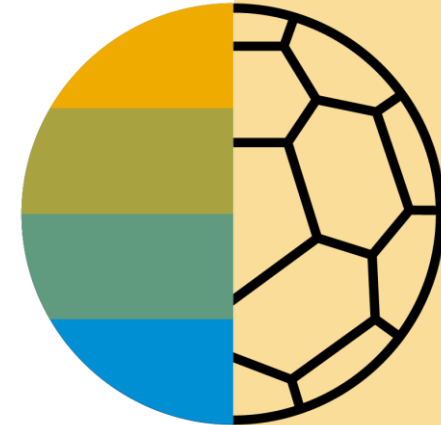


Baker Hughes Non-PO Invoice Supplier Guide



PUBLIC

Invoice Without a Purchase Order

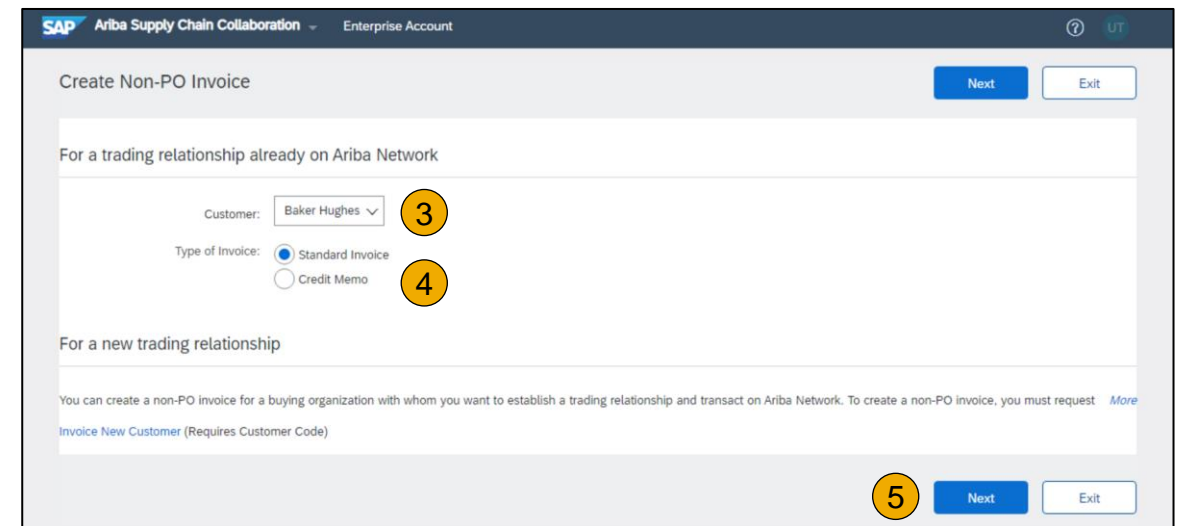
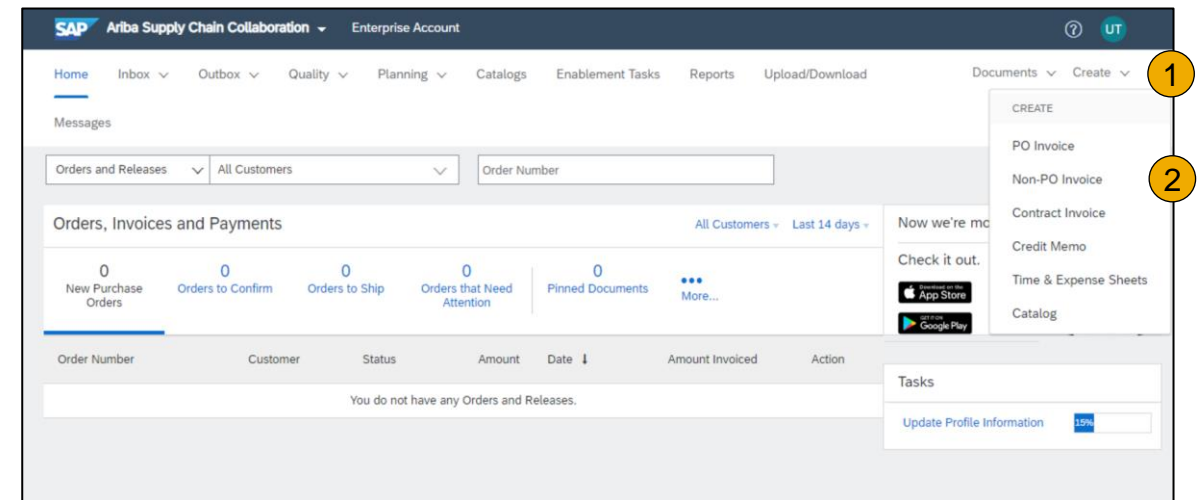
Non-PO Invoice

To create an invoice without a PO:

1. **Select** the Create menu
2. **Select** Non-PO Invoice
3. **Select** your **Customer** from the dropdown menu

Note: If you do not see Baker Hughes in the Customer drop down, contact Supplier.Enablement@BakerHughes.com

4. **Select** Standard Invoice
5. **Click** Next.



Invoice Without a Purchase Order

Non-PO Invoice

1. **Complete** all required fields marked with an asterisk (*).
2. **Complete** at least 1 of the **Order Information Fields**. If your customer disables the rule you are not required to enter info in Order Information section.
3. **Add** a customer **Name** and **Email address** by clicking on view/edit address next to choose address customer. When you click on view/edit address , fill in correct Baker Hughes entity name and your requestor email id to have the document properly routed to the right approver.

Note: The invoice will be rejected without a valid customer name and customer email address.

Create Invoice [Update] [Save] [Exit] [Next]

▼ Invoice Header * Indicates required field [Add to Header ▼]

Summary

Invoice # * Subtotal: 0.00 CZK
 Invoice Date * 15 Apr 2016 Total Tax: 0.00 CZK
 Remit To: Ariba_TestSupplier - TEST Total Gross Amount: 0.00 CZK
 Praha 5 Total Amount without Tax: 0.00 CZK
 Bill To: Czech Republic Total Net Amount: 0.00 CZK
 Amount Due: 0.00 CZK

[View/Edit Addresses]

Order Information

Customer Order #: Contract Number:
 Sales Order #: Sales Order Date:

Additional Fields

Supplier Account ID #:
 Customer Reference:
 Supplier Reference:
 Payment Note:

Supplier: NOV DOWNHOLE GERMANY GMBH-TEST
 LACHEIDORF
 Lower Saxony
 Germany

Choose Address: No value [▼]
 Customer:
 Email:

[View/Edit Address] [View/Edit Address]

VIEW/EDIT ADDRESSES * Indicates required field

Supplier

Name: *
 Department Name:
 Address 1: *
 Address 2:
 Postal Code: *
 City: *
 State: Lower Saxony [DE-NI] [▼]
 Country/Region: * Germany [DEU] [▼]
 This selection will refresh the page content.

Customer

Choose Address: No value [▼]
 Name: * Baker Hughes entity name
 Department Name:
 Email: requestoremel@bakerhughes.com
 Address 1:
 Address 2:
 Address 3:
 City:
 State: - Select State - [▼]
 Zip:
 Country/Region: - Select Country - [▼]
 This selection will refresh the page content.

[OK] [Cancel]

Invoice Without a Purchase Order

Non-PO Invoice

CONTD...

- 4. Add Tax and Shipping as appropriate.** Always add the actual invoice copy by clicking on attachment in Add to Header and choosing actual invoice from your machine.
- 5. Click the Add button** to add a material line item including complete details of the item(s) being invoiced.
Click Next to continue.
- 6. Review, Save or Submit** as Standard Invoice.

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$50.00 USD

Tax Rate Type:

Rate(%): 0

Tax Amount: \$50.00 USD

Add to Header ▾

- Tax
- Shipping Cost
- Shipping Documents
- Allowance
- Charge
- Payment Term
- Additional Reference Documents and Dates
- Comment
- Attachment

Turn on Error Dump ⓘ

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		Gaskets	A-100	10	EA	\$5.00 USD	\$50.00 USD

Line Item Actions ▾ Delete Add ▾ Add Material

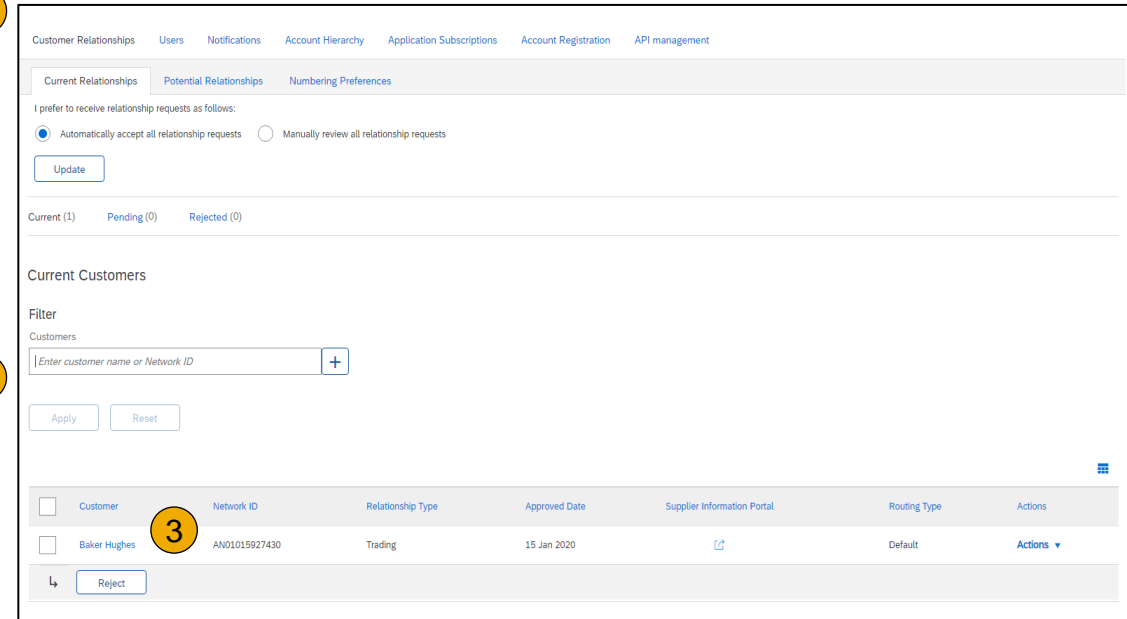
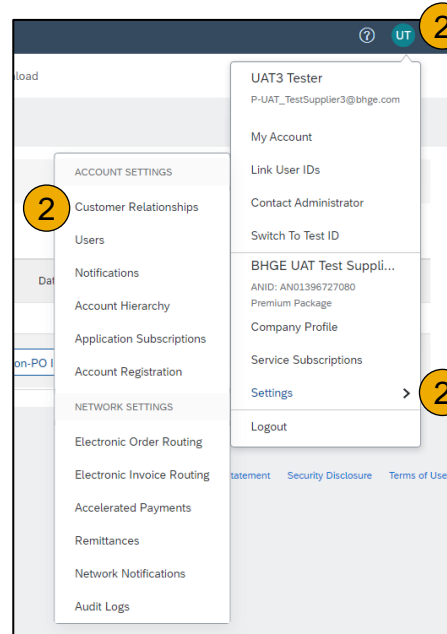
Turn on Error Dump ⓘ Hide/Show XML

Update Save Exit Next

Review Baker Hughes Invoice Rules

Contd...

1. Scroll down to the Invoice Setup section and view the General Invoice Rules.
2. 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.
3. Click Done when finished.



Invoice Setup

4

General Invoice Rules	
Allow suppliers to send invoices to this account.	Yes
Ignore country-based invoice rules.	Yes
Allow suppliers to send invoices with service information. ⓘ	No
Allow suppliers to send invoice attachments.	No
Allow suppliers to send non-PO invoices. ⓘ	Yes
Allow suppliers to send invoices with a contract reference. ⓘ	Yes
Require suppliers to create an order confirmation for the PO before creating an invoice. ⓘ	No

Thank you.