iSupplier Pascal Training Manual (V7.0)

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Shipment Tabs

Password Reset & Other Log in Issues

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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

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iSupplier - Requesting Access

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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

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

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

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Requesting Access to iSupplier

After successful account activation, the portal will display the application(s) you can currently access through login.BakerHughes.
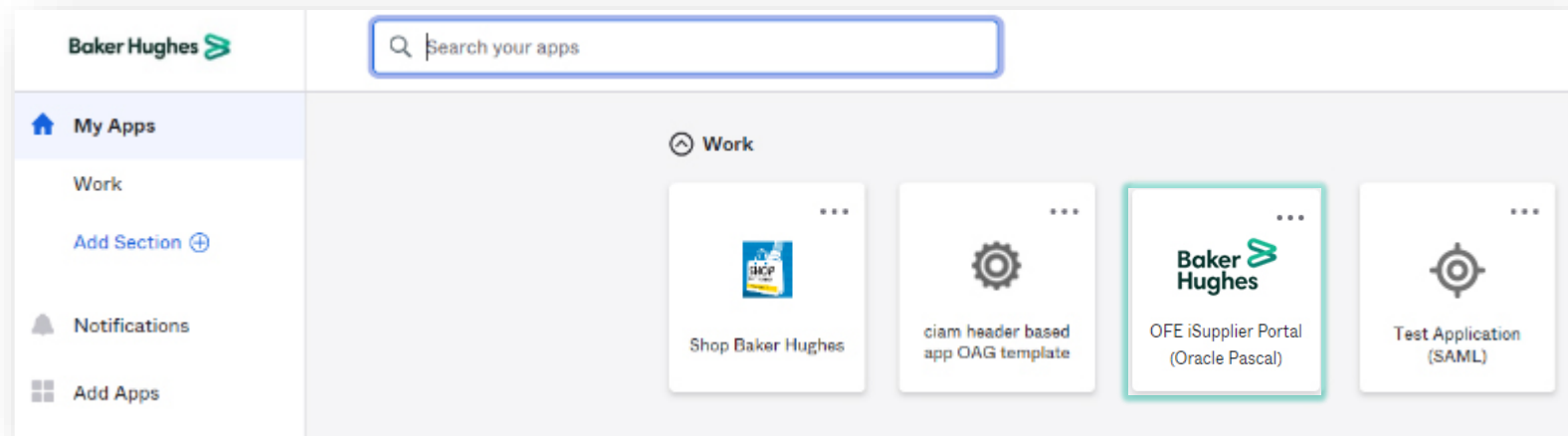
Click on the tile stating OFE iSupplier Portal (Oracle Pascal) to gain access to isupplier

Quick Training Videos

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iSupplier Video Links

There are short videos available via https://www.bakerhughes.com/suppliers
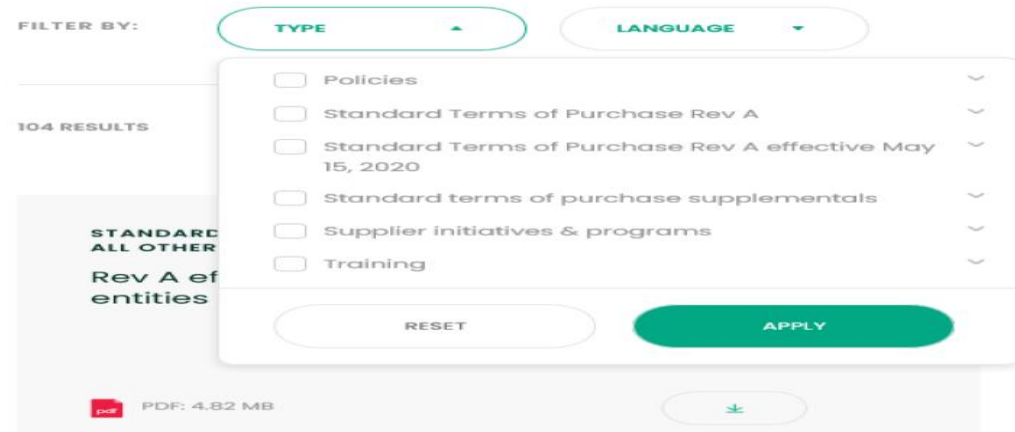
Scroll down and under Standard Terms of Purchase, policies, documents –
Select Filter and Select Training and then select isupplier Oracle Pascal
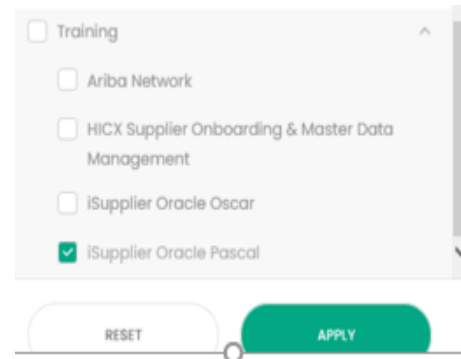
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iSupplier – Preference Setting

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iSupplier Preference Setting

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

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

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iSupplier Home Page & Notification View

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

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

In addition email notifications will also have been transmitted.

iSupplier Home Page & Notification View

Oracle Applications Home Page
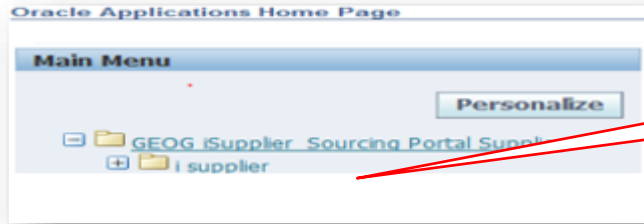
To access **isupplier Home Page** click on iSupplier Option

Quick Search – from the drop down select to view PO, shipment, invoice & payment by entering the PO number in the free text box

To view complete list of notification or PO's **Click Full List**

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**

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Negotiations – Viewing Request for quotation (RFQ)

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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 1-25	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.

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

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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 [Title ▼] [ ] [Go]

Welcome, Aquasign.

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
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

[Full List]

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

Quick Links

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

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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

...iations	Assessments

Neg...iations >
RFQ: 500611

Printable View

Actions | Acknowledge Participation ▼ | 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 **Standard Purchase Order**
Event

Terms

Bill-To Address
Ship-To Address Nailsea (C50) UK
FOB **FCA**

Payment Terms
Carrier
Freight Terms

Currency

RFQ Currency **GBP**

Price Precision **Any**

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

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Viewing the RFQ

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

Need by Date is the date Baker Hughes requires to have goods on site, inspected and ready to use

Link to Engineering Drawings, Specifications including quality documentation etc

Click the blue hyperlink to see more information on the line description and associated attachments

Negotiations –Acknowledgement of RFQ

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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 1-25 ▼	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**

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🏠 Navigator ▼ ⭐ Favorites ▼   Home Logout Preferences Help

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

[Yes] [No]

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

From S   Company BAKER HUGHES ENERGY SERVICES LLC
To   V   Title   J2749 Torque Tool Adaptor
Sent 03-Feb-2022 03:03:23   Number   724338
Due   07-Feb-2022 08:00:40
ID   24452105

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]

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RFQ Acknowledgement

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

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

Negotiations –Creating a Response

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Creating RFQ Response On-Line

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 **Standard Purchase Order**
Event

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**

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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

Negotiations > RFQ: 20001 >

Create Quote: 9001 (RFQ 20001)

Cancel | View RFQ | Quote | readsheet | Save Draft | Continue

Title Supplier Training RFQ

Time Left 27 days 22 hou
Close Date 30-Apr-2013 1 :29

Header | Lines

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

You may add a Quote Ref or Note to Buyer

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)

Cancel | View RFQ | Quote By Spreadsheet | Save Draft | Continue

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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)

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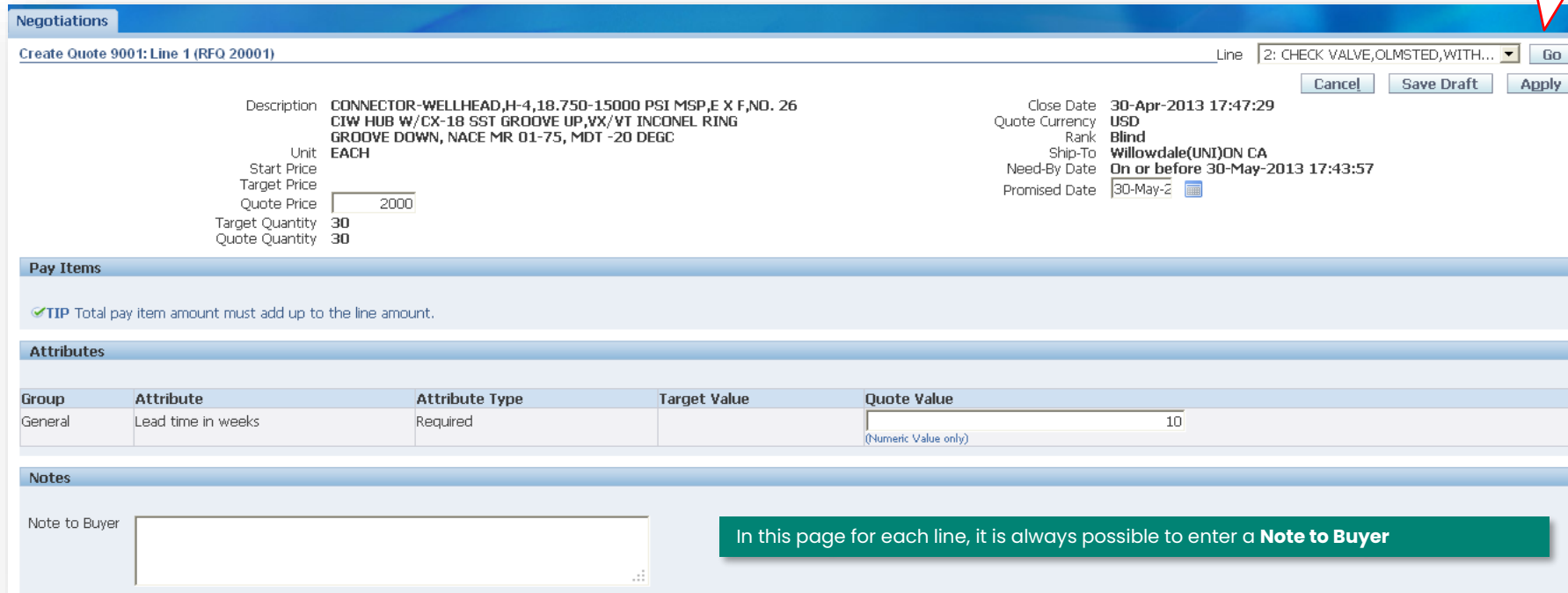
If the buyer has specified a starting price, that price is displayed in the **Start Price** column, and you must offer a lower price.
If the buyer has specified a target price for the line and chooses to show it, that price is displayed in the **Target Price** column.

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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**

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

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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
⦿	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
○	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.

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Negotiations – RFQ Creation by Spreadsheet

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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.

Click on Quote by Spreadsheet

Click on **Export**

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
Buyer Billings, Ms. Elizabeth Anne
Phone
Email wftest@ge.com
Supplier VETCO GRAY SCANDINAVIA AS
Supplier Site

Header

Quote Valid Until   example: 26/02/2016   Reference Number

Note to Suppliers

Note to Buyer

File Download Time 26/02/2016 13:23

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

Header   Lines ()

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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)

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RFQ Monitoring

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Quote Monitoring

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

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

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

Negotiations	Assessments

Search Open Negotiations | Title ▼ | | Go

Welcome,

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	RFQ for Training	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	
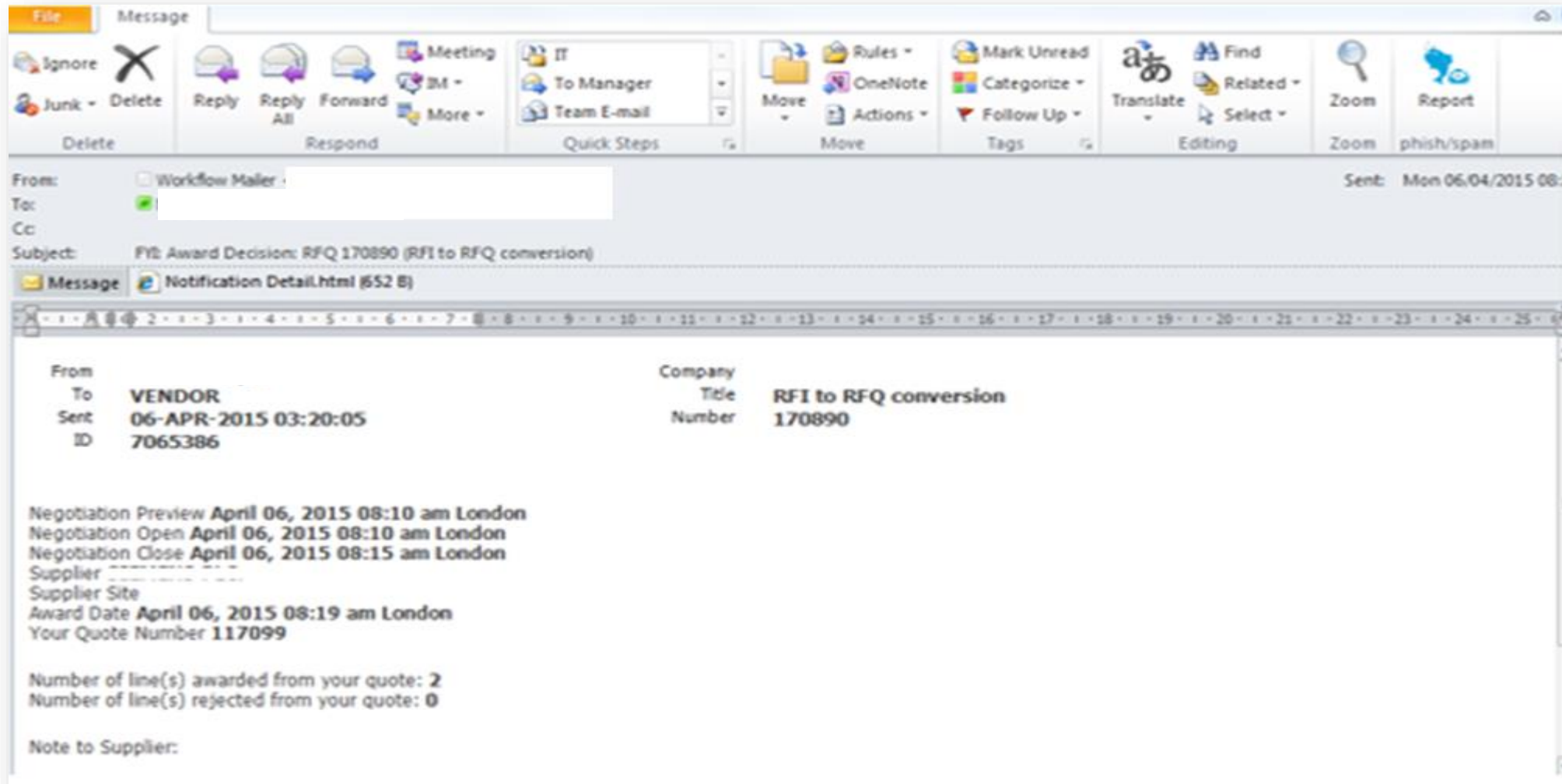
Quick Links

Manage	View Responses
• Drafts	• Active
• Personal Information	• Disqualified
	• Awarded
	• Rejected

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

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Quote Monitoring

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

Quote Early Closure

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

RFQ Search

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RFQ Search

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

Click on **RFQ Search**
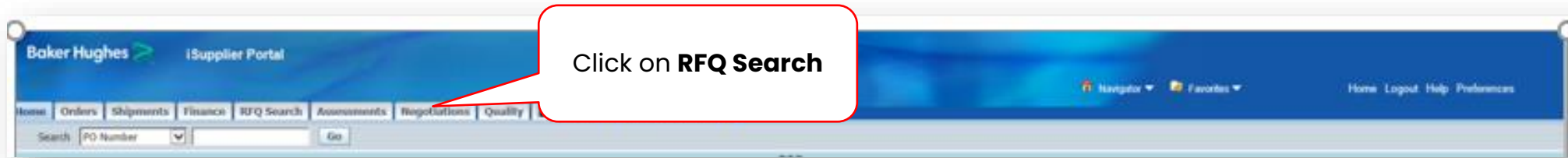
Under Negotiation Status – **Select Completed, Purchase Order Created** and Press **Go**

Click on Relevant Quotation Number

RFQ Search

.FQ Search: RFQ Search >

Quote: 235335 (RFQ 349561)

Actions [Online Discussions ▼] [Go]

Title	Test 3
Time Left	**0 seconds**
Quote Style	**Blind**
Quote Currency	**GBP**
Contact	
Suppliers' Quote Number	**345**
Quote Status	**Active**
Note to Buyer	

Close Date	**16-Feb-2016 11:32:50**
Ranking	**Price Only**
Supplier	
Supplier Site	**SANDES108**
Quote Valid Until	**02-Mar-2016**
Purchase Order	445537970

Purchase Order Number will show if quotation has been successful

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

Lines

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

RFQ Search

Negotiation Search Supplier

Part Number		Negotiation Number	
Negotiation Status		Response Status	
Quotation Number		Buyer Name	
RFQ Creation Date From		Business Unit	
RFQ Creation Date To			

[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

No search conducted.

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RFQ – Online Discussion

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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**

Negotiations >

RFQ: 20001,1

Actions | Create Quote ▼ | Go

Create Quote

Online Discussions

View Quote History

View Amendment History

Printable View
Export to Spreadsheet

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

Open Date **02-Apr-2013 18**
Close Date **30-Apr-2013 17**

| Header | Lines | Controls |

Buyer
Quote Style **Blind**
Outcome **Standard Purchase Order**
Description **Test RFQ**

Event
Amendment Description **revised to chang**

Terms

Bill-To Address <u>USBILLING</u>
Ship-To Address <u>Willowdale(UNI)ON CA</u>
FOB **EXW**

Payment Terms **0.60/12 NET 30**
Carrier
Freight Terms

Currency

RFQ Currency **USD**

Price Precision **Any**

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Online Discussion

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

Compose the message then click on **Submit**

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Revised RFQ – Resubmit Quote

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Online Discussion

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

Click on RFQ Number in Open Invitations to view revised RFQ

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

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Re-submit Quotation – Revised RFQ

Negotiations

Negotiations »

⚠ **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

Actions [Create Quote ▼] [Go]

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**

...er   Event
...yle **Blind**   Amendment Description **revised to change the quantity.**
Outcome **Standard Purchase Order**
Description **Test RFQ**

Click on **View Amendment History**

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

Negotiations

Negotiations » RFQ: 20001,1 »

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**

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Re-submit Quotation – Revised RFQ

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

Re-submit Quotation – Revised RFQ

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

Click on the Revised RFQ Number in Open Invitations

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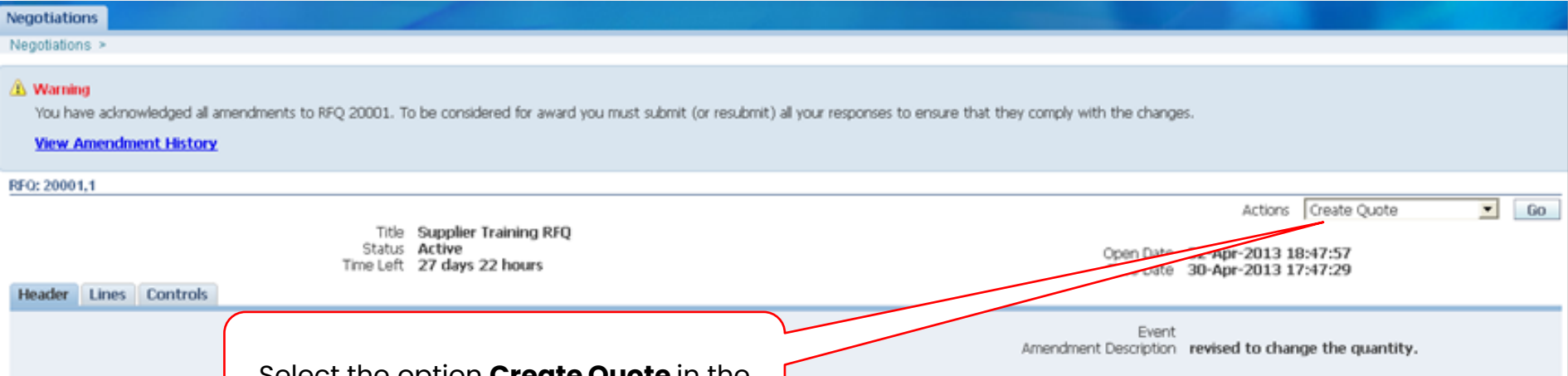
Select the option **Create Quote** in the Actions menu and then click on **Go**

Purchase Order Management

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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**

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

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

Purchase Orders

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

PO Change   Export

Views

View All Purchase Orders   Go   Advanced Search

Select Order: Acknowledge | Request Cancellation | Request Changes | View Change History   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
○	445609988	2	OU SS UK ABZ	Standard PO		27-Jan-2021	30-Mar-2022 07:00:16		USD	23010.00	Requires Acknowledgment		

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Purchase Orders Search

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).**

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

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

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

Any attachments added will show under blue hyperlink **"View"**

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

Purchase Order – Line/Shipment details

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

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

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

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

Purchase Order Dates – go to section regarding PO Dates

To raise a **concession** – Click on 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
Hide	1	Goods	H301075-796	0		"	EACH	4		60	Open			Engineering Drawing	GRR

Shipments

Shipment	Ship-To Location	Qty Ordered	Received	Invoiced	Amount Ordered	Received	Invoiced	Need-By Date	MHD	TLT	Promised Date	Contract Date	Payment Status	Status	Supplier Line	Split	Reason	Attachment
1	Aberdee BOD (C53) UK	4			51.60			14-Jan-2017 23:00:00	22-Feb-2017 08:04:19	3	25-Feb-2017 08:04:19	22-Feb-2017 08:04:19		Requires Acknowledgment				

| Hide | 2 | Goods | 720-30231-PF | C | | | EACH | 1 | | | Open | | | Engineering Drawing | GRR |

Shipments

Shipment	Ship-To Location	Qty Ordered	Received	Invoiced	Amount 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	14-Mar-2017 08:04:24	01-Feb-2017 07:06:07		Requires Acknowledgment				

Baker Hughes

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	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	Received	Invoiced	Amount Ordered	Received	Invoiced	Need-By Date	MHD	Contract Payment	
1	Aberdeen BOD (C53) UK	1			185.00			05-Oct-2016 23:00:00	20-Feb-2	2017 05:04:59	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	Received	Invoiced	Amount 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	1			1327.00			13-Oct-2016 02:00:00	27-Feb-2017 05:05:04	0	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.

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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

Baker Hughes

Purchase Order Acknowledgment

Baker Hughes

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

Oracle Applications Home Page

Main Menu

Personalize

☐ 📁 GEOG iSupplier Sourcing Portal Supplier
   ☐ 📁 i supplier
      📄 Home Page
   ⊞ 📁 i sourcing

Worklist

Full List (98)

◁ Previous 1-25 ▾ Next 25 ▷

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	

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PO Acknowledgment

Within the Orders Tab - to select all PO's for acknowledgment – Select **Purchase Orders to Acknowledge and Go**
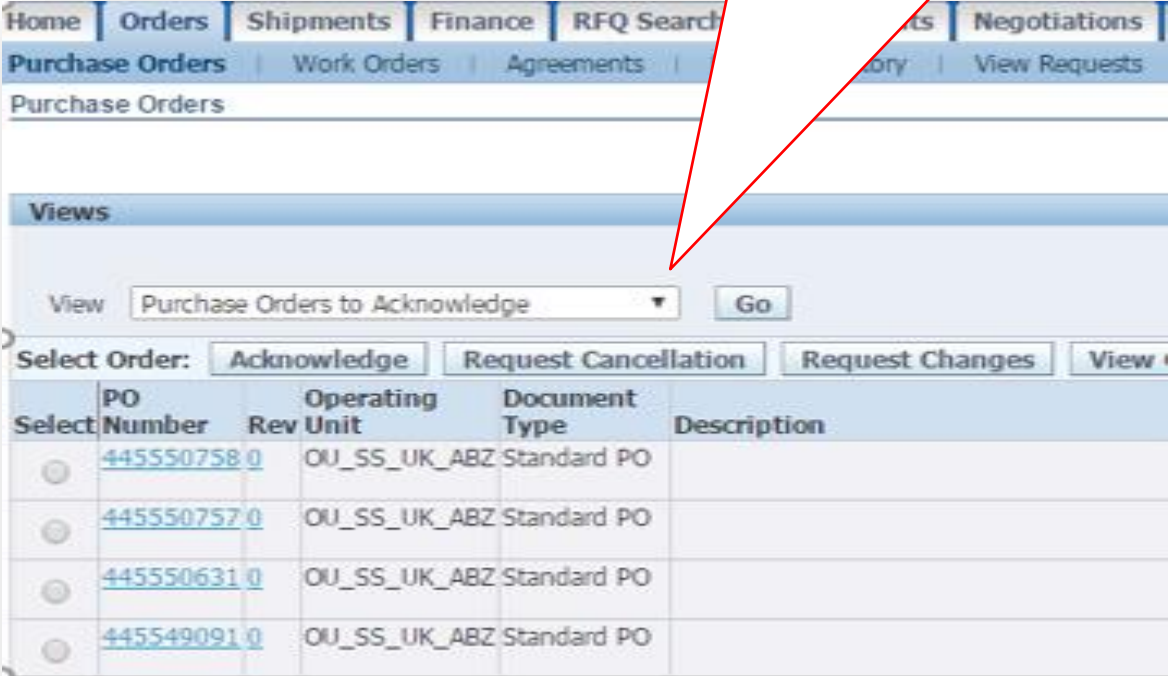
System will display a list of orders which are not yet acknowledged. Select relevant PO number and then click on the Acknowledge button

Baker Hughes

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

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

ORACLE iSupplier Portal

Navigator ▾ | Favorites ▾ | Home Logout Preferences Help

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

Baker Hughes

Purchase Order Dates Explained

Baker Hughes

PO Dates Explained

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

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.

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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	Promised 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	Promised 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

Need-By Date	MHD	TLT	Promised 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

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

Baker Hughes

Purchase Order – Request Changes

Baker Hughes

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

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

Orders: Purchase Orders >

Change Order Confirmation

Change Request for Purchase Order 445550757 has been submitted for approval.

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

Purchase Orders

Mult

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
○	445550757	2	OU_SS_UK_ABZ	Standard PO		02-Feb-2017	06-Feb-2017 03:28:13		GBP	140.30	Supplier Change Pending
○	445550758	0	OU_SS_UK_ABZ	Standard PO		02-Feb-2017	02-Feb-2017 08:08:17		GBP	1122.46	Requires Acknowledgment
○	445550753	3	OU_SS_UK_ABZ	Standard PO		01-Feb-2017	02-Feb-2017 03:44:59		GBP	3.60	Open
○	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

Baker Hughes

Tracking Change Requests

Worklist Notification

Worklist				
				Full List (98)
				⊘ Previous 1-25 ▼ Next 25 ⊙
From	**Type**	**Subject**	**Sent ▼**	**Due**
	PO Supplier Change	OU_SS_UK_ABZ - Response to your change request for Standard Purchase Order 445550757,...		
	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

※ Indicates new values

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

※ Indicates new values

Line	Shipment	Item	Supplier Item	Description	Unit	Quantity	Price	Promised Date	Need-By Date	Ship-To Location	Response	Reason	Split
1					EACH	1	4550 5000 ※	29-Apr-2015 13:01:26			Rejected	no	
1	1				EACH	1	4550 12220	21-Apr-2015 13:41:12 ※	17-Apr-2015 04:00:00	Aberdeen BOD (C53) UK	Rejected	no	
2					EACH	1	15000 ※				Rejected	no	
								29-Apr-2015 13:01:31					
2	1				EACH	1	12220 22330	28-Apr-2015 13:41:49 ※	01-Apr-2015 15:37:20	SC CE	Rejected	no	
3					EACH	1	20000				Rejected	no	

Baker Hughes

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

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

Orders: Purchase Orders >

Standard Purchase Order: 445550757, 2 (Total GBP 140.30)

Currency=GBP

Actions [Request Changes ▼] [Go] [Export] [View PDF]

PO Details

r or specific lines.

shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

tem Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason

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	Amount	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		☑	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**

[Cancel] [Cancel Entire Order] [Printable View] [View Change History] [Export] [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

Baker Hughes

Purchase Order History – Contractual Changes & Request Changes

Baker Hughes

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

Orders

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

Purchase Orders

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

Views

View [All Purchase Orders ▼] [Go]

Select Order: [Acknowledge] [Request Cancellation] [...quest Changes] [View Change History]

Select	PO Number	Rev	Operating Unit	Document Type	De...	...on	Creation Date	Order Date	Buyer	Currency	Amount	Status
○	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
○	445550758	0	OU_SS_UK...BZ	Standard PO			02-Feb-2017	02-Feb-2017 08:08:17	Philip, Ms. Tracey Louise	GBP	1122.46	Requires Acknowledgment
●	445550753	3	OU_SS_UK_ABZ	Standar...			01-Feb-2017	02-Feb-2017 03:44:59	Philip, Ms. Tracey Louise	GBP	3.60	Open

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

Baker Hughes

Purchase Order History

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

Select **Purchase History**; enter in **PO number** and click on **Go**

It is important to Select **Show All PO Changes**

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

Purchase Order Revision History

Export

Simple Search

Note that the search is case insensitive

Advanced Search

PO Number	445550757
Release Number	
Rev	
Document Type	
Creation Date	
Revised Date	
Operating Unit	

Go   Clear

PO Number	Rev	Operating 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

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

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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	☑
⊞ Show	2	Goods	90261	D		RING-JUNK,TBG HD, 1-1/2 X 1	EACH	184			Open			Engineering Drawing	GRR	☐

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	Part Number	PMS Code	Part Description	Vendor Number	Vendor Name	Buyer
No results found.																

New

Click on **New**

Orders: Purchase Orders >
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	Lot Qty:	12
Inspected Qty:	12	Inspected Qty Reject:	
Total Qty Rej:	12	Actual Part Affected:	
General Defect:	23 - TECHNICAL CLARIFICATION REQUIRED	Specific Defect:	23AA - TECHNICAL QUERY
Found By/At:	08 - SUPPLIER	Current Material Location:	
Part Serial Number:		Trace Numbers:	
Responsible Function (Preliminary):	02 - SOURCING	Preliminary Specific Responsibility:	12 - SUPPLIER (POST ORDER)
Preliminary Root Cause:	33 - COMMUNICATION BREAKDOWN/ERROR		

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 ☑
⊞ Show	2	Goods	90261	D		RING-JUNK,TBG HD, 1-1/2 X 1	EACH	184			Open			Engineering Drawing	GRR ☐

> 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	Part Number	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	RAW	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

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Shipment Tabs

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Tracking Delivery Date Schedules

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

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

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

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

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Finance Tab Navigation

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Finance Tab

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

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

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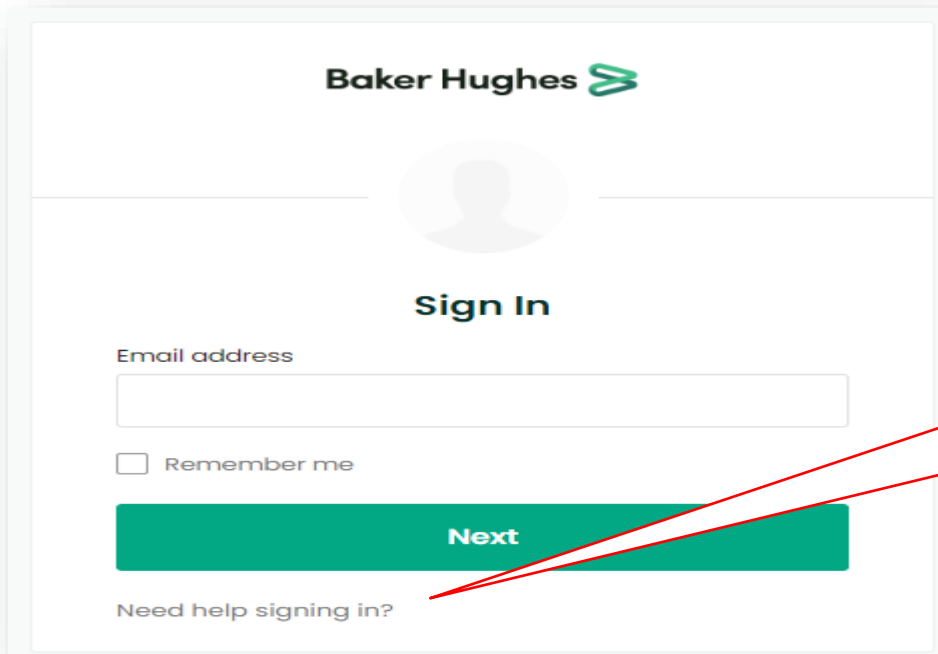
iSupplier Document Upload

Baker Hughes

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"

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Password Reset & Other Log In Issues

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Password Re-set & Other Log in issues

This can be done via the log in screen

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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

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