

Ariba Network Invoice Guide

**BAKER
HUGHES**
a GE company



SAP Ariba 

Content

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

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.



2. Invoice Practices

SAP Ariba 



Invoice Practices

Supported

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

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



3. Before You Begin Invoicing

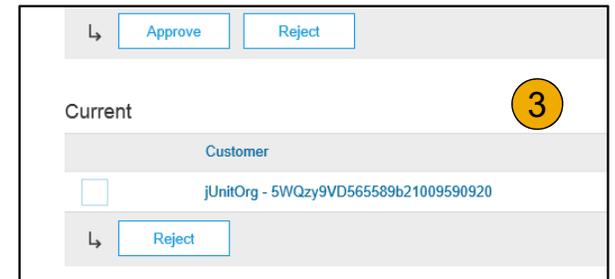
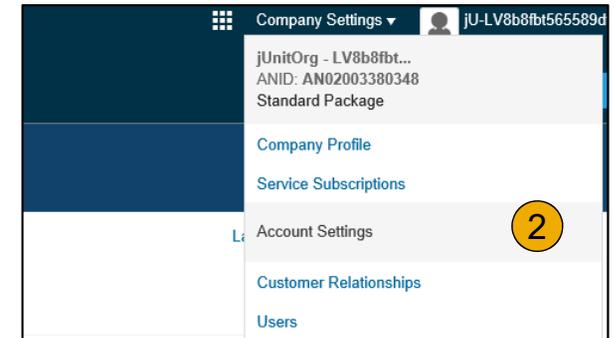
SAP Ariba 



Review BHGE Invoice Rules

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

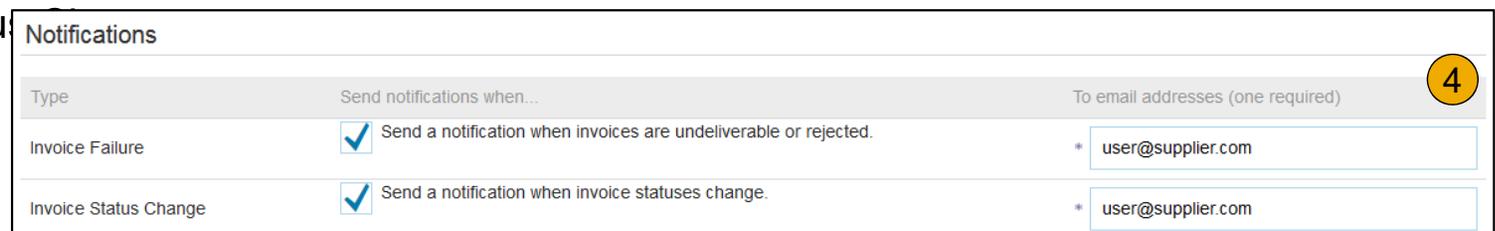
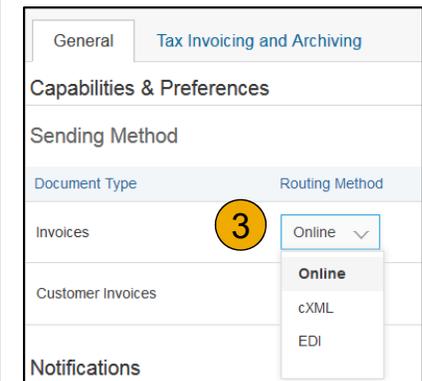
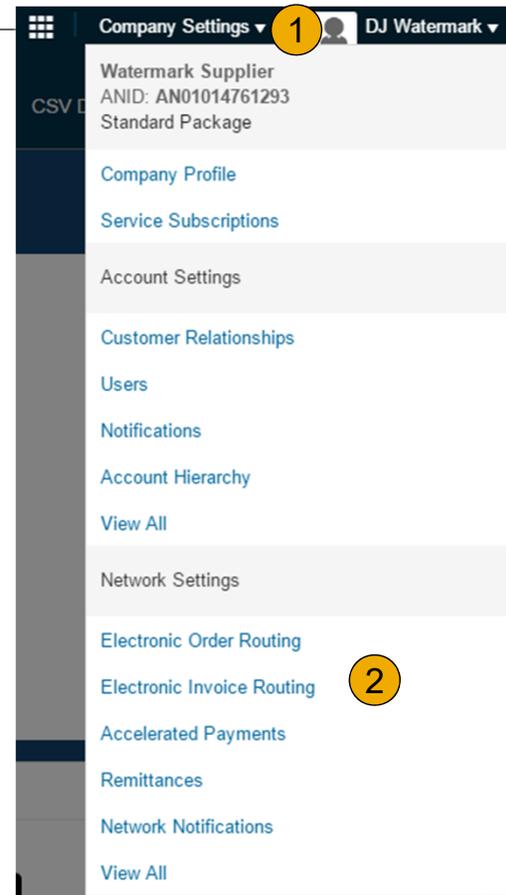
1. Login to your Ariba Network account via **supplier.ariba.com**
2. Select the **Company Settings dropdown menu** and under Account Settings, click **Customer Relationships**.
3. A list of your Customers is displayed. Click the name of your customer (**Baker Hughes, a GE Company**)
4. Scroll down to 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

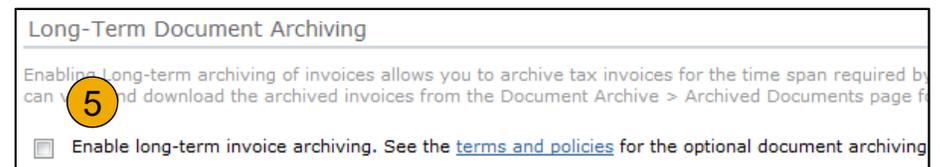
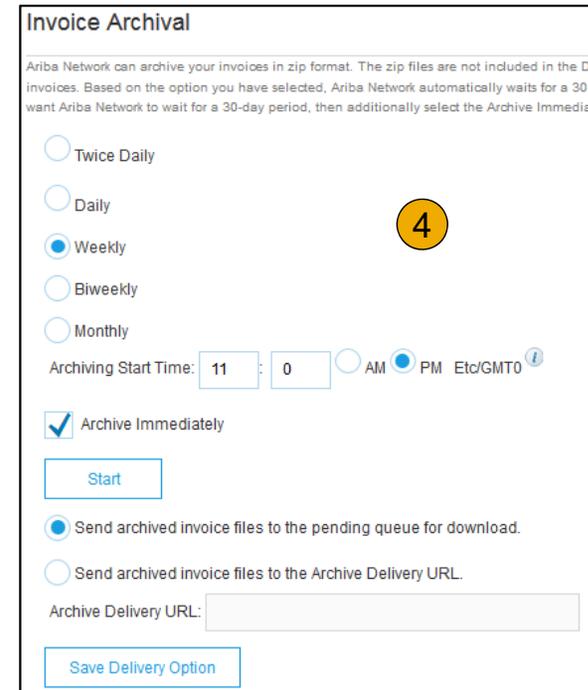
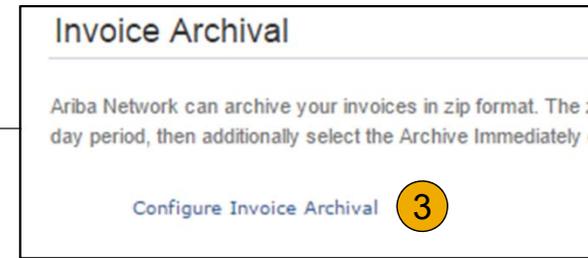
Baker Hughes, a GE Company project specific tasks:

- **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

Available Tiles		Selected Tiles	
Name	Select	Name	Action
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. ERS – Evaluated Receipt Settlement

SAP Ariba 



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

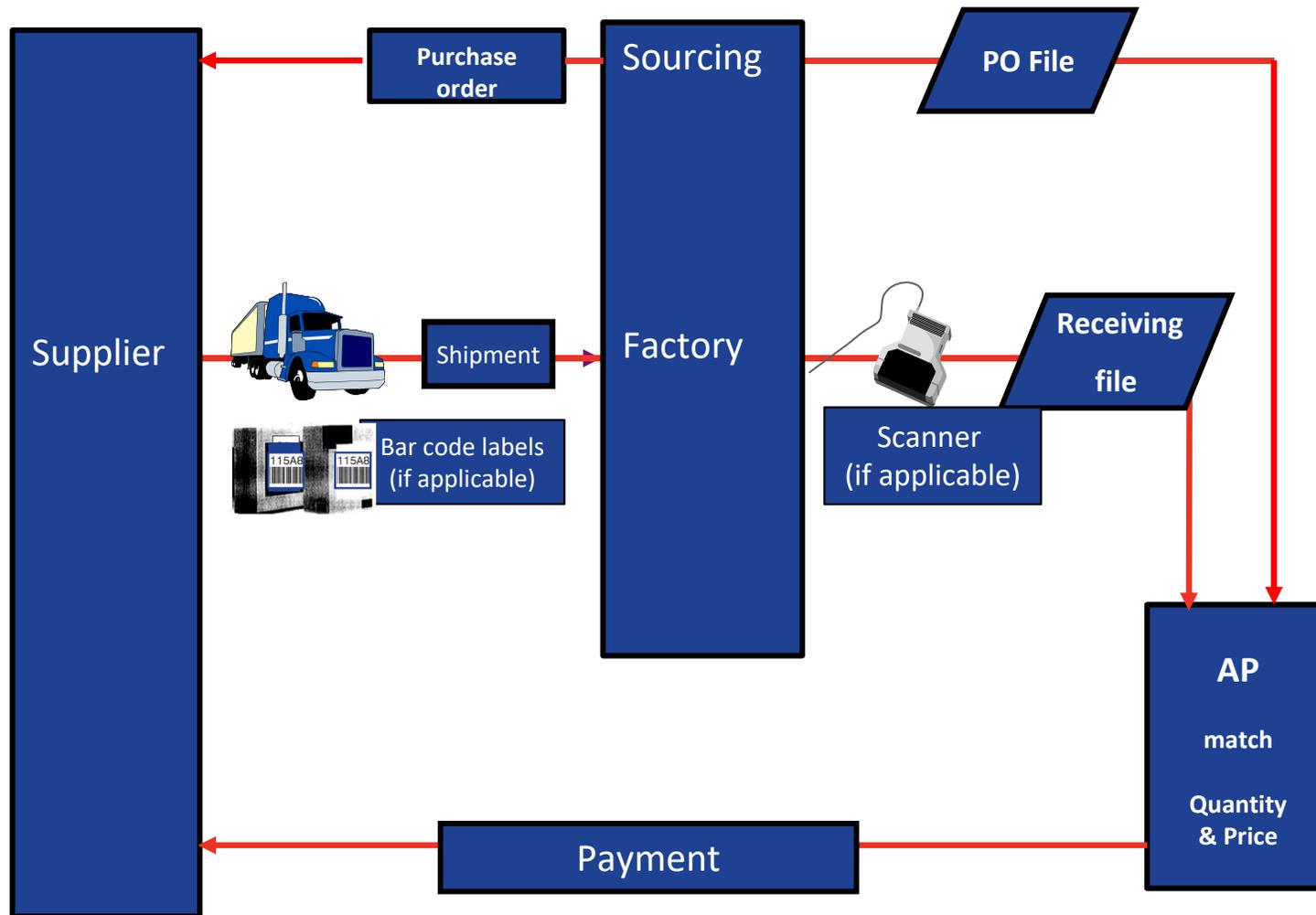
What is the scope?

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.



5. Creating Invoices

SAP Ariba 



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

Order Detail | Order History

From: DRESSER, LLC
8011 Shoreport Hwy
Piscataway, NJ 07150-3744
United States
Phone: +1 318-640-2250
Fax: +1 (318)640-6222

Payment Terms: NET 30
GE Internal Billing System

Comments

Contact Information
Supplier Address
DRESSER PRODUITS INDUSTRIELS SAS
3 RUE SAINT PIERRE 8.P.57.14110
14110 CONDE SUR NOREAU

France
Email: coms@ariba.com
Phone:
Fax:
Address ID: 000775621

Other Information
Company Code: 1811
View more

Attachments
5050890488.pdf (application/pdf)

Site ID: 102

Ship All Items To
Dresser, LLC - Jacksonville
12970 Normandy Boulevard
Jacksonville, FL 32221
United States
Ship To Code: 1811
Phone: +1 (318)640-6222

Order submitted on: Monday 12 Feb 2018 3:56 PM GMT+00:00
Received by Ariba Network on: Monday 12 Feb 2018 12:36 PM GMT+00:00
This Purchase Order was sent by GE Oil and Gas Operations, LLC - 1811 AR1011027430-1 and delivered by Ariba Network

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				
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 3:56 PM GMT+00:00
Received by Ariba Network on: Monday 12 Feb 2018 12:36 PM GMT+00:00
This Purchase Order was sent by GE Oil and Gas Operations, LLC - 1811 AR1011027430-1 and delivered by Ariba Network

Sub-total: 36,278.00 EUR

SAP Ariba

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	01-2109	Material Invoicing not possible	

Description: TA PIN, 1/2IN DIA, 4IN STK, W/O HOLE

Status
10,000 Unconfirmed

Control Keys
Order Confirmation: required before shipping
Ship Notice: allowed
Invoice: is ERS
Invoice Verification Type: goods receipt

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

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

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: 5105748975

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

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

Standard Invoice

<p>Status</p> <p>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 2 Submission Method: cXML Origin: Customer</p>	<p>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</p>
--	---

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.

The screenshot shows the 'Create Invoice' interface in SAP Ariba. At the top, there's a navigation bar with 'Ariba Supply Chain Collaboration' and 'Create Invoice' button. Below that, the 'Invoice Header' section is visible, containing a 'Summary' table with fields like Purchase Order, Invoice #, Invoice Date, Supplier Tax ID, and Billing To. A warning message is displayed in a grey box: 'Items flagged for evaluated receipt settlement (ERS) were not transferred to this invoice. Your customer automatically generates invoices for those items on your behalf.' This message is highlighted with a red box and a yellow circle containing the number '2'. Below the warning, there are 'Additional Fields' for information like Supplier Account ID, Customer Reference, and Supplier Reference. At the bottom, there's another 'Add to Header' button and a similar warning message, also highlighted with a red box and a yellow circle containing the number '1'. A red arrow points from the bottom warning box to the top one. The footer includes the SAP Ariba logo and copyright information.

Invoice Creation for Non-ERS Orders

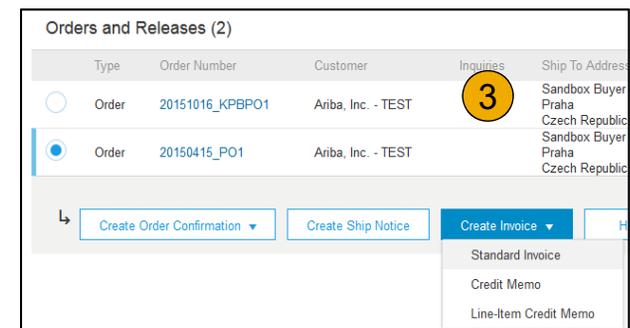
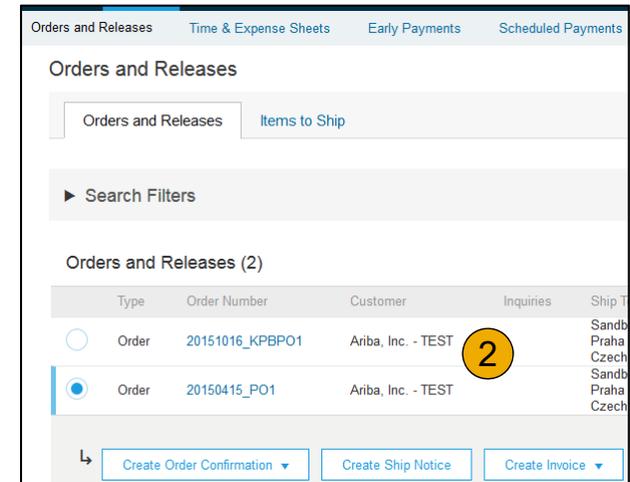
To create a “PO-Flip” invoice (or an invoice derived from a PO that you received via the Ariba Network):

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 1

Invoice Date:* 15 Apr 2016 2

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	Typ	Part #
10	BX	25.00 EUR	<input checked="" type="checkbox"/>	<input type="radio"/>	MATERIAL	GOODS_02

No.	Include	Type	Part #
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

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

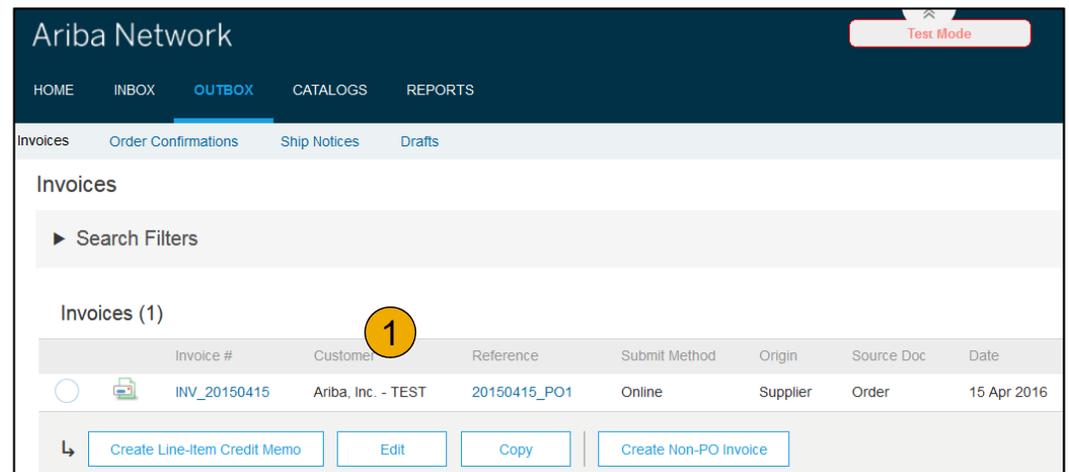


Adobe Acrobat
Document

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.

The screenshot shows the 'Line Items' section of an SAP invoice. At the top right, it indicates '1 Line Items, 1 Included, 0 Previously Invoiced'. Below this is the 'Insert Line Item Options' section with a 'Tax Category' dropdown and a 'Discount' checkbox. A table below has columns for 'No.', 'Include', 'Type', 'Part #', 'Description', 'Customer Part #', 'Quantity', 'Unit', 'Unit Price', and 'Subtotal'. A row is partially filled with 'SERVICE' and a subtotal of '0.00 CZK'. Below the table is the 'Service Period' section with 'Service Start Date' and 'Service End Date' fields. At the bottom, there are 'Line Item Actions' (a dropdown menu), a 'Delete' button, and an 'Add' dropdown menu. The 'Add' dropdown menu is open, showing options: 'Add General Service', 'Add Labor Service', and 'Add Material'. A yellow circle with the number '1' is placed over the 'Add' dropdown menu.

The screenshot shows the 'SERVICES' section of an SAP invoice. At the top right, it indicates '1 Line Items, 1 Included, 0 Previously Invoiced'. Below this is the 'Insert Line Item Options' section with a 'Tax Category' dropdown set to 'Sales Tax' and a 'Discount' checkbox. A table below has columns for 'No.', 'Include', 'Part #', 'Description', 'Quantity', 'Unit', 'Unit Price', and 'Subtotal'. A row is filled with '1', a green checkmark, '123-456', 'Lawn Service', '1', 'EA', '50.00 USD', and '50.00 USD'. Below the table is the 'SERVICE PERIOD' section with 'Service Start Date' set to '30 Oct 2010' and 'Service End Date' set to '30 Oct 2010'. At the bottom, there are 'Line Item Actions' (a dropdown menu), a 'Delete' button, and an 'Add Service Item' dropdown menu. A yellow circle with the number '2' is placed over the 'Add Service Item' dropdown menu.

“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.

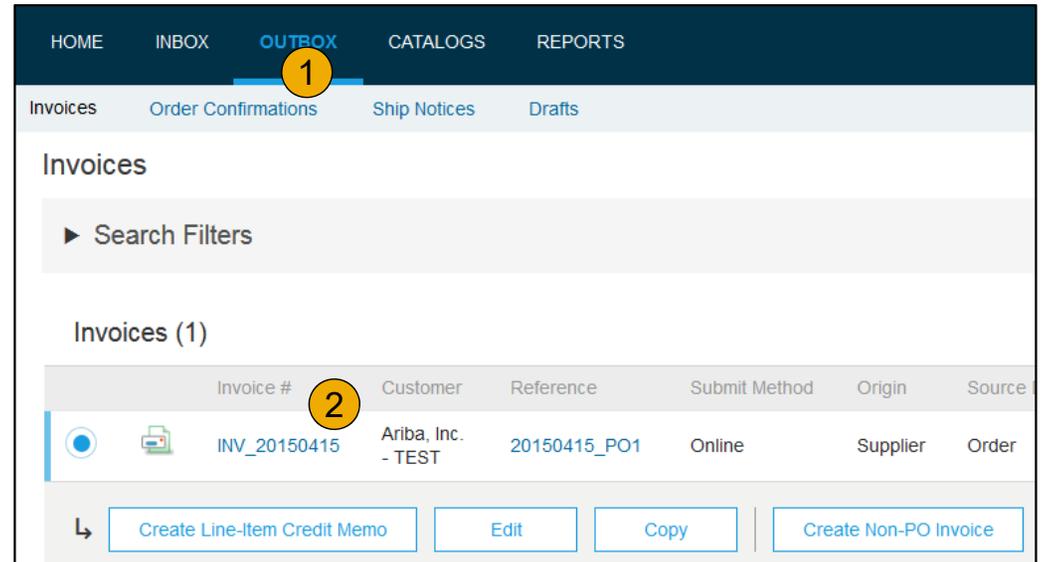
Limitations

- 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.





5. Modifying Invoices

SAP Ariba 



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 Exit Next

Create Invoice

! 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 CATALOGS 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
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

Invoice: INV_20150415

Create Line-Item Credit Memo Copy This Invoice Cancel Print

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.



6. Document Status, Searches, and Reports

SAP Ariba 



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

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 if 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.	PropogationDispatcher-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.

HOME INBOX OUTBOX CATALOGS REPORTS

Invoices All Customers Invoice Number

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.

HOME INBOX OUTBOX CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices

Search Filters

Customer: All Customers

Invoice Number:

Order Number:

Date Range: Last 24 hours
17 Apr 2016 - 17 Apr 2016

Supplier Reference:

Min. Amount:

Max. Amount:

External Invoice Number:

Status: All

Show Only Invoices Submitted from the Customer's System.

Show only Invoices with Invoice Addendums.

Number of Results: 100

Search Reset

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.

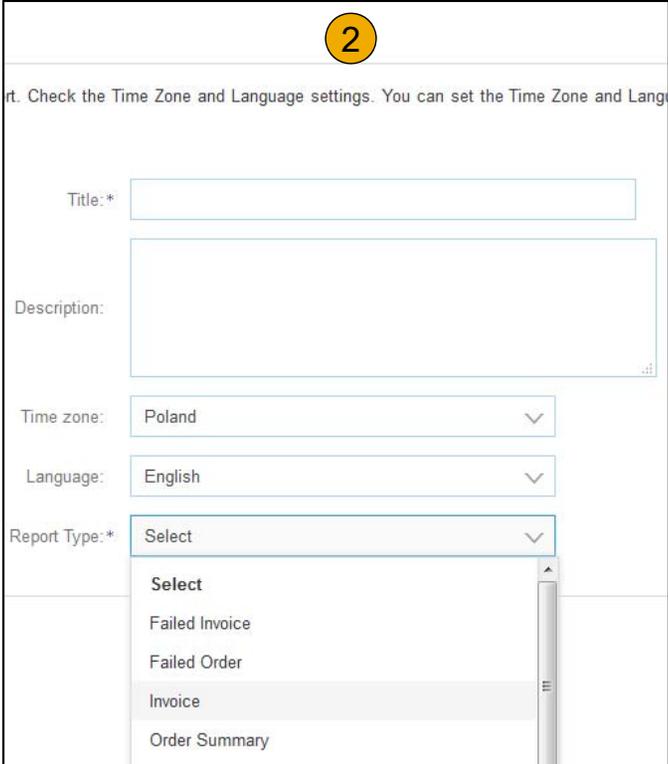
Failed Invoice reports provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.

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.



rt. Check the Time Zone and Language settings. You can set the Time Zone and Lang

Title:*

Description:

Time zone: Poland

Language: English

Report Type:* Select

- Select
- Failed Invoice
- Failed Order
- Invoice
- Order Summary



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	Supplier Information Portal
<input type="checkbox"/> Ariba Inc. 2	3
<input type="checkbox"/> Pouliot Industries	

Reject

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.

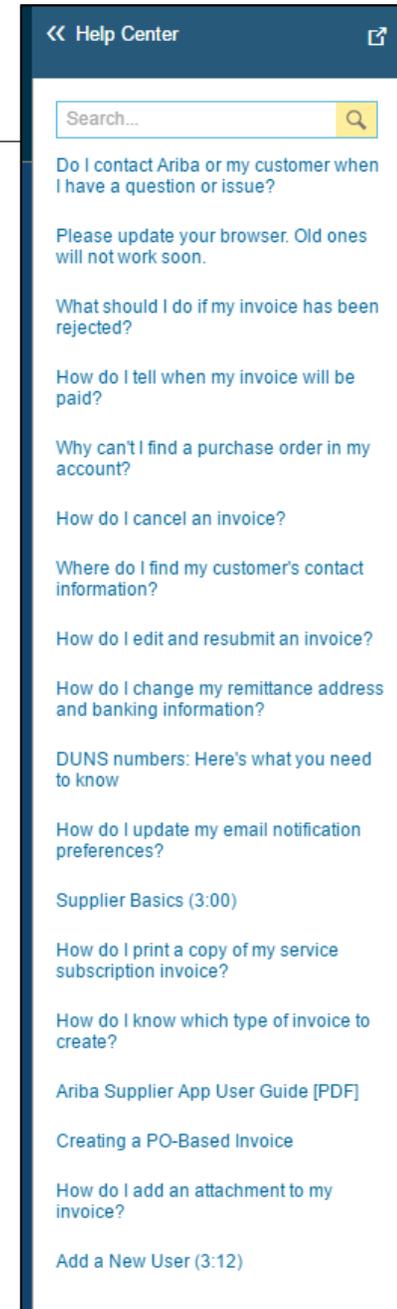
The screenshot displays the SAP Ariba Help Center interface. At the top right, there are links for 'Feedback' and 'Help', with a 'Help Center' dropdown menu highlighted by a yellow circle with the number '1'. Below this, a blue banner features a 'Learn More' button and a promotional message for 'SAP Ariba Live' with a price of '\$1,199 for a limited time!'. The main content area includes a search bar, a 'Sort by: Relevance' dropdown, and a user profile for 'Amanda Hammel, Customer Assistance Manager'. On the right side, there are two main sections: 'Learning Center' (Product documentation and tutorials) and 'Support Center' (Get help with specific problems), both highlighted with yellow circles and numbers '2' and '3' respectively.

Training and Resources

Ariba Network Standard Documentation

From within your Ariba Network account:

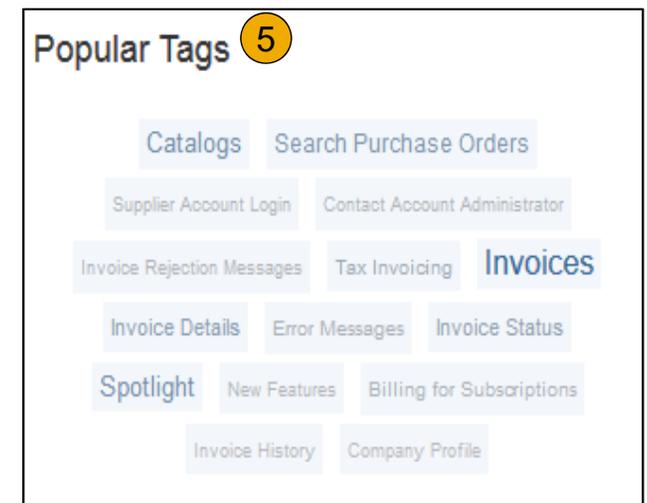
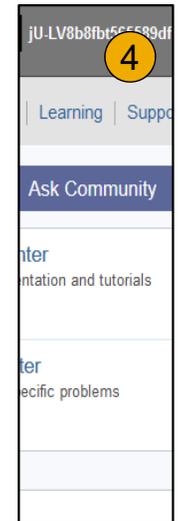
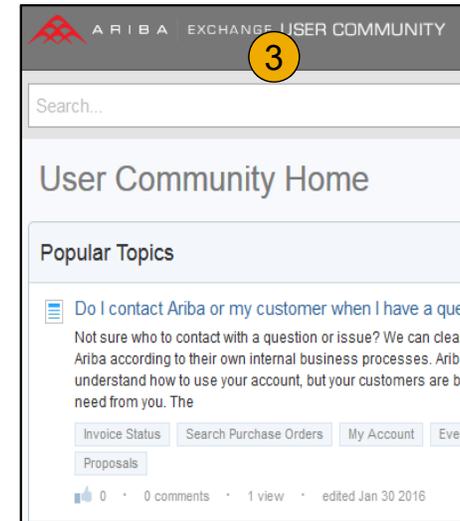
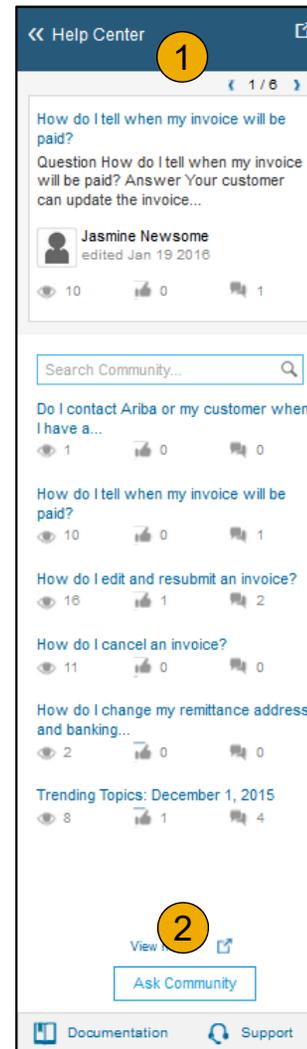
1. Click on **Help Center** to access Standard Documentation material.
2. Depending on which screen you are in within your account, the content will automatically update to reflect materials that may be helpful to you in relation to the items on the screen. You can also type in key word searches to adjust 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

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?

Supplier Support During Deployment

- **Ariba Network Registration or Configuration Support**
Please contact 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 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).