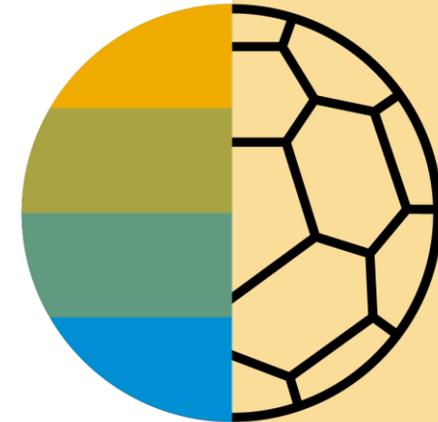




Baker Hughes Non-PO Invoice Supplier Guide



PUBLIC



Invoice Without a Purchase Order

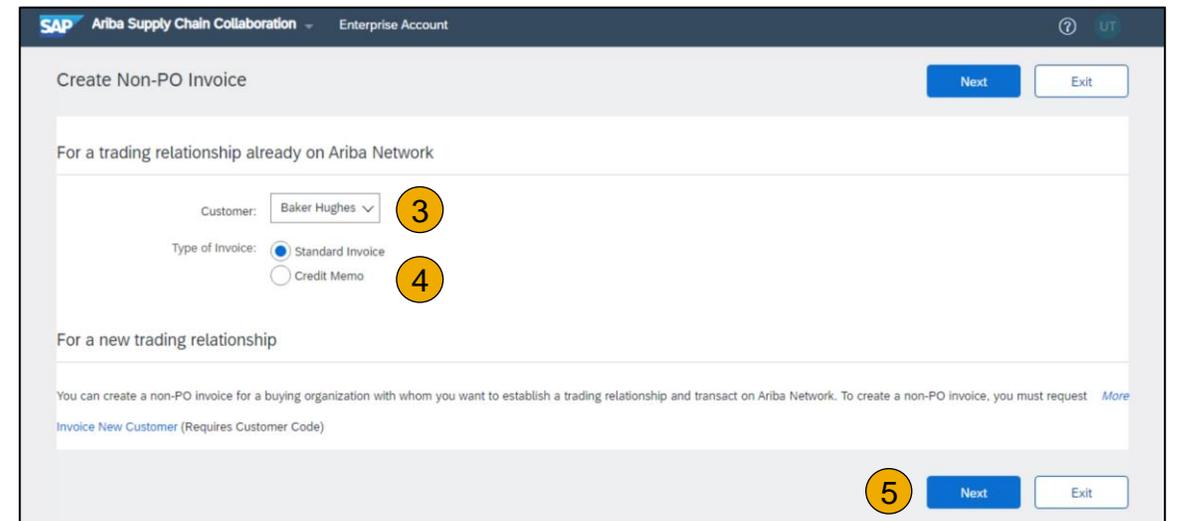
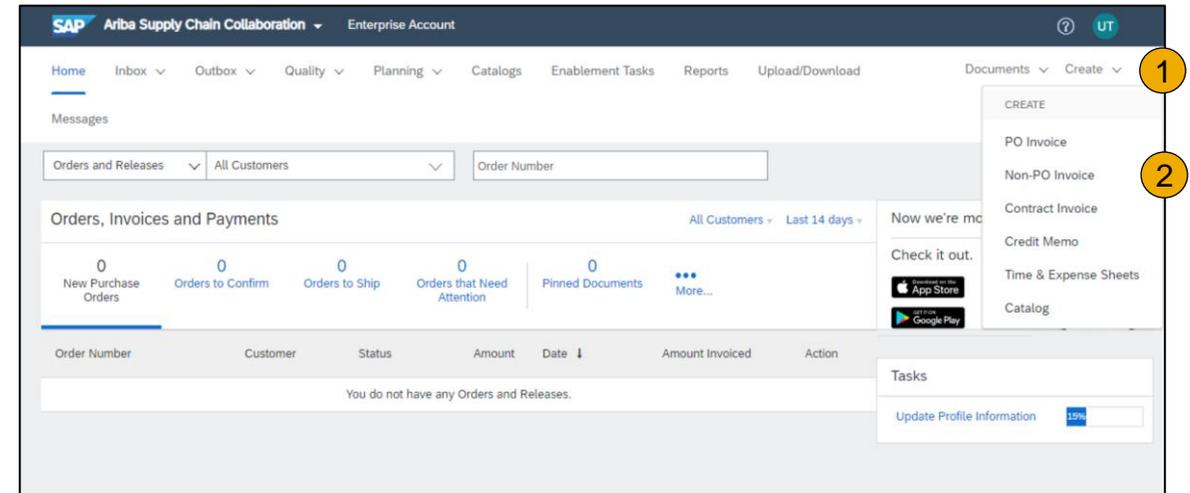
Non-PO Invoice

To create an invoice without a PO:

1. **Select** the Create menu
2. **Select** Non-PO Invoice
3. **Select** your **Customer** from the dropdown menu

Note: If you do not see Baker Hughes in the Customer drop down, contact Supplier.Enablement@BakerHughes.com

4. **Select** Standard Invoice
5. **Click** Next.



Invoice Without a Purchase Order

Non-PO Invoice

1. **Complete** all required fields marked with an asterisk (*).
2. **Complete** at least 1 of the **Order Information Fields**. If your customer disables the rule you are not required to enter info in Order Information section.
3. **Add** a customer **Email address** to have the document properly routed to the right approver.

Note: The invoice will be rejected without a valid customer email address.

4. **Add** Tax and Shipping as appropriate.
5. **Click** the Add button to add a material line item including complete details of the item(s) being invoiced.
6. **Review, Save** or **Submit** as Standard Invoice.

Click Next to continue.

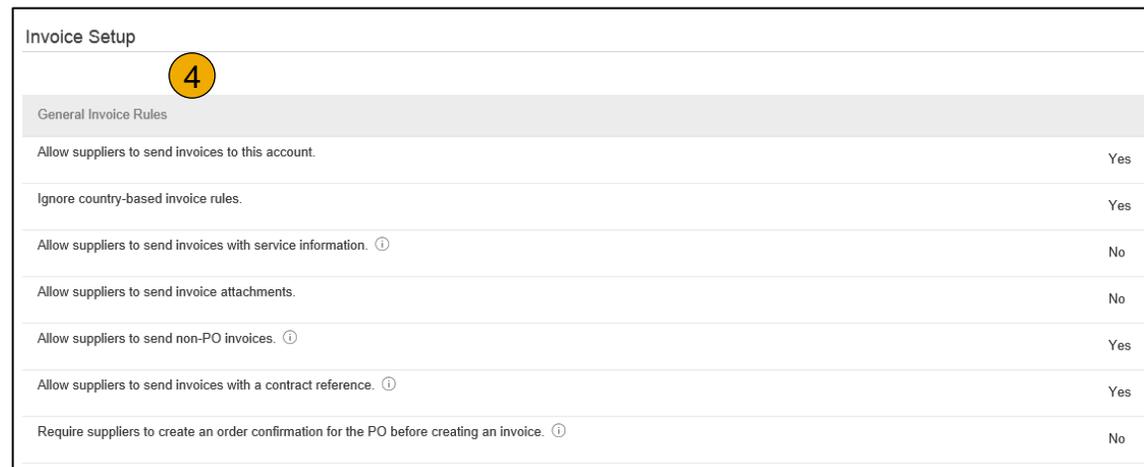
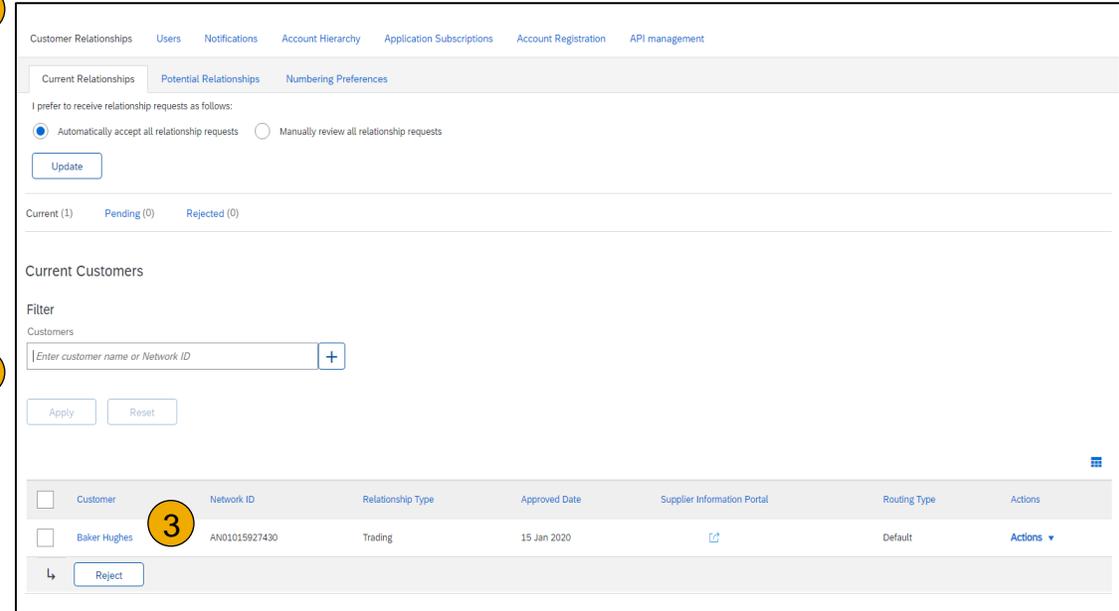
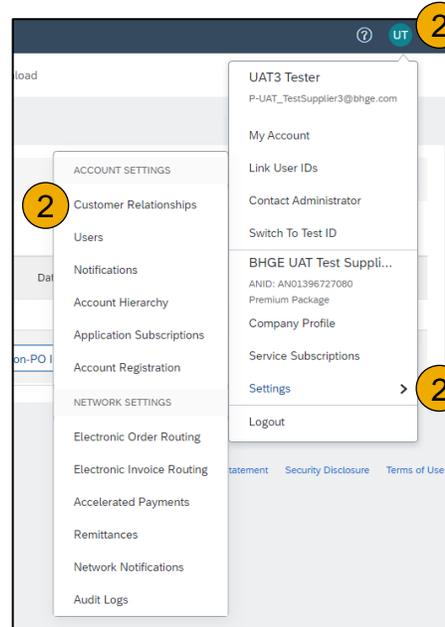
The screenshot shows the 'Create Invoice' form in SAP, divided into several sections:

- Invoice Header:** Contains a 'Summary' section with fields for Invoice # (1), Invoice Date (15 Apr 2016), and Remit To (Arba_TestSupplier - TEST). It also shows a 'Subtotal' summary with values in CZK. An 'Add to Header' button is present.
- Order Information:** Contains fields for Customer Order # (2), Contract Number, Sales Order #, and Sales Order Date.
- Additional Fields:** Includes a checkbox for 'Information Only' and fields for Supplier Account ID #, Customer Reference, Supplier Reference, and Payment Note. The Supplier and Customer information is displayed below.
- Tax:** Features radio buttons for 'Header level tax' (selected) and 'Line level tax'. It includes a 'Category' dropdown (Sales Tax), 'Location', 'Description', and 'Regime' fields. Taxable and Tax Amount fields are also present (4).
- Line Items:** A table with columns for No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. One line item is shown: 'Gaskets' with a quantity of 10 and a unit price of \$5.00 USD. An 'Add' button (5) is located below the table.
- Right Panel:** A dropdown menu for 'Add to Header' (4) is open, showing options like Tax, Shipping Cost, Shipping Documents, Allowance, Charge, Payment Term, Additional Reference Documents and Dates, Comment, and Attachment.
- Bottom:** A 'Next' button (6) is highlighted in blue, indicating the final step in the process.

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 Settings dropdown menu and under your initials, 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.



Thank you.