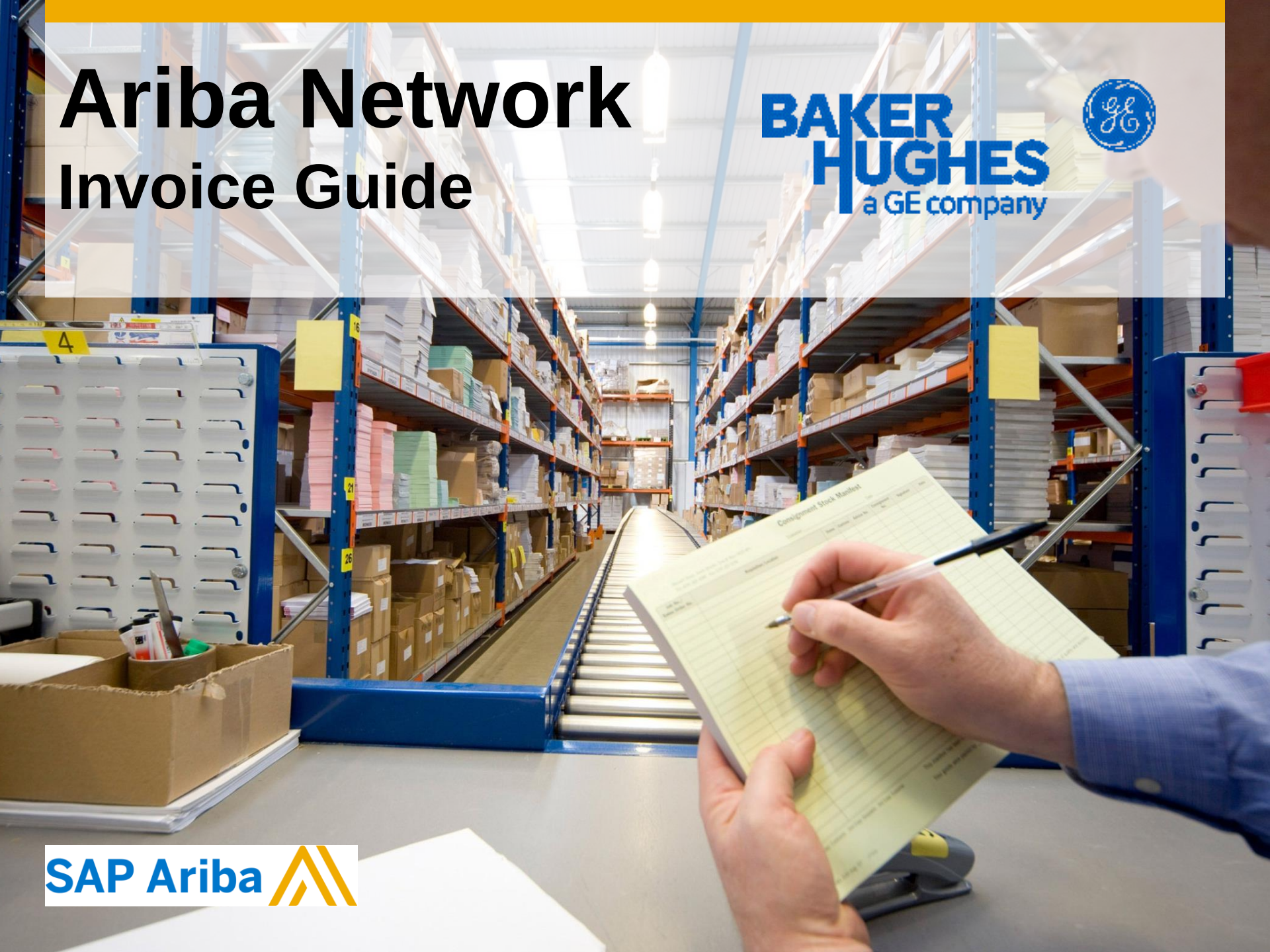
Ariba Network

Invoice Guide

BAKER HUGHES
a GE company



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Introduction

Procure-to-Pay Process

- This document contains the requirements and training for your organization to create and submit invoices online to the following legal entities of the Measurement and Control business of 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.
- 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.

OS Operations, LLC	1631 Bently Parkway South, **Minden**, NV 89423, USA
Bently Nevada, LLC	1631 Bently Parkway South, **Minden**, NV 89423, USA
GE Energy Control Solutions, LLC	1800 Nelson Road, **Longmont**, CO 80501, USA
GE Insp Technologies LP	721 Visions Drive, **Skaneateles**, NY 13152-6475, USA
Reuter Stokes LLC	8499 Darrow Road, **Twinsburg**, OH, 44087-2309, USA
GE Infrastructure Sensing	1100 Technology Park Drive, **Billerica**, MA 01821-4111, USA

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2. Invoice Practices

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Invoice Practices

Supported

Baker Hughes, a GE Company project specifics:

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

Supported Invoice Types

- **Detail Invoices**

  Apply against a single purchase order referencing a line item

- **Partial Invoices**

  Apply against specific line items from a single purchase order

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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

- **Credit Memos**

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

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3. Before You Begin Invoicing

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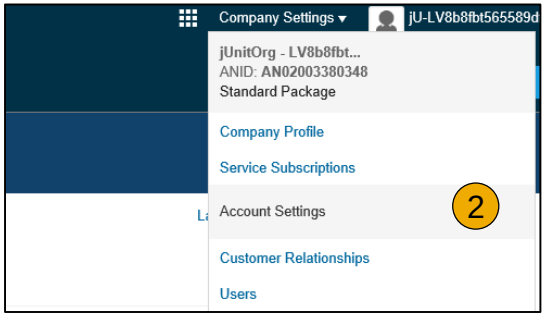
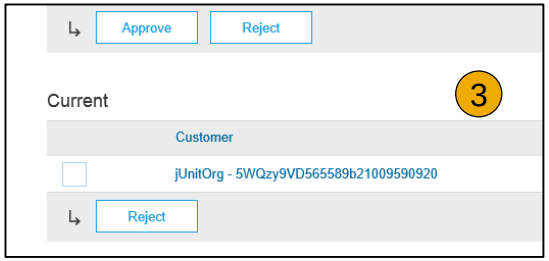
Review BHGE Invoice Rules

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.





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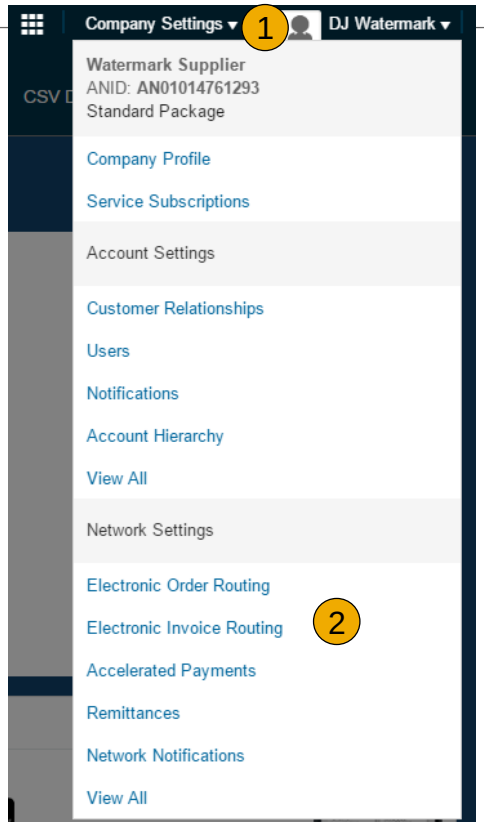
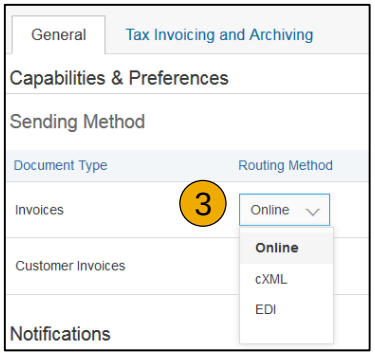
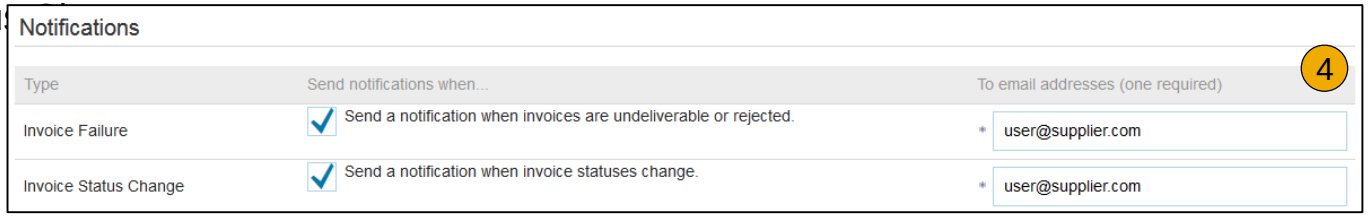
Set Up Electronic Invoice Routing and Notifications

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







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Complete your Account Configuration

Baker Hughes, a GE Company project specific tasks:

- **VAT ID / TAX ID** – select your company name in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID.
- **Remittance address** – select your company name 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 your company name 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, wire is preferred remittance method, we don't allow credit card. 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**

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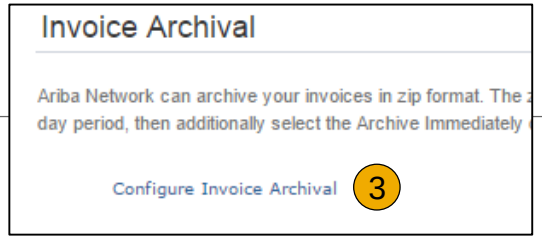
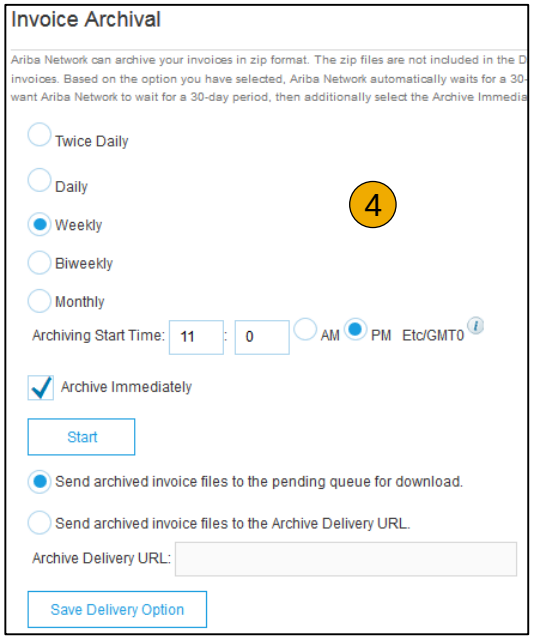
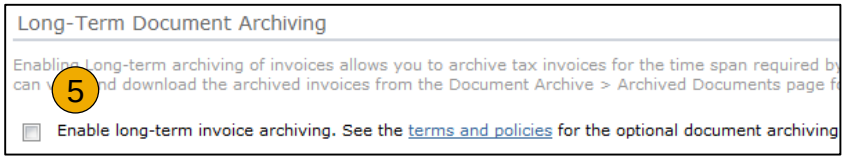
Configure Invoice Archival

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.)







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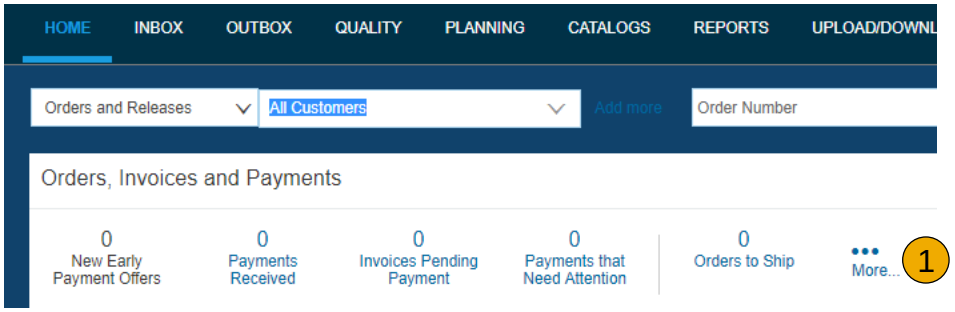
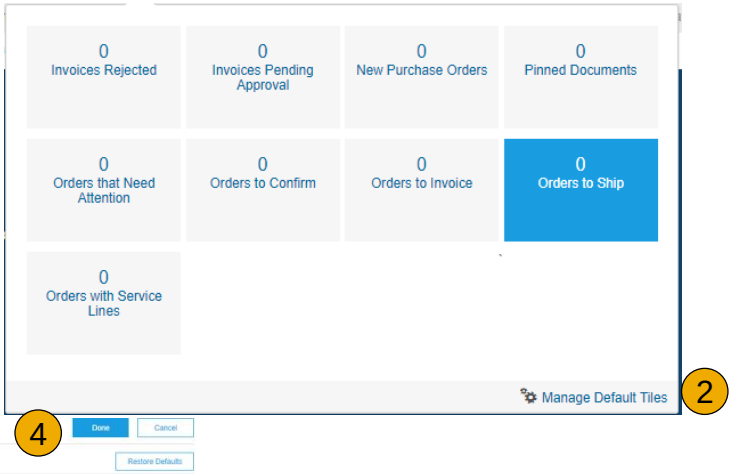
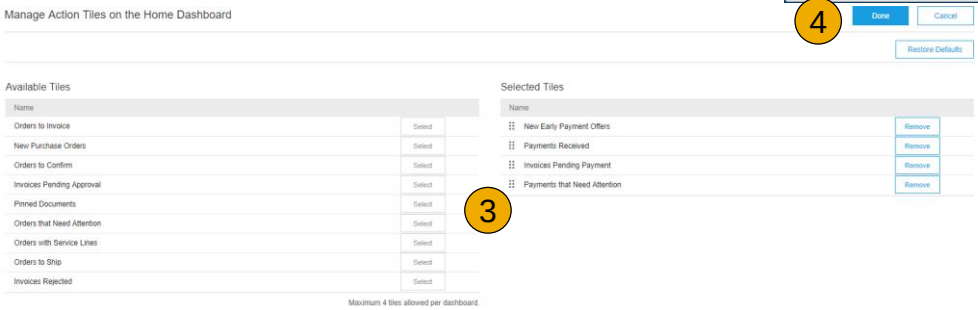
Configure Dashboard

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.







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4. Creating Invoices

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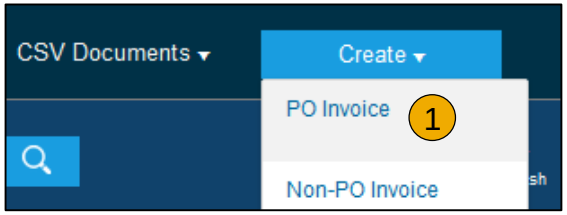
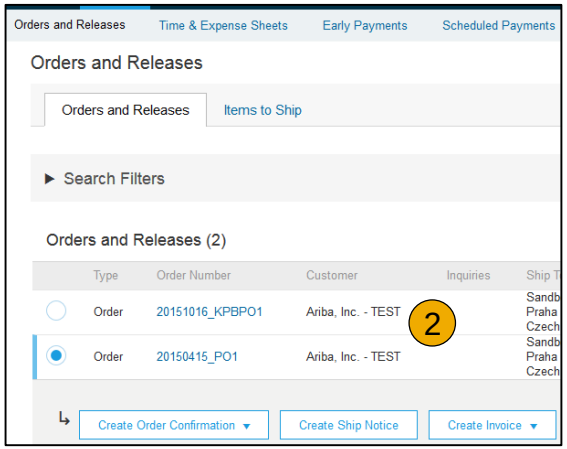
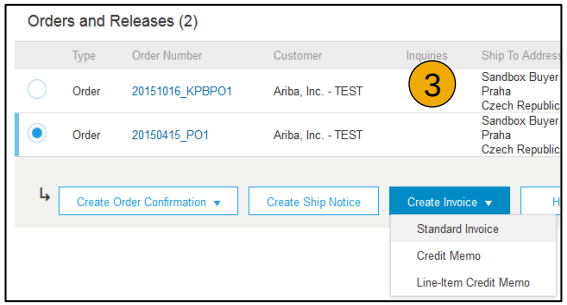
PO Flip Invoice

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. ERS is preferred invoicing method for domestic suppliers. International suppliers are only allowed non-ERS

NOTE: ONLY invoices submitted in Ariba will be PAID. Paper/emailed invoices will be rejected

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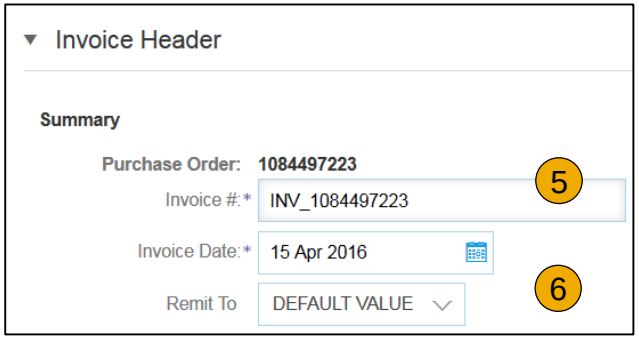
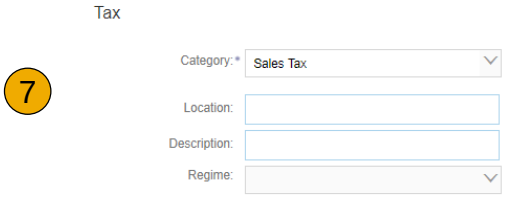
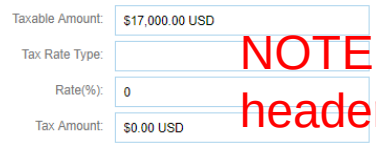
PO Flip Invoice-Header

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. **Tax can be entered** at the header level/line item level, if applicable. If the order is non-taxable the tax field should populate with "0". **DO NOT REMOVE this section for non-taxable orders (Tax may be entered at line level)**
7. **You can also add some additional information** to the Header of the invoice such as Attachments
8. **Skip** the shipping section and **Scroll** down to the Line items section to select the line items being invoiced.







NOTE: DO NOT REMOVE the header tax section****

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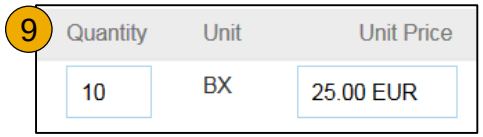
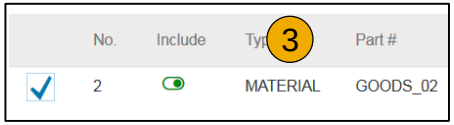
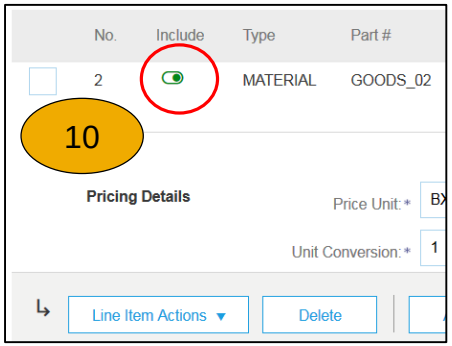
PO Flip Invoice- Line Items

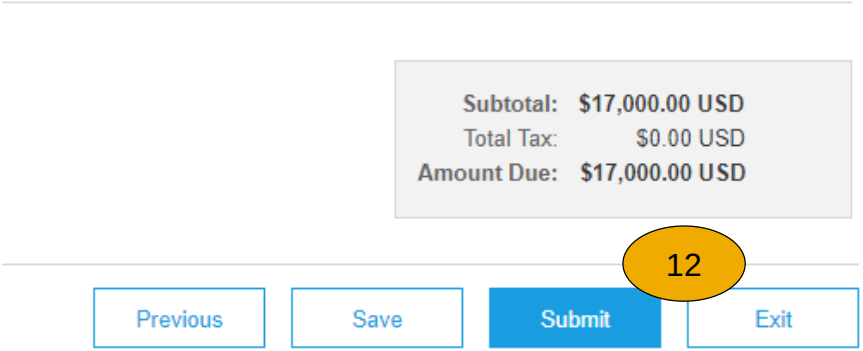
Line Items section shows the line items from the Purchase Order.

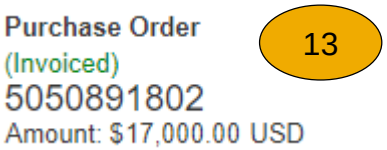
9. **Review or update Quantity** for each line item you are invoicing.
10. **Click** on the line item's green radio button to exclude it from the invoice, if line item should not be invoiced OR click the check box on the left of the item and click Delete to remove the line item from the invoice. You 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"











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“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:
- 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

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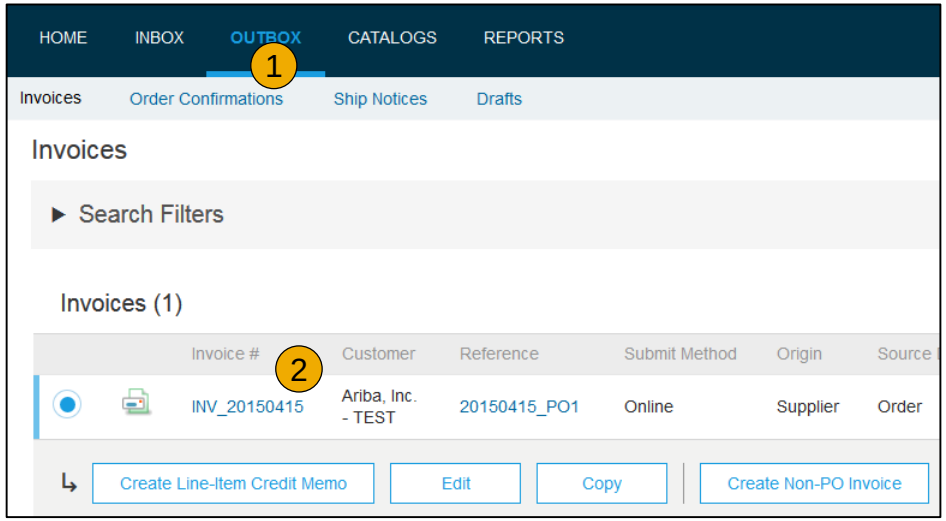
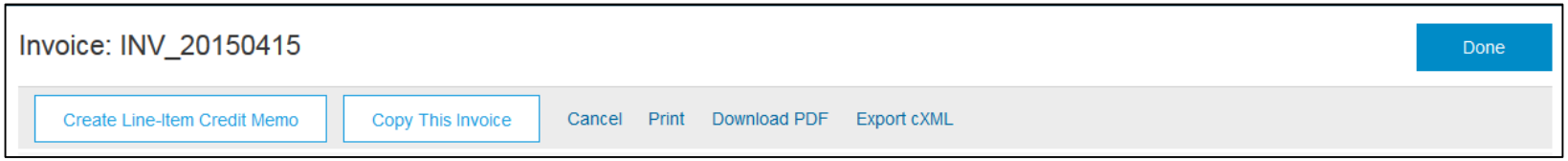
How to Copy this Invoice

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.





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ERS – Evaluated Receipt Settlement

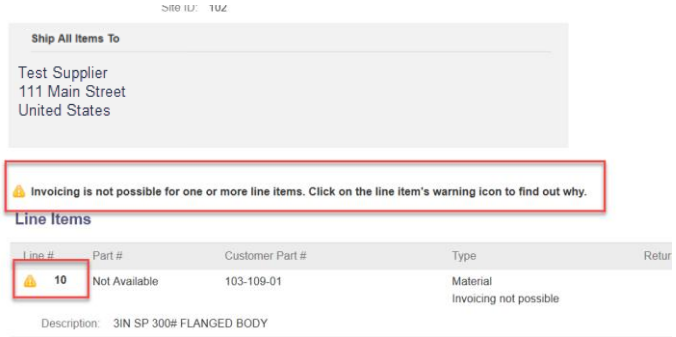
What is it?

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.

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.



What is the scope?

ERS is only applicable if the ERS flag is listed on a PO. Any questions regarding ERS should be directed to the buyer contact. ERS invoices will be handled outside of Ariba.

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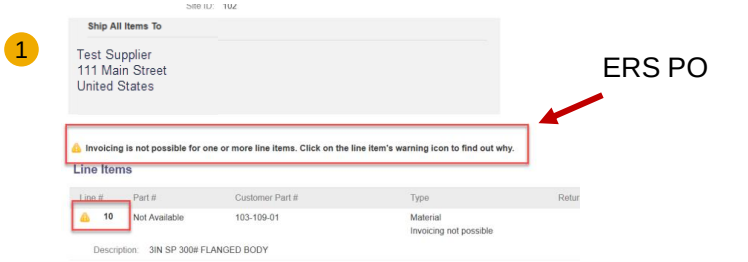
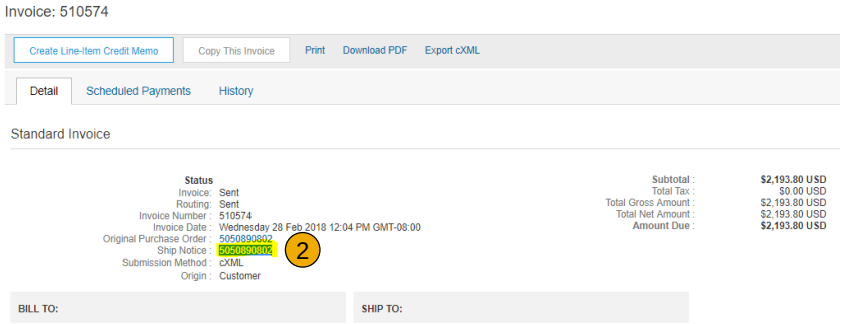
ERS Invoices – Automatically generated

1. ERS Invoices are <u>automatically generated by the Receipt</u>
2. Use your Packing Slip ID as your Invoice number for your internal records

Note: Invoicing will be handled outside of Ariba.





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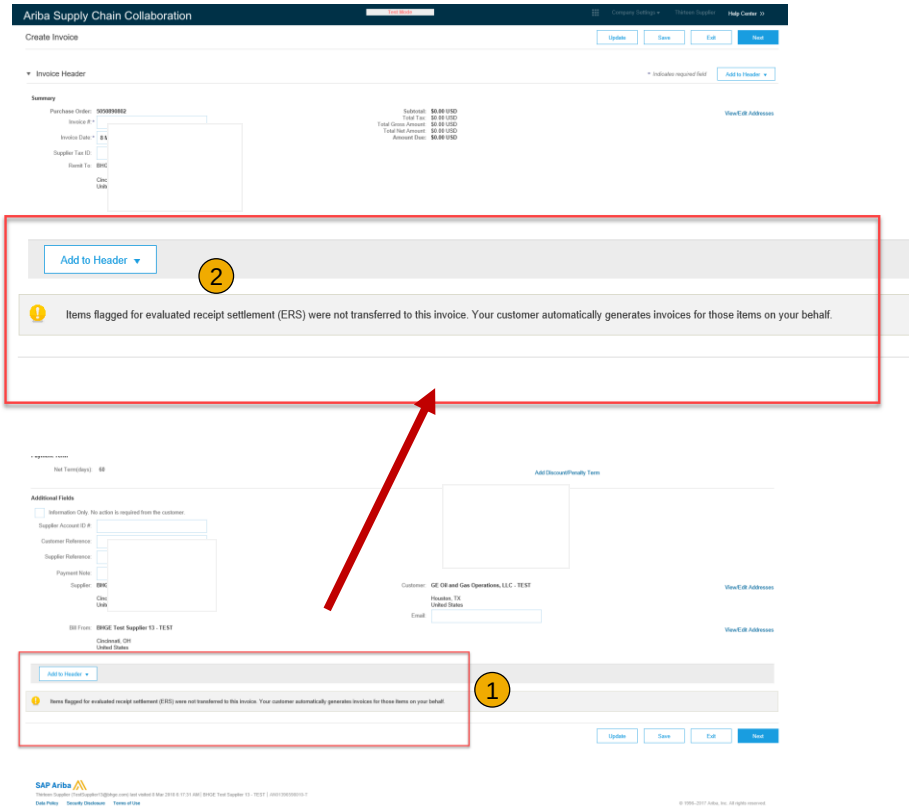
ERS Invoices – Automatically generated – continued

ERS Invoices are automatically generated by the Receipt

1. If “Create Invoice” is accidentally selected for an ERS PO
   a) There will be no line items to invoice
   b) There will be the message on the Invoice Form that explains that there will be an automatically generated ERS invoice.



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5. Modifying Invoices

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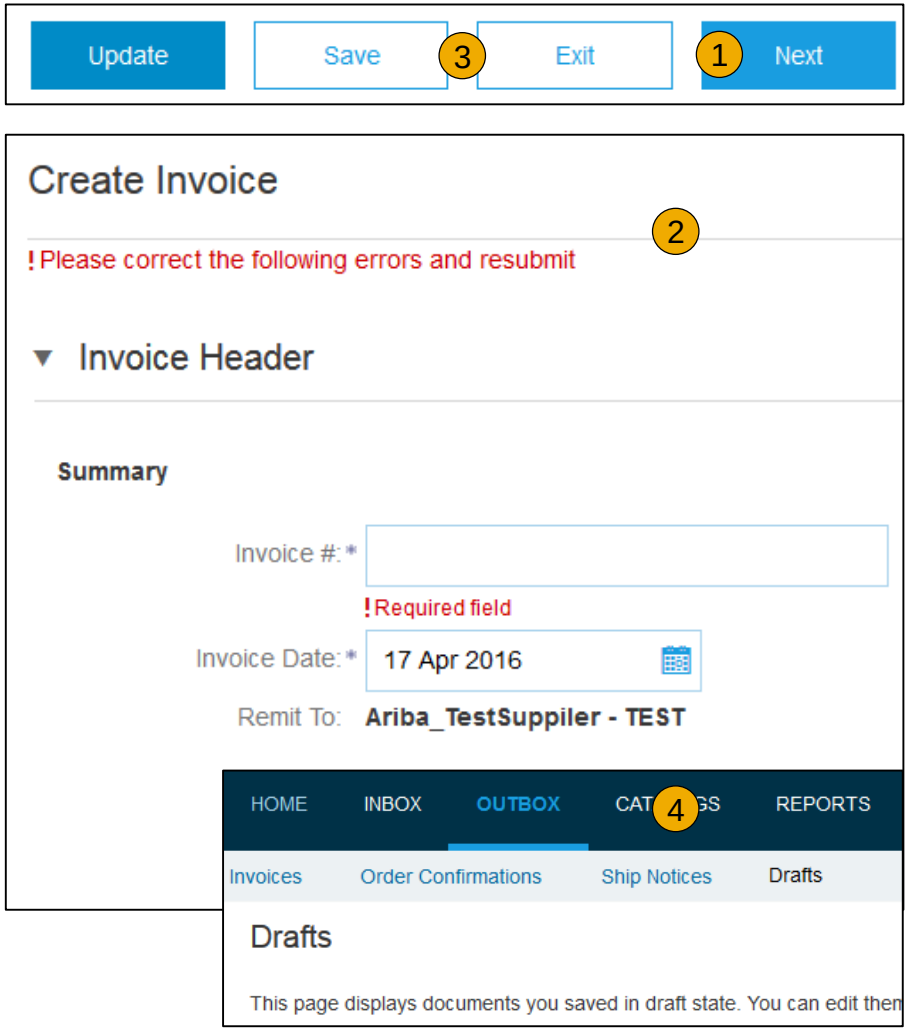
PO Flip Invoice – Review, Save, Submit

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.



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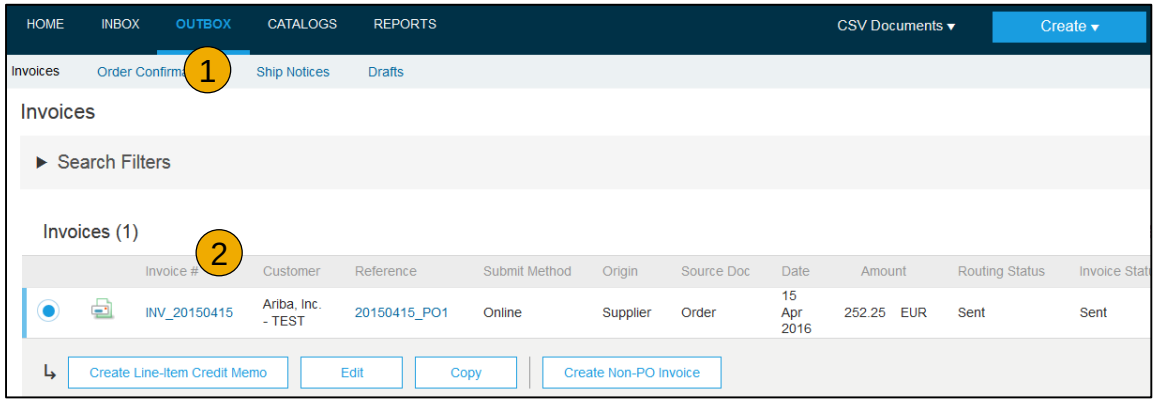
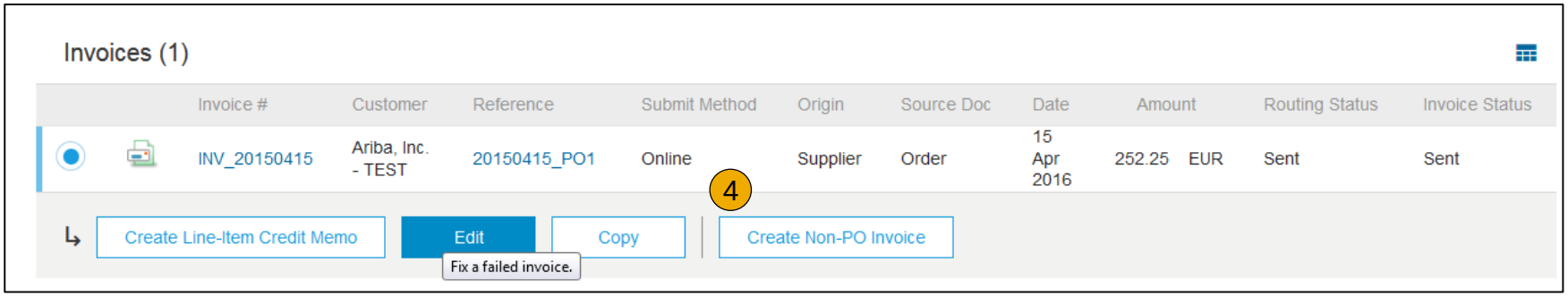
Cancel, Edit and Resubmit Invoices

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.





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6. Document Status, Searches, and Reports

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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

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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

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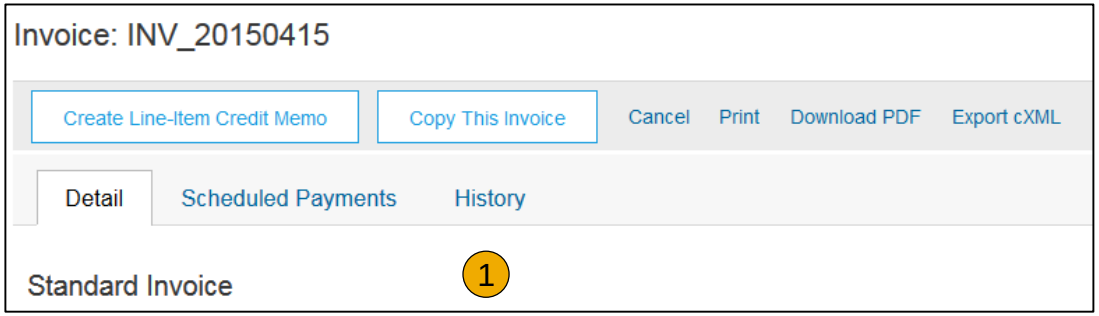
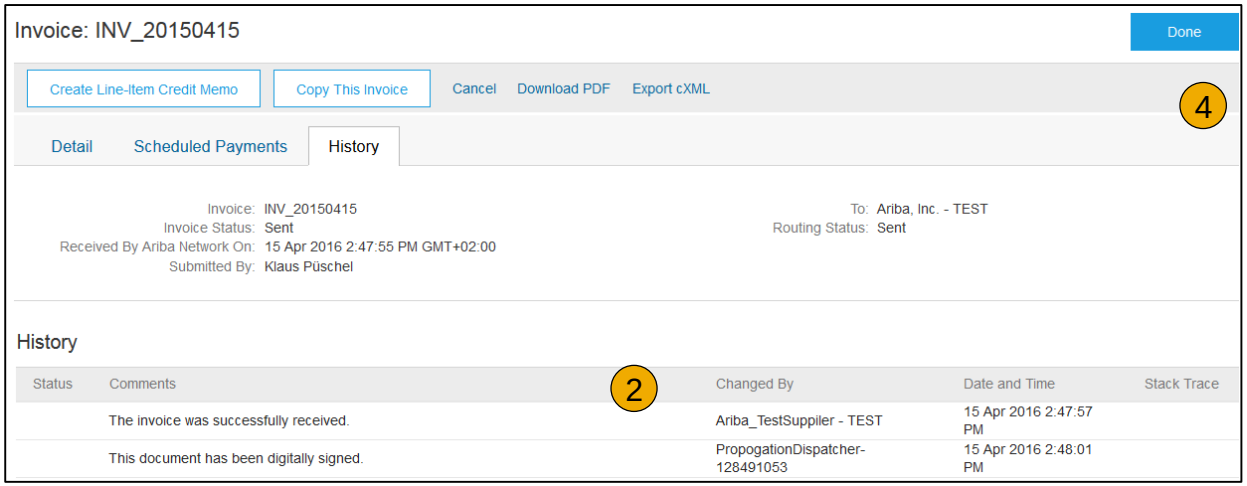
Check Invoice History

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.





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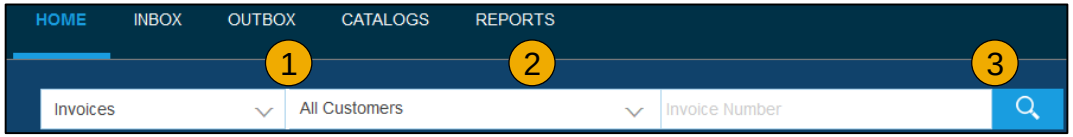
Search for invoice - Quick Search and Refined Search

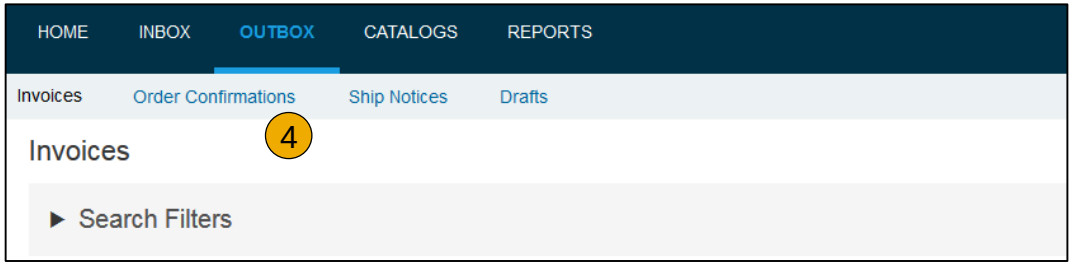
Quick Search:

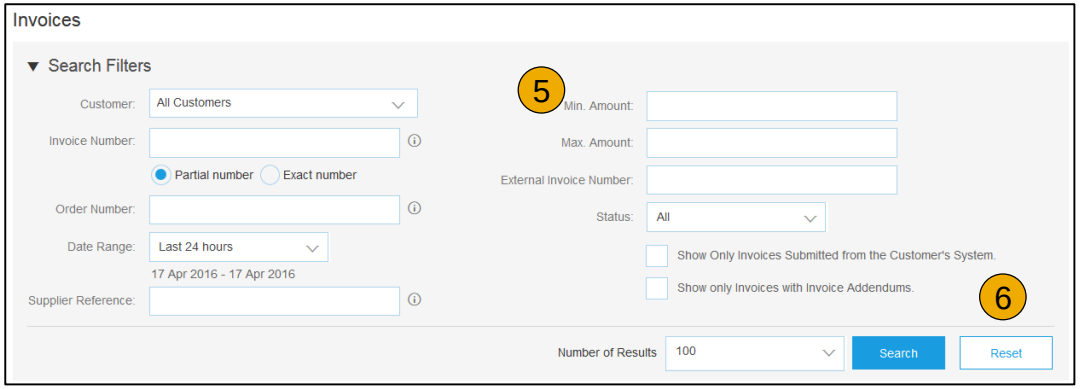
1. **From the Home Tab,** Select Invoices in the Document type to search,
2. **Select** Baker Hughes, a GE Company from Customer Drop down menu**.**
3. **Enter** Document # , if known. Select Date Range, up to 90 days for Invoices and Click Search.

Refined Search: Allows a refined search of Invoices within up to 90 last days.

4. **Search** Filters from Outbox (Invoices).
5. **Enter** the criteria to build the desired search filter.
6. **Click** Search.







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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.

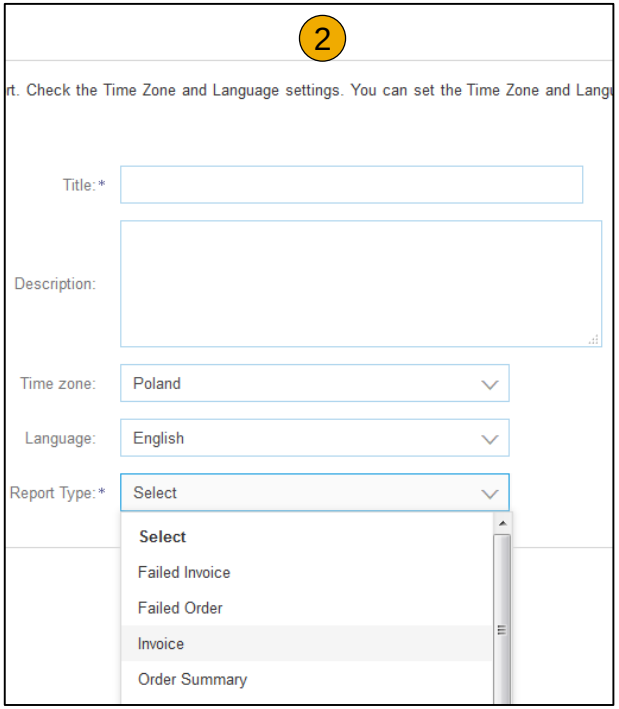
Failed Invoice reports provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.

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.



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7. Ariba Network Support

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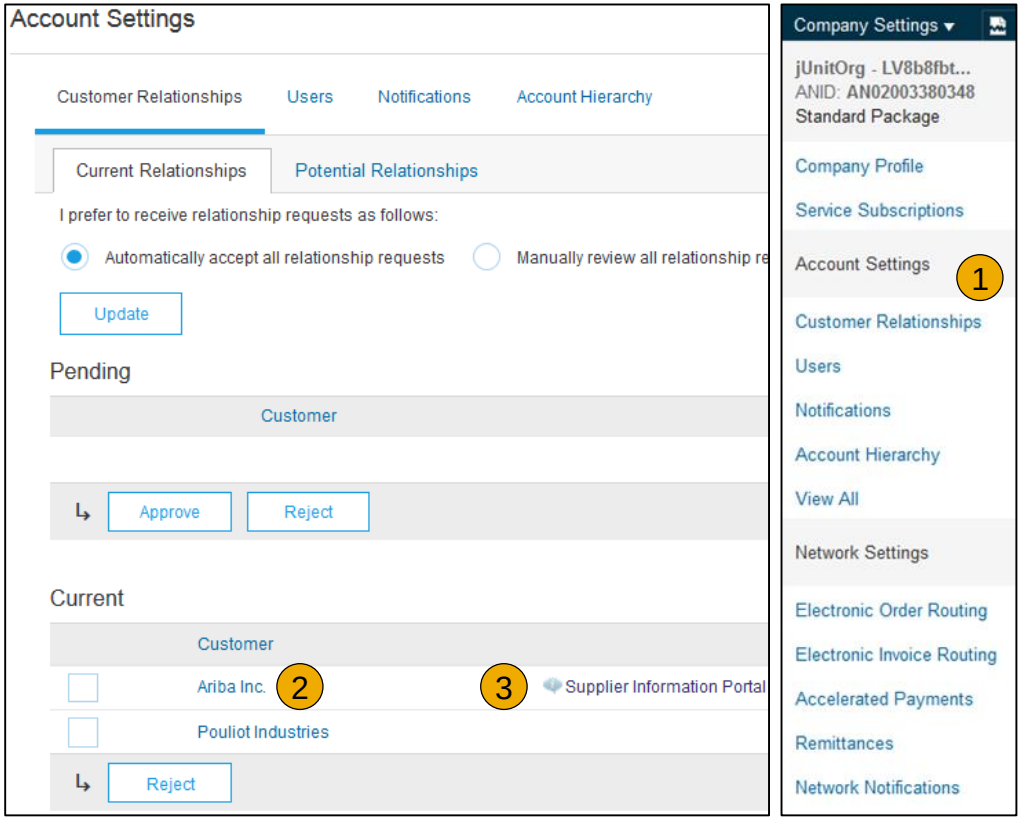
Training and Resources

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



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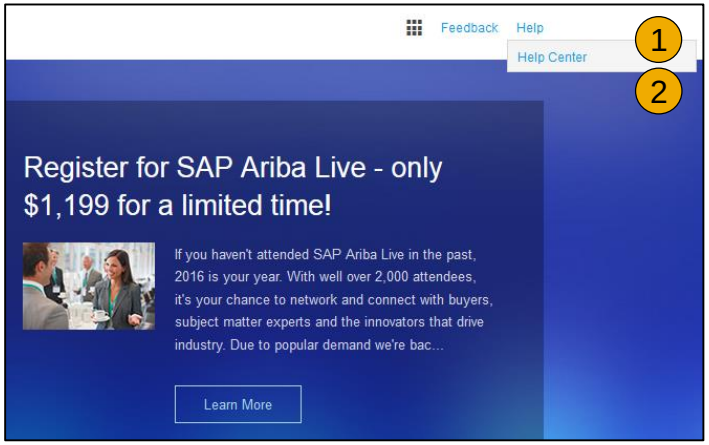
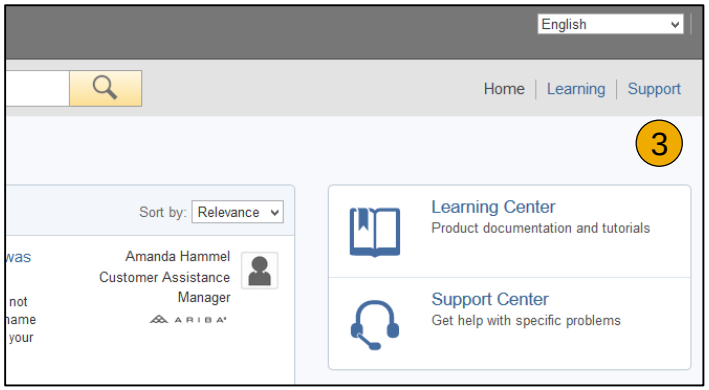
Training and Resources

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.





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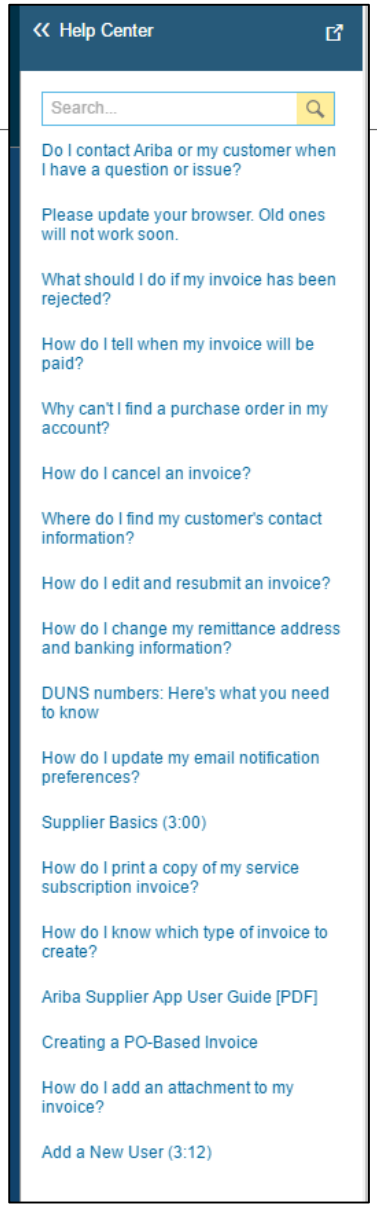
Training and Resources

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.



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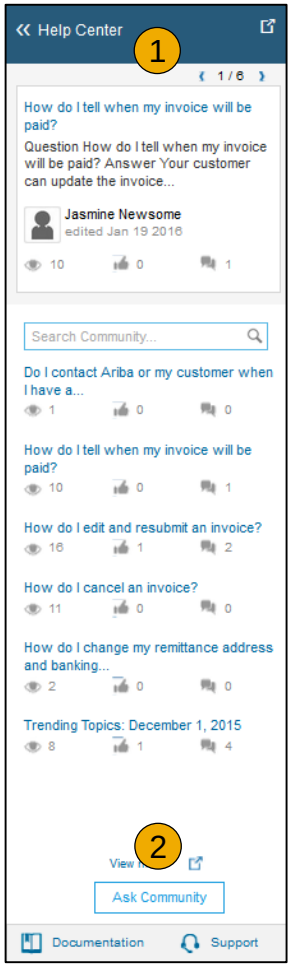
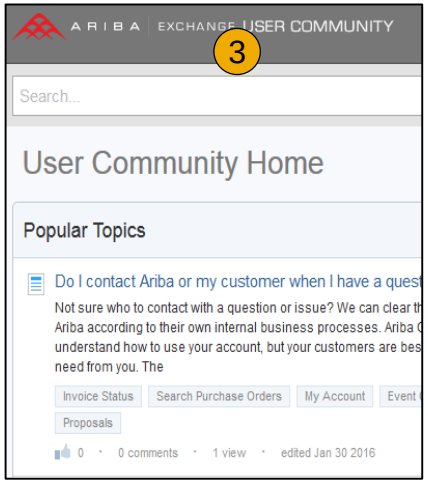
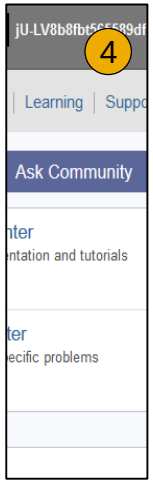
Help Center

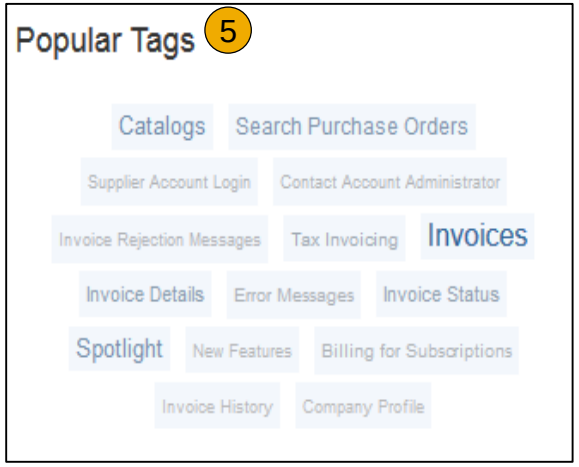
Helpful things to know

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.









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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

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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 MC.AribaBusiness@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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