

iSupplier Pascal Training Manual (v7.0)

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Shipment Tabs

Password Reset & Other Log in Issues

Revision Index

Date	Version	Modify
30/03/2015	1.0	
08/04/2015	2.0	Shipment; date management of change
18/08/2015	3.0	SSO Registration
15/09/2015	4.0	Notifications
26/02/2016	5.0	RFQ Search/Documentation
02/02/2017	6.0	Material Handoff Date on PO, and Flag to Firm Handoff to GE
07/04/2022	7.0	Rebranding to Baker Hughes


iSupplier – Requesting Access

Requesting Access to iSupplier

Please connect with your buyer and request access to isupplier – they will contact Baker Hughes isupplier admin whereby you will receive an activation link whereby you will be taken to the login screen

On the Welcome to Baker Hughes Login screen, provide a new password

Welcome to Baker Hughes Connect, Jordan!
Create your Baker Hughes Connect account

 Enter new password


Password requirements:













- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Your password cannot be any of your last 4 passwords

Repeat new password

Choose a security image by selecting one of the images shown on the screen

Select **Create My Account** to complete account activation

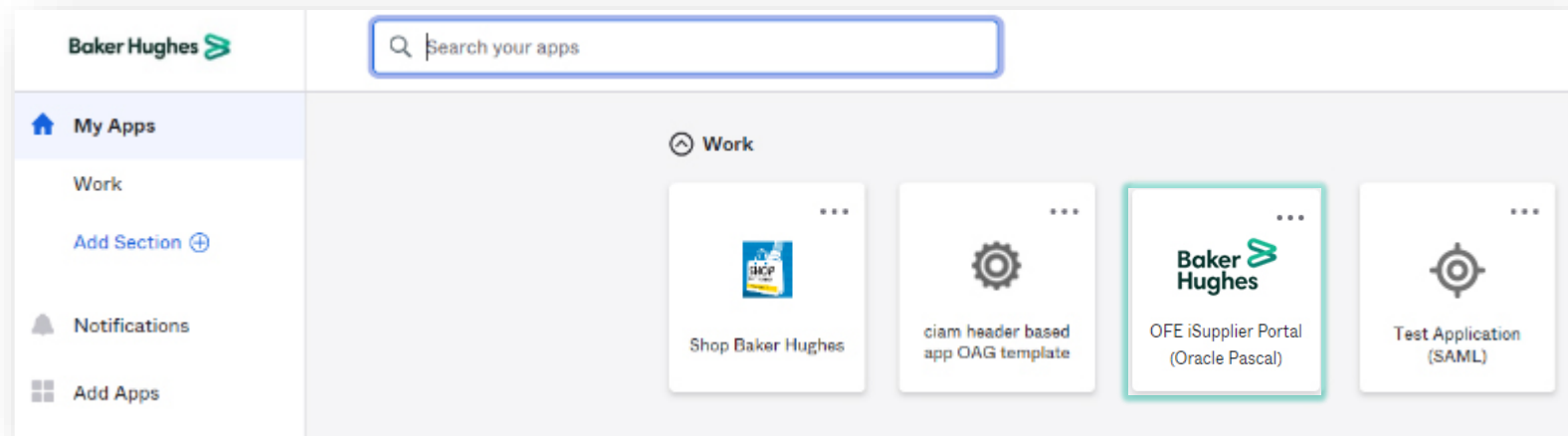
 Click a picture to choose a security image
Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

Create My Account

Requesting Access to iSupplier

After successful account activation, the portal will display the application(s) you can currently access through login.BakerHughes.

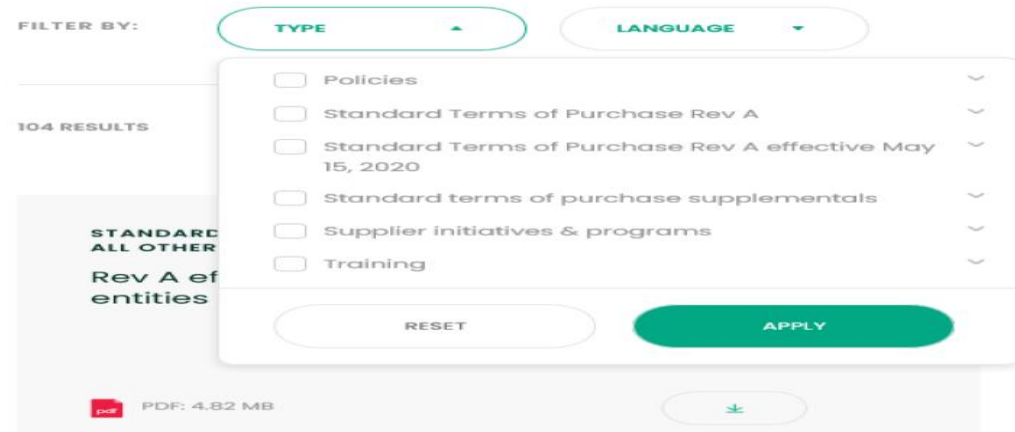


Click on the tile stating OFE iSupplier Portal (Oracle Pascal) to gain access to isupplier

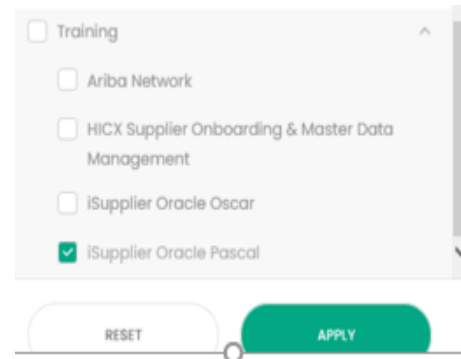
Quick Training Videos

iSupplier Video Links

There are short videos available via <https://www.bakerhughes.com/suppliers>



Scroll down and under Standard Terms of Purchase, policies, documents – Select Filter and Select Training and then select iSupplier Oracle Pascal



iSupplier – Preference Setting

iSupplier Preference Setting

Select Preferences

This is a **One time setting** after initial Log in

Baker Hughes E-Business Suite

Enterprise Search All Go Search Results Display Preference Standard Logged In As

Oracle Applications Home Page

Main Menu Personalize

Worklist Full List

From	Type	Subject	Sent	Due
A Buyer	Sourcing Auction Awarded	Award Decision: RFQ 189109 (Test RFQ 17)	25-Sep-2015	

Regional

Territory United Kingdom

Date Format dd-MMM-yyyy (28-Sep-2015)

Timezone (GMT +00:00) London

Number Format 10,000.00

Currency

Client Character Encoding Western European (Windows)

Scroll down to Regional: click on Territory – (For UK – Select Time Zone = GMT (London))
Click on Apply – the system will inform you if confirmation has been successful

iSupplier – Log in Page Overview

iSupplier Home Page & Notification View

Work List – Shows all open notifications – that either require action or for information only – **Click on Full List**

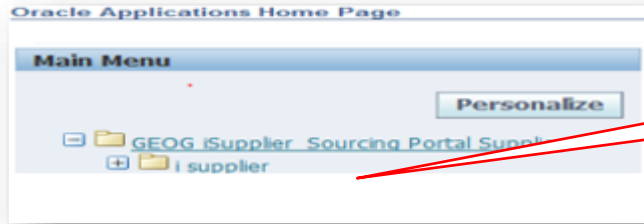
From	Type	Subject	Sent	Due
	Sourcing Auction Awarded	Award Decision: RFQ 170890 (RFI to RFQ conversion)	06-Apr-2015	
	Sourcing Negotiation Awarded	Closed Early: RFQ 170890 (RFI to RFQ conversion)	06-Apr-2015	
	Sourcing Auction Awarded	Award Decision: RFQ 170889 (RFI to RFQ conversion)	06-Apr-2015	
	Sourcing Negotiation Awarded	Closed Early: RFQ 170889 (RFI to RFQ conversion)	06-Apr-2015	
	Sourcing Auction Awarded	Award Decision: RFQ 170887 (RFI to RFQ conversion)	06-Apr-2015	
	Sourcing Negotiation Awarded	Closed Early: RFQ 170887 (RFI to RFQ conversion)	06-Apr-2015	

Notification View – provides a list of all notifications by criteria
Ignore reassign button as this has been disabled

Select From	Type	Subject	Sent	Due
<input type="checkbox"/>	PO Approval	OU_SS_UK_ABZ - Standard Purchase Order 445563707.35 requires your acceptance	30-Mar-2022	
<input type="checkbox"/>	PO Approval	OU_SS_UK_ABZ - Standard Purchase Order 445591862.2 requires your acceptance	30-Mar-2022	
<input type="checkbox"/>	PO Approval	OU_SS_UK_ABZ - Standard Purchase Order 445609988.2 requires your acceptance	30-Mar-2022	
<input type="checkbox"/>	PO Approval	OU_SS_UK_ABZ - Standard Purchase Order 445622738.0 requires your acceptance	30-Mar-2022	
<input type="checkbox"/>	PO Approval	OU_IF1247_UK - Standard Purchase Order 445700305.2 requires your acceptance	29-Mar-2022	
<input type="checkbox"/>	PO Approval	OU_IF1247_UK - Standard Purchase Order 445700408.0 requires your acceptance	28-Mar-2022	
<input type="checkbox"/>	PO Approval	OU_IF1235_BR - Standard Purchase Order 555699158_6	27-Mar-2022	
<input type="checkbox"/>	PO Approval	OU_SS_UK_ABZ - Standard Purchase Order 445622486.0 requires your acceptance	22-Mar-2022	

In addition email notifications will also have been transmitted.

iSupplier Home Page & Notification View



To access **iSupplier Home Page** click on iSupplier Option

The screenshot shows the Baker Hughes iSupplier Portal. At the top, there is a navigation bar with tabs for Home, Orders, Shipments, Finance, RFQ Search, Assessments, Negotiations, Quality, VDL, and Supplier Scorecard. A search bar is located below the navigation bar. A red callout box points to the search bar with the text: "Quick Search – from the drop down select to view PO, shipment, invoice & payment by entering the PO number in the free text box". Below the search bar, there is a message: "iSupplier Portal Change in URL! Thank you for visiting our site! You should be in the Administration link to activate your new Baker Hughes Log in Account - please ensure that you have done this on/before 8th Oct. User guide is available to you via https://www.bakerhughes.com/systems-update under User guide Tab. The link to the iSupplier Portal has changed in: https://pascal.bakerhughes.com/". A red callout box points to the "Full List" link under the Notifications section with the text: "To view complete list of notification or PO's Click Full List". Below the Notifications section, there is a table of notifications. A red callout box points to the PO Number column of the "Orders At A Glance" table with the text: "To view the document details Click on the PO Number".

Subject	Date
OU_SG_UK_AIR2 - Standard Purchase Order 445063707.25 requires your acceptance	30-Mar-2022 10:27:59
OU_SG_UK_AIR2 - Standard Purchase Order 445091862.2 requires your acceptance	30-Mar-2022 09:46:41
OU_SG_UK_AIR2 - Standard Purchase Order 445609988.2 requires your acceptance	30-Mar-2022 09:43:25
OU_SG_UK_AIR2 - Standard Purchase Order 445622738.0 requires your acceptance	30-Mar-2022 04:50:32
OU_IP1247_UK - Standard Purchase Order 445700305.2 requires your acceptance	29-Mar-2022 06:33:49

PO Number	Description	Order Date
445092888		30-Mar-2022 07:00:16
445091862		30-Mar-2022 06:59:32
445063707		30-Mar-2022 06:57:59

From the Home Page Navigate to:

- Orders
 - Acknowledge & manage orders
 - Doc Submission *
- Finance
 - View Invoice status
 - View Payments
- RFQ (request for Quotation)
 - Search for all RFQ's
 - View your responses
- Negotiations
 - View, Accept & create responses to RFQ's
 - View & create responses to RFQ
- BH Quality
 - Doc Submission *

*please review Doc Submission material to select correct Tab for uploading of documentation – if you are unsure, please reach out to your buyer

To view the document details
Click on the PO Number

Negotiations – Viewing Request for quotation (RFQ)

Supplier Request for Quotation – RFQ)

Request for Quote (RFQ) will be received via Email Notification & on Oracle Home Page on Worklist

Worklist					
				Full List	
				Previous	Next 25
From	Type	Subject	Sent	Due	
	Sourcing Publish	You are invited: RFQ 152369 (RFQ For Cap Screws)	14-Aug-2015	15-Aug-2015	
	PO Approval	OU SS UK ABZ - Standard Purchase Order 445527526, 1	13-Aug-2015		
	PO Approval	OU SS UK ABZ - Standard Purchase Order 445527535,0 requires your acceptance	23-Jul-2015		
	PO Approval	OU SS UK ABZ - Standard Purchase Order 445527535, 0	23-Jul-2015		
	PO Approval	OU SS UK ABZ - Standard Purchase Order 445527529,0 requires your acceptance	16-Jul-2015		

Note

If your company has multiple sites that are known to the Buyer who created the Negotiation, a separate invitation might have been sent to each site. If this is the case, you may see multiple entries having the same Negotiation number but associated with different sites. You can place a response on behalf of either or all sites.

From	To	Sent	Due	ID	Company	Title	Number
		04:56:31	04:53:27				

Negotiation Preview June 12, 2015 03:56 am Central Time
Negotiation Open June 12, 2015 03:56 am Central Time
Negotiation Close June 19, 2015 03:53 am Central Time
Supplier
Supplier Site

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to [Negotiation Details](#) page if you want to view the details.

Action History		
Num	Action Date	Action
1	12-JUN-2015 03:56:31	Submit

Please click on one of the following choices to automatically generate a response within quotes.

Does your company intend to participate?: [Yes](#) [No](#)

Warning – To acknowledge participation **do not use** the hyperlinks from the email as these have been disabled – log into isupplier

Viewing the RFQ

On the **Negotiations** tab view RFQ's that require action
All new RFQ's will appear under **Your Company's Open Invitation**
All actioned or Draft RFQ's will move to **Your Active and Draft Responses**

Negotiations | **Assessments**

Search Open Negotiations

Welcome, Aquasign.

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
110295	Active	TULLOS101	142540	R 10086029	RFQ	0 seconds		0
110524	Active		142849	RR 25/3/15	RFQ	0 seconds		0
111515	Active		143650,1	ARAMCO-nameplates	RFQ	0 seconds		0
111522	Active		143773	RFQ 20000344	RFQ	0 seconds		0
111831	Active		143989	BR LTA	RFQ	0 seconds		0

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left	Ack Status
	500611	RFQ for Training	RFQ	18 days 23 hours	

Quick Links

Note: iSupplier will only show the latest Five RFQ's – to view them all click on Full List

Click on the Negotiation **hyperlink number** to view the RFQ

Viewing the RFQ

Supplier may view the RFQ before proceeding to Acknowledge Participation or Create Quote

PDF Printout can be created by selecting **Printable View**
To view technical specifications go into Lines and select Engineering Drawing Link

Quotes must be submitted before **Close Date** – if not then RFQ is no longer viewable in isupplier

The screenshot displays the RFQ 500611 interface. At the top, there are tabs for 'Negotiations' and 'Assessments'. Below this, the RFQ ID 'RFQ: 500611' is shown, along with a 'Printable View' button. The main content area is divided into several sections: 'Header' (containing Title 'RFQ for Training', Status 'Active', Time Left '18 days 23 hours', Open Date '02-Feb-2017 09:39:49', and Close Date '21-Feb-2017 09:39:09'), 'Lines' (containing Buyer 'Blind', Quote Style 'Blind', and Description), 'Controls', 'Terms' (containing Bill-To Address, Ship-To Address 'Nailsea (C50) UK', FOB 'FCA', Payment Terms, Carrier, and Freight Terms), and 'Currency' (containing RFQ Currency 'GBP' and Price Precision 'Any'). An 'Actions' menu with 'Acknowledge Participation' and a 'Go' button is also visible.

Quote Header: contains RFQ validity period, terms and attachments (if applicable)

Viewing the RFQ

Quote Lines: contains details of the requirement, required dates and a link to Engineering Drawing

The screenshot shows the 'RFQ: 500611' interface. At the top, there are tabs for 'Negotiations' and 'Assessments'. Below this, the title is 'RFQ for Training', status is 'Active', and time left is '18 days 23 hours'. There are also 'Open Date' (02-Feb-2017 09:39:49) and 'Close Date' (21-Feb-2017 09:39:09) fields. A 'Printable View' button is visible. The main table has columns for 'Line', 'Item, Rev', 'Category', 'Unit', 'Quantity', 'Need-By Date', 'Best Price (GBP)', 'Active Responses', 'Time Left', 'Engineering Drawing', and 'GRR'. Two lines are visible: 'TEST EQUIPMENT, CH...' and 'CURRENT TRIP DISABL...'. A callout points to the 'Need-By Date' column, stating: 'Need by Date is the date Baker Hughes requires to have goods on site, inspected and ready to use'. Another callout points to the 'Engineering Drawing' column, stating: 'Link to Engineering Drawings, Specifications including quality documentation etc'. A third callout points to the 'Engineering Drawing' column, stating: 'Click the blue hyperlink to see more information on the line description and associated attachments'.

This block shows a detailed view of 'Line: 1 (RFQ 500611)'. It lists item details: Item A190301-582, Rev 0, Description 'SSPE TEST EQUIPMENT, CHOKE MODULE, TEST SKID, GASKET', Category 'V7019.2012000000.0100GS', Unit 'EACH', Quantity '2', and Ship-To Address 'Aberdeen BOD (C53) UK'. Below this is a section for 'Notes to Suppliers' with a table:

MarkView	Title	Type	Description	Category	Last U
	Undefined	Short Text	Item Long Description in GIM	To Supplier	10506
	Undefined	Short Text	Process Data	To Supplier	10506
	Undefined	Short Text	Marking Data	To Supplier	10506

Negotiations – Acknowledgement of RFQ

RFQ Acknowledgement

Supplier should acknowledge RFQ and advise if they wish to participate or not - This can be done two ways

Via Worklist Notification

Worklist					
				Full List	
				Previous	Next 25
From	Type	Subject	Sent	Due	
	Sourcing Publish	You are invited: RFQ 152369 (RFQ For Cap Screws)	14-Aug-2015	15-Aug-2015	
	PO Approval	OU SS UK ABZ - Standard Purchase Order 445527526, 1	13-Aug-2015		
	PO Approval	OU SS UK ABZ - Standard Purchase Order 445527535,0 requires your acceptance	23-Jul-2015		
	PO Approval	OU SS UK ABZ - Standard Purchase Order 445527535, 0	23-Jul-2015		
	PO Approval	OU SS UK ABZ - Standard Purchase Order 445527529,0 requires your acceptance	16-Jul-2015		

Click into the **RFQ hyperlink**

Baker Hughes E-Business Suite

Oracle Applications Home Page >
You are invited: RFQ 724338 (J2749 Torque Tool Adaptor)

From S
To V
Sent 03-Feb-2022 03:03:23
Due 07-Feb-2022 08:00:40
ID 24452105

Company BAKER HUGHES ENERGY SERVICES LLC
Title J2749 Torque Tool Adaptor
Number 724338

Yes No

Negotiation Preview February 03, 2022 02:03 am Central Time
Negotiation Open February 03, 2022 02:03 am Central Time
Negotiation Close February 07, 2022 07:00 am Central Time
Supplier VETCO GRAY SCANDINAVIA AS
Supplier Site

To acknowledge your intent to participate, press the Yes button on this page. To decline the invitation, press the No button. You may enter a note to the buyer in the space below before acknowledging or declining.

Please go to [Negotiation Details](#) page if you want to view the document before acknowledging intent to participate and/or to enter a response.

Action History

Num	Action Date	Action	From	To	Details
1	03-FEB-2022 02:03:23	Submit	Sparrow, John	WENDY MOTTRAM	

Response

Note to Buyer

Additional Notes to Buyer can also be entered

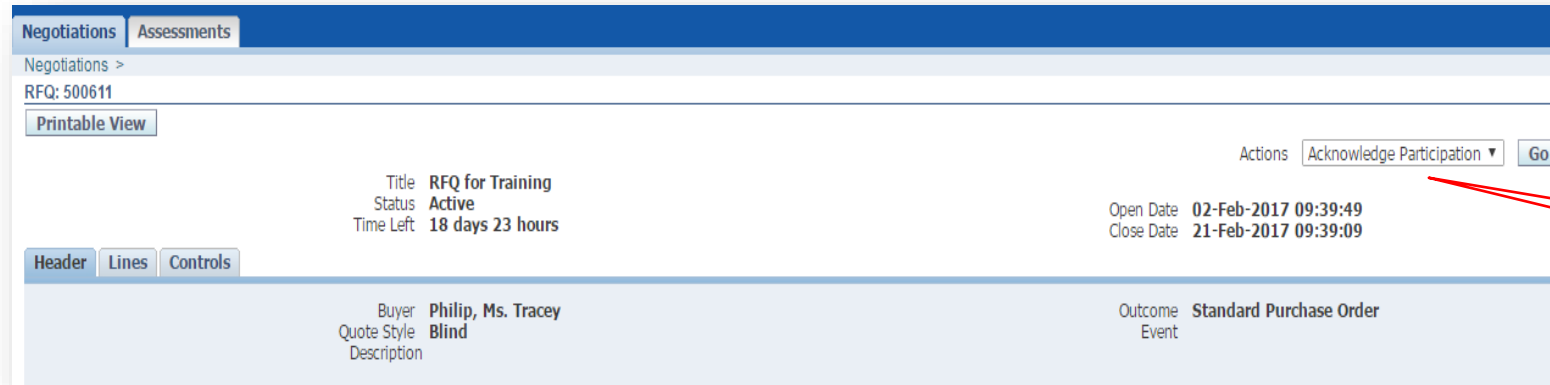
Return to Worklist

Yes No

Select **Yes or No** to inform buyer if you are going to participate or not

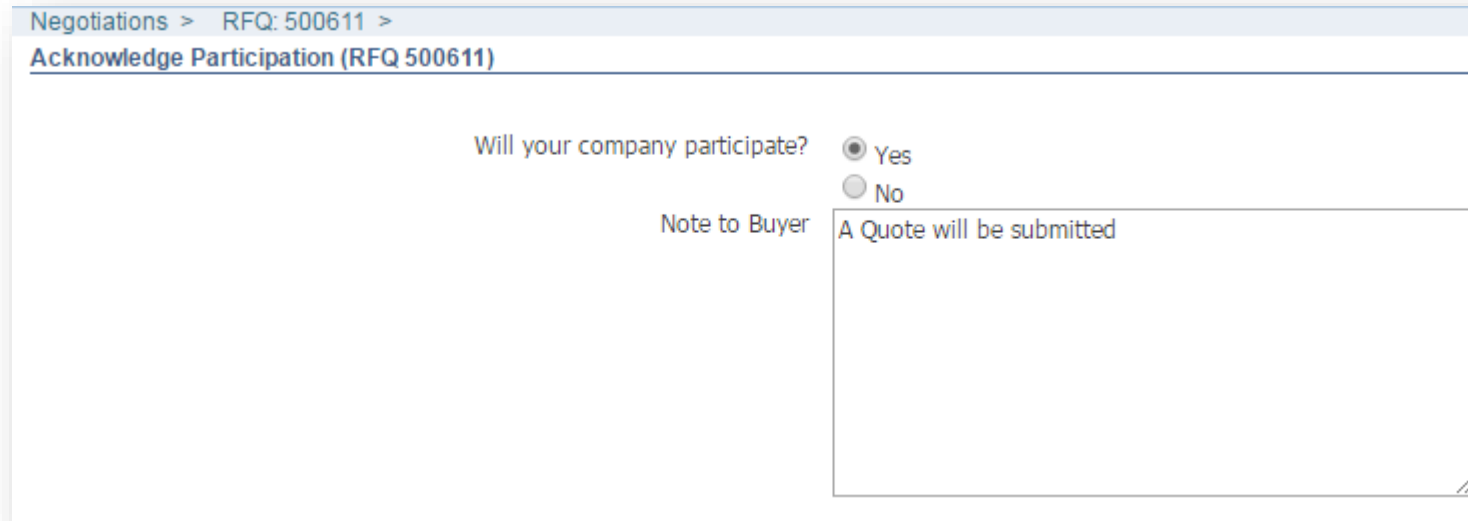
RFQ Acknowledgement

Supplier can acknowledge RFQ via the **via RFQ (in Negotiations Tab)** Find RFQ under "Your Company's Invitation"



The screenshot shows the 'Negotiations' tab with 'Assessments' selected. The RFQ ID is 500611. A 'Printable View' button is visible. The title is 'RFQ for Training', status is 'Active', and time left is '18 days 23 hours'. The open date is '02-Feb-2017 09:39:49' and the close date is '21-Feb-2017 09:39:09'. The buyer is 'Philip, Ms. Tracey' with a 'Blind' quote style. The outcome event is 'Standard Purchase Order'. In the 'Actions' section, the 'Acknowledge Participation' dropdown menu is open, and a red arrow points to it from a callout box.

Under Actions : **Select Acknowledge Participation** and state your response



The screenshot shows the 'Acknowledge Participation (RFQ 500611)' form. It asks 'Will your company participate?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a 'Note to Buyer' text area containing the text 'A Quote will be submitted'.

Negotiations –Creating a Response

Creating RFQ Response On-Line

Under Actions : **Select Create Quote**

Negotiations Assessments

Negotiations >
RFQ: 500611

Printable View

Actions Create Quote Go

Title RFQ for Training
Status Active
Time Left 18 days 23 hours

Open Date 02-Feb-2017 09:39:49
Close Date 21-Feb-2017 09:39:09

Header Lines Controls

Buyer Quote Style Blind
Description

Outcome Event Standard Purchase Order

Terms

Bill-To Address
Ship-To Address [Nailsea \(C50\) UK](#)
FOB FCA

Payment Terms
Carrier
Freight Terms

Currency

RFQ Currency GBP Price Precision Any

Before creation begins the system will take you to the Terms and Conditions page to review and acknowledge Baker Hughes Terms and Conditions

* I have read and accepted the terms and conditions

Cancel

Accept

Tick the check box and then click on **Accept**

Creating RFQ Response On-Line

Header Level

Mandatory: Enter the date on which your bid expires. This **MUST be later** than the Close Date

ORACLE Sourcing

Negotiations > RFQ: 20001 >
Create Quote: 9001 (RFQ 20001)

Title Supplier Training RFQ

Time Left 27 days 22 hours
Close Date 30-Apr-2013 11:29

Supplier
RFQ Currency USD
Quote Currency USD
Price Precision Any

Quote Valid Until 01-Apr-2014
(example: 18-Mar-2013)

Reference Number abcd
Note to Buyer nothing

Attachments

Add Attachment...

MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

Click **Add Attachments** to supply the buyer with any additional information (file, URL, short text note)

Buttons: Cancel, View RFQ, Quote By Spreadsheet, Save Draft, Continue

You may add a Quote Ref or Note to Buyer

Creating RFQ On-Line

Line Level – Enter in Unit Price (if granted by the buyer different currencies can be selected); No of units quoting for; Promise Date – Delivery to Baker Hughes/Execution Date or FCA Collection Date)

Negotiations > RFQ: 20001 >
Create Quote: 9001 (RFQ 20001)

Title: Supplier Training RFQ

Time Left: 27 days 22 hours
Close Date: 30-Apr-2013 17:47:29

RFQ Currency: USD
Price Precision: Any
Quote Currency: USD

Line	Update	Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Promised Date
1 CONNECTOR-WELLHEA... @		Willowdale (UNI) ON CA	Blind			2000 EACH	30	30	30-May-20
2 CHECK VALVE, OLMST... @		Willowdale (UNI) ON CA	Blind			1300 EACH	15	15	31-May-20

@ Indicates more information requested. Click the Update icon.

Promise Date on RFQ will become Material Handoff Date (MHD) on PO (see Dates Explanation Page)

Rosette icon: indicates buyer has requested more information **Click on the Pencil icon** to enter these additional requirements

Points to Note:

NO BID

If you are unable to quote please **DO NOT CLICK** into either the price and quantity fields as the system will force you to enter in a price and quantity. Merely inform the buyer via the "Note to Buyer" section

MOQ

Number of units on which you are quoting. If the Buyer has set bid controls to allow only full quantity bids, this field is displayed & shows the quantity entered by the Buyer. The quantity cannot be greater than the quote quantity therefore **MOQ's** are to be entered via notes to the Buyer

Pricing

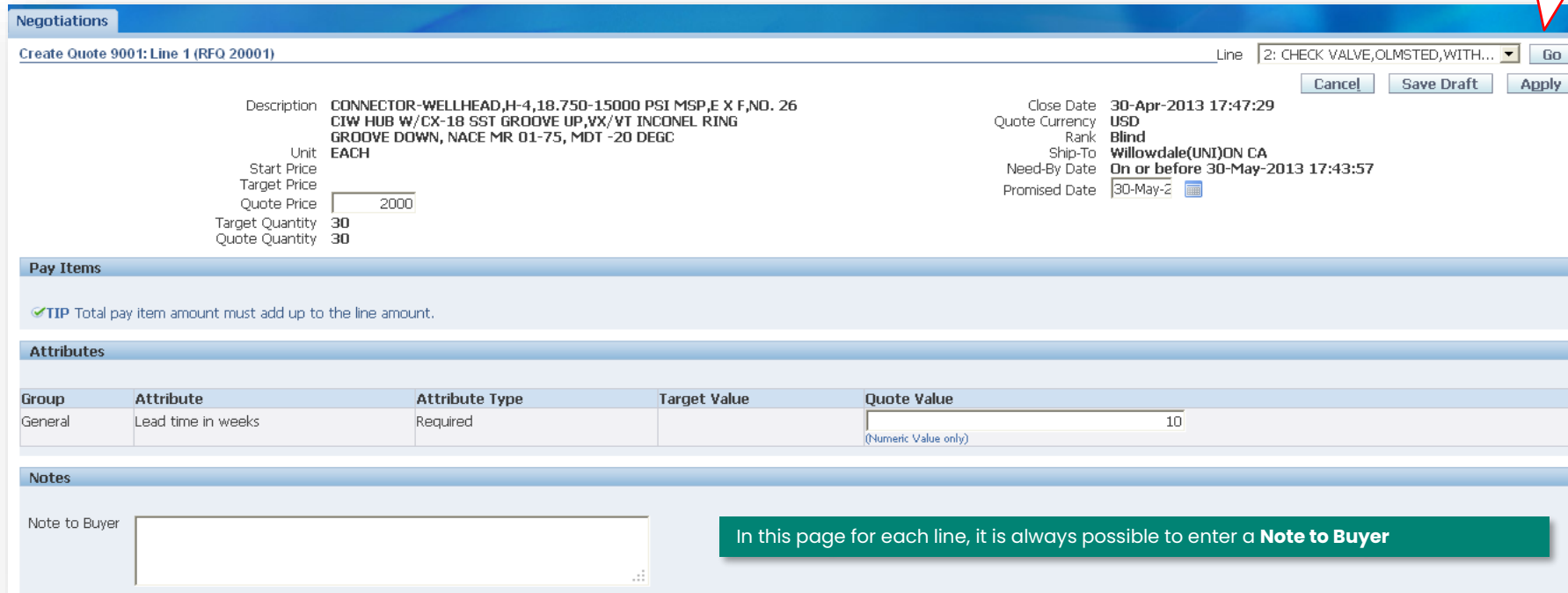
If the buyer has specified a starting price, that price is displayed in the **Start Price** column, and you must offer a lower price. If the buyer has specified a target price for the line and chooses to show it, that price is displayed in the **Target Price** column.

Creating RFQ On-Line

To add in additional **Requirements** requested by the Buyer from the **Update** icon  enter the required info and at the end click on **Apply**.

In this example buyer has requested Lead Time in Weeks (in numerical value)

Using this **view** it is possible to switch from one line to another by selecting **GO**



The screenshot shows the 'Negotiations' window for 'Create Quote 9001: Line 1 (RFQ 20001)'. The line description is 'CONNECTOR-WELLHEAD,H-4,18.750-15000 PSI MSP,E X F,NO. 26 CIW HUB W/CX-18 SST GROOVE UP,VX/VT INCONEL RING GROOVE DOWN, NACE MR 01-75, MDT -20 DEGC EACH'. The quote price is 2000 and the target quantity is 30. The 'Attributes' table shows a 'Lead time in weeks' attribute with a target value of 10. A 'Note to Buyer' field is present at the bottom.

Group	Attribute	Attribute Type	Target Value	Quote Value
General	Lead time in weeks	Required		10 <small>(Numeric Value only)</small>

Note to Buyer:

In this page for each line, it is always possible to enter a **Note to Buyer**

Creating RFQ On-Line

Submission of RFQ

Note if you are not ready to Submit Click **Save Draft** to save your response. You can access your draft responses by clicking the Manage Draft quick link from the **Negotiations Home page**.

Create Quote 334910: Review and Submit (RFQ 500611)

Cancel Back Validate Save Draft Printable View Submit

Header

Title **RFQ for Training** Time Left **18 days 23 hours**
Supplier Close Date **21-Feb-2017 09:39:09**
RFQ Currency **GBP** Quote Valid Until **02-Feb-2018**
Quote Currency **GBP** Reference Number **TLP01/2017**
Price Precision **Any** Note to Buyer

Attachments

MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.									

Lines

Quote Total (GBP) **9,800.00**


Select Line	Ship-To	Start Price	Target Price	Quote Price (GBP)	Unit	Target Quantity	Quote Quantity	Line Total	Need-By Date	Promised Date
<input checked="" type="radio"/> 1	SSPE TEST EQUIPME...	Aberdeen BOD (C53) UK			100 EACH	2	2	200.00	15-Mar-2017 00:00:00 to 15-Mar-2017 00:00:00	15-Mar-2017 00:00:00
<input type="radio"/> 2	PSM CURRENT TRIP ...	Nailsea (C50) UK			100 EACH	96	96	9,600.00	15-Jun-2017 23:00:00 to 15-Jun-2017 23:00:00	15-Jun-2017 23:00:00

Line 1: SSPE TEST EQUIPMENT. CHOKE MODULE. TEST SKID. GASKET CHANGE-OUT DRIVE STEM

Once online RFQ has been completed Click on **Submit** This will then be sent automatically to the buyer

Confirmation and automatic quote response number is given

Negotiations Assessments

 **Confirmation**
Quote 334910 for RFQ 500611 (RFQ for Training) has been submitted.

Negotiations – RFQ Creation by Spreadsheet

Creating RFQ By Spreadsheet

This is particularly useful if you have a **large RFQ** to quote for as you can view your responses prior to submitting back into isupplier. Follow the same steps as in Creating RFQ on-line then select Quote By Spreadsheet.

ORACLE Sourcing

Negotiations > RFQ: 20001 >
Create Quote: 9001 (RFQ 20001)

Title: Supplier Training RFQ

Time Left: 27 days 22 hours
Close Date: 30-Apr-2013 17:47:29

Supplier: [blank]
RFQ Currency: USD
Quote Currency: USD
Price Precision: Any

Quote Valid Until: 01-Apr-2014
Reference Number: abcd
Note to Buyer: nothing

Buttons: Cancel, View RFQ, **Quote By Spreadsheet**, Save Draft, Continue

MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update
No results found.								

Buttons: Cancel, View RFQ, **Quote By Spreadsheet**, Save Draft, Continue

Negotiations | Assessments

Create Quote 236330: Quote By Spreadsheet (RFQ 354554)

RFQ Currency: GBP
Quote Currency: GBP

Step 1: Export Spreadsheet

TIP Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel (TM).

Format:
 XML Spreadsheet - Rich Style (.xml)
 XML Spreadsheet - Light-Weight Style (.xml)
 Tab-Delimited (.txt)

Export

Step 2: Import Spreadsheet

Format:
 XML Spreadsheet (.xml)
 Tab-Delimited (.txt)

File To Import: [text box] **Browse...**

Import

Return to Create Quote: 236330 (RFQ 354554)

Creating RFQ By Spreadsheet

Follow the steps as detailed below

Name	Type	Compressed size	Password ...	Si
RFQ354554-Response.xml	XML Document	3 KB	No	
RFQ-Quote-Help.htm	HTML Document	10 KB	No	

Open up the download file and click on **the .xml file**

Webex test 4

RFQ 354554 Close Date 29/02/2016 08:15 RFQ Currency GBP Quote Currency GBP Price Precision Any	Company [REDACTED] Buyer [REDACTED] Phone [REDACTED] Email vetco@vetco.com Supplier VETCO GRAY SCANDINAVIA AS Site [REDACTED]
--	---

Header

Quote Valid Until

Reference Number

Note to Suppliers

Note to Buyer

File Download Time 26/02/2016 13:23

Header Lines (1)

Complete the fields as you would for an online quote. Remember to complete Header and Lines Tab. **Save file** to the desktop

Creating RFQ By Spreadsheet

Once you have completed the spreadsheet you are now ready to import it back into isupplier

Negotiations | **Assessments**

Create Quote 236330: Quote By Spreadsheet (RFQ 354554)

RFQ Currency **GBP**
Quote Currency **GBP**

Step 1:Export Spreadsheet

✔ **TIP** Rich style includes spreadsheet cell borders, which will cause the file size to grow significantly after the XML file is saved in Microsoft Excel (TM).

Format XML Spreadsheet - Rich Style (.xml)
 XML Spreadsheet - Light-Weight Style (.xml)
 Tab-Delimited (.txt)

Export

Step 2:Import Spreadsheet

Format XML Spreadsheet (.xml)
 Tab-Delimited (.txt)

File To Import **Browse...**

Import

[Return to Create Quote:236330 \(RFQ 354554\)](#)

Go back into isupplier:
Navigate to the Negotiations tab
From Drafts session find and open up RFQ number
Select create quote by spreadsheet
Select file and Click on **import**
Complete the actions as per online quotation
Click on **Submit** (or draft if not ready to send to the buyer)

RFQ Monitoring

Quote Monitoring

All Draft or Submitted RFQ's will appear in this area

All new RFQ's will appear under Your Company's Open Invitation

Click on **Full List** to see the full history of RFQ's

Your Active and Draft Responses
Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
334910	Active		500611	R	RFQ	18 days 23 hours		0
110295	Active	TULLOS101	142540	R	RFQ	0 seconds		0
110524	Active		142849	R	RFQ	0 seconds		0
111515	Active		143650,1	A	RFQ	0 seconds		0
111522	Active		143773	R	RFQ	0 seconds		0

Your Company's Open Invitations [Full List](#)

Supplier Site	Negotiation Number	Title	Type	Time Left	Ack Status
	500612	RFQ Test	RFQ	24 days 23 hours	

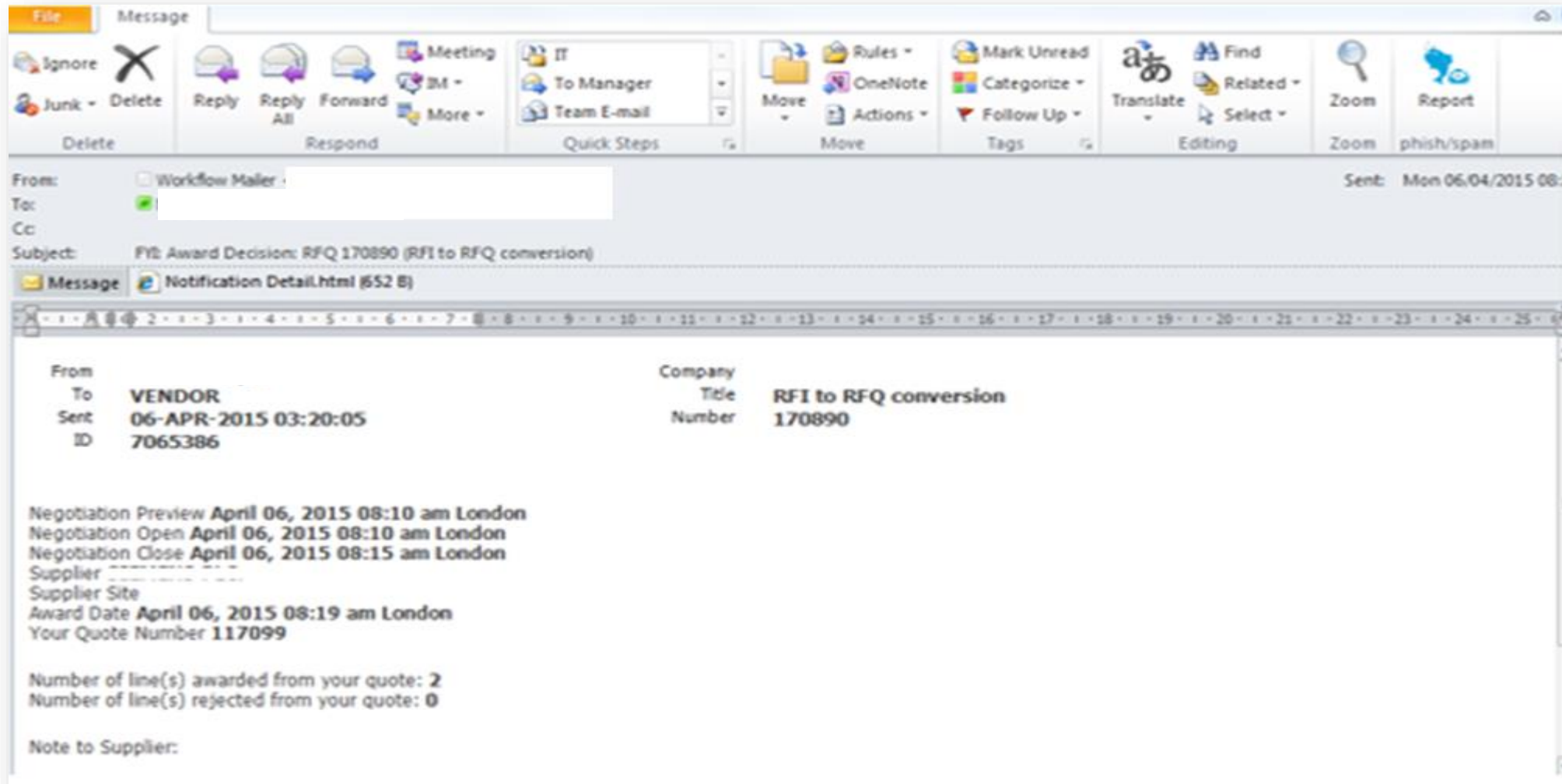
Quick Links

Manage	View Responses
<ul style="list-style-type: none">DraftsPersonal Information	<ul style="list-style-type: none">ActiveDisqualifiedAwardedRejected

Remember – If you are not able to respond to RFQ by Close Date reach out to buyer – if not then RFQ will disappear from isupplier

Quote Monitoring

Quote decision will be done via email notification if supplier is successful or not



The screenshot shows an Outlook email window. The top ribbon includes 'File', 'Message', and various action buttons like 'Ignore', 'Delete', 'Reply', 'Forward', 'Meeting', 'IT', 'Rules', 'Mark Unread', 'Find', 'Zoom', and 'Report'. The email header shows 'From: Workflow Mailer', 'To: [redacted]', 'Cc: [redacted]', and 'Subject: FYI: Award Decision: RFQ 170890 (RFI to RFQ conversion)'. The main body of the email is a notification with the following details:

From		Company	
To	VENDOR	Title	RFI to RFQ conversion
Sent	06-APR-2015 03:20:05	Number	170890
ID	7065386		

Negotiation Preview **April 06, 2015 08:10 am London**
Negotiation Open **April 06, 2015 08:10 am London**
Negotiation Close **April 06, 2015 08:15 am London**
Supplier -----
Supplier Site
Award Date **April 06, 2015 08:19 am London**
Your Quote Number **117099**

Number of line(s) awarded from your quote: **2**
Number of line(s) rejected from your quote: **0**

Note to Supplier:

Quote Early Closure

If RFQ is closed early by the Buyer notification will be received via email and will show on the Worklist

From: [Redacted]
To: [Redacted]
Cc: [Redacted]
Subject: FYI: Closed Early: RFQ 152369 (RFQ For Cap Screws)

Message Notification Detail.html (670 B)

From	To	Company	Title
Sent	14-AUG-2015 08:02:51	RFQ For Cap Screws	152369
ID	7393302	Number	

Negotiation Preview August 14, 2015 02:39 pm London
Negotiation Open August 14, 2015 09:39 am London
Negotiation Close August 15, 2015 09:34 am London
Supplier :
Supplier Site
Early Close August 14, 2015 01:02 pm London

Reason for closing early:

Main Menu

Personalize

+ GEOG iSupplier Sourcing Portal Supplier

Worklist

Full List

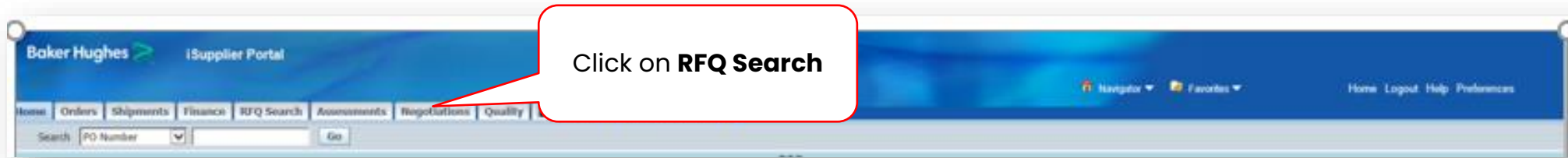
Previous 1-25 Next 25

From	Type	Subject	Sent	Due
	Sourcing Negotiation	Closed Early: RFQ 152369 (RFQ For Cap Screws)	14-Aug-2015	

RFQ Search

RFQ Search

In addition to email notification the RFQ Search will also provide the Purchase Order number if quote has been successful



Under Negotiation Status – **Select Completed, Purchase Order Created** and Press **Go**

Part Number []
Negotiation Status **Completed, Purchase Order Created**
Quotation Number []
RFQ Creation Date From []
RFQ Creation Date To []

Negotiation Number []
Response Status []
Buyer Name []
Business Unit []

Go **Clear**

Negotiation Number	Negotiation Type	Negotiation Status	Quotation Number	Quotation Line	Response Status	Response Price	Response Valid Until	Part Number	Part Revision	Quantity	UOM	Lead Time	Supplier Name	Ack Status	Buyer Name	Business Unit	Creation Date	
349561	RFQ	Completed, Purchase Order Created	235335	1	Active	12	02-Mar-2016	A930371-61	A	2	EA					ABZ	15-Feb-2016	
349561	RFQ	Completed, Purchase Order Created	235335	2	Active	12	02-Mar-2016	A930371-62	B	3	EA					ABZ	15-Feb-2016	
349558	RFQ	Completed, Purchase Order Created	235340	1	Active	33	29-Feb-2016	A50441-3	0	1	EA					ABZ	15-Feb-2016	
349558	RFQ	Completed, Purchase Order Created	235340	2	Active	33	2016	6C39									ABZ	15-Feb-2016
349558	RFQ	Completed, Purchase Order Created	235340	4	Active	3	29-Feb-2016	A103146-6	0	12	EA		VETCO GRAY SCANDINAVIA AS	Y	Philip, Ms. Tracey	OU_SS_UK_ABZ	15-Feb-2016	
349558	RFQ	Completed, Purchase Order Created	235340	3	Active	33	29-Feb-2016	A138158-54	A	9	EA		VETCO GRAY SCANDINAVIA AS	Y	Philip, Ms. Tracey	OU_SS_UK_ABZ	15-Feb-2016	
349555	RFQ	Completed, Purchase Order Created	235332	1	Active	1200	02-Mar-2016	OT38-OSP-ITEM-OV	0	2	EA		VETCO GRAY SCANDINAVIA AS	Y	Ellings, Ms. Elizabeth	OU_SS_UK_ABZ	15-Feb-2016	
349554	RFQ	Completed, Purchase Order Created	235333	1	Active	43	07-Mar-2016	A184690-4C39	A	6	EA		VETCO GRAY SCANDINAVIA AS	Y	Ellings, Ms. Elizabeth	OU_SS_UK_ABZ	15-Feb-2016	

Click on Relevant Quotation Number

RFQ Search

RFQ Search: RFQ Search >
 Quote: 235335 (RFQ 349561)

Actions

Title	Test 3	Close Date	16-Feb-2016 11:32:50
Time Left	0 seconds	Ranking	Price Only
Quote Style	Blind	Supplier	
Quote Currency	GBP	Supplier Site	SANDES108
Contact		Quote Valid Until	02-Mar-2016
Suppliers' Quote Number	345	Purchase Order	445537970
Quote Status	Active		
Note to Buyer			

MarkView	Title	Type	Description	Category	Last Updated	Usage	Update	Delete
No results found.								

Attachments

Lines

Purchase Order Number will show if quotation has been successful

RFQ Search

RFQ Search allows you to search by **Part Number** and to View all RFQ's created during a time frame using the **RFQ Creation Date From and RFQ Creation Date To Fields**

RFQ Search

Negotiation Search Supplier

Part Number	<input type="text"/>	Negotiation Number	<input type="text"/>
Negotiation Status	<input type="text"/>	Response Status	<input type="text"/>
Quotation Number	<input type="text"/>	Buyer Name	<input type="text"/>
RFQ Creation Date From	<input type="text"/>	Business Unit	<input type="text"/>
RFQ Creation Date To	<input type="text"/>		

Negotiation Number	Negotiation Type	Negotiation Status	Quotation Number	Quotation Line	Response Status	Response Price	Response Valid Until	Part Number	Part Revision	Quantity	UOM	Lead Time	Supplier Name	Ack Status	Buyer Name	Business Unit	Creation Date
No search conducted.																	

RFQ – Online Discussion

Online Discussion

iSupplier allows you to do a private online discussion between Buyer and Supplier – related to an **open** RFQ.

Online Discussion only available for RFQ

Click on **Online Discussions**

The screenshot displays the iSupplier interface for an RFQ. At the top, there is a breadcrumb trail: "Negotiations > RFQ: 20001,1". Below this, the RFQ details are shown:

- Title: **Supplier Training RFQ**
- Status: **Active**
- Time Left: **27 days 22 hours**

On the right side, there is an "Actions" menu with a dropdown arrow and a "Go" button. The dropdown menu is open, showing the following options:

- Create Quote
- Online Discussions** (highlighted)
- View Quote History
- View Amendment History
- Printable View
- Export to Spreadsheet

Below the details, there are tabs for "Header", "Lines", and "Controls". The "Header" tab is selected, showing:

- Buyer: [blank]
- Quote Style: **Blind**
- Outcome: **Standard Purchase Order**
- Description: **Test RFQ**

Below the "Header" tab, there is an "Amendment Description" field with the text: **revised to change**.

Below the "Header" tab, there is a "Terms" section with the following details:

- Bill-To Address: [USBILLING](#)
- Ship-To Address: [Willowdale\(UNION\) CA](#)
- FOB: **EXW**
- Payment Terms: **0.60/12 NET 30**
- Carrier: [blank]
- Freight Terms: [blank]

Below the "Terms" section, there is a "Currency" section with the following details:

- RFQ Currency: **USD**
- Price Precision: **Any**

Online Discussion

Negotiations > RFQ: 20001,1 >
Online Discussions (RFQ 20001,1)

Title: [Supplier Training RFQ](#)
Status: **Active**
Time Left: 27 days 22 hours

Messages

Subject	Message	Status	Sender	Date	Reply
No results found.	<input type="button" value="New Message"/>				

In this section it will provide an audit history of all the messages related the RFQ

Click on **New Message** to send a note to the buyer

Negotiations

Negotiations > RFQ: 20001,1 > Online Discussions (RFQ 20001,1) >
Create New Message (RFQ 20001,1)

* Indicates required field

Send To:

* Subject:

* Message:

Attachments

MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.										

Compose the message then click on **Submit**

Note

When the counterpart responds to your message, you will get email an and see the reply in on the iSP Online Discussions history.

Revised RFQ – Resubmit Quote

Online Discussion

Revised RFQ show under Open Invitations which uses the same Negotiation number followed by the revision no (example - 20001,1)

Negotiations

Search Open Negotiations:

Welcome,

Your Active and Draft Responses

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
9001	Resubmission Required		20001	Supplier Training RFQ	RFQ	27 days 22 hours		0
3001	Active		11001	Supplier Training RFQ	RFQ	0 seconds		0

Negotiation has been amended and requires your action to be considered for award.

Your Company's Open Invitations

Supplier Site	Negotiation Number	Title	Type	Time Left
	20001,1	Supplier Training RFQ	RFQ	27 days 22 hours

Quick Links

Manage	View Responses
<ul style="list-style-type: none">DraftsPersonal Information	<ul style="list-style-type: none">ActiveDisqualifiedAwardedRejected

Click on RFQ Number in Open Invitations to view revised RFQ

The previous version of RFQ will show a warning sign and message



Re-submit Quotation – Revised RFQ

Warning
RFQ 20001 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.

[View Amendment History](#)

RFQ: 20001,1

Title: Supplier Training RFQ
Status: Active
Time Left: 27 days 22 hours

Open Date: 02-Apr-2013 18:47:57
Close Date: 30-Apr-2013 17:47:29

Event: revised to change the quantity.

Outcome: Standard Purchase Order
Description: Test RFQ

Actions: Create Quote [Go]

Click on **View Amendment History**

Note – There is a requirement to review the Amendment History first prior to creation of new round of quotes

Amendment History (RFQ 20001)

To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.

[Acknowledge Amendments](#)

Show All Details | Hide All Details

Details	Document Number	Title	Status	Acknowledgement Date	Review Changes
Show 20001,1		Supplier Training RFQ	Active		
Show 20001		Supplier Training RFQ	Amended		

Click on **Review Changes** , Verify and **Acknowledge the Amendments**

Re-submit Quotation – Revised RFQ

Negotiations

Negotiations > RFQ: 20001,1 > Amendment History (RFQ 20001) >

Acknowledge Amendment (RFQ 20001,1)

To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.

I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 20001,1.


Cancel Acknowledge

Acknowledge

Header	RFQ 20001	RFQ 20001,1
Label		
Amendment Des		revised to change the quantity.
Notes and Att		

Check the box to **Accept terms and conditions** and then select the **Acknowledge** button

Negotiations

 Confirmation

All amendments of Negotiation 20001 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?

If a response has been submitted previously, resubmission is required to ensure the response complies with the changes.

Re-submit Quotation – Revised RFQ

At this point it is possible to **update the RFQ** and **Re-submit**

The screenshot shows a web application interface for negotiations. At the top, there is a search bar for 'Open Negotiations' with a dropdown menu set to 'Title' and a 'Go' button. Below the search bar, there is a 'Welcome,' message and a section titled 'Your Active and Draft Responses'. This section includes a 'Full List' button and a table with the following data:

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
9001 ⚠️	Resubmission Required		20001	Supplier Training RFQ	RFQ	27 days 22 hours		Q
3001	Active		11001	Supplier Training RFQ	RFQ	0 seconds		Q

Below the table, there is a warning message: ⚠️ Negotiation has been amended and requires your action to be considered for award.

The next section is 'Your Company's Open Invitations', which also has a 'Full List' button and a table with the following data:

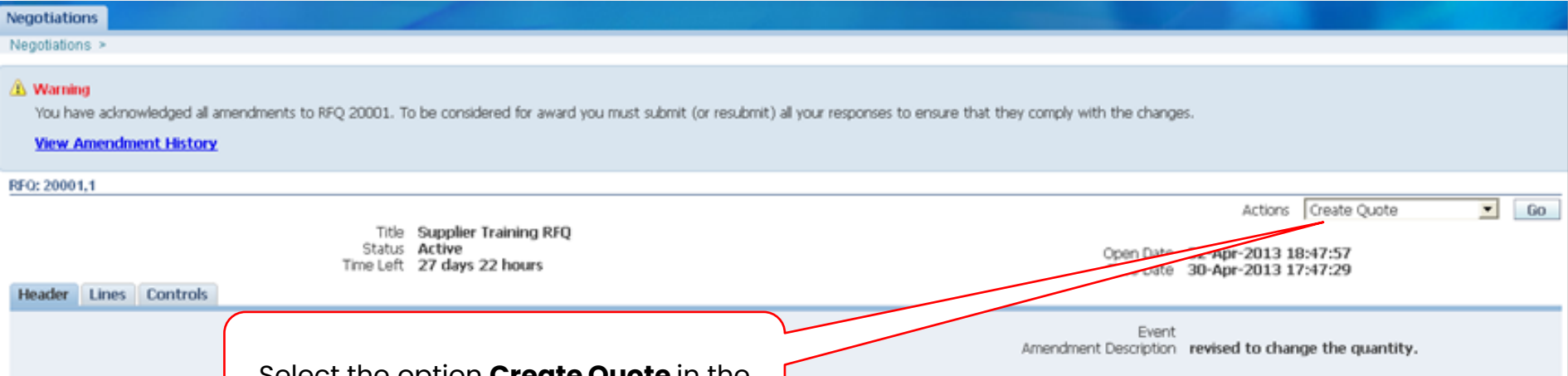
Supplier Site	Negotiation Number	Title	Type	Time Left
	20001,1	Supplier Training RFQ	RFQ	27 days 22 hours

A red callout box points to the [20001,1](#) link in the 'Your Company's Open Invitations' table, with the text: **Click on the Revised RFQ Number in Open Invitations**

At the bottom left, there is a 'Quick Links' section with a 'Manage' tab and a 'View Responses' tab. The 'View Responses' tab is active and shows a list of response statuses: Active, Disqualified, Awarded, and Rejected.

Re-submit Quotation – Revised RFQ

The system shows the original quote. **Modify the Quote** Header and Line details following the same procedure used in case of standard process. After that click '**Continue**' and '**Submit**' the revised Quote.



Select the option **Create Quote** in the Actions menu and then click on **Go**

Purchase Order Management

Purchase Order search

The **Orders** screen helps the User search for PO's by using predefined searches and Advanced Search options

Click on Main Tab **Orders** This provides the following sub tabs

The screenshot shows the 'Purchase Orders' interface. At the top, a navigation bar includes 'Purchase Orders', 'Work Orders', 'Agreements', 'Purchase History', 'View Requests', 'Document Submission', and 'Order Search'. Below this, a 'Views' section has a dropdown menu set to 'All Purchase Orders' and a 'Go' button. A table of purchase orders is displayed with columns for PO Number, Rev, Operating Unit, Document Type, Description, Creation Date, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. A single row is visible for PO 445609988. Callouts provide additional context: one points to the 'Purchase Orders' tab, another to the 'Order Search' tab, and a third to the 'Advanced Search' button.

Order Search can be used to search under Operating Unit; PO number and Part Number

Selecting Purchase order will bring up a list of all orders in chronological order of the **latest PO revision**

Advanced Search are options to find specific PO numbers; Buyer name etc

Select Order: Acknowledge Request Cancellation Request Changes View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Creation Date	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	445609988	2	OU SS UK ABZ	Standard PO		27-Jan-2021	30-Mar-2022 07:00:16		USD	23010.00	Requires Acknowledgment		

Purchase Orders Search

Views

View:

Select Order: Previous 1-25 Next 25

Select	PO Number	Rev	Operating Unit	Document Type	Description	Creation Date	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	445609988	2	OU_SS_UK_ABZ	Standard PO		27-Jan-2021	30-Mar-2022 07:00:16				Requires Acknowledgment		
<input type="radio"/>	445591862	2	OU_SS_UK_ABZ	Standard PO		31-Oct-2019	30-Mar-2022 06:59:32				Requires Acknowledgment		
<input type="radio"/>	445563707	5	OU_SS_UK_ABZ	Standard PO		18-Dec-2017	30-Mar-2022 06:57:59				Requires Acknowledgment		
<input type="radio"/>	445622738	0	OU_SS_UK_ABZ	Standard PO		29-Mar-2022	30-Mar-2022 02:44:35				Requires Acknowledgment		

To view PO click on the **PO number**

Click on **Rev Hyperlink** to view the Revision History

New and Revised PO's will require **Acknowledgement**

Purchase Order – Header details

PO Header Details can be seen in **Order Information** including Payment Terms, Bill To etc

The User can also access all other related information to this PO using the **Actions menu (History, Receipts, Invoices, Payments and Shipment)**.

The screenshot shows a web application interface for Purchase Orders. At the top, there is a navigation bar with tabs for Home, Orders, Shipments, Finance, RFQ Search, Assessments, Negotiations, Quality, and GEOG Quality. Below this is a breadcrumb trail: Purchase Orders > Work Orders > Agreements > Purchase History > View Requests > Document Submission > Order Search. The main content area is titled "Standard Purchase Order: 445550757, 2 (Total GBP 140.30)" and "Currency=GBP".

The "Order Information" section is divided into "General" and "Terms and Conditions". The "General" section includes fields for To, Supplier, Supplier Address, Buyer, Creation Date (01/06/2017), Order Date (01/06/2017 03:28:13), Description, Status (Requires Acknowledgment), Note to Supplier (Attached T&Cs to header as agreed), Operating Unit (OU_SS_UK_ABZ), Sourcing Document, Supplier Order Number, and Attachments (View). The "Terms and Conditions" section includes Payment Terms, Carrier, FOB, Freight Terms, Pay On Receipt, and Shipping Control. Below this are sections for "Ship-To Address" (Address: Multiple) and "Bill-To Address" (Address: If ERS supplier, do not submit invoice. Otherwise, all invoices should be headed to:).

An "Actions" menu is open, showing options: Acknowledge, Acknowledge, View Change History, View Receipts, View Invoices, View Payments, and View Shipments. A "View PDF" button is also visible.

The "PO Details" section at the bottom contains a table with columns: Details, Line, Type, Item/Job, Item Revision, Supplier Item, Description, UOM, Qty, Price, Amount, Status, Attachments, Reason, Engineering Drawing, and GR. The first row is: Hide, 1, Goods, H301075-796, 0, TOOL-SSPE, EACH, 4, 12.9, 51.60, Open, [Attachment Icon], Reason, Engineering Drawing, GR.

Note to supplier – can be at PO header level or line level

Any attachments added will show under blue hyperlink **“View”**

If Pay on Receipt = **Yes**
Do NOT submit an invoice – this is an ERS PO
If No – Submit as **per Bill To Address**

eInvoicing – “Pay on Receipt”
If Yes = Do NOT submit an Invoice, this is an ERS PO
If no = Submit Invoice to usual Bill to Address detailed on the PO

To view and Print Order – Click on **View PDF**

Purchase Order – Line/Shipment details

PO Lines and Shipment Lines can be seen in **PO Details** (use Show ALL Details)

PO Details

Click on **Engineering Drawing** Link to view BOM; drawings, docs etc

Show All Details | Hide All Details

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	Engineering Drawing	GRR
Hide	1	Goods	H301075-796	0			EACH	4		60	Open			Engineering Drawing	GRR

Shipments

Each Line will show the **Ship To Location**

Click on **Attachments icon** to see full part description etc

Shipment	Ship-To Location	Qty	Amount	Received	Invoiced	Ordered	Received	Invoiced	Need-By Date	MHD	TLT Promised Date	Contract Date	Payment Status	Status	Supplier Line	Split Reason	Attachment
1	Aberdeen BOD (C53) UK	4	51.60						14-Jan-2017 23:00:00	22-Feb-2017 08:04:19	25-Feb-2017 08:04:19	22-Feb-2017 08:04:19		Requires Acknowledgment			

PO Details

Purchase Order Dates – go to section regarding PO Dates

To raise a **concession** – Click on GRR

Shipment	Ship-To Location	Qty	Amount	Received	Invoiced	Ordered	Received	Invoiced	Need-By Date	MHD	TLT Promised Date	Contract Date	Payment Status	Status	Supplier Line	Split Reason	Attachment
1	Nailsea (C50) UK	1	88.70						08-Jan-2017 23:00:00	28-Feb-2017 08:04:24	14-Mar-2017 08:04:24	01-Feb-2017 07:06:07		Requires Acknowledgment			

Engineering Drawing – Teamcenter View

Part: H113039-1(C57) | E

Part Info | Multi Level BOM | Documents | Change History | Batch Print Details

Parts Attributes

Printable Page

Standard

Re-Query

Part Attribute Name	Part Attribute Value
Item Id	H113039-1(C57)
Rev Id	
Description	
Technical Description	
Weight(lbs)	
Weight(kgs)	
Traceability	
State	
Process Data	
Marking Data	
Purchasing Data	
Description Of Change	

Re-Query

Part Info – provides info on part number; revision number as well as technical description including **Special Customer requirements** – SCR – Please note that SCR Item number will be suffixed by three characters surrounded by brackets

Multi-level BOM – provides the full Bill of Material for the top- level assembly where you can hyperlink to information on the subcomponents
Batch print creation is also available within this tab

Documents– shows all the drawings and documents for the **top level assy** that you are viewing



Change History – shows all the part and document history that caused a revision on the part

Batch Print Details – where you can retrieve batch print download

SCR Name	Additional Information	Additional Marking Instruction	PPM Required	Requirement Number	Requirement Revision	Project Name
			No	REQ-002208	D	C57

Purchase Order for Outside Processing (Service) (OSP)

Line attachments will show real parts, components and revisions

PO Details																
Show All Details Hide All Details																
Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	Engineering Drawing	Drawing GR	
Hide	1	Outside processing	OSP-GENERAL	0	A120878-3	JOB:00004554406_GRA281714-1 Seq:20 OSP-GENERAL	EACH	1			Open			Engineering Drawing	GR	
Shipments																
Shipment	Ship-To Location	Qty Ordered	Qty Received	Qty Invoiced	Amount Ordered	Amount Received	Amount Invoiced	Need-By Date	MHD	Contract	Payment	Status	Reason	Attachment	Supplier	
1	Aberdeen BOD (C53) UK	1			185.00			05-Oct-2016 23:00:00	20-Feb-2017	2017	05:04:59		Requires Acknowledgment			
Hide	2	Outside processing	OSP-DHPT INSTALLATION	0	A948349-11C57	JOB:00004562979 Seq:70 OSP-DHPT INSTALLATION	EACH	1			Open			Engineering Drawing	GR	
Shipments																
Shipment	Ship-To Location	Qty Ordered	Qty Received	Qty Invoiced	Amount Ordered	Amount Received	Amount Invoiced	Need-By Date	MHD	TLT Promised Date	Contract Date	Payment Status	Status	Supplier Line	Split Reason	Attachment
1	Aberdeen BOD (C53) UK	1			1327.00			13-Oct-2016 02:00:00	27-Feb-2017 05:05:04	27-Feb-2017 05:05:04	27-Feb-2017 05:05:04		Requires Acknowledgment			

Click on **Attachments icon** to view the Scope of Work.

Attachment View

Attachments						
MarkView	Title	Type	Description	Category	Last Updated By	Last Updated
	Undefined	Short Text	Components Item # and Revision	To Supplier	105065762	06-Feb-2017
	Undefined	Short Text	Components Item # and Revision	To Supplier	105065762	06-Feb-2017

Click on **Hyperlinks** to extend the cope of Work.

Purchase Order for Outside Processing (Service)

Line Type = Outside Processing click on the Engineering Drawing of the Assembly Item

PO Details														
Show All Details Hide All Details														
Details	Line Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	Engineering Drawing	GRR
Show	1	Outside processing	OSP-GENERAL	0	A120878-3	JOB:00004554406_GRA281714-1 Seq:20 OSP-GENERAL	EACH	1		Open			Engineering Drawing	GRR

WIP JOB Details			
Part Number	Revision	Job	Quantity
H113039-1(C57)			

Click on **Assembly Item** to view Part Info, BOM; Documents

Part: H113039-1(C57) | E

[Part Info](#) | [Multi Level BOM](#) | [Documents](#) | [Change History](#) | [Batch Print Details](#)

Parts Attributes

[Printable Page](#)

Standard

[Re-Query](#)

Part Attribute Name	Part Attribute Value
Item Id	H113039-1(C57)
Rev Id	E
Description	

Technical Description

Weight(lbs)

Weight(kgs)

Traceability

State

Process Data

Marking Data

Purchasing Data

Description Of Change

[Re-Query](#)

Purchase Order Acknowledgment

PO Acknowledgment

Please note that PO Acknowledgement is Mandatory

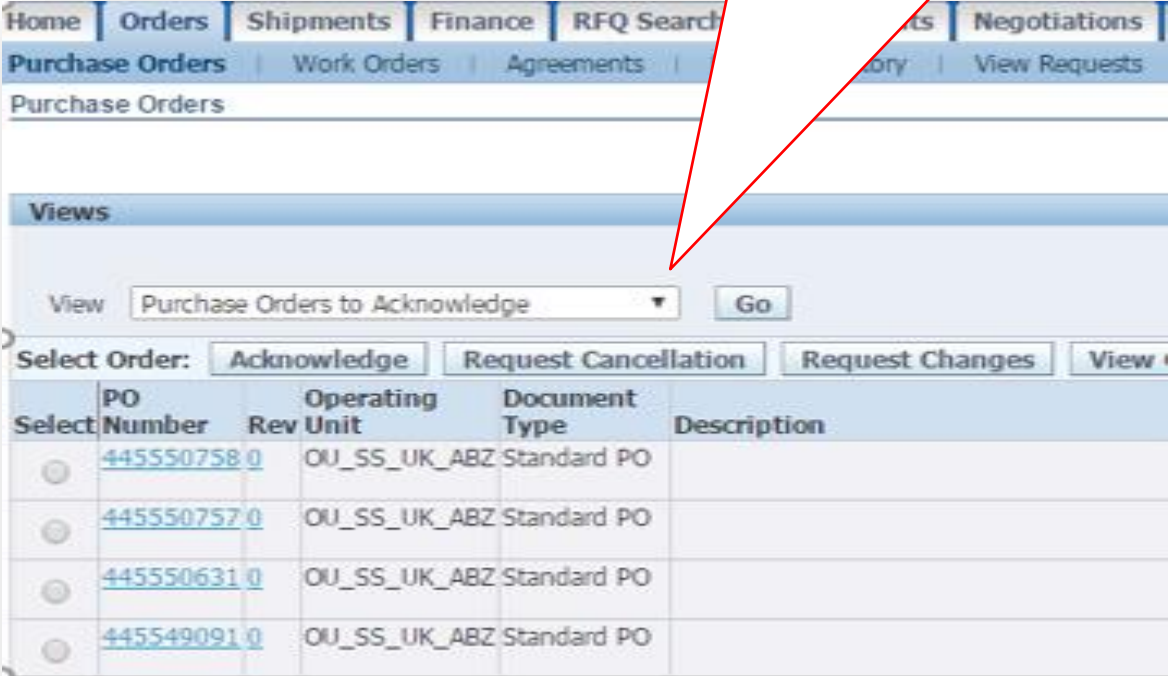
For each **new or revised approved PO** a notification will be sent via email and it will show here in the worklist

The screenshot shows the Oracle Applications Home Page. On the left is a 'Main Menu' with a 'Personalize' button and a tree view containing 'GEOG iSupplier Sourcing Portal Supplier', 'i_supplier', 'Home Page', and 'i_sourcing'. The main area is titled 'Worklist' and contains a table with columns: From, Type, Subject, Sent, and Due. The table lists several PO Approval notifications. A red callout box points to the 'Subject' column of the second row.

From	Type	Subject	Sent	Due
	Sourcing Publish	You are invited: RFQ 500612 (RFQ Test)	02-Feb-2017	27-Feb-2017
	PO Approval	OU SS UK ABZ - Standard Purchase Order 445550758,0 requires your acceptance	02-Feb-2017	
	PO Approval	OU SS UK ABZ - Standard Purchase Order 445550757,0 requires your acceptance	02-Feb-2017	
	PO Approval	OU SS UK ABZ - Standard Purchase Order 445550753, 3	02-Feb-2017	
	PO Supplier Change	OU SS UK ABZ - Response to your change request for Standard Purchase Order 445550753,3	02-Feb-2017	
	PO Approval	OU SS UK ABZ - Standard Purchase Order 445550755, 3	02-Feb-2017	
	PO Supplier Change	OU SS UK ABZ - Response to your change request for Standard Purchase Order 445550755, 3	02-Feb-2017	

PO Acknowledgment

Within the Orders Tab - to select all PO's for acknowledgment - Select **Purchase Orders to Acknowledge and Go**



System will display a list of orders which are not yet acknowledged. Select relevant PO number and then click on the Acknowledge button

PO Acknowledgment

Review the Order and choose option or **Accept or Reject Entire Order**. Click on Submit button (no partial acceptance is allowed)

Purchase Orders | Work Orders | Agreements | Purchase History | View Requests | Document Submission | Order Search

Orders: Purchase Orders >

Acknowledge for Standard Purchase Order : 445550758,0 (Total GBP 1122.46)

Currency=GBP

Cancel | Reject Entire Order | **Accept Entire Order** | Printable View | View Change History | Export

Order Information

General Information | Terms and Conditions | Related Information
Receipts

ORACLE iSupplier Portal

Home | Orders | Finance | RFQ Search | Negotiations

Purchase Orders | Work Orders | Agreements | Purchase History | Document Submission

Orders: Purchase Orders > Acknowledge for Standard Purchase Order >

Acknowledge Purchase Order 10027469

Cancel | Submit

Description

Currency: USD

Amount: 0.00

Order Date: 01-Aug-2013 10:44:45

Action: **Accept**

Note to Buyer

Please be aware that you have gone through all the attachment associated to this Purchase Order...

Cancel | Submit

If required enter in a Note to Buyer and then select **Submit**

Purchase Order Dates Explained

PO Dates Explained

Orders where **Material Hand Off Date – MHD** is on view in isupplier

Need By Date	Actual Flag	MHD	TLT	Promise Date	Contract Date
01-Jan-2017	<input type="checkbox"/>	15-Oct-2017 08:08:01	14	29-Oct-2017 08:08:01	15-Oct-2017

Only the Material Hand Off Date (MHD) can be modified

Dates	Explanation
Need By Date	When Baker Hughes require delivery to a Baker Hughes Site (i.e. Ship To Location) whether it is goods or service execution date (for services) – based on Baker Hughes Customer Requirements.
Material Handoff Date (MHD) – Case 1	Date Goods are ready for Collection where Incoterms are for example: FOB (FCA/EXW i.e. Baker Hughes organizes Carriage). See next page
Material Handoff Date (MHD) – Case 2	Date the Goods or Service will be delivered/executed to Baker Hughes. Example of incoterms are FOB (for goods) (DDP – supplier will deliver to Baker Hughes). See next page
Promise Date	Date goods/services will actually be at Baker Hughes Location Buyer can enter a Transport Lead Time (TLT) to calculate the promise date in case of FOB – FCA/EXW
Contract Date	On first revision of PO the MHD and the Contract Date will be the same The Contact Date can only be adjusted if Baker Hughes is agreeable and buyer will then amend this date.

PO Dates Explained

On PO Creation

MHD + TLT = Promise Date
Contract Date = MHD

Case 1: Baker Hughes Arrange Carriage (TLT = number of Logistics days)

Need-By Date	MHD	TLT	Promise Date	Contract Date
14-Jan-2017 23:00:00	15-Oct-2017 08:08:01	14	29-Oct-2017 08:08:01	15-Oct-2017 08:08:01

Case 2: Supplier Delivers to Baker Hughes/Service Executed (TLT) = 0

Need-By Date	MHD	TLT	Promise Date	Contract Date
09-Feb-2016 23:00:00	19-Feb-2016 04:35:01	0	19-Feb-2016 04:35:01	19-Feb-2016 04:35:01

Supplier Slippage

MHD + TLT = Promise Date
Contract Date = Original or last mutually agreed MHD

In this example the original MHD at PO creation was agreed as 01-Feb 2017, however supplier intimated a slippage to 28th Feb

Need-By Date	MHD	TLT	Promise Date	Contract Date
08-Jan-2017 23:00:00	28-Feb-2017 08:04:24	14	14-Mar-2017 08:04:24	01-Feb-2017 07:06:07

Purchase Order – Request Changes

Request Changes

Supplier can initiate a revision change to a PO that will go to Buyer for approval

Supplier can only request changes if **PO is acknowledged**

Request Change to Line Qty or Price & MHD - any field that is editable can be subject to a Change Request

Home | Orders | Purchase Orders | PO Details

Orders: Purchase Orders >
Standard Purchase Order: 445550757, 2 (Total GBP 140.30)
Currency=GBP

Actions Request Changes Go Export View PDF

PO Details

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config	ID	Attachments	Reason
Hide	1	Goods	H301075-796	0			EACH	4	12.9	51.60					Open					

Shipments

Shipment	Location	Quantity Ordered	Price	Quantity Received	Amount Received	Need By Date	Actual Flag	MHD	TLT Promised Date	Contract Date	Line	Supplier Order	Discount (%)	Effective Date	Effective Date	Status	Attachments	Split Reason	Action
1	Aberdeen BOD (CS3) UK	4	12.9		51.60	12-Jan-2017		22-Feb-2017 08:04	3	25-Feb-2017 08:04:19	22-Feb-2017					Accepted			Cancel Change

Cancel Cancel Entire Order Printable View View Change History Export Submit

In the Orders Tab, Select **Request Changes** and **GO**

Price can be updated - only if PO line has no receipts against it

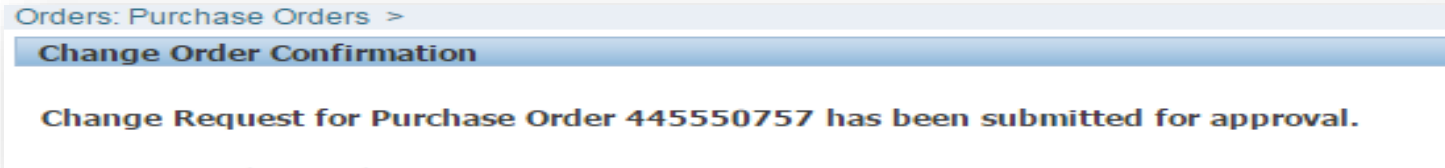
Enter in Reason for change; Select Action being taken on the line

If **Material Hand Off Date** requires amendment - then please update here

Final Step is to Click on **Submit**

Tracking Change Requests

After submission of the change order request – **confirmation** should show that this has been successful



Purchase Orders | Work Orders | Agreements | Purchase History | View Requests | Document Submission | Order Search

Purchase Orders

Views

View: All Purchase Orders [Go]

Select Order: Acknowledge | Request Cancellation | Request Changes | View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Creation Date	Order Date	Buyer	Currency	Amount	Status
<input type="radio"/>	445550757	2	OU_SS_UK_ABZ	Standard PO		02-Feb-2017	06-Feb-2017 03:28:13		GBP	140.30	Supplier Change Pending
<input type="radio"/>	445550758	0	OU_SS_UK_ABZ	Standard PO		02-Feb-2017	02-Feb-2017 08:08:17		GBP	1122.46	Requires Acknowledgment
<input type="radio"/>	445550753	3	OU_SS_UK_ABZ	Standard PO		01-Feb-2017	02-Feb-2017 03:44:59		GBP	3.60	Open
<input type="radio"/>	445550755	3	OU_SS_UK_ABZ	Standard PO		02-Feb-2017	02-Feb-2017 03:40:15		GBP	100.00	Open

Whilst Buyer is reviewing the Change Request, Order will remain in Status '**Supplier Change Pending**' – no further changes can be made to this order until buyer review is completed

Once Buyer actions the change request – email notification is sent, and it can be viewed in the home worklist.
Status on PO which states Buyer Change Pending – is awaiting vendor acknowledgement of PO changes

Tracking Change Requests

Worklist Notification

Worklist				
From	Type	Subject	Sent	Due
	PO Supplier Change	OU SS UK ABZ - Response to your change request for Standard Purchase Order 445550757,0		
	Sourcing Publish	Reminder: Please acknowledge intent to participate in RFQ 500612 (RFQ Test)	05-Feb-2017	27-Feb-2017
	PO Approval	OU SS UK ABZ - Standard Purchase Order 445550758,0 requires your acceptance	02-Feb-2017	

View in the Home **Worklist** – Click on the Subject to see the buyer review

Change Requests											
Line	Shipment	Item	Supplier Item	Description	Unit	Quantity	Price	Promised Date	Need-By Date	Ship-To Location	Response Reason
1	1			TOOL-SSPE	EACH	4	12.9	25-Feb-2017 08:04:19 25-Feb-2017 08:04:20	14-Jan-2017 23:00:00	Aberdeen BOD (C53) UK	Accepted Confirmed that Logistics has collected_

Buyer may also REJECT:

Change Requests												
Line	Shipment	Item	Supplier Item	Description	Unit	Quantity	Price	Promised Date	Need-By Date	Ship-To Location	Response Reason	Split
1					EACH	1	4550	29-Apr-2015 13:01:26			Rejected no	
1	1				EACH	1	4550	21-Apr-2015 13:41:12	17-Apr-2015 04:00:00	Aberdeen BOD (C53) UK	Rejected no	
2					EACH	1	15000	29-Apr-2015 13:01:31			Rejected no	
2	1				EACH	1	12220	28-Apr-2015 13:41:49	01-Apr-2015 15:37:20	SC CE	Rejected no	
3					EACH	1	20000				Rejected no	

Request Changes

When supplier wishes to advise that the Contract has been executed – The **Material Handoff Date Actual Flag** is firmed – this will let the buyer know that all documents have been approved and are ready to uplift (based on the inco terms on the PO) or that the goods/service has been executed and delivered to the Baker Hughes facility

****Important**** Check the MHD Date is showing the true handoff/Execution date & update if required **PRIOR** to selecting the MHD Flag

Quantity Received	Amount Received	Need By Date	Actual Flag	TLT Promised Date	Contract Date Line	Supplier Order	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
51.60	12-Jan-2017	<input checked="" type="checkbox"/>	22-Feb-2017 08:04:	3	25-Feb-2017 08:04:19	22-Feb-2017				Accepted			Supplier Check	Change

As soon as Flag has been checked – the Reason for change will automatically populate with “Supplier Checked Actual Flag” – do **NOT** Delete this message – but you can add to this Select **Change** and then **Submit**

When to Check the Flag:
Case 1: (FCA): When you have received Approval to Ship, Docs are approved, and you have advised BH Logistics/Buyer that goods are Ready for Collection
Case 2 (DDP/Service): When goods have been delivered to BH Location, and POD has been signed or Service Executed and BH acknowledged receipt

Purchase Order History – Contractual Changes & Request Changes

Purchase Order History

There are various ways to query PO history

PO Revision History (Purchase History) will show ALL changes

PO Change History – will show only changes initiated by supplier as Change Request

The screenshot shows the 'Purchase Orders' interface. At the top, there are tabs for 'Purchase Orders', 'Work Orders', 'Agreements', 'Purchase History', 'View Requests', 'Document Submission', and 'Order Search'. Below this is a 'Views' section with a dropdown menu set to 'All Purchase Orders' and a 'Go' button. A 'Select Order:' section contains buttons for 'Acknowledge', 'Request Cancellation', 'Request Changes', and 'View Change History'. The main table displays the following data:

Select	PO Number	Rev	Operating Unit	Document Type	Description	Creation Date	Order Date	Buyer	Currency	Amount	Status
<input type="radio"/>	445550757	3	OU_SS_UK_ABZ	Standard PO		02-Feb-2017	06-Feb-2017 04:42:28	Philip, Ms. Tracey Louise	GBP	140.30	Open
<input type="radio"/>	445550758	0	OU_SS_UK_97	Standard PO		02-Feb-2017	02-Feb-2017 08:08:17	Philip, Ms. Tracey Louise	GBP	1122.46	Requires Acknowledgment
<input checked="" type="radio"/>	445550753	3	OU_SS_UK_ABZ	Standard		01-Feb-2017	02-Feb-2017 03:44:59	Philip, Ms. Tracey Louise	GBP	3.60	Open

To view **Supplier Changes** select PO number you wish to view and click on **View Change History**

To **view Full Revision History** – you can select **Purchase History Tab** Or Select the latest **revision of the PO**

Purchase Order History

Purchase Order History – to show ALL contractual and PO changes ensure that Show All PO Change button is selected

Note that the search is case insensitive

PO Number: 445550757

Release Number:

Rev:

Document Type:

Creation Date:

Revised Date:

Operating Unit:

Go Clear

PO Number	Operating Rev Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
445550757	3 OU_SS_UK_ABZ			02-Feb-2017 08:02:23	06-Feb-2017 04:42:26	GBP	140.30	Nailsea (C50) UK			

Show all PO Changes shows exact change, and what revision it was made in

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
3						Acceptance Required	Document	None
3	1	H301075-796	1			Promised Date	25-Feb-2017 08:04:19	25-Feb-2017 08:04:20
3	1	H301075-796	1			Last Acceptance Date		25-Feb-2018 08:04:20
2						Note To Supplier		Attached T&Cs to header as agreed
1	2	720-30231-PF	1			Promised Date	03-Mar-2017 08:04:24	14-Mar-2017 08:04:24

Creation & View of Non Conformance Record (NCR) (shown as GRR on PO Line)

Creation of Non-Conformance Record (shows as GRR)

PO Details

Show All Details | Hide All Details

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	Engineering Drawing	GRR
Show	1	Goods	90276	C		TUBING HEAD PART, GLAND, SET SCREW, 1-1/2	EACH	100			Open			Engineering Drawing	GRR <input checked="" type="checkbox"/>
Show	2	Goods	90261	D		RING-JUNK, TBG HD, 1-1/2 X 1	EACH	184			Open			Engineering Drawing	GRR <input type="checkbox"/>

Go to the relevant PO line and Click on **GRR Hyperlink**

View Rejection Report

[New](#)

GRR Number	GRR Type	Rejection Status	Status Date	Creation Date	Lot Qty	Inspected Qty	Inspected Qty Rejected	Total Qty Rejected	Purchase Order	Part Line Number	PMS Code	Part Description	Vendor Number	Vendor Name	Buyer
No results found.															

[New](#)

Click on **New**

Rejection Report for PO:445522814 Line:2

[Submit](#) [Close](#)

Part Info

Purch Order/RFQ: _____ Line: _____
Part#: _____ Part Description: _____
Rev: _____ PMS Code: _____
Vend #: _____ Vend Name: _____
Buyer: _____ Line: _____

✓TIP If you select MULTIPLE in Line, provide PO line, Sales Order, Part Serial Number (if needed) in Discrepancy Field , Eg. Line 01, C42550, SN1

Title

GRV Number: _____ Rejection Status: _____
Status Date: 06-Apr-2015 Creation Date: _____
Business Site: OU_SS_UK_ABZ Responsible Person: _____

Discrepancy

GRR Type: 04 - Technical Query
Inspected Qty: 12
Total Qty Rej: 12
General Defect: 23 - TECHNICAL CLARIFICATION REQUIRED
Found By/At: 08 - SUPPLIER
Part Serial Number: _____
Responsible Function: 02 - SOURCING
Preliminary Root Cause: 33 - COMMUNICATION BREAKDOWN/ERROR

Lot Qty: 12
Inspected Qty: _____
Rejects: _____
Actual Part Affected: _____
Specific Defect: 23AA - TECHNICAL QUERY
Current Material Location: _____
Trace Numbers: _____
Preliminary Specific Responsibility: 12 - SUPPLIER (POST ORDER)

Discrepancy: Unsure of requirement in Drawing VGS xxxxxxxx. Please clarify

Upload file

Attach up to 5 files detailing the Discrepancy. Attachment Rules :
Max file name length is 20 characters, including extension.

Creation of Non-Conformance Record (shows as GRR)

Orders: Purchase Orders >

Confirmation
Rejection Id 26891 Submitted Successfully, GRV number will be generated in sometime

Rejection Report for PO:445522814 Line:2

Part Info

The system will provide a rejection ID – please note that this is **not the Non Conformance number** – this will follow by email

PO Details

Show All Details | Hide All Details

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	Engineering Drawing	GRR
Show	1	Goods	90276	C		TUBING HEAD PART, GLAND, SET SCREW, 1-1/2	EACH	100			Open			Engineering Drawing	GRR <input checked="" type="checkbox"/>
Show	2	Goods	90261	D		RING-JUNK, TBG HD, 1-1/2 X 1	EACH	184			Open			Engineering Drawing	GRR <input type="checkbox"/>

When **NCR Number** is created – the box will be checked

NCR number can take up to 24 hours before it is created – please reach out to your buyer if the system has not sent email or it is not showing when you click on GRR link against the PO line

GRR Number	GRR Type	Rejection Status	Status Date	Creation Date	Lot Qty	Inspected Qty	Inspected Qty Rejected	Total Qty Rejected	Purchase Order	Part Line Number	Part PMS Code	Part Description	Vendor Number	Vendor Name	Buyer
NCR2310	01	AUTHORED	05-Jun-2013	05-Jun-2013	12	12	12	12	10027400	1	OSP-SVC-WHEAD	OSP-SERVICE WELDING - GENERAL	E36250		

Click on the **NCR number** to access the full information regarding the defect including any attachments **The email notification** will provide all the necessary information as well

Shipment Tabs

Tracking Delivery Date Schedules

To view PO Promise Dates – click on Shipment Tab/ Delivery Schedules and Advanced Search

Shipments

Delivery Schedules | Shipment Notices | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Delivery Schedules

Export

Simple Search

Advanced Search

Organization Item Number

PO Number Ship-To Location

Supplier Item Promised Date

Item Description Need-By Date

(example: 22-Jan-2017) (example: 22-Jan-2017)

Go Clear

Organization	PO Number	Supplier Item	Item Description	Quantity UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Inventory Organization
OU_SS_UK_ABZ	445550755			EACH	1	0	Aberdeen BOD (C53) UK		A190301-583	IO SS BOD MFG (C53)

Enter in **Promise Date** and click on Go – this will return all open orders on that date or in Advanced Search – you can add in a date > than a specific date to return all open order lines that are due after that selected date

Advanced Search will provide the capability to add in Promise Date and enter a specific criteria e.g Greater than > 01-Mar-2017 for example

Tracking Receipt and Returns

Receipts and Returns can be tracked using Shipment Tab

Under Receipts – use the predefined or Advanced search option – select criteria and click on Go

Advanced Search

Show table data when all conditions are met.
 Show table data when any condition is met.

Receipt Number is

PO Number is
(example : 1234)

Shipped Date after
(example: 24-Mar-2015)

Organization is

Add Another Bill of Lading

Previous 1-10

Receipt ▲	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice
00006321960001	28-Mar-2014 04:15:14	IO UK Aberdeen WH 1 Org (C01)								P341380	
00006323470006	07-Mar-2014 14:38:45	IO UK Aberdeen WH 1 Org (C01)								P340135	
00006350140037	25-Jan-2014 11:41:38	IO UK Aberdeen WH 1 Org (C01)								P330621	

For returns follow the same search criteria – Shipment/Returns tab to query returns to the vendor site

Finance Tab Navigation

Finance Tab

In the Finance Tab you can search by PO/Invoice to check status and payments

The screenshot shows the 'Finance' tab interface. At the top, there are tabs for 'View Invoices' and 'View Payments'. Below this is a 'Simple Search' section with various input fields: Invoice Number, PO Number (with an example '1234'), Release Number (with an example '1234-2'), Payment Number, and Invoice Status. There are also fields for Payment Status, Invoice Amount From/To, Amount Due From/To, Invoice Due Date, and Due Date From/To (with an example '22-Jan-2017'). A 'Go' button and a 'Clear' button are at the bottom of the search section. To the right, there are 'Export' and 'Advanced Search' buttons. Below the search section is a table with the following data:

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Sta	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment
17111	15-Nov-2016	Standard	GBP	197.93	0.00	Approved		Paid			16-MAR-2017	1182000855

Finance Payment Tab – shows a list of payments either by date range; invoice number or PO number

Enter in the **PO Number** or Under Invoice section enter in **Invoice number** and press **Go**
Click on the blue hyperlink under invoice number to view more details

In this example you can see the due date for Payment and **Payment Status = Paid**
Invoices on Hold will also show under **On Hold section** – please reach out to the buyer of the PO in these circumstances

Please note that details will only appear once invoice has been validated via Baker Hughes Ariba system – please reach out to your buyer invoice is not showing in isupplier

iSupplier Document Upload

iSupplier Document Upload

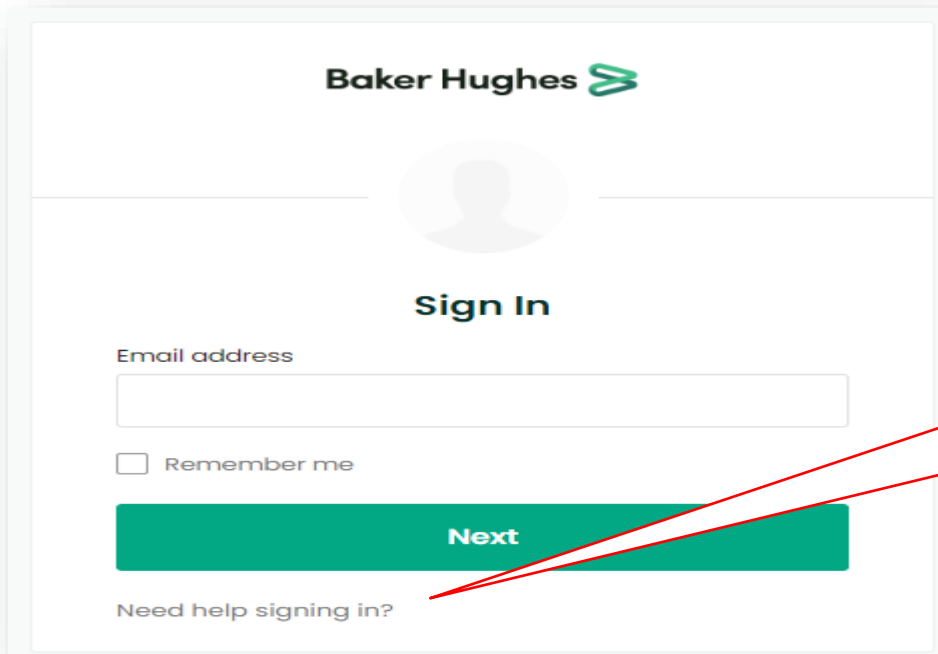
There is separate training material for document upload – please refer to the training material and videos which can be found at <https://www.bakerhughes.com/suppliers>.


Please always check with your buyer on how to upload documents for their PO's but to summarize currently for operating Units OU_SS_UK_ABZ and OU_IF1223_NO (as at July 2022) then please go to the training material regarding Vendor Document List (VDL) and for all other documents follow the training manual titled "iSupplier document Upload Via Orders Documentation Tab"


Password Reset & Other Log In Issues

Password Re-set & Other Log in issues

This can be done via the log in screen



Baker Hughes 



Sign In

Email address

Remember me

Next

Need help signing in?

Click on **Need help in signing in**
Click on **Forgot password** – this will help create a ticket for the team to reset your password

For ALL other issues please connect with your local buyer initially who will reach out to the isupplier admins – to speed up the process please send a screenshot of the issue that you are encountering

Remember – quick training videos are available within <https://www.bakerhughes.com/suppliers>

