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# 1. Introduction

# Introduction

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## . Baker Hughes e-Procurement Process

- This document contains training for your organization around transacting purchase orders, order confirmations and ship notices with **the following legal entities of Measurement and Control business Baker Hughes through the Ariba Network.**

OS Operations, LLC	1631 Bently Parkway South, <b>Minden</b> , NV 89423, USA
Bently Nevada, LLC	1631 Bently Parkway South, <b>Minden</b> , NV 89423, USA
GE Energy Control Solutions, LLC	1800 Nelson Road, <b>Longmont</b> , CO 80501, USA
GE Insp Technologies LP	721 Visions Drive, <b>Skaneateles</b> , NY 13152-6475, USA
Reuter Stokes LLC	8499 Darrow Road, <b>Twinsburg</b> , OH, 44087-2309, USA
GE Infrastructure Sensing	1100 Technology Park Drive, <b>Billerica</b> , MA 01821-4111, USA



# To View Purchase Orders

1. **Click** on Inbox tab to manage your Purchase Orders.
2. **Inbox** is presented as a list of the Purchase Orders received by Baker Hughes.
3. **Search** filters allows you to search using multiple criteria.
4. **Click** the arrow next to Search Filters to display the query fields. Enter your criteria and click Search
5. **Click** the blue calendar icon on the right of your screen to change the columns you want to see. You can also group orders by customer, order status, etc.
6. **Click** the link on the Order Number column to view the purchase order details

Ariba Network

HOME INBOX **1** OUTBOX CATALOGS REPORTS

Orders and Releases All Customers Order Number

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

**4** Search Filters **3**

Orders and Releases (100+)

Type	Order Number	Customer	Inquiries	Amount	Date ↓
<input type="radio"/> Order	<a href="#">4500443144</a> <b>6</b>	GE Oil and Gas Operations, LLC - TEST		\$21,639.91 USD	31 May 2019
<input type="radio"/> Order	<a href="#">4500443141</a>	GE Oil and Gas Operations, LLC - TEST		\$27,026.08 USD	31 May 2019

**5**

Show / Hide Columns

- Type
- Order Number
- Ver
- Customer

Orders and Releases (100+)

Type	Order Number ↑	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
▶ Customer: GE Oil and Gas Operations, LLC - TEST (100)											

# Purchase Order Detail

1. **View** the details of your order. The order header includes the order date and information about the buying organization and supplier.

**Note:** If you have configured Electronic Order Routing but you didn't receive a copy of the order via email, cXML or EDI properly you can always Resend a PO by clicking the **Resend** button. To set up Electronic Order Routing see Account Configuration Guide pg 16-19. You also have the option to click **Export cXML** to save a copy of the cXML source information. Click **Order History** for diagnosing problems and for auditing total value

2. The **Line Items section** describes the ordered items. Each line describes the part number, the quantity of items Baker Hughes wants to purchase, the need by date and the price. The order sub-total can be seen at the bottom right of the screen. Click on details to view additional details about the item.

Purchase Order: 4500443144

1

[Create Order Confirmation](#) [Create Invoice](#) [Create Quality Notification](#) [Hide](#) [Print](#) [Download PDF](#) [Export cXML](#) [Download CSV](#) [Resend](#)

[Order Detail](#) [Order History](#)

**From:**  
HOUSTON - 16250 PORT NW  
DRIVE  
16250 PORT NW DRIVE  
HOUSTON , TX 77041-266  
United States  
Phone: + ( ) 861056057572

**To:**  
BHGE TestSupplier5 - TEST  
KURUMBAPALAYAM MAIN ROAD KALAPATTI  
Cypress , TX 77429  
United States  
Phone: +1 (555) 5555  
Fax:  
Email: [krista.rousch@sap.com](mailto:krista.rousch@sap.com)

## Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By
1	GOODS_01 <i>Copy Paper White, A3, 80gsm (ream 500 sheets)</i>	Material	10 (EA)	18 Nov 2015
2	GOODS_02 <i>Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)</i>	Material	10 (BX)	18 Nov 2015

Order submitted on: Tuesday 6 Oct 2015 9:00 PM GMT+02:00  
Received by Ariba Network on: Friday 15 Apr 2016 2:14 PM GMT+02:00  
This Purchase Order was sent by Ariba, Inc. - TEST AN01015640756-T and delivered by Ariba Network.

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Hide](#) [Print](#) [Download PDF](#) [Export cXML](#) [Download CSV](#) [Resend](#)

# Purchase Order Detail

- Baker Hughes requires that you reference the PDF copy of your PO for PO specific details such as shipping instruction, documentation requirements and any other pertinent information.**  
PO PDF can be found under attachments.

**Other Information**  
 Company Code: 1811  
 PO Special Instructions: Supplier must reference the attached PDF copy of the purchase order for Standard Terms, link to BHGE Standard Terms of Purchase, special shipping instructions, and other pertinent information. If a PDF copy is not attached, supplier must reference BHGE Standard Terms of Purchase at the following link: <http://www.bhge.com/supplier-center>  
 View less »

**Attachments**  
 1010152235.pdf (application/pdf)

1

- Click** on show item details to see if any drawings or other attachments have been included.

## Line Items

2

Show Item Details

Line #	Change	Part #	Customer Part #	Type	Return	Buyer Part ID	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Customer Location
10		Not Available		Material			1.000 (DR)	28 Feb 2018	\$999,999,999.00 USD	\$999,999,999.00 USD		<a href="#">Details</a>

Description: Test material

**NOTE: You will need to Create an Order Confirmation, and invoice (except for ERS) for every PO within Ariba. See next slides for instruction.**



# Create Order Confirmation: Confirm Entire Order

This slide explains how to Confirm Entire Order **IF NO CHANGES ARE NEEDED TO ANY LINE.**

- Review Need by Dates, Quantity and Unit Price for each line.**
- If no changes are needed to any lines** click Confirm Order and select Confirm Entire Order. **If changes are needed proceed to slide 13 for instruction.**
- Enter Confirmation Number** which is any number you use to identify the order with i.e., your internal sales order. The maximum length allowed is 35 characters.
- Enter estimated Delivery Date.** Delivery date should include ship date + transit time. **DO NOT** put data in est. shipping cost or tax cost fields.
- Click Next** when finished.

Order Confirmation Header \* Indicates required field

Confirmation # \*  **3**

Associated Purchase Order #: 3100003068

Customer: GE Oil and Gas Operations, LLC - TEST ⚠ GE Oil and Gas Operations, LLC - TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

Supplier Reference:

SHIPPING: Required by Dates and Promise Dates on this purchase order are based on arrival date of items at the Purchaser's indicated Ship To location (GE dock). To ensure Seller shipments arrive to Purchaser by agreed dates please allow the following logistic time for shipments: India - eight (8) weeks, China - six (6) weeks, Europe - four (4) week, North America - one (1) week. Please confirm with the Buyer for shipment time clarification on any shipments made from facilities not falling within these areas.

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Delivery Date: \*   **4**

Est. Shipping Cost:  **X**

Est. Tax Cost:  **X**

Comments:

Attachments

Name	Size (bytes)	Content Type
No Items		

No file chosen

The total size of all attachments cannot exceed 100MB

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	Not Available			1.000 (EA)	28 Feb 2018	\$10,000.00 USD	\$10,000.00 USD	

Description: test

Schedule Lines

Current Order Status:  
1,000 Confirmed As Is

**5**

Purchase Order: 1010152235

**2**

Confirm Entire Order

Update Line Items

Reject Entire Order

# Create Order Confirmation: Confirm Entire Order

6. Review the order confirmation and click **Submit**
7. Your order confirmation is sent to Baker Hughes. PO status is displayed as "Confirmed"
8. You can find a copy of the order confirmation

Purchase Order: 5050890678 Done

[Create Order Confirmation](#) | 
 [Create Ship Notice](#) | 
 [Create Invoice](#) | 
 [Create Quality Notification](#) | 
 Hide | Print | Download PDF | Export cXML | Download CSV | R

Order Detail | Order History

**From:** Dresser, LLC - Jacksonville  
 12970 Normandy Boulevard  
 Jacksonville, FL 32221  
 United States  
 Phone: + (J) 1844VALVEGE

**To:** BHGE Test Supplier 13 - TEST  
 123 Main  
 Cincinnati, OH 45202  
 United States  
 Phone:  
 Fax:  
 Email: krista.rousch@sap.com

**7** Purchase Order (Confirmed)  
5050890678  
Amount: 200.00 EUR

**8** Routing Status: Acknowledged  
Related Documents: 0C0878

**Payment Terms** ⓘ  
 NET 30  
 GE Internal Billing System

Previous Submit Exit

Confirming PO

**1** Update Item Status

**2** Review Confirmation

SHIPPING: Please refer to the PO for shipping estimation and dates.  
 Confirmation #: 45004431410C  
 Supplier Reference:

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	Not Available	ZGMWS-5-2B#1		7.000 (EA)	25 Aug 2019	\$1,607.20 USD	\$11,250.40 USD	
Description: PISTON POWER								
▶ Schedule Lines Current Order Status: 7 Confirmed With New Date (Comments: update to delivery date; Estimated Delivery Date: 23 Aug 2019)								
20	Not Available	Z4591		8.000 (EA)	25 Aug 2019	\$1,971.96 USD	\$15,775.68 USD	
Description: PISTON, KVSR 16 1/4" X 18" - TIN PLATE								
▶ Schedule Lines Current Order Status: 8 Confirmed With New Date (Comments: update to delivery date; Estimated Delivery Date: 19 Aug 2019)								

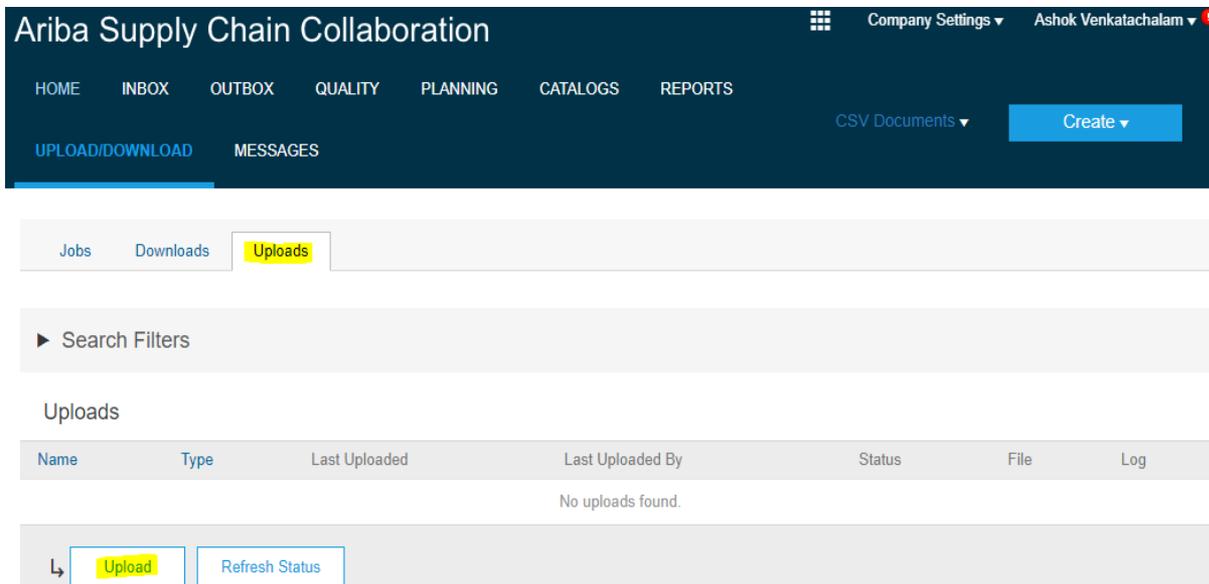
Previous Submit Exit

**6**

# Create Order Confirmation: Mass PO confirmation via Excel Upload

You can use an Excel template to upload a batch order confirmation.

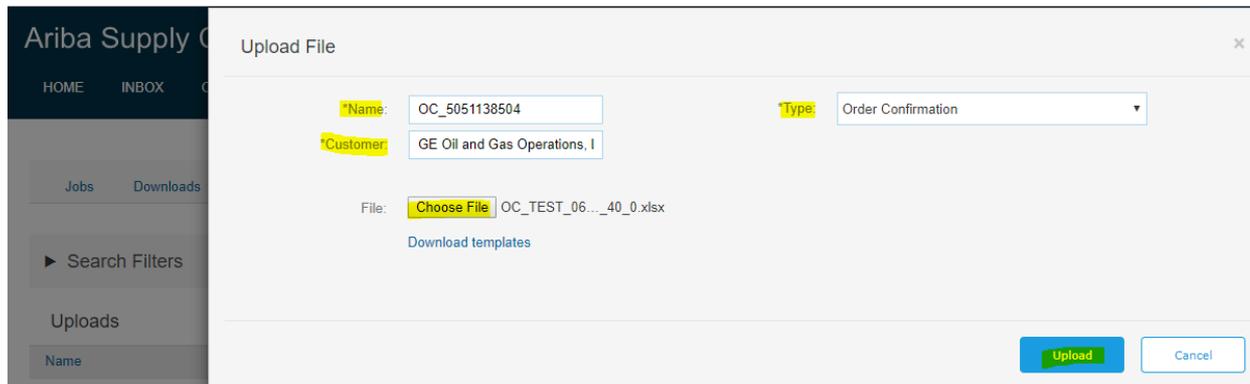
1. Logon to supplier Ariba Network (<https://service.ariba.com/SCMSupplier.aw>) with your credentials.
2. Go to Upload/Download > Uploads menu option and click the Upload button.
3. Use template for uploading bulk order confirmation that is on Ariba Network Supplier Information Portal. Check OC File Format slide to check the batch order confirmation file format and requirement.
4. In the Upload File popup, enter a Name for upload, select Order Confirmation from the Type dropdown, select the Customer, select the file to upload, and click Upload.
5. Check OC File Format slide to check the batch order confirmation file format and requirement



The screenshot displays the Ariba Supply Chain Collaboration user interface. At the top, the header includes the title "Ariba Supply Chain Collaboration" and user information "Company Settings" and "Ashok Venkatachalam". Below the header, a navigation bar contains links for HOME, INBOX, OUTBOX, QUALITY, PLANNING, CATALOGS, and REPORTS. A secondary navigation bar includes "UPLOAD/DOWNLOAD" (highlighted), "MESSAGES", "CSV Documents", and a "Create" button. The main content area shows a tabbed interface with "Jobs", "Downloads", and "Uploads" (selected). Below the tabs is a "Search Filters" section. The "Uploads" section features a table with columns: Name, Type, Last Uploaded, Last Uploaded By, Status, File, and Log. The table currently displays "No uploads found." At the bottom of the interface, there are "Upload" and "Refresh Status" buttons.

# Create Order Confirmation: Mass PO confirmation via Excel Upload ... continued

- In the Upload File popup, enter a Name for upload, select Order Confirmation from the Type dropdown, select the Customer, select the file to upload, and click Upload.



Upload File

Name: OC\_5051138504

Type: Order Confirmation

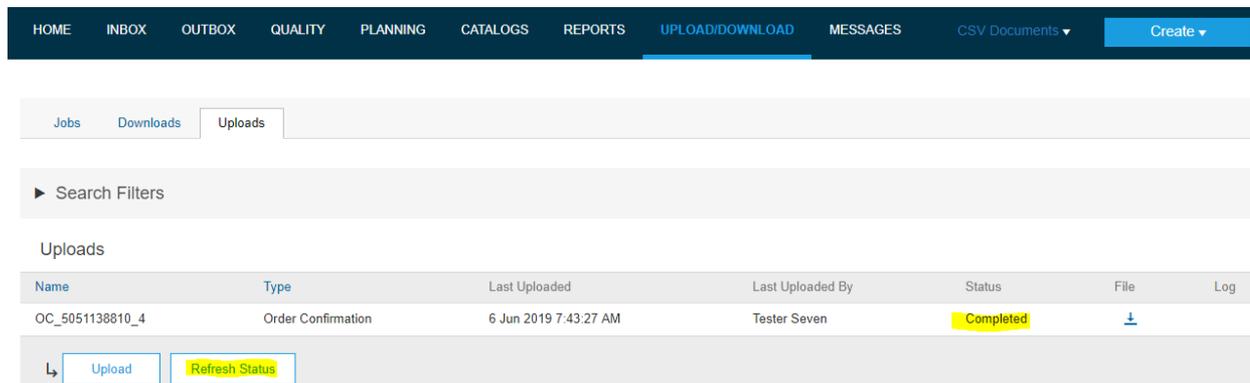
Customer: GE Oil and Gas Operations, I

File: [Choose File](#) OC\_TEST\_06...\_40\_0.xlsx

[Download templates](#)

[Upload](#) [Cancel](#)

- Click Refresh Status to check the processing status. If the status is 'Completed', the upload is successful.



HOME INBOX OUTBOX QUALITY PLANNING CATALOGS REPORTS **UPLOAD/DOWNLOAD** MESSAGES CSV Documents [Create](#)

Jobs Downloads **Uploads**

Search Filters

Uploads

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
OC_5051138810_4	Order Confirmation	6 Jun 2019 7:43:27 AM	Tester Seven	Completed	<a href="#">Download</a>	

[Upload](#) [Refresh Status](#)

# Create Order Confirmation: Mass PO confirmation via Excel Upload ... continued

If the status is 'Failed', the upload is unsuccessful. Then, download the log file to check the for the root cause of issue. Check the slide on Common Upload Errors to learn more about failures. Once the issue is identified, fix the issue and reload the file by following the steps (2-4) again.

Uploads

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
OC-5051138810-5	Order Confirmation	6 Jun 2019 9:29:10 AM	Tester Seven	Failed	<a href="#">↓</a>	<a href="#">↓</a>

↳

# Order Confirmation (OC) File Format Requirements

## Batch Order confirmation file format with column requirement and sample values

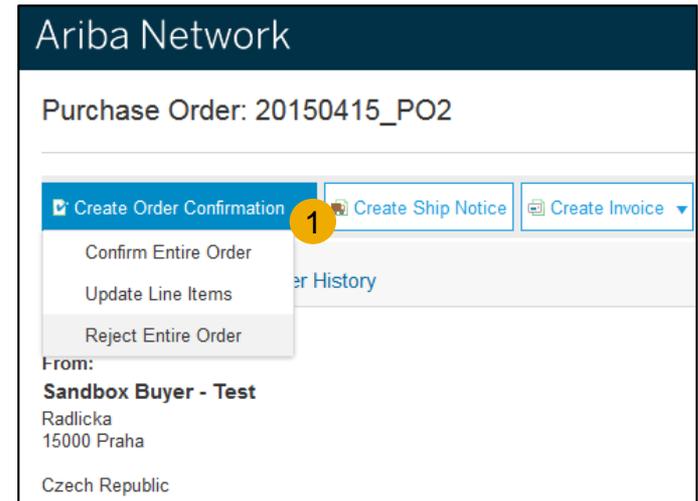
Column Name	Required / Optional	Sample Value	Comments
Confirmation Number	Optional	OC-5051138154	Order confirmation ID. If not entered, system creates a random #. E.g., OC-1559830582373
Order Number	Required	5051138154	Purchase order ID
Order Version	Optional		Leave it blank
Order Date	Required	18 Apr 2019 12:40:29 AM	Purchase order date; format: DD MMM YYYY hh:mm:ss AM/PM
Shipping Currency	Optional	USD	Shipping currency
Shipping Money	Optional	2	Estimated shipping cost
Tax Currency	Optional	USD	Tax currency
Tax Amount	Optional	3	Tax amount
Comment	Optional	NA	Comments about the order confirmation
Item Line number	Required	10	Purchase order line number for the item
Item Type	Required	accept	Order confirmation type for the item ( <b>accept</b> or <b>detail</b> or <b>backordered</b> or <b>reject</b> ). For Price change (variance), the item type should be <b>detail</b>
Item Supplier Part ID	Optional	000004043-658-0000	Supplier Part ID
Item Customer Part ID	Optional	100004	Customer Part ID
Item Revision Level	Optional		Leave it blank
Item Quantity	Required	1	Item quantity
Item Unit Of Measure	Required	EA	UN/CEFACT unit of measure code; for example, EA for each or PK for pack
Item Delivery Date	Optional	01 Jul 2019	Item delivery date; format: DD MMM YYYY
Item Shipment Date	Optional	24 Jun 2019	Item shipment date; format: DD MMM YYYY
Item Unit Price Amount	Optional	18	Item Unit Price
Item Unit Price Currency	Optional	USD	Item Price Currency
Item Shipping Currency	Optional	USD	Item shipping currency
Item Shipping Amount	Optional	2	Item shipping cost
Item Tax Currency	Optional	USD	Item tax currency
Item Tax Amount	Optional	3	Item tax amount
Item Comment	Optional / Required	Updated line price	Comments about the confirmation for an item. Item Comment are required when an order confirmation line item has changes (like Price update)
Item Supplier Batch Number	Optional	1	Item supplier batch ID

# Common Upload Errors

#	Error	Reason
1	Value 5/9/19 for Field Order Date of type DateTime in row 5 has invalid format	This error is due to the invalid date. Order Date field value should have the valid date format. Valid format: DD MMM YYYY hh:mm:ss AM/PM (18 Apr 2019 12:40:29 AM)
2	Value 7/9/19 for Field Item Delivery Date of type Date in row 5 has invalid format	This error is due to the invalid Item Delivery Date. Item Delivery Date field value should have the valid date format. Valid format: DD MMM YYYY (01 Jul 2019)
3	OC-4: orderDate 2019-04-17T21:40:29-07:00 in OrderReference element does not match the original orderDate 2019-04-18T09:14:29-07:00 in PO.	Order Date should exactly match the order date (with timestamp) when the order got created on Ariba Network
4	Comments are required when an order confirmation line item has changes for line 10.	When the Item Type is 'Detail' and has line item price updates, then Item Comments are required to be entered
5	Invalid type (accept) for item with price. It should use type (detail) instead. Related to order 5051138810 in line number 10 - Field itemUnitPriceAmount.	When there is line item Price change (variance), the item type should be detail. If the line item type is other than detail, system throws this error
6	The quantity for line item 10 falls outside the range (0 - 300.00) allowed by the buyer.	0% tolerance set for quantity variance. Suppliers are not allowed to increase the quantity than what is requested on the PO.
7	Mapping failure: There is more than one current order with number (5051138504) for line number 10.	Due to a system issue, if there is more than 1 PO with same PO # on AN then system throws this error. Mostly, this is a rare system error and the data needs to be corrected to proceed further
8	No valid data found in uploaded document. Make sure you entered correct values.	If the file is uploaded without any data (only header), system throws this error during upload

# Create Order Confirmation: DO NOT Reject Entire Order

1. **DO NOT Reject Entire Order** – if there is something wrong other than a price or date change, contact the buyer to get a corrected Purchase Order



Ariba Network

Purchase Order: 20150415\_PO2

Create Order Confirmation **1** Create Ship Notice Create Invoice

- Confirm Entire Order
- Update Line Items
- Reject Entire Order

From:  
**Sandbox Buyer - Test**  
Radlicka  
15000 Praha  
Czech Republic

# Create Order Confirmation: Update Line Items

1. If you need to change something on a specific line i.e., price or delivery date **click** on Create Order Confirmation and **Select** Update Line items

## Update Line Item Field Definitions:

- **Confirmation #** – any number you use to identify the order with i.e., your internal sales order.
- **SKIP the Shipping and Tax Information** and scroll down to view the line items. **DO NOT** enter information in these fields.
- **Confirm box** – This is where you enter the QTY you are confirming and indicates that you have received the order and will ship this QTY.
- **Backorder box** – **DO NOT USE**
- **Reject box** – **DO NOT USE**

Purchase Order: 20150415\_PO2

Create Order Confirmation
  Create Ship Notice
  Create Invoice

Confirm Entire Order
  Update Line Items
  Reject Entire Order

From: **Sandbox Buyer - Test**  
 Radlicka  
 15000 Praha  
 Czech Republic

Confirming PO

Update Item Status
  Review Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 20150415\_PO2  
 Customer: Amba, Inc. - TEST  
 Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR
CURRENT ORDER STATUS					
<input checked="" type="radio"/> 10 Unconfirmed					
Confirm: <input type="text"/>		Backorder: <input type="text"/>		Reject: <input type="text"/>	
<input type="button" value="Details"/>					

# Create Order Confirmation: Update Line Items with Multiple Delivery Dates

If you need to confirm a line with a split shipment (partial QTY will ship on one date and the balance on another)

1. Choose Update Line Items.
2. Fill in your confirmation number.
3. Scroll past the Shipping and Tax Information down to view the line items.
4. Enter the first QTY you plan to ship
5. Click on Details
6. Enter your estimated delivery date (this is the date the parts will arrive to Baker Hughes dock).
7. Enter a comment about the split shipment and click OK.

Note: no backorder or reject quantity is allowed.

20 Not Available 01-2109 10,000 (EA) 29 Jul 2018

Description: TA PIN, 1/2IN DIA, 4IN STK/WO HOLE

Est. Delivery Date: 29 Jul 2018

Unit Price: \$89.00 USD

Price Unit Quantity: 1

Unit Conversion: 1

Price Unit: EA

Supplier Part: Not Available

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Purchase Order: 20150415\_PO2

Create Order Confirmation Create Ship Notice Create Invoice

Confirm Entire Order Update Line Items Reject Entire Order

From: Sandbox Buyer - Test  
Radlicka  
15000 Praha  
Czech Republic

Confirming PO

Update Item Status Order Confirmation Header

Review Confirmation

Confirmation #: |

Associated Purchase Order #: 20150415\_PO2

Customer: Aniba, Inc. - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Delivery Date:

# Create Order Confirmation: Update Line Items with Multiple Delivery Dates

8. You will be taken back to the order confirmation screen where you will see the first quantity you confirmed and the delivery date. You will see any remaining quantity on the line as unconfirmed.
9. **Repeat** steps 4-7 for any additional quantities shipping
10. **Click Next** to review order confirmation
11. **Click Submit** to send your confirmation to Baker Hughes

**Note:** no backorder or reject quantity is allowed.

20	Not Available	01-2109	10.000 (EA)	29 Jul 2018
Description: TA PIN, 1/2IN DIA, 4IN STK, W/O HOLE				
Schedule Lines				
Current Order Status				
8	<input type="radio"/>	6 Confirmed As Is (Estimated Delivery Date: 29 Jul 2018 )		
	<input checked="" type="radio"/>	4.000 Unconfirmed		
Confirm:	<input type="text"/>	Backorder:	<input type="text"/>	Reject: <input type="text"/> <a href="#">Details</a> ⓘ

20	Not Available	01-2109	10.000 (EA)	29 Jul 2018
Description: TA PIN, 1/2IN DIA, 4IN STK, W/O HOLE				
Schedule Lines				
Current Order Status				
9	<input type="radio"/>	6 Confirmed As Is (Estimated Delivery Date: 29 Jul 2018 )		
	<input checked="" type="radio"/>	4 Confirmed With New Date (Comments: partial delivering 7/29, balance delivering 8/6 ; Estimated Delivery Date: 6 Aug 2018 )		

# Confirm Order: Update Line Items - Price or Date Change

1. **Choose update line items.**
2. **Enter** the quantity in the Confirm data entry field.
3. **Click** Details to enter the details regarding the price or date change.
4. **Enter** your estimated delivery date. This is the date goods will arrive to Baker Hughes
5. **Note** the new price in the Unit Price field
6. **Enter** a Comment regarding the price change.
7. **Update** the Description as needed and click OK when done.

**Note:** no backorder or reject quantity is allowed.

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

CURRENT ORDER STATUS

10 Unconfirmed

Confirm:  **2** Backorder:  Reject:  **3** [Details](#)

Item	Part # / Description	Qty	Unit	Need By
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10	EA	18 Nov 2015

New Order Status: **1 Confirmed**

Est. Shipping Date:

Est. Delivery Date:  **4**

**5** Unit Price:

Price Unit Quantity: \*

Unit Conversion: \*

Price Unit: \*

Supplier Part:

Comments:  **6**

# Confirm Order: Update Line Items – Price or Date Change

8. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
9. **Review** the order confirmation and **ensure that you see Current order status reflecting the changes you submitted.** Click **Submit.** Your order confirmation is sent to Baker Hughes.
10. **A copy** of your order confirmation can be found under Related Documents.
11. **The Order Status will display** as Partially Confirmed if items were not fully confirmed.
  - **Generate** another order confirmation to set them to confirm if needed.
  - **Click Done** to return to the Inbox.

The screenshot shows the SAP 'Line Items' confirmation interface. It features a table with columns: Line #, Part #, Customer Part #, Revision Level, Qty (Unit), Need By, Unit Price, and Subtotal. Two line items are visible, both for 'HYDRAULIC FLUID LUBRICANT MOBIL DTE 24'. The first item (Line # 10) has a quantity of 10,000 (GAL) and a need-by date of 27 Feb 2018. The second item (Line # 20) has a quantity of 10,000 (GAL) and a need-by date of 27 Feb 2018. Below the table, there are sections for 'Schedule Lines' and 'Current Order Status' for each line item. A red arrow points from the 'Submit' button in the bottom right (labeled 7) to the 'Submit' button in the top right of the first line item's details (labeled 8). A red circle highlights the 'Create Order Confirmation' button in the bottom left (labeled 9). Another red circle highlights the 'Done' button in the bottom right of the first line item's details (labeled 9). The 'From:' field at the bottom shows 'Purchase Order (Partially Confirmed) 20150415\_PO2 Amount: 235.00 EUR'.

# Confirm Order: Update Line Items - Price Change – Baker Hughes Process

1. When a price change is submitted via Order Confirmation the PO will change to confirmed
2. Do not ship an order with price or delivery date change until a change order is received or a Baker Hughes buyer reaches out directly.

**Note: Once Baker Hughes buyer starts to process your price change request, the order status will change to “Cancelled”**

The screenshot displays the Ariba Supply Chain Collaboration interface. At the top, there are navigation tabs like HOME, INBOX, OUTBOX, QUALITY, PLANNING, CATALOGS, REPORTS, and UPLOAD/DOWNLOAD. Below this, there are sections for 'Orders and Releases' and 'Line Items'.

**Orders and Releases (100+)**

Type	Order Number	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	505009756	GE Oil and Gas Operations, LLC - TEST		Dresser, LLC - Jacksonville, FL, United States	DRESSER PRODUITS INDUSTRIELS SAS CONDE SUR NOREAU, FRANCE	\$222.20 USD	26 Feb 2018	Confirmed	Invoice	\$0.00 USD	Original	Actions
Order	505009078	GE Oil and Gas Operations, LLC - TEST		Dresser, LLC - Jacksonville, FL, United States	DRESSER PRODUITS INDUSTRIELS SAS CONDE SUR NOREAU, FRANCE	200.00 EUR	23 Feb 2018	Invoiced	Invoice	200.00 EUR	Original	Actions
Order	5050018663	GE Oil and Gas Operations, LLC - TEST		Dresser, LLC - Jacksonville, FL, United States	TEST TAX JURISDICTION CODE ROSHOLT, WI, United States	\$11,060.00 USD	22 Feb 2018	Changed	Invoice	\$0.00 USD	Cancelled	Actions
Order	5050017091	GE Oil and Gas Operations, LLC - TEST		Dresser, LLC - Jacksonville, FL, United States	TEST TAX JURISDICTION CODE ROSHOLT, WI, United States	\$2,500.00 USD	22 Feb 2018	New	Invoice	\$0.00 USD	Original	Actions
Order	5050017084	GE Oil and Gas Operations, LLC - TEST		Dresser, LLC - Jacksonville, FL, United States	TEST TAX JURISDICTION CODE ROSHOLT, WI, United States	\$2,500.00 USD	22 Feb 2018	New	Invoice	\$0.00 USD	Original	Actions
Order	5050017083	GE Oil and Gas Operations, LLC - TEST		Dresser, LLC - Jacksonville, FL, United States	TEST TAX JURISDICTION CODE ROSHOLT, WI, United States	\$2,500.00 USD	21 Feb 2018	New	Invoice	\$0.00 USD	Original	Actions
Order	5050017082	GE Oil and Gas Operations, LLC - TEST		Dresser, LLC - Jacksonville, FL, United States	TEST TAX JURISDICTION CODE ROSHOLT, WI, United States	\$2,500.00 USD	21 Feb 2018	New	Invoice	\$0.00 USD	Original	Actions

*The total size of all attachments cannot exceed 100MB*

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price
10	Not Available	103-109-01		25,000 (EA)	12 Jun 2018	320.00 EUR

Description: 3IN SP-300# FLANGED BODY

**Schedule Lines**

Current Order Status: 25,000 Unconfirmed

Confirm:  Backorder:

Reject All

Attachments:

Name	Size (bytes)	Content Type
No items		



# How to view all items that are pending Confirmation

1. Click on “Items to Confirm” tab
2. Shows all PO line items that need to be confirmed
3. Rows shown are at the PO line item level; schedule lines can be viewed through the “View Schedule” link
4. Default sort is “Need By” date
5. Actions can be taken at both the individual row level and at the mass selection level
6. Click on “Search Filters” to see additional search options

The screenshot displays the SAP 'Orders and Releases' interface. At the top, there are navigation tabs: 'Orders and Releases', 'Time & Expense Sheets', 'Early Payments and Auctions', 'Scheduled Payments', 'Remittances', 'Notifications', and 'More...'. The 'Orders and Releases' section is active, with sub-tabs for 'Orders and Releases', 'Items to Confirm' (highlighted with a yellow circle 1), and 'Items to Ship'. Below the tabs is a 'Search Filters' section (highlighted with a yellow circle 6). The main area shows a table titled 'Items to Confirm' with a total of 12 items. The table has columns for 'Order Number', 'Item', 'Part # / Description', 'Customer', 'Requested Qty', 'Unconfirmed Qty', 'Need By' (highlighted with a yellow circle 4), and 'Schedule' (highlighted with a yellow circle 3). Each row includes a checkbox, a 'View Schedule' link, and an 'Actions' link (highlighted with a yellow circle 5). At the bottom of the table, there are two buttons: 'Confirm Requested Quantities' and 'Confirm Entire Orders' (highlighted with a yellow circle 2).

Order Number	Item	Part # / Description	Customer	Requested Qty	Unconfirmed Qty	Need By	Schedule
<input type="checkbox"/> <a href="#">dmw-po-101</a>	1	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	500 (PK)	500 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">dmw-po-102</a>	1	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	100 (PK)	100 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">sub-contract-po-1</a>	1	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	10 (PK)	10 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">dmw-po-101</a>	2	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	500 (PK)	500 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">dmw-po-102</a>	2	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	100 (PK)	100 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">sub-contract-po-1</a>	2	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	10 (PK)	10 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">dmw-po-101</a>	3	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	500 (PK)	500 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">dmw-po-102</a>	3	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	100 (PK)	100 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">dmw-po-101</a>	4	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	500 (PK)	500 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">dmw-po-102</a>	4	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	100 (PK)	100 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">dmw-po-101</a>	5	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	500 (PK)	500 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">dmw-po-102</a>	5	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	100 (PK)	100 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>

# Items to Confirm List: How to Utilize Search Filters

- 1. Filters:** customer, order number, need by date range, part number.
- 2. Three views** provides flexibility and can be used as an actionable list (view “Only items that can be confirmed”). Can be used as include orders that do not require confirmation (views “All items with unconfirmed quantity” and “Only fully confirmed items”)
- 3. Part number view** allows entries of multiple part numbers.

Home Inbox Outbox Catalogs Reports

Orders and Releases Time & Expense Sheets Early Payments and Auctions Scheduled Payments Remittances Notifications More...

### Orders and Releases

Orders and Releases **Items to Confirm** Items to Ship

**Search Filters**

Customer:  1 Part #:  3 [Lookup](#)

Order Number:  i View:  All items with unconfirmed quantity  
 Only items that can be confirmed  
 Only fully confirmed items

Need by Date Range: Other i 2 Start Date: 8 Jan 2015 End Date: 22 Jan 2015 Number of Results: 500

[Search](#) [Reset](#)

Items to Confirm		Total: 12						
Order Number	Item	Part # / Description	Customer	Requested Qty	Unconfirmed Qty	Need By ↑	Schedule Line	
<input type="checkbox"/> <a href="#">dmw-pg-101</a>	1	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	500 (PK)	500 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>	
<input type="checkbox"/> <a href="#">dmw-pg-102</a>	1	AX4518 BULLNOSE SHELVES 4 PK	Baxtor Buildings	100 (PK)	100 (PK)	20 Jan 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>	

# Items to Confirm List: Viewing Schedule Lines

1. Each row represents a purchase order line
2. To view schedule lines and existing confirmations on a purchase order line, click on View Schedule
3. Pop-up window displays two tables **schedule lines** & **Confirmation status lines**

**Orders and Releases**

Orders and Releases | **Items to Confirm** | Items to Ship

Search Filters

Items to Confirm Total: 2

Order Number ↓	Item	Part # / Description	Customer	Requested Qty	Unconfirmed Qty	Need By	Schedule Line	Actions
<input type="checkbox"/> <a href="#">dmw-PO-300</a>	1	AX4518 BULLNOSE SHELVES 4 PK	ACME	100 (PK)	100 (PK)	2 May 2015	<a href="#">View Schedule</a>	<a href="#">Actions</a>
<input type="checkbox"/> <a href="#">dmw-PO-300</a>	2	AX4518 BULLNOSE SHELVES 4 PK	ACME	100 (PK)	40 (PK)	2 May 2015	<a href="#">View Schedule</a>	<a href="#">Actions</a>

1 2

**Schedule Lines and Confirmation Statuses**

3

**Schedule Lines**

Schedule Line #	Delivery Date ↑	Quantity (Unit)
1	8 May 2015	20 (PK)
2	15 May 2015	20 (PK)
3	22 May 2015	20 (PK)
4	29 May 2015	20 (PK)
5	5 Jun 2015	20 (PK)

**Confirmation Status by Quantity**

Delivery Date ↑	Quantity (Unit)	Status
	40 (PK)	Unconfirmed
8 May 2015	20 (PK)	Confirmed
15 May 2015	20 (PK)	Confirmed
22 May 2015	20 (PK)	Confirmed

# Items to Confirm List: Single Row Actions

## Row actions

- 1. Confirm Entire Order:** even though the row shows only one line item of a purchase order, the entire purchase order can be confirmed in a single click
- 2. Confirm Requested Quantity:** confirms the single purchase order line item
- 3. Update Line Item:** takes user to the confirmation wizard to confirm the purchase order line item, as well as make adjustments (e.g. quantity, date)
- 4. Reject Requested Quantity:** Please do not reject a confirmation

Orders and Releases

Orders and Releases | **Items to Confirm** | Items to Ship

Search Filters

Items to Confirm Total: 15

Order Number ↑	Item	Category	Part # / Description	Customer	Requested Qty	Unconfirmed Qty	Need By	Schedule Line
<input type="checkbox"/> <a href="#">4100000061</a>	1	Consignment	AX4518-1 Sensor	CSC 2.0 Buyer	100 (PK)	100 (PK)	23 Apr 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">4100000062</a>	1	Consignment	AX4618-1 Brake	CSC 2.0 Buyer	100 (PK)	100 (PK)	23 Apr 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">4100000063</a>	1	Consignment	AX9948-1 Cylinder	CSC 2.0 Buyer	200 (PK)	200 (PK)	24 Apr 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">4100000064</a>	1	Consignment	10100222099030 Washer Spring	CSC 2.0 Buyer	1,000 (PK)	1,000 (PK)	2 May 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">4100000067</a>	1	Consignment	10100221 Push Feeder Wheel	CSC 2.0 Buyer	1,000 (PK)	1,000 (PK)	4 May 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">4100000892</a>	1	Subcontract	AX8992 Refridgerator	CSC 2.0 Buyer	100 (PK)	100 (PK)	28 Apr 2015	<a href="#">View Schedule</a> <a href="#">Actions</a>
<input type="checkbox"/> <a href="#">4100000893</a>	1	Subcontract	AX8992	CSC 2.0	100 (PK)	100 (PK)	2 May	<a href="#">View Schedule</a> <a href="#">Actions</a>

# Items to Confirm List: Multi-Row Actions

## Mass Actions

- 1. Confirm Requested Quantity:** confirms all selected purchase order line items
- 2. Confirm Entire Orders:** confirms all selected purchase orders (header level)
- 3. "Confirmation Review" pop-up** informs the user of the purchase orders / purchase order line items that are being mass confirmed

The screenshot displays the SAP 'Items to Confirm' interface. The main table lists purchase order items with columns for Order Number, Item, Part # / Description, Customer, Confirmed Qty, and Need By. Three items are selected with checkboxes: 'dmw-po-101' (3 items), 'sub-contract-po-1' (2 items), and 'dmw-po-102' (2 items). A yellow circle '1' highlights the 'dmw-po-102' row. At the bottom, two buttons are visible: 'Confirm Requested Quantities' (highlighted with a yellow circle '2') and 'Confirm Entire Orders'. Two 'Confirmation Review' pop-up windows are shown, each with a yellow circle '3'. The first pop-up shows a summary for 3 items from two orders. The second pop-up shows a summary for 12 items from five orders.

Order Number	Item	Part # / Description	Customer	Confirmed Qty	Need By
<input type="checkbox"/>	dmw-po-101	1 AX4518 BULLNOSE	Baxtor Buildings	500 (PK)	20 Jan 2015
<input type="checkbox"/>	dmw-po-102	1 AX4518 BULLNOSE	Baxtor Buildings	100 (PK)	20 Jan 2015
<input type="checkbox"/>	sub-contract-po-1	1 AX4518 BULLNOSE	Baxtor Buildings	10 (PK)	20 Jan 2015
<input checked="" type="checkbox"/>	dmw-po-101	2 AX4518 BULLNOSE	Baxtor Buildings	100 (PK)	20 Jan 2015
<input checked="" type="checkbox"/>	sub-contract-po-1	2 AX4518 BULLNOSE	Baxtor Buildings	10 (PK)	20 Jan 2015
<input checked="" type="checkbox"/>	dmw-po-101	3 AX4518 BULLNOSE	Baxtor Buildings	500 (PK)	20 Jan 2015
<input type="checkbox"/>	dmw-po-102	3 AX4518 BULLNOSE	Baxtor Buildings	100 (PK)	20 Jan 2015
<input type="checkbox"/>	dmw-po-101	4 AX4518 BULLNOSE	Baxtor Buildings	500 (PK)	20 Jan 2015
<input type="checkbox"/>	dmw-po-102	4 AX4518 BULLNOSE	Baxtor Buildings	100 (PK)	20 Jan 2015
<input type="checkbox"/>	dmw-po-101	5 AX4518 BULLNOSE	Baxtor Buildings	500 (PK)	20 Jan 2015
<input type="checkbox"/>	dmw-po-102	5 AX4518 BULLNOSE	Baxtor Buildings	100 (PK)	20 Jan 2015

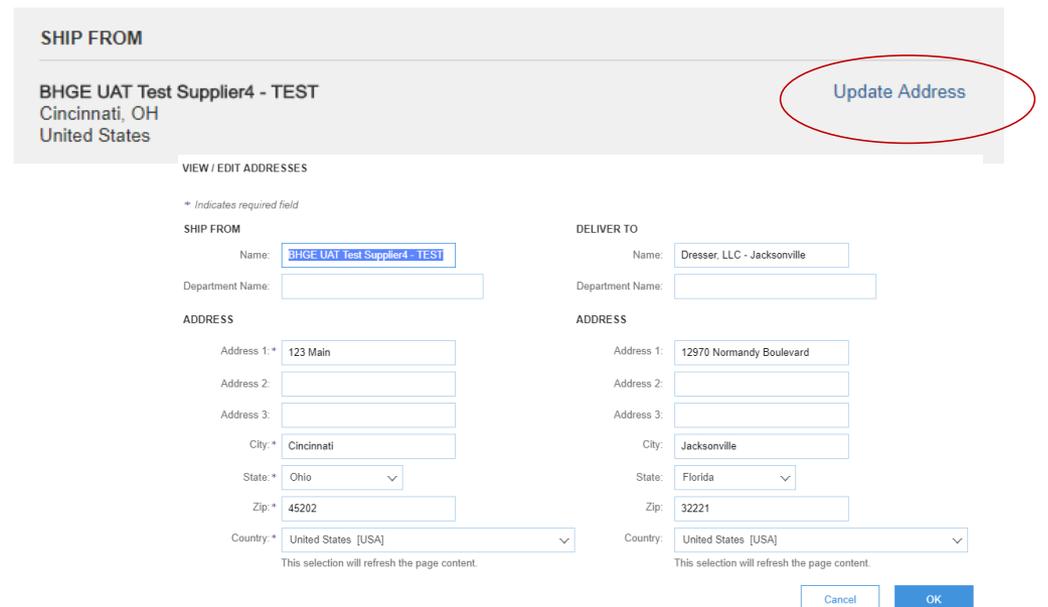
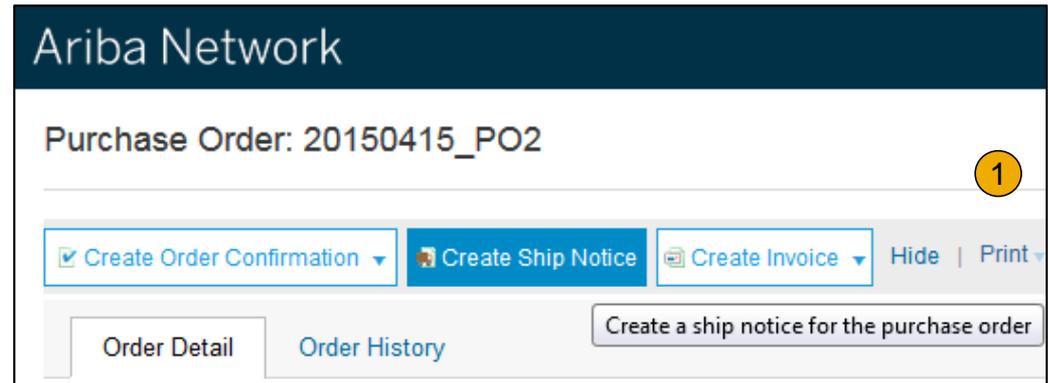


# 5. Creating Advanced Ship Notices (ASNs)

# 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.



# 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.**

## ▼ Ship Notice Header

### Shipping

Packing Slip ID:\*

Invoice #:

Requested Delivery Date: --

Ship Notice Type:

Actual Shipping Date:

Actual Delivery Date:\*

Hazard Type:  Code:

Is Divisible:

### Tracking

Carrier Name:

Tracking #:\*

Bill Of Lading #:

Tracking Date:

Shipping Method:

Service Level:

# Carrier and Tracking Information Details

- Carrier Name and Tracking information are required.** Choose the carrier name from the drop down menu.
- If "other" is chosen enter carrier name in the blank field.
- 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.**
- Enter your tracking number
- You have the option to add Attachments to your ASN **however, please follow your existing process for submitting shipping documents as well**

Tracking

1 Carrier Name: Other

2

3 Tracking #:\*

Bill Of Lading #:

Tracking Date:

Shipping Method: (no value)

Service Level:

## ATTACHMENTS

Name	Size (bytes)
------	--------------

Choose File No file chosen

Add Attachment

4

The total size of all attachments cannot exceed 100MB

# Delivery Terms and Transportation Details

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

**SKIP THIS SECTION**

Carrier Name:

Service Level:

- Manage Carrier
- Preferred Carriers
- Default Carriers
- 1 Airborne Express
- DHL
- FedEx
- UPS
- US Postal Service
- Other

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:

Delivery Terms Description:

Transport Terms Description:

- Collected By Customer
- Delivery Condition
- Despatch Condition
- Transport Condition
- Incoterms
  - Ex Works
  - Free Carrier

# 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.

20150415\_PO2 2 GOODS\_02  
Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

**Shipment Status**  
Total Item Due Quantity: 10 BX

**Confirmation Status**  
Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX

Line	Ship Qty
1	10

Add Ship Notice Line

Order Items

Order #	Line #	Part #	Customer Part #	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
5050892249	10	Not Available	102-086-01	7.000	EA	4 Sep 2018	\$200.00 USD	\$1,400.00 USD	1811

Description: 2IN X 1IN 300 CL RF BODY

**Shipment Status**  
Total Item Due Quantity: 7.000 EA

**Confirmation Status**  
Total Confirmed Quantity: 7.000 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Batch ID	Production Date	Expiry Date	Add Details
1	7.000				

Add Ship Notice Line

Add Order Line Item

Save Exit Next

# 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.

3 Done

2 Purchase Order (Shipped) 5050892249 Amount: \$1,400.00 USD

Routing Status: Acknowledged  
Related Documents: 1234546  
OC5050892249

Order Items Hide Item Details

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
5050892249	10	Not Available	102-086-01	7.000	EA	4 Sep 2018		\$200.00 USD	\$1,400.00 USD	1811

Description: 2IN X 1IN 300 CL RF BODY

SHIPMENT STATUS

1. Shipping 7.000 EA Hide Details

No detail information provided.

1 Submit

Previous Save Submit Exit

# 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

Ship Notice: 1234567

2

Cancel Print Export cXML

Detail Transport Details History

**SHIP FROM**

BHGE UAT Test Supplier4 - TEST

Postal Address:  
123 Main  
Cincinnati, OH 45202  
United States

## Cancel Ship Notice?

Are you sure you want to cancel this ship notice?

Yes No

3

Purchase Order  
(+ Shipped)  
1010152241  
Amount: \$999,999,999.00 USD  
(Previous Version)

Routing Status: Acknowledged  
Related Documents: 1234567  
123.456.789

1

## Cancelled ASN

Purchase Order  
(+ Confirmed) 4  
5050890677  
Amount: \$2,175.00 USD  
~~Amount: \$2,163.00 USD~~  
(Previous Version)

Routing Status: Acknowledged  
Related Documents: ASN890677\_1  
OC890677-1

# 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

The screenshot displays the Ariba Network interface for a supplier. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. The 'Purchase Orders' section is active, with a sub-tab for 'Items to be Shipped' highlighted and circled in yellow. Below this, there are search filters for Customer, Location, Part #, Order Number, and Need by Date Range. A table titled 'Items to be Shipped' shows a total of 14 items. The table has columns for Order Number, Item, Part # / Description, Need By, Requested Qty, Shipped Qty, and Due Qty. The first item is a Radiator Fan Motor with a need by date of 20 Mar 2014, 20 requested units, and 10 shipped units. The second item is a Radiator Fan Motor with a need by date of 23 Mar 2014, 20 requested units, and 0 shipped units.

Order Number	Item	Part # / Description	Need By	Requested Qty	Shipped Qty	Due Qty
▼ Ship To: Walmart Stores 334 Hayward St , Palo Alto , CA , 94089 , United States (9)						
WS SLI O	1	DS1488 Radiator Fan Motor 4 cyl., 2.2L, EFI, Nippondenso	20 Mar 2014	20 (PK)	10 (PK)	10 (PK)
WS SLI O	1	DS1488 Radiator Fan Motor 4 cyl., 2.2L, EFI, Nippondenso	23 Mar 2014	20 (PK)	0 (PK)	20 (PK)

# 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.

The screenshot displays the SAP Ariba Network interface. At the top, the user is logged in as 'Chikano's' with the user ID 'AN02002480845, Basic Packag'. The navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. Below this, there are tabs for 'Purchase Orders', 'Time & Expense Sheets', 'Early Payments and Auctions', 'Scheduled Payments', 'Remittances', 'Notifications', and 'More'. The main content area is titled 'Purchase Orders' and has a sub-tab 'Items to be Shipped' selected.

**Search Filters (1):**

- Customer: [Text Field]
- Location: [Select a location]
- Part #: [Text Field] [Look Up](#)
- Number of Results: 500
- Order Number: [Text Field]
- Need by Date Range: Other
- Start Date: 17 Mar 2014
- End Date: 24 Apr 2014

**Items to be Shipped (2):**

Total: 14

Order Number	Item	Part # / Description	Need By	Requested Qty	Shipped Qty
<b>Ship To: Walmart Stores 334 Hayward St, Palo Alto, CA, 94089, United States (9)</b>					
<input type="checkbox"/>	<a href="#">WS_SLI_O</a>	1 DS1488 Radiator Fan Motor 4 cyl., 2.2L, EFI, Nippondenso	20 Mar 2014	20 (PK)	10 (PK)
<input type="checkbox"/>	<a href="#">WS_SLI_O</a>	1 DS1488 Radiator Fan Motor 4 cyl., 2.2L, EFI, Nippondenso	23 Mar 2014	20 (PK)	0 (PK)
<input checked="" type="checkbox"/>	<a href="#">HD_SLI_T</a>	2 MOP-360MLB-R HP 8-1/2" x 11" 500 Sheets Office Paper	5 Apr 2014	8 (PK)	0 (PK)
<input checked="" type="checkbox"/>	<a href="#">HD_SLI_O</a>	1 SV663-TT-1 Mainstays 5-Piece Glass Top Metal Dining Set	10 Apr 2014	70 (PK)	0 (PK)

**Create Ship Notice (3):** [Create Ship Notice]



# 7. Understanding Order Status

# 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

2

Group by Column

- Customer
- Inquiries
- Ship To Address
- Ordering Address
- Order Status
- Revision

3

Type	Order Number ↑	C
▶ Order Status: Changed	(2)	
▶ Order Status: Confirmed	(18)	
▶ Order Status: Invoiced	(6)	
▶ Order Status: New	(43)	
▶ Order Status: Obsolete	(8)	
▶ Order Status: Partially Confirmed	(2)	
▶ Order Status: Partially Invoiced	(1)	
▶ Order Status: Partially Shipped	(1)	
▶ Order Status: Received	(3)	
▶ Order Status: Rejected	(2)	
▶ Order Status: Shipped	(14)	

Orders and Releases

Orders and Releases (100+)

Orders and Releases | Items to Confirm | Items to Ship | Return Items

▶ Search Filters

1

# 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.

Type	Order Number ↑	C
▶	Order Status: Changed (2)	
▶	Order Status: Confirmed (18)	
▶	Order Status: Invoiced (6)	
▶	Order Status: New (43)	
▶	Order Status: Obsoleted (8)	
▶	Order Status: Partially Confirmed (2)	
▶	Order Status: Partially Invoiced (1)	
▶	Order Status: Partially Shipped (1)	
▶	Order Status: Received (3)	
▶	Order Status: <b>Rejected</b> (2)	
▶	Order Status: Shipped (14)	



## 8. Forecast Collaboration

This section is only applicable for customers & supplier with Collaborative Supply Chain (CSC)

# Forecast

## View Forecast

- Dedicated menu to view forecast
- Each row represents a forecast value for a product location
- The Search Filters provides type ahead capability
- Forecast can be displayed in day, week, month and year format.

Forecast is not a commitment.

Part of Future Roadmap

The screenshot shows the SAP Forecast View interface. On the left, there is a 'Search Filters' panel with fields for Customer (ComputerBox), Customer Planner Code, Customer Part # (BPART-123-1), Supplier Part # (BPART-123-1), and Customer Location (BPART-123-10, BPART-123-11, BPART-123-12, BPART-123-13). The main area at the top has a 'Forecast' header and a 'Display Forecast By' section with radio buttons for Day, Week, Month, and Year, and a 'From' date field set to 03/10/2016. Below this is a table titled 'ComputerBox Forecast' with columns for Customer Part #, Customer Location, Lead Time, Inventory, Unit, Last Modified, Actions, Forecast, Change, Committed, Difference, and Forecast, Change, Committed, Difference for dates 10 Mar 2016, 11 Mar 2016, and 12 Mar 2016. The table contains 20 rows of data for various product locations. At the bottom, there are 'Download CSV' and 'UPLOAD' buttons, and a legend for Lead Time (blue), Shortage (grey), and Surplus (green).

# Forecast Collaboration

## Forecast UI

Test Buyer F2T/621 System Forecast							16 Mar 2016				17 Mar 2016				18 Mar 2016			
Customer Part # ↓	Customer Location	Lead Time	Inventory	Unit	Last Modified	Actions	Forecast	Change	Committed	Difference	Forecast	Change	Committed	Difference	Forecast	Change	Committed	Difference
PROC-IM-RF-7022	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351	301	-50	264	264		-264	440	440		-440
PROC-IM-RF-7021	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351	351	0	264	264	500	236	440	440	600	160
PROC-IM-RF-7020	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351		-351	264	264		-264	440	440		-440
PROC-IM-RF-7019	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351	500	149	264	264	264	0	440	440	440	0
PROC-IM-RF-7018	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351		-351	264	264		-264	440	440		-440
PROC-IM-RF-7017	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351	351	0	264	264	264	0	440	440	440	0
PROC-IM-RF-7016	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351	100	-251	264	264	100	-164	440	440	440	0
PROC-IM-RF-7015	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351		-351	264	264		-264	440	440		-440
PROC-IM-RF-7014	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351	351	0	264	264	264	0	440	440	440	0
PROC-IM-RF-7013	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351	500	149	264	264	0	-264	440	440	0	-440
PROC-IM-RF-7012	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351		-351	264	264		-264	440	440		-440
PROC-IM-RF-7011	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351	500	149	264	264	500	236	440	440	500	60
PROC-IM-RF-7010	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351		-351	264	264		-264	440	440		-440
PROC-IM-RF-7009	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351		-351	264	264		-264	440	440		-440
PROC-IM-RF-7008	0001	10		EA	12 Mar 2016 5:04:36 PM		351	351		-351	264	264		-264	440	440		-440

Download CSV

**Forecast** – The quantity that was forecasted by the buyer

**Change** – The quantity of Forecast that was changed between the last 2 versions of the forecast data from the Buyer

**Committed** – the quantity committed by the supplier

**Ordered** – The total aggregated quantity of the Firmed Orders(PO or SAR)

**Difference** – The difference between the forecast and the committed quantities

Color Coding for easy processing of data in the UI

**Lead time** – Color coded in blue indicates all time buckets that fall within the lead time of the product

**Surplus** – Color Coded in Green indicate the surplus difference between Committed and Forecast quantity

**Shortage** – Color Coded in Black to indicate the negative difference between Committed and Forecast quantity

# Forecast Collaboration UI Personalization

## Order Forecast Columns

- Customer Part #
- Supplier Part #
- Customer Location
- Lead Time
- Inventory
- Unit
- Last Modified
- Actions
- Change
- Committed
- Availability
- Difference
- Ordered
- Show All Forecast Columns



Clicking this button will open a Popup screen for you to select the columns you'd like to see.

It is recommended that **Forecast Visibility Only Suppliers** configure the UI to hide the following columns as there is currently flag to control this

- Actions, Committed and Difference

**Part of Future Roadmap**

Forecast

Search Filters

SAP AG Forecast

Customer Part #	Supplier Part #	Customer Location	Lead Time	Unit	Last Modified	Actions	Forecast	Change	Committed	Availability	Difference	Ordered	Forecast	Change	Committed	Availability	Difference	Ordered
C1001	S-C1001	0001	21	EA	5 Feb 2016 6:04:03 AM													
C1002	S-C1002	0001	21	EA	5 Feb 2016 6:04:46 AM													
C1003	S-C1003	0001	21	EA	5 Feb 2016 6:04:46 AM													
C1004	S-C1004	0001	21	EA	5 Feb 2016 6:20:31 AM													
II-14415	II-14419	0001	21	PCE	5 Feb 2016 6:21:48 AM		0	-300										
II-14417	II-14417-VENDGR	0001	35	PCE	3 Feb 2016 2:02:02 AM													
II-14419	II-14419	0001	27	EA	9 Feb 2016 5:39:09 AM							27						

Download CSV

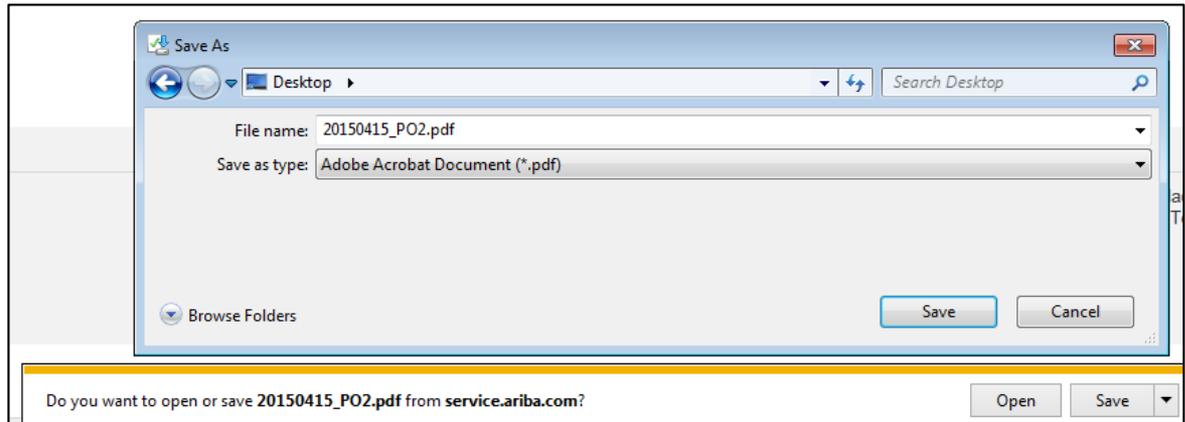
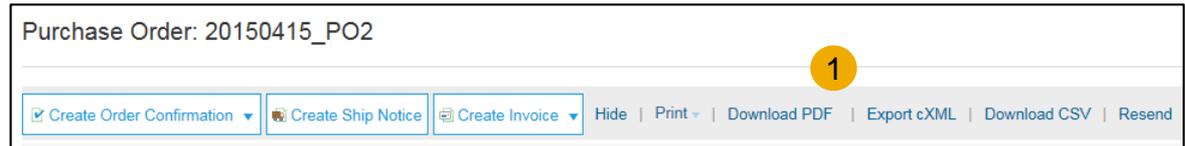
Lead Time Shortage Surplus



# 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].





# 9. Supplier Deviation Report - SDR

This section is only applicable for customers & supplier  
with Collaborative Supply Chain (CSC)

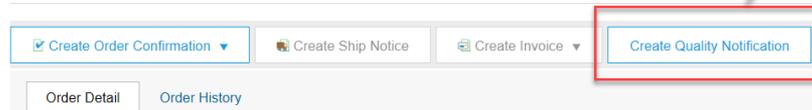
# Supplier Deviation Report - SDR Use Ariba's Quality Notification to submit an SDR

- To search for SDRs – click on the Quality Tab



- To Create an SDR – Open PO and select *Create Quality Notification*

Purchase Order: 9000013459



From:  
Dresser, LLC - Jacksonville  
12070 Marmonty Boulevard

- Company will auto fill. Fill in required fields.

## Ariba Supply Chain Collaboration

### New quality notification

\* Indicates required field

#### Details

Customer *	GE Oil and Gas Operations, LLC - TES	Supplier deviation no. *	
Supplier part no.		Customer deviation no.	
Customer part no. *		Purchase order no.	9000013459
Customer location *		Purchase order line item no.	1
Revision level	Choose	Ship notice no.	
Quality notification type *	Choose	Ship notice line item no.	
Priority *	Choose	Subcontracting component?	No
Category	Choose	Customer batch	
Subcategory	Choose	Supplier batch	
Material start date		Serial no.	
Material function		Complaint quantity	1 EA
Discovery		Return quantity	Unit
Required start date		Return date	
Due date		Return authorization no.	

#### Communication

Problem description *	
Reason code	Choose
Comments	
Attachments	Browse... No file selected.



# Training and Resources

## Baker Hughes Supplier Information Portal

1. From the **Company Settings** dropdown menu, select **Customer Relationships**
2. Click on **Supplier Information Portal** next to Baker Hughes to view the following presentations to learn more about transacting with Baker Hughes:
  - Account Configuration Guide
  - Baker Hughes Purchase Order Confirmation and Ship Notice Guide
  - Baker Hughes Invoice Guide
  - Supplier Membership Program / Supplier Registration Guide

The screenshot displays the 'Account Settings' page in SAP. The main content area is titled 'Account Settings' and has tabs for 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. Under 'Customer Relationships', there are sub-tabs for 'Current Relationships' and 'Potential Relationships'. A section titled 'I prefer to receive relationship requests as follows:' contains two radio buttons: 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. Below this is an 'Update' button. A 'Pending' section shows a table with a 'Customer' header and 'Approve' and 'Reject' buttons. A 'Current' section shows a table with 'Customer' header and two rows: 'Ariba Inc.' and 'Pouliot Industries', each with a checkbox and a 'Supplier Information Portal' link. A yellow circle with the number '2' highlights the 'Supplier Information Portal' link for 'Ariba Inc.'. On the right, a 'Company Settings' sidebar lists various settings, with 'Account Settings' highlighted and a yellow circle with the number '1' next to it.

# Training and Resources

## Ariba Network Standard Documentation

1. Go to: <http://supplier.ariba.com> and click the **Help** link.
2. Click **Help Center**.
3. Click on **Learning Center** to access Product Documentation. The Learning Center was created for users interested in technical product documentation. The Learning Center was design to allow you to browse the full library of product documentation and tutorials.

**Note:** Only a subset of the documentation is available in a pre-login state. For full content access, login to your Ariba Network Supplier account and access the same Help menu.

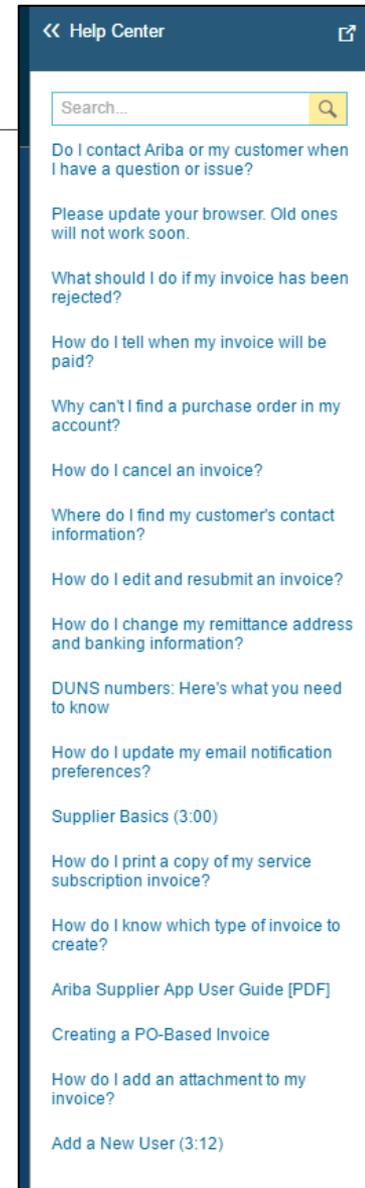
The screenshot shows the SAP Ariba Help Center interface. At the top right, there are links for 'Feedback' and 'Help' (1). Below these is a 'Help Center' dropdown menu (2). The main content area features a promotional banner for 'SAP Ariba Live' with a 'Learn More' button. Below the banner is a search bar and navigation links for 'Home', 'Learning', and 'Support'. The 'Learning Center' (3) and 'Support Center' are highlighted in the sidebar.

# Training and Resources

## Ariba Network Standard Documentation

From within your Ariba Network account:

1. Click on **Help Center** to access Standard Documentation material.
2. Depending on which screen you are in within your account, the content will automatically update to reflect materials that may be helpful to you in relation to the items on the screen. You can also type in key word searches to adjust the content shown.
3. Click **Documentation** (bottom)
4. View Ariba Network Administrator's documentation.



# Training and Resources

## Ariba Network standard documentation and useful links

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### Useful Links

- **Ariba Supplier Membership page** - <http://www.ariba.com/suppliermembership>
- **Ariba Network Hot Issues and FAQs** - <https://connect.ariba.com/anfaq.htm>
- **Ariba Cloud Statistics** – <http://trust.ariba.com>
  - Detailed information and latest notifications about product issues and planned downtime - if any - during a given day
- **Ariba Discovery** - <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>
- **Ariba Network Notifications** - <http://netstat.ariba.com>
  - Information about downtime, new releases and new features

# Who should you contact?

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## Supplier Support During Deployment

- **Ariba Network Registration or Configuration Support**

Please contact [GEOGEnablement@ariba.com](mailto:GEOGEnablement@ariba.com) for any questions regarding registration, configuration, Supplier fees, or general Ariba Network questions.

- **Baker Hughes Business Process Support**

Please contact the Baker Hughes Supplier Enablement team at [MC.AribaBusiness@ge.com](mailto:MC.AribaBusiness@ge.com) for business-related questions.

- **Supplier Support Post Go-Live**

- **Ariba Network Help Center** (referenced in previous slides). Accessible through your Ariba Network account (top/right corner).

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