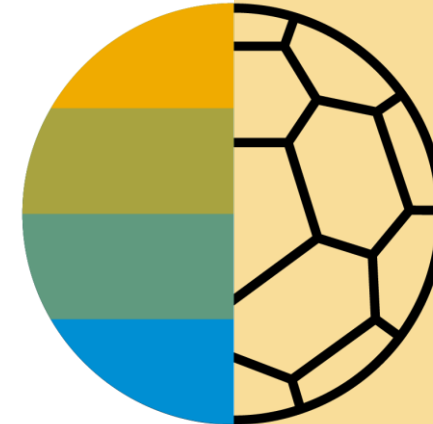


Baker Hughes

Non-PO Invoice Supplier Guide



PUBLIC

Invoice Without a Purchase Order

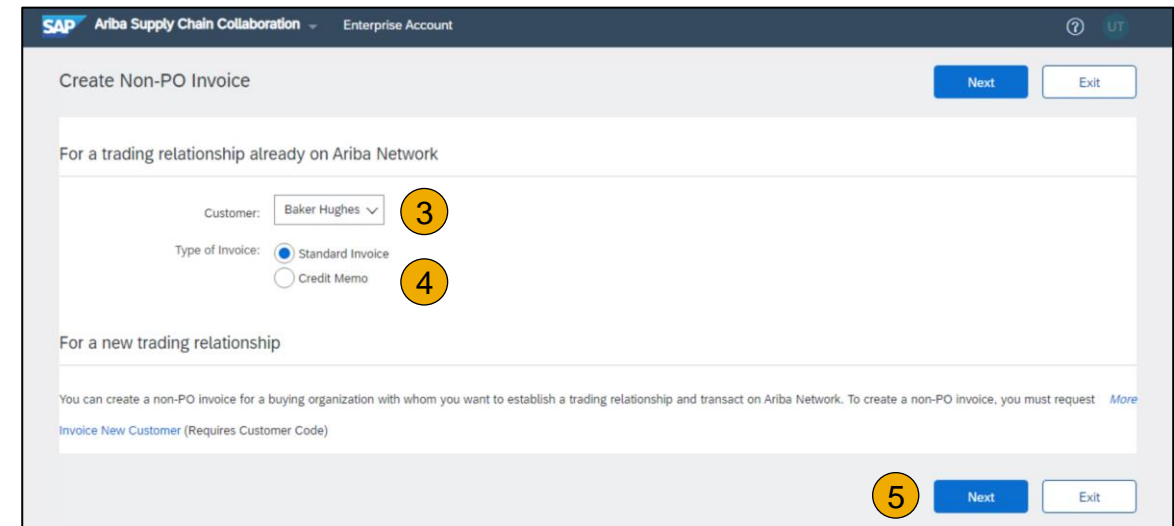
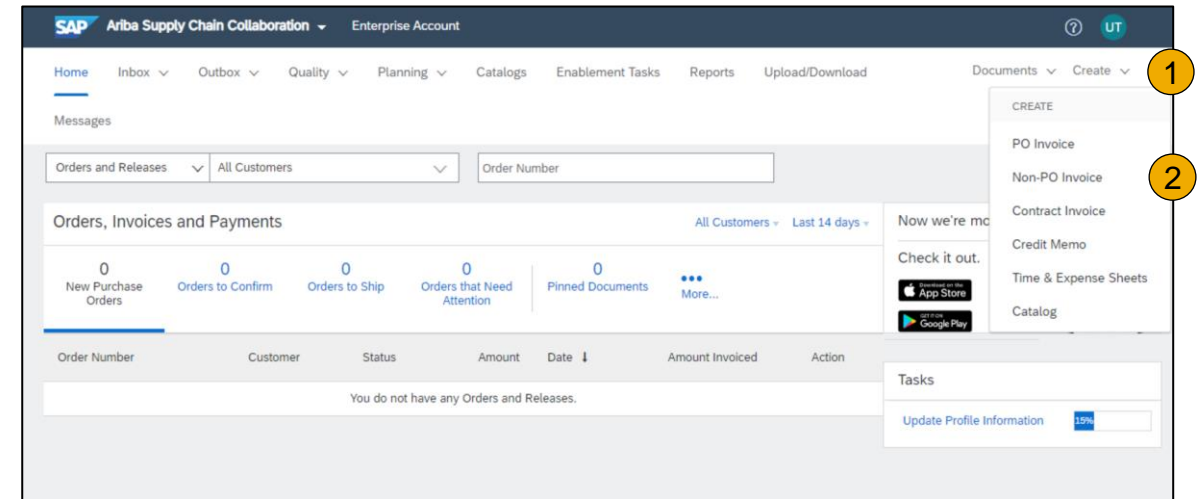
Non-PO Invoice

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.

Create Invoice

Update Save Exit Next

Invoice Header

* Indicates required field Add to Header

Summary

Invoice # *

Invoice Date *

Remit To

Praha 5

Czech Republic

Bill To

Subtotal: 0.00 CZK

Total Tax: 0.00 CZK

Total Gross Amount: 0.00 CZK

Total Amount without Tax: 0.00 CZK

Total Net Amount: 0.00 CZK

Amount Due: 0.00 CZK

View/Edit Addresses

Order Information

Customer Order # *

Sales Order # *

Contract Number

Sales Order Date

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID # *

Customer Reference *

Supplier Reference *

Payment Note *

Supplier

Customer

Bill From

Email

Tax

Header level tax

Line level tax

Category *

Location

Description

Regime

Taxable Amount

Tax Rate Type

Rate(%)

Tax Amount

Add to Header

Tax

Shipping Cost

Shipping Documents

Allowance

Charge

Payment Term

Additional Reference Documents and Dates

Comment

Attachment

Turn on Error Dump

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		Gaskets	A-100	10	EA	\$5.00 USD	\$50.00 USD

Line Item Actions

Delete

Add

Add Material

Turn on Error Dump

Hide/Show XML

Update Save Exit Next

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.

The screenshot displays the Ariba Network interface. On the left, a sidebar menu shows 'Customer Relationships' selected under the 'Settings' dropdown. The top navigation bar includes tabs for 'Current Relationships', 'Potential Relationships', and 'Numbering Preferences'. The 'Current Customers' section shows a table with columns: Customer, Network ID, Relationship Type, Approved Date, Supplier Information Portal, Routing Type, and Actions. The table lists 'Baker Hughes' with Network ID 'AH01015927430' and Relationship Type 'Trading'. Below this, the 'Invoice Setup' section is visible, showing the 'General Invoice Rules' table.

Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
Baker Hughes	AH01015927430	Trading	15 Jan 2020		Default	Actions

General Invoice Rules	
Allow suppliers to send invoices to this account.	Yes
Ignore country-based invoice rules.	Yes
Allow suppliers to send invoices with service information. ⓘ	No
Allow suppliers to send invoice attachments.	No
Allow suppliers to send non-PO invoices. ⓘ	Yes
Allow suppliers to send invoices with a contract reference. ⓘ	Yes
Require suppliers to create an order confirmation for the PO before creating an invoice. ⓘ	No

Thank you.