

# SAP Business Network Invoice Guide



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# Introduction

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## Procure-to-Pay Process

- This document contains the requirements and training for your organization to create and submit invoices online.
- Baker Hughes requires suppliers enabled on SAP Business Network to submit electronic invoices through SAP Business Network.
- Note: Suppliers uploading CSV Invoices or utilizing cXML or EDI technologies should refer to the specification documents available on the Baker Hughes Supplier Information Portal.

Interacting with and transmitting invoices through the SAP Business Network will soon be required to conduct business with Baker Hughes. All standard accounts are offered for free. Additionally, for most suppliers there are NO fees associated with the Baker Hughes buyer relationship. To confirm, contact [Supplier.Enablement@bakerhughes.com](mailto:Supplier.Enablement@bakerhughes.com)



## 2. Invoice Practices

# Invoice Practices

## Supported

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### **Baker Hughes project specifics:**

- **Tax data** is accepted at the header/summary (line item) level of the invoice.
- **Shipping data** is accepted at the header/summary (line item) level of the invoice

### **Supported Invoice Types**

- **Detail Invoices**

Apply against a single purchase order referencing a line item

- **Partial Invoices**

Apply against specific line items from a single purchase order

- **Please note:**

- Suppliers are allowed to create Line Level Credit Memos for Quantity Adjustments ONLY
- Suppliers are required to provide a Reason for every Credit Memo

# Invoice Practices

## Not Supported

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### NOT Supported:

- **Summary or Consolidated Invoices**

Apply against multiple purchase orders; not accepted by Baker Hughes,

- **Invoicing for Purchasing Cards (P-Cards)**

An invoice for an order placed using a purchasing card; not accepted by Baker Hughes,

- **Duplicate Invoices**

A new and unique invoice number must be provided for each invoice; Baker Hughes, will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on the SAP Business Network

- **Paper Invoices**

Baker Hughes, requires invoices to be submitted electronically through the SAP Business Network; Baker Hughes, will no longer accept paper invoices

- **Credit Memos**

The Header Level Credit Memo feature is not supported by Baker Hughes,

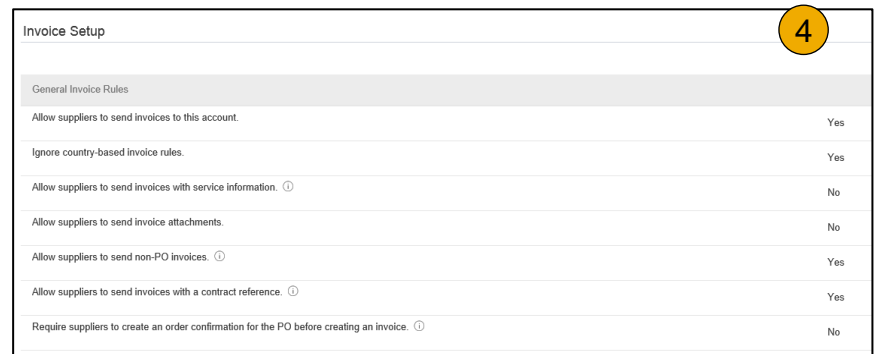
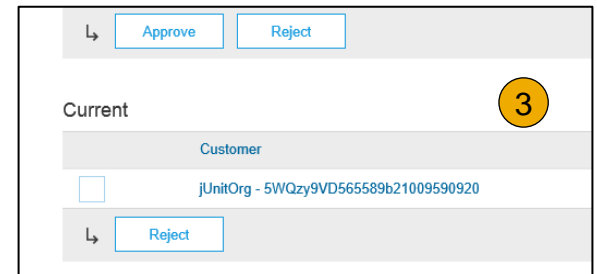
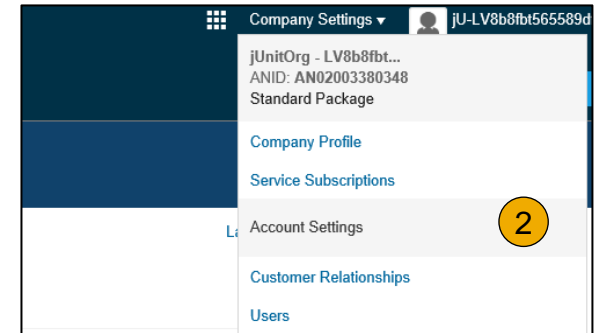


# 3. Before You Begin Invoicing

# Review Baker Hughes Invoice Rules

These rules determine what you can enter when you create invoices.

1. Login to your SAP Business Network account via **supplier.ariba.com**
2. Select the **Company Settings dropdown menu** and under Account Settings, click **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**.
5. 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
6. Click **Done** when finished.

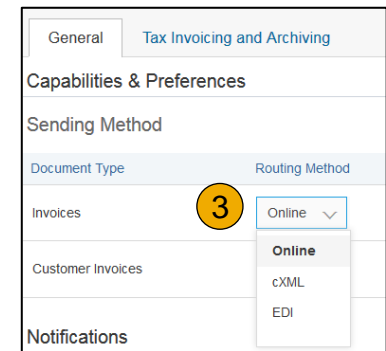
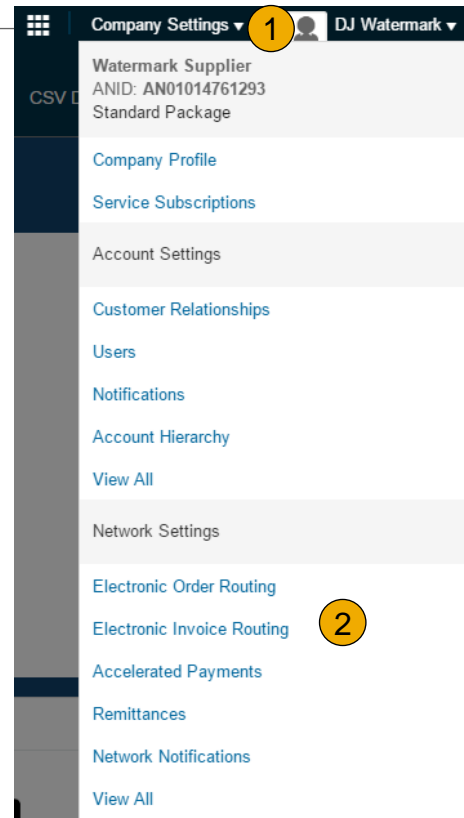




# Set Up Electronic Invoice Routing and Notifications

Choose your Invoicing Routing and Notifications preferences:

1. **Login** to your SAP Business Network account via **supplier.ariba.com**
2. **Select the Company Settings dropdown menu** and under Network Settings, click **Electronic Invoice Routing**.
3. **Choose** one of the following Invoice routing methods from the dropdown menu: **Online, cXML, EDI**
4. **Configure Notifications** to emails. This allows people within your organization to receive email notifications if there are any Invoice Failures and/or Invoice Status Changes.



Notifications		
Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* user@supplier.com
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	* user@supplier.com

# Complete your Account Configuration

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## **Baker Hughes, project specific tasks:**

- **VAT ID / TAX ID** – select your company name in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID.
- **Remittance address** – select your company name in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create and complete all required fields marked by an asterisk.
- **Payment methods** – select your company name in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create/Edit. In the Payment methods section choose one of the following options: ACH, wire is preferred remittance method, we don't allow credit card. Complete the details. The Remittance ID will be communicated to you by your buyer.
- **Test account creation** (testing is required for integrated and catalog suppliers) - to create a test account, select your name in top right corner and choose “Switch to Test ID.”
- **Currency** The currency that SAP Business Network uses in the service subscription area of your account is controlled by your organization's location, which you specify in **User Account Navigator > My Account > Preferences**

# Configure 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. From the **Company Settings** dropdown menu, select **“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 Ariba to deliver automatically archived zip files to you, also enter an **Archive Delivery URL** (otherwise you can download invoices from your Outbox, section **Archived Invoices**).
  - **Note:** 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.)

**Invoice Archival**

Ariba Network can archive your invoices in zip format. The zip files are not included in the Document Archive. Based on the option you have selected, Ariba Network automatically waits for a 30-day period, then additionally select the Archive Immediately option to archive without waiting 30 days.

[Configure Invoice Archival](#) **3**

**Invoice Archival**

Ariba Network can archive your invoices in zip format. The zip files are not included in the Document Archive. Based on the option you have selected, Ariba Network automatically waits for a 30-day period, then additionally select the Archive Immediately option to archive without waiting 30 days.

Twice Daily  
 Daily  
 **Weekly** **4**  
 Biweekly  
 Monthly

Archiving Start Time: 11 : 0  AM  PM Etc/GMT0 ⓘ

Archive Immediately

[Start](#)

Send archived invoice files to the pending queue for download.  
 Send archived invoice files to the Archive Delivery URL.

Archive Delivery URL:

[Save Delivery Option](#)

**Long-Term Document Archiving**

Enabling Long-term archiving of invoices allows you to archive tax invoices for the time span required by your business and download the archived invoices from the Document Archive > Archived Documents page for your review.

**5** Enable long-term invoice archiving. See the [terms and policies](#) for the optional document archiving.

# Configure Dashboard

You can configure your Ariba Dashboard to view orders that need to be invoiced

1. From the **Home** page under “Orders, Invoices, and Payments” click More
2. **Click** “Manage default tiles”
3. Under selected tiles, remove any that you do not want to see. Under available tiles, select Orders to Invoice and up to 3 other tiles that you want to see on your dashboard
4. **Click** done
5. You should now see the Selected Tiles that you chose on your dashboard.

Manage Action Tiles on the Home Dashboard

Available Tiles		Selected Tiles	
Name	Select	Name	Remove
Orders to Invoice	Select	;; New Early Payment Offers	Remove
New Purchase Orders	Select	;; Payments Received	Remove
Orders to Confirm	Select	;; Invoices Pending Payment	Remove
Invoices Pending Approval	Select	;; Payments that Need Attention	Remove
Pinned Documents	Select		
Orders that Need Attention	Select		
Orders with Service Lines	Select		
Orders to Ship	Select		
Invoices Rejected	Select		

Maximum 4 tiles allowed per dashboard



# 4. Creating Invoices

PO Flip Invoicing

CSV Invoicing

ERS Invoicing

Copy and Existing Invoice

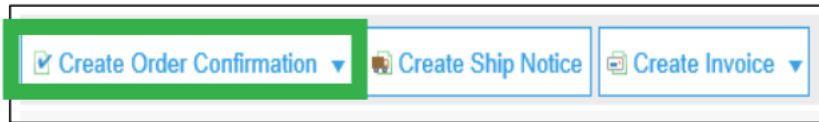
# PO Flip Invoice

To create a “PO-Flip” invoice (or an invoice derived from a PO that you received via the SAP Business Network):

1. From the home screen within your SAP Business Network account, select the “**Create**” dropdown menu and select “**PO Invoice**”.
2. For PO Invoice select a **PO number**.
3. Click on the **Create Invoice** button and then choose **Standard Invoice**.

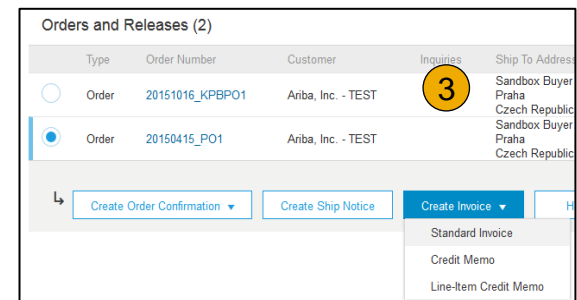
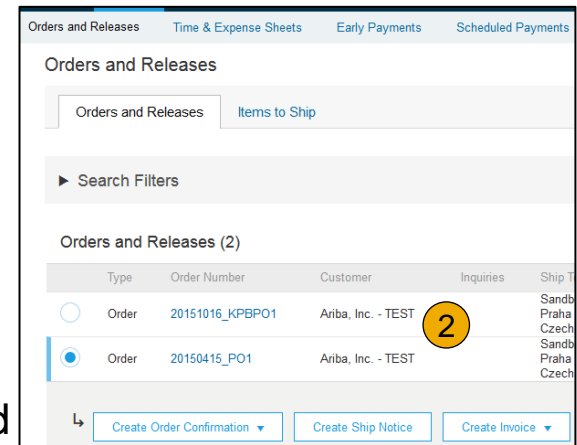
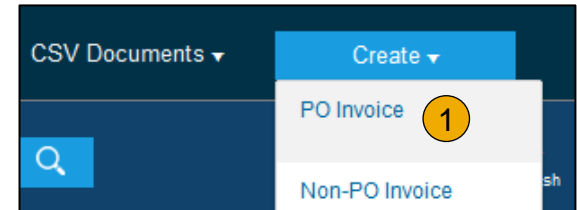
## BEFORE INVOICING:

1. If Order Confirmation is required Orders must be fully confirmed
  1. If OC is grayed out or unavailable then it is not required



2. ERS is preferred invoicing method for domestic suppliers. International suppliers are only allowed non-ERS

NOTE: ONLY invoices submitted in Ariba will be PAID.  
Paper/emailed invoices will be rejected



# PO Flip Invoice-Header

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

4. **Enter an Invoice #** which is your unique number for invoice identification. The Invoice Date\* will auto-populate.
5. Select **Remit-To** address from the drop down box if you have entered more than one.
6. **Tax can be entered** at the header level/line item level, if applicable. If the order is non-taxable the tax field should populate with "0". **DO NOT REMOVE this section for non-taxable orders (Tax may be entered at line level)**
7. **You can also add some additional information** to the Header of the invoice such as Attachments
8. **Skip** the shipping section and **Scroll** down to the Line items section to select the line items being invoiced.

▼ Invoice Header

Summary

Purchase Order: 1084497223

Invoice #: \* INV\_1084497223

Invoice Date: \* 15 Apr 2016

Remit To: DEFAULT VALUE

Tax

6

Category: \* Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$17,000.00 USD

Tax Rate Type:

Rate(%): 0

Tax Amount: \$0.00 USD

Remove

**NOTE: DO NOT REMOVE the header tax section\*\*\*\***

# PO Flip Invoice- Line Items

Line Items section shows the line items from the Purchase Order.

9. **Review or update Quantity** for each line item you are invoicing.
10. **Click** on the line item's green radio button 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.
11. **Click** Next to proceed. (If nothing happens, scroll up to see where you have missed inputting required information)
12. **Review** your invoice for accuracy and click submit to send your invoice to Baker Hughes.
13. Order status will change to "invoiced"

Quantity	Unit	Unit Price
10	BX	25.00 EUR

No.	Include	Type	Part #
<input checked="" type="checkbox"/>	<input type="radio"/>	MATERIAL	GOODS_02

No.	Include	Type	Part #
<input type="checkbox"/>	<input checked="" type="radio"/>	MATERIAL	GOODS_02

Pricing Details	
Price Unit: +	BX
Unit Conversion: +	1

11

Update

Save

Exit

Next

Purchase Order  
(Invoiced)  
5050891802  
Amount: \$17,000.00 USD

13

Subtotal:	\$17,000.00 USD
Total Tax:	\$0.00 USD
Amount Due:	\$17,000.00 USD

12

Previous

Save

Submit

Exit



# ERS – Evaluated Receipt Settlement

## *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. The Supplier’s packing slip number then becomes their invoice number on remittance advice.

## *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 Ariba.

Ship All Items To

Test Supplier  
111 Main Street  
United States

Site ID: 102

⚠ Invoicing is not possible for one or more line items. Click on the line item's warning icon to find out why.

Line Items

Line #	Part #	Customer Part #	Type	Return
⚠ 10	Not Available	103-109-01	Material Invoicing not possible	

Description: 3IN SP 300# FLANGED BODY

# ERS Invoices – Automatically generated

1. ERS Invoices are automatically generated by the Receipt
2. Use your Packing Slip ID as your Invoice number for your internal records

**Note:** Invoicing will be handled outside of Ariba.

Ship All Items To

Test Supplier  
111 Main Street  
United States

ERS PO

Invoicing is not possible for one or more line items. Click on the line item's warning icon to find out why.

Line #	Part #	Customer Part #	Type	Return
10	Not Available	103-109-01	Material	Invoicing not possible

Description: 3IN SP 300# FLANGED BODY

Invoice: 510574

Create Line-Item Credit Memo Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

Standard Invoice

Status Invoice: Sent	Subtotal: \$2,193.80 USD
Routing: Sent	Total Tax: \$0.00 USD
Invoice Number: 510574	Total Gross Amount: \$2,193.80 USD
Invoice Date: Wednesday 28 Feb 2018 12:04 PM GMT-08:00	Total Net Amount: \$2,193.80 USD
Original Purchase Order: 5059890602	Amount Due: \$2,193.80 USD
Ship Notice: 5105740002	
Submission Method: cXML	
Origin: Customer	

BILL TO: SHIP TO:

# ERS Invoices – Automatically generated – continued

**ERS Invoices are automatically generated by the Receipt**

1. If “Create Invoice” is accidentally selected for an ERS PO
  - a) There will be no line items to invoice
  - b) There will be the message on the Invoice Form that explains that there will be an automatically generated ERS invoice.

Arriba Supply Chain Collaboration

Create Invoice

Invoice Header

Summary

Subtotal	\$0.00 USD
Tax	\$0.00 USD
Total Gross Amount	\$0.00 USD
Total Net Amount	\$0.00 USD
Amount Due	\$0.00 USD

Items flagged for evaluated receipt settlement (ERS) were not transferred to this invoice. Your customer automatically generates invoices for those items on your behalf.

Additional Fields

Supplier Account ID #

Customer Reference

Supplier Reference

Payment Date

Supplier

Customer: ICE Oil and Gas Operations, LLC - TEST

Houston, TX

United States

Items flagged for evaluated receipt settlement (ERS) were not transferred to this invoice. Your customer automatically generates invoices for those items on your behalf.

SAP Arriba

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# “Copy This Invoice”

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- **Copy Invoice Feature:**

- Suppliers can copy an existing invoice to use as a basis for a new invoice. The copy includes all fields except the invoice date, invoice number, exchange rate, and attachments. The supplier can edit and submit the new invoice without having to reenter a lot of information. This feature applies to standard invoices and contract-based invoices. Invoices can be copied regardless of status.

**Common uses for this feature include:**

- Submitting invoices for a balance due
- Submitting corrected invoices in cases where the first attempt was rejected

**Enabling This Feature**

- This is an out-of-the-box feature available to all customers. It requires no action to configure it.

**Limitations**

- You cannot copy the following:
  - Credit memos and line-level credit memos
  - Self-signed invoices (invoices that are digitally signed by the supplier)
  - Invoices with 1000 or more invoice lines

# How to Copy this Invoice

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

1. Select the **“OUTBOX”** Tab
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 an invoice number.
5. For VAT lines, make sure the date of supply at the line level is correct.
6. Edit the other fields as necessary.
7. Click Next, review the invoice, and save or submit it.

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Invoices

► Search Filters

Invoices (1)

	Invoice #	Customer	Reference	Submit Method	Origin	Source
<input checked="" type="radio"/>	INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order

↳ Create Line-Item Credit Memo Edit Copy Create Non-PO Invoice

Invoice: INV\_20150415 Done

Create Line-Item Credit Memo Copy This Invoice Cancel Print Download PDF Export cXML



# 5. Creating non-PO Invoices

Non-PO Invoicing

Copy and Existing Invoice

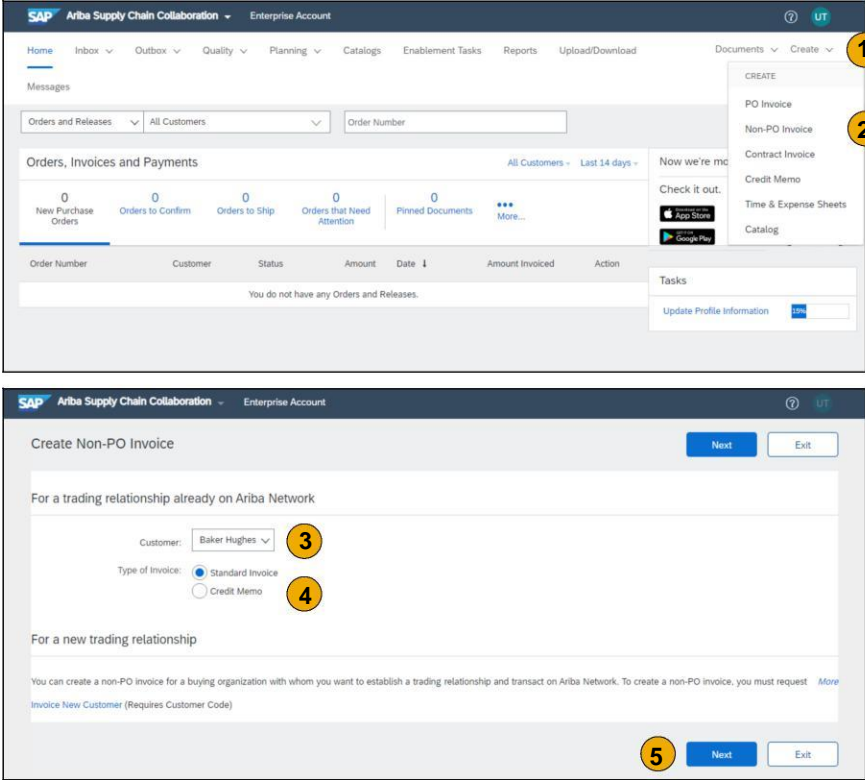
# Invoice Without a Purchase Order

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

**Note:** If you do not see Baker Hughes in the Customer drop down, contact [Supplier.Enablement@BakerHughes.com](mailto:Supplier.Enablement@BakerHughes.com)



1. Baker Hughes Confidential

# Invoice Without a Purchase Order

## Non-PO Invoice

1. Enter invoice number without any special characters or space.
2. Select invoice date matching to the invoice date on your actual invoice copy.
3. Then in Choose address list , select correct Bill To entity from the Bill to drop down list to send your invoice to correct Baker Hughes entity. If you do not find correct entity name in Bill To list then please email to [supplier.enablement@bakerhughes.com](mailto:supplier.enablement@bakerhughes.com). Selection of correct Bill To name is very important step.

▼ Invoice Header

Summary

Invoice #:\*  1

Invoice Date:\* 3 Apr 2024  2

Service Description:

Supplier Tax ID: 123456789

Remit To 1000 texas street ▾

Houston, TX  
United States

Choose Address 103000 ▾ 3

Bill To: Baker Hughes Oilfield Operations LLC

Houston, TX  
United States



# Invoice Without a Purchase Order

## Non-PO Invoice

CONTINUED ...

**5. Leave order information section blank.**

**6. Then in tax section, select correct tax category from category drop down and enter Tax Rate % and amount.**

**7. No changes needed in Shipping section**

Order Information

Customer Order #:

Sales Order #:

Contract Number:

Sales Order Date:

**5**

Tax ⓘ

Header level tax ⓘ  Line level tax ⓘ

Category:\*

Location:

Description: Central GST 2.5%

Regime:

Taxable Amount:

Tax Rate Type:

Rate(%): 2.5

Tax Amount: 0.00 EUR

**6**

# Invoice Without a Purchase Order

## Non-PO Invoice

CONTINUED...

8. In additional fields section, click on “View / Edit Addresses”

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

▾

Supplier: Inida

- Mumbai
- Maharashtra
- India

Bill From: LEE DILL INC-TEST

ABILENE, TX  
United States

Customer: Baker Hughes-Test

dsad  
Albacete  
Spain

Email:

View/Edit Addresses

9. On Customer details, please fill in Baker Hughes entity full name and address details

10. On email field, please add your Baker Hughes requestor’s email id . **This is mandatory field. If you leave this blank then your invoice will be rejected by Ariba. .**

Customer

Name: \* Baker Hughes entity name

Department Name:

Email: requestor@bakerhughes.com |

Address 1: 11150 Equity Drive

Address 2:

Postal Code: 08830

City: dsad

State: Albacete [ES-AB] ▾

Country/Region: Spain [ESP] ▾

This selection will refresh the page content

OK Cancel

# Invoice Without a Purchase Order

## Non-PO Invoice

CONTINUED...

**11.** Click the Add to header drop down and click on attachment to upload original invoice copy in Ariba. This will add new section on page to browse the invoice copy by clicking on choose file . Then click on add attachment to attach original invoice in Ariba.

**12.** Then click on “Add” and click on “Add Material” to add line item in invoice.

**13.** In the line detail, add line number, Description, quantity, unit as “EA” and unit price with required currency.

**14.** Repeat step 12 to add more lines. After all lines are added click on update button at the bottom and verify total on top.

**11**

**Attachments**  
The total size of all attachments cannot exceed 100MB  
Choose File No file chosen Add Attachment

**Line Items**  
Insert Line Item Options  
 Tax Category: 18% IGS  Discount

No.	No.	No.	Include	Type	Part #
Line Item Actions Delete Add Add Material					

**12**

**13**

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price
1	<input checked="" type="checkbox"/>	MATERIAL		service		1	EA	100 USD

# Invoice Without a Purchase Order

## Non-PO Invoice

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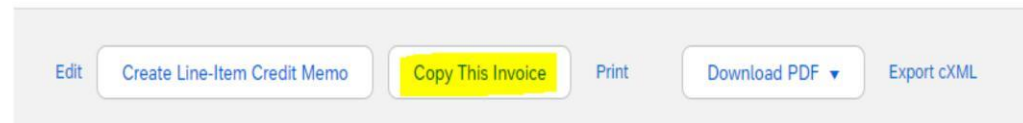
### CONTINUED...

**15.** After you submit first NON PO invoice, you can easily copy other invoices from this invoice.

**16.** For this, go to invoices menu in Ariba portal and click on invoices. Look for any recent NON PO invoice in the list and click on one of the invoice numbers to open that invoice.

**17.** It will show button called as “Copy this invoice” as below. Click on this button to get all NON PO details pre filled.

Invoice: 6758A





# 6. Creating PO Credit Memo

Creating a Credit Memo (Line Level Only when allowed)

# Create a PO related Credit Memo

## Line level Detail

To create a line level credit memo against a PO-based invoice:

1. Select the “OUTBOX” Tab
2. Select hour previously created invoice.
3. Click the button on the Invoice screen for **Create Line-Item Credit Memo**.
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 asterisk (\*) are filled in.
  - **Note:** Suppliers are required to provide a Reason for every Credit Memo
5. Click Next.
6. Review Credit Memo.
7. Click Submit.

**Ariba Network** (Test Mode)

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

**Invoices**

Search Filters

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date
INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016

Create Line-Item Credit Memo Edit Copy Create Non-PO Invoice

**Line Items** (4 Line Items, 4 Included, 0 Previously Fully Invoiced)

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
4	<input checked="" type="checkbox"/>	MATERIAL	JKL812	WIDGET 4		-1	EA	\$6.60 USD	\$-6.60 USD
5	<input checked="" type="checkbox"/>	MATERIAL	MNO345	WIDGET 5		-3	EA	\$5.16 USD	\$-15.48 USD
6	<input checked="" type="checkbox"/>	MATERIAL	PQR678	WIDGET 6		-1	EA	\$5.40 USD	\$-5.40 USD
7	<input checked="" type="checkbox"/>	MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	\$-5.16 USD

Line Item Actions Delete

Turn on Error Dump Show XML

Update Exit Next

**Summary:**

- Subtotal: \$-32.64 USD
- Total Tax: \$-2.28 USD
- Total Shipping: \$-12.00 USD
- Total Gross Amount: \$-46.92 USD
- Total Net Amount: \$-46.92 USD
- Amount Due: \$-46.92 USD

Previous Submit Exit



# 7. Creating non-PO Credit Memo

Creating a Credit Memo (Line Level Only when allowed)

# Create a non-PO Credit Memo

To create a line level credit memo against a non-PO invoice:

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**.

The screenshot displays the SAP Business Network 'Enterprise Account' interface. The navigation menu shows 'Invoices' selected. The 'Invoices (1)' table lists an invoice with ID 'INV\_20150415' from 'Arba, Inc. - TEST' with reference '20150415\_PO1'. The 'Create Line-Item Credit Memo' button is highlighted. The 'Line Items' section shows a table with 4 items, all marked as 'Included'. The summary panel on the right shows a Subtotal of \$-32.64 USD, Total Tax of \$-2.28 USD, Total Shipping of \$-12.00 USD, Total Gross Amount of \$-46.92 USD, Total Net Amount of \$-46.92 USD, and Amount Due of \$-46.92 USD. The 'Submit' button is highlighted.

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date
INV_20150415	Arba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016

No.	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
4	MATERIAL	JKL012	WIDGET 4		-1	EA	\$6.60 USD	\$-6.60 USD
5	MATERIAL	MN0345	WIDGET 5		-3	EA	\$5.16 USD	\$-15.48 USD
6	MATERIAL	POR678	WIDGET 6		-1	EA	\$5.40 USD	\$-5.40 USD
7	MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	\$-5.16 USD

Subtotal:	\$-32.64 USD
Total Tax:	\$-2.28 USD
Total Shipping:	\$-12.00 USD
Total Gross Amount:	\$-46.92 USD
Total Net Amount:	\$-46.92 USD
Amount Due:	\$-46.92 USD





# 8. Modifying Invoices

# PO Flip Invoice – Review, Save, Submit

1. Review your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.
2. In case of any errors, you will get a notification in red where information should be corrected.
3. If no changes are needed, click Submit to send the invoice to Baker Hughes, If changes are needed, click Previous to return to previous screens and make corrections before submitting. 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 Outbox> Drafts on your Home page.  
Note: You can keep draft invoices for up to 7 days.

The screenshot shows the 'Create Invoice' interface. At the top, there are four buttons: 'Update', 'Save', 'Exit', and 'Next'. The 'Next' button is highlighted with a yellow circle containing the number '1'. Below the buttons, the title 'Create Invoice' is displayed. A red error message reads '! Please correct the following errors and resubmit', with a yellow circle containing the number '2' next to it. Under the 'Invoice Header' section, there is a 'Summary' area. The 'Invoice #' field is empty and has a red error message '! Required field' below it. The 'Invoice Date' field is set to '17 Apr 2016' and has a calendar icon. The 'Remit To' field is set to 'Ariba\_TestSupplier - TEST'. At the bottom, there is a navigation bar with tabs: 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. The 'OUTBOX' tab is selected and highlighted with a yellow circle containing the number '4'. Below the navigation bar, there are sub-tabs: 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The 'Drafts' sub-tab is selected. Below the sub-tabs, the text reads: 'Drafts' and 'This page displays documents you saved in draft state. You can edit them'.

# Cancel, Edit and Resubmit Invoices

1. Select the “OUTBOX” tab.
2. In the Invoice # column, click the invoice link to view details of the invoice.
3. Click **Cancel**. The status of the invoice changes to “Canceled.”
4. Click the Invoice # for only failed invoice that you want to resubmit and click **Edit**.
5. Click **Submit** on the Review page to send the invoice.

HOME INBOX **OUTBOX** CATALOGS REPORTS CSV Documents Create

Invoices Order Confirm **1** Ship Notices Drafts

Invoices

Search Filters

Invoices (1) **2**

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
<a href="#">INV_20150415</a>	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016	252.25 EUR	Sent	Sent

Create Line-Item Credit Memo Edit Copy Create Non-PO Invoice

Invoice: INV\_20150415

Create Line-Item Credit Memo Copy This Invoice **3** Cancel Print

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
<a href="#">INV_20150415</a>	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016	252.25 EUR	Sent	Sent

Create Line-Item Credit Memo **4** Edit Copy Create Non-PO Invoice

Fix a failed invoice.



# 9. Document Status, Searches, and Reports

# Check Invoice Status

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## Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status.

You can also check invoice status from the **Outbox** by selecting the invoice link.

## Routing Status

Reflects the status of the transmission of the invoice to Baker Hughes, via the SAP Business Network.

- **Obsoleted** – You canceled the invoice
- **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

# Check Invoice Status

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## 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
- **Cancelled** – Baker Hughes, approved the invoice cancellation
- **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

# Check 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.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. **When you are done** reviewing the history, click Done.

Invoice: INV\_20150415

Create Line-Item Credit Memo Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments **History**

Standard Invoice 1

Invoice: INV\_20150415 Done

Create Line-Item Credit Memo Copy This Invoice Cancel Download PDF Export cXML

Detail Scheduled Payments History

Invoice: INV\_20150415  
Invoice Status: Sent  
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00  
Submitted By: Klaus Püschel

To: Ariba, Inc. - TEST  
Routing Status: Sent

History

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropogationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

2 4

# Search for invoice - Quick Search and Refined Search

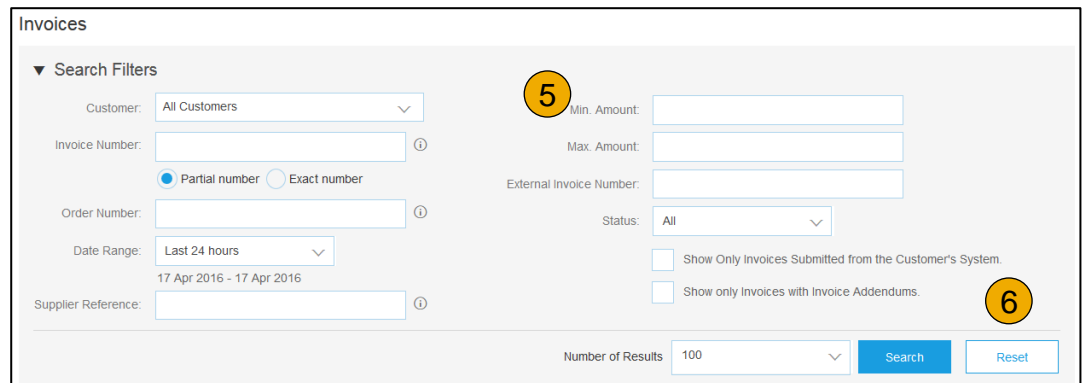
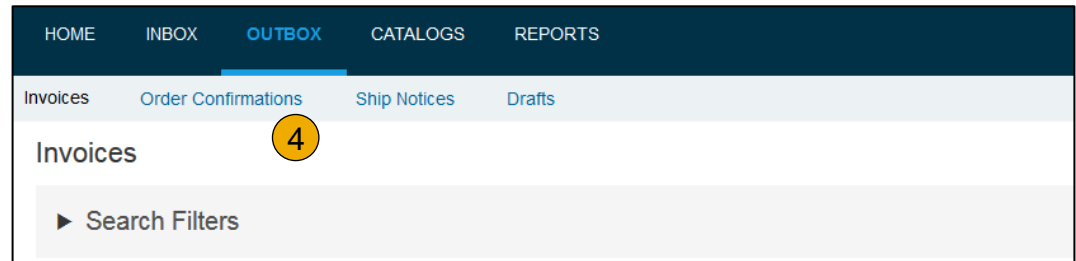
Quick Search:

1. **From the Home Tab,** Select Invoices in the Document type to search,
2. **Select Baker Hughes,** from Customer Drop down menu.
3. **Enter Document #** , if known. Select Date Range, up to 90 days for Invoices and Click Search.



Refined Search: Allows a refined search of Invoices within up to 90 last days.

4. **Search Filters** from Outbox (Invoices).
5. **Enter** the criteria to build the desired search filter.
6. **Click Search.**





# Search for invoice - Reports

Invoice reports provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.

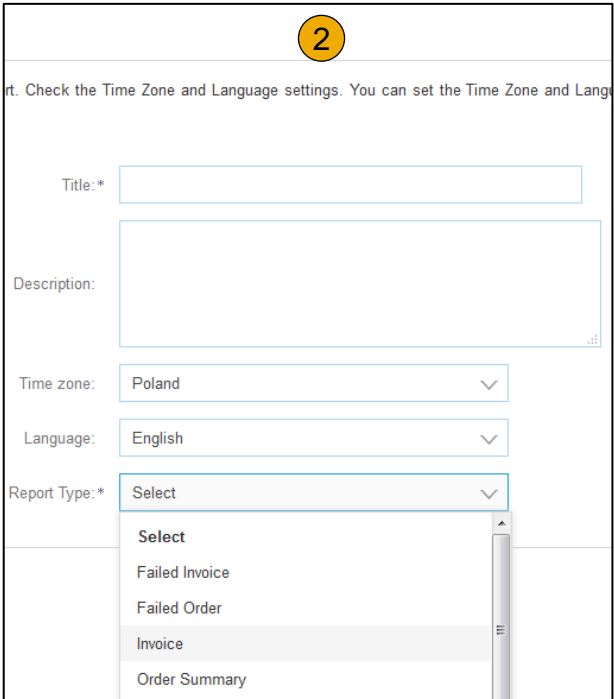
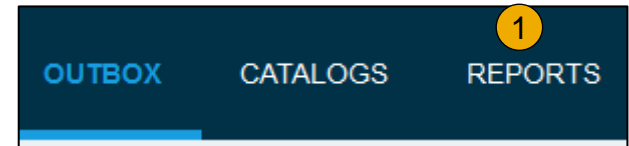
Failed Invoice reports provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.

Note: Reports can be created by Administrator or User with appropriate permissions.

1. **Click** the Reports tab from the menu at the top of the page.
2. **Click** Create. Fill in required Information. Select an Invoice report type — Failed Invoice or Invoice.
3. **Click** Next.

Note: Select (and higher) members may choose Manual or Scheduled report. Set scheduling information if Scheduled report is selected. After specifying Customer and Created Date in Criteria click Submit. You can view and download the report in CSV format when its status is Processed.

For more detailed instructions on generating reports, refer to the SAP Business Network Transactions Guide found on the HELP page of your account.

A screenshot of a web form for creating a report. At the top, there is a header with a yellow circle containing the number '2'. Below the header, there is a text input field for 'Title: \*', a larger text area for 'Description:', a dropdown menu for 'Time zone:' set to 'Poland', a dropdown menu for 'Language:' set to 'English', and a dropdown menu for 'Report Type: \*' which is open, showing options: 'Select', 'Failed Invoice', 'Failed Order', 'Invoice', and 'Order Summary'. The 'Invoice' option is highlighted.