

SPIR: iSupplier portal adoption

This document is intended to explain suppliers the modality to upload the SPIR documents on iSupplier as required by BH Purchase Order.

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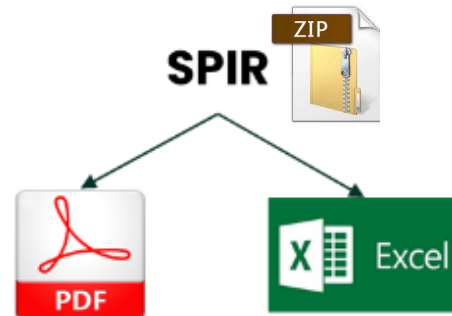
SPIR: iSupplier portal

Supplier must refer to the following process as agreed in the contractual clause 09N.

Spir documents must be uploaded on iSupplier Portal before the shipping of the item.

Each SPIR must include as suggested in ITN01303:

1. **Drawing** describing the scope of supply (sectional, assembly, outline...)
2. **Excel format file** filled with part list with sectional drawing cross reference



iSupplier portal

Supplier log in to iSupplier:

1. Login through <https://Oscar.bakerhughes.com>
2. Flag and accept the terms and conditions;

PLEASE READ: The Italian Budget of 2018 (Law no. 205/2017) modifying the Legislative Decree no. 127/2015, introduced the obligation to use Electronic Invoicing (E-Invoicing). The obligation applies from the 1st of January 2019 with respect to transactions performed between persons established or resident in Italy, permanent establishments in Italy of foreign taxable persons, as well as Italian Value Added Tax (VAT) registrations of non-established taxable persons.

LEGAL NOTICE

I-Supplier Portal (the "Portal") is hosted in Italy and may be replicated in the United States and shall not be used for any unlicensed activity in violation of the Baker Hughes State Sponsors of Terrorism Policy. Data that is license-required under European Union, United States or other countries' export control laws shall not be posted in, through or via the Portal. It is your obligation as user of the Portal to comply with all applicable export control laws.

BY CLICKING THE "I ACCEPT" BUTTON AND/OR ACCESSING OR USING ANY PART OF THE PORTAL, YOU ON YOUR BEHALF AND WHERE APPLICABLE ON BEHALF OF THE ENTITY WHICH YOU REPRESENT: 1) ACKNOWLEDGE THAT YOU HAVE READ AND AGREE TO BIND YOURSELF AND THE ENTITY YOU REPRESENT TO THE TERMS OF THIS LEGAL NOTICE; AND 2) AGREE THAT THE ACT OF ACCEPTING WILL ATTRIBUTE YOUR SIGNATURE TO THE LEGAL NOTICE WITH INTENT TO CREATE A BINDING RECORD OF AGREEMENT WITH THE SAME LEGAL EFFECT, VALIDITY AND ENFORCEABILITY OF A HANDWRITTEN SIGNATURE AND PAPER DOCUMENT. IF YOU DO NOT SELECT THE ACCEPTANCE BUTTON BELOW YOU WILL NOT ACCESS OR USE ANY PART OF THE PORTAL.

E-SOURCING AGREEMENT
I-SUPPLIER PORTAL - TERMS AND CONDITIONS OF USE

The I-Supplier Portal (the "Portal") is an electronic system hosted by Baker Hughes and managed by entities that are part of Baker Hughes business (collectively and each entity individually). The Portal is aimed at facilitating the evaluation of, and the negotiations with, prospective or current suppliers interested in providing services and/or goods (collectively referred to as "Supply") to Baker Hughes through its Baker Hughes business, with the understanding that Baker Hughes may incorporate Supplier's quoted Supply in Baker Hughes products and resell them to Baker Hughes company's customers. Neither this E-Sourcing Agreement nor any invitation by Baker Hughes to use or access the Portal shall be deemed as an offer by Baker Hughes or any of its divisions, subsidiaries or affiliates to enter into a purchase or other agreement. To participate in the Portal, a current or prospective supplier to Baker Hughes is required to accept the terms and conditions of this

LEGAL NOTICE / TERMS AND CONDITIONS / PRIVACY NOTICE

ACCEPT NOTICE TO SUPPLIERS

Accept

Spir documents: Shipments

- 1. Click on «Shipments»
- 2. Insert the purchase Order number (#PO)
- 3. Select «shipment status» as «All» to include also PO whose status is «closed»
- 4. Click on «Go» bottom

Home Negotiation Finance **Shipments** Contact Us PO Acceptance Metrics Orders

Supplier Workload Receipts Returns Overdue Receipts On-Time Performance Quality

Supplier Workload

More Action List [dropdown] Go Export Advance Search

► Massive Update

Simple Search

Note that the search is case insensitive

Organization [dropdown] SPA [dropdown]

2 Order [input]

Item Code [dropdown]

Ship to Org [dropdown]

3 Shipment Status Open [dropdown]

Proposed RTS Dates Monitor [checkbox]

Proposed RTS Dates Last Update From [input]

Proposed RTS Dates Last Update To [input]

Release [input]

Project Number [dropdown]

Action Required [dropdown]

Issue Flag [dropdown]

Proposed RTS Dates Status [dropdown]

Justification [input]

Justification Status [dropdown]

Free Note Status [dropdown]

4 Go Clear

Order	Org	Line	Ship	Item Code	Item Description	Revision	Action required	Contractual Date	Promise Date	Need Date	Transp. Lead Time	Ready 1 Date
No search conducted.												

Spir documents: Shipments

- 1. Select the PO and PO line for which you need to upload the SPIR documents
- 2. Select «Document Request» from the action list on the top left of the page and click «Go» on its right

Supplier Workload

More Action List **Document Request** **Go** Export Advance Search

Massive Update

Simple Search

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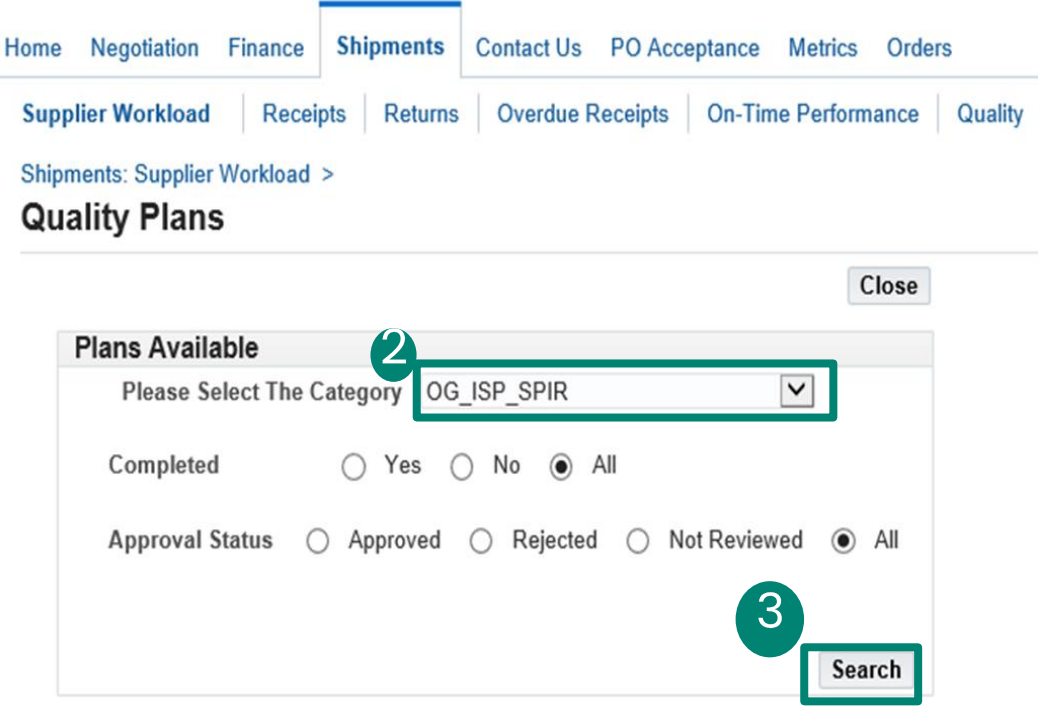
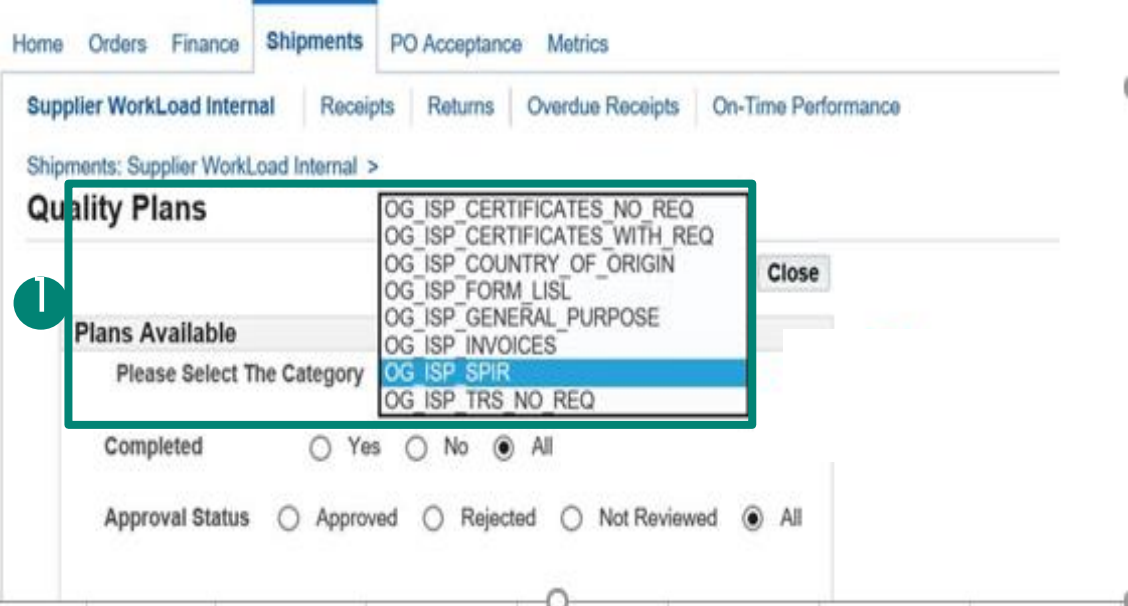
Organization SPA
Order 440401563 Release
Item Code Project Number
Ship to Org Action Required
Shipment Status All Issue Flag
Proposed RTS Dates Monitor Proposed RTS Dates Status
Proposed RTS Dates Last Update From Justification
Proposed RTS Dates Last Update To Justification Status
Free Note Status

Go Clear

Order	Org	Line	Ship	Item Code	Item Description	Revision	Action required	Contractual Date	Promise Date	Need Date	Transp. Lead Time	Ready To Ship Date	Proposed RTS Date	RTS Actual Flag
<input checked="" type="checkbox"/>	440401563	DJ_NP_IT	1	SMD1689081	LT16 EXPANSION JOINT FOR EXHAUST PLENUM ORIENTATION RIGHT	23		03-Sep-2020	12-Oct-2020	14-Sep-2020	7	03-Sep-2020		N

Spir documents: Shipments

- 1. Select the Category plan of the drop-down menu
- 2. Choose «OG_ISP_SPIR»
- 3. Click on «Search»



Document upload

- 1. Select the row and click on «Browse»
- 2. Select your .zip folder containing the SPIR documents (EXCEL and PDF files). Be sure to upload all required PDF drawings and excel file as described in ITN01303.
- 3. Click on «Save» top left of the page in order to complete the upload.

Supplier Workload | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Shipments: Supplier Workload >

Quality Plans

3 **Save** Close

Plans Available

Please Select The Category

Completed Yes No All

Approval Status Approved Rejected Not Reviewed All

Search

Quality Result Details

Showing Result(s) For
Permitted Upload File Type :: *.zip; *.xlsx; *.xls;

PO Number	Release	Line	Shipment	Job	Item	Item Description	Supplier Comments	Due Date	Complete Upload	Approval Status	Promise Date	Attachment Upload Date	Attachment
440407859		1	1	5845678	SMO88587	EXHAUST EXPANSION JOINT		02-Sep-2020	Y		21-Aug-2020	21-Aug-2020	<input type="text"/> Browse...



2

For any PO lines where there are NO SPARE so Spir documents are not applicable, please send an email to the mail address acost.serm@bakerhughes.com explaining the reason why and then upload this email for the correspondent PO line.

Document rejected – What I have to do

Home Negotiation Finance Shipments Contact Us PO Acceptance Metrics Orders

Supplier Workload Receipts Returns Overdue Receipts On-Time Performance Quality

Shipments: Supplier Workload >

Quality Plans

Save Close

Plans Available

Please Select The Category

Completed Yes No All

Approval Status Approved Rejected Not Reviewed All

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PO Number	Release	Line	Shipment	Job	Item	Item Description	Supplier Comments	Due Date	Complete Upload	Approval Status	Promise Date	Attachment Upload Date	Attachment
440407859		1	1	5845678	SMO88587	EXHAUST EXPANSION JOINT		02-Sep-2020	Y	In Approval	21-Aug-2020	21-Aug-2020	20218611_PO 440407859_Line_1_SPIR_Rev_A.zip <input type="button" value="Clear"/>

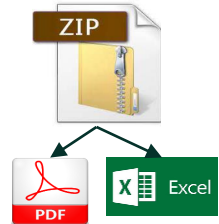
After supplier upoaded the documents, it will be under BH control to check the alignment with ITN01303.

The status of SPIR is visible in the iSp approval status.

In case the SPIR is been **rejected** due to not compliance with ITN01303/A you will receive clarification by email.

When uploading the new documents, to solve the rejection, is required a new upload:

1. Click on «Clear»
2. Click on «Browse» and select your corrected documents
3. Click on «Save» to re-upload it again



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