

# Ariba Network Purchase Order Guide

**BAKER  
HUGHES**  
a GE company



# Content

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1. Introduction
2. Purchase Order Management
3. Order Confirmations
  - Confirming lines with multiple delivery dates
  - Price and date change requests
4. Items to Confirm
5. Creating Ship Notices – **REQUIRED for all orders**
6. Understanding PO status
7. Forecast – for CSC enabled suppliers – **On Future Roadmap**
8. Quality Notifications - **On Future Roadmap**
9. PDF Generation
10. Ariba Network Support



# 1. Introduction

# Introduction

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## . **Baker Hughes, a GE Company e-Procurement Process**

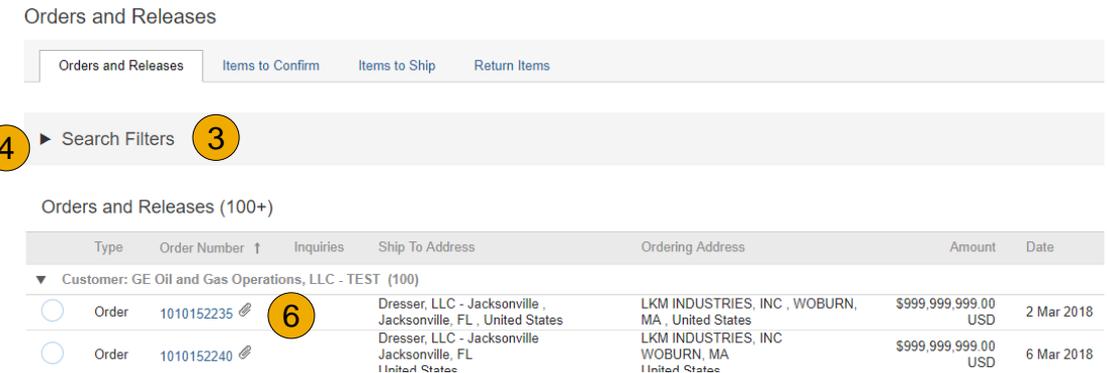
- This document contains training for your organization around transacting purchase orders, order confirmations and ship notices with Baker Hughes, a GE Company through the Ariba Network



# 2. Purchase Order Management

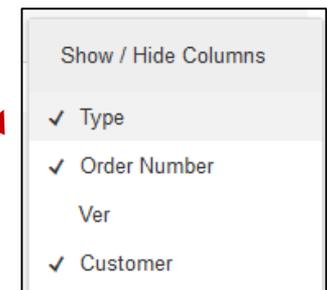
# To View Purchase Orders

1. **Click** on Inbox tab to manage your Purchase Orders.
2. **Inbox** is presented as a list of the Purchase Orders received by Baker Hughes, a GE Company.
3. **Search** filters allows you to search using multiple criteria.
4. **Click** the arrow next to Search Filters to display the query fields. Enter your criteria and click Search
5. **Click** the blue calendar icon on the right of your screen to change the columns you want to see. You can also group orders by customer, order status, etc.
6. **Click** the link on the Order Number column to view the purchase order details



Orders and Releases (100+)

Type	Order Number ↑	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
▶ Customer: GE Oil and Gas Operations, LLC - TEST (100)											



# Purchase Order Detail

1. **View** the details of your order. The order header includes the order date and information about the buying organization and supplier.

**Note:** If you have configured Electronic Order Routing but you didn't receive a copy of the order via email, cXML or EDI properly you can always Resend a PO by clicking the **Resend** button. To set up Electronic Order Routing see Account Configuration Guide pg 16-19. You also have the option to click **Export cXML** to save a copy of the cXML source information. Click **Order History** for diagnosing problems and for auditing total value

2. The **Line Items section** describes the ordered items. Each line describes the part number, the quantity of items Baker Hughes, a GE Company wants to purchase, the need by date and the price. The order sub-total can be seen at the bottom right of the screen. Click on details to view additional details about the item. **You will need to Create an Order Confirmation for every PO within Ariba. See next slides for creating order confirmation.**

Purchase Order: 1010152241

1

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Create Quality Notification](#) [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

[Order Detail](#) [Order History](#)

From:  
DRESSER, LLC  
8011 Shreveport Hwy  
Pinaville, LA 71360-2741  
United States  
Phone: + ( ) 318-640-2250  
Fax: + ( ) 318)640-6222

To:  
BHGE UAT Test Supplier4 - TEST  
123 Main  
Cincinnati, OH 45202  
United States  
Phone:  
Fax:  
Email: NoReplyAribaCS@ariba.com

## Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By
1	GOODS_01 <i>Copy Paper White, A3, 80gsm (ream 500 sheets)</i>	Material	10 (EA)	18 Nov 2015
2	GOODS_02 <i>Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)</i>	Material	10 (BX)	18 Nov 2015

Order submitted on: Tuesday 6 Oct 2015 9:00 PM GMT+02:00  
Received by Ariba Network on: Friday 15 Apr 2016 2:14 PM GMT+02:00  
This Purchase Order was sent by Ariba, Inc. - TEST AN01015640756-T and delivered by Ariba Network.

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

# Purchase Order Detail

- BHGE requires that you reference the PDF copy of your PO for PO specific details such as shipping instruction, documentation requirements and any other pertinent information.** PO PDF can be found under attachments.

**Other Information**  
Company Code: 1811  
Supplier must reference the attached PDF copy of the purchase order for Standard Terms, link to BHGE Standard Terms of Purchase, special shipping instructions, and other pertinent information. If a PO Special Instructions: PDF copy is not attached, supplier must reference BHGE Standard Terms of Purchase at the following link: <http://www.bhge.com/supplier-center>  
[View less >](#)

**Attachments**  
[1010152235.pdf \(application/pdf\)](#)

1

- Click** on show item details to see if any drawings or other attachments have been included.

## Line Items

2

Show Item Details

Line #	Change	Part #	Customer Part #	Type	Return	Buyer Part ID	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Customer Location
10		Not Available		Material			1.000 (DR)	28 Feb 2018	\$999,999,999.00 USD	\$999,999,999.00 USD		<a href="#">Details</a>

Description: Test materail

**NOTE: You will need to Create an Order Confirmation, shipping notice and invoice for every PO within Ariba. See next slides for instruction.**



# 3. Order Confirmations

# Create Order Confirmation: Confirm Entire Order

This slide explains how to Confirm Entire Order **IF NO CHANGES ARE NEEDED TO ANY LINE.**

1. **Review Need by Dates, Quantity and Unit Price for each line.**
2. **If no changes are needed to any lines** click Confirm Order and select Confirm Entire Order. **If changes are needed proceed to slide 13 for instruction.**
3. **Enter Confirmation Number** which is any number you use to identify the order with i.e., your internal sales order.
4. **Enter ship date and estimated Delivery Date.** Delivery date should include ship date + transit time. Reference your PO pdf for estimated transit time based on supplier region. **DO NOT** put data in est. shipping cost or tax cost fields.
5. **Click Next** when finished.

Order Confirmation Header \* Indicates required field

Confirmation # \*  **3**

Associated Purchase Order #: 3100003068

Customer: GE Oil and Gas Operations, LLC - TEST ⚠ GE Oil and Gas Operations, LLC - TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

Supplier Reference:

SHIPPING: Required by Dates and Promise Dates on this purchase order are based on arrival date of items at the Purchaser's indicated Ship To location (GE dock). To ensure Seller shipments arrive to Purchaser by agreed dates please allow the following logistic time for shipments: India - eight (8) weeks, China - six (6) weeks, Europe - four (4) week, North America - one (1) week. Please confirm with the Buyer for shipment time clarification on any shipments made from facilities not falling thin these areas.

SHIPPING AND TAX INFORMATION

Est. Shipping Date:  **4** Est. Shipping Cost:

Est. Delivery Date: \*  Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 100MB

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	Not Available			1.000 (EA)	28 Feb 2018	\$10,000.00 USD	\$10,000.00 USD	

Description: test

Schedule Lines

Current Order Status:  
1.000 Confirmed As Is

**2**

Purchase Order: 1010152235

Confirm Entire Order

Update Line Items

Reject Entire Order

**5**

# Create Order Confirmation: Confirm Entire Order

6. Review the order confirmation and click **Submit**
7. Your order confirmation is sent to BHGE. PO status is displayed as "Confirmed"
8. You can find a copy of the order confirmation under related documents

Purchase Order: 5050890678 Done

[Create Order Confirmation](#) | 
 [Create Ship Notice](#) | 
 [Create Invoice](#) | 
 [Create Quality Notification](#) | 
 Hide | Print | Download PDF | Export XML | Download CSV | R

Order Detail | Order History

---

**From:** Dresser, LLC - Jacksonville  
 12970 Normandy Boulevard  
 Jacksonville, FL 32221  
 United States  
 Phone: + (1) 844VALVEGE

**To:** BHGE Test Supplier 13 - TEST  
 123 Main  
 Cincinnati, OH 45202  
 United States  
 Phone:  
 Fax:  
 Email: krista.rousch@sap.com

**2** Purchase Order (Confirmed)  
5050890678  
Amount: 200.00 EUR

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**3** Routing Status: Acknowledged  
Related Documents:  OC0878

**Payment Terms** ⓘ  
 NET 30  
 GE Internal Billing System

Confirming PO Previous **Submit** Exit

**1** Confirm Entire Order

**2** Review Order Confirmation

**Confirmation Update**

**SHIPPING:** Required by Dates and Promise Dates on this purchase order are based on arrival date of items at the Purchaser's indicated Ship To location (GE dock). To ensure Seller shipments arrive to Purchaser by agreed dates please allow the following logistic time for shipments: India - eight (8) weeks, China - six (6) weeks, Europe - four (4) week, North America - one (1) week. Please confirm with the Buyer for shipment time clarification on any shipments made from facilities not falling within these areas.

Confirmation #: OC0878  
 Supplier Reference:  
 Attachments:

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal
10	Not Available	4353701		20.000 (EA)	1 Jun 2018	10.00 EUR	200.00 EUR

Description: TOP SPRING WASH ASSY 2728/27

**Schedule Lines**  
 Current Order Status:  
**20.000 Confirmed With New Date** (Estimated Delivery Date: 28 Feb 2018 )

**1**

Previous **Submit** Exit

# Create Order Confirmation: Reject Entire Order

1. **Reject Entire Order should ONLY be used if you cannot fulfill the order or a line in its entirety. See slide 14 to confirm a line with multiple delivery dates. Proceed to slide 16 if delivery date cannot be met or if price is incorrect. If quantity ordered is an issue -- contact buyer directly.**
2. **From the PO view**, click the Create Order Confirmation button and select Reject Entire Order.
3. **Enter** confirmation# (your internal reference number)
4. **Enter a reason for rejecting** the order – required by BHGE.
5. Click Done. PO order status will show as rejected.

Ariba Network

Purchase Order: 20150415\_PO2

Buttons: Create Order Confirmation (1), Create Ship Notice, Create Invoice

Dropdown menu options: Confirm Entire Order, Update Line Items, Reject Entire Order

From: Sandbox Buyer - Test, Radlicka, 15000 Praha, Czech Republic

3

Confirmation #: |

Rejection Reason: Please Select

Comments:

- Please Select
- Duplicate Order
- Incorrect Delivery Date
- Incorrect Description
- Incorrect Price
- Incorrect Quantity
- Incorrect Stock/Part Number
- Incorrect Supplier Code Used
- Incorrect UOM
- Not our Product Line
- Unable to Supply Item(s)
- Other

REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #.\* |

Rejection Reason: Please Select

Comments:

Buttons: Reject Order, Cancel

# Create Order Confirmation: Update Line Items

1. If you need to change something on a specific line i.e., price or delivery date **click** on Create Order Confirmation and **Select** Update Line items

## Update Line Item Field Definitions:

- **Confirmation #** – any number you use to identify the order with i.e., your internal sales order.
- **SKIP the Shipping and Tax Information** and scroll down to view the line items. **DO NOT** enter information in these fields.
- **Confirm box** – This is where you enter the QTY you are confirming and indicates that you have received the order and will ship this QTY.
- **Backorder box – DO NOT USE.**
- **Reject box – DO NOT USE unless you cannot fulfill the line in its entirety.**

Purchase Order: 20150415\_PO2

Create Order Confirmation  Create Ship Notice  Create Invoice

Confirm Entire Order **1** Update Line Items Order History

Reject Entire Order

From:  
**Sandbox Buyer - Test**  
Radlicka  
15000 Praha  
Czech Republic

Confirming PO

1 Update Item Status 2 Review Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 20150415\_PO2  
Customer: Anba, Inc. - TEST  
Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:  

Est. Delivery Date:  

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

CURRENT ORDER STATUS

10 Unconfirmed

Confirm:  Backorder:   Reject:   Details 

# Create Order Confirmation: Update Line Items with Multiple Delivery Dates

If you need confirm a line with a split shipment (partial QTY will ship on one date and the balance on another)

1. Choose Update Line Items.
2. Fill in your confirmation number.
3. Scroll past the Shipping and Tax Information down to view the line items.
4. Enter the first QTY you plan to ship
5. Click on Details
6. Enter your ship date and estimated delivery date (this is the date the parts will arrive to BHGE dock. See PO PDF for estimated transit times based on region)
7. Enter a comment about the split shipment and click OK.

20 Not Available 01-2109 10.000 (EA) 29 Jul 2018  
 Description: TA PIN, 1/2IN DIA, 4IN STK,W/O HOLE  
 Est. Delivery Date: 29 Jul 2018  
 Unit Price: \$89.00 USD  
 Price Unit Quantity: 1  
 Unit Conversion: 1  
 Price Unit: EA  
 Supplier Part: Not Available  
 Auxiliary Part ID:  
 Manufacturer Part ID:  
 Manufacturer Name:  
 Supplier Batch ID:  
 Comments: \*

Annotations: 4 (Confirm: 6), 5 (Details), 6 (Est. Delivery Date), 7 (Comments)

Purchase Order: 20150415\_PO2

Buttons: Create Order Confirmation, Create Ship Notice, Create Invoice

Dropdown: Confirm Entire Order, Update Line Items, Reject Entire Order

From: Sandbox Buyer - Test, Radlicka, 15000 Praha, Czech Republic

Annotations: 1 (Update Line Items), 2 (Confirmation #)

Confirming PO

Order Confirmation Header

Confirmation #: [input]  
 Associated Purchase Order #: 20150415\_PO2  
 Customer: Aniba, Inc. - TEST  
 Supplier Reference: [input]

SHIPPING AND TAX INFORMATION

Est. Shipping Date: [input]  
 Est. Delivery Date: [input]

Annotation: 3 (Est. Shipping Date)

# Create Order Confirmation: Update Line Items with Multiple Delivery Dates

- You will be taken back to the order confirmation screen where you will see the first QTY you confirmed and the delivery date. You will see any remaining QTY on the line as unconfirmed.
- Repeat** steps 4-7 for any additional quantities shipping
- Click Next** to review order confirmation
- Click Submit** to send your confirmation to BHGE

The screenshot displays two line items in an SAP Order Confirmation screen. Each line item is for a 'TA PIN, 1/2IN DIA, 4IN STK, W/O HOLE' with a quantity of 10,000 (EA) and an estimated delivery date of 29 Jul 2018. The first line item (line 20) shows a 'Current Order Status' of 6 Confirmed As Is (Estimated Delivery Date: 29 Jul 2018) and 4,000 Unconfirmed. The second line item (line 20) shows a 'Current Order Status' of 6 Confirmed As Is (Estimated Delivery Date: 29 Jul 2018) and 4 Confirmed With New Date (Comments: partial delivering 7/29, balance delivering 8/6 ; Estimated Delivery Date: 6 Aug 2018). Both line items have input fields for 'Confirm', 'Backorder', and 'Reject', and a 'Details' button with an information icon.

Line Item	Status	Quantity	Unit	Delivery Date
20	Not Available	10.000	(EA)	29 Jul 2018
20	Not Available	10.000	(EA)	29 Jul 2018

8

6 Confirmed As Is (Estimated Delivery Date: 29 Jul 2018 )

4,000 Unconfirmed

Confirm:  Backorder:  Reject:  [Details](#) ⓘ

9

6 Confirmed As Is (Estimated Delivery Date: 29 Jul 2018 )

4 Confirmed With New Date (Comments: partial delivering 7/29, balance delivering 8/6 ; Estimated Delivery Date: 6 Aug 2018 )

# Confirm Order: Update Line Items with Price Change or Date Change

1. To update price or date- Choose **Update Line Items**
2. Enter the quantity in the **Confirm** data entry field.
3. Click **Details** to enter the details regarding the price and/or date change.
4. Note the **Unit Price** field on the Status Details page for the line item.
5. Enter ship date and **Estimated Delivery Date**. This is the date the item will arrive on BHGE dock. See PO pdf for estimated transit times based on region
6. To request a price change enter the new price in the **Unit Price** field
7. Enter a **Comment** regarding the price change.
8. **Update** the Description as needed and click OK when done

The screenshot displays the SAP Order Confirmation interface. At the top, there are two dropdown menus: 'Create Order Confirmation' (selected) and 'Create Invoice'. Below them are three buttons: 'Confirm Entire Order', 'Update Line Items' (circled in yellow with a '1'), and 'Reject Entire Order'. A 'History' link is also visible.

The main section is titled 'Line Items' and contains a table with the following data:

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets) CURRENT ORDER STATUS	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Below the table, there is a radio button for '10 Unconfirmed'. A 'Confirm:' field contains the value '1' (circled in yellow with a '2'). Other fields include 'Backorder:' (value '1'), 'Reject:', and a 'Details' button (circled in yellow with a '3').

The bottom section shows a detailed view for Line # 10, Part # Not Available, Customer Part # 01-2092, Qty 20,000, Unit EA, Need By 14 Feb 2018, Ship By, and Unit Price \$125.00 USD. The description is 'GASKET FOR 10IN BNU'. The new order status is '20 Confirmed'.

Update fields include: 'Est. Shipping Date', 'Est. Delivery Date' (circled in red with a '5'), 'Unit Price' (set to '\$130.00 USD', circled in red with a '6'), 'Price Unit Quantity' (value 1), 'Unit Conversion' (value 1), and 'Price Unit' (value EA). Supplier information is listed as 'Not Available'.

A 'Comments' field (circled in red with a '7') contains the text 'GASKET FOR 10IN BNU'. A 'Pricing Description' field is also present. The subtotal is shown as '\$2,500.00 USD'.

# Confirm Order: Update Line Items with Price Change or Date Change

9. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
10. **Review** the order confirmation and **ensure that you see Current order status reflecting the changes you submitted.** Click **Submit.** Your order confirmation is sent to Baker Hughes, a GE Company.
11. **A copy** of your order confirmation can be found under Related Documents.
12. **The Order Status will display** as Partially Confirmed if items were not fully confirmed.
  - **Generate** another order confirmation to set them to confirm if needed.
  - **Click Done** to return to the Inbox.

The screenshot displays the SAP Line Items interface for a purchase order. It shows a table of line items with columns for Line #, Part #, Customer Part #, Revision Level, Qty (Unit), Need By, Unit Price, and Subtotal. The first line item (Line # 10) is highlighted with a red oval and labeled '8'. Below the table, the 'Schedule Lines' section shows the current order status for line 10 as 'Confirmed With Changes' with a comment: 'Change price ; Estimated Delivery Date: 7 Mar 2018 ; Confirmed Unit Price: \$88.00 USD'. A 'Confirm:' field is present. A red arrow points from a 'Done' button (labeled '7') to the 'Confirm:' field. At the bottom, a 'Create Order Confirmation' button is highlighted with a red oval and labeled '9'. A 'Purchase Order (Partially Confirmed)' summary card is also visible, showing details like '20150415\_PO2' and 'Amount: 295.00 EUR'.

# Confirm Order: Update Line Items - Price Change – BHGE Process

1. When a price change is submitted via Order Confirmation the PO status will initially show "confirmed." A work flow is triggered in BHGE ERP for buyer to review.
2. Once buyer begins reviewing your request the Original revision of the PO will show status of "Obsoleted" and you will see a "Cancelled" revision with status "Changed". NO action can be taken at this time.
3. If your price change has been approved you will receive a Change PO . You will see a third revision of the PO with revision "changed" and status "changed". This change order requires a NEW confirmation.

2

Orders and Releases (2)

Type	Order Number	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	5050890803		Dresser, LLC - Jacksonville, Jacksonville, FL, United States	WOBURN, MA, United States	\$100.00 USD	12 Jul 2018	Changed	Invoice	\$0.00 USD	Cancelled	Actions -
Order	5050890803		Dresser, LLC - Jacksonville, Jacksonville, FL, United States	WOBURN, MA, United States	\$100.00 USD	2 Mar 2018	Obsoleted	Invoice	\$0.00 USD	Original	Actions -

3

Orders and Releases (3)

Type	Order Number	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	5050890803		Dresser, LLC - Jacksonville, Jacksonville, FL, United States	WOBURN, MA, United States	\$105.00 USD	12 Jul 2018	Changed	Invoice	\$0.00 USD	Changed	Actions -
Order	5050890803		Dresser, LLC - Jacksonville, Jacksonville, FL, United States	WOBURN, MA, United States	\$100.00 USD	12 Jul 2018	Obsoleted	Invoice	\$0.00 USD	Cancelled	Actions -
Order	5050890803		Dresser, LLC - Jacksonville, Jacksonville, FL, United States	WOBURN, MA, United States	\$100.00 USD	2 Mar 2018	Obsoleted	Invoice	\$0.00 USD	Original	Actions -

Note: Items can be shipped against a partial order confirmation, but an order can not be invoiced until an order is fully confirmed



# How to view all items that are pending Confirmation

1. Click on “Items to Confirm” tab in your inbox
2. All PO line items that need to be confirmed will be shown
3. Rows shown are at the PO line item level; schedule lines can be viewed through the “View Schedule” link
4. Default sort is “Need By” date
5. Actions can be taken at both the individual row level and at the mass selection level
6. Click on “Search Filters” to see additional search options

The screenshot displays the SAP 'Orders and Releases' interface. At the top, there are navigation tabs: 'Orders and Releases', 'Time & Expense Sheets', 'Early Payments and Auctions', 'Scheduled Payments', 'Remittances', 'Notifications', and 'More...'. The 'Orders and Releases' section is active, with sub-tabs for 'Orders and Releases', 'Items to Confirm' (highlighted with a yellow circle 1), and 'Items to Ship'. Below the sub-tabs is a 'Search Filters' section (highlighted with a yellow circle 6). The main area shows a table titled 'Items to Confirm' with a total of 12 items. The table has columns for 'Order Number', 'Item', 'Part # / Description', 'Customer', 'Requested Qty', 'Unconfirmed Qty', 'Need By' (highlighted with a yellow circle 4), and 'Schedule' (highlighted with a yellow circle 3). Each row includes a checkbox, a 'View Schedule' link, and an 'Actions' link (highlighted with a yellow circle 5). At the bottom of the table, there are two buttons: 'Confirm Requested Quantities' and 'Confirm Entire Orders' (highlighted with a yellow circle 2).

Order Number	Item	Part # / Description	Customer	Requested Qty	Unconfirmed Qty	Need By	Schedule
<input type="checkbox"/> <a href="#">dmw-po-101</a>	1	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	500 (PK)	500 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">dmw-po-102</a>	1	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	100 (PK)	100 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">sub-contract-po-1</a>	1	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	10 (PK)	10 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">dmw-po-101</a>	2	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	500 (PK)	500 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">dmw-po-102</a>	2	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	100 (PK)	100 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">sub-contract-po-1</a>	2	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	10 (PK)	10 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">dmw-po-101</a>	3	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	500 (PK)	500 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">dmw-po-102</a>	3	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	100 (PK)	100 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">dmw-po-101</a>	4	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	500 (PK)	500 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">dmw-po-102</a>	4	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	100 (PK)	100 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">dmw-po-101</a>	5	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	500 (PK)	500 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">dmw-po-102</a>	5	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	100 (PK)	100 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>

# Items to Confirm List: How to utilize Search Filters

- 1. You can filter your items to confirm by customer, order number, need by date range, part number.**
- 2. Select your view.** The “**Only items that can be confirmed**” view gives an actionable list of items that are pending confirmation. “**All items with unconfirmed quantity**” view includes all items that have not yet been confirmed and the “**Only fully confirmed items**” view shows all lines that have been fully confirmed.
- 3. Part number view** allows entries of multiple part numbers.

Home | **Inbox** | Outbox | Catalogs | Reports

Orders and Releases | Time & Expense Sheets | Early Payments and Auctions | Scheduled Payments | Remittances | Notifications | More...

### Orders and Releases

Orders and Releases | **Items to Confirm** | Items to Ship

**Search Filters**

Customer:  **1** | Part #:  **3** [Look Up](#)

Order Number:  **i** | View:  All items with unconfirmed quantity  
 Only items that can be confirmed  
 Only fully confirmed items

Need by Date Range: Other **2** **i** | Start Date: 8 Jan 2015 | End Date: 22 Jan 2015 | Number of Results: 500

[Search](#) [Reset](#)

Items to Confirm		Total: 12						
Order Number	Item	Part # / Description	Customer	Requested Qty	Unconfirmed Qty	Need By ↑	Schedule Line	
<input type="checkbox"/> <a href="#">dmw-po-101</a>	1	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	500 (PK)	500 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>	
<input type="checkbox"/> <a href="#">dmw-po-102</a>	1	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	100 (PK)	100 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>	

# Items to Confirm List: Viewing Schedule Lines

1. Each row represents a purchase order line
2. To view schedule lines and existing confirmations on a purchase order line, click on View Schedule
3. Pop-up window displays two tables **schedule lines** & **Confirmation status lines**

**Orders and Releases**

Orders and Releases | **Items to Confirm** | Items to Ship

Search Filters

**Items to Confirm** Total: 2

Order Number ↓	Item	Part # / Description	Customer	Requested Qty	Unconfirmed Qty	Need By	Schedule Line	Actions
<input type="checkbox"/> <a href="#">dmw-PO-300</a>	1	AX4518 BULLNOSE SHELVES 4 PK	ACME	100 (PK)	100 (PK)	2 May 2015	<a href="#">View Schedule</a>	<a href="#">Actions</a>
<input type="checkbox"/> <a href="#">dmw-PO-300</a>	2	AX4518 BULLNOSE SHELVES 4 PK	ACME	100 (PK)	40 (PK)	2 May 2015	<a href="#">View Schedule</a>	<a href="#">Actions</a>

1 2

**Schedule Lines and Confirmation Statuses** 3

**Schedule Lines**

Schedule Line #	Delivery Date ↑	Quantity (Unit)
1	8 May 2015	20 (PK)
2	15 May 2015	20 (PK)
3	22 May 2015	20 (PK)
4	29 May 2015	20 (PK)
5	5 Jun 2015	20 (PK)

**Confirmation Status by Quantity**

Delivery Date ↑	Quantity (Unit)	Status
	40 (PK)	Unconfirmed
8 May 2015	20 (PK)	Confirmed
15 May 2015	20 (PK)	Confirmed
22 May 2015	20 (PK)	Confirmed

# Items to Confirm List: Single Row Actions

## Row actions

- 1. Confirm Entire Order:** even though the row shows only one line item of a purchase order, the entire purchase order can be confirmed in a single click
- 2. Confirm Requested Quantity:** confirms the single purchase order line item
- 3. Update Line Item:** takes user to the confirmation wizard to confirm the purchase order line item, as well as make adjustments (e.g. quantity, date)
- 4. Reject Requested Quantity:** rejects the single PO line item

Orders and Releases								
Items to Confirm								
Total: 15								
Order Number ↑	Item	Category	Part # / Description	Customer	Requested Qty	Unconfirmed Qty	Need By	Schedule Line
<input type="checkbox"/> <a href="#">4100000061</a>	1	Consignment	AX4518-1 Sensor	CSC 2.0 Buyer	100 (PK)	100 (PK)	23 Apr 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">4100000062</a>	1	Consignment	AX4618-1 Brake	CSC 2.0 Buyer	100 (PK)	100 (PK)	23 Apr 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">4100000063</a>	1	Consignment	AX9948-1 Cylinder	CSC 2.0 Buyer	200 (PK)	200 (PK)	24 Apr 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">4100000064</a>	1	Consignment	10100222099030 Washer Spring	CSC 2.0 Buyer	1,000 (PK)	1,000 (PK)	2 May 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">4100000067</a>	1	Consignment	10100221 Push Feeder Wheel	CSC 2.0 Buyer	1,000 (PK)	1,000 (PK)	4 May 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">4100000892</a>	1	Subcontract	AX8992 Refridgerator	CSC 2.0 Buyer	100 (PK)	100 (PK)	28 Apr 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">4100000893</a>	1	Subcontract	AX8992	CSC 2.0	100 (PK)	100 (PK)	2 May	<a href="#">View Schedule</a> <a href="#">Actions</a>

# Items to Confirm List: Multi-Row Actions

## Mass Actions

1. **Confirm** Requested Quantity: confirms all selected purchase order line items
2. **Confirm** Entire Orders: confirms all selected purchase orders (header level)
3. **“Confirmation Review”** pop-up informs the user of the purchase orders / purchase order line items that are being mass confirmed

The screenshot displays the SAP 'Items to Confirm' interface. The main table lists purchase order items with columns for Order Number, Item, Part # / Description, Customer, Confirmed Qty, and Need By. Three items are selected with checkboxes: 'dmw-po-102' (100 PK), 'sub-contract-po-1' (10 PK), and 'dmw-po-101' (500 PK). A yellow circle '1' highlights the 'sub-contract-po-1' row. At the bottom, two buttons are visible: 'Confirm Requested Quantities' (circled '2') and 'Confirm Entire Orders'. Two 'Confirmation Review' pop-up windows are shown, one for 3 items (circled '3') and another for 12 items (circled '3').

Order Number	Item	Part # / Description	Customer	Confirmed Qty	Need By
<input type="checkbox"/>	dmw-po-101	1 AX4518 BULLNOSE	Baxtor Buildings	500 (PK)	20 Jan 2015
<input type="checkbox"/>	dmw-po-102	1 AX4518 BULLNOSE	Baxtor Buildings	100 (PK)	20 Jan 2015
<input type="checkbox"/>	sub-contract-po-1	1 AX4518 BULLNOSE	Baxtor Buildings	10 (PK)	20 Jan 2015
<input checked="" type="checkbox"/>	dmw-po-101	2 AX4518 BULLNOSE	Baxtor Buildings	100 (PK)	20 Jan 2015
<input checked="" type="checkbox"/>	sub-contract-po-1	2 AX4518 BULLNOSE	Baxtor Buildings	10 (PK)	20 Jan 2015
<input checked="" type="checkbox"/>	dmw-po-101	3 AX4518 BULLNOSE	Baxtor Buildings	500 (PK)	20 Jan 2015
<input type="checkbox"/>	dmw-po-102	3 AX4518 BULLNOSE	Baxtor Buildings	100 (PK)	20 Jan 2015
<input type="checkbox"/>	dmw-po-101	4 AX4518 BULLNOSE	Baxtor Buildings	500 (PK)	20 Jan 2015
<input type="checkbox"/>	dmw-po-102	4 AX4518 BULLNOSE	Baxtor Buildings	100 (PK)	20 Jan 2015
<input type="checkbox"/>	dmw-po-101	5 AX4518 BULLNOSE	Baxtor Buildings	500 (PK)	20 Jan 2015
<input type="checkbox"/>	dmw-po-102	5 AX4518 BULLNOSE	Baxtor Buildings	100 (PK)	20 Jan 2015

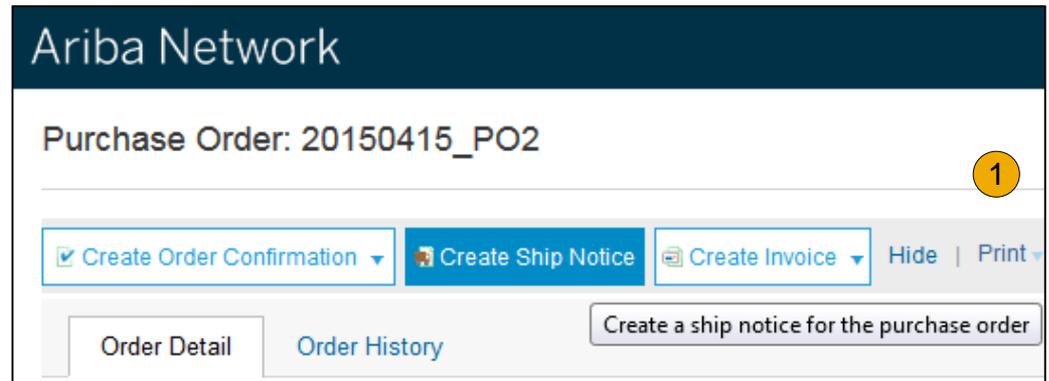


# 5. Creating Advanced Ship Notices (ASNs)

# Create Advanced Ship Notice: **REQUIRED** for all lines

- 1. You must Create a Ship Notice** using your Ariba account once items are shipped. Multiple ship notices per purchase order can be sent. Open your order and click the Create Ship Notice button. **Ship notices can ONLY be created after the line you are shipping has been confirmed.**
- 2. Change Ship From or deliver** to information if needed by clicking on Update Address. Fill in required information and click OK.

Please note that invoices must be submitted in Ariba as well. You will not be able to submit an invoice until ASN has been submitted. This means we cannot pay you until ASN and invoice have been input into Ariba. See Invoice guide for how to invoice in Ariba.



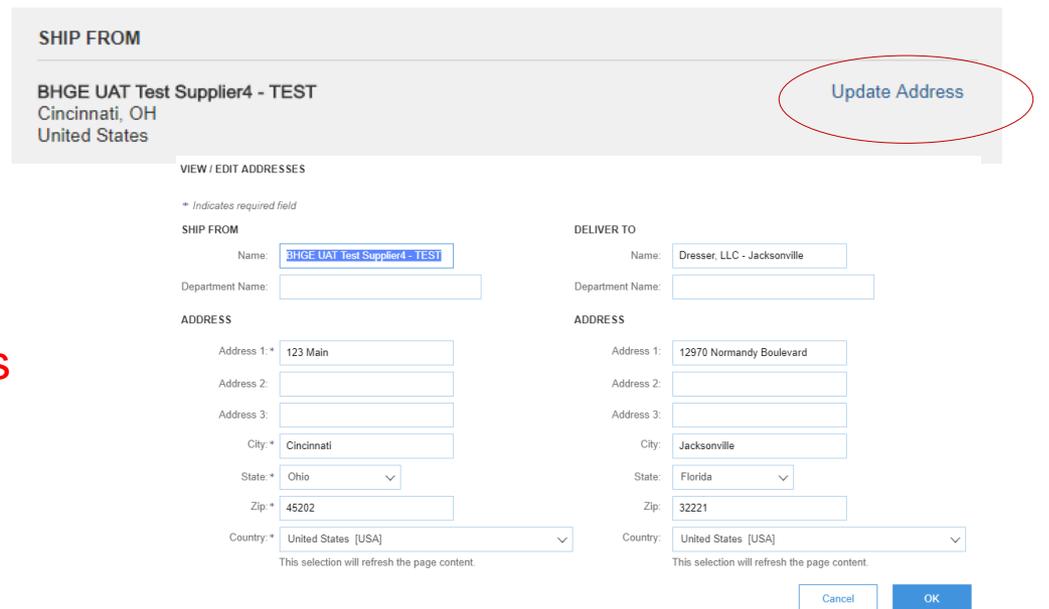
Ariba Network

Purchase Order: 20150415\_PO2

1

Create Order Confirmation  Create Ship Notice  Create Invoice Hide | Print

Order Detail Order History Create a ship notice for the purchase order



SHIP FROM

BHGE UAT Test Supplier4 - TEST  
Cincinnati, OH  
United States

Update Address

VIEW / EDIT ADDRESSES

\* Indicates required field

SHIP FROM	DELIVER TO
Name: BHGE UAT Test Supplier4 - TEST	Name: Dresser, LLC - Jacksonville
Department Name:	Department Name:
ADDRESS	ADDRESS
Address 1: 123 Main	Address 1: 12970 Normandy Boulevard
Address 2:	Address 2:
Address 3:	Address 3:
City: Cincinnati	City: Jacksonville
State: Ohio	State: Florida
Zip: 45202	Zip: 32221
Country: United States [USA]	Country: United States [USA]

This selection will refresh the page content.

Cancel OK

# Create Advance Ship Notice cont.

## 1. Fill out the requested information on the Ship Notice

Header. Required fields are marked with an asterisk. Note: Packing slip ID field has a 10 character limit

**NOTE: input both ship date and estimated delivery date. Calculate estimated delivery date by adding transit time to your ship date. See PO pdf for estimated transit times by region**

### ▼ Ship Notice Header

#### Shipping

Packing Slip ID:\*

Invoice #:

Requested Delivery Date: --

Ship Notice Type:

Actual Shipping Date:

Actual Delivery Date:\*

Hazard Type:  Code:

Is Divisible:

#### Tracking

Carrier Name:

Tracking #:\*

Bill Of Lading #:

Tracking Date:

Shipping Method:

Service Level:

# Carrier and Tracking Information Details

1. **Carrier Name and Tracking information are required.** Choose the carrier name from the drop down menu.
2. If "other" is chosen enter carrier name in the blank field. **If an order is hand delivered or delivered by BHGE truck: put this information blank field and be as detailed as possible in the tracking number field to provide the necessary information to BHGE.**
3. Enter your tracking number
4. You have the option to add Attachments to your ASN **however, please follow your existing process for submitting shipping documents as well.**

Tracking

1 Carrier Name: Other

2

3 Tracking #:\*

Bill Of Lading #:

Tracking Date:

Shipping Method: (no value)

Service Level:

## ATTACHMENTS

Name	Size (bytes)
------	--------------

Choose File No file chosen

Add Attachment

4

The total size of all attachments cannot exceed 100MB

# Delivery Terms and Transportation Details

1. **Delivery terms** and other transportation details are optional and can be skipped

**SKIP THIS SECTION**

Carrier Name:

Service Level:

- Manage Carrier
- Preferred Carriers
- Default Carriers
- 1 Airborne Express
- DHL
- FedEx
- UPS
- US Postal Service
- Other

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:

Delivery Terms Description:

Transport Terms Description:

- Collected By Customer
- Delivery Condition
- Despatch Condition
- Transport Condition
- Incoterms
- Ex Works
- Free Carrier

# Create Ship Notice - Details

1. **Scroll down** to view line item information and update the quantity shipped for each line item.
2. Customer Part # is visible at each line for your reference
3. **Click "remove"** next to any line that is not currently shipping
4. **Click Next** to proceed to review your Ship Notice.

20150415\_PO2    2    **GOODS\_02**  
*Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)*

**Shipment Status**  
 Total Item Due Quantity: **10 BX**

**Confirmation Status**  
 Total Confirmed Quantity: **0 BX**      Total Backordered Quantity: **0 BX**

Line	Ship Qty
1	10

[Add Ship Notice Line](#)

Order Items

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
5050892249	10	Not Available	102-086-01	7,000	EA	4 Sep 2018		\$200.00 USD	\$1,400.00 USD	1811	<a href="#">Remove</a>

Description: 2IN X 1IN 300 CL RF BODY

**Shipment Status**  
 Total Item Due Quantity: 7,000 EA

**Confirmation Status**  
 Total Confirmed Quantity: 7,000 EA      Total Backordered Quantity: 0 EA

Line	Ship Qty	Batch ID	Production Date	Expiry Date	Add Details
1	7,000	<input type="text"/>	<input type="text"/>	<input type="text"/>	

[Add Ship Notice Line](#)

↳ [Add Order Line Item](#)

[Save](#)
[Exit](#)
[Next](#)

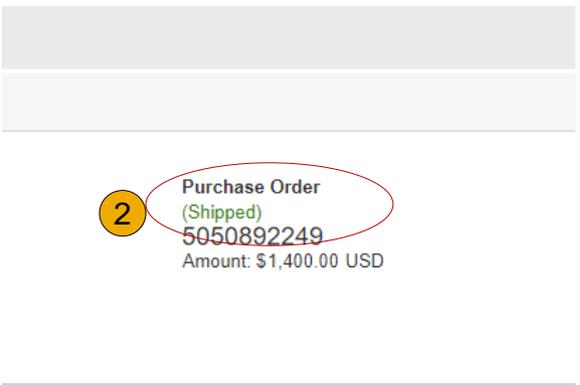
# Submit Ship Notice

5. **After reviewing** your Ship Notice, click **Submit** to send Ship Notice to Baker Hughes, a GE Company. Ship Notices provide improved communications to help avoid unnecessary calls to order support department.
6. **After submitting** your Ship Notice, the Order Status will be updated to **Shipped**. Submitted Ship Notices can be viewed from Outbox or by clicking the link under the Related Documents from the PO View.
7. **Click Done** to return to the Home page.



3 Done

---



2 Purchase Order (Shipped)  
5050892249  
Amount: \$1,400.00 USD

---

Routing Status: Acknowledged  
Related Documents: 1234546  
OC5050892249

---

Order Items Hide Item Details

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
5050892249	10	Not Available	102-086-01	7.000	EA	4 Sep 2018		\$200.00 USD	\$1,400.00 USD	1811

Description: 2IN X 1IN 300 CL RF BODY

SHIPMENT STATUS

1. Shipping 7.000 EA Hide Details

No detail information provided.

---

Previous Save **Submit** Exit

1

# Cancelling a Ship Notice

1. **A Ship Notice can be cancelled if the goods have not yet been received.** If your order is in received or invoiced status, ship notice cannot be cancelled.
2. **Open** your order and find the shipping notice under related documents. **Click** on the link to open the ship notice.
3. **Click** cancel at the top left of your screen
4. **Click** yes to cancel.
5. Order status will go back to "confirmed" and you can re-create your ship notice

Ship Notice: 1234567

2

Cancel Print Export cXML

Detail Transport Details History

SHIP FROM

BHGE UAT Test Supplier4 - TEST

Postal Address:  
123 Main  
Cincinnati, OH 45202  
United States

## Cancel Ship Notice?

Are you sure you want to cancel this ship notice?

Yes No

3

Purchase Order  
(+ Shipped)  
1010152241  
Amount: \$999,999,999.00 USD  
(Previous Version)

Routing Status: Acknowledged  
Related Documents: 1234567  
123,456,789

1

## Cancelled ASN

Purchase Order  
(+ Confirmed) 4  
5050890677  
Amount: \$2,175.00 USD  
~~Amount: \$2,163.00 USD~~  
(Previous Version)

Routing Status: Acknowledged  
Related Documents: ASN890677\_1  
OC890677-1

# How to View all items pending Shipment Notice Creation

1. Suppliers can find all items that are pending shipment notice creation by going to the "Items to be Shipped" tab in your inbox.
2. Items due for shipment can be filtered based on the Customer, Ship-to Location, Product, Purchase Order Number or Due Date

NOTE: All updates are to be made within Ariba, not in the customer's system

The screenshot displays the Ariba Network interface for a supplier. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. The 'Purchase Orders' section is active, with a sub-tab for 'Items to be Shipped' highlighted and circled in yellow with the number '2'. Below this, there are search filters for Customer, Location, Part #, Order Number, Need by Date Range, Start Date, and End Date. A table titled 'Items to be Shipped' shows a total of 14 items. The table has columns for Order Number, Item, Part # / Description, Need By, Requested Qty, Shipped Qty, and Due Qty. The first row shows a shipment to Walmart Stores with 20 PK requested and 10 PK shipped. The second row shows a shipment with 20 PK requested and 0 PK shipped.

Order Number	Item	Part # / Description	Need By	Requested Qty	Shipped Qty	Due Qty
▼ Ship To: Walmart Stores 334 Hayward St , Palo Alto , CA , 94089 , United States (9)						
WS_SLL_O	1	DS1488 Radiator Fan Motor 4 cyl., 2.2L, EFI, Nippondenso	20 Mar 2014	20 (PK)	10 (PK)	10 (PK)
WS_SLL_O	1	DS1488 Radiator Fan Motor 4 cyl., 2.2L, EFI, Nippondenso	23 Mar 2014	20 (PK)	0 (PK)	20 (PK)

# To Create Ship Notice from Items to be Shipped tab

1. Enter your search criteria.
2. Select the items to be included on your Ship Notice
3. Follow instructions on creating the Ship Notice and entering details in the Ship Notices section of this guide.

The screenshot displays the SAP Ariba Network interface. At the top, the user is logged in as 'Chikano's' with the role 'AN02002480845, Basic Packag'. The navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. Below this, there are tabs for 'Purchase Orders', 'Time & Expense Sheets', 'Early Payments and Auctions', 'Scheduled Payments', 'Remittances', 'Notifications', and 'More'. The main content area is titled 'Purchase Orders' and has a sub-tab 'Items to be Shipped' selected.

**Search Filters (1):**

- Customer: [Text Field]
- Location: [Select a location]
- Part #: [Text Field] [Look Up](#)
- Number of Results: 500
- Order Number: [Text Field]
- Need by Date Range: Other
- Start Date: 17 Mar 2014
- End Date: 24 Apr 2014

**Items to be Shipped (2):** Total: 14

Order Number	Item	Part # / Description	Need By	Requested Qty	Shipped Qty
<b>Ship To: Walmart Stores 334 Hayward St, Palo Alto, CA, 94089, United States (9)</b>					
<input type="checkbox"/>	<a href="#">WS_SLI_O</a>	1 DS1488 Radiator Fan Motor 4 cyl., 2.2L, EFI, Nippondenso	20 Mar 2014	20 (PK)	10 (PK)
<input type="checkbox"/>	<a href="#">WS_SLI_O</a>	1 DS1488 Radiator Fan Motor 4 cyl., 2.2L, EFI, Nippondenso	23 Mar 2014	20 (PK)	0 (PK)
<input checked="" type="checkbox"/>	<a href="#">HD_SLI_T</a>	2 MOP-360MLB-R HP 8-1/2" x 11" 500 Sheets Office Paper	5 Apr 2014	8 (PK)	0 (PK)
<input checked="" type="checkbox"/>	<a href="#">HD_SLI_O</a>	1 SV663-TT-1 Mainstays 5-Piece Glass Top Metal Dining Set	10 Apr 2014	70 (PK)	0 (PK)

**Create Ship Notice (3):** [Create Ship Notice]



# 7. Understanding Order Status

# Understanding Order status

1. **PO status will change throughout the order life cycle.** Your inbox can be grouped to view orders by order status, amongst other things.
2. **In your inbox** under the Orders and Releases tab click on the calendar icon at the right of your screen.
3. **Under "Group By Columns" select order status.** You will now see all of your POs grouped by order status

2

Group by Column

- Customer
- Inquiries
- Ship To Address
- Ordering Address
- Order Status
- Revision

3

Type	Order Number ↑	C
▶ Order Status: Changed	(2)	
▶ Order Status: Confirmed	(18)	
▶ Order Status: Invoiced	(6)	
▶ Order Status: New	(43)	
▶ Order Status: Obsolete	(8)	
▶ Order Status: Partially Confirmed	(2)	
▶ Order Status: Partially Invoiced	(1)	
▶ Order Status: Partially Shipped	(1)	
▶ Order Status: Received	(3)	
▶ Order Status: Rejected	(2)	
▶ Order Status: Shipped	(14)	

Orders and Releases

Orders and Releases | Items to Confirm | Items to Ship | Return Items

▶ Search Filters

Orders and Releases (100+)



1

# Understanding Order status cont.

- **New** – these are new orders pending your review and action
- **Confirmed** – these are orders that you have created order confirmations for. You may also see "Partially confirmed" which means some lines/QTYs of the order have not yet been confirmed.
- **Shipped** – these are orders that you have created shipping notices for. You may also see "Partially shipped" indicating that some lines have not been shipped.
- **Invoiced** – these are orders that have invoices created against them. You may also see "Partially Invoiced" indicating that some lines have not yet been invoiced
- **Changed** – these are change POs that require your review and confirmation
- **Rejected** – these are orders that you have rejected
- **Received** – these are orders that have been received into BHGE system
- **Obsoleted** – these are old revisions of POs and cannot be actioned. This likely means that there is a new revision of a PO.

Type	Order Number ↑	C
▶	Order Status: Changed (2)	
▶	Order Status: Confirmed (18)	
▶	Order Status: Invoiced (6)	
▶	Order Status: New (43)	
▶	Order Status: Obsoleted (8)	
▶	Order Status: Partially Confirmed (2)	
▶	Order Status: Partially Invoiced (1)	
▶	Order Status: Partially Shipped (1)	
▶	Order Status: Received (3)	
▶	Order Status: <b>Rejected</b> (2)	
▶	Order Status: Shipped (14)	



## 8. Forecast Collaboration

This section is only applicable for customers & supplier with Collaborative Supply Chain (CSC)

**Part of Future Roadmap**

# Forecast

## View Forecast

- Dedicated menu to view forecast
- Each row represents a forecast value for a product location
- The Search Filters provides type ahead capability
- Forecast can be displayed in day, week, month and year format.

Forecast is not a commitment.

**Forecast**

Search Filters

Customer: ComputerBox

Customer Planner Code: [ ]

Customer Part #: BPART-123-1

Supplier Part #: [ ]

Customer Location: [ ]

Display Forecast By:  Day  Week  Month  Year

From: 03/10/2016

Search (Reset)

**ComputerBox Forecast**

Customer Part #	Customer Location	Lead Time	Inventory	Unit	Last Modified	Actions	Forecast	Change	Committed	Difference	Forecast	Change	Committed	Difference
BPART-123	0001	7		EA	10 Nov 2014 10:00:00 PM		0		0	-100	50	0	0	-50
BPART-123-0	0001	7		EA	10 Nov 2014 10:00:00 PM		0		0	-100	50	0	0	-50
BPART-123-1	0001	7		EA	10 Nov 2014 10:00:00 PM		0		100	50	0	0	0	-50
BPART-123-10	0001	7		EA	10 Nov 2014 10:00:00 PM		0		100	50	0	0	0	-50
BPART-123-11	0001	7		EA	10 Nov 2014 10:00:00 PM		0		100	50	0	0	0	-50
BPART-123-12	0001	7		EA	10 Nov 2014 10:00:00 PM		0		100	50	0	0	0	-50
BPART-123-13	0001	7		EA	10 Nov 2014 10:00:00 PM		0		100	50	0	0	0	-50
BPART-123-14	0001	7		EA	10 Nov 2014 10:00:00 PM		0		100	50	0	0	0	-50
BPART-123-15	0001	7		EA	10 Nov 2014 10:00:00 PM		0		100	50	0	0	0	-50
BPART-123-16	0001	7		EA	10 Nov 2014 10:00:00 PM		0		100	50	0	0	0	-50
BPART-123-17	0001	7		EA	10 Nov 2014 10:00:00 PM		0		100	50	0	0	0	-50
BPART-123-18	0001	7		EA	10 Nov 2014 10:00:00 PM		0		100	50	0	0	0	-50
BPART-123-19	0001	7		EA	10 Nov 2014 10:00:00 PM		0		100	50	0	0	0	-50
BPART-123-2	0001	7		EA	10 Nov 2014 10:00:00 PM		0		100	50	0	0	0	-50
BPART-123-3	0001	7		EA	10 Nov 2014 10:00:00 PM		0		100	50	0	0	0	-50

Download CSV | UPLOAD

Legend: Lead Time (blue), Shortage (grey), Surplus (green)

# Forecast Collaboration

## Forecast UI

Test Buyer F2T/621 System Forecast							16 Mar 2016				17 Mar 2016				18 Mar 2016			
Customer Part # ↓	Customer Location	Lead Time	Inventory	Unit	Last Modified	Actions	Forecast	Change	Committed	Difference	Forecast	Change	Committed	Difference	Forecast	Change	Committed	Difference
PROC-IM-RF-7022	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351	301	-50	264	264		-264	440	440		-440
PROC-IM-RF-7021	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351	351	0	264	264	500	236	440	440	600	160
PROC-IM-RF-7020	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351		-351	264	264		-264	440	440		-440
PROC-IM-RF-7019	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351	500	149	264	264	264	0	440	440	440	0
PROC-IM-RF-7018	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351		-351	264	264		-264	440	440		-440
PROC-IM-RF-7017	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351	351	0	264	264	264	0	440	440	440	0
PROC-IM-RF-7016	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351	100	-251	264	264	100	-164	440	440	440	0
PROC-IM-RF-7015	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351		-351	264	264		-264	440	440		-440
PROC-IM-RF-7014	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351	351	0	264	264	264	0	440	440	440	0
PROC-IM-RF-7013	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351	500	149	264	264	0	-264	440	440	0	-440
PROC-IM-RF-7012	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351		-351	264	264		-264	440	440		-440
PROC-IM-RF-7011	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351	500	149	264	264	500	236	440	440	500	60
PROC-IM-RF-7010	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351		-351	264	264		-264	440	440		-440
PROC-IM-RF-7009	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351		-351	264	264		-264	440	440		-440
PROC-IM-RF-7008	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351		-351	264	264		-264	440	440		-440

Download CSV

Page 1

**Forecast** – The quantity that was forecasted by the buyer

**Change** – The quantity of Forecast that was changed between the last 2 versions of the forecast data from the Buyer

**Committed** – the quantity committed by the supplier

**Ordered** – The total aggregated quantity of the Firmed Orders(PO or SAR)

**Difference** – The difference between the forecast and the committed quantities

Color Coding for easy processing of data in the UI

**Lead time** – Color coded in blue indicates all time buckets that fall within the lead time of the product

**Surplus** – Color Coded in Green indicate the surplus difference between Committed and Forecast quantity

**Shortage** – Color Coded in Black to indicate the negative difference between Committed and Forecast quantity

# Forecast Collaboration UI Personalization

## Order Forecast Columns

- Customer Part #
- Supplier Part #
- Customer Location
- Lead Time
- Inventory
- Unit
- Last Modified
- Actions
- Change
- Committed
- Availability
- Difference
- Ordered
- Show All Forecast Columns



Clicking this button will open a Popup screen for you to select the columns you'd like to see.

It is recommended that **Forecast Visibility Only Suppliers** configure the UI to hide the following columns as there is currently flag to control this

- Actions, Committed and Difference

Part of Future Roadmap

Close

**Forecast**

Search Filters

SAP AG Forecast

Customer Part #	Supplier Part #	Customer Location	Lead Time	Unit	Last Modified	Actions	Forecast	Change	Committed	Availability	Difference	Ordered	Forecast	Change	Committed	Availability	Difference	Ordered	
C1001	S-C1001	0001	21	EA	5 Feb 2016 6:04:03 AM														
C1002	S-C1002	0001	21	EA	5 Feb 2016 6:04:46 AM														
C1003	S-C1003	0001	21	EA	5 Feb 2016 6:04:46 AM														
C1004	S-C1004	0001	21	EA	5 Feb 2016 6:20:31 AM														
II-14415	II-14419	0001	21	PCE	5 Feb 2016 6:21:48 AM		0	-300											
II-14417	II-14417-VENDDR	0001	35	PCE	3 Feb 2016 2:02:02 AM														
II-14419	II-14419	0001	27	EA	9 Feb 2016 5:39:09 AM							27							

Download CSV

Legend: Lead Time (blue), Shortage (grey), Surplus (green)

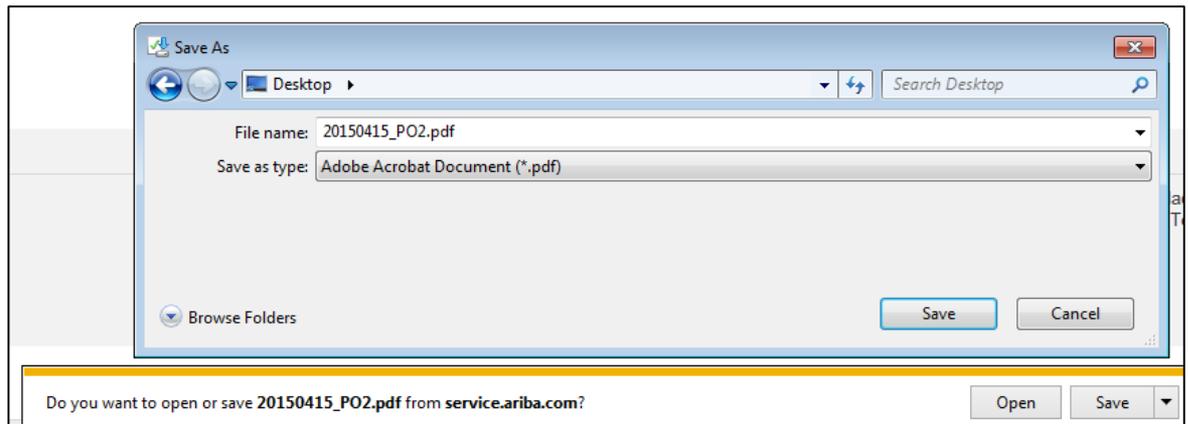
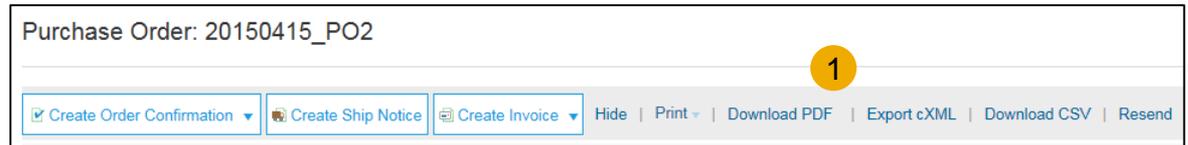


# 9. PDF Generation

# PDF Generation

1. The option to Download a PDF version of the PO is now present as shown.

**Note:** If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated [Increased Document Size Support feature].





# 9. Supplier Deviation Report - SDR

This section is only applicable for customers & supplier  
with Collaborative Supply Chain (CSC)

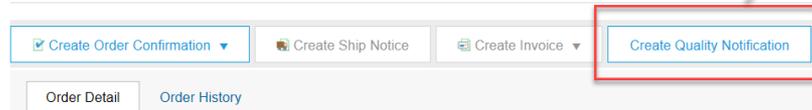
# Supplier Deviation Report - SDR Use Ariba's Quality Notification to submit an SDR

- To search for SDRs – click on the Quality Tab



- To Create an SDR – Open PO and select *Create Quality Notification*

Purchase Order: 9000013459



From:  
Dresser, LLC - Jacksonville  
12070 Normandy Boulevard

- Company will auto fill. Fill in required fields.

## Ariba Supply Chain Collaboration

### New quality notification

\* Indicates required field

#### Details

Customer *	GE Oil and Gas Operations, LLC - TES	Supplier deviation no. *	
Supplier part no.		Customer deviation no.	
Customer part no. *		Purchase order no.	9000013459
Customer location *		Purchase order line item no.	1
Revision level	Choose	Ship notice no.	
Quality notification type *	Choose	Ship notice line item no.	
Priority *	Choose	Subcontracting component?	No
Category	Choose	Customer batch	
Subcategory	Choose	Supplier batch	
Material		Serial no.	
Production		Complaint quantity	1 EA
Discovery		Return quantity	Unit
Required start date		Return date	
Due date		Return authorization no.	

#### Communication

Problem description *	
Reason code	Choose
Comments	
Attachments	Browse... No file selected.



# 10. Ariba Network Support

# Training and Resources

## Baker Hughes, a GE Company Supplier Information Portal

1. From the **Company Settings** dropdown menu, select **Customer Relationships**
2. Click on **Supplier Information Portal** next to Baker Hughes, a GE Company 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

The screenshot displays the 'Account Settings' interface. The main content area is titled 'Account Settings' and has tabs for 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. Under 'Customer Relationships', there are sub-tabs for 'Current Relationships' and 'Potential Relationships'. A section titled 'I prefer to receive relationship requests as follows:' contains two radio buttons: 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. Below this is an 'Update' button. A 'Pending' section shows a table with a 'Customer' header and 'Approve' and 'Reject' buttons. A 'Current' section shows a table with 'Customer' header and two entries: 'Ariba Inc.' and 'Pouliot Industries', each with a checkbox and a 'Supplier Information Portal' link. A yellow circle with the number '2' highlights the 'Supplier Information Portal' link for 'Ariba Inc.'. On the right, a 'Company Settings' sidebar is visible, listing various settings. A yellow circle with the number '1' highlights the 'Account Settings' option in the sidebar.

# 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.

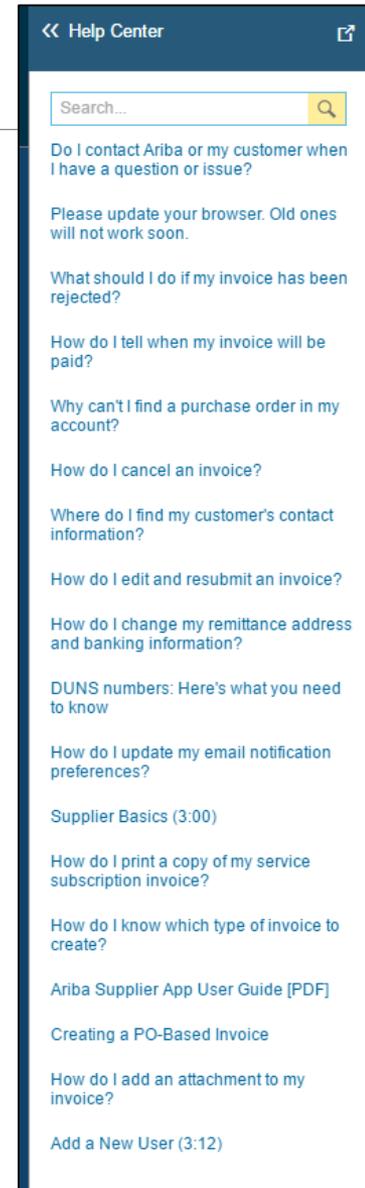
The screenshot displays the SAP Ariba Help Center interface. At the top right, there are links for 'Feedback' and 'Help' (1). A dropdown menu is open, showing 'Help Center' (2). The main content area features a banner for 'SAP Ariba Live' with a 'Learn More' button. Below the banner is a search bar and navigation links for 'Home', 'Learning', and 'Support'. The 'Learning Center' (3) is highlighted, showing 'Product documentation and tutorials'. The 'Support Center' is also visible, showing 'Get help with specific problems'.

# 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.



# 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).

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