

Baker Hughes SUPPLIER INFORMATION PORTAL

Introduction and Overview

Dear Supplier,

Welcome to Baker Hughes Supplier Information Portal! This portal provides information for all suppliers that are conducting business with Baker Hughes via the Ariba Network (AN). Your customer selected SAP Ariba as their electronic transaction provider and will use the Ariba Network to exchange business documents with suppliers, including purchase orders, order confirmations, advance shipment notices, and invoices.

What information are you looking for?



[Welcome to Ariba Network](#)

- [Getting Started](#)
- [Useful links](#)



[Pricing for suppliers](#)

How much does it cost to use Ariba Network? All standard accounts are offered for free. Additionally, for most suppliers there are no fees associated with the Baker Hughes relationship. To confirm, contact Supplier.Enablement@bakerhughes.com. If you have other buyer relationships, fees may apply.



[Supplier Education & Support](#)

Access guides, videos tutorials and support from our team



[Go further with Ariba Network](#)

- [Ariba Discovery](#)
 - [ERP Integration](#)
-

Welcome to Ariba Network!

Welcome aboard! The Ariba Network is the leading business network with over two million trading partners in 190 countries transacting more than 1 trillion USD annually. Join the Ariba Network to transact electronically with your customers and find new business opportunities.

First, check out our videos to learn more about the value Ariba Network offers to sellers:

- [Ariba Network for Suppliers](#)
- [Sell simple with SAP Ariba](#)

Getting started

- **Register on the Ariba Network.** Follow the instructions and use the activation link from the *Trading Relationship Request* email communication, received from ordersender-prod@ansmtp.ariba.com. Please contact our team in case you have not received this email.
- **Configure your Ariba account.** Ensure that your account is configured according to the business needs occurring between your company and your customer. Refer to [Supplier Education Guides](#) for more information.
- **Review training materials.** Located below, you will find Baker Hughes's training materials to assist you with the tasks listed above. You will be invited to attend a training in the coming weeks if you need more help with these processes.

Account Access

- Login to the Ariba Network: <http://supplier.ariba.com>

Useful Links

[Ariba Network Terms of Use](#)
[General Data Protection Regulation \(GDPR\)](#)
[SAP Trust Center](#)
[Legal Disclosure](#)

Supplier Fee Schedule

If you received a Trading Relationship Request (TRR) from Baker Hughes, we are offering you a free Enterprise account. If you did not receive a TRR, we are offering you a free Standard account. **(If you choose to utilize an existing Enterprise account or upgrade your standard account, but did not receive a TRR from Baker Hughes, Ariba Fees might apply).**

If you have other buyer relationships, you may be subject to fees as explained in the [Supplier Fee Schedule website](#), and check out the [regional pricing](#).

Once you become chargeable, there are two components to the Supplier Fee Schedule: **Transaction Fees** and the **Subscription Fees**. These fees will be billed by and payable to SAP Ariba.

With higher subscription levels, the features and benefits expand to help you drive more sales, collaboration, automation, and competitive differentiation through:

- value-added functionality
- commerce management tools and training
- catalog and connectivity solutions
- technical support
- increasing free usage of Ariba Discovery

Supplier Education & Support

Again, if you received a Trading Relationship Request (TRR) from Baker Hughes, we are offering you a free Enterprise account. If you did not receive a TRR, we are offering you a free Standard account. **(If you choose**

to utilize an existing Enterprise account or upgrade your standard account, but did not receive a TRR from Baker Hughes, Ariba Fees might apply).

If you have other buyer relationships, you may be subject to fees as explained in the [Supplier Fee Schedule website](#), and check out the [regional pricing](#).

Ariba User Community

Community is an interactive help center situated in the right-hand side window wherever you are on your supplier account. Its content is adapted to the page on which you are working so it displays the most relevant tutorials, articles and FAQ's for direct help. To close/open the window, click on **Help Center**.

Ariba Network for Sellers live demos

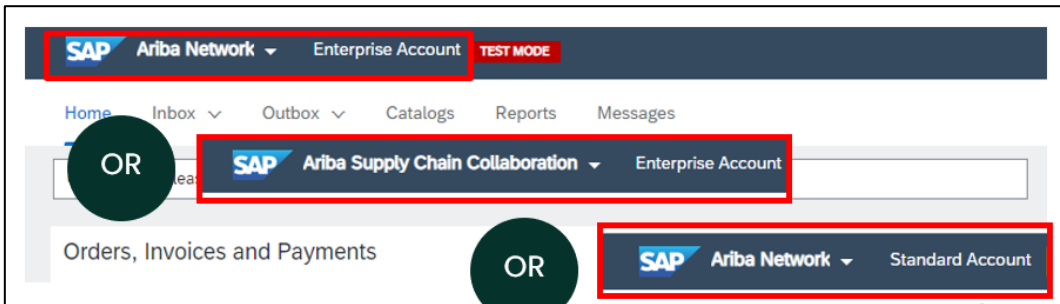
Ariba offers online *generic* training sessions:

- **Introduction to Ariba Network, Ariba Network Generic Functional Demo, and more:** [Register here](#) for these live, interactive demo sessions held multiple times per month.

Supplier Education Guides

The following manuals contain compulsory instructions and tips on the management of your Ariba Network account when transacting with Baker Hughes:

Please make sure to verify your account type prior to listening to/downloading the material. To find out your account type, login to Ariba and view the header section:



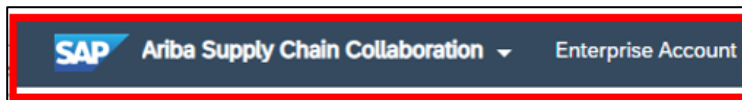
Recording of Trainings:

You can access the recordings by clicking on the links listed in the Topic field below:

Topic	Account Type	Topics Discussed
Summit	Enterprise Only	<ul style="list-style-type: none"> - Baker Hughes Project Overview - Introduction to Ariba - Why Ariba - How to Get Ariba Help - How to Create an Enterprise Account - How to Configure Your Account
Summit / Training	Standard Only	<ul style="list-style-type: none"> - Baker Hughes Project Overview - Introduction to Ariba - How to Sign Up for Standard Account - Registration - Account Configuration - User Configuration - Purchase Order (PO) Management - PO Confirmation ---- see below - Invoice (PO Flip)
Account Configuration Recording	Enterprise Only	<ul style="list-style-type: none"> - Account Setup - User Configuration - Account Configuration - Managing Roles & Users


Purchase Order Confirmation	Standard & Enterprise	<ul style="list-style-type: none"> - How to View a Purchase Order - Order Confirmation (When Applicable) - Understanding Order Status - PO PDF Generation
Batch Order Confirmation Functional Training	Enterprise (SCC Only)	<ul style="list-style-type: none"> - How to Mass Upload Confirmation
Advanced Shipping Notification (ASN) Training	Enterprise Only	<ul style="list-style-type: none"> - Create Advanced Ship Notices (ASN) - Submit Advanced Ship Notice - Cancelling a Ship Notice
Invoicing (PO Flip)	Standard & Enterprise	<ul style="list-style-type: none"> - Invoice Practices - Before you begin Invoicing (Setup) - Creating Invoices - Modifying Invoices

For Legacy Baker Hughes (Ariba SCC Suppliers Only)



Click Here to Listen	Enterprise (SCC Only)	- Functional Training
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To access the videos, please make sure to click on the links provided in the table above. Once you click on the link, you will be taken to the video registration link. Make sure to register by filing fields identified below.



Overview

Title: Baker Hughes Standard Account Training
Duration: 40 minutes
 Available On Demand

If you are an SAP Employee [click here.](#)

Register Now [Already Registered?](#)

First Name*

Last Name*

State*

Country*
United States

Email*

Country Code*

Phone Number*

Company*

Job Title*

Would you like to receive additional information on SAP products and services along with information related to this inquiry? By checking this box, you agree that your contact details will be used by [SAP Entity] in accordance with the SAP Marketing Consent Statement.

I agree that SAP may share the information I have provided hereunder with the SAP group in order that that they also may send additional marketing-related communications to me.

How would you like to receive these communications?

Please Select One

*Denotes required

REGISTER

SAP employees may access this webcast without registering for the event, please use the button below for authentication.

I am an SAP employee

*By clicking here, I acknowledge that I have read the [SAP Privacy Statement](#) and consent to the processing of my personal data in accordance with the terms of the Privacy Statement.
[Legal Disclosure](#)

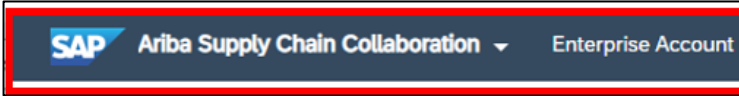
You must have Javascript and Cookies enabled to access this webcast. [Click here for Help.](#)

Baker Hughes Guides:

You can access the training material by clicking on the links listed in the Topic field below:

Topic	Account Type	Topics Discussed
Account Configuration Guide	Enterprise Only	<ul style="list-style-type: none"> Account Configuration Managing Roles & Users Multi-Org & Account Hierarchy
Standard Info-pack	Standard Only	<ul style="list-style-type: none"> Sign Up for Standard Account Registration Account Configuration User Configuration Frequently Asked Questions Help Center
Purchase Order Guide	Standard & Enterprise	<ul style="list-style-type: none"> How to View a Purchase Order Order Confirmation (When Applicable) Items to Confirm (When Applicable) Understanding Order Status PO PDF Generation
Advanced Shipping Notification	Standard & Enterprise	<ul style="list-style-type: none"> Create Advanced Ship Notices (ASN) Submit Advanced Ship Notice Cancelling a Ship Notice
Invoicing Guide	Standard & Enterprise	<ul style="list-style-type: none"> Invoice Practices Before you begin Invoicing (Setup) Creating Invoices Modifying Invoices Documents Status Searches and Reports
Other Invoicing Guides	Enterprise Only → Enterprise & Standard	<ul style="list-style-type: none"> CSV Upload Smart PDF Invoicing
Other Supply Chain Collaboration Guides	Enterprise (SCC Only)	<ul style="list-style-type: none"> Mass OC Functional Training Forecast Collaboration – Future Roadmap Supplier Deviation Report (SDR) – Future Roadmap
Ariba Network Support	Enterprise Only Standard Suppliers, please reference the Standard Info-pack above	<ul style="list-style-type: none"> Ariba Learning Center Ariba Standard Documentation Useful Links Baker Hughes and Ariba support Email addresses <ul style="list-style-type: none"> ○ During Go-Live Ariba Post Go-Live support
Supplier FAQ Document	Enterprise & Standard	<ul style="list-style-type: none"> Introduction List of Suppliers Frequently Asked Questions (FAQ)

For Legacy Baker Hughes (Ariba SCC Suppliers Only)



OFS Supplier Training Guide	Enterprise (SCC Only)	- Functional Training
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Guides de formation en français

Configuration de compte
Commandes Achat
Factures
Enregistrement de la formation fonctionnelle des fournisseurs

Supplier Support

During your onboarding on the Ariba Network

- **Ariba Network Enablement Support**
Please contact Ariba at BHEnablementEMEA@ariba.com for EMEA, BHEnablement@ariba.com for NAMER and BHEnablementAPAC@ariba.com for APAC questions regarding registration, configuration, Fee schedule, or general Ariba Network questions.
- **Baker Hughes Business Process Support**
Please contact the Baker Hughes Supplier Enablement team at Supplier.Enablement@bakerhughes.com for business-related questions.

After your first successful transaction

If you need assistance after having successfully submitted your first electronic transaction, please contact our Support Team:

1. Click on *Support* at the bottom of the *Help Center*.
2. Search for any topic you would like to know more about or click on *Get help by phone* if you need immediate help.
3. If none of the articles answers your query, click on *Create Online Service Request* button.
4. Completely fill out the web form and submit.

[Ariba Support Team](#)

Go further with your Ariba Network account

[Back to top](#)

Ariba Discovery

Ariba Discovery is the business matchmaking service that helps you find leads among thousands of large companies on the Ariba Network. Every day, thousands of buyers from the world's leading companies use this buyer-seller matching service while sourcing goods and services. After your registration, you're automatically notified whenever a buyer is looking for the kind of products or services you offer.

Ariba Discovery can help you increase sales by:

- Matching you with buyers that want what you offer
- Automatically sending you high quality leads
- Making your bidding process more efficient
- Helping you comply with companies' purchasing processes
- Boosting awareness among your target customers

Go to <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/selling-on-ariba-network/sap-ariba-discovery> to discover new business opportunities.

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ERP Integration

The Ariba Network offers possibility to integrate with your back-end ERP system for automatic exchange of electronic documents. For more information please contact Supplier.Enablement@bakerhughes.com

Integration Testing

All suppliers transacting through the Ariba Network using one of the following integration methods will be required to test with Baker Hughes:

- cXML Transactions
- EDI Transactions

Find out more about test account creation in the [Supplier Education Guides](#).

Thank you for using Ariba Network

www.sap.com/contactsap

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