

# Ariba Network Invoice Guide

**BAKER  
HUGHES**  
a GE company



**SAP Ariba** 

# Content

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## 1. Introduction

## 2. Invoice Practices

## 3. Before you Begin Invoicing

1. Viewing Customer Invoice Rules
2. Electronic Invoice Routing and notifications
3. Account Configuration and Invoice Archival

## 4. Evaluated Receipt Settlement (ERS)

## 5. Creating Invoices

- I. ERS Invoice
- II. PO Flip Invoice
- III. Credit Invoices
- IV. Service Invoice
- V. Copy that Invoice

## 5. Modifying Invoices

## 6. Document Statuses, Searches and Reports

## 7. Ariba Network Support

## 8. Appendices- General

Auto-Invoice against Goods receipt(s)

# 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 to Baker Hughes, a GE Company via the Ariba Network.
- Baker Hughes, a GE Company requires suppliers enabled on Ariba Network to submit electronic invoices through Ariba Network for non-ERS Pos. For ERS Pos BHGE will submit an invoice on your behalf
- Note: Suppliers uploading CSV Invoices or utilizing cXML or EDI technologies should refer to the specification documents available on the Baker Hughes, a GE Company Supplier Information Portal.





# Invoice Practices

## Supported

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### Baker Hughes, a GE Company project specifics:

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

### Supported

- **Detail Invoices**  
Apply against a single purchase order referencing a line item
- **Partial Invoices**  
Apply against specific line items from a single purchase order
- **Non-PO Invoices**
- **Service Invoices**  
Invoices that require service line item details
- **ERS Invoices– US Based Suppliers**  
Invoice will auto generate based on Receipt
- **Credit Invoices**  
Item level credits; price/quantity adjustments

# Invoice Practices

## Not Supported

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### NOT Supported:

- **Summary or Consolidated Invoices**

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

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

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

- **Duplicate Invoices**

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

- **Paper Invoices**

Baker Hughes, a GE Company requires invoices to be submitted electronically through the Ariba Network; Baker Hughes, a GE Company will no longer accept paper invoices

- **Header Level Credit Memos**

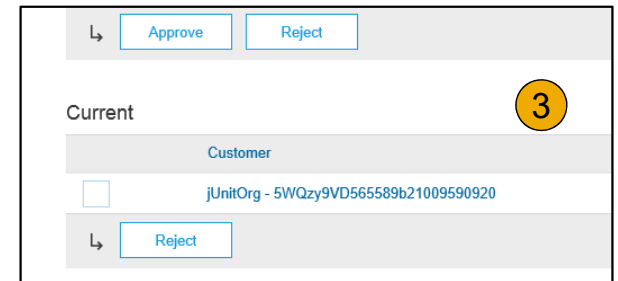
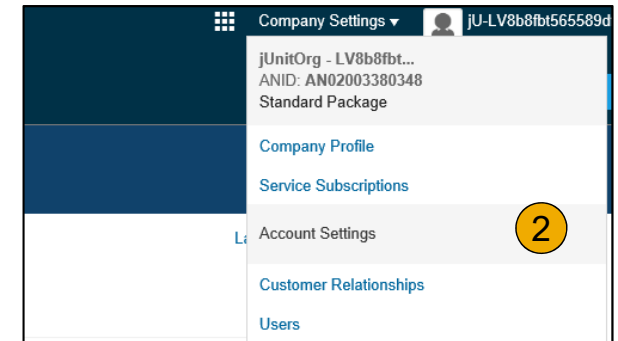
The Header Level Credit Memo feature is not supported by Baker Hughes, a GE Company



# Review BHGE Invoice Rules

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

1. Login to your Ariba 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, a GE Company**)
4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**.
5. If **Baker Hughes, a GE Company** 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.

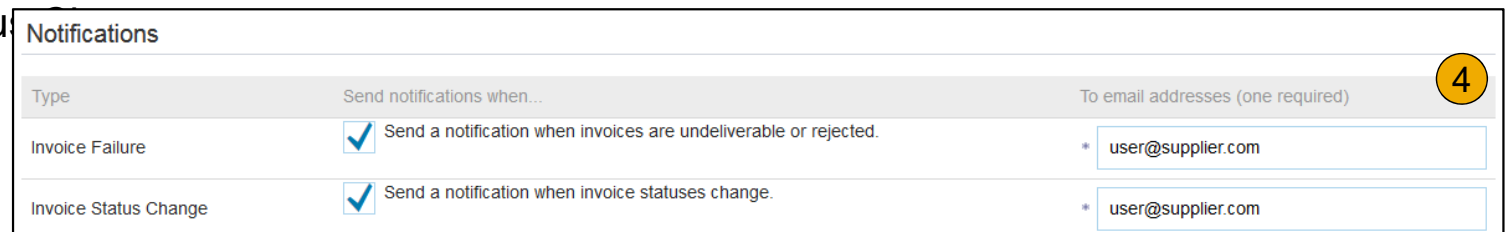
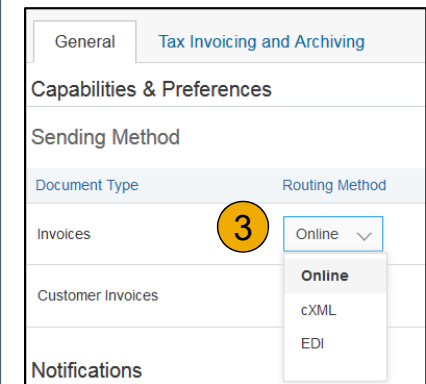
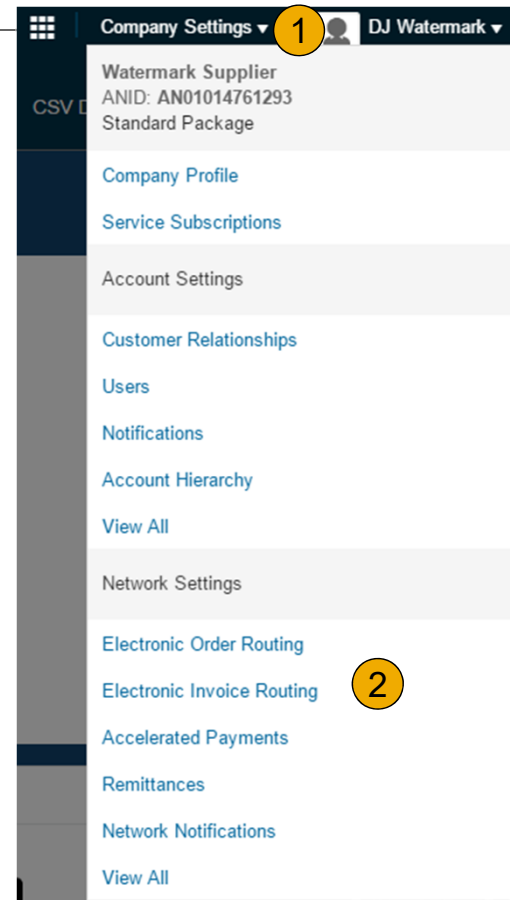




# Set Up Electronic Invoice Routing and Notifications

Choose your Invoicing Routing and Notifications preferences:

1. **Login** to your Ariba 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 Change.



# Account Configuration

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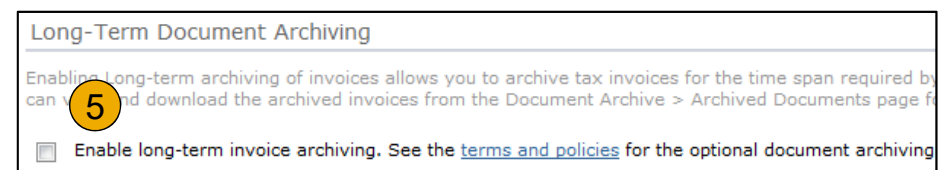
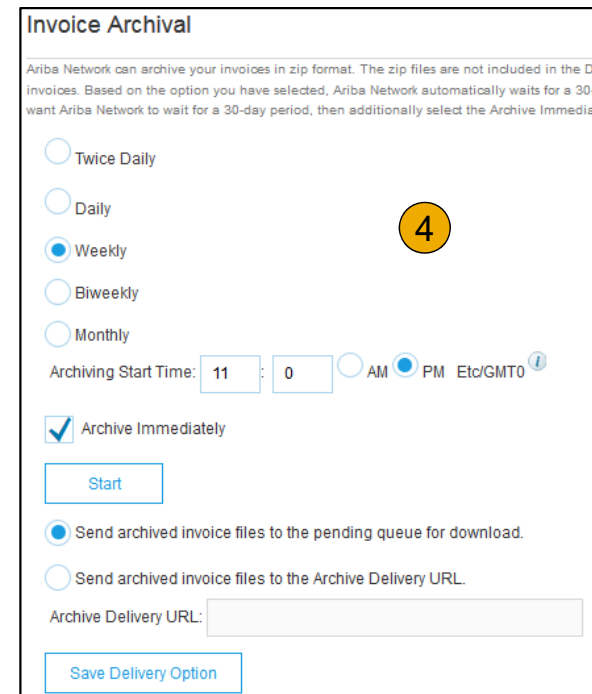
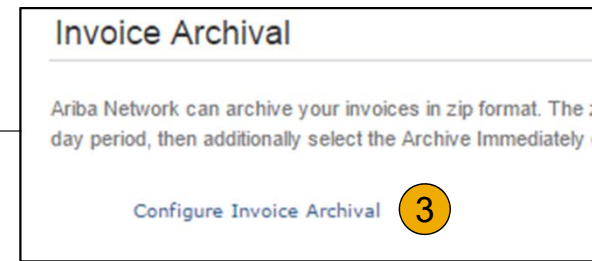
## **Baker Hughes, a GE Company project specific tasks:**

- **VAT ID / TAX ID** – select Company Settings in the top right corner, go to Company Profile and select tab Business. In the section Tax Information enter your Vat ID / Tax ID.
- **Remittance address** – select Company Settings 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 Company Settings 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, Check, Credit card or Wire. 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 Ariba 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.)



# 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





# 4. ERS – Evaluated Receipt Settlement

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# ERS – Evaluated Receipt Settlement

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## *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 BHGE’s purchase order (PO) unit price at time of receipt.

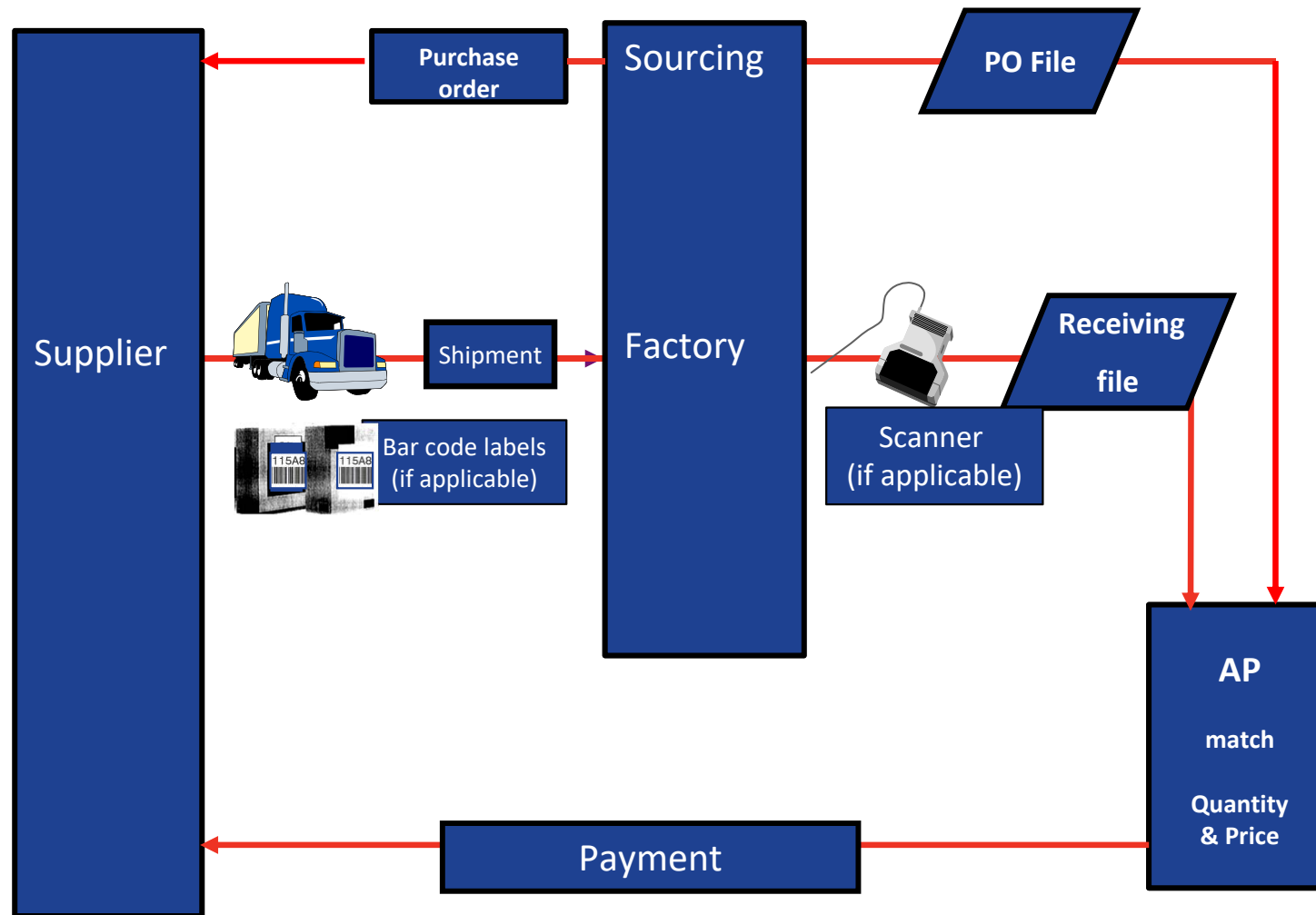
## *What is the scope?*

For the BHGE businesses in the USA, ERS is only applicable for NON TAXABLE orders

## *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.

# ERS Diagram



# ERS – Supplier Benefits & Key Guidelines

## Benefits

Eliminates manual entry of supplier invoice

Dramatic reduction in invoice holds; System controls validate Receipt Qty, PO Qty and Price, leading to more timely payment

Reduces invoice processing time leading to more timely payment

For Suppliers on discounted terms.. Discount capture rate improved for more predictable and timely payment

Eliminates supplier's need to mail paper or transmit electronic invoices & related costs

## Key Guidelines

- PO Confirm: Currently only for non taxable items... Supplier must know which Pos are applicable
- PO confirm: PO price needs to be correct before supplier ships
- Shipment: must contain packing slip with unique numbering sequence, 1 PO per packing slip (may contain multiple packing slips per shipment)
- Payment: Packing slip number will become invoice number on supplier's remittance advice.





# Is Your PO an ERS PO?

1. Notice if your PO is an ERS PO by looking for the ERS Indicator. ERS POs display a yellow triangle at the line level and state that "Invoicing is not possible for one or more line items." Click on the line item's warning to find out why.
2. If you click on Details at the line level you will also see "Invoice: is ERS"
3. If your PO is ERS you do NOT have to submit an invoice. We will create an invoice on your behalf when we receive the parts into our system. If you do not see an ERS flag you will need to create an invoice for the those lines. Skip to slide 21 if your PO is NOT ERS.

**Ariba Supply Chain Collaboration**

Purchase Order: 5050890488

**1** 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				
20	Not Available	972504016-163R0000	Material	Invoicing not possible
Description: 1/4"NPT 102MM NIPPLE				
30	Not Available	102-002-01	Material	Invoicing not possible
Description: 2IN NPT BODY				
40	Not Available	4353701	Material	Invoicing not possible
Description: TOP SPRING WASH ASSY 2726/27				

ORDER SUBMITTED ON: Monday 12 Feb 2018 3:55 PM GMT+05:00  
Generated by Ariba Network on: Monday 12 Feb 2018 3:55 PM GMT+05:00  
Phone: + (0) 318-640-2250 Fax: + (0) 318-640-6222

**2**

**Line Items**

Line #	Part #	Customer Part #	Type	Return	Buyer Part #	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Details
10	Not Available	103-109-01	Material	Invoicing not possible	103-109-01		25,000 (EA)	12 Jun 2018	320.00 EUR	8,000.00 EUR	Details
Description: 3IN SP 300# FLANGED BODY											
20	Not Available	972504016-163R0000	Material	Invoicing not possible	972504016-163R0000		150,000 (EA)	9 Apr 2018	65.00 EUR	9,750.00 EUR	Details
Description: 1/4"NPT 102MM NIPPLE											
30	Not Available	102-002-01	Material	Invoicing not possible	102-002-01		6,000 (EA)	2 Jul 2018	123.00 EUR	738.00 EUR	Details
Description: 2IN NPT BODY											
40	Not Available	4353701	Material	Invoicing not possible	4353701		77,000 (EA)	21 May 2018	270.00 EUR	20,790.00 EUR	Details
Description: TOP SPRING WASH ASSY 2726/27											

Subtotal: 38,278.00 EUR

**Invoice: is ERS**

# ERS Invoices – Automatically generated

1. **ERS Invoices are automatically generated by the Receipt of goods into BHGE ERP.**
2. **The Packing slip ID entered during shipment notice creation will be the reference number on your remittance details. If invoice number is available, it is recommended that it be used in the packing slip # field during shipment notice creation.**
- The Invoice in Ariba will have a different Invoice Number, but the Packing Slip ID will be on the Invoice

**Note:** To find the invoice in Ariba, look for the Advanced Ship Notice or the PO and click on the Invoice link under related documents.

Site ID: 102

**Ship All Items To**

**Dresser, LLC - Jacksonville**  
 12970 Normandy Boulevard  
 Jacksonville, FL 32221  
 United States  
 Ship To Code: 1811  
 Phone: + ( ) 1844VALVEGE

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

ERS PO

**Line Items**

Line #	Part #	Customer Part #	Type	Return
⚠ 10	Not Available	103-109-01	Material	
Description: 3IN SP 300# FLANGED BODY				

Invoicing not possible

Invoice: 5105748975

[Create Line-Item Credit Memo](#)
[Copy This Invoice](#)
[Print](#)
[Download PDF](#)
[Export cXML](#)

[Detail](#)
[Scheduled Payments](#)
[History](#)

Standard Invoice

<b>Status</b> Invoice: Sent Routing: Sent Invoice Number: 5105748975 Invoice Date: Wednesday 28 Feb 2018 12:04 PM GMT-08:00 Original Purchase Order: 5050890802 Ship Notice: 5050890802 Submission Method: cXML Origin: Customer		Subtotal: \$2,193.80 USD Total Tax: \$0.00 USD Total Gross Amount: \$2,193.80 USD Total Net Amount: \$2,193.80 USD Amount Due: \$2,193.80 USD
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------

**BILL TO:**

**SHIP TO:**

# ERS Invoices – Automatically generated – continued

**ERS Invoices are automatically generated by the Receipt of goods into BHGE factory. There is no need for you to create an invoice in Ariba.**

1. If “Create Invoice” is accidentally selected for an ERS PO

1. There will be no line items to invoice
2. There will be the message on the Invoice Form that explains that there will be an automatically generated ERS invoice

2. There are no further actions required. Invoice will be paid per PO terms.

**Note:** To find the invoice in Ariba, look for the Advanced Ship Notice or the PO and click on the Invoice link under related documents.

Ariba Supply Chain Collaboration

Create Invoice

Update Save Exit Next

Invoice Header

Summary

Purchase Order: 505000002

Invoice #: [Field]

Invoice Date: 8 Mar 2018

Supplier Tax ID: [Field]

From To: BHGE Test Supplier 13 - TEST

Cincinnati, OH  
United States

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

View/Edit Addresses

Cincinnati, OH  
United States

Add to Header

2

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

Information Only: No action is required from the customer.

Supplier Account ID #: [Field]

Customer Reference: [Field]

Supplier Reference: [Field]

Payment Note: [Field]

Supplier: BHGE Test Supplier 13 - TEST

Cincinnati, OH  
United States

Customer: GE Oil and Gas Operations, LLC - TEST

Houston, TX  
United States

Email: [Field]

View/Edit Addresses

View/Edit Addresses

From To: BHGE Test Supplier 13 - TEST

Cincinnati, OH  
United States

Add to Header

1

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

Update Save Exit Next

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# Invoice Creation for Non-ERS Orders

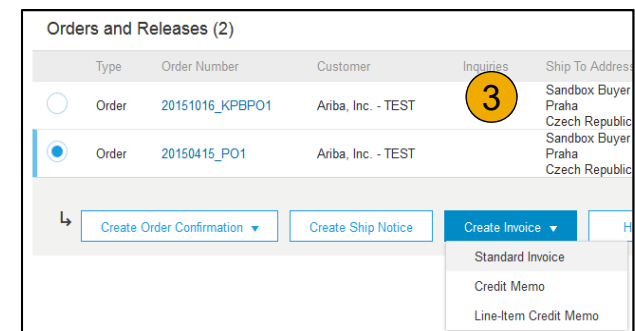
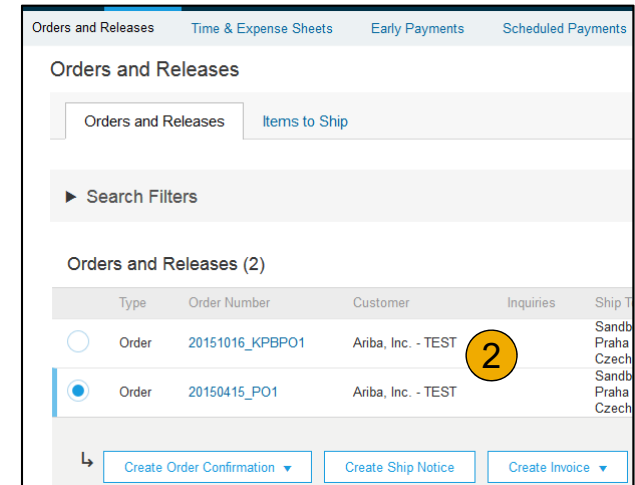
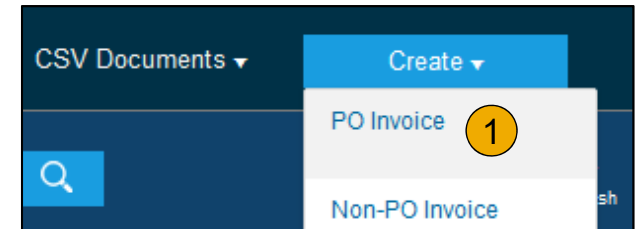
To create a “PO-Flip” invoice (or an invoice derived from a PO that you received via the Ariba Network):

1. From the home screen within your Ariba 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. Orders must be fully confirmed
2. Advanced ship notices must be sent
3. Order status must be "Received".

**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. **DO NOT REMOVE** Taxable Amount information. If order is non-taxable enter '0' into Rate % or Tax Amount Fields.
7. **You can also add some additional information** to the Header of the invoice such as Attachments
8. **Scroll** down to the Line items section to select the line items being invoiced.

**NOTE: You MUST enter zero into the Tax amount field for non-taxable orders or your invoice will fail. DO NOT REMOVE this section\*\*\*\***

▼ Invoice Header

**Summary**

Purchase Order: 1084497223

Invoice #: INV\_1084497223

Invoice Date: 15 Apr 2016

Remit To: DEFAULT VALUE

\* Indicates required field

Add to Header ▼

- Tax
- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment

Tax

Category: Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$630.00 USD

Tax Rate Type:

Rate(%):

Tax Amount:

# 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 BHGE.
13. Order status will change to "invoiced"

Quantity	Unit	Unit Price	No.	Include	Type	Part #
10	BX	25.00 EUR	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	MATERIAL	GOODS_02

No.	Include	Type	Part #
<input type="checkbox"/> 2	<input checked="" type="radio"/>	MATERIAL	GOODS_02

10

Pricing Details

Price Unit: \* BX

Unit Conversion: \* 1

Line Item Actions ▼ Delete

Update Save Exit Next

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

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

Previous Save Submit Exit

# PO Flip Invoice- Line Items

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1. **Click NEXT to proceed.** If nothing happens, scroll up and look for any red error messages indicating that required information has not been completed. Complete required items and click Next again.





# PO Flip Invoice

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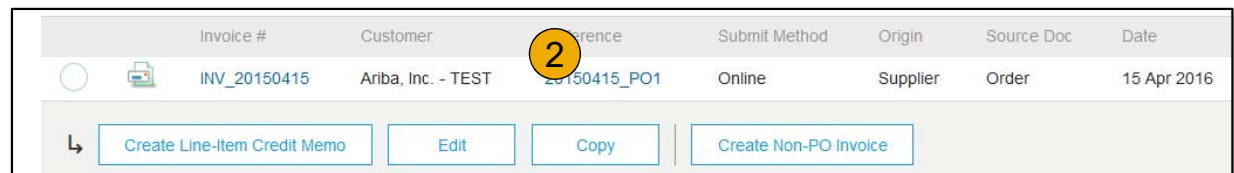
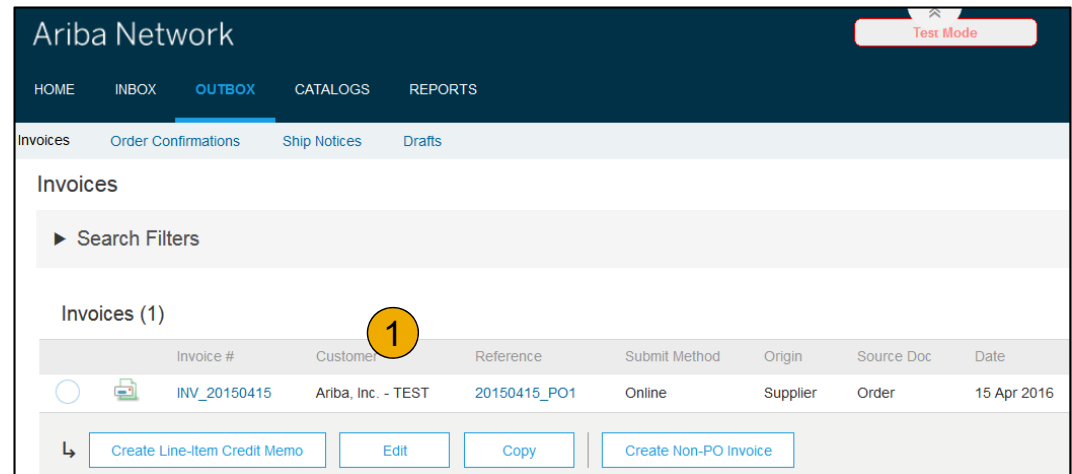


Adobe Acrobat  
Document

# Credit Memo / Negative Invoice

To create a credit memo against an Invoice,

1. Select the “**OUTBOX**” tab.
2. Select your 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 asterisks are filled in.
5. Click **Next**.
6. Review Credit Memo.
7. Click **Submit**.



# Service Invoices

1. Select the “**Add**” dropdown menu and select “**Add General Service**” or “**Add Labor Service**”
2. In the Services section, select **Add Service Item** button of the Invoice to create an invoice for *Service Items*.
3. Enter details for General or Labor Service added.

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

Insert Line Item Options

☐ Tax Category:  ☐ Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00 CZK

Service Period Service Start Date:  Service End Date:

Line Item Actions  

Add General Service  
 Add Labor Service  
 Add Material

Turn on Error Dump ⓘ  
Hide/Show XML

SERVICES 1 Line Items 1 Included 0 Previously Invoiced

Insert Line Item Options

☐ Tax Category:  ☐ Discount [Add to Included Lines](#)

No.	Include	Part #	Description	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	123-456	Lawn Service	1	EA	50.00 USD	50.00 USD

SERVICE PERIOD Service Start Date:  Service End Date:

Line Item Actions

# “Copy This Invoice”

---

- **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.

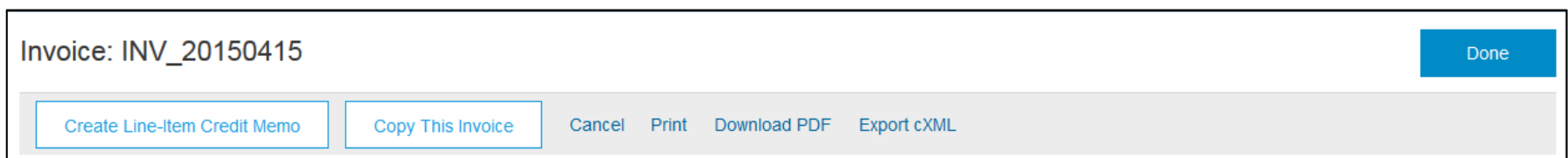
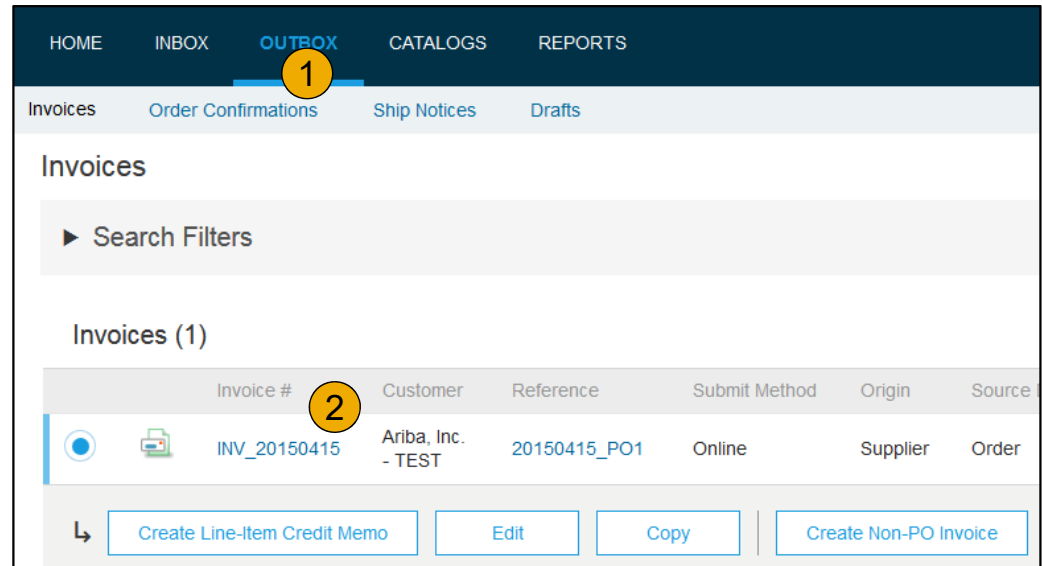
**Limitations**

- You cannot copy the following:
- Summary invoices (invoices that refer to multiple purchase orders)
- 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.







# 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, a GE Company  
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.

Update Save **3** Exit **1** Next

## Create Invoice

**2** ! Please correct the following errors and resubmit

### ▼ Invoice Header

#### Summary

Invoice #: \*   
! Required field

Invoice Date: \* 17 Apr 2016

Remit To: Ariba\_TestSupplier - TEST

HOME INBOX **OUTBOX** CAT **4** SS REPORTS

Invoices Order Confirmations Ship Notices Drafts

### Drafts

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 Confirmation


Ship Notices

Drafts

Invoices

Search Filters

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

Edit

Copy

Create Non-PO Invoice

Invoice: INV\_20150415

Create Line-Item Credit Memo

Copy This Invoice


3

Cancel

Print

D

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
 INV_20150415	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

Fix a failed invoice.



# Check Invoice Status

---

## 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, a GE Company via the Ariba Network.

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



# Check Invoice Status

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## Invoice Status

Reflects the status of Baker Hughes, a GE Company's action on the Invoice.

- **Sent** – The invoice is sent to the Baker Hughes, a GE Company but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Baker Hughes, a GE Company approved the invoice cancellation
- **Paid** – Baker Hughes, a GE Company paid the invoice / in the process of issuing payment. Only if Baker Hughes, a GE Company uses invoices to trigger payment.
- **Approved** – Baker Hughes, a GE Company has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – Baker Hughes, a GE Company has rejected the invoice or the invoice failed validation by Ariba Network. If Baker Hughes, a GE Company accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – Ariba 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 4

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

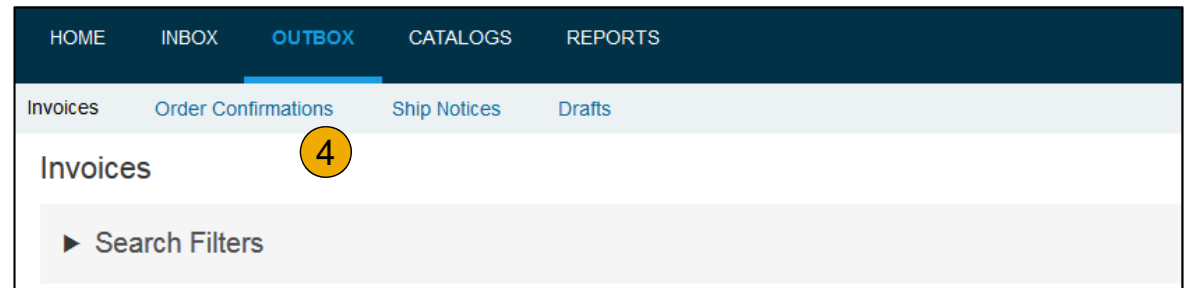
Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropagationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

2

# Search for invoice - Quick Search and Refined Search

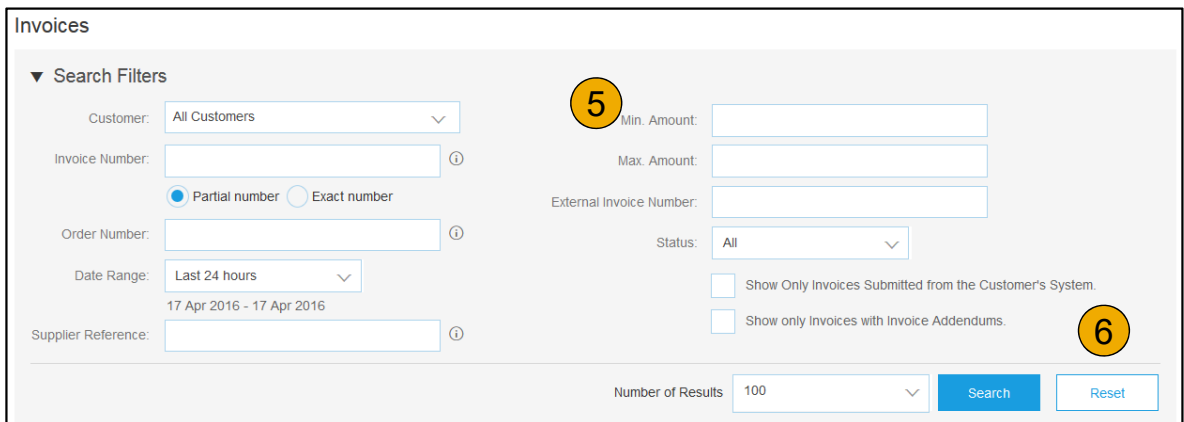
Quick Search:

1. **From the Home Tab,** Select Invoices in the Document type to search,
2. **Select** Baker Hughes, a GE Company 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.

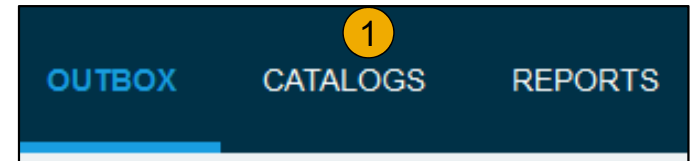
Failed Invoice reports provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.

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 Ariba Network Transactions Guide found on the HELP page of your account.

A screenshot of the 'Create Report' form in the Ariba Network interface. A yellow circle with the number '2' is positioned above the form. The form contains the following fields: 'Title:\*' (text input), 'Description:' (text area), 'Time zone:' (dropdown menu with 'Poland' selected), 'Language:' (dropdown menu with 'English' selected), and 'Report Type:\*' (dropdown menu with 'Select' selected). Below the 'Report Type' dropdown, a list of options is visible: 'Select', 'Failed Invoice', 'Failed Order', 'Invoice', and 'Order Summary'. The 'Invoice' option is highlighted. At the top of the form, there is a note: 'rt. Check the Time Zone and Language settings. You can set the Time Zone and Lang'.



# 7. Ariba Network Support

SAP Ariba 





# Training and Resources

## Baker Hughes, a GE Company Supplier Information Portal

1. **Select** the name of your company in the top right corner and then click the Customer Relationships link.
2. **Select** the buyer name to view transactional rules: The Customer Invoice Rules determine what you can enter when you create invoices
3. **Select** Supplier Information Portal to view the following presentations to learn more about transacting with Baker Hughes, a GE Company:
  - Account Configuration Guide
  - Baker Hughes, a GE Company Purchase Order Confirmation and Ship Notice Guide
  - Baker Hughes, a GE Company Invoice Guide
  - Supplier Membership Program / Supplier Registration Guide

**Account Settings**

Customer Relationships Users Notifications Account Hierarchy

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

☒ Automatically accept all relationship requests ☐ Manually review all relationship requests

Update

Pending

Customer	Approve	Reject

Current

Customer		
<input type="checkbox"/> Ariba Inc.	2	3
<input type="checkbox"/> Pouliot Industries		

Reject

Supplier Information Portal

**Company Settings**

jUnitOrg - LV8b8ft...  
ANID: AN02003380348  
Standard Package

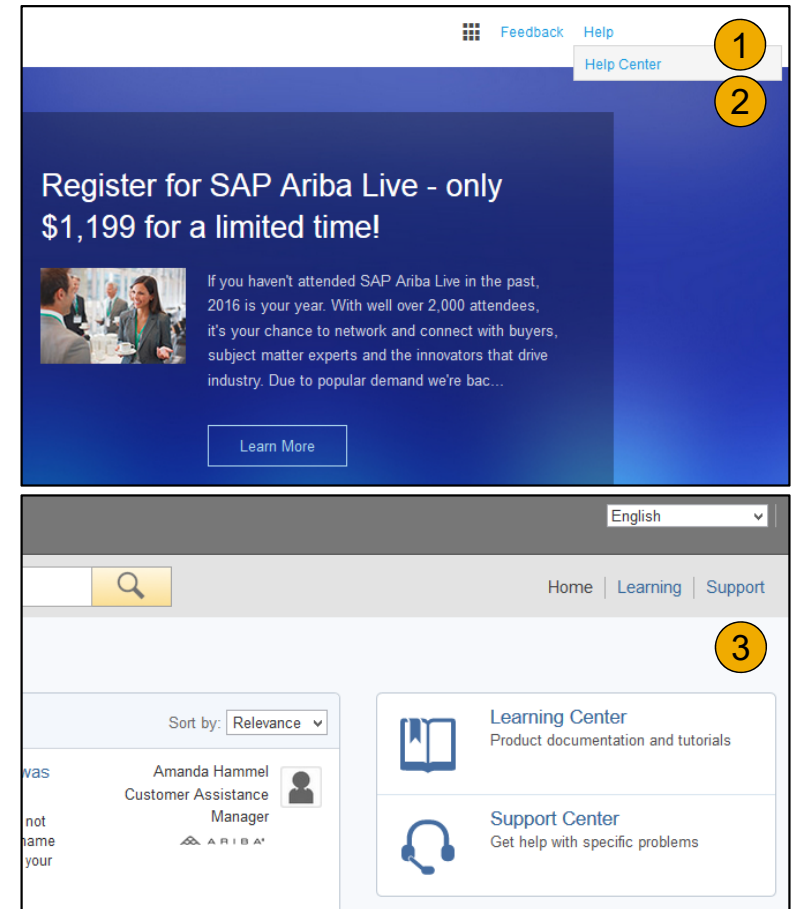
Company Profile  
Service Subscriptions  
Account Settings 1  
Customer Relationships  
Users  
Notifications  
Account Hierarchy  
View All  
Network Settings  
Electronic Order Routing  
Electronic Invoice Routing  
Accelerated Payments  
Remittances  
Network Notifications

# Training and Resources

## Ariba Network Standard Documentation

1. Go to: <http://supplier.ariba.com> and click the **Help** link.
2. Click **Help Center**.
3. Click on **Learning Center** to access Product Documentation. The Learning Center was created for users interested in technical product documentation. The Learning Center was design to allow you to browse the full library of product documentation and tutorials.

**Note:** Only a subset of the documentation is available in a pre-login state. For full content access, login to your Ariba Network Supplier account and access the same Help menu.

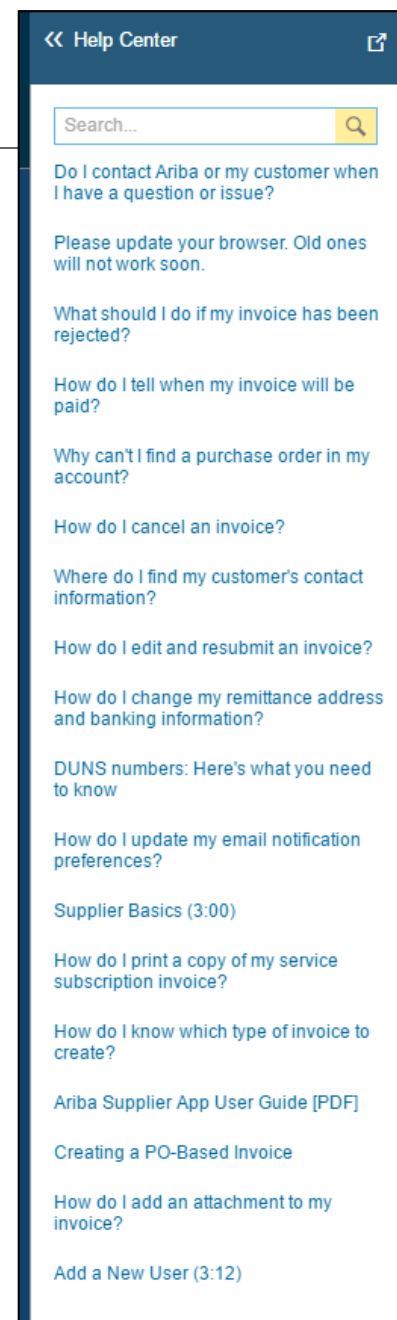


# Training and Resources

## Ariba Network Standard Documentation

From within your Ariba Network account:

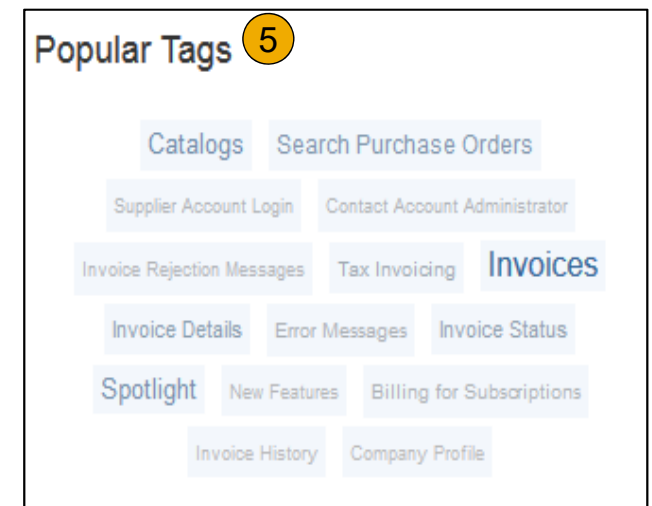
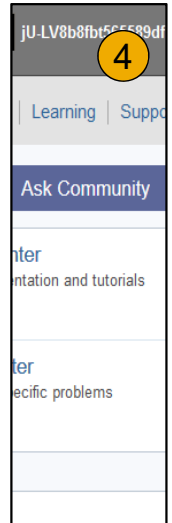
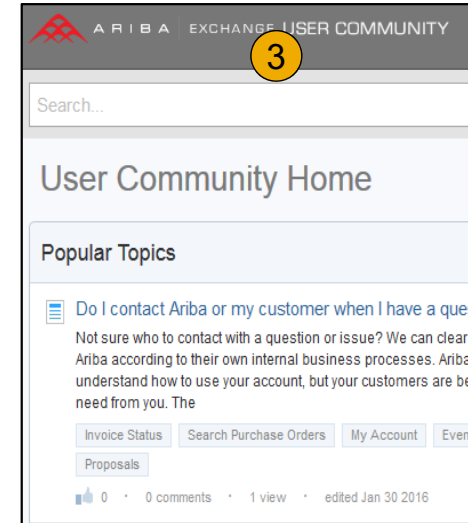
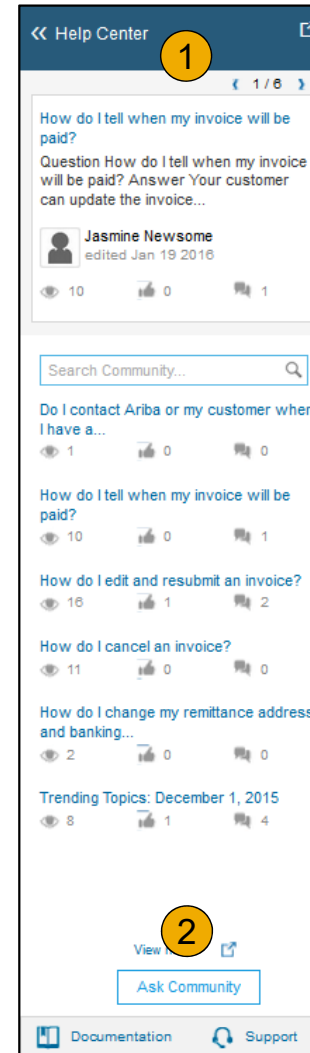
1. Click on **Help Center** to access Standard Documentation material.
2. Depending on which screen you are in within your account, the content will automatically update to reflect materials that may be helpful to you in relation to the items on the screen. You can also type in key word searches to adjust the content shown.
3. Click **Documentation** (bottom)
4. View Ariba Network Administrator's documentation.



# Help Center

## Helpful things to know

- 1. Popular Topics:** Title links are selected for you based on the solution that you were using, privileges & default language when you clicked on Help.
- 2. Click** on the link to view the content item. You will be able engage with the content: author, view how many community users have viewed the content and have flagged the content as being helpful to you, and report problems with the content.
- 3. Perform** a search to find content not found under Popular Topics. Results can be sorted or filtered.
- 4. Under Learning** you can find the Product Documentation available for Users or Administrators.
- 5. Popular Tags:** These are the tags associated with our most popular content items per solution. It is a quick way to find documents related to the topic.



# Training and resources

## Ariba Network standard documentation and useful links

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### Useful Links

- **Ariba Supplier Membership page** - <http://www.ariba.com/suppliermembership>
- **Ariba Network Hot Issues and FAQs** - <https://connect.ariba.com/anfaq.htm>
- **Ariba Cloud Statistics** – <http://trust.ariba.com>
  - Detailed information and latest notifications about product issues and planned downtime - if any - during a given day
- **Ariba Discovery** - <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>
- **Ariba Network Notifications** - <http://netstat.ariba.com>
  - Information about downtime, new releases and new features

# Who should you contact?

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## Supplier Support During Deployment

- **Ariba Network Registration or Configuration Support**  
Please contact [GEOGEnablement@ariba.com](mailto:GEOGEnablement@ariba.com) for any questions regarding registration, configuration, Supplier fees, or general Ariba Network questions.
- **Baker Hughes, a GE Company Business Process Support**  
Please contact the Baker Hughes, a GE Company Supplier Enablement team at [JAX\\_Ariba\\_supplier@ge.com](mailto:JAX_Ariba_supplier@ge.com) for business-related questions.
- **Supplier Support Post Go-Live**
  - **Ariba Network Help Center** (referenced in previous slides). Accessible through your Ariba Network account (top/right corner).