SAP Ariba

## Baker Hughes Non-PO Invoice Supplier Guide



PUBLIC



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## **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 <u>Supplier.Enablement@BakerHughes.com</u>

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



SAP Ariba Supply Chain Collaboration - Enterprise Account	0 💷
Create Non-PO Invoice Next	Exit
For a trading relationship already on Ariba Network	
Customer: Baker Hughes V Type of Invoice Standard Invoice Credit Memo For a new trading relationship	
You can create a non-PO invoice for a buying organization with whom you want to establish a trading relationship and transact on Ariba Network. To create a non-PO invoice, you Invoice New Customer (Requires Customer Code)	u must request More
5 Next	Exit

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#### 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.

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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.
- 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.

			Add to Header 👻
			Тах
			Shipping Cost
		_	Shipping Documents
« (i)			Allowance
Header level tax      Line level tax			Charge
Category:* Sales Tax	Taxable Amount: \$50.00 USD		Payment Term
Location:	Tax Rate Type:	L,	Additional Reference Documents and Dates
Description:	4 Rate(%): 0		Comment
Regime:	Tax Amount: \$0.00 USD		Attachment
		Turn	on Error Dump (i)

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	۹ (	Line Item Ac	tions 🔻	Delete	Add 👻	5								
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										Up	late	Save	ixit	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.

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load		UAT3 Tester P-UAT_TestSupplier3@bhge.com	Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration API management Current Relationships Potential Relationships Numbering Preferences	
		My Account	I prefer to receive relationship requests as follows:  Automatically accept all relationship requests Manually review all relationship requests	
	ACCOUNT SETTINGS	Link User IDs	Update	
2	Customer Relationships	Contact Administrator		
	Users	Switch To Test ID	Current (1) Pending (0) Rejected (0)	
Dat	Notifications	BHGE UAT Test Suppli ANID: AN01396727080	Current Customers	
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on-PO I	Account Registration	Service Subscriptions	Foter customer name or Network (D	
	NETWORK SETTINGS	Settings > 2		
	Electronic Order Routing	Logout	Apply Reset	
	Electronic Invoice Routing	tatement Security Disclosure Terms of Use		
	Accelerated Payments		Customer Network ID Relationship Type Approved Date Supplier Information Portal Routing Type Actions	
	Remittances			
	Network Notifications		Baker Hughes AN01015927430 Trading 15 Jan 2020	
	Audit Logs		L Reject	

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. $\textcircled{0}$	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.

