

Ariba Network Invoice Guide

Baker Hughes 

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Introduction

Procure-to-Pay Process

Dear Valued Supplier,

- This document contains the requirements and training for your organization to create and submit invoices online.
- Baker Hughes 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 Supplier Information Portal.

Interacting with and transmitting invoices through the Ariba Network will soon be required to conduct business with Baker Hughes (including legacy GE Oil and Gas entities). All standard accounts are offered for free. Additionally, for most suppliers there are NO fees associated with the Baker Hughes buyer relationship. To confirm, contact Supplier.Enablement@bakerhughes.com.

Invoice Practices

Supported

Baker Hughes 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

Please note:

Suppliers are allowed to create Line Level Credit Memos for Quantity Adjustments ONLY

Suppliers are required to provide a Reason for every Credit Memo

Invoice Practices

Not Supported

NOT Supported:

- **Summary or Consolidated Invoices**

Apply against multiple purchase orders; not accepted by Baker Hughes

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

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

- **Duplicate Invoices**

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

- **Paper Invoices**

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

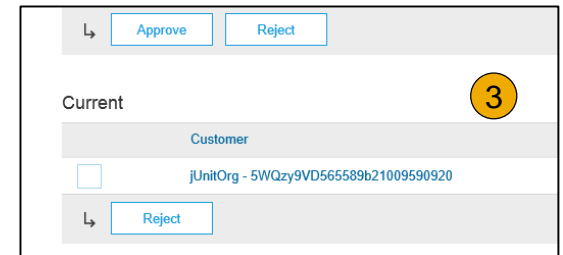
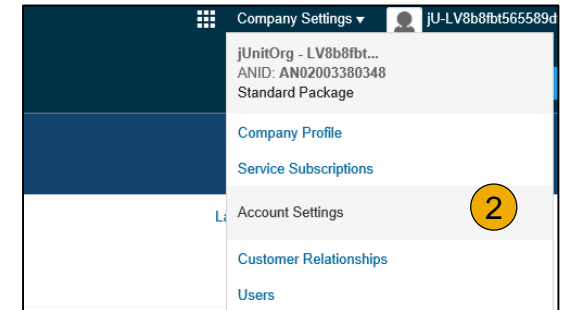
- **Credit Memos**

The Header Level Credit Memo feature is not supported by Baker Hughes

Review Baker Hughes 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**)
4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**.
5. If **Baker Hughes** 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.



Complete your Account Configuration

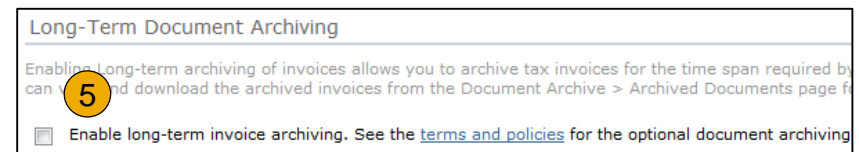
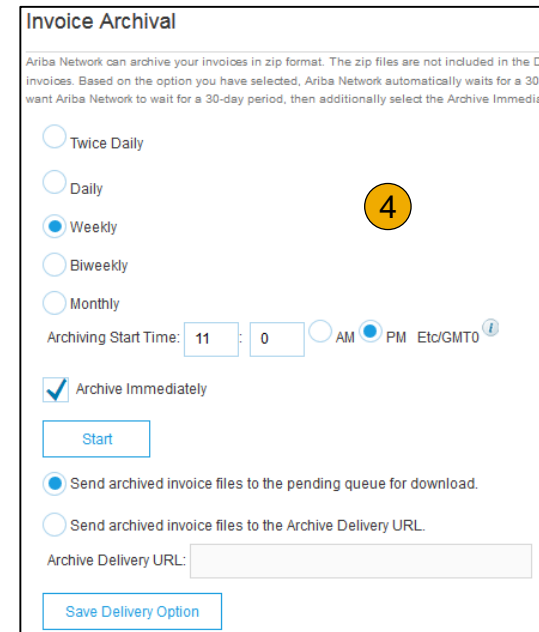
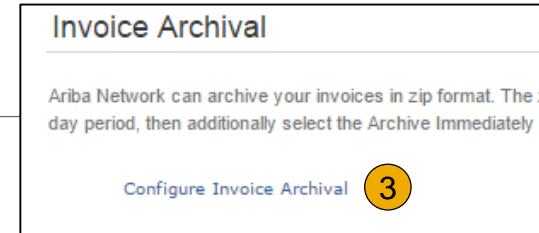
Baker Hughes project specific tasks:

- **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**

Configure Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. From the **Company Settings** dropdown menu, select **“Electronic Invoice Routing”**
2. Select the tab **“Tax Invoicing and Archiving”**
3. Scroll down to **“Invoice Archival”** and select the link for **“Configure Invoice Archival”**
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose Archive Immediately to archive without waiting 30 days, and click **Start**.
 - If you want Ariba to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
 - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
5. You may navigate back to the **“Tax Invoicing and Archiving”** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the Terms and Policies link.)



Configure Dashboard

You can configure your Ariba Dashboard to view orders that need to be invoiced

1. From the **Home** page under “Orders, Invoices, and Payments” click More
2. Click “Manage default tiles”
3. Under selected tiles, remove any that you do not want to see. Under available tiles, select Orders to Invoice and up to 3 other tiles that you want to see on your dashboard
4. Click done
5. You should now see the Selected Tiles that you chose on your dashboard.

Manage Action Tiles on the Home Dashboard



4. Creating Invoices

PO Flip Invoicing

CSV Invoicing

ERS Invoicing

Copy An Existing Invoice

Creating a Credit Memo (Line Level Only when allowed)



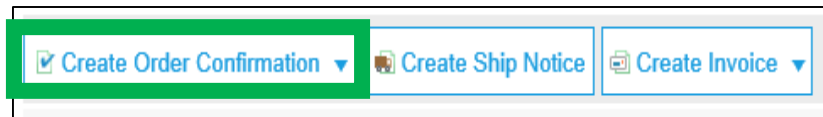
PO Flip Invoice

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**.

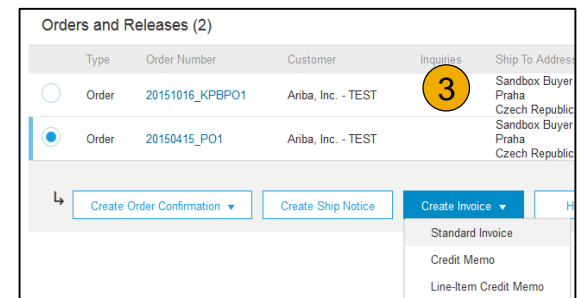
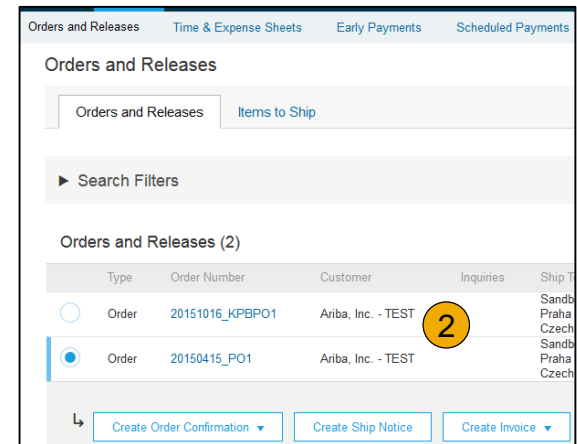
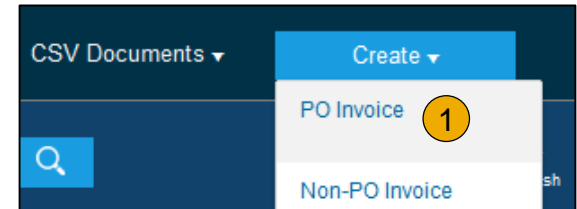
BEFORE INVOICING:

1. If Order Confirmation (OC) is required Orders must be fully confirmed
 1. If OC is grayed out or unavailable then it is not required)



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



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.

▼ Invoice Header

Summary

Purchase Order: 1084497223

Invoice #: * INV_1084497223 5

Invoice Date: * 15 Apr 2016

Remit To: DEFAULT VALUE 6

Tax

7

Category: * Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$17,000.00 USD

Tax Rate Type:

Rate(%): 0

Tax Amount: \$0.00 USD

Remove

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

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 Baker Hughes.

13. Order status will change to "invoiced"

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

9	Quantity	Unit	Unit Price
	10	BX	25.00 EUR

	No.	Include	Type	3	Part #
<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL		GOODS_02

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

10

Pricing Details

Price Unit: * BX

Unit Conversion: * 1

Line Item Actions ▾ Delete

Update Save Exit **Next** 11

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

Previous Save **Submit** Exit 12

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 Baker Hughes’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.

Ship All Items To

Test Supplier
111 Main Street
United States

Ship To Code: 1811
Phone: + () 1844VALVEGE

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

Line Items

Line #	Part #	Customer Part #	Type	Return
10	Not Available	103-109-01	Material Invoicing not possible	

Description: 3IN SP 300# FLANGED BODY

ERS Invoices – Automatically generated

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

Note: Invoicing will be handled outside of Ariba.

1

Ship All Items To
Test Supplier
111 Main Street
United States

ERS PO

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

Line Items

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

Invoice: 510574

Create Line-Item Credit Memo Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

Standard Invoice

Status	Invoice: Sent	Subtotal:	\$2,193.80 USD
Routing:	Sent	Total Tax:	\$0.00 USD
Invoice Number:	510574	Total Gross Amount:	\$2,193.80 USD
Invoice Date:	Wednesday 28 Feb 2018 12:04 PM GMT-08:00	Total Net Amount:	\$2,193.80 USD
Original Purchase Order:	5059890002	Amount Due:	\$2,193.80 USD
Ship Notice:	5059890002		
Submission Method:	cXML		
Origin:	Customer		

BILL TO: SHIP TO:

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.

The screenshot displays the 'Create Invoice' interface in the Arriba Supply Chain Collaboration system. At the top, the 'Invoice Header' section shows a summary of the purchase order (PO 000000002) with fields for Invoice #, Invoice Date, Supplier Tax ID, and Bank To. A message box (2) states: 'Items flagged for evaluated receipt settlement (ERS) were not transferred to this invoice. Your customer automatically generates invoices for those items on your behalf.' Below this, the 'Additional Fields' section includes fields for Supplier Account ID, Customer Reference, Supplier Reference, Payment Method, and Supplier. A red arrow points from the message box to a red box at the bottom of the form, which also contains a similar message (1). The form includes buttons for 'Add to Header', 'Update', 'Save', 'Exit', and 'Next'. The SAP Arriba logo is visible at the bottom left, and the copyright notice '© 2016 SAP SE or an SAP affiliate company. All rights reserved.' is at the bottom right.

“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.

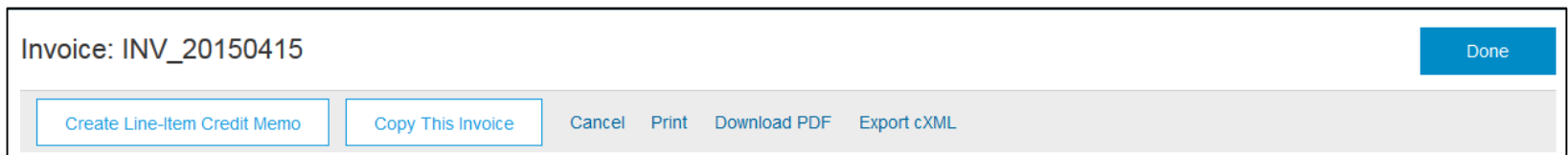
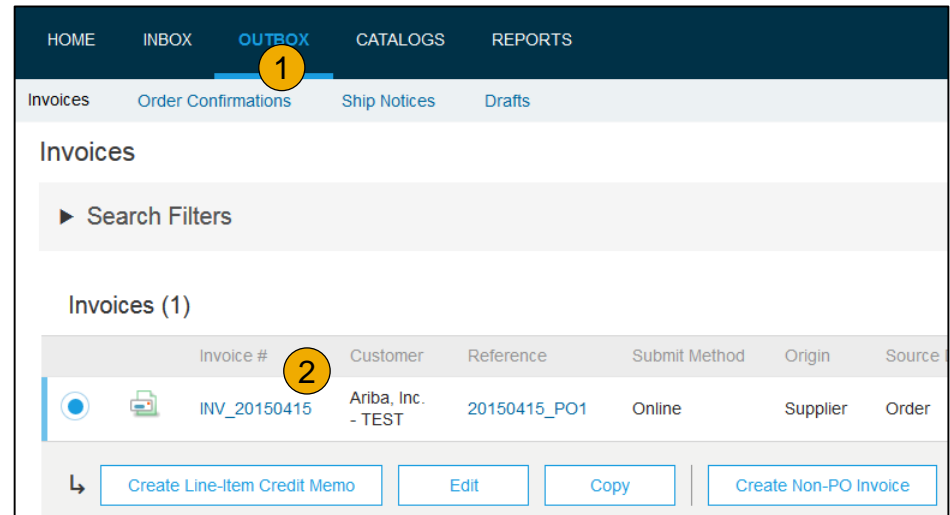
Limitations

- 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

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.



Create a Credit Memo

Line Level Detail

To create a line level credit memo against an invoice:

1. **Select** the **OUTBOX** tab.
2. **Select** your previously created invoice.
3. **Click** the button on the Invoice screen for **Create Line-Item Credit Memo**.
4. **Complete** information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (*) are filled in.
 - **NOTE:** Suppliers are **REQUIRED** to provide a Reason for every Credit Memo
5. **Click Next.**
6. **Review Credit Memo.**
7. **Click Submit.**

The screenshot displays the Ariba Network interface with the following components and annotations:

- Header:** Ariba Network logo (1), Test Mode button, and navigation tabs: HOME, INBOX, OUTBOX (selected), CATALOGS, REPORTS.
- Sub-headers:** Invoices, Order Confirmations, Ship Notices, Drafts.
- Invoices Section:** Search Filters, Invoices (1). A table lists one invoice: INV_20150415, Ariba, Inc. - TEST, Reference 20150415_PO1, Submit Method Online, Origin Supplier, Source Doc Order, Date 15 Apr 2016. Below the table are buttons: Create Line-Item Credit Memo (3), Edit, Copy, and Create Non-PO Invoice.
- Line Items Section:** 4 Line Items, 4 Included, 0 Previously Fully Invoiced. A table lists 4 line items (4, 5, 6, 7) with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, Subtotal. Below the table are buttons: Line Item Actions, Delete. At the bottom are buttons: Update, Exit, Next (5).
- Summary Section:** Subtotal: \$32.64 USD, Total Tax: \$-2.28 USD, Total Shipping: \$-12.00 USD, Total Gross Amount: \$-46.92 USD, Total Net Amount: \$-46.92 USD, Amount Due: \$-46.92 USD. Buttons: Previous, Submit (7), Exit.

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. If changes are needed, click Previous to return to previous screens and make corrections before submitting. Alternatively, Save your invoice at anytime during invoice creation to work on it later.
4. You may resume working on the invoice by selecting it from Outbox> Drafts on your Home page.

Note: You can keep draft invoices for up to 7 days.

Update Save Exit Next

Create Invoice

! Please correct the following errors and resubmit

▼ Invoice Header

Summary

Invoice #: *

! Required field

Invoice Date: * 17 Apr 2016

Remit To: Ariba_TestSupplier - TEST

HOME INBOX OUTBOX CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Drafts

This page displays documents you saved in draft state. You can edit them

Cancel, Edit and Resubmit Invoices

1. Select the "OUTBOX" tab.
2. In the Invoice # column, click the invoice link to view details of the invoice.
3. Click **Cancel**. The status of the invoice changes to "Canceled."
4. Click the Invoice # for only failed invoice that you want to resubmit and click **Edit**.
5. Click **Submit** on the Review page to send the invoice.

HOME INBOX **OUTBOX** CATALOGS REPORTS CSV Documents Create

Invoices Order Confirm **1** Ship Notices Drafts

Invoices

► Search Filters

Invoices (1) **2**

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016	252.25 EUR	Sent	Sent

↳ Create Line-Item Credit Memo Edit Copy Create Non-PO Invoice

Invoice: INV_20150415

Create Line-Item Credit Memo Copy This Invoice **3** Cancel Print

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016	252.25 EUR	Sent	Sent

↳ Create Line-Item Credit Memo **4** Edit Copy Create Non-PO Invoice

Fix a failed invoice.

Check Invoice Status

Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status.

You can also check invoice status from the **Outbox** by selecting the invoice link.

Routing Status

Reflects the status of the transmission of the invoice to Baker Hughes via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed Baker Hughes invoicing rules. Baker Hughes 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 invoicing application has acknowledged the receipt of the invoice

Check Invoice Status

Invoice Status

Reflects the status of Baker Hughes's action on the Invoice.

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

Check Invoice History

Access any invoice:

1. **Click** on the History tab to view status details and invoice history.
2. **History and status comments** for the invoice are displayed.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. **When you are done** reviewing the history, click Done.

Invoice: INV_20150415

Create Line-Item Credit Memo Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments History

Standard Invoice 1

Invoice: INV_20150415 Done

Create Line-Item Credit Memo Copy This Invoice Cancel Download PDF Export cXML 4

Detail Scheduled Payments History

Invoice: INV_20150415
Invoice Status: Sent
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00
Submitted By: Klaus Püschel

To: Ariba, Inc. - TEST
Routing Status: Sent

History

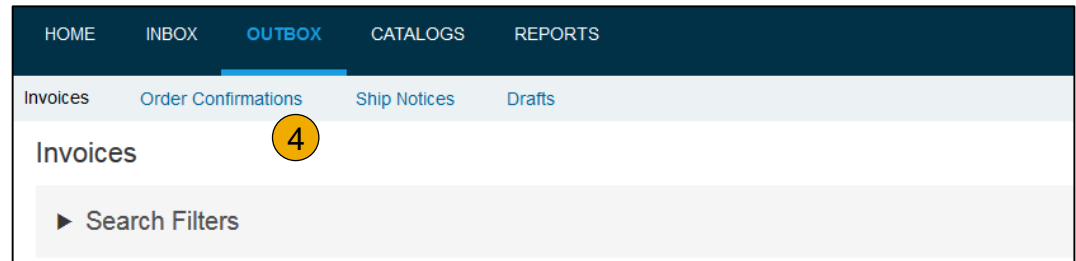
Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropogationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

2

Search for invoice - Quick Search and Refined Search

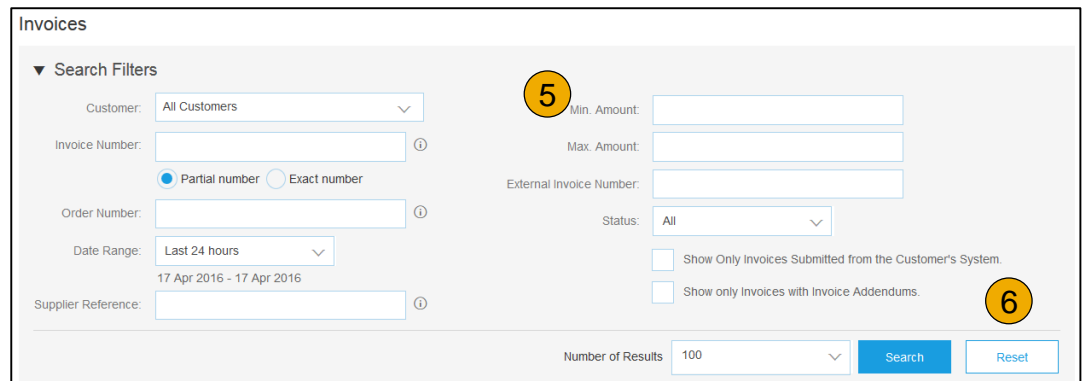
Quick Search:

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



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

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



Search for invoice - Reports

Invoice reports provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.

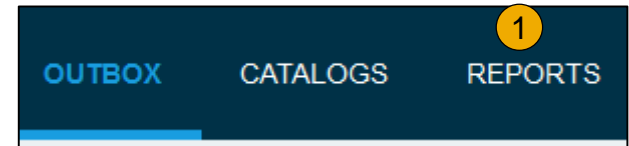
Failed Invoice reports provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.

Note: Reports can be created by Administrator or User with appropriate permissions.

1. **Click** the Reports tab from the menu at the top of the page.
2. **Click** Create. Fill in required Information. Select an Invoice report type — Failed Invoice or Invoice.
3. **Click** Next.

Note: Select (and higher) members may choose Manual or Scheduled report. Set scheduling information if Scheduled report is selected. After specifying Customer and Created Date in Criteria click Submit. You can view and download the report in CSV format when its status is Processed.

For more detailed instructions on generating reports, refer to the Ariba Network Transactions Guide found on the HELP page of your account.

A screenshot of a web form titled 'Create Report'. At the top, there is a note: 'Check the Time Zone and Language settings. You can set the Time Zone and Language in the User Profile page.' The form contains the following fields:

- Title:** A text input field with an asterisk indicating it is required.
- Description:** A large text area.
- Time zone:** A dropdown menu currently showing 'Poland'.
- Language:** A dropdown menu currently showing 'English'.
- Report Type:** A dropdown menu with 'Select' chosen. A list of options is visible below the dropdown:
 - Select
 - Failed Invoice
 - Failed Order
 - Invoice
 - Order Summary