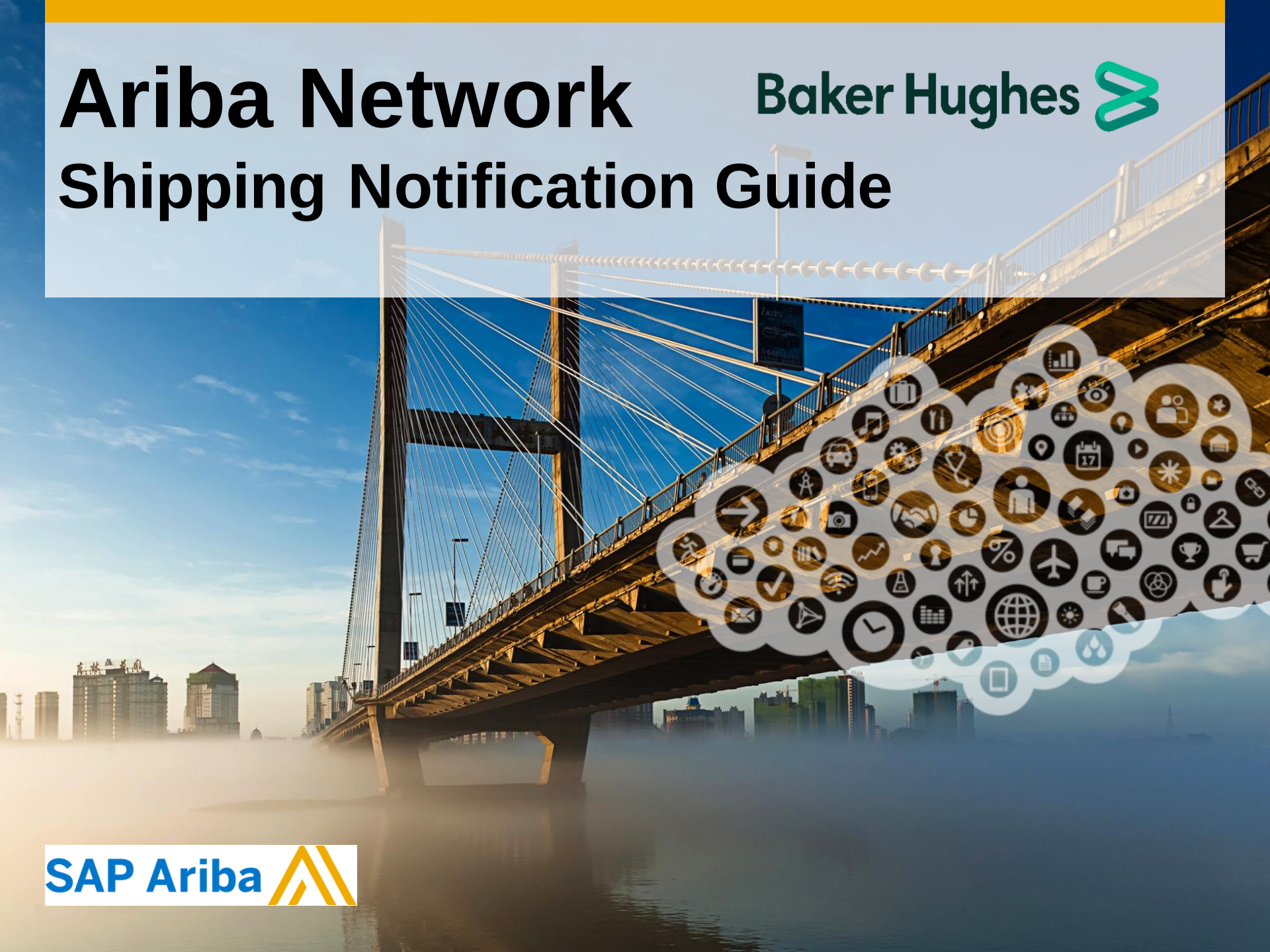
Ariba Network

Baker Hughes

Shipping Notification Guide



SAP Ariba

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1. Introduction

SAP Ariba

Introduction

Procure-to-Pay Process

Dear Valued Supplier,

- This document contains training for your organization around submitting ship notices with to Baker Hughes Entities that that are live on Ariba and require ASNs.

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.

If you are currently using the iSupplier portal for any of the below:

- Request for Quotations (RFQ) Process
- Document Sharing (Bill of Material/ Quality & Standard Documentation)
- Order management (PO Confirmation / Date management)

Please continue using iSupplier. **This Initiative will only impact Electronic Invoicing**

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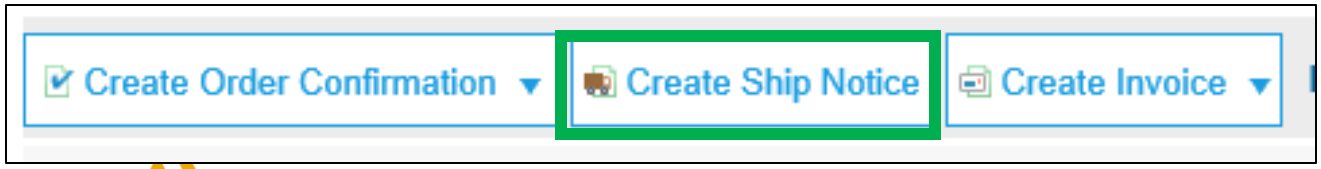
2. Creating Advanced Ship Notices (ASNs)

Please keep in mind that **not all Baker Hughes entities require ASNs**. Please create a ship notification if the option is available. (if grayed out or unavailable then it is not required)



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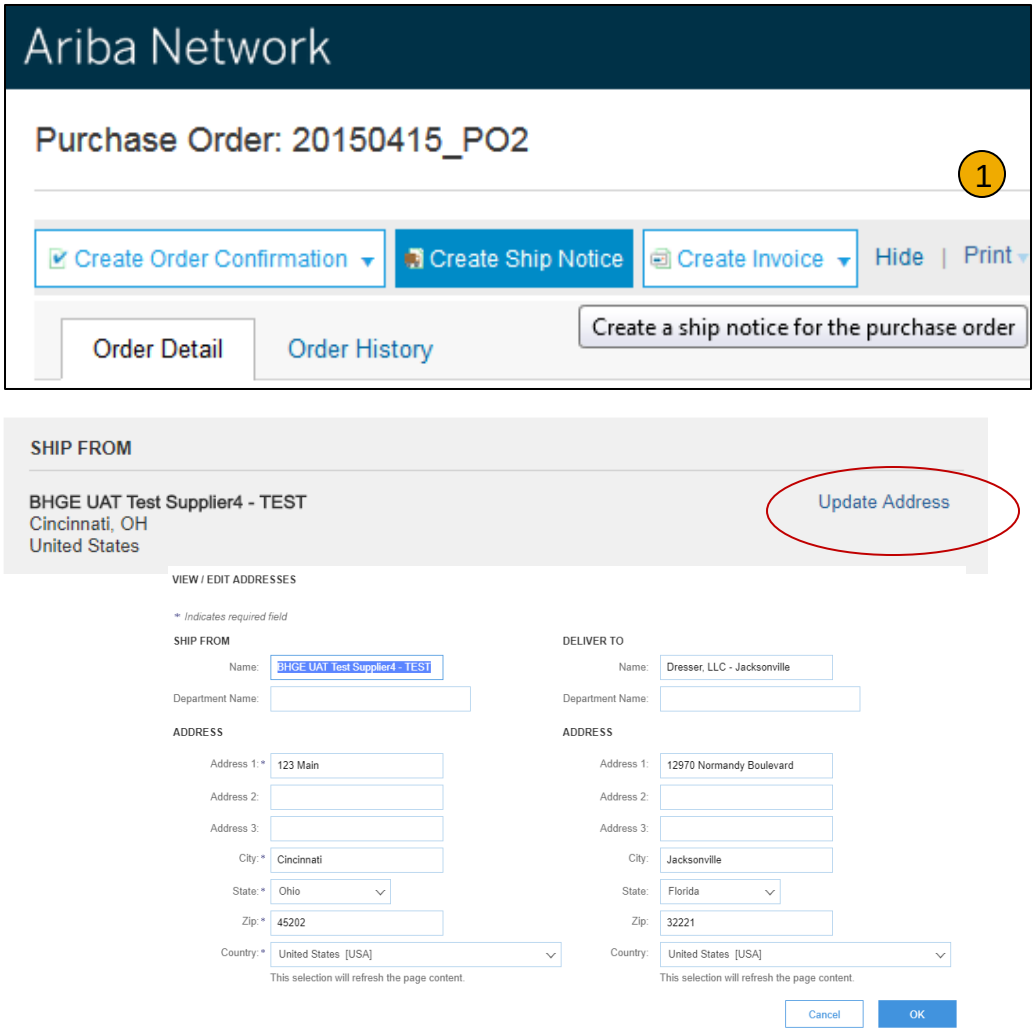
Create Advanced Ship Notice:

1. **If your buyer request you can 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. See Invoice guide for how to invoice in Ariba.



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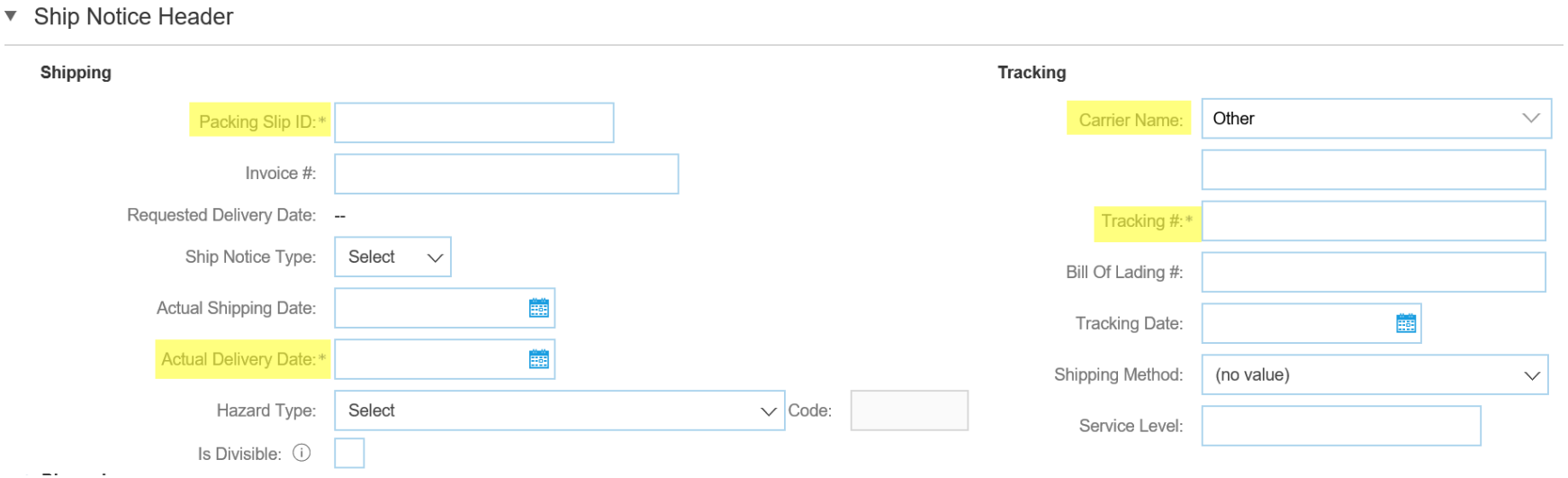
Create Advance Ship Notice cont.

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 estimated delivery date. Calculate estimated delivery date by adding transit time to your ship date.



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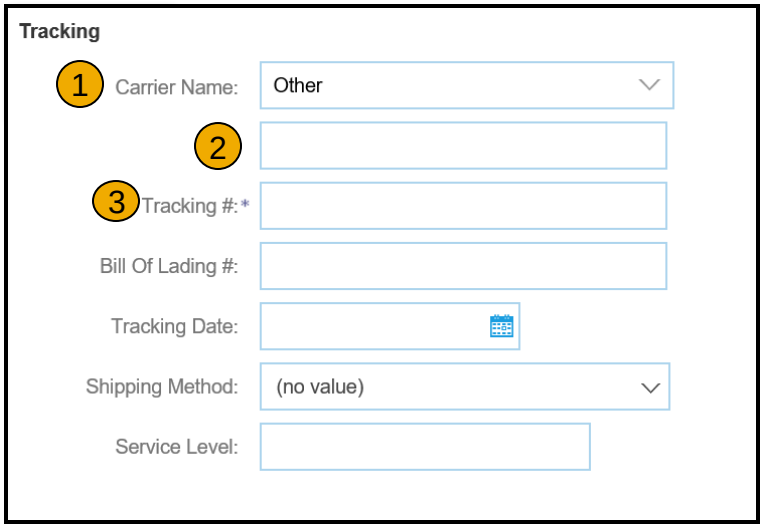
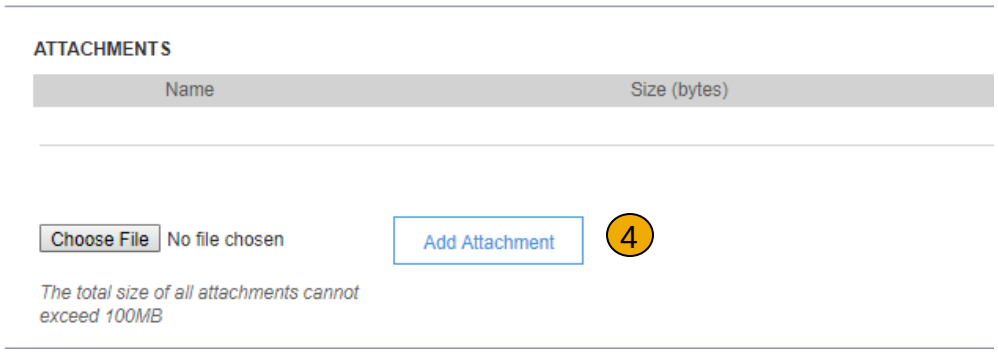
Carrier and Tracking Information Details

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





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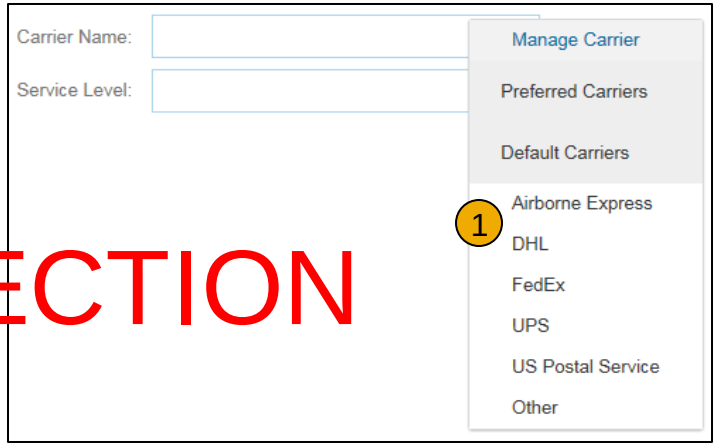
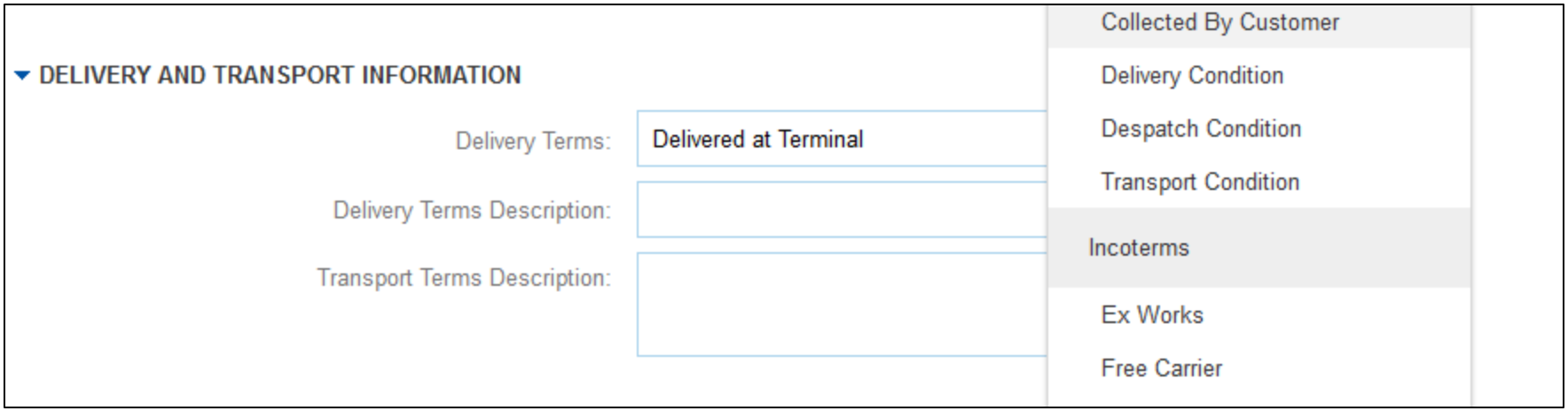
Delivery Terms and Transportation Details

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



SKIP THIS SECTION



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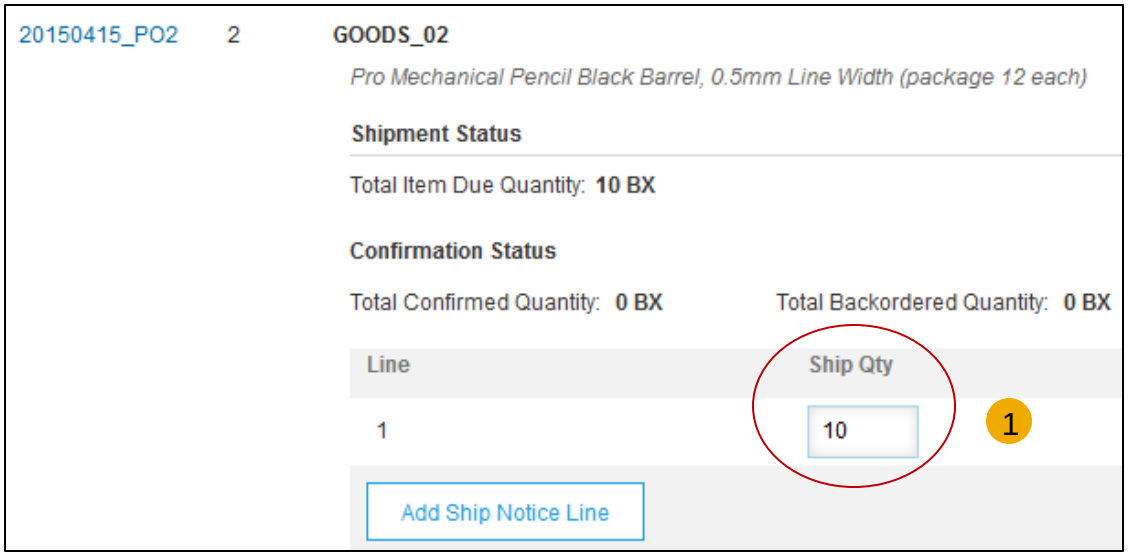
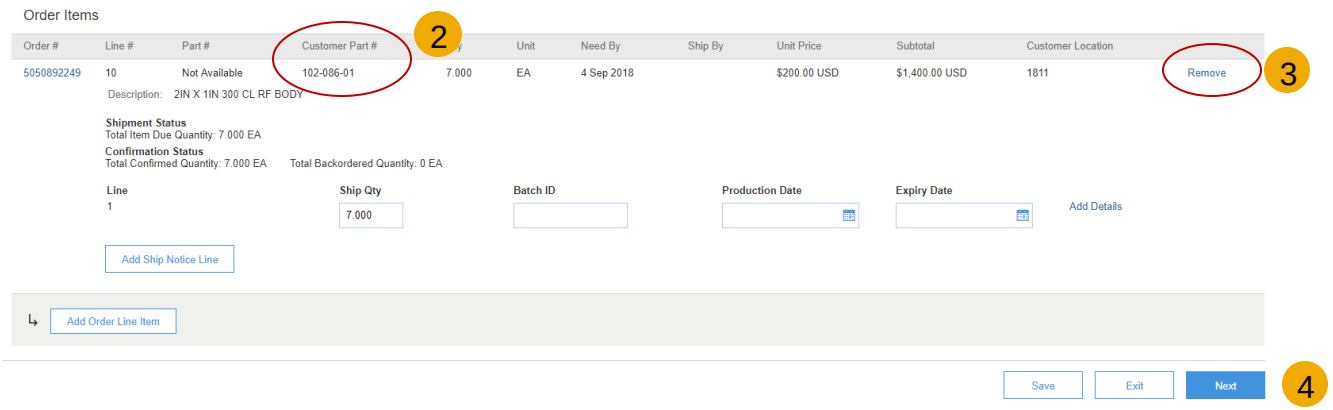
Create Ship Notice - Details

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





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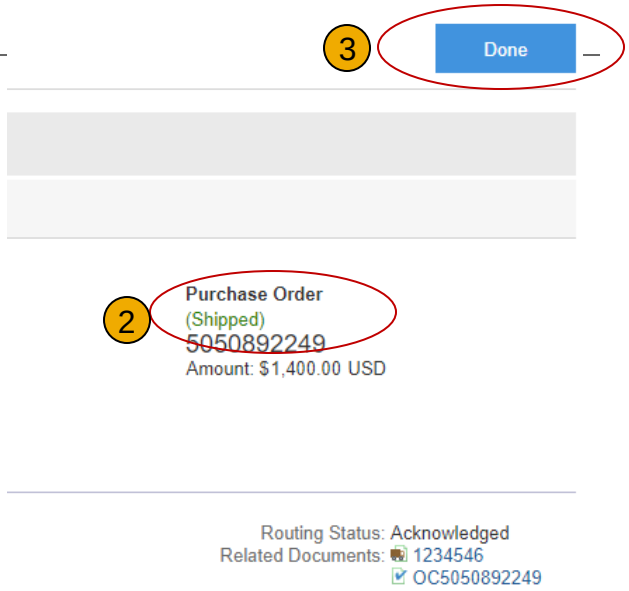
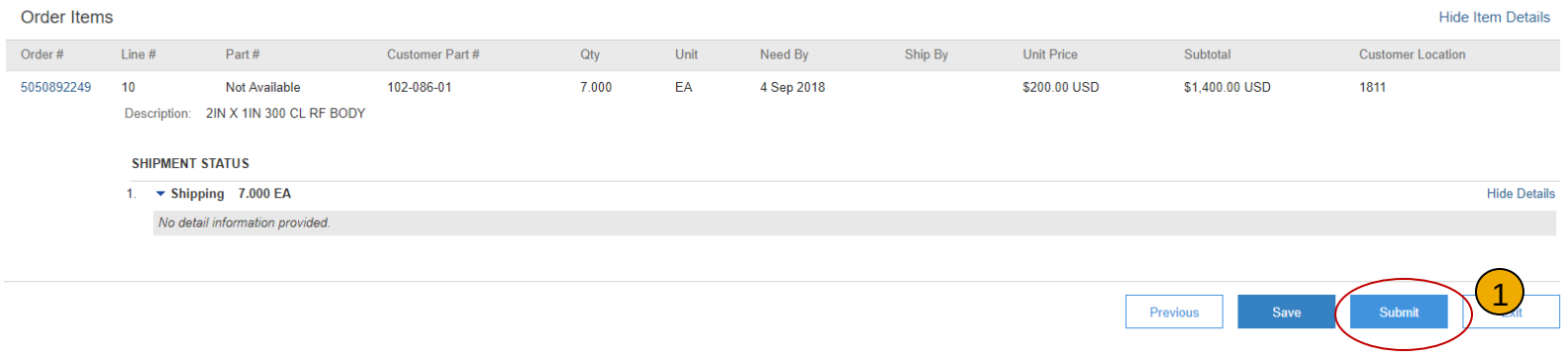
Submit Advanced Ship Notice (ASN)

10. **After reviewing** your Ship Notice, click **Submit** to send Ship Notice to Baker Hughes. Ship Notices provide improved communications to help avoid unnecessary calls to order support department.
11. **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.
12. **Click** Done to return to the Home page.





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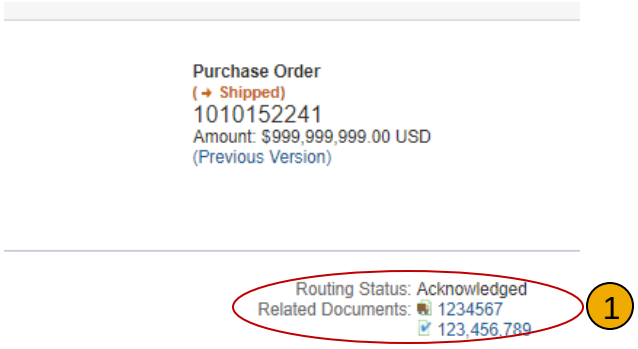
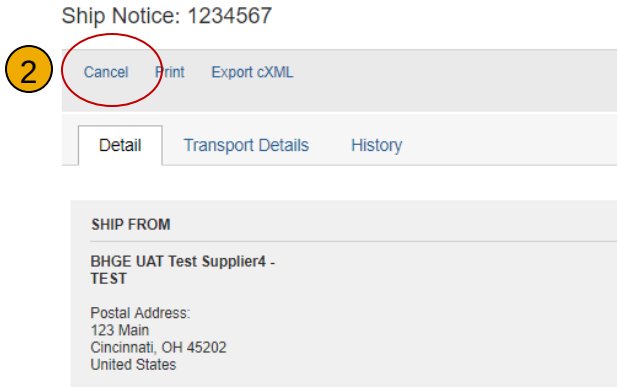
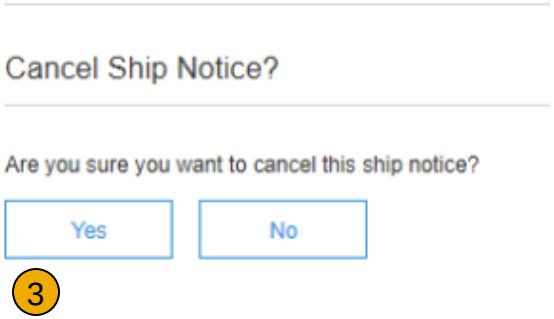
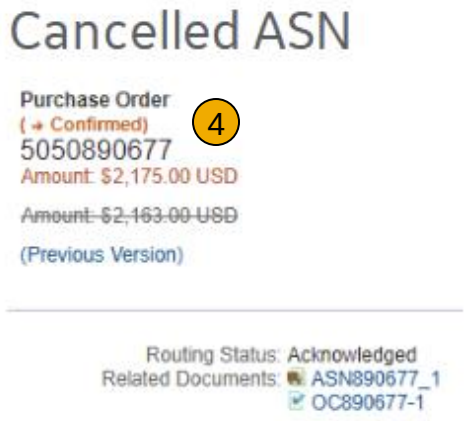
Cancelling a Ship Notice

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









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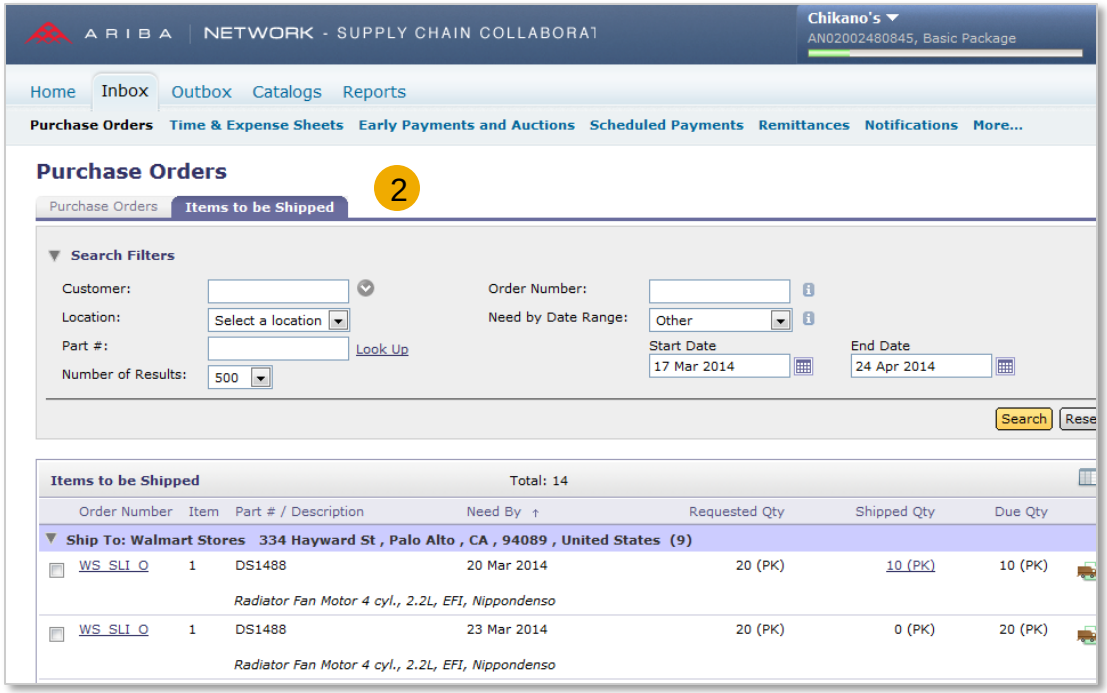
How to View all items pending Shipment Notice Creation

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



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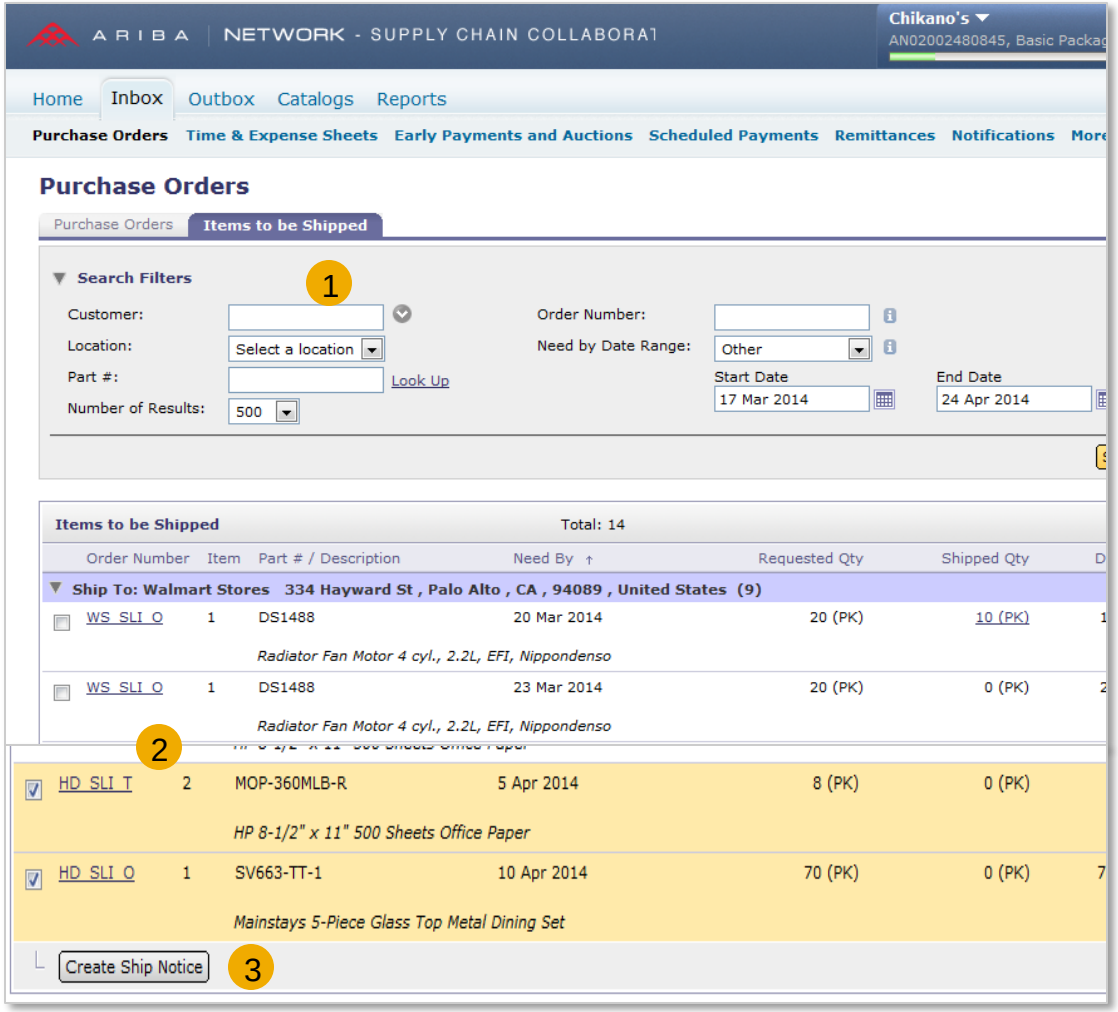
To Create Ship Notice from Items to be Shipped tab

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.



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3. Understanding Order Status

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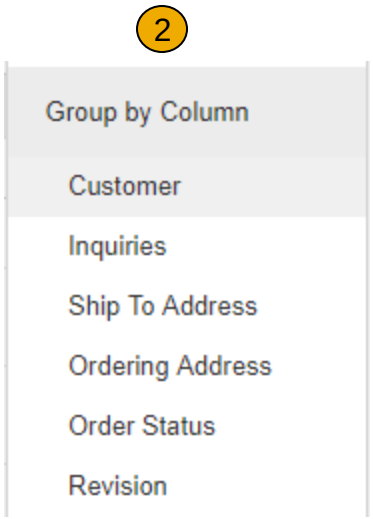
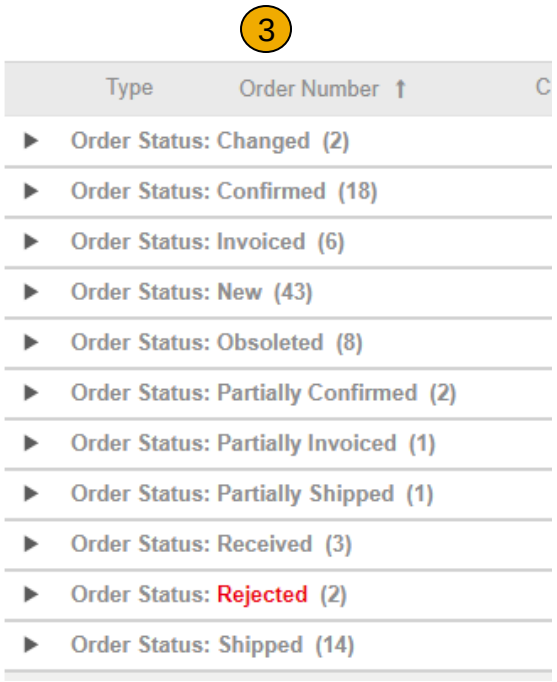
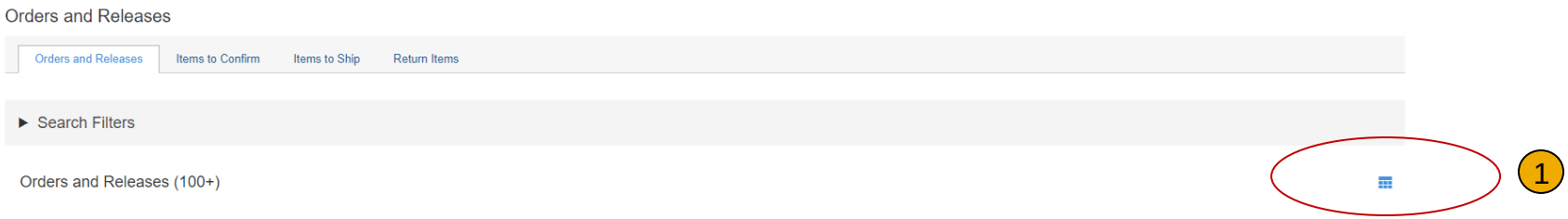
Understanding Order status

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







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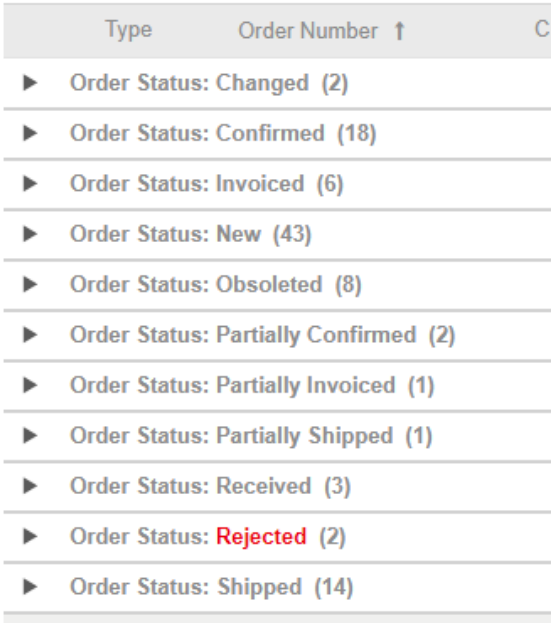
Understanding Order status cont.

- **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/quantity 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 Baker Hughes system
- **Obsoleted –** these are old revisions of POs and cannot be actioned. This likely means that there is a new revision of a PO.



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4. PDF Generation

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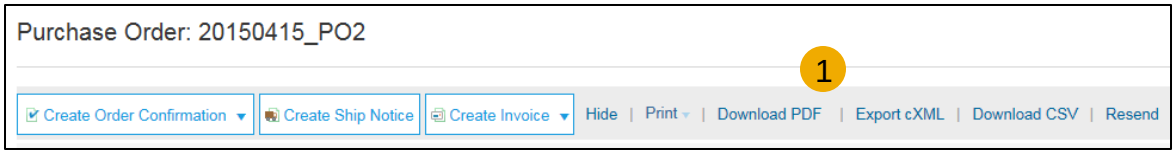
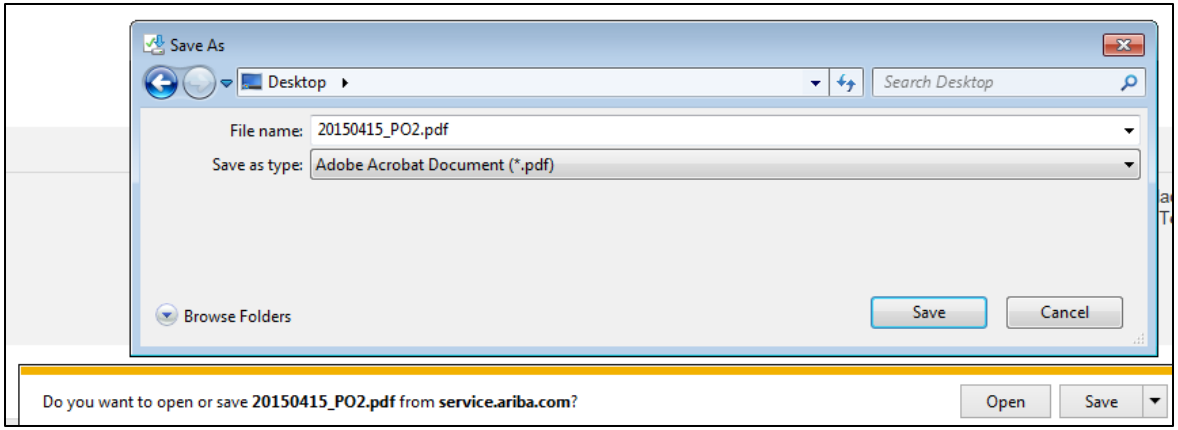
PDF Generation

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].



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