Welcome!

Congratulations on joining Ariba® Network as a supplier. You're now part of a global network of 4 million companies. Leading businesses like yours have leveraged their Ariba Network Enterprise Accounts to grow their business, improve operational efficiencies, and deliver a better experience to their customers.

Your supplier account has been designed to make transacting with your customers as easy as possible. To get started and trained on how to use your Ariba® Network account with Halliburton, please follow the steps below:
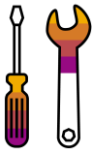
1

Visit our Supplier Training page

Learn how to set up and operate your supplier account on our detailed Supplier Training Page. If the above hyperlink doesn't work, copy-paste the following link in your browser instead:
https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/

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Review the specifics of transacting with Halliburton

Make sure to read through the present document to become familiar with all business specific actions and requirements set up by your customer. This document will help you navigate through the detailed content of our Supplier Training Page.

We look forward to helping you transact on Ariba® Network!

HALLIBURTON

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SCOPE OF HALLIBURTON 'S PROJECT

This section specifies which documents will be transacted through Ariba Network. Some of them will be mandatory, others will simply be available if relevant.

Supported Documents On this Ariba Network relationship	Not Supported Documents On this Ariba Network relationship

• **Purchase Orders**
POs from Halliburton will be sent through Ariba Network
 	
• **Purchase Order Confirmations**
Apply against a whole PO or line items
 	
• **Ship Notices**
Apply against PO when items are shipped
 	
• **Service Sheets**
Apply against a PO referencing a service line item
 	
• **Invoices**
Apply against a whole PO or line items
  ○ **Partial Invoices**
  ○ **BPO Invoices**
    Invoices against a blanket purchase order
  ○ **Service Invoices**
    Invoices that require service line item details
  ○ **Contract Invoices**
    Against contracts
 	
• **Credit Invoices/Credit Memos**
Item level credits; quantity adjustments only
	• **Summary or Consolidated Invoices**
	Apply against multiple POs
	
	• **Invoicing for Purchasing Cards (P-Cards)**
	An invoice for an order placed using a purchasing card
	
	• **Duplicate Invoices**
	A new and unique invoice number must be provided for each invoice; duplicate invoices will be rejected unless resubmitting a corrected invoice that previously had a failed/rejected status on AN
	
	• **Paper Invoices**
	Halliburton will no longer accept paper invoices and requires invoices to be submitted electronically through Ariba Network
	
	• **Non-PO Invoices**
	Against a PO not received through AN
	
	• **Header Level Credit Memos**
	The Header Level Credit Memo feature is not supported by Halliburton

SETTING UP YOUR ACCOUNT

This section covers what needs to be set up in the Ariba Network account as minimum requirements in order to successfully transact with Halliburton.

Please make sure you complete at least the following chapters of the *Account Administration* section on the Supplier Training Page.
- Complete your profile
- Configure your email notifications
- Configure your enablement tasks
- Configure Electronic Order Routing method and notifications
- Configure Electronic Invoice Routing method and Tax Details
- Configure your Remittance Information and payment methods
- Set up a test account

TRANSACTING ON ARIBA NETWORK

This section mentions the specifics of transacting with Halliburton on Ariba Network once your account has been set up. You'll find detailed instructions in the Transacting section of the Supplier Training Page.

Specifics for PURCHASE ORDERS

This section mentions any specificities regarding Purchase Orders sent by Halliburton through Ariba Network.

- You may submit change orders for fully or partially shipped orders.
- You may cancel orders which are partially shipped.
- You may allow change orders in invoice aggregation.

Specifics for PO CONFIRMATIONS

This section mentions any specific transaction rule that should be observed by suppliers regarding purchase order confirmations.

- You may include attachments with order confirmations.
- You may confirm an order multiple times.
- You must fully confirm line items before fulfillment.
- You must create an order confirmation before creating a ship notice.
- You must include delivery dates for order confirmations and ship notices.
- You may change line item description on order confirmations.
- You may increase item quantities on order confirmations.
- You must provide a reason when rejecting an order.

Specifics for SERVICE SHEETS

This section mentions any specific transaction rule that should be observed by suppliers regarding service sheets.

- You must create an order confirmation before creating a service sheet.
- You are not required to provide approver information on service sheets.
- You may send service sheet attachments.
- You are not permitted to increase item quantities or change the unit price on service sheets.
- You may create multiple service sheets for an amount-based service item.
- You are not permitted to add ad hoc items to service sheets.
- You are required to provide unit of measure and unit price of ad hoc items.
- You are required to provide line item quantity for ad hoc items.

Specifics for SHIP NOTICES

This section mentions any specific transaction rule that should be observed by suppliers regarding ship notices.

- You must include an actual or estimated ship date on ship notices.
- You must select a ship notice type.
- You may add delivery and transport information to ship notices.
- You may increase item quantities on ship notices.

Specifics for INVOICES

This section mentions any specific transaction rule that should be observed by suppliers regarding invoices.

- Tax data is accepted at the header level or at the line item level of the invoice.
- Shipping data is accepted at the header level or at the line item level.
- You may include invoice attachments.
- You are required to create an order confirmation for the PO before creating an invoice.
- You are required to create a ship notice for the PO before creating an invoice.
- You may reuse invoice numbers from failed or rejected invoices.
- You are required to include a Remit To address on invoice.
- You may not cancel submitted invoices.

HELP & SUPPORT

If you need assistance using Ariba Network, please consult our documentation or contact our Support Team directly from the Help Center. You can also contact our Enablement Team through this Contact Form.

If you need assistance regarding business processes, please contact the Halliburton project team with the following email: SupplierEnablement@halliburton.com.

www.sap.com/contactsap

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