Occidental Supplier Electronic Invoicing FAQ

THIS FAQ DOCUMENT IS INTENDED FOR USE WITH SUPPLIERS THAT HAVE BEEN REQUESTED TO PERFORM WORK WITH OXY

FEBRUARY 2024

VERSION: 02

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Contents

SUPPLIER ARIBA BUSINESS NETWORK REGISTRATION QUESTIONS

WHAT IS A TRR?

TRR is an acronym for Trading Relationship Request in the Ariba Business Network. Your company will accept the TRR from Ariba. Once completed, your company can begin electronically invoicing Oxy.

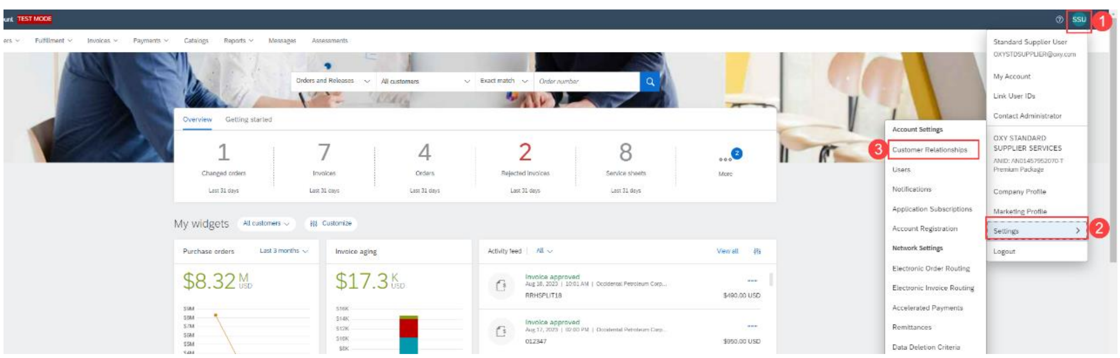
WHERE WILL TRR COME FROM?

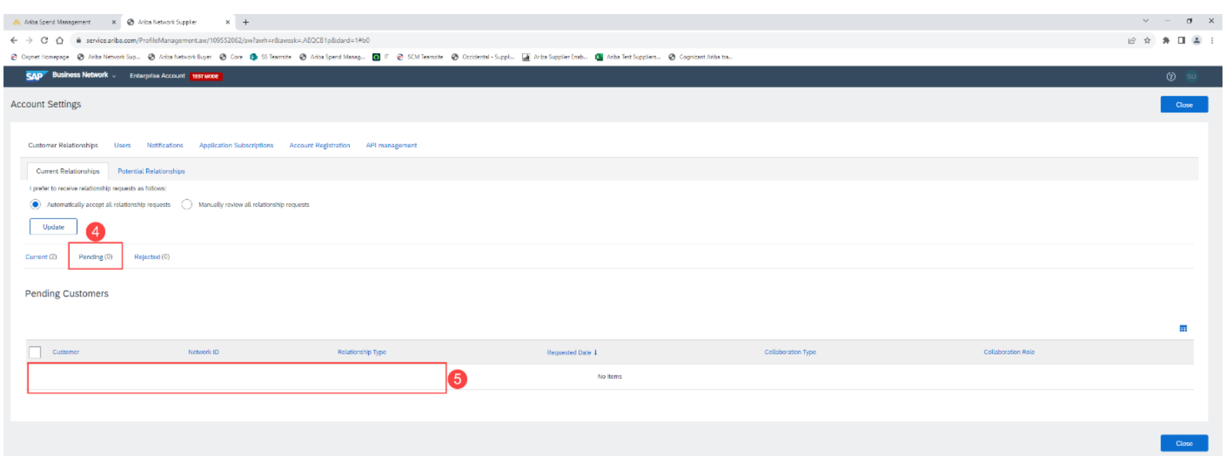
TRR will be an internal notification in Ariba.

HOW TO ACCEPT A TRR?

Review the profile and accept the trading relationship by accessing Supplier account: Access supplier.ariba.com.

1. Select company name in the top right corner of the page to expand the Administration Navigator.
2. Select Settings
3. Select Customer Relationships.
4. Select pending tab
5. Select Occidental Petroleum Corp in the Pending section and click Accept.





WHAT IS MY ANID?

Your company's ANID is the Ariba Business Network ID (formerly Ariba Network ID), which is the account number and connects to Oxy for invoicing, purchase orders, and pricebook data transfer. The ANID will include the following format: AN0123456789. This can be found by clicking on the initials on the top right corner of the landing page after logging into the account.

HOW WILL ELECTRONIC INVOICING IN THE ARIBA BUSINESS NETWORK BENEFIT MY COMPANY?

Here are just a few of the benefits of electronic invoicing via the Ariba Business Network:

- Timely invoice processing
- Real-time accessibility to enter and track invoices
- Fewer invoicing errors, improved invoicing accuracy, and early identification of invoicing issues
- Pricebook suppliers – pricebook will reduce any contract pricing uncertainty and is confidential between the supplier and buyer

IS THERE A FEE FOR TRANSACTING IN THE ARIBA BUSINESS NETWORK?

Ariba pricing - https://www.sap.com/products/business-network/suppliers/enterprise-account.html

Ariba offers 2 account types:

- Standard – Free SAP Business Network for Suppliers | Standard Account
- Enterprise – With Fees SAP Business Network for Suppliers | Enterprise Account

HOW DO I REGISTER IN THE ARIBA BUSINESS NETWORK?

For a company not currently registered in the Ariba Business Network, visit www.Ariba.com for instructions and videos on how to register. Registration is easy! Once registered, provide the following information to Oxy Supplier Support team - SupplierSupport@oxy.com to complete Ariba Business Network electronic invoicing enablement:

- Full Company Name
- Ariba Business Network ID (ANID)
- Tax ID
- Ariba Business Network Administrator's email
- Company phone number (###-###-####)

Access this video on how to register with the Ariba Business Network:
Ariba Registration How-to Video (oxy.com)

I HAVE REGISTERED IN THE ARIBA BUSINESS NETWORK. WHAT'S NEXT?

Once above-mentioned information is provided to Oxy Supplier Support team at SupplierSupport@oxy.com, an Oxy Representative will link provided Ariba Business Network account for electronic invoicing enablement and a notification will be sent upon completion.

Training can be requested through Oxy AP Helpdesk AP_USA_SupplierHelpDesk@Oxy.com.

SUPPLIER ENABLEMENT QUESTIONS

MY COMPANY IS REGISTERED IN THE ARIBA BUSINESS NETWORK AND HAS AN ANID. HOW DO I LINK MY ACCOUNT TO OXY FOR ELECTRONIC INVOICING?

Registered in the Ariba Business Network but not currently invoicing with Oxy, contact the Supplier Support team at SupplierSupport@oxy.com to complete enrollment. Include the following information:

- Full Company Name
- Ariba Business Network ID (ANID)
- Tax ID
- Ariba Business Network Administrator's email
- Company phone number (###-###-####)

MY COMPANY'S ARIBA BUSINESS NETWORK ENABLEMENT IS COMPLETE WITH OXY. WHERE ARE MY PURCHASE ORDERS?

Upon completion of electronic invoicing enablement, any active Purchase Orders will be uploaded in the Ariba Business Network and made available. Any PO changes will be communicated. unable to see any active POs, contact Oxy AP Helpdesk AP_USA_SupplierHelpDesk@Oxy.com.

WHAT ARE OXY'S ARIBA BUSINESS NETWORK TRANSACTION RULES AND WHERE DO I FIND THEM?

Note: Enablement with Oxy must be complete before transaction rules can be viewed.

To view customer's transaction rules:

1. Sign into the Ariba Business Network
2. In the upper-right corner, click [user initials] > Settings > Customer Relationships
3. Click [customer's name]
4. On the Customer Details page, customer's transaction rules, including invoicing rules, are found under Additional Resources

SUPPLIER ENABLEMENT TRAINING QUESTIONS

ARE THERE TRAINING VIDEOS AND GUIDES AVAILABLE TO REVIEW?

Yes. 'How To' videos are available for review. The links are provided below. Training guides are also available on Oxy's Supplier Information Portal, see the "How to access the Supplier Information Portal in the Ariba Business Network" section for guidance. If one on one training is preferred, contact Oxy Accounts Payable Help Desk - AP_USA_SupplierHelpDesk@oxy.com for assistance.

Video Name: Ariba Service Invoice Creation

Video Description: This video will walk users through the steps to create an invoice from a service PO, utilizing the PO Flip method.

Video Link: Ariba Service Invoice Creation

Video Name: Ariba Invoice Creation: Unplanned Lines

Video Description: This video will walk users through the steps to create an invoice with unplanned lines. *****Approval for unplanned lines must be provided by Oxy Buyer*****

Video Link: Ariba Invoice Creation: Unplanned Lines

Video Name: Ariba Invoice Creation with Discount Lines

Video Description: This video will walk users through the steps to create an invoice with discounted lines

Video Link: Ariba Invoice Creation with Discount Lines

Video Name: Ariba Material PO Invoice Video Creation Demonstration

Video Description: This video will walk users through the steps to create an invoice from a material PO.

Video Link: Ariba Material PO Invoice Video Creation Demonstration

Video Name: Ariba Credit Memo Creation

Video Description: This video will walk users through the steps to create a credit memo in Ariba. *****Original invoice must be submitted prior to a credit creation.*****

Video Link: Ariba Credit Memo Creation

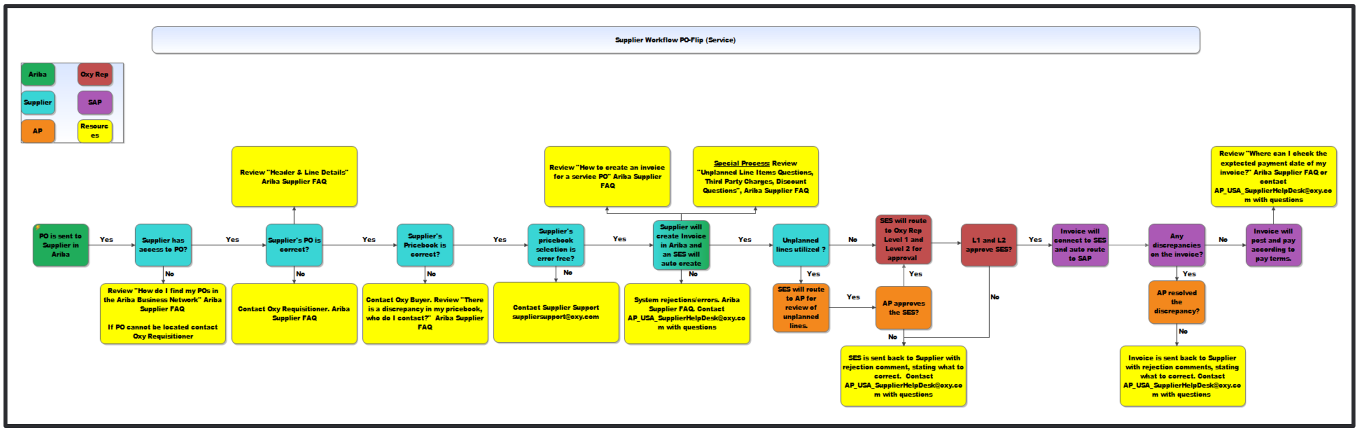
Video Name: Create a Distribution List in Ariba

Video Description: This video will walk users through the steps to create or update a distribution list in Ariba. Specifying what type of notifications are received and the users to receive said notifications.

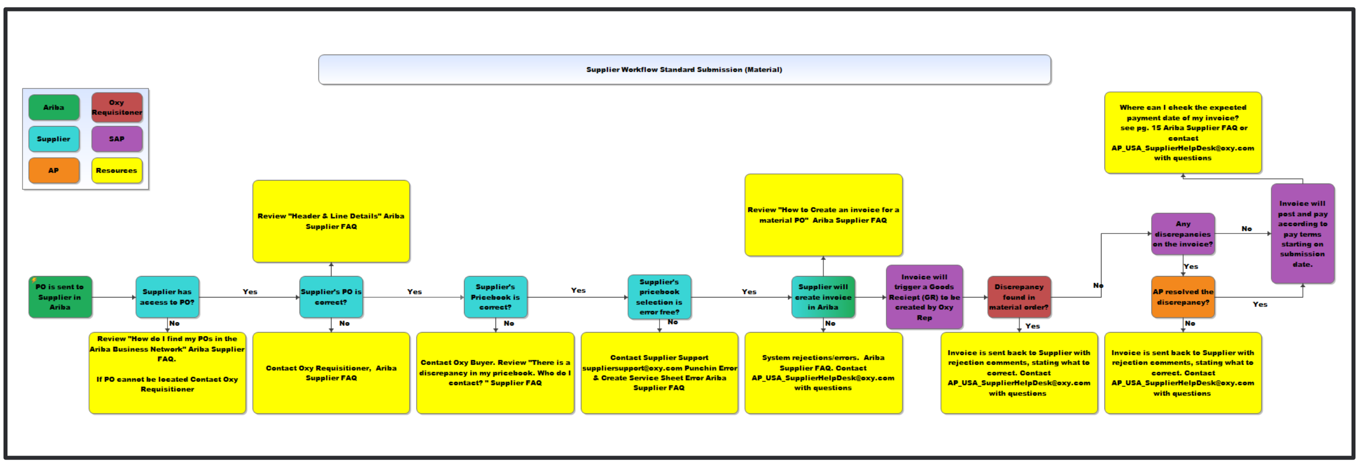
Video Link: [Create a Distribution List in Ariba]

INVOICE SUBMISSION PROCESS FLOW

The below flowchart shows the process from creating an invoice against a **service PO** in Ariba through the Oxy approval process.



The below flowchart shows the process from creating an invoice against a **material PO** in Ariba through the Oxy approval process.

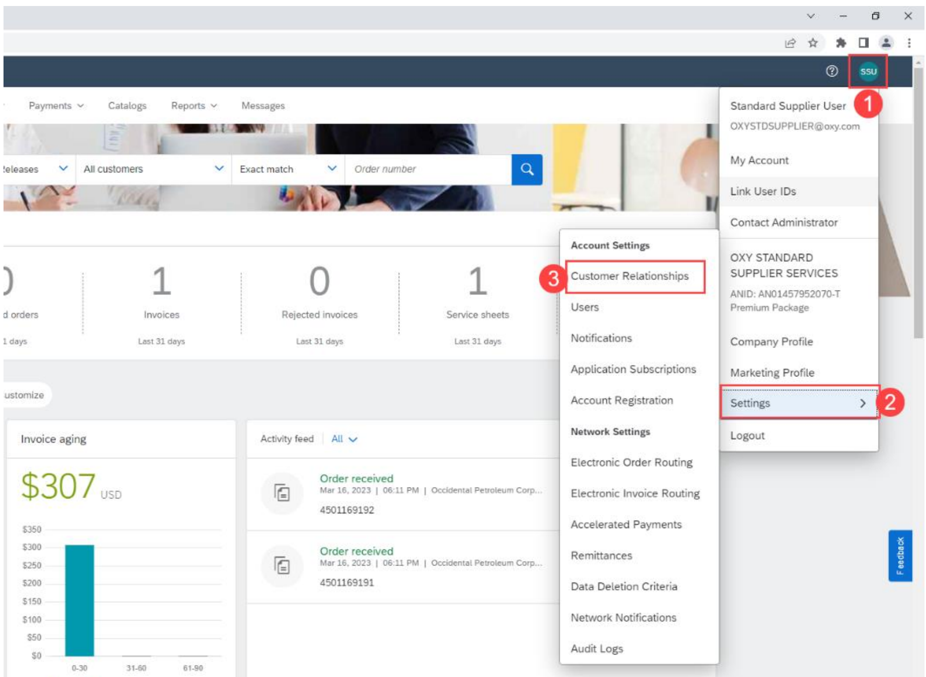


HOW TO ACCESS THE SUPPLIER INFORMATION PORTAL IN THE ARIBA BUSINESS NETWORK

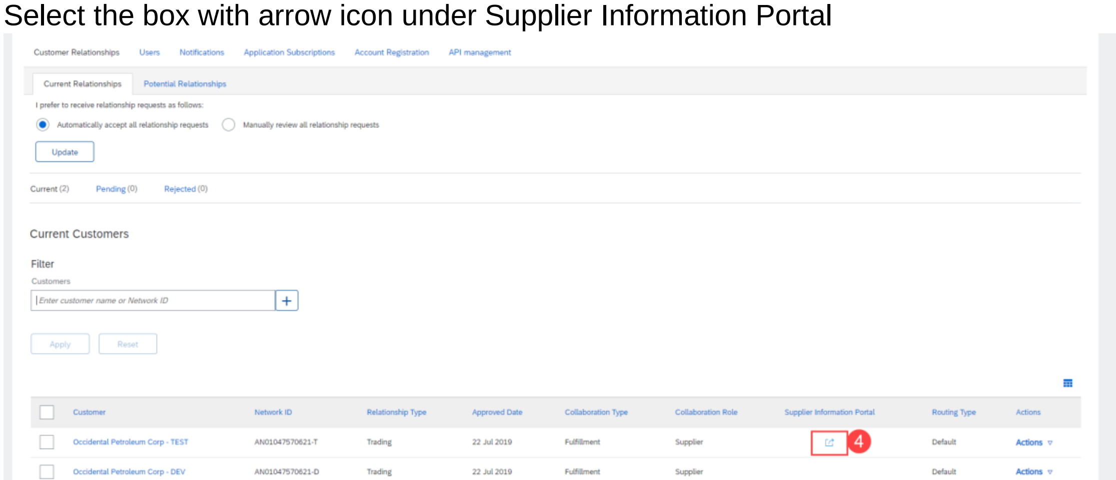
From the home screen in Ariba Business Network:

Click here for direct access to Oxy's Supplier Information Portal:
https://support.ariba.com/item/view/201438

1. Click on user initials in the top right corner
2. Select Settings
3. Select Customer Relationships



4. Select the box with arrow icon under Supplier Information Portal



5. Click the link provided.

ARIBA BUSINESS NETWORK B2B (BUSINESS TO BUSINESS) INTEGRATED INVOICING QUESTIONS

MY COMPANY IS ALREADY TRANSACTING IN THE ARIBA BUSINESS NETWORK WITH OXY, BUT WE ARE INTERESTED IN BECOMING A B2B/INTEGRATED SUPPLIER. WHAT ARE THE REQUIREMENTS AND WHO DO I CONTACT?

Oxy's integrated invoicing guides and mapping information can be found in the Ariba Business Network through the Supplier Information Portal (see How to access the Supplier Information Portal in the Ariba Business Network section). Contact Oxy Supplier Support team - SupplierSupport@oxy.com for more information on becoming a B2B integrated supplier with Oxy.

DOES OXY HAVE A TEAM DEDICATED TO B2B INTEGRATION AND SUPPORT?

Yes. Oxy Supplier Support team - SupplierSupport@oxy.com is a dedicated team for B2B integration testing and post go-live support.

ARIBA BUSINESS NETWORK PO (PURCHASE ORDER) QUESTIONS

DO I NEED TO USE A PO FOR MY INVOICES?

Yes. A PO is required for every transaction in the Ariba Business Network, including credits.

WHAT TYPES OF POS DOES OXY DISTRIBUTE?

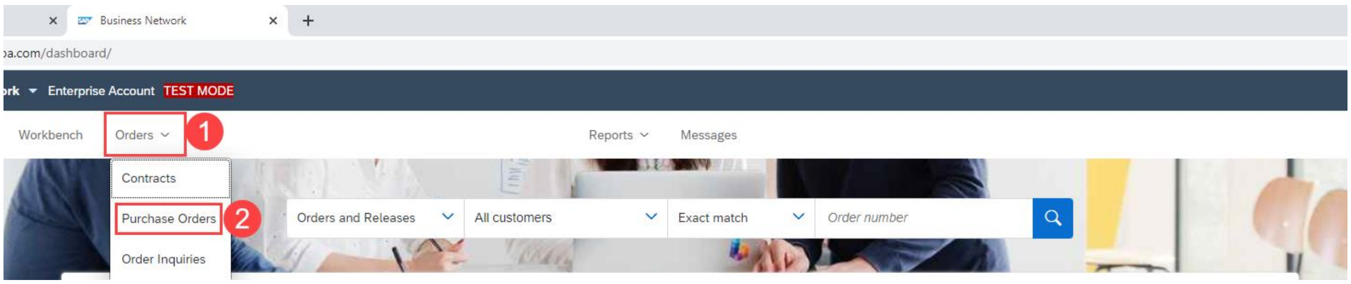
Oxy's PO types are:

- Limit Service PO – This type of PO is a set dollar amount for services and is typically linked to a contract and pricebook. Typically, multiple invoices may be processed against this type of PO until work is complete.
- Discrete Service PO – This type of PO is created for specific quantities and contains a unit of measure (UOM) for each item requested (example: HR, EA, FT). The value of the PO is based on the total cost of quantities requested at their contracted price.
- Material PO – This type of PO is specifically for materials ordered by Oxy.

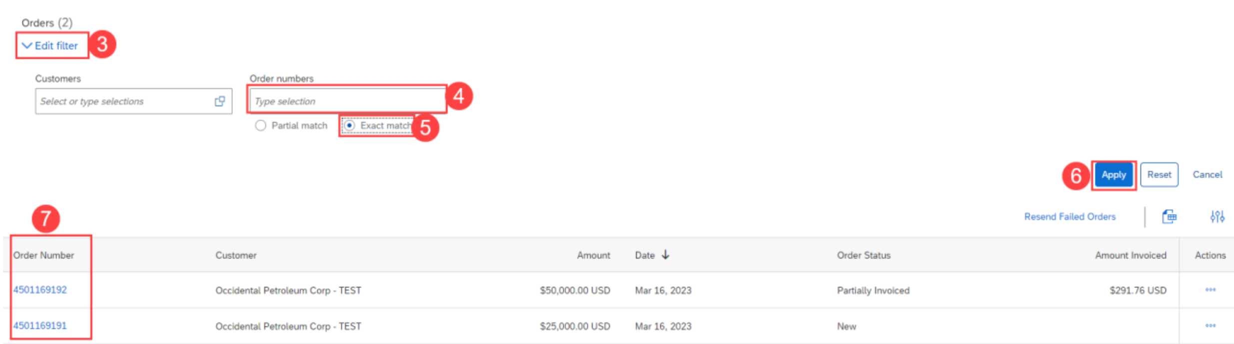
HOW DO I FIND MY POS IN THE ARIBA BUSINESS NETWORK?

ENTERPRISE AND STANDARD ACCOUNTS

1. Go to the Orders tab at the top of the Home page
2. Select Orders to view all Purchase Orders



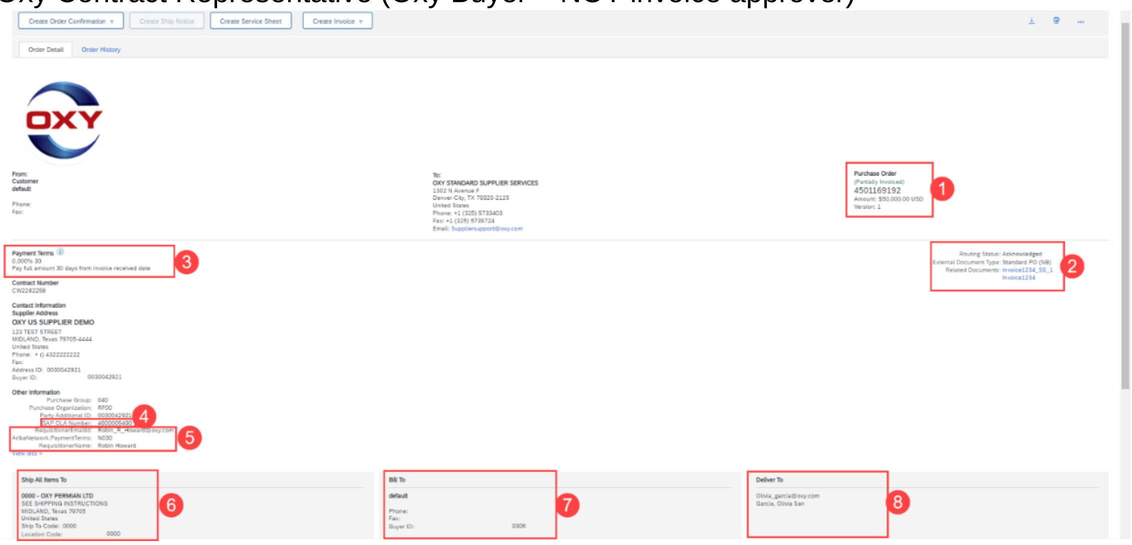
3. Select Edit filter to expand the filter options
4. POs can be searched by entering the PO number
5. Select exact match radio button
6. Select Apply
7. If desired all POs are listed below the search fields and can be reviewed in a list format.



ARIBA BUSINESS NETWORK PO HEADER DETAILS

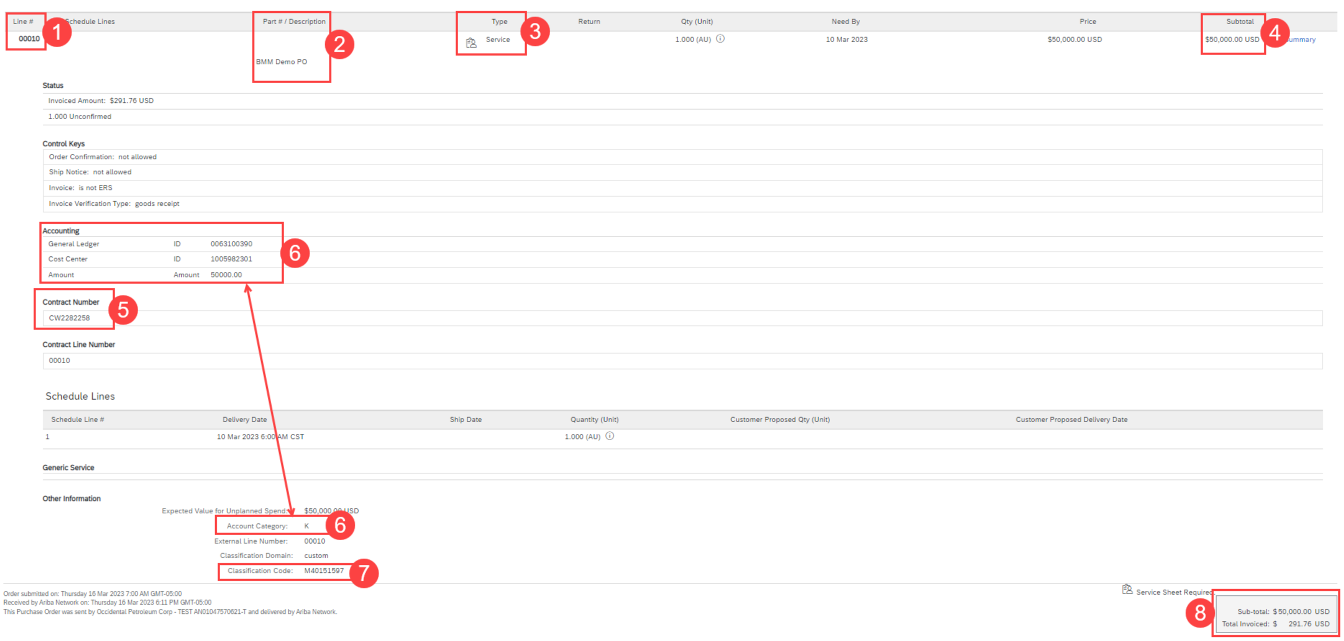
Once a PO is selected the Purchase Order will open and display helpful information.

1. Purchase Order number, status, & value
2. PO Payment terms
3. Related Documents – invoice and/or service sheet numbers (service PO only)
4. OLA- the agreement number associated with charges on this PO and tied to the supplier pricebook. No OLA means there is no pricebook to select line items from for billing.
5. Oxy approver name and email (Requisitioner Name, Requisitioner EmailId)
6. Ship to address
7. Bill to address
8. Oxy Contract Representative (Oxy Buyer – NOT invoice approver)



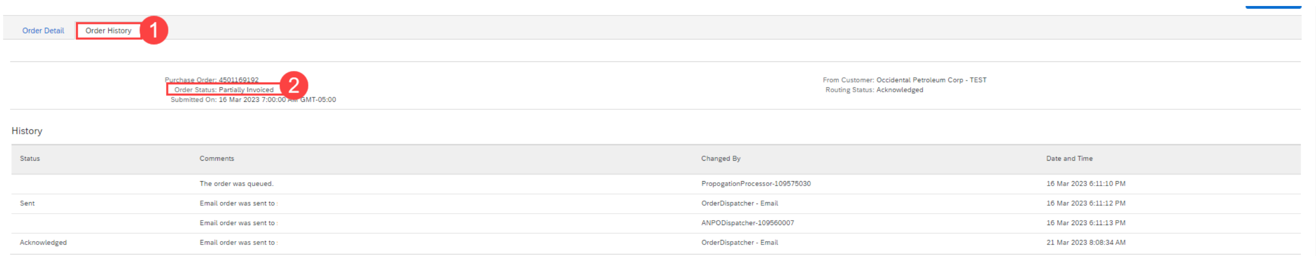
Ariba Business Network PO Line-Item Details

1. PO line number
2. PO line part number/description
3. PO line type (Material or Service)
4. PO line value
5. Contract number (when applicable)
6. Account Category will be one of the following:
    - Cost Center (K)
    - Project/WBS Code (P)
    - Work Order/Internal Order (F)
    - Unknown account assignment (U) - If Unknown, supplier to input account assignment details provided by Oxy Representative
7. PO Classification Code (also referred to as PO Commodity Code and referenced when adding unplanned line item)
8. PO total value, amount serviced, and amount invoiced.



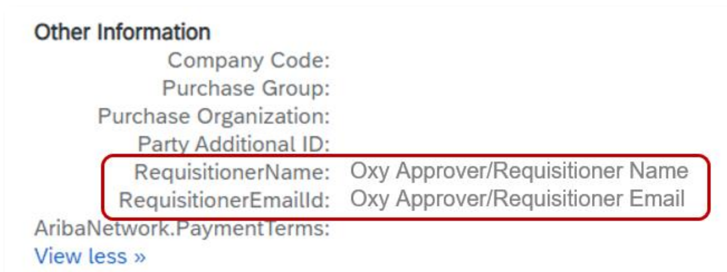
HOW TO VIEW ARIBA BUSINESS NETWORK PO STATUS AND HISTORY

1. To view order history and status, click the Order History tab.
   Note: Any PO error message will be located in this section.



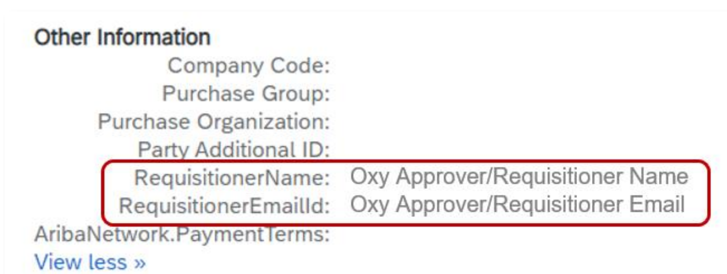
MY PO DOESN'T HAVE ENOUGH FUNDS, IS INCORRECT, OR NEEDS A COST OBJECT. WHO DO I CONTACT?

Contact the Oxy Representative (Approver/Requisitioner). To find the correct Oxy Approver/Requisitioner on the PO, review the "Other Information" section of the PO Header Details:



WHERE IS THE OXY APPROVER LOCATED ON MY PO?

To find the Oxy Approver/Requisitioner on the PO, review the "Other Information" section of the PO Header Details:



MY COMPANY IS NOT RECEIVING PO'S VIA EMAIL. HOW DO I FIX THIS?

Note: Ensure the following criteria are met:

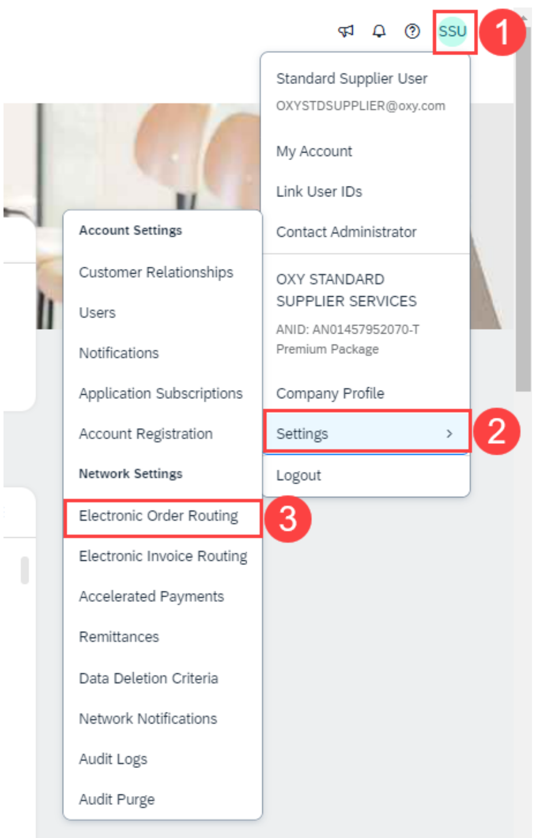
- Internal email server has the domain @ariba.com added to the allow list. This will eliminate PO communications being sent to junk or spam folders.
- All addresses configured under Electronic Order Routing are correct and have active email inboxes.
- If the PO has attachments, check with your internal IT department if the files extensions are allowed by your email server.

To update distribution email:

Log into Ariba Business Network account

1. Select initials bubble in the top right corner.
2. Select settings
3. Select Electronic Order Routing

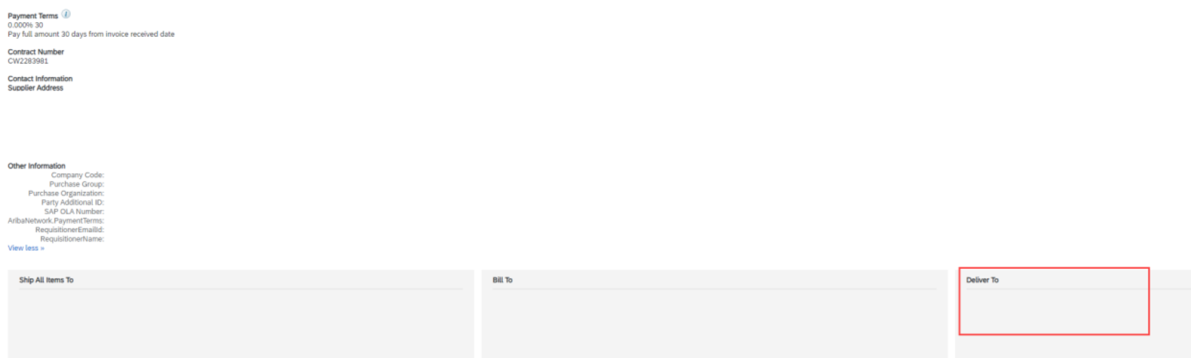
- Update fields as necessary for a step by step walk through, please review [Create a Distribution List in Ariba]



PRICEBOOK QUESTIONS

THERE IS A DISCREPANCY IN MY PRICEBOOK. WHO DO I CONTACT?

Contact the Oxy Buyer for any questions regarding the pricebook. To find the Oxy Buyer for the PO, review the “Deliver To" section of the PO Header Details:



UNPLANNED LINE ITEMS QUESTIONS

WHAT IS AN UNPLANNED LINE ITEM AND WHEN IS IT USED?

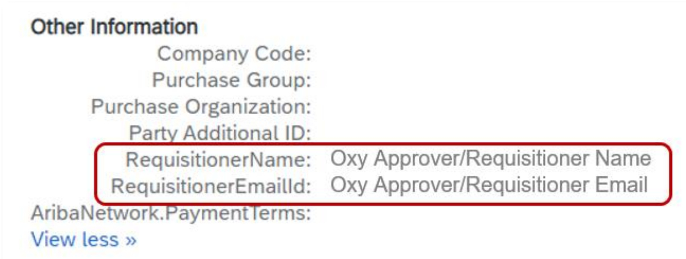
An unplanned line is a billable item that is not included in your company’s contract with Oxy. Visit the Supplier Information Portal for instructions on how to submit unplanned line or see video below.

Ariba Invoice Creation- Unplanned Lines

THIRD PARTY CHARGES

CAN I INVOICE THIRD PARTY CHARGES?

Third party charges can be billed based on approval prior to being submitted. If it has not been approved, it will be rejected back. Any questions can be directed to the Oxy Representative (Approver/Requisitioner) on the PO.



DISCOUNT QUESTIONS

HOW DO I ENTER DISCOUNTS?

Create the line item as unplanned (see Unplanned Line Items Questions section for instructions on submitting an unplanned line item). DO NOT use the discount features in the Ariba Business Network, as this will cause the invoice to fail. The discounted rate will need to be reflected on the invoice attachment.

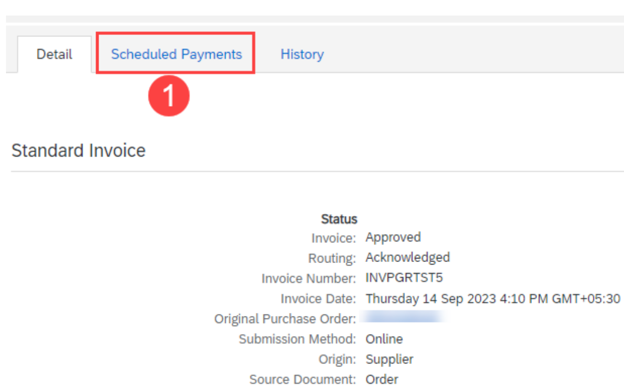
Ariba Invoice Creation-Discounted Lines

ARIBA BUSINESS NETWORK INVOICE STATUS

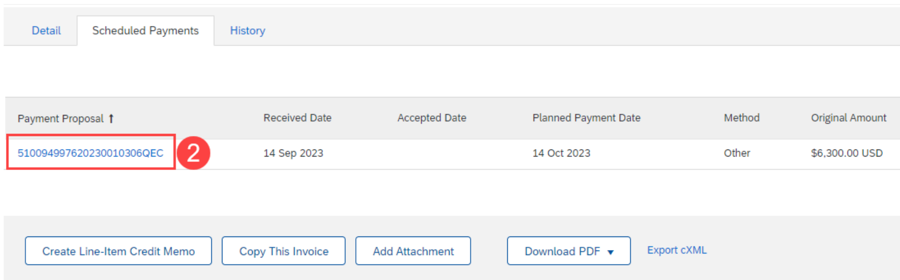
WHERE CAN I CHECK THE EXPECTED PAYMENT DATE OF MY INVOICE?

Once the invoice has been approved, the Scheduled Payments tab can be reviewed in the Ariba Business Network.

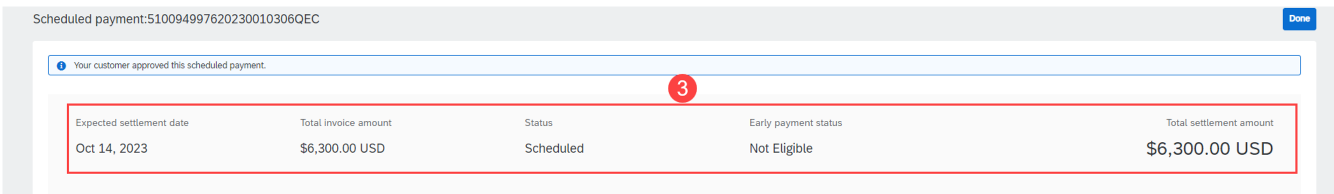
1. When viewing the approved invoice, select on the Scheduled Payments tab



2. Select the blue highlighted Payment Proposal number.



3. View Payment Information



ARIBA BUSINESS NETWORK CREDIT QUESTIONS

HOW DO I SUBMIT A CREDIT IN ARIBA BUSINESS NETWORK?

Access the link below for a video walkthrough detailing steps of submitting a credit in Ariba.

Ariba Credit Memo Creation

CAN I COMBINE A CREDIT AND DEBIT INTO ONE INVOICE?

No. Credits and debits must be submitted separately.

ARIBA BUSINESS NETWORK ENTERPRISE ACCOUNT QUESTIONS

I HAVE QUESTIONS ABOUT MY ARIBA BUSINESS NETWORK ACCOUNT SUBSCRIPTION (ACCOUNT SUSPENSION, BILLING QUESTIONS, ETC.). WHO DO I CONTACT?

Oxy does not have the ability to access your Ariba Business Network subscription information; contact Ariba Support directly to resolve any fees that your company may have acquired.

Helpful links provided by the Ariba Business Network:

- Ariba Business Network pricing: https://www.ariba.com/ariba-network/ariba-network-for-suppliers/accounts-and-pricing
- How to dispute my Ariba Business Network Invoice: https://support.ariba.com/item/view/181058

- Who should I contact about my dispute case: https://support.ariba.com/item/view/192530
- How to view dispute cases: https://support.ariba.com/item/view/192528

Ariba Accounts can be downgraded at anytime if there are no pending fees by following the below steps.

If an error is received please access: What if my account isn't eligible to Convert to Standard? (ariba.com)

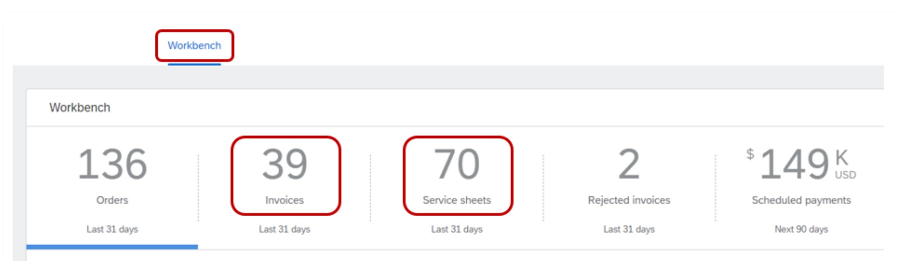
Ariba Instructions to downgrade account

1. In the upper-right corner of the application, click **[user initials]** > **Convert to Standard Account**.
2. Review the differences between Enterprise and Standard accounts and eligibility requirements.
3. If you'd like to continue with downgrading, click **Check eligibility now.**
4. Check the **Status** column to ensure your account is eligible for downgrade.
    1. Perform the **Action** next to any criteria that did not pass eligibility.
    2. Click **Re-check eligibility now** to ensure all actions have been taken.
5. Once your account meets all criteria, click **Convert now** and confirm.

ARIBA BUSINESS NETWORK STANDARD ACCOUNT QUESTIONS

I HAVE A STANDARD ACCOUNT. HOW DO I FIND INVOICES AND/OR SERVICE SHEETS SUBMITTED AGAINST A PO?

Access any invoice and/or service sheet from the Workbench tab:



DO I NEED TO SUBMIT A SERVICE SHEET BEFORE A SERVICE INVOICE WITH MY STANDARD ACCOUNT?

Oxy's preferred method of submission allows Ariba Standard account holders to submit a service invoice (PO flip) without first submitting a service sheet. When submitting a service invoice in Ariba, an auto-generated service sheet will be created by Ariba and transmit to Oxy for review/approval. For a video demonstration of this submission method please view Ariba Service Invoice Creation

HOW DO I UPGRADE FROM AN ARIBA BUSINESS NETWORK STANDARD ACCOUNT TO AN ARIBA BUSINESS NETWORK ENTERPRISE ACCOUNT?

Upgrading to an Ariba Business Network Enterprise Account is easy. Simply click on the **Upgrade** button located on the top of the landing page in the Ariba Business Network and follow the instructions.

Note: Ariba Business Network will apply fees to Enterprise accounts: https://www.ariba.com/ariba-network/ariba-network-for-suppliers/accounts-and-pricing

TAX QUESTIONS

HOW DO I SUBMIT A TAX ONLY INVOICE?

Tax only invoices must be submitted via email ONLY. Follow these instructions below:

- PDF files only
- Only one invoice attachment per email submission
- Tax invoice and any supporting documents must be combined into a single PDF document
- Invoice number should read ex: **18898760TAX**

  Note: If unable to alter the invoice number, TAX may be handwritten on the end of the invoice number.
- Oxy Representative name must be on the attachment
- Oxy provided charge codes (Work Order, Project/WBS, Task, WBS Element, Cost Center, GL Code) must be on the attachment
- Subject line includes vendor name and invoice number
- Submissions will be emailed to: OxyPermNPO@oxy.com

  Note: No information in the body of the email will be received by Oxy. This is not a communication email. For additional questions, contact the AP Help Desk at AP_USA_SupplierHelpDesk@oxy.com

  Do not CC: the email OXYPERMINV on any email communication.

DO I NEED A TAX CERTIFICATE FOR TAX EXEMPT INVOICES?

Yes. Contact Oxy Accounts Payable Help Desk - AP_USA_SupplierHelpDesk@oxy.com for information on obtaining any needed tax certificate.

INVOICE AND SERVICE SHEET REJECTION QUESTIONS

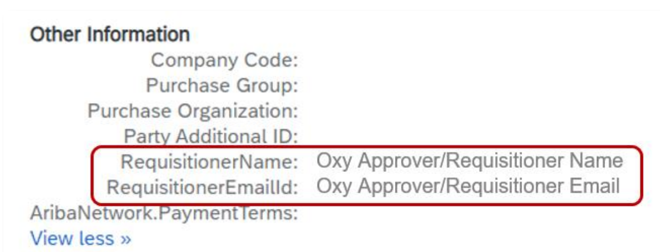
If an invoice or service sheet was rejected, please review the “Detail” and “History” tab associated with the invoice or service sheet. Notifications can be created in account settings to receive emails for rejected invoices or service sheets. For any questions on a rejection, contact Oxy Accounts Payable Help Desk - AP_USA_SupplierHelpDesk@oxy.com.

COMMON INVOICE/SERVICE SHEET REJECTION REASONS AND CORRECTIVE ACTIONS, TROUBLESHOOTING

Below is a list of common invoice rejection reasons and what can be done to resolve the issue quickly to (re)submit the corrected invoice or service sheet.

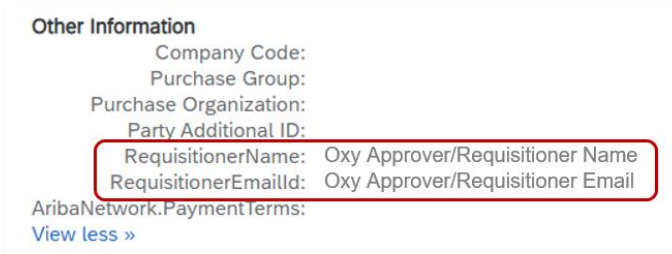
REJECTION: PO is underfunded

How to correct and resubmit: If the PO lacks sufficient funds to allow invoice/SES to be submitted successfully, contact the Oxy Representative (Approver/Requisitioner). To find the Representative on the PO, review the “Other Information” section of the PO Header Details:



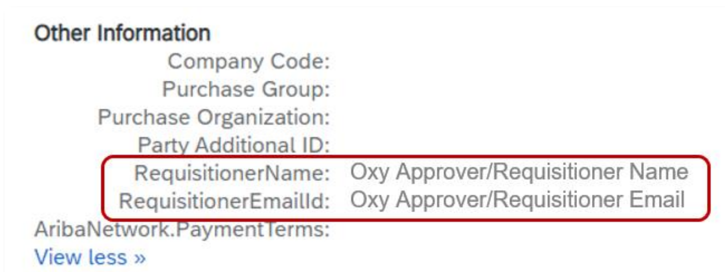
REJECTION: "Invoice #": The subtotal of line item # exceeds the buying organizations line item subtotal limits

How to correct and resubmit: PO is out of funds. To request a limit increase, contact the Oxy Representative (Approver/Requisitioner) responsible for approving the charges made under the PO number. To find the Oxy Approver/Requisitioner on the PO, review the “Other Information” section of the PO Header Details:



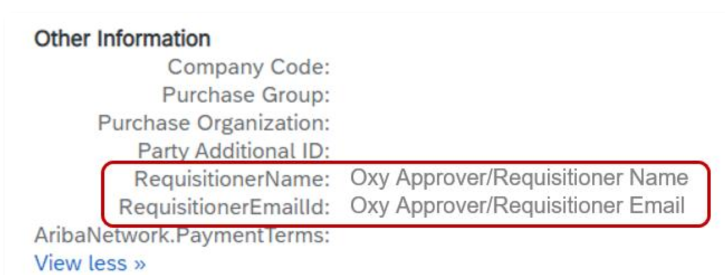
ERROR: Unplanned spend exceeds limit

How to correct and submit: Contact the Oxy Representative (Approver/Requisitioner) for PO funding errors. To find the Oxy Approver/Requisitioner on the PO, review the "Other Information" section of the PO Header Details:



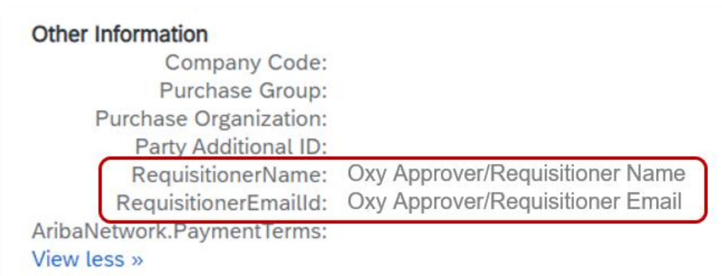
ERROR: Not able to enter services; "final entry" indicator set

How to correct and submit: The PO has been closed. Contact the Oxy Representative (Approver/Requisitioner) to create a new PO. To find the Oxy Approver/Requisitioner on the PO, review the "Other Information" section of the PO Header Details:



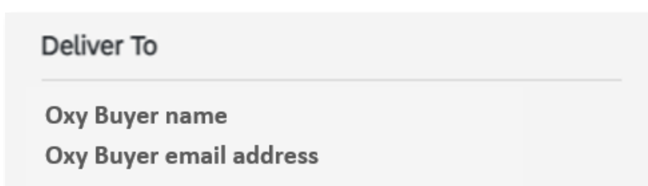
REJECTION: Rate cannot be increased above the agreed contract rate. adjust line(s) and resubmit

How to correct and resubmit: An attempt to bill at a higher rate than the pricebook rate. If a rate change has occurred, contact the Oxy Representative (Approver/Requisitioner) to review current contract rates and adjust the pricebook if applicable. If no contract rate change has occurred, resubmit using the contracted rate. To find the Oxy Approver/Requisitioner on the PO, review the "Other Information" section of the PO Header Details:



REJECTION: Rates not matching

How to correct and resubmit: If the rate of a pricebook line is set at .01, contact the Oxy Buyer. To find the Oxy Buyer on the PO, review the "Deliver To" section of the PO Header Details:



For all other rate rejections, contact Oxy Accounts Payable Help Desk at AP_USA_SupplierHelpDesk@oxy.com.

REJECTION: Incorrect tax applied

How to correct and resubmit: Use the tax rules for the location of which the work is being performed. If the location is tax exempt, do not include taxes on the invoice. If a tax exemption form for invoicing, is required, contact Oxy Accounts Payable Help Desk - AP_USA_SupplierHelpDesk@oxy.com.

REJECTION: Unit of measure is invalid

How to correct and resubmit: Use a valid Oxy unit of measure. For questions on Oxy accepted units of measure, contact Oxy Accounts Payable Help Desk - AP_USA_SupplierHelpDesk@oxy.com.

REJECTION: Ariba Business Network Supplier submitting via paper (email)

How to correct and resubmit: As an Ariba Business Network enabled supplier with Oxy, any paper (email) invoices submitted without approval from Oxy's Accounts Payable department will be rejected.

REJECTION: Vendor not set up in SAP (Oxy's accounting system)

How to correct and resubmit: Contact Oxy Accounts Payable Help Desk - AP_USA_SupplierHelpDesk@oxy.com to be set up in Oxy's SAP.

REJECTION: Invoice number is incorrect

How to correct and resubmit: Oxy does not allow additional characters to be added to the invoice (i.e. invoice # 123 cannot be submitted as 123A). Oxy will reject if there are any additional letters/numbers that do not match the invoice, unless Oxy's Accounts Payable department provides written approval. Contact Oxy Accounts Payable Help Desk - AP_USA_SupplierHelpDesk@oxy.com with questions.

REJECTION: All invoice items are combined into one unplanned line

How to correct and resubmit: Create a line for each individual item unless given approval to combine charges. Contact Oxy Accounts Payable Help Desk - AP_USA_SupplierHelpDesk@oxy.com with questions.

REJECTION: Multiple invoices billed per submission

How to correct and resubmit: Invoices should be billed individually. separate invoices and resubmit.

REJECTION: Rounding Issue

How to correct and resubmit: Oxy does not allow more than two decimal places for the rate field. contact Oxy Accounts Payable Help Desk - AP_USA_SupplierHelpDesk@oxy.com for assistance.

REJECTION: Ariba Business Network image failure – can't see attachment

How to correct and resubmit: Resubmit the invoice or service sheet with an attachment.

REJECTION: Communication error with the external tax system (Vertex)

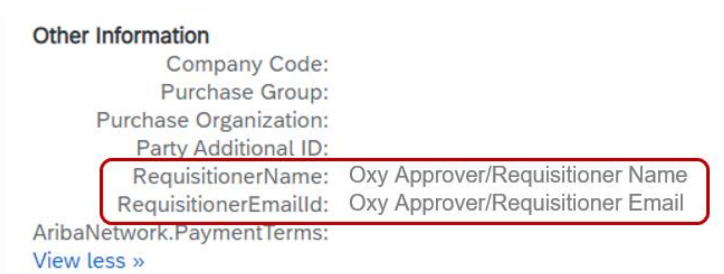
How to correct and resubmit: This is a technical communication issue. Attempt to resubmit into the Ariba Business Network. If the error persists, contact Oxy Accounts Payable Help Desk - AP_USA_SupplierHelpDesk@oxy.com for assistance.

ERROR: When invoicing against a service sheet, the amounts on the invoice do not populate. What could be causing this?

How to correct and submit: This may be due to an invoice already billed against the service sheet. Review that the invoice has not already been billed, if cannot confirm, contact Oxy Accounts Payable Help Desk - AP_USA_SupplierHelpDesk@oxy.com for further review.

ERROR: No service lines entered

How to correct and submit: Contact the Oxy Representative (Approver/Requisitioner) to correct the PO or provide a new PO to use. To find the Oxy Approver/Requisitioner on the PO, review the "Other Information" section of the PO Header Details:



OXY SUPPLIER SUPPORT CONTACTS

Note: For Oxy specific electronic training resources, access the Supplier Information Portal in the Ariba Business Network**.** Watch this video for instructions on how to easily access customers' Supplier Information Portals: https://www.youtube.com/watch?v=dzdOy9OrAvE&list=PLPs9vNA-XppTC_VODffNvoe2xF3VMJjPS&index=4

Service Sheet / Invoice Status:

Oxy Accounts Payable Help Desk - AP_USA_SupplierHelpDesk@oxy.com

GOM Help Desk- gom_helpdesk@oxy.com

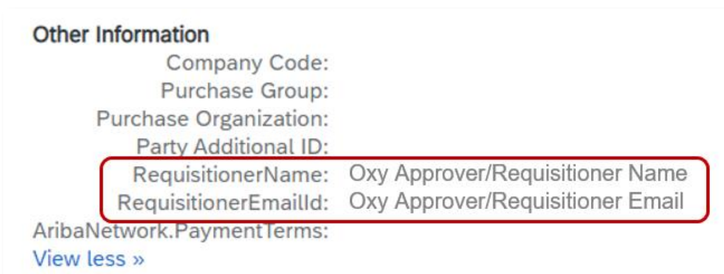
Invoice Support:

Oxy Accounts Payable Help Desk - AP_USA_SupplierHelpDesk@oxy.com

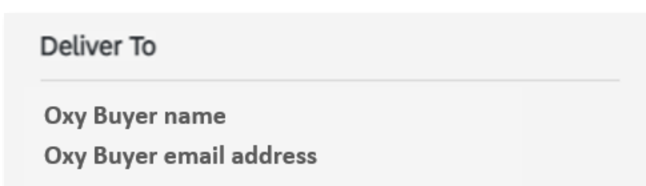
GOM Help Desk- gom_helpdesk@oxy.com

B2B Support: Oxy Supplier Support team - SupplierSupport@oxy.com

PO Issues: Locate Oxy Approver/Requisitioner on PO, by reviewing the "Other Information" section of the PO Header Details:



Pricing/Pricebook Support: Locate Oxy Buyer on PO, by reviewing the "Deliver To" section of the PO Header Details:



Tax Certificate Requests: Oxy Accounts Payable Help Desk - AP_USA_SupplierHelpDesk@oxy.com

SAP Vendor Information: Oxy Accounts Payable Help Desk - AP_USA_SupplierHelpDesk@oxy.com

OXY ELECTRONIC INVOICING VIDEO LINKS

Ariba Business Network Registration

How to Register in the Ariba Business Network:
https://video.oxy.com/#/videos/046b6d8e-13f8-4c4d-9d19-5f7a9cf5144d

INVOICE SUBMISSION

ENTERPRISE and STANDARD ACCOUNTS: How to create a service invoice

Ariba Service Invoice Creation Video Demonstration

ENTERPRISE and STANDARD ACCOUNTS: How to create a service invoice with unplanned lines

Ariba Unplanned Lines Invoice Creation Video Demonstration

ENTERPRISE and STANDARD ACCOUNTS: How to create a service invoice with discount lines

Ariba Discount Lines Invoice Creation Video Demonstration

ENTERPRISE and STANDARD ACCOUNTS: How to create a material invoice

Ariba Material Invoice Creation Video Demonstration

ENTERPRISE and STANDARD ACCOUNTS: How to create a credit memo

Ariba Credit Memo Creation Video Demonstration

UPDATING NOTIFICATIONS

How to Update Notifications:

[Ariba Distribution List Video Demonstration]