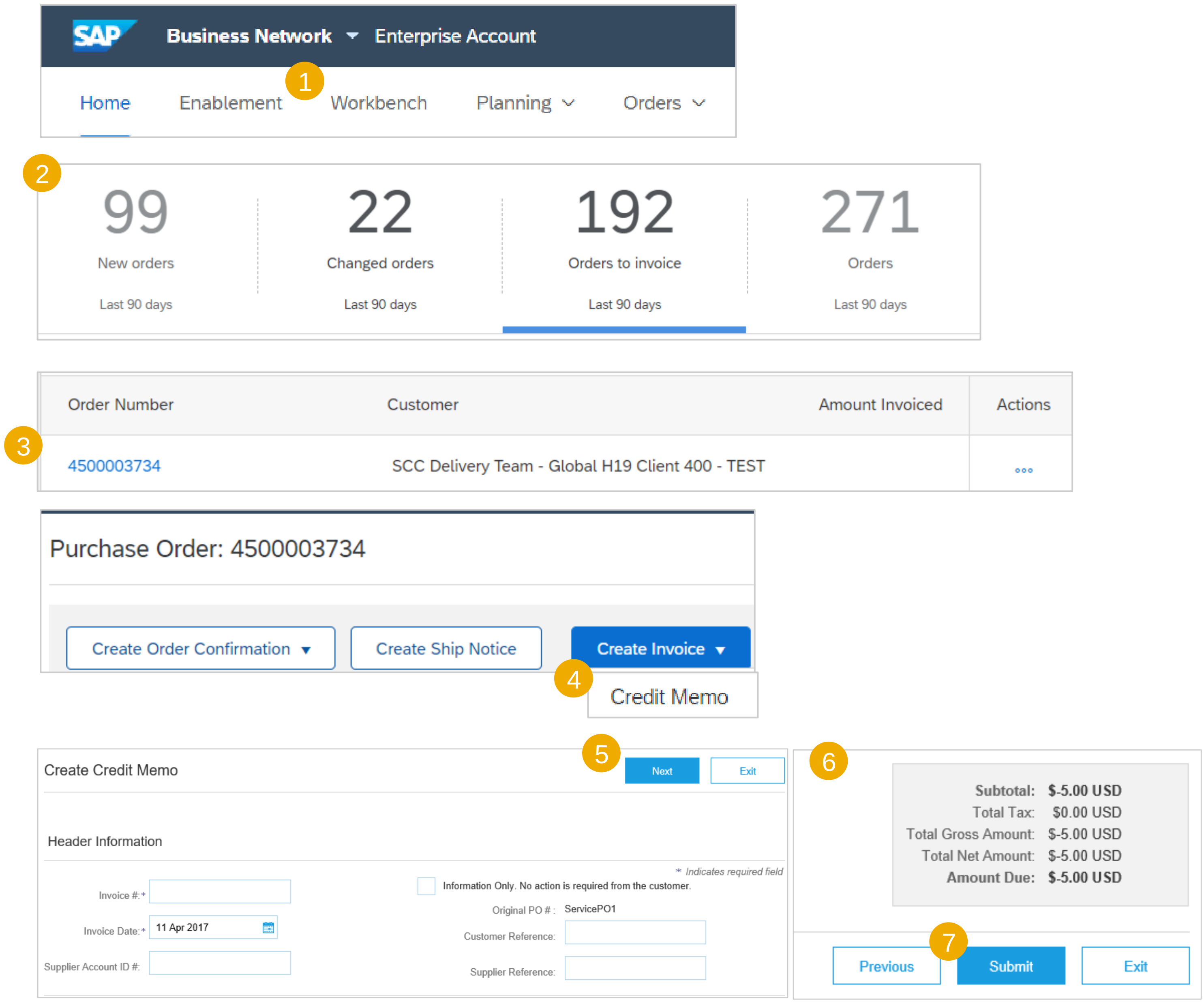
Credit Memo

Header Level (From the Workbench)

From the Homepage:

1. Click **Workbench**.
2. Select one of the **Orders** tile and identify the PO item.
3. Open order by clicking its number.
4. Click on **Create Invoice** and choose **Credit Memo.**
5. Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks are filled in. Click **Next**.
6. Review Credit Memo.
7. Click **Submit**.

Note: For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide.**



 Public

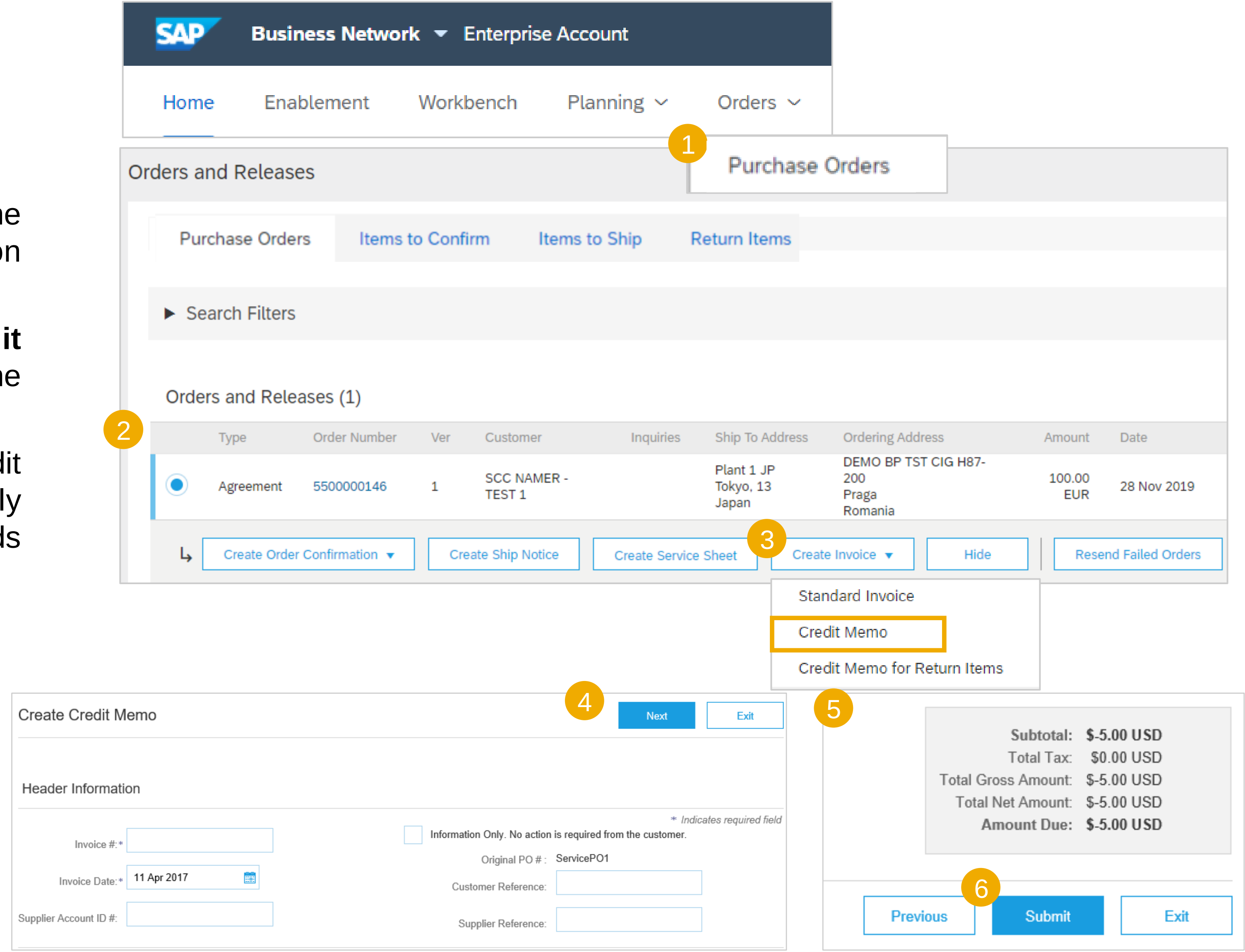
This page will be replaced with new Workbench concept soon.

Credit Memo

Header Level

To create a credit memo against an entire invoice:

1. Click the **Orders/ Purchase Orders**.
2. In the Orders and Releases sub-tab select the PO to be credited by clicking the radio button on the PO.
3. Click on **Create Invoice** and choose **Credit Memo** OR select **Credit Memo** from the Actions dropdown menu**.**
4. Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks are filled in. Click **Next**.
5. Review Credit Memo.
6. Click **Submit**.

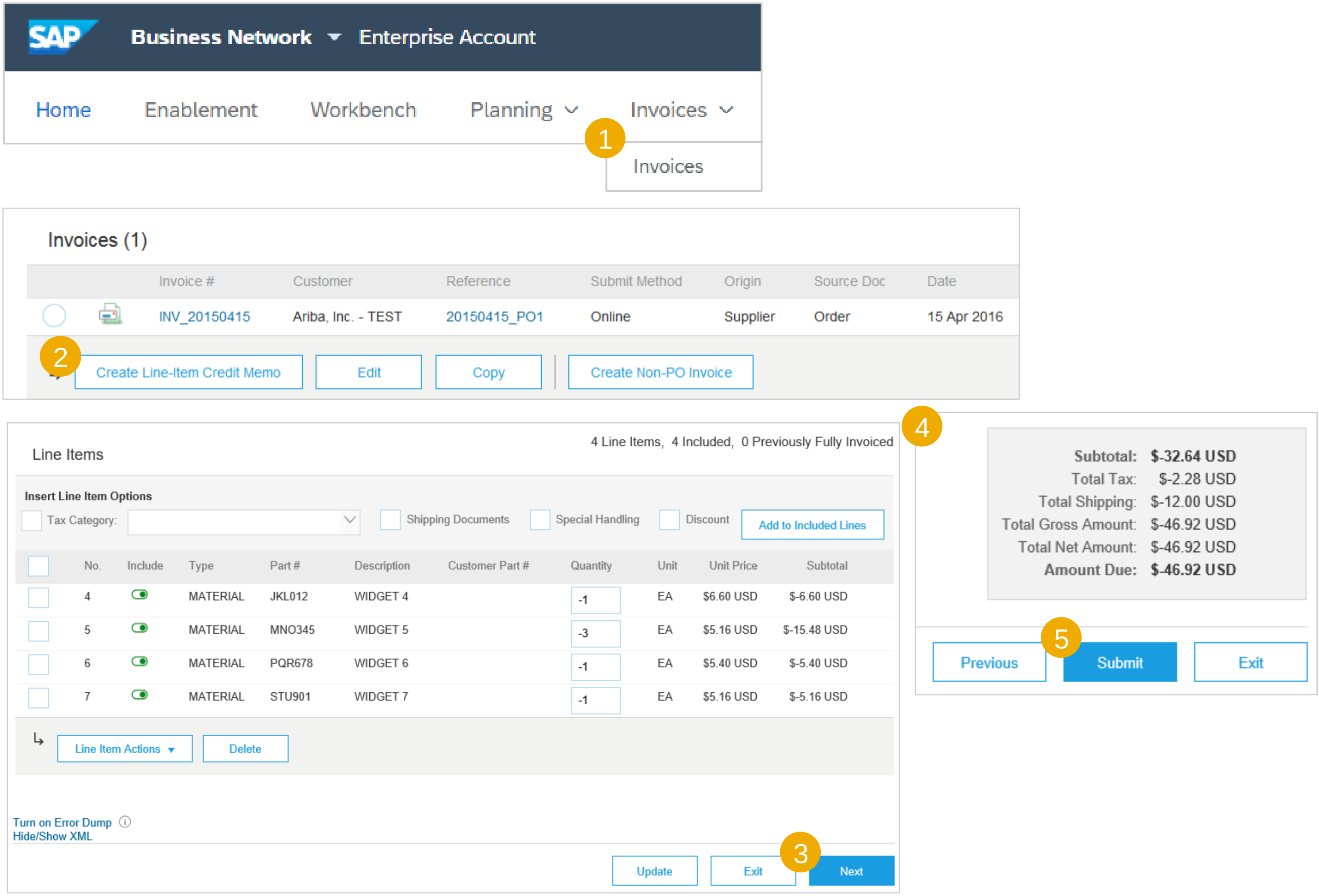


Credit Memo

Line Level Detail

From the Homepage:

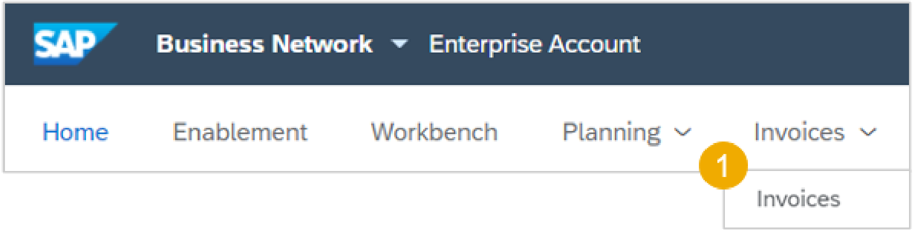
1. Click Invoices/ Invoices.
2. Identify the right invoice document and click **Create Line-Item Credit Memo**.
3. Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (*) are filled in. Click **Next**.
4. Review Credit Memo.
5. Click **Submit**.

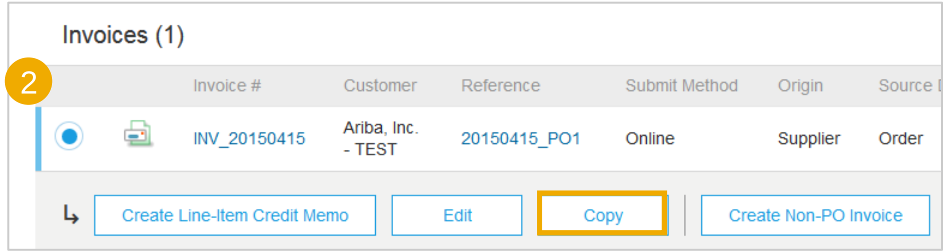


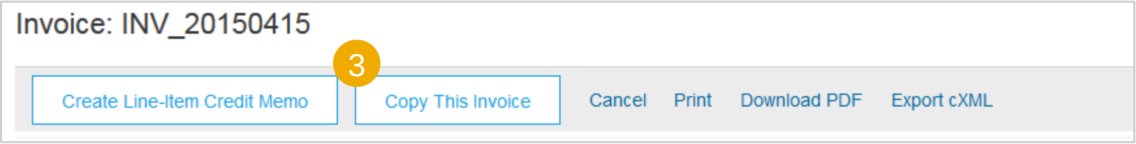
Copy Invoices

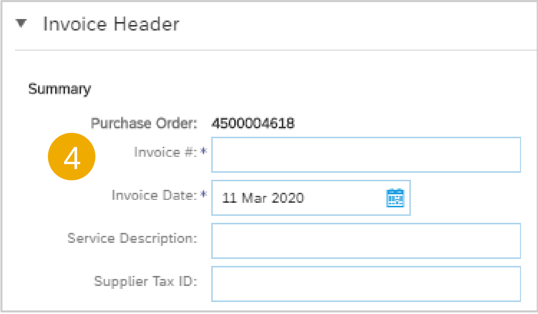
To copy an existing invoice in order to create a new invoice:

1. Click the **Invoices/ Invoices**.
2. Either select the radio button for the invoice you want to copy, and click **Copy** OR open the invoice you want to copy.
3. On the Detail tab, click **Copy This Invoice**.
4. Enter a new invoice number. For VAT lines**,** make sure the date of supply at the line level is correct. Edit the other fields as necessary.
5. Click **Next**, review the invoice, and **Save** or **Submit** it.









Invoice Management

Search for Invoice

Quick Search:

1. Enter invoice details in the Homepage **search filed,** set **Invoices** in the document type.

Refined Search: Allows a refined search of Invoices within up to last 365 days.

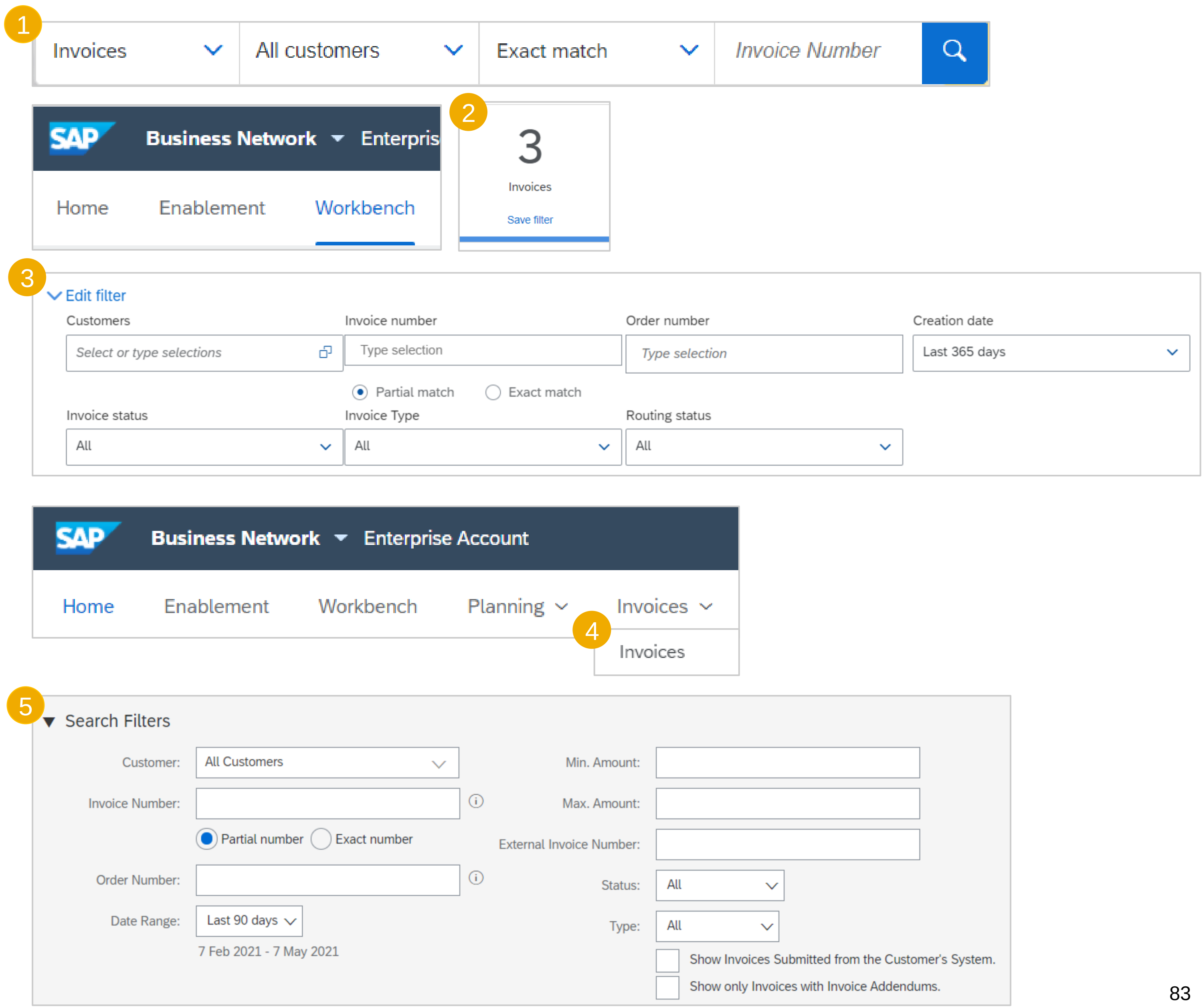
2. Click on **Workbench / Invoices tile**.
3. Use filters to specify your search**.** Select **Baker Hughes** from Customer Drop down menu**.** Select **Date Range**, up to 90 days for Invoices and Click **Search**.

OR

4. Click on **Invoices/ Invoices**
5. Use search filters.

Note:

- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide.**
- Invoices tab will be replaced with new Workbench concept soon.



Invoice Management

Invoice Status - Routing Status To Your Customer

If you configured your Invoice Notifications, you will receive emails regarding invoice status. You can also check invoice status from the **Invoice Tab** by selecting the **invoice link**.

Routing Status reflects the status of the transmission of the invoice to Baker Hughes via the SAP Business Network.

- **Failed** – Invoice failed Baker Hughes invoicing rules. Baker Hughes will not receive this invoice
- **Queued** – SAP Business Network received the invoice but has not processed it
- **Sent** – SAP Business Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – Baker Hughes invoicing application has acknowledged the receipt of the invoice

Invoice Management

Invoice Status - Review Invoice Status With Your Customer

Invoice Status reflects the status of Baker Hughes's action on the Invoice.

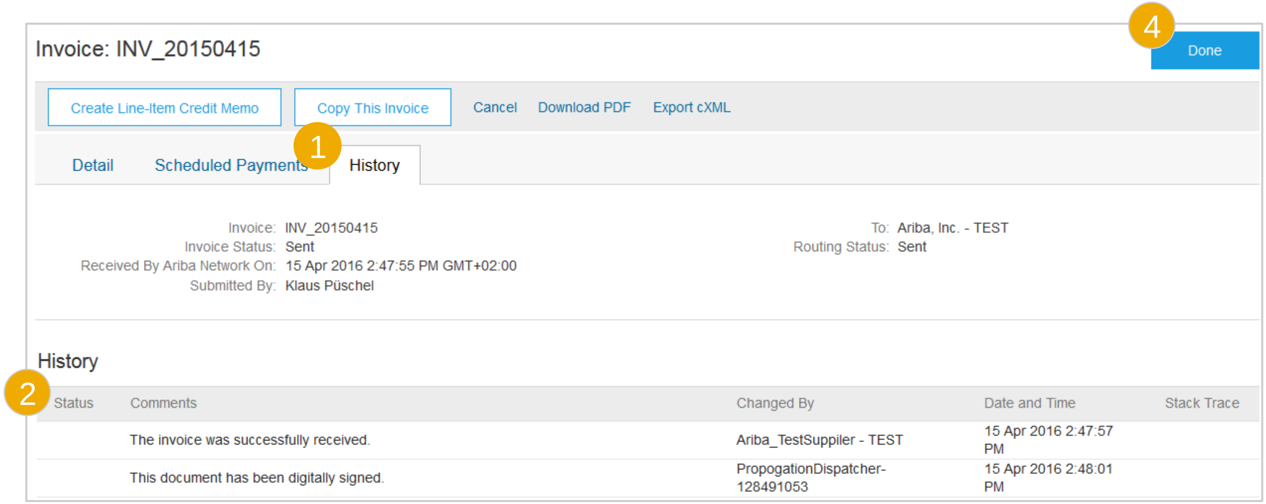
- **Sent** – The invoice is sent to the Baker Hughes but they have not yet verified the invoice against purchase orders and receipts
- **Paid** – Baker Hughes paid the invoice / in the process of issuing payment. Only if Baker Hughes uses invoices to trigger payment.
- **Approved** – Baker Hughes has verified the invoice against the purchase orders or contracts and receipts and approved if for payment
- **Rejected** – Baker Hughes has rejected the invoice or the invoice failed validation by SAP Business Network. If Baker Hughes accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – SAP Business Network experienced a problem routing the invoice

Invoice Management

Review Invoice History

Access any invoice:

1. Click on the **History** tab to view status details and invoice history.
2. History and status comments for the invoice are displayed. Transaction history can be used in problem determination for failed or rejected transactions.
3. When you are done reviewing the history, click **Done**.

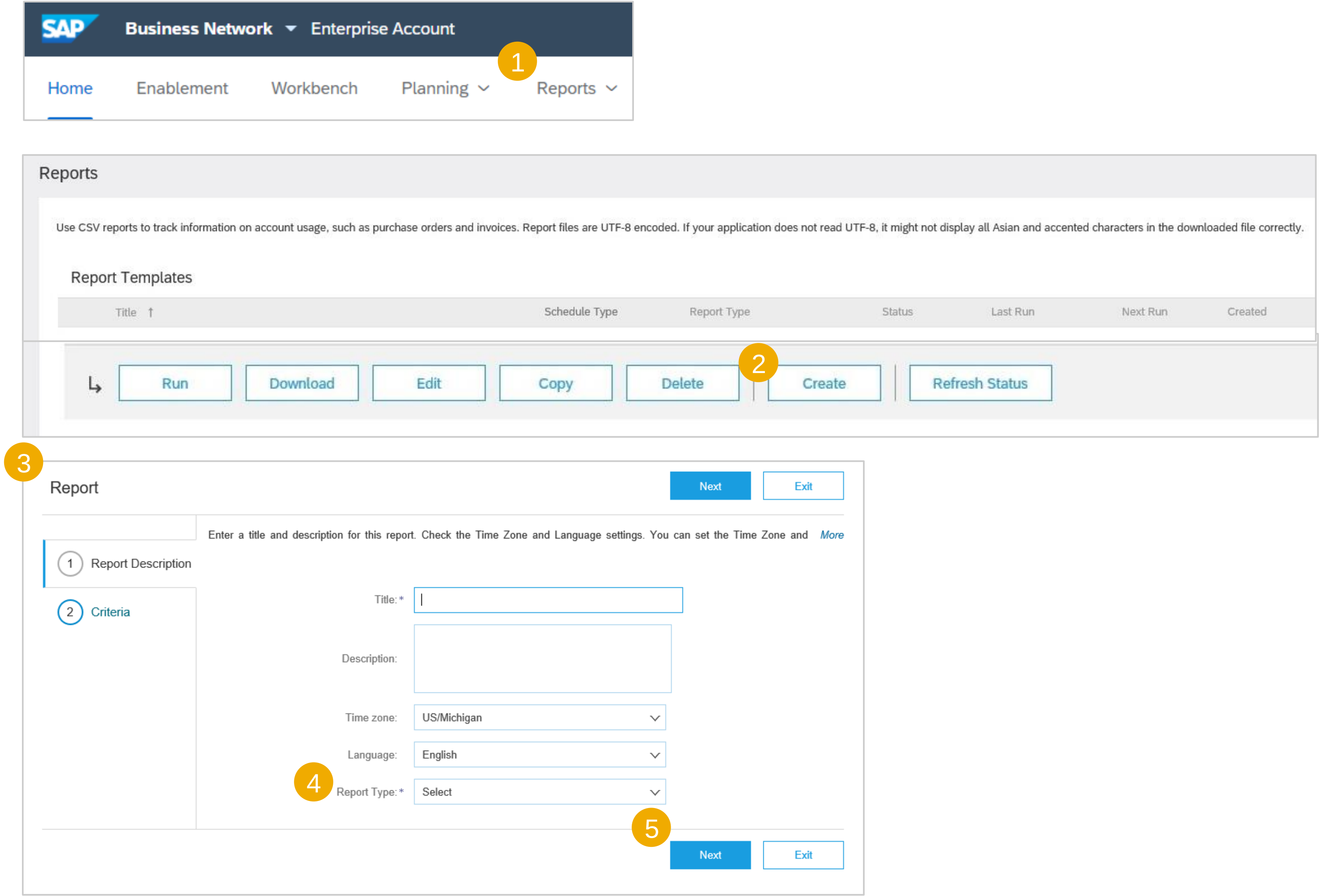


Invoice Management

Create Invoice Reports

Reports help provide additional information and details on transactions on the Network in a comprehensive format.

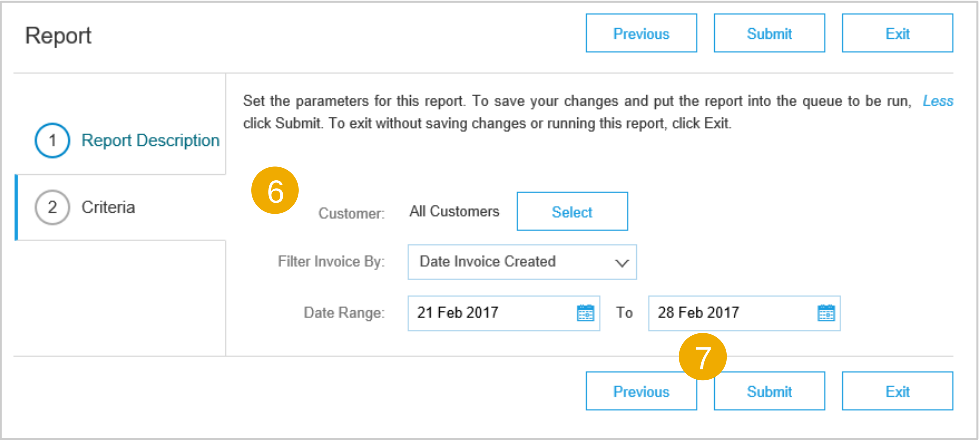
1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.
3. Enter all required information.
4. Select an Invoice Report Type — **Failed Invoice or Invoice**.
5. Click **Next**.

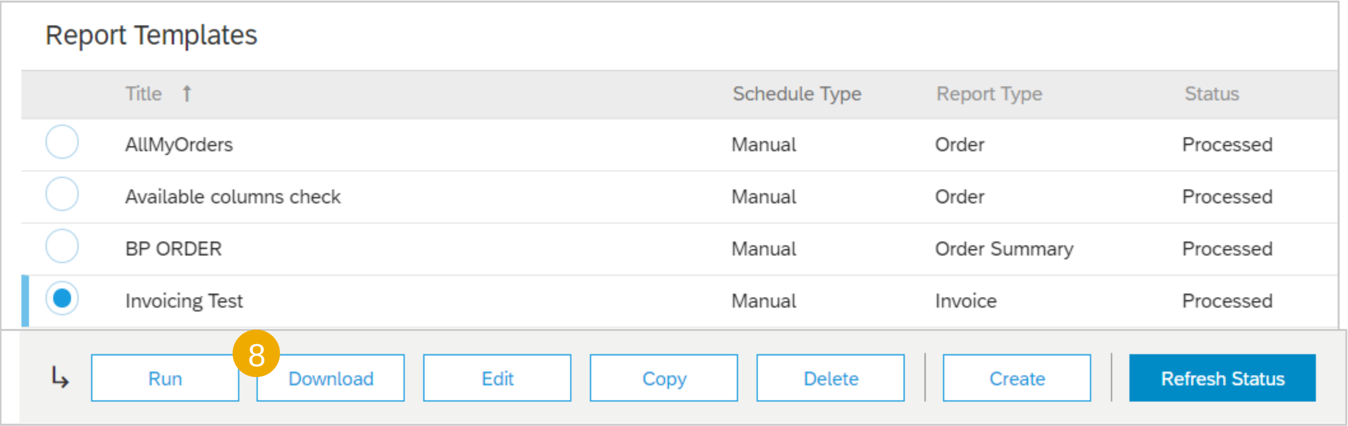


Invoice Management

Create Invoice Reports

6. Specify **Customer** and **Created Date** in Criteria.
7. Click **Submit**.
8. Select the report created from the list and click **Download.** The report in CSV format will be downloaded to your computer.

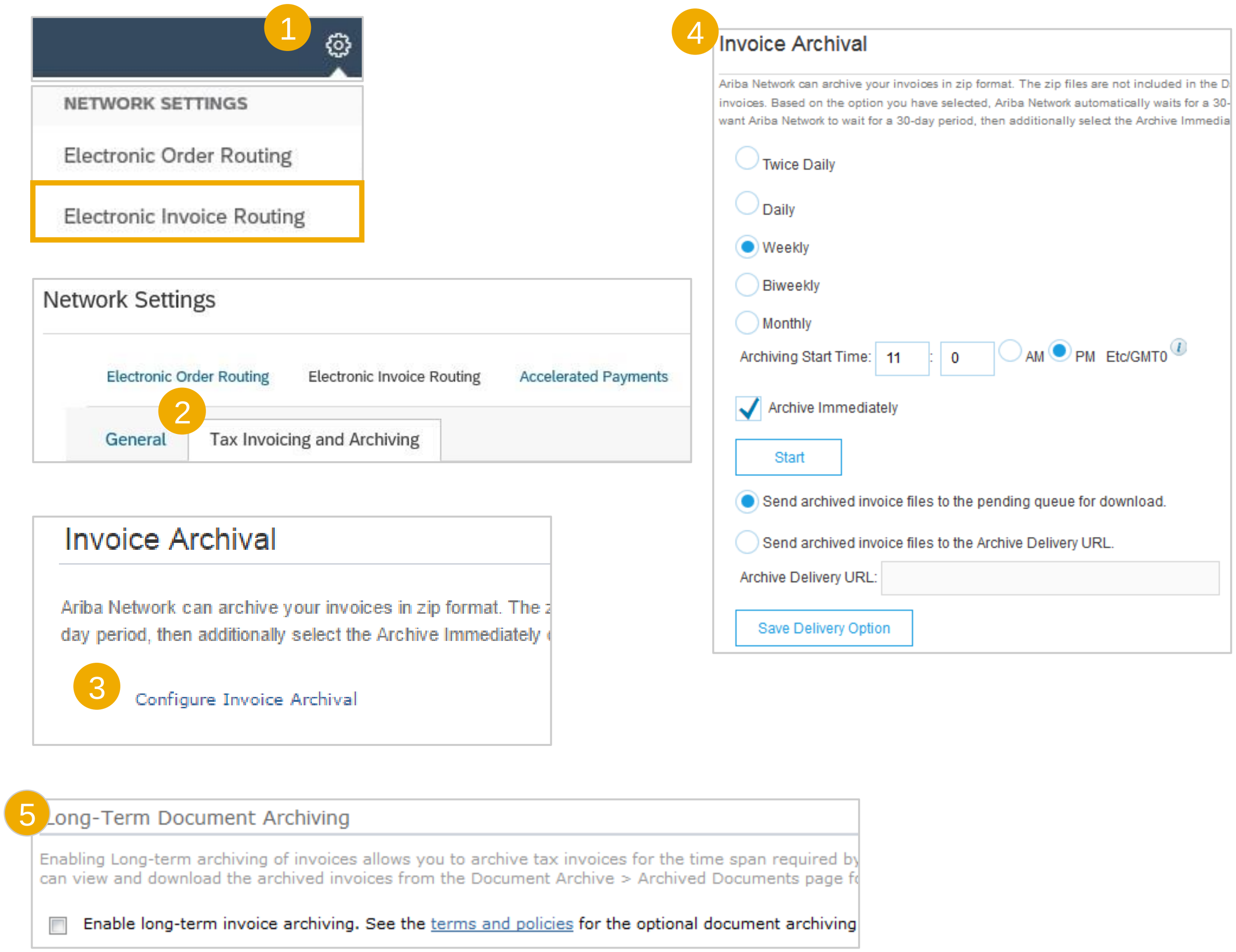




Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. Click the **gear** icon/ **Electronic Invoice Routing.**
2. Select the tab **Tax Invoicing and Archiving.**
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival.**
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
   - If you want SAP to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Invoice Tab, section Archived Invoices).
   - After Archive Immediately started you can either Stop it or Update Frequency any time.
5. You may navigate back to the Tax Invoicing and Archiving screen in order to subscribe to Long-Term Document Archiving for an integrated archiving solution. (More details within the Terms and Policies link).



Support

Types of Support Available

Supplier Information Portal (Location of Training Guide/s and Video/s)	On the Home screen: 1. Click on Company Settings 2. Click on Customer Relationships 3. Click on Supplier Information Portal
Supplier Support Post Go-Live	From supplier.ariba.com: 1. Learning Center • Training documentation • User Community 2. Support Center • Get help by email (Choose from the drop down list of problem type – Supply Chain Collaboration), live chat, or request a phone call • Attend a live webinar 3. Ariba Support Team - https://support.ariba.com/AUC_Support_Tab/Contact_Support/ **When to Contact** • Technical Questions - Passwords, User Role/Admin Changes, Network Errors, Integration Questions, etc. • How Do I? - Navigating the site, locating old POs, etc.
Supplier Support During Deployment/Go-Live	**Supplier.Enablement@BakerHughes.com** **When to Contact** • Business process related questions • Supply Chain Collaboration program questions **Baker Hughes Supplier Enablement Inquiry** **When to Contact** • SAP Business Network registration • Configuration support • Supplier enablement tasks • TRR questions • General enablement questions

Appendix

In this section you will learn about…

… SAP Business Network Account Administration

… Purchase order statuses

… Purchase order routing statuses

… Reminders of unconfirmed orders

SAP Business Network Administration

Administrator vs User

Administrator

- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management – including document routing and notifications
- Primary point of contact for users with questions or problems.
- Creates roles and user logins for the account

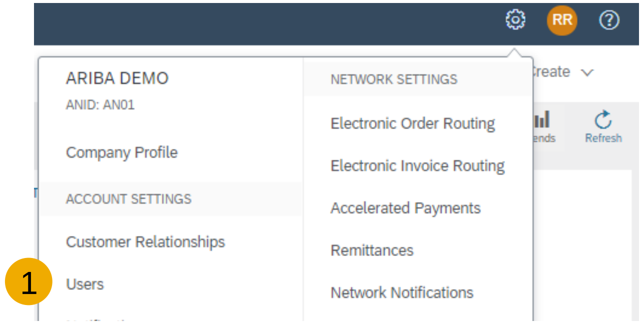
User

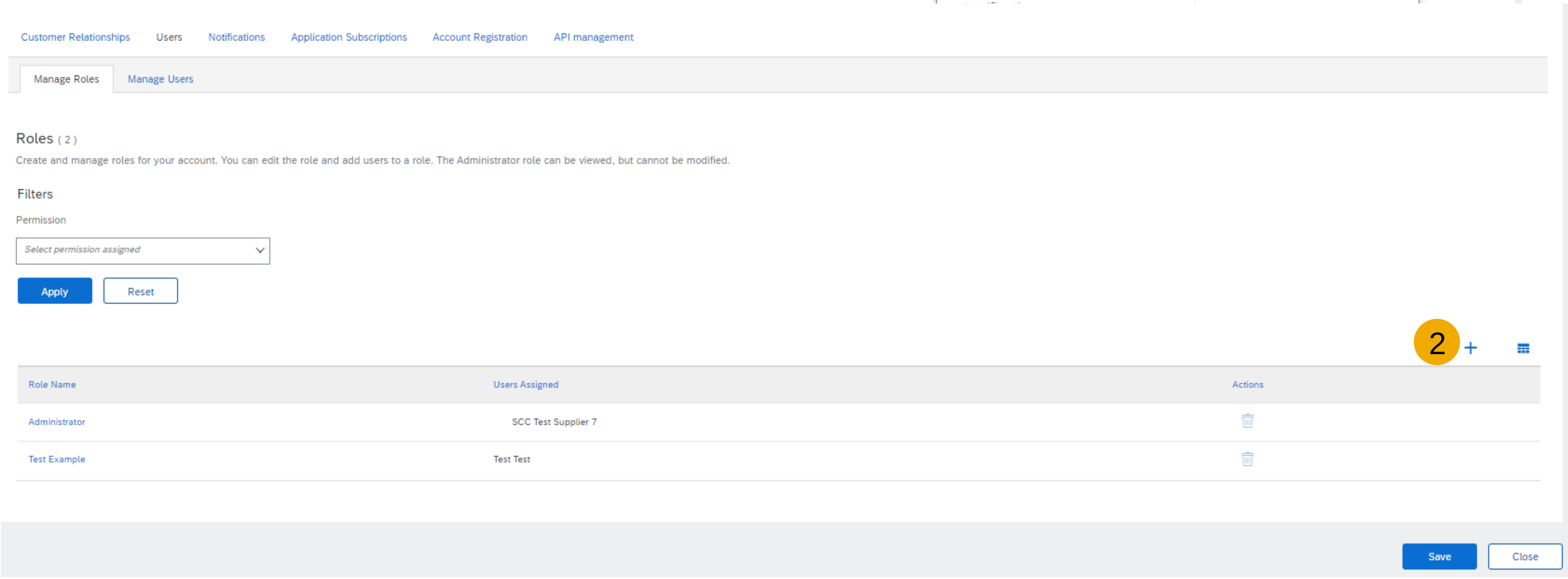
- Can have different roles, which correspond to the user’s actual job responsibilities
- Responsible for updating personal user information

Set Up User Accounts

Create Roles and Users (Administrator Only)

1. **Click** on the Users tab on the **Company Settings** menu.
   The Users page will load.
2. **Click** on the **+** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add** Permissions **to the Role** that correspond to the user(s) actual job responsibilities by checking the proper boxes and click save to create the role.
   1. Roles can be used for multiple users.



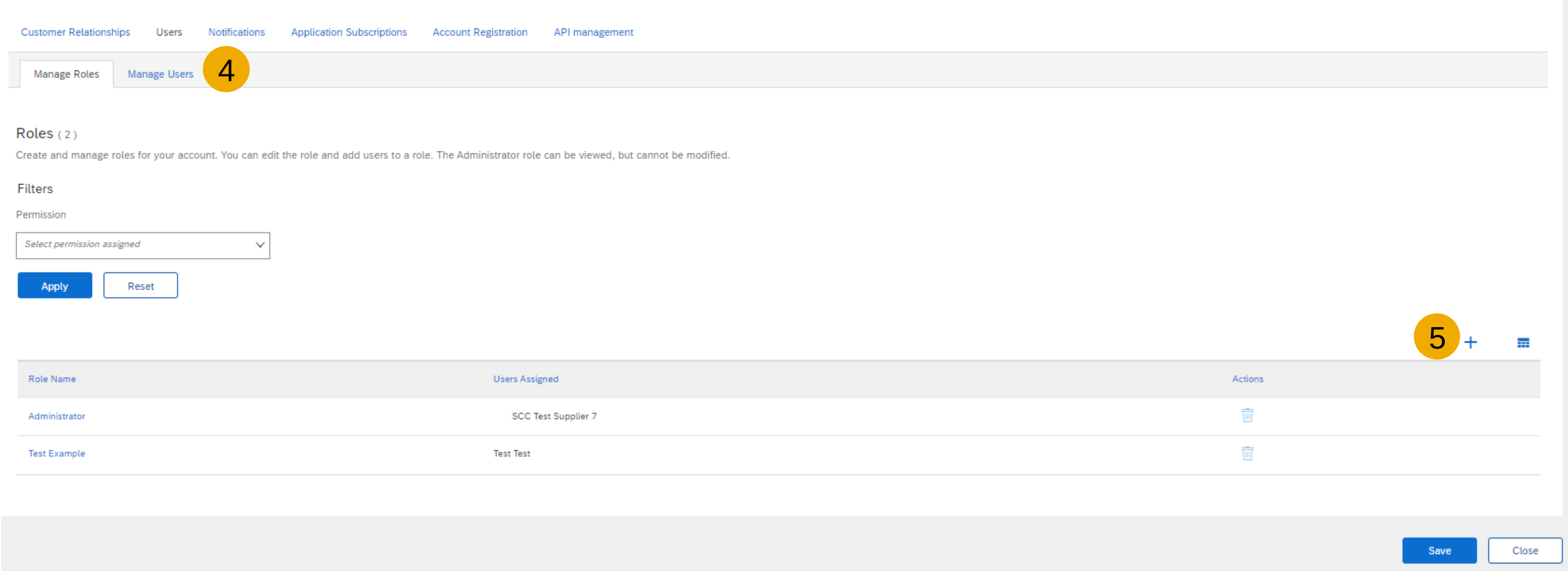


 Public

Set Up User Accounts

Create Roles and Users (Administrator Only)

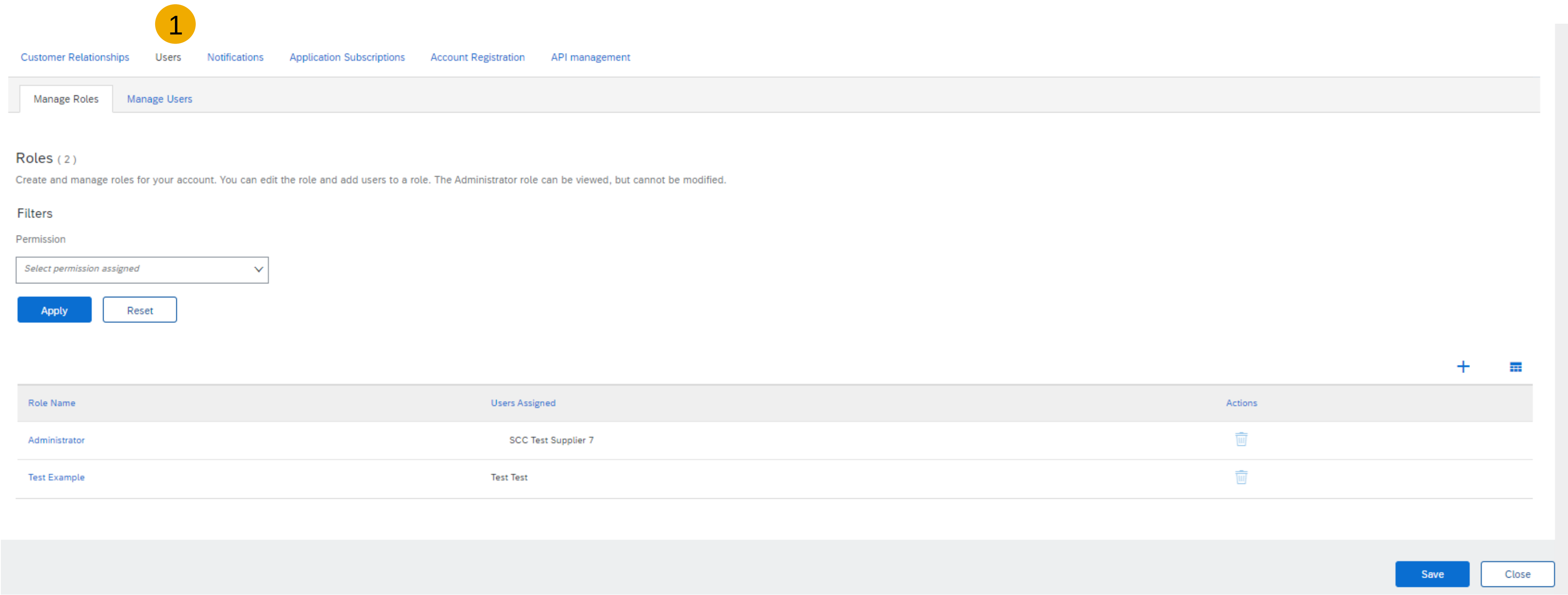
4. **To Create** a User Click on Manage User tab
5. **Click** on the **+** button and add all relevant information about the user including name and contact info.
   - Usernames are case-insensitive and must have the form of an email address, but do not have to be a valid email address.
   - Usernames can only be used once on the SAP Business Network. You will receive an error if the username already exists
   - Usernames can include any Latin character and the underscore (_) and period (.) punctuation marks.
6. **Select** a role in the Role Assignment section and Click on Done. You can add up to 250 users to your SAP Business Network account.



Set Up User Accounts

Modifying User Accounts (Administrator Only)

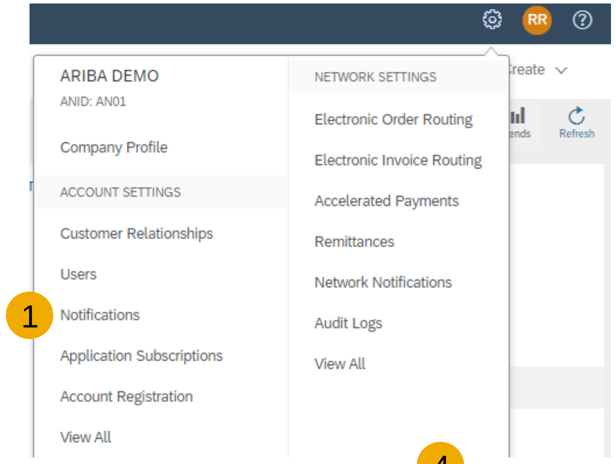
1. **Click** on the Users tab.
2. **Click** on Edit for the selected user.
3. **Click** on the Reset Password Button to reset the password of the user.
4. **Other options:**
   - Delete User
   - Add to Contact List
   - Remove from Contact List
   - Make Administrator

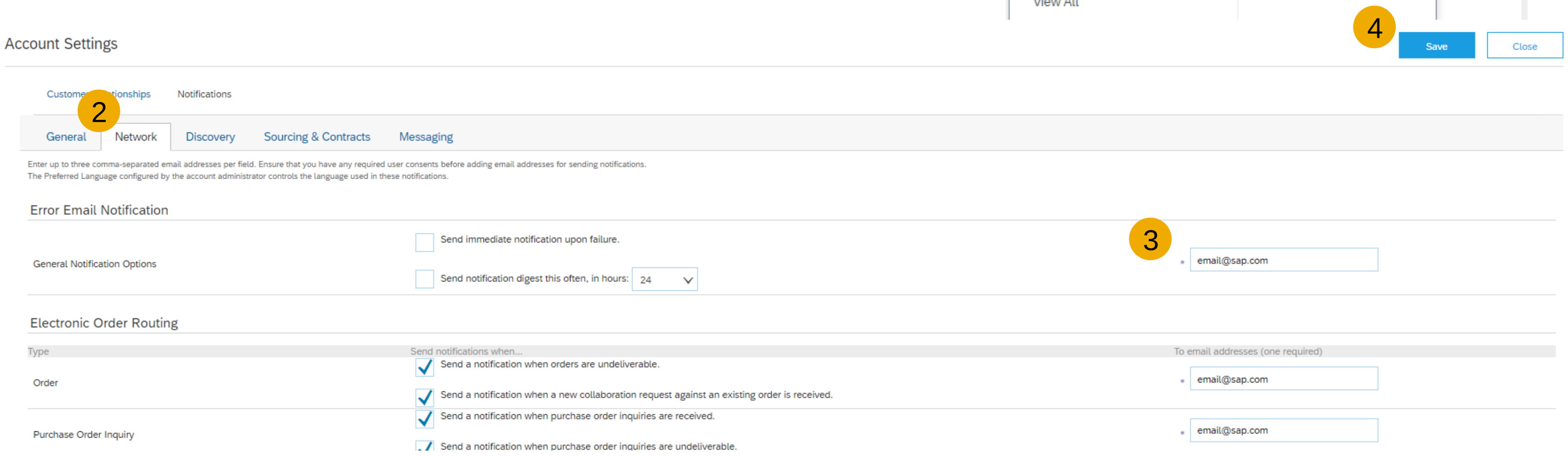


Configure Your Email Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. **Click** on Notifications under Company Settings.
2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
3. **You can enter** up to 3 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.
4. Click **Save**

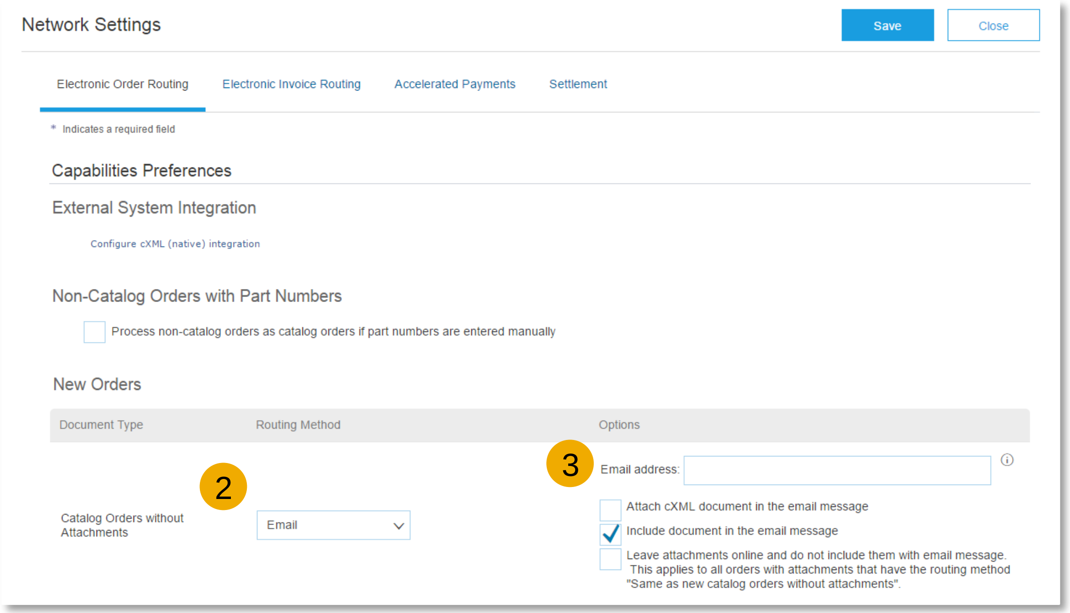




Note: If you are out of the office, make sure to include in your auto-reply messages one of the following phrases. This will prevent SAP Business Network from failing orders sent to mailboxes responding using an auto-reply feature:
Out of office, OOTO, On vacation, on holiday, out of town, away from the office, away until, out of the country, an off site meeting.
When SAP Business Network detects an auto-reply containing one of these phrases, it indicates that it received the auto-reply in the order history log and does not fail the order.

Select Electronic Order Routing Method

1. **Click** on **Electronic Order Routing** from Company Settings
2. **Choose** one of the following routing methods:
   - **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
   - **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
   - **Fax:** Notifications of new orders are sent via Facsimile, and can include a copy of the PO as well as a cover sheet.
   - **cXML/EDI:** Allows you to integrate your ERP system directly with SAP Business Network for transacting with your customer. Please contact supplier.enablement@bakerhughes.com to be connected with a Seller Integrator who will provide more information on configuration.
3. **Configure** e-mail notifications.

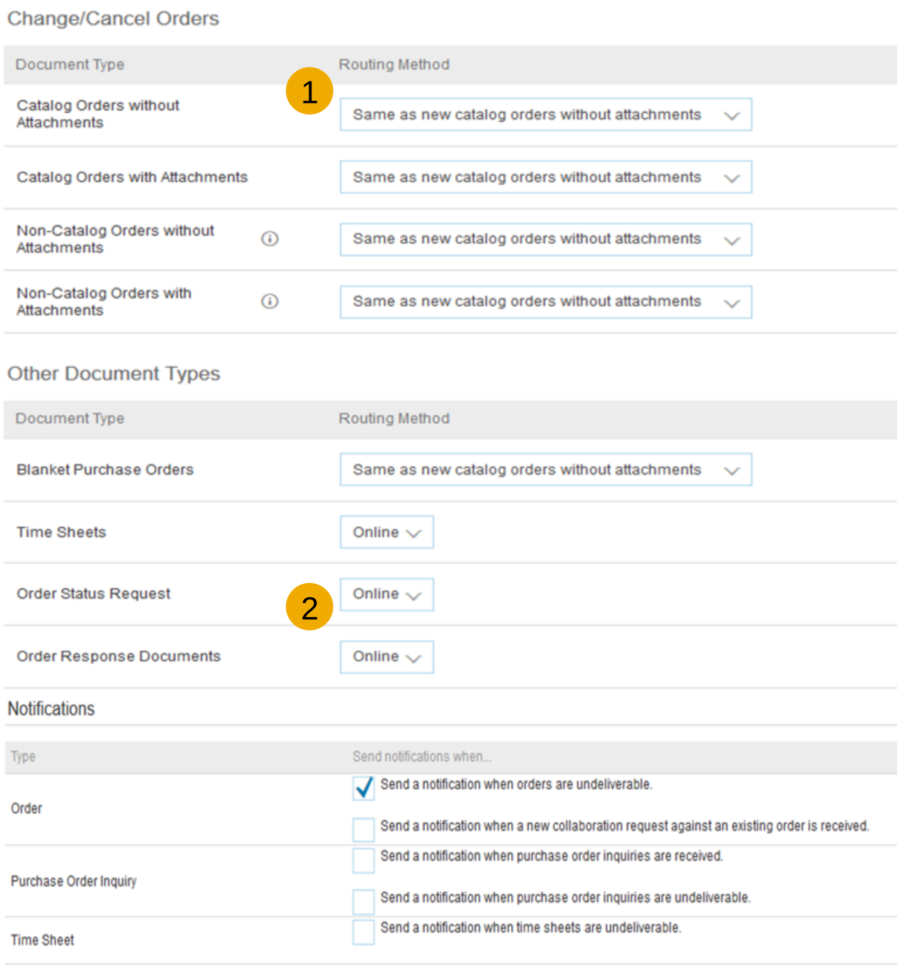


 Public

Select Electronic Order Routing Method

Notifications

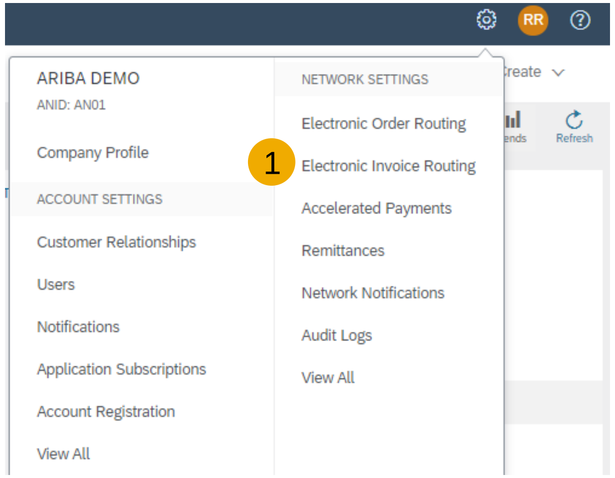
1. **Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
2. **Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).

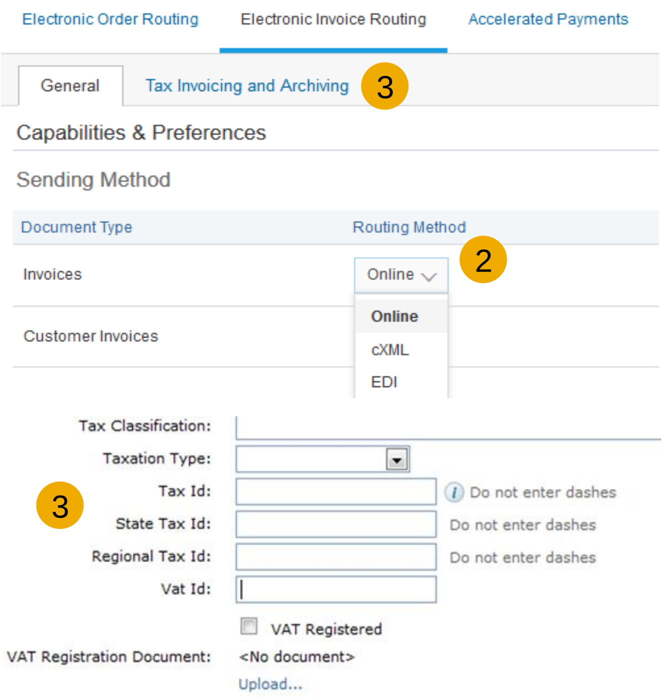


Select Electronic Invoice Routing Method

Methods and Tax Details

1. **Select** Electronic Invoice Routing.
2. **Choose** one of the following methods for Electronic Invoice Routing: Online; cXML; EDI.
3. **It is recommended** to configure **Notifications** to email (the same way as in Order Routing).
4. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT Id and other supporting data.





Purchase Order Statuses

Status	Description
New	Initial status of a new incoming order. Action was not yet performed by the supplier.
Changed	New version of an existing order. Your customer has changed the original order with new information.
Obsoleted	The obsolete version of a changed or cancelled order (old version).
Confirmed	You agreed to ship all line items (via order confirmation document)
Partially Confirmed Partially Shipped Partially Serviced Partially Invoiced	The order is in progress. If you update part of a purchase order, SAP Business Network reports the partial status for the entire purchase order. For example, if you partially confirmed an order and then you partially ship either the previously confirmed order line or a different order line, the purchase order status is set to Partially Shipped. You can still continue to confirm order line items regardless of the shipping status until you have confirmed all order lines.
Shipped	You shipped the entire order.
Invoiced	The order is fully invoiced.
Received Partially Received Returned	Statuses for receipts that are sent by the buyer from their ERP system. The purchase order status is updated based on this information. On the Order Detail page, each line item detail section displays the quantity of goods received or returned for that line item based on the information in the receipts.
Failed	SAP Business Network experienced a problem routing the order to your email address. You can resend failed orders once the issue is solved.
Declined, Accepted, In progress	Not in use for this project

Purchase Order Routing Status

This status DOES NOT REFLECT the status of the goods. This is only related to document processing on the Network.

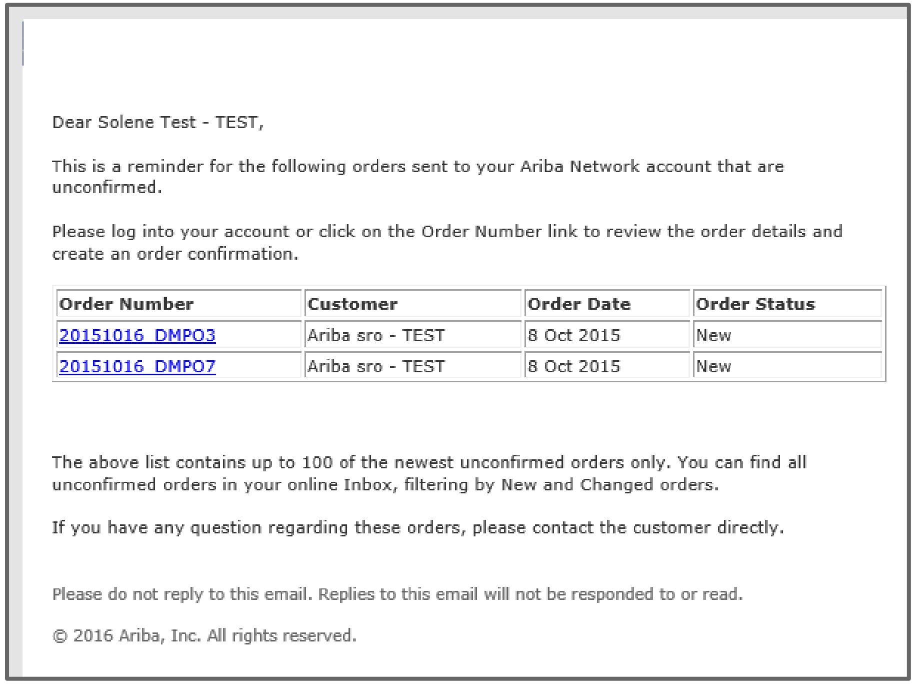
- **Sent** (new POs): SAP Business Network sent the order to the supplier account.

- **Acknowledged**: the supplier has started to process the order on the portal (has started to resend confirmations or shipping notice),or the supplier has received the order in his ERP (in case of EDI integration).

- **Failed**: SAP Business Network experienced issues in routing the order to the suppliers. In case of order notified via email, this is usually due to a wrong recipient email address (see account configuration guide >> electronic order routing). In case of EDI integration, this will detect a technical issue of processing the order in supplier ERP.

Reminders of Unconfirmed Orders

- In case POs remain unconfirmed in your SAP Business Network Portal Orders Tab, a reminder will be sent via email to your account administrator.
    - Orders Tab will be transitioning to the Workbench. Please utilize the Workbench tiles.
- Reminders will cease once you start processing the PO.
- You will receive up to 3 reminders per PO. Reminders for various POs are grouped in the same email
- At the beginning of every week, SAP Business Network sends a report of unconfirmed orders that have generated these notifications within the last 30 days to the primary email address for your account (admin).



Dear Solene Test - TEST,

This is a reminder for the following orders sent to your Ariba Network account that are unconfirmed.

Please log into your account or click on the Order Number link to review the order details and create an order confirmation.

Order Number	Customer	Order Date	Order Status
20151016_DMPO3	Ariba sro - TEST	8 Oct 2015	New
20151016_DMPO7	Ariba sro - TEST	8 Oct 2015	New

The above list contains up to 100 of the newest unconfirmed orders only. You can find all unconfirmed orders in your online Inbox, filtering by New and Changed orders.

If you have any question regarding these orders, please contact the customer directly.

Please do not reply to this email. Replies to this email will not be responded to or read.

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Thank you.