

iSupplier portal

User Manual

DATE	VERSION
13/09/2022	1.1

Portal homepage

1. Click on the **Home** tab to go to the home page.
2. Quick search can be used to access directly any document (PO, shipment, invoice, and payment) by entering the number in the free text box and click **Go**.
3. To view a complete list of your notifications or POs, click **Full List**.
4. Click on the link to view the document details.

The screenshot shows the Baker Hughes portal homepage. At the top, there is a navigation bar with the Baker Hughes logo and a hamburger menu icon. Below the navigation bar, there are several tabs: Home, Negotiation, Finance, Shipments, Admin, Contact Us, PO Acceptance, Metrics, and Orders. The Home tab is selected and highlighted with a red box and the number 1. Below the tabs, there is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button, highlighted with a red box and the number 2. Below the search bar, there is a 'Notifications' section with a 'Full List' link highlighted with a red box and the number 3. Below the notifications, there is a table with columns 'Subject' and 'Date'. The first row is highlighted with a red box and the number 4. Below the table, there is an 'Orders At A Glance' section with a 'Full List' link highlighted with a red box and the number 3. Below the orders section, there is another table with columns 'Description' and 'Order Date', and a 'No results found.' message highlighted with a red box and the number 4. On the right side of the page, there is a sidebar with sections for 'Orders', 'Shipments', 'Receipts', 'Invoices', and 'Payments', each with a 'Full List' link.

Simple search form

1. This icon helps the user to search one query parameter when he doesn't know the right or complete value.
2. When at least the mandatory search criteria are filled in click on **Go** to run the query.
3. This function, present in many iSP form, allows to **Export** to Excel the content of the list.

Note: When entering search values, you can use the percent sign to search for generic items.

Simple Search

Advanced Search

Invoice Number

PO Number (example : 1234)

Release Number (example : 1234-2)

Payment Number

Payment Status

Invoice Amount From To

Amount Due From To

Invoice Date From To

Due Date From To (example: 21-Jun-2016)

Payment Method

Currency

Business Unit

Branch Name

Payable

Payment Date From Payment Date To

Go Clear

Export

Invoice	Business Unit	Invoice Date	PO Number	PO Details	Currency	Amount	Due	Attachments	Document Type	Status	Due Date	Site Hold	Inv Hold	Sc. Hold	Payment Status	Bank Ref. Available	Payment Method	Company Name	Branch Name
No search conducted.																			



Tips and tricks

The search parameter can be quickly entered by filling out the first characters in the search field and then click on **Tab** key.

Advanced search form

The other way to search and view an object in ISP is to select the **Advanced Search** option.

1. In case of multiple filters it is necessary to choose whether to search using all conditions or any condition (and/or).
2. Several search operators are available in order to specify the matching conditions for each search.
3. When at least the mandatory search criteria are filled in click on **Go** to run the query.
4. It is possible to apply additional search fields according to the options present in the list of values.
5. Click on this button to go back to **Simple Search** and vice versa.

The screenshot shows the 'Advanced Search' interface. At the top right, there is a 'Simple Search' button (callout 5). Below it, two radio buttons allow selecting search criteria: 'Show table data when all conditions are met.' (callout 1) and 'Show table data when any condition is met.'. The form contains four search criteria: 'Invoice Number', 'Invoice Date', 'PO Number', and 'Payment Number', each with a dropdown menu for operators (callout 2) and a text input field. Below the criteria are 'Go' (callout 3) and 'Clear' buttons, and an 'Add Another' button with a dropdown menu and an 'Add' button (callout 4). At the bottom right is an 'Export' button. Below the form is a table with columns: Invoice, Business Unit, Invoice Date, PO Number, PO Details, Currency, Amount Due, Attachments, Document Type, Status, Due Date, Site Hold, Inv Hold, Sc. Hold, Payment Status, Bank Ref. Available, Payment Method, Company Name, and Branch Name. The table currently shows 'No search conducted.'



Tips and tricks

To search and display more than one object together (i.e. PO) with the Advanced Search, select "any condition" option and use **Add** command to add the field (i.e. PO number) on which to perform the multiple search.

Negotiation: RFQ/RFI/eAuction

Negotiations

1. Click on the **Negotiation** tab to go to the Negotiation home page.
2. This section shows your responses to negotiations in which you are participating by either having placed an active response, or by having a draft response that is in progress.
3. This field shows whether you have an active response or whether you are in the process of drafting a response.
4. This section shows new negotiation invitation without quote.
5. To see the complete list of invitations, click **Full List**.
6. Search and select the negotiation to post your quote.

The screenshot shows a web application interface for negotiations. At the top, there is a navigation bar with tabs: Home, **Negotiation** (highlighted with callout 1), Finance, Shipments, Admin, Contact Us, PO Acceptance, Metrics, and Orders. Below the navigation bar is a search bar for 'Search Open Negotiations' with a 'Title' dropdown and a 'Go' button. A welcome message 'Welcome, Gaetano Chiarelli.' is displayed. The main content area is divided into two sections. The first section, 'Your Active and Draft Responses' (callout 2), includes a 'Full List' button and a table of responses. The table has columns: Response Number, Response Status (callout 3), Supplier Site, Negotiation Number, Title, Type, Time Left, Monitor, and Unread Messages. The second section, 'Your Company's Open Invitations' (callout 4), includes another 'Full List' button (callout 5) and a table with columns: Supplier Site, Negotiation Number (callout 6), Title, Type, and Time Left. Below the tables are 'Quick Links' for 'Manage' and 'View Responses', and a list of filters: Drafts, Personal Information, Active, Disqualified and Withdrawn, and Awarded.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
35480	Active	IP01	37781-2	Rumaila Filter Houses (for Gas Engine Air Inlet)	Auction	0 seconds		0
36084	Active	IP01	53322	RFQ43845 (Condenser Job. 3501044)	Auction	0 seconds		0
47566	Active	IP01	74581	job.1003131 % 38 Volume bottles	RFQ	0 seconds		0
48846	Active	IP01	76670	RFQ 62321 job.1003131 % 35 Volume bottles PIGAP3	Auction	0 seconds		0
49991	Active	IP01	78846	RFQ 217 00 00016 - JOB. 3541090-91	Auction	0 seconds		0

Supplier Site	Negotiation Number	Title	Type	Time Left
No results found.				

Invitation to RFQ/RFI/Auction

Supplier will receive the following invitation into his/her mailbox when negotiation is published by the buyer in iSP and supplier is invited to participate. This information is also available in Negotiation tab in iSP.

Business:	Baker Hughes
Title/Titre:	Huizhou Lubricator 1013431
Number/Numero:	1010311
Event Type/Type:	RFQ
From/De:	POLI, LUCA

Negotiation Preview / Previsualisation negociation:	August 25, 2022 05:59 pm CET
Negotiation OPEN / Ouverture negociation:	August 25, 2022 05:59 pm CET
Negotiation CLOSE / Cloture negociation:	September 16, 2022 05:53 pm CET
Supplier / Fournisseur :	
Supplier Site / Site Fournisseur:	VIMODRONE, 20090IT

Item Pos.1 // Item Description: DIRECT ROTARY DRIVE LUBRICATOR - 6HG/3-2 // Material Code: RLO015000028

Click [here](#) to participate/Cliquer [ici](#) pour participer.

If you are not registered on iSupplier Portal, please contact your Buyer / Si vous n'etes pas enregistre dans le portail Fournisseurs, merci contactez votre Acheteur

Baker Hughes Supplier Portal:
Click [here](#) to access Application link, training, Support and below documents :
Cliquer [ici](#) pour acceder au link, training, Support et aux documents ci-dessous :

- General Terms and Conditions / Condizioni Generali di Acquisto Conditions generale d'achats :
- Bid Qualification Form with Instructions / Bid Qualification Form con Istruzioni / Formulaire pour qualification offre avec instructions
- Supplier Quality Requirements Specification (BH-SOU-001)/ Specification qualite Fournisseurs (BH-SOU-001)

Supplier quote creation

1. Select Create Quote option from Actions menu and then click on Go.
2. You are asked to read and accept Terms & Conditions and then click Accept.

RFQ: 443455

Actions **1** Create Quote Go

Print Document

Print Quality Document

Title	edsqdfsdfdsfd	Open Date	30-Jun-2016 15:12:09
Status	Active	Close Date	15-Aug-2016 15:12:00
Time Left	39 days 23 hours		

Header Lines Controls

Buyer	Lallaizon, Mr. Frederic	Outcome	Standard Purchase Order
Quote Style	Blind	Event	

Description

Terms and Conditions

The following terms and conditions must be accepted before a quote is placed in this RFQ.

Cancel **2** Accept

Supplier quote creation

In the **Header** section:

1. Enter the date on which your bid or quote expires.
2. You can assign a reference number for your own internal tracking.
3. You can enter a note to the buyer.
4. Click **Add Attachments** to supply the buyer with any additional information (file, URL, short text note). Attach BQF (Bid qualification form) if deviations are present.

Create Quote: 270473 (RFQ 443455)

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

Title: [edsqdfsdfdsfd](#)

Time Left: 39 days 23 hours
Close Date: 15-Aug-2016 15:12:00

Header | Lines

Supplier: ALTAIR (UK) LTD
Supplier Site: IP01 - OMEGA PARK, UNIT 3, WILSON ROAD, ALTON, GU34 2QEGB
RFQ Currency: EUR
Quote Currency: EUR
Price Precision: Any

1. Quote Valid Until: 31-Aug-2016

2. Reference Number: RFQ 117

3. Note to Buyer: Response dto RFQ 117

Attachments

4. Add Attachment...

Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
attività di engineering	Short Text		From Supplier	502375339	06-Jul-2016	One-Time		

In the **Lines** section:

5. Enter your quote.
6. If Start Price column is filled you must offer a lower price.
7. Number of units on which you are **Quoting/Bidding**.
8. Confirm or change **Proposed Contractual Date**.

Header | Lines

RFQ Currency: EUR
Price Precision: Any
Quote Currency: EUR

Line	Item_Rev	Update	Ship-To	6. Start Price	5. Target Price	Quote Price	Unit	7. Target Quantity	Quote Quantity	Requested Contractual Date	8. Proposed Contractual Date
1	NUT*M20(Int.Ref.1...	FFE490200550D,	TDFR05			50	EACH	6	21-Mar-2018 23:59:00	21-Mar-2018 23:59:00	
2	AN*Se450/130x115...	EEK450130115,	TDFR05			50	EACH	3	22-Dec-2017 23:59:00	22-Dec-2017 23:59:00	

Indicates more information requested. Click the Update icon.

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

Supplier quote creation

- 1. You can import your responses using a **spreadsheet**: it is helpful if there are many lines in a large negotiation.
- 2. Click **Save Draft** to save your response information for a later session. You can access your draft responses by clicking the **Manage Draft** quick link from the Negotiations home page.
- 3. Click on **Continue** to confirm your response

Create Quote: 270473 (RFQ 443455)

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

Title: [edsqdfdsdfdsfd](#)

Time Left: 39 days 23 hours
Close Date: 15-Aug-2016 15:12:00

Header | Lines

RFQ Currency: EUR, Price Precision: Any, Quote Currency: EUR

Line	Item,Rev	Update	Ship-To	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Requested Contractual Date	Proposed Contractual Date
1	NUT*M20(Int.Ref.1...	FFE490200550D,	TDFR057			50	EACH	6	6	21-Mar-2018 23:59:00	21-Mar-20...
2	AN*\$e450/130x115(...	EEK450130115,	TDFR057			50	EACH	3	3	22-Dec-2017 23:59:00	22-Dec-20...

ⓘ Indicates more information requested. Click the Update icon.

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

Supplier quote creation

1. Click **Submit** to submit your quote.
2. Result quote created and submitted to **Negotiation** successfully.

Create Quote 270474: Review and Submit (RFQ 443458)

Cancel Back Validate Save Draft **Submit**

Header

Title	test rfq	Time Left	6 days 21 hours
Supplier	GAM OIL & GAS SPA	Close Date	14-Jul-2016 12:16:27
Supplier Site	IP01	Quote Valid Until	17-Jul-2016
RFQ Currency	EUR	Reference Number	
Quote Currency	EUR	Note to Buyer	
Price Precision	Any		

Attachments

No results found.

Lines

Quote Total (EUR) 3,000.00

Select	Line	Line	Item,Rev	Ship-To	Start Price	Target Price	Quote Price (EUR)	Unit	Target Quantity	Quote Quantity	Line Total	Requested Contractual Date	Proposed Contractual Date
	test	1test		ABENGOA SA			1500	Bi-Weekly	2	2	3,000.00	23-Jul-2016 12:19:44	23-Jul-2016 12:19:44

Confirmation

Quote 270474 for RFQ 443458 (test rfq) has been submitted.

[Return to Sourcing Home Page](#)

Supplier quote creation

Once quote is submitted, it moves from **Your Company's Open Invitations** to **Your Active and Draft Responses**.

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	Type	Time Left	Monitor	Unread Messages
270474	Active	IP01	443458	RFQ	6 days 21 hours		0
35480	Active	IP01	37781-2	Auction	0 seconds		0
36084	Active	IP01	53322	Auction	0 seconds		0
47566	Active	IP01	74581	RFQ	0 seconds		0
48846	Active	IP01	76670	Auction	0 seconds		0

RFQ vs. eAuction

RFQ

- Time limit is in days (**start date and end date**)
- Suppliers have time to download BOM, Tech Docs and post their bid
- Suppliers usually are able to post **only one quote**
- **Power Bid** feature

eAuction

- Time limit is in hours or minutes
- Suppliers can post **multiple bids**
- Every time supplier post a bid price, he will be able to view his rank, comparing his bid price with the competing bid price of the other invited suppliers in **eAuction**
- eAuction automatic extension when supplier post the best bid price
- Power Bid feature and **Proxy Bid** feature

Supplier quote creation: eAuction

Once you have opened the eAuction page, you can create a bid.

1. Select **Create Bid** to attend the auction and send your offer.
2. In the **Header** section, enter here your Bid Valid Until date.
3. In the **Lines** section, enter here your Bid Price.
4. Click on **Continue** to review the bid and to submit it.
5. After you have created your bid, clicking on **Monitor eAuction** you will be able to set refreshing time in order to see the ranking for each line as often as possible.
6. Here you will find your rank position achieved after your bid creation. Being first in some lines does not automatically let the supplier being the first in the eAuction and win it.

Actions: Acknowledge Participation, **Create Bid**, Online Discussions, View Bid History, Monitor Auction

Header: Supplier: GAM OIL & GAS SPA, Supplier Site: IPO1 - ZONA INDUSTRIALE, ROMBIOLO, 89841IT, Bid Valid Until: [Date], Reference Number, Note to Buyer

Header: Auction Currency: EUR, Bid Currency: EUR, Proxy Bid Decrement: EUR

Line	Item, Rev	Update	Ship-To	Start Price	Target Price	Bid Price	Proxy Minimum	Unit	Target Quantity	Bid Quantity	Requested Date	Contractual Date	Proposed Contractual Date
1	INTEGRATION TEST SMO1646760		ABENGOA SA			1500		EACH	2	2	14-Jul-2016 15:10:42	14-Jul-2016	14-Jul-2016
2	test item		ABENGOA SA			1500		Bi-Weekly	5	5	14-Jul-2016 15:12:12	14-Jul-2016	14-Jul-2016

Buttons: Cancel, View Auction, Monitor Auction, Bid By Spreadsheet, Save Draft, **Continue**

Monitor Auction: 443466, AutoRefresh Interval: 30 seconds

Update	Line	Category	Time Left	Bid Price (EUR)	Target Price (EUR)	Bid Price (EUR)	Unit	Target Quantity	Quantity	Year Total Amount (EUR)	Need By Date	Proposed Date
	1 INTEGRATION TEST	DEFAULT	2 days 23 hours	1,500	1,500			2	2	7,500.00	12-Jul-2016 10:50:43 to 13-Jul-2016 10:50:43	13-Jul-2016 10:50:43

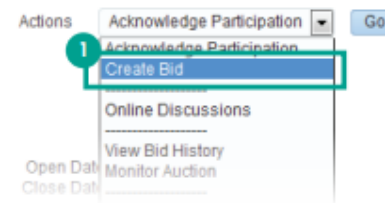
Buttons: Show All Details, Hide All Details

Details Line	Item, Rev	Ship-To	Rank	Start Price	Target Price	Bid Price	Unit	Target Quantity	Bid Quantity	Requested Contract Date	Proposed Contractual Date	Line Total	Active Bids
1	PACCHETTO SOFT ITEMS RFQ 66541	FIT00	1			18,700	EACH	1	1	09-Apr-2012 10:59:37	09-Apr-2012 10:59:37	18,700.00	Bids

Supplier quote creation: Proxy Bid for eAuction

Once you have opened the eAuction page, you can create a Bid. Here you will find instructions to bid a specific line.

1. Select **Create Bid** to attend the auction and send your offer.
2. In the **Lines** section, enter here your Bid Price.
3. Enter here your Proxy Bid Decrement.
4. By entering the Proxy Minimum you fix the lowest price your bid will reach.
5. Click on **Continue** to review the bid and to submit it.



Line	Item_Rev	Update	Ship-To	Start Price	Best Price	Target Price	Bid Price	Proxy Minimum	Unit	Target Quantity	Bid Quantity	Requested Contractual Date	Proposed Contractual Date
1	INTEGRATION TEST	SMO1646760	ABENQDA SA		1,500		1500	1200	EUR	5		5-05-Jul-2016 10:50:49	13-Jul-2016

Supplier quote creation: Power Bid

Power Bid

- **Power Bid** can be used only on eAuction or RFQ (only with multiple quotes allowed)
- **Power Bid** feature allows you to reduce your Bid Prices of the lines (or some) according to the % entered
- In order to use this feature, you must have already posted one quote
- Unlike the **Proxy Bid**, the **Power Bid** is a manual tool

- 1.** Enter the **Power Bid**: it is the % that will reduce your bid price.
- 2.** By clicking on the **Recalculate** to display new price: you will manually reduce the bid price according to the percentage entered.

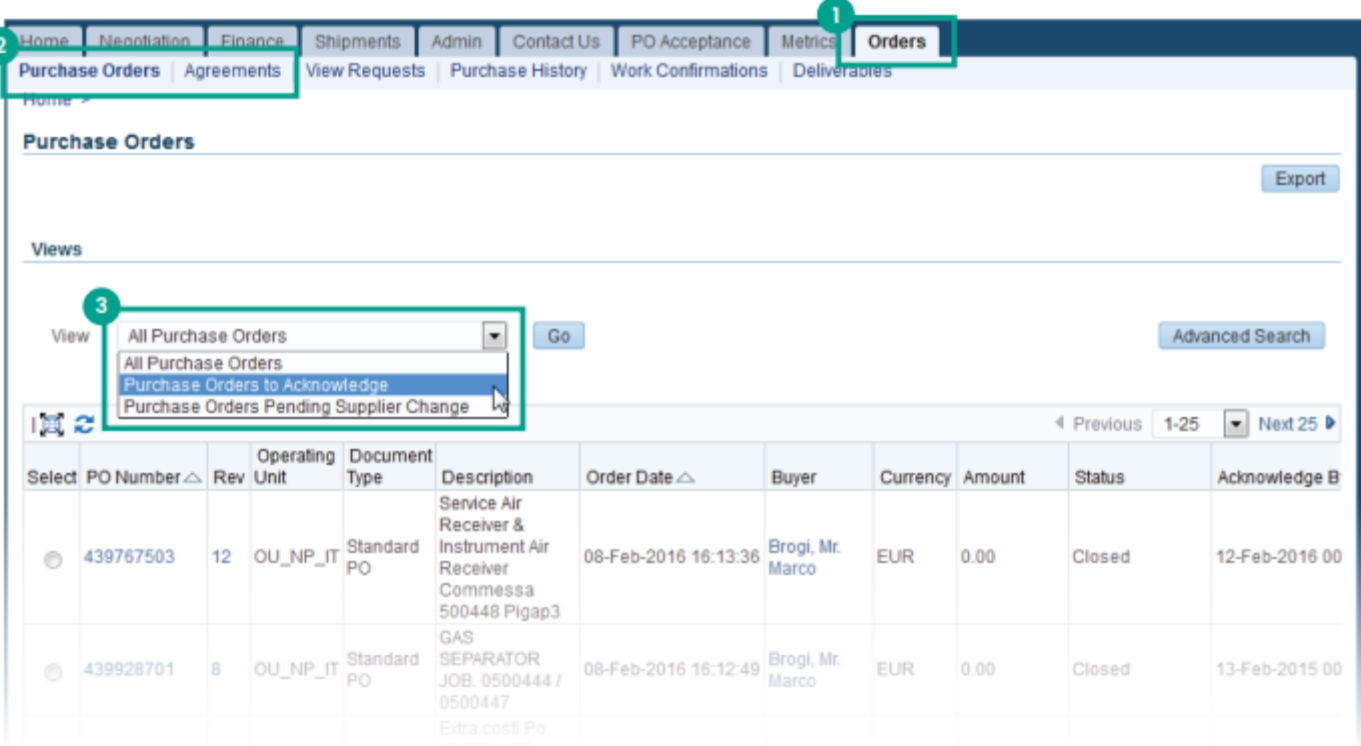
Line	Item,Rev	Update	Ship-To	Start Price	Best Price	Target Price	Bid Price	Proxy Minimum	Unit	Target Quantity	Bid Quantity	Requested Contractual Date	Proposed Contractual Date
1	INTEGRATION TEST SMO1646760,		ABENGOA SA		1,500		1,500	1,200	EACH	5		05-Jul-2016 10:50:49	13-Jul-201

Orders: read only feature to access order info

Order search

The **Orders** tab helps user searching PO by using predefined searches and **Advanced Search** options.

- 1. Click on the Orders tab to go to the Orders home page.
- 2. Select one of these two sub-tab respectively if you want to search for PO or Release (**Purchase Orders**) or one Blanket Agreement (**Agreements**).
- 3. Select PO search parameter.



Order list

- 1. In all iSP form, once you have your search results displayed, you can sort them by clicking any of the embossed column headings.
- 2. Clicking on Rev. number the user can see all the changes made to the PO.
- 3. Once you've located the PO you want to view, click on the PO number to view all the PO details.
- 4. Clicking on attachment icon the system shows the list of notes, clauses, and attachments present in the Oracle PO.

Note: Be careful not to use back and forth browser buttons to navigate into the system, but the specific breadcrumbs hyperlinks.

The screenshot shows a 'Purchase Orders' table with the following columns: Select, PO Number, Rev, Unit, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. The table contains several rows of data. Four callouts are present: 1 points to the 'Order Date' column header; 2 points to the 'Rev' column header; 3 points to the 'PO Number' column header; and 4 points to the 'Attachments' column header.

Select	PO Number	Rev	Unit	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
	43990205	1		OU_NP_IT	Standard PO	Materiale per emergenza in cantiere	27-Oct-2013 06:37:23	Al Meihalaf, Mohammed	EUR	459.00	Closed	08-Oct-2013 09:00:00	
	439902053	1		OU_NP_IT	Standard PO	Materiale per emergenza in cantiere	27-Oct-2013 06:35:26	Al Meihalaf, Mohammed	EUR	69.00	Closed	08-Oct-2013 00:00:00	
	439866237	2		OU_NP_IT	Standard PO	Ritubaggio No.2 Coolers RE1099 a disegno SVO9779499	22-Oct-2013 18:15:34	Brogl, Mr. Marco	EUR	410,500.00	Requires Acknowledgment	24-Oct-2013 00:00:00	
	439894896	1		OU_NP_IT	Standard PO	AIR FILTER GROUP*FPJ-001	15-Oct-2013 11:44:17	Ajay Mr Bahuguna Kumar	EUR	3,450.00	Requires Acknowledgment	06-Sep-2013 00:00:00	
	439894984	1		OU_NP_IT	Standard PO	Materiale per emergenza in cantiere	02-Oct-2013 11:41:22	Pasquini, Edoardo	EUR	7,905.00	Open	06-Sep-2013 00:00:00	
	439900576	1		OU_NP_IT	Standard PO	Materiale per emergenza in cantiere	01-Oct-2013 09:27:00	Almakhiaf, Mr. Mohammed Gamal	EUR	956.00	Requires Acknowledgment	02-Oct-2013 09:00:00	
	439896755	1		OU_NP_IT	Standard PO	Materiale per emergenza in cantiere	13-Sep-2013 15:17:12	Furteri, Francesca	EUR	18,200.00	Closed	16-Sep-2013 00:00:00	

View purchase order details

In the PO details page most header and lines information related to the selected PO are displayed. The user can also access all other related information to this PO by clicking on **Receipts**, **Invoices**, or **Payments**.

1. In the upper part of the page there are PO header information.

2. Click on hyperlink (if present) to view all the note, clauses, and other documents attached to the PO header or to the PO lines.

3. In the **PO Details** section, the lines information are displayed (code, q.ty, tech docs, etc).

4. Click to view line shipment details. Here the most important information are related to the dates.

5. Click on hyperlink (if present) to view all the note, clauses, and other documents attached to the PO header or to the PO lines.

6. Click on this icon to view and download the list of Tech Docs associated to each PO line.

The screenshot displays a 'Standard Purchase Order: 439866237, 2 (Total EUR 410,600.00)' with the following sections:

- Order Information:**
 - General:** Total 410,600.00; Supplier GAM OIL & GAS SPA; Supplier Site IPO1; Supplier Contact Gerace, Alessia; Address ZONA INDUSTRIALE ROMBIOLO, 89841; Buyer Brogi, Mr. Marco; Original Order Date 22-Oct-2013 18:15:34; Description Ritubaggio No.2 Coolers RE1090 a disegno SVO9770498; Status Requires Acknowledgment; Note to Supplier Operating Unit OU_NP_IT; Shipping Document; Supplier Number; Attachments View.
 - Terms and Conditions:** Payment Terms TPS 60 DAYS; Carrier GLS-GROUND SERVICE; FOB FCA,PTO RESA/DELIV POINT/LIEU; Freight Terms NOSTRO; Shipping Control.
 - Summary:** Total 410,600.00; Received 410,600.00; Invoiced 0.00; Payment Status Not Paid.
 - Ship-To Address:** NP FIRENZE - FIR_SAPO Dept. Via dei Perlettì Ricasoli, 11 Firenze, 50127.
 - Bill-To Address:** Nuovo Pignone S.r.l.
- PO Details:** Section header.
- Table:** A table with columns: Details, Line, Type, Item/Job, Description, UOM, Qty, Price, Amount, Status, Reason, Global Agreement, Attachments, Price Differentials. Row 1: Expense, Ritubaggio Ns. Cooler RE1090 a disegno SVO9770498, EACH, 1, 175800.00, 175,800.00, Closed.
- Shipments:** Section header.
- Table:** A table with columns: Shipment, Ordered, Qty, Invoiced, Amount, Promised Date, Need-By Date, Payment Status, Supplier Line, Ship-To Location, Status, Reason, Split, Attachments, Contractual Date, Tech Docs. Row 1: 1, 1, 1, 175,800.00, 175,800.00, 175,800.00, 16-Sep-2013 00:00:00, 30-Aug-2013 00:00:00, Closed, FITO12, 2013/09/09 00:00:00.

Purchase order history

Through **Purchase History** sub-tab, search for the PO and view the PO revision history as shown here.

1. Click on the **Orders** tab to go to the Orders home page.
2. The **Purchase History** section allows to search and visualize the PO changes made.
3. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on **Go** to run a query.
4. These three options allow respectively to compare the last revision with the original version, to the previous one, and to view all PO changes

Note: The user can reach the same result clicking on the Rev. number link in the Orders list.

The screenshot displays the Baker Hughes web application interface. At the top, the Baker Hughes logo is visible. The navigation menu includes tabs for Home, Negotiation, Finance, Shipments, Admin, Contact Us, PO Acceptance, Metrics, and Orders (1). Below the navigation menu, there are sub-tabs for Purchase Orders, Agreements, View Requests, Purchase History (2), Work Confirmations, and Deliverables. The main content area is titled 'Purchase Order Revision History' and includes an 'Export' button. A search section is present, with a 'Simple Search' form (3) containing fields for PO Number, Release Number, Rev, Document Type, Creation Date, Revised Date, and Operating Unit. A note states 'Note that the search is case insensitive'. There are also 'Go' and 'Clear' buttons. An 'Advanced Search' button is also visible. Below the search form, there is a table with columns: PO Number, Rev, Operating Unit, Description, Buyer, Creation Date, Revised Date, Currency, Total, Ship-To Location, Compare to Original PO, Compare to Previous PO, and Show all PO Changes (4). The table currently shows 'No search conducted.'

Shipments: RTS date management milestone—docs upload

Supplier workload search

1. Click on the **Shipments** tab to go to the Shipments home page.
2. The **Supplier Workload** sub-tab contains all information related with shipment dates management and is key for the fulfillment process.
3. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on **Go** to run a query.

The screenshot shows a web application interface for 'Supplier Workload'. At the top, there is a navigation bar with tabs: Home, Negotiation, Finance, Shipments (highlighted with a red box and a '1'), Admin, Contact Us, PO Acceptance, Metrics, and Orders. Below this, a sub-tab 'Supplier Workload' is highlighted with a red box and a '2'. Underneath, there are buttons for 'More', 'Action List', 'Go', 'Export', and 'Advance Search'. A 'Massive Update' link is also visible. The main section is titled 'Simple Search' and contains a note: 'Note that the search is case insensitive'. It features two columns of search criteria. The left column includes: Organization (text input), Order (text input), Item Code (text input with a magnifying glass icon), Ship to Org (text input with a magnifying glass icon), Shipment Status (dropdown menu with 'Open' selected), Proposed RTS Dates Monitor (dropdown menu), Proposed RTS Dates Last Update From (text input with a calendar icon), and Proposed RTS Dates Last Update To (text input with a calendar icon). The right column includes: SPA (text input with a magnifying glass icon), Release (text input), Project Number (text input with a magnifying glass icon), Action Required (text input with a magnifying glass icon), Issue Flag (dropdown menu), Proposed RTS Dates Status (dropdown menu), Justification (text input), Justification Status (dropdown menu), and Free Note Status (dropdown menu). At the bottom of the search section are 'Go' and 'Clear' buttons. A red box and a '3' highlight the entire search area.

Supplier workLoad list

1. Click on **More** to view all fields available (BOM link).
2. Clicking on **Item Code** hyperlink the system shows some information related to the item for example (Planner name, COA12 flag, Req#, etc).
3. Proposed Ready to Ship is populated when the supplier ask for a new RTS. Set **Actual Flag** is Y supplier can not propose a new RTS.
4. The system sets **Issue** flag to Y when the SPA rejects the Proposal RTS Date.
5. If the shipment has quality docs associated they can be viewed/uploaded clicking on this hyperlink. The same information can be accessed through the **Quality** sub-tab present in the menu.
6. If the shipment has Milestones associated they can be viewed/uploaded clicking on this hyperlink.
7. Click here to view and export BOM.

The screenshot shows the 'Supplier Workload' interface. At the top, there is a 'More' button (callout 1) and a search section. Below is a table of workload items. A callout (2) points to the 'Actual Flag' column in a detailed view of a specific item. At the bottom, another table shows a list of items with callouts 3 through 6 pointing to the 'Quantity Due', 'SPA', 'Project', 'Issue', 'Quality Plans', 'Milestone', 'Tech Docs', 'Ship to Org', and 'BOM' columns respectively.

Select	Order	Org	Line	Ship	Item Code	Item Description	Shipment	Revision	Current Revision	Contractual PO	Acceptance	List	FOB	Action required	Contractual Date	Promise Date	Need Date	Transp. Lead Time	Ready To Ship Date	Proposed RTS Date	RTS Actual Flag	Proposed RTS Dates Monitor	
<input checked="" type="checkbox"/>	440014723	OU_NP_IT	1			REQU: Extra per la modifica del trattamento superficiale di scale e passerelle e modifica di maniglie per JOM# 3700160 - PC# 436730177	Open	0	0				FCA-PTG RESADEL/POINT		2015-02-13								

Free Note	Quantity Due	SPA	Project	Issue	Quality Plans	Milestone	Tech Docs	Ship to Org	Destination Code	Updated Destination Code	End Item Project Code	WIP Job Number	PEI TT Plan Date	BOM
	1	Masini,Cristiano Jain,Radhika	3700160	Available	Milestone			IO NP Massa						BOM

Receipt search

Entering the specific tab and sub-tab it is possible to search for receipts using the standard iSP search form. The **Receipts** page enables you to explore a historical view of all receipts that have been recorded for your shipments.

1. Click on the **Shipments** tab to go to the Shipments home page.
2. This section allows to search and visualize the receipt information related to the different POs.
3. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on **Go** to run a query.

Home | Negotia | Finance | **Shipments** | Admin | Contact Us | PO Acceptance | Metrics | Orders

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

View Receipts

Export

Simple Search

Advanced Search

Receipt Number Organization

PO Number Item Number

(example : 1234)

Release Number Supplier Item

(example : 1234-2)

Shipment Number Item Description

Shipped Date

(example : 26-Jun-2016)

Go Clear

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
No search conducted.												

Export

Receipt information

In the **Receipt transaction form** the system shows line by line the detailed information related to the POs received and the receipt.

- 1. Clicking on the receipt number, as shown in the next page, the system opens another form with the detailed information about the transport and receipt of the specific PO line.
- 2. Using this link the user can enter directly in the PO detail form in order to analyze the detailed information related to the PO.

The screenshot shows a table with columns: Receipt, Creation Date, Organization, Shipment, Shipped Date, Packing Slip, Containers, Waybill/Airbill, Freight Carrier, Bill of Lading, PO Number, Invoice, and Attachments. A red circle with the number '1' highlights the receipt number '979740' in the first column. A red circle with the number '2' highlights the PO Number '439708922' in the PO Number column of the second row.

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
993825	27-Apr-2011 11:50:24	IO NP Firenze			218/229		218/229			439674596		
991168	19-Apr-2011 16:20:14	IO NP Firenze			145		145			439708922		
985709	22-Oct-2014 17:35:30	IO NP Service			299/14_X451487		299/14_X451487			439892371		
983520	30-Mar-2011 11:47:29	IO NP Firenze			125		125			439708928		
979740	10-Oct-2014 15:19:15	IO NP Service			293/14_X445204		293/14_X445204			439892371		
977715	07-Oct-2014 14:09:51	IO NP Service			286/14_X440285		286/14_X440285			439963885		
97042	08-Feb-2012 20:32:26	IO NP Livorno NU								439731852		
962395	11-Feb-2011 11:29:38	IO NP Firenze			07350-		07350-			439702424		
958242	28-Aug-2014 10:48:45	IO NP Service					190/2014			439892371		
957954	27-Aug-2014 13:52:33	IO NP Service					190/2014			439892371		

Viewing overdue receipts

The **Overdue Receipts** results page enables users to view the details of past due purchase order shipments.

1. Click on the **Shipments** tab to go to the Shipments home page.
2. Click on the **Overdue Receipts** sub-tab to go to the overdue receipts page.
3. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on **Go** to run a query.

The screenshot shows the 'Overdue Receipts' page in a software application. The navigation bar includes tabs for Home, Negotiation, Finance, Shipments (highlighted with a red box and '1'), Admin, Contact Us, PO Acceptance, Metrics, and Orders. Below this is a sub-navigation bar with tabs for Supplier Workload, Receipts, Returns, Overdue Receipts (highlighted with a red box and '2'), On-Time Performance, and Quality. The main content area is titled 'Overdue Receipts' and has an 'Export' button. Below the title is a 'Simple Search' section with a note 'Note that the search is case insensitive' and an 'Advanced Search' button. The search fields are: Organization, PO Number, Item, Supplier Item, and Due Date (with an example '(example: 25-Jun-2016)'). There are 'Go' and 'Clear' buttons. Below the search section is a table with columns: Organization, PO Number, Item, Supplier Item, Item Description, Due Date, UOM, Quantity Ordered, Quantity Received, Ship-To Location, Carrier, Buyer, and Supplier Config ID. A single row is visible with data: OU_NP_IT, 440014723, HOT/COLD PIPING: Extra per la fornitura di crociere da utilizzare per il trasporto per le linee per JOB#, 13-Feb-2015 00:00:00, EACH, 1, 0, MCIT001, GLS-GROUND SERVICE, Brogl. Mr. Marco.

Viewing on-time delivery performance

The **On-Time Performance** page provides the delivery status of shipments the supplier made against purchase orders. The supplier can view his/her performance for timeliness of deliveries.

1. Click on the **Shipments** tab to go to the Shipments home page.
2. Click on the **On-Time Performance** sub-tab to go to the on-time performance page.
3. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on **Go** to run a query.

The screenshot shows the 'On-Time Performance' page in a web application. The navigation bar includes tabs for Home, Negotiation, Finance, Shipments (highlighted with a red box and '1'), Admin, Contract Us, PO Acceptance, Metrics, and Orders. Below the navigation bar are sub-tabs for Supplier Workload, Receipts, Returns, Overdue Receipts, On-Time Performance (highlighted with a red box and '2'), and Quality. The main content area is titled 'On-Time Performance' and includes an 'Export' button. Below this is a 'Simple Search' section with a note 'Note that the search is case insensitive' and an 'Advanced Search' button. The search form contains fields for Organization, Due Date (with an example '28-Jun-2018'), Receipt Number, Supplier Item, Delivery Status, PO Number, Shipment Number, Item, and Waybill/Airbill Number. There are 'Go' and 'Clear' buttons. Below the search form is a table with columns: Organization, PO Number, Due Date, Shipment Number, Receipt Number, Receipt Date, Item, Supplier Item, Description, UOM, and Quantity. The table shows one row of data: OU_NP_IT, 439916499, 13-Feb-2015 00:00:00, 428804, 20-Feb-2015 10:06:54, EX-ANNULL.ORDINE.POSIZIONE, Riconoscimento costo annullamento ordine o posizione d'ordine, EACH, 1. There are also 'Previous' and 'Next' buttons for pagination.

Quality requirements

Entering the specific tab and sub-tab users can see all the open shipments having quality plans associated. Quality plans are created in Oracle Quality module and linked to supplier/PO information.

- 1. Click on the **Shipments** tab to go to the Shipments home page.
- 2. This section allows to search and visualize the quality information related to the different POs.
- 3. Use predefined or **Advanced Search** options. Enter the search criteria and then click on Go to run a query.
- 4. By clicking on **Available** hyperlink, users can enter quality results and view quality results already registered.

The screenshot shows the Oracle Quality interface. At the top, a navigation bar contains tabs: Home, Negotiation, Finance, **Shipments** (highlighted with a red box and number 1), Admin, Contact Us, PO Accounting, Metrics, and Orders. Below this, a sub-navigation bar includes: Supplier Workload, Receipts, Returns, Overdue Receipts, On-Time Performance, and **Quality** (highlighted with a red box and number 2). The main content area is titled "Quality Shipments" and features a "Simple Search" section. A note states "Note that the search is case insensitive". There are four input fields: PO Number, Shipment Number, Supplier Item, and Item. Below these are "Go" and "Clear" buttons. An "Advanced Search" button is also present. At the bottom, a table displays search results with columns: PO Number, PO Line, Shipment Number, Supplier Item, Item, Item Revision, Description, UOM, Quantity Ordered, and Quality Plans. The "Quality Plans" column contains the word "Available", which is highlighted with a red box and number 4. The table also includes navigation controls like "Previous", "1-10", and "Next 10".

PO Number	PO Line	Shipment Number	Supplier Item	Item	Item Revision	Description	UOM	Quantity Ordered	Quality Plans
439447099	2	1				materiale di fondazione	EACH	1	Available
439447099	1	1				materiale di fondazione	EACH	1	Available
000310822	1000	1		EX-EXTRAPREZZO		Assistenza all'imballo	EACH	1	Available
000310822	13	1		SNO5954087Z		SEPARAT. ASP. 2A FASE A DIS. SNO5954087	EACH	1	Available

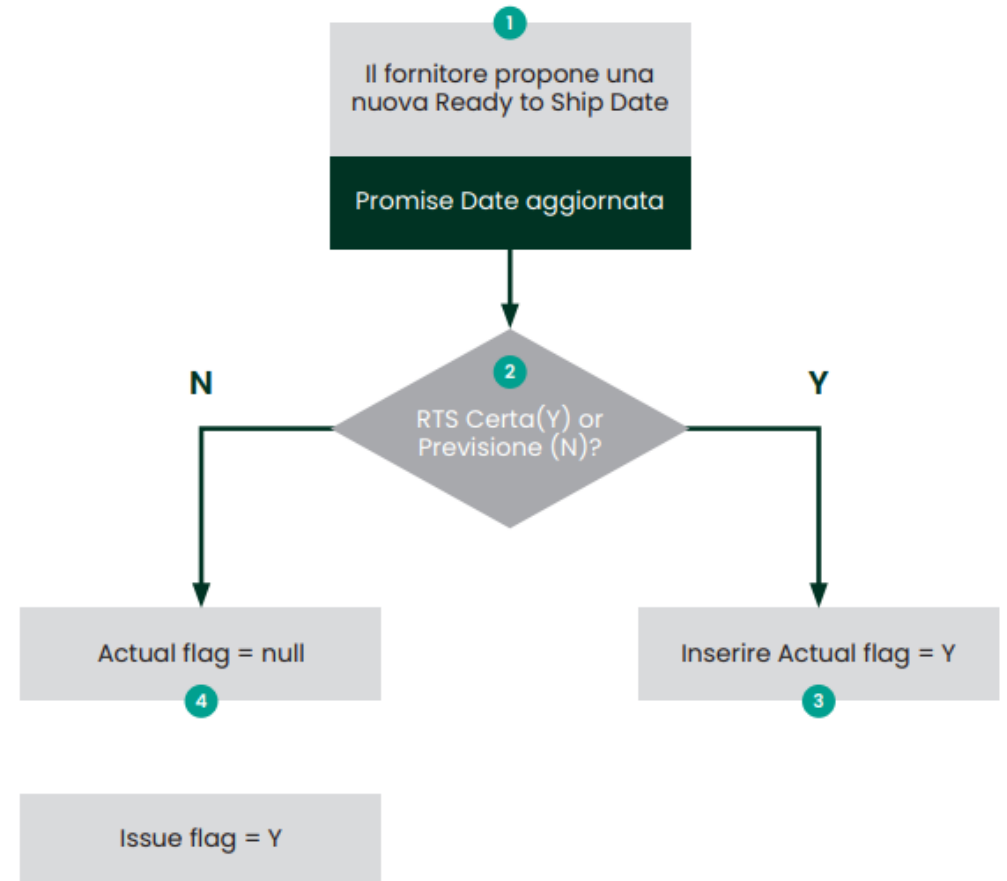
RTS date management

iSupplier portal: RTS management by supplier

1. When supplier proposes a new RTS, Promise Date is updated automatically in Nuovo Pignone systems. It is used to plan production activities.
2. RTS is actual when you are sure that you can respect proposed RTS date.
3. Set **Actual flag = Y** if RTS proposed is actual. If you need to modify it again, only your SPA can allow you to propose a new RTS again. If RTS that you proposed is final, RTS is automatically updated (you will see new RTS and promise date updates the day after).
4. Actual flag = null means that RTS proposed is a forecast. RTS is not updated, but SPA views RTS proposed and can decide to update RTS with RTS proposed.

Issue flag = Y

- If Issue flag = Y, RTS proposed has an impact on Need Date. SFM can decide to update RTS with your proposal. In this case issue flag returns null.
- If Issue flag = Y and you received a notification, SFM rejected RTS that you proposed. In this case you can modify again RTS.



Supplier changes RTS date

Supplier can propose a new RTS Date. The SFM can accept or reject it.

1. Click on the **Shipments** tab to go to the Shipments home page.
2. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on Go to run a query.
3. Select the line(s) in which to perform the change or select all lines.
4. Enter **Proposed RTS** and **Set Actual Flag Y** if RTS proposed is actual. It is mandatory to indicate the reason using the list of value present in the field **Justification**.
5. Select **Proposed RTS** and click on Go.

The screenshot shows the 'Shipments' tab selected in the top navigation bar. Below it, the 'Proposed RTS Date' search filter is active. The search results table shows two rows with columns for Order, Org, Line, Ship, Item Code, Description, Shipment, Revision, Current Contractual PO, Acceptance, LSI, FOB, Action required, Contractual Date, Promise Date, and Need Date. A dropdown menu is open for the 'Justification' field, showing a list of reasons such as 'Customer drawings approval late', 'Customer Test Date Delay', etc.

Supplier changes RTS date: Massive Update (selected lines)

1. Click on the **Shipments** tab to go to the Shipments home page.
2. Search the desired PO entering at least the mandatory search criteria and then click on **Go** to run a query. In the result list select the line(s) in which you want to perform the change.
3. Select multiple line for which you want propose a new RTS date.
4. In order to propose a new RTS Date, the supplier has to use the **Massive Update** function when he has to enter more than one value on the line (at least RTS date and Justification).
5. Clicking on **Apply Massive Update** the system saves and applies the information

The screenshot displays the 'Shipments' application interface. At the top, the 'Shipments' tab is selected. Below the navigation bar, the 'Supplier Workload' section is visible, featuring a search bar for 'Proposed RTS Date' and buttons for 'Go', 'Export', and 'Advanced Search'. A 'Massive Update' section is also present, with a 'Proposed RTS Date' field, a 'Justification' field, an 'RTS Actual Flag' dropdown, and an 'RTS ID' field. A red box highlights these fields, and a red arrow points to the 'Apply Massive Update' button. Below this, a 'Single Search' section is shown, containing various search criteria like 'Organization', 'Order', 'Item Code', 'Ship to Org', 'Shipment Dates', 'Proposed RTS Dates Monitor', 'Proposed RTS Dates Last Update From', and 'Proposed RTS Dates Last Update To'. A red box highlights this section, and a red arrow points to the 'Go' button. At the bottom, a table of search results is displayed, with columns for 'Selected', 'Order', 'Org', 'Line', 'Ship', 'Item Code', 'Item Description', 'Shipment', 'Revision', 'Current Contract', 'PO', 'Acceptance', 'Lof', 'FOB', 'Action required', 'Contract Date', 'Promise Date', 'Need Date', 'Transp. Lead', and 'Ready'. Three rows are highlighted in yellow, and a red box highlights the first row, with a red arrow pointing to the 'Go' button.

Selected	Order	Org	Line	Ship	Item Code	Item Description	Shipment	Revision	Current Contract	PO	Acceptance	Lof	FOB	Action required	Contract Date	Promise Date	Need Date	Transp. Lead	Ready
<input checked="" type="checkbox"/>	443014723	OU_NP_IT_1	1		REKU: Extra per la macchina di trattamento superfocus a scala 0.5 mm/0.5 mm per JORN 3700162 - PCB 438730177	Open	0	0					FOCALPTD RESADELBY POINT		2015-02-12 08:00:00.0	13-Feb-2015	06-Feb-2015	0	
<input type="checkbox"/>	443014723	OU_NP_IT_2	1		REKU: Extra per la macchina di trattamento superfocus a scala 0.5 mm/0.5 mm per JORN 3700162 - PCB 438730177	Open	0	0					FOCALPTD RESADELBY POINT		2015-02-13 08:00:00.0	13-Feb-2015	06-Feb-2015	0	
<input checked="" type="checkbox"/>	443014723	OU_NP_IT_3	1		REKU: Extra per la macchina di trattamento superfocus a scala 0.5 mm/0.5 mm per JORN 3700162 - PCB 438730177	Open	0	0					FOCALPTD RESADELBY POINT		2015-02-12 08:00:00.0	13-Feb-2015	06-Feb-2015	0	

iSP massive upload by csv

Massive upload template

1. Click on the **Shipments** tab to go to the Shipments home page.
2. Enter the desired query parameters and then click on **Go**.
3. The system will show the query results, select the desired one.
4. Select **Massive Upload Template** option.
5. Click on **Go**.
6. Click on **Export Button**.
7. Click on **Save**.
8. Click on **Save**.

NOTE:

Supplier can delete from "Massive upload Template" some exported lines, but supplier cannot change key information (Order, Line, Shipment, Release Number).

- Supplier cannot delete the first line
- Supplier cannot add new lines
- Supplier cannot add or delete columns
- Supplier cannot change the columns position

Massive Upload

Select **Massive Upload** from Action menu to upload export file saved and filled with dates information.

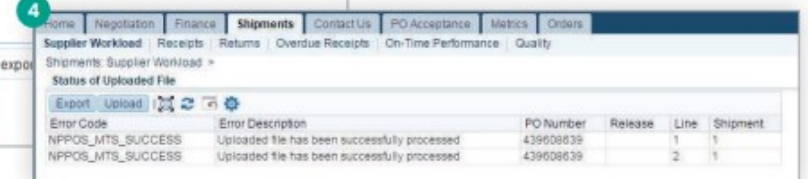
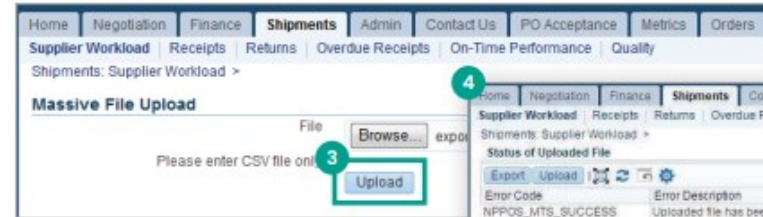
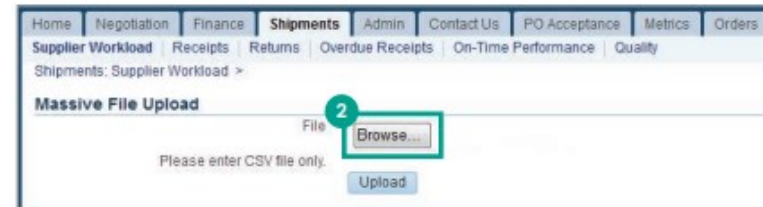
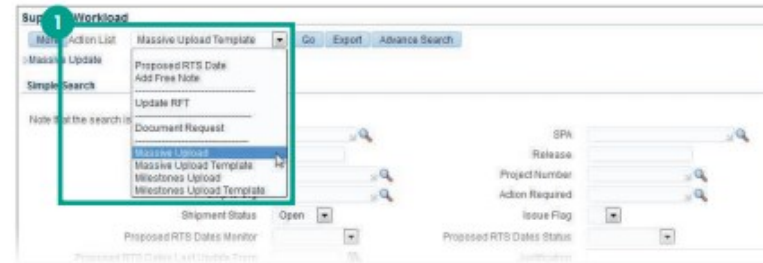
1. Select **Massive Upload** from **Action List** menu.

2. Click on **Browse**.

3. Click on **Upload**.

4. The system shows the following message when the csv file has been uploaded.

5. The system shows the following error message when user tries to upload an old csv file, without downloading the Massive Upload Template before.



CSV uploading problem resolution

Loading CSV file, there might be a loading problem caused by the Italian Windows version. In order to prevent this uploading error the user can perform the following actions. These are required only when in **Regional and Language Options**, the Limit Separator is “;” (semicolon) instead of “,” (comma)“.

1. Click on **Start** menu

2. Scroll to **Settings**

3. Choose **Control Panel**

4. Open **Regional and Language Options**

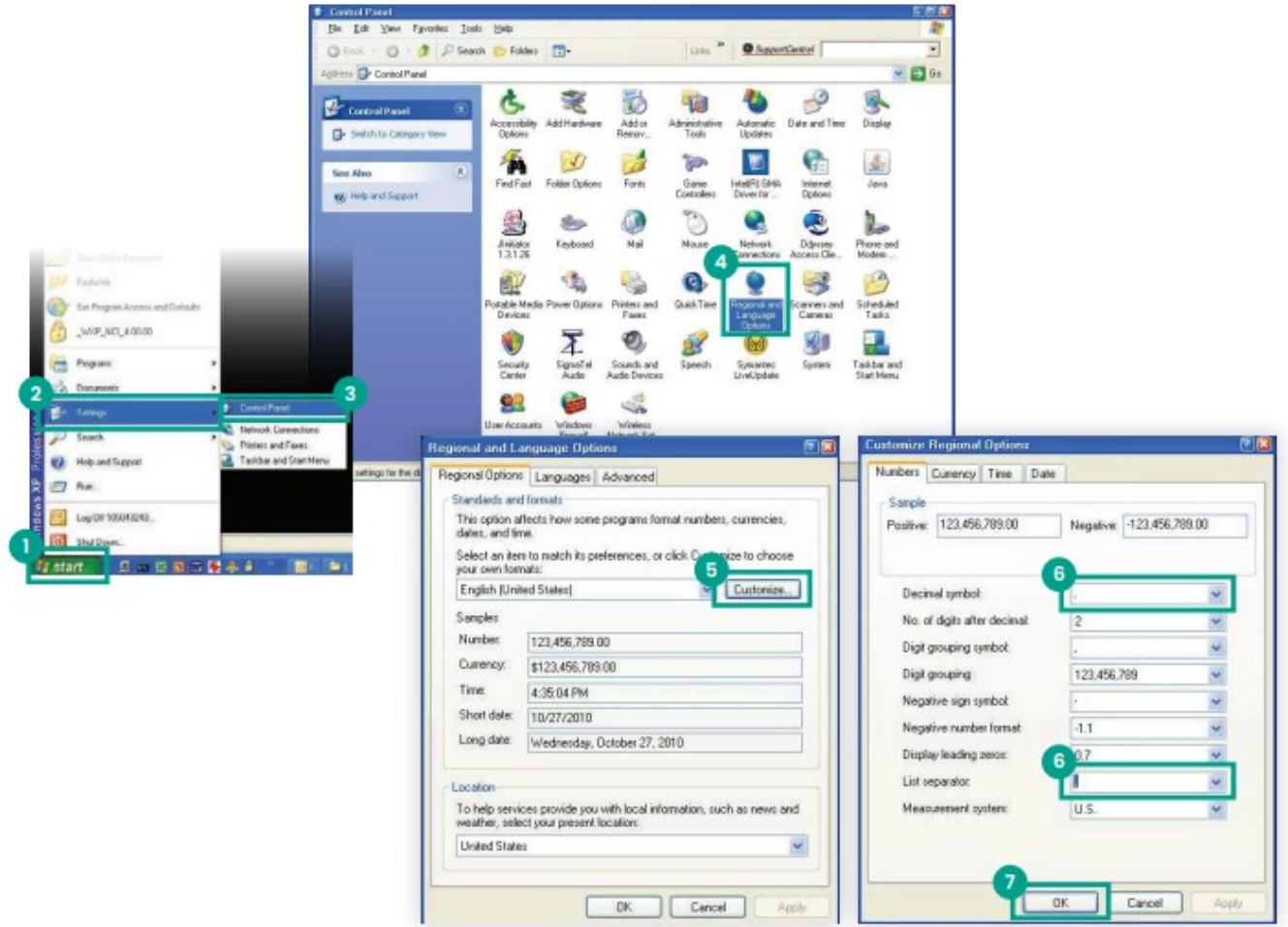
5. Click on **Customize**

6. In order to set the right setting, the following characters need to be changed:

– “,” has to be changed with “.”

– “;” has to be changed with “,”

7. Click **OK**



Invoices and payments

Invoice and payment search

The ISP home page provides different options to locate invoice and payment.

1. This button allows to open the **Finance** tab in which are presents the function to view the invoices and the payments details.
2. Quick search can be used to access directly any document (PO, shipment, invoice, and payment) entering the number in the free text box.
3. Using these links the system automatically moves to the specific option **View Invoices** or **View Payments** present inside the **Account** tab.

The screenshot displays the ISP home page interface. At the top, there is a navigation bar with tabs: Home, Negotiation, Finance (highlighted with a red box and a '1'), Shipments, Admin, Contact Us, PO Acceptance, Metrics, and Orders. Below the navigation bar is a search section with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections: 'Notifications' with a 'Full List' button and a table of notifications; 'Orders At A Glance' with a 'Full List' button and a table showing 'No results found.'; and a sidebar menu on the right with categories: Orders (Agreements, Purchase Orders, Purchase History), Shipments (Overdue Receipts), Receipts (Receipts, Returns, On-Time Performance), Invoices (Invoices), and Payments (Payments). The 'Invoices' and 'Payments' sections in the sidebar are highlighted with a red box and a '2'.

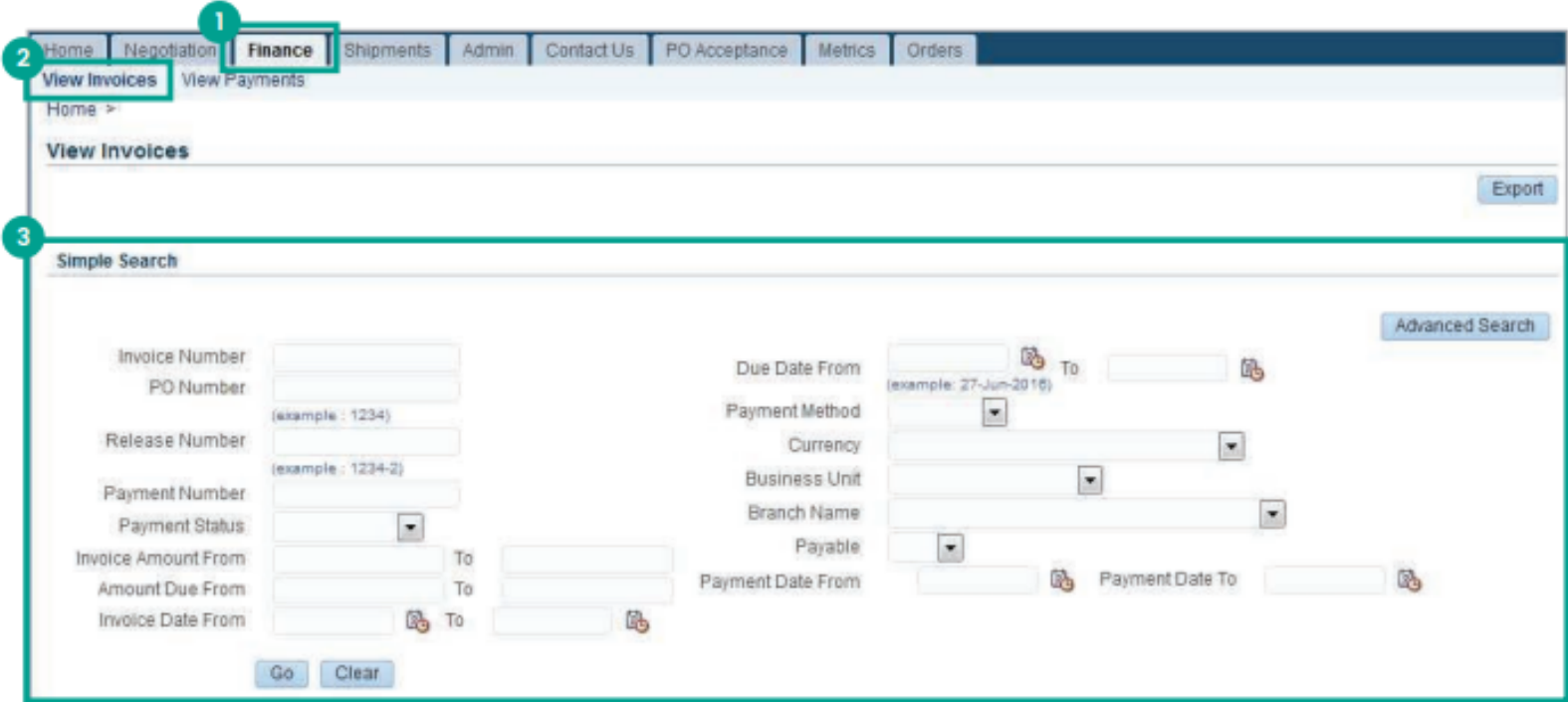
Subject	Date
Reminder: Please acknowledge intent to participate in RFI 443462 (Test SMO1646760)	10-Jul-2016 18:45:03
Reminder: Please acknowledge intent to participate in RFQ 443460 (SMO1646760)	10-Jul-2016 18:45:02
You are invited: RFI 364921 (15/DW/2389/F/O -Surface Condenser - Opus-133885559)	28-May-2015 07:49:08
You are invited: RFQ 269352 (TENP FR3 - Hot/Cold Piping)	15-Jul-2014 17:07:39
You are invited: RFI 130583,1 (5000000013 -SARAS SPARE PARTS FOR HYDROCRACKER REACTOR -ID: 87732896)	02-Apr-2013 17:19:39

PO Number	Description	Order Date
No results found.		

Invoice search

To view submitted invoices in iSP you need to follow the steps as shown below.

- 1. Click on the **Finance** tab to go to the Finance home page.
- 2. The **View Invoices** sub-tab allows to search and visualize the invoice information related to the different POs.
- 3. Use predefined or **Advanced Search** options. Enter any search criteria and then click on **Go** to run a query.



Invoices list

As query results the system returns the list of invoices that correspond with the query parameters.

1. Business unit which has issued the PO.
2. This field shows and allows download of TPS debit note (if present).
3. Document status can be Invoice Fully/Partially Payable or Not Payable according to the hold reasons.
4. The possible hold reasons are the following:
 - Site Hold: refers to the global Supplier situation for the site; Document Status becomes Invoice Fully Not Payable
 - Schedule Hold: temporary hold, mainly due to missing documentation; Document Status becomes Invoice Fully Not Payable
 - Invoice Hold: refers to a single invoice, i.e. no match between PO and invoice on price or quantity. This hold could be put only on a part of an invoice, Document Status becomes Invoice Partially Not Payable
5. The different payment methods are: Standard, TPS, IBS, and Factor.
6. Through this link it is possible to see the detailed information related to the PO.
7. This link directly opens the related payment page. This value can be Paid, Not Paid or Partially Paid.
8. Click to open and view invoice details.

Invoice ID	Business Unit	Issue Date	PO Number	PO Details	Currency	Amount	Due	Attachments	Type	Document Status	Due Date	Site Hold	In Hold	Scl. Hold	Payment Status	Bank Ref. Available	Payment Method	Company Name	Branch Name
[NOTFC152284]	OU_MP_FT	15-Feb-2015			EUR	-2,810.88	0.00	Debit Memo	No Holds		20-Apr-2015	N	N	N	PAID	Aic # 000000101306	TPS	O&G Nuco Pignone S.r.l	
03215	OU_MP_FT	16-Feb-2015	440014723	PO Details	EUR	-232.06	0.00	Debit Memo	No Holds		17-Apr-2015	N	N	N	PAID	Aic # 808970300962	Standard	O&G Nuco Pignone S.r.l	
00415	OU_MP_FT	16-Feb-2015	43961648	PO Details	EUR	8,002.00	0.00	Debit Memo	No Holds		17-Apr-2015	N	N	N	PAID	Aic # 000000101306	TPS	O&G Nuco Pignone S.r.l	
00715	OU_MP_FT	16-Feb-2015	440007236	PO Details	EUR	86,582.00	0.00	Debit Memo	No Holds		17-Apr-2015	N	N	N	PAID	Aic # 000000101306	TPS	O&G Nuco Pignone S.r.l	
[NOTFC1522289]	OU_MP_FT	10-Feb-2015			EUR	-7,760.09	0.00	Debit Memo	No Holds		19-Apr-2015	N	N	N	PAID	Aic # 000000101306	TPS	O&G Nuco Pignone S.r.l	
[NOTFC1521576]	OU_MP_FT	09-Feb-2015			EUR	-5,451.43	0.00	Debit Memo	No Holds		10-Apr-2015	N	N	N	PAID	Aic # 000000101306	TPS	O&G Nuco Pignone S.r.l	
00415	OU_MP_FT	07-Feb-2015	439730177	PO Details	EUR	267,886.48	0.00	Debit Memo	No Holds		09-Apr-2015	N	N	N	PAID	Aic # 000000101306	TPS	O&G Nuco Pignone S.r.l	
00415	OU_MP_FT	05-Feb-2015	439747039	PO Details	EUR	156,694.00	0.00	Debit Memo	No Holds		04-Apr-2015	N	N	N	PAID	Aic # 000000101306	TPS	O&G Nuco Pignone S.r.l	
[NOTFC1521602]	OU_MP_FT	19-Jan-2015			EUR	-377.73	0.00	Debit Memo	No Holds		20-Mar-2015	N	N	N	PAID	Aic # 000000101306	TPS	O&G Nuco Pignone S.r.l	
11015	OU_MP_FT	14-Jan-2015	439675582	PO Details	EUR	13,161.15	0.00	Debit Memo	No Holds		16-Mar-2015	N	N	N	PAID	Aic # 000000101306	TPS	O&G Nuco Pignone S.r.l	
[NOTFC1521217]	OU_MP_FT	09-Jan-2015			EUR	-2,367.05	0.00	Debit Memo	No Holds		10-Mar-2015	N	N	N	PAID	Aic # 000000101306	TPS	O&G Nuco Pignone S.r.l	
[NOTFC1521592]	OU_MP_FT	08-Jan-2015			EUR	-7,144.84	0.00	Debit Memo	No Holds		09-Mar-2015	N	N	N	PAID	Aic # 000000101306	TPS	O&G Nuco Pignone S.r.l	
11014	OU_MP_FT	29-Dec-2014	440007236	PO Details	EUR	90,002.00	0.00	Debit Memo	No Holds		27-Feb-2015	N	N	N	PAID	Aic # 000000101306	TPS	O&G Nuco Pignone S.r.l	
11014	OU_MP_FT	26-Dec-2014	439730177	PO Details	EUR	267,886.48	0.00	Debit Memo	No Holds		27-Feb-2015	N	N	N	PAID	Aic # 000000101306	TPS	O&G Nuco Pignone S.r.l	
[NOTFC1476839]	OU_MP_FT	10-Dec-2014			EUR	-30.05	0.00	Debit Memo	No Holds		05-Feb-2015	N	N	N	PAID	Aic # 000000101306	TPS	O&G Nuco Pignone S.r.l	
[NOTFC1476832]	OU_MP_FT	10-Dec-2014			EUR	-1.05	0.00	Debit Memo	No Holds		05-Feb-2015	N	N	N	PAID	Aic # 000000101306	TPS	O&G Nuco Pignone S.r.l	
[NOTFC1476837]	OU_MP_FT	10-Dec-2014			EUR	-0.30	0.00	Debit Memo	No Holds		05-Feb-2015	N	N	N	PAID	Aic # 000000101306	TPS	O&G Nuco Pignone S.r.l	

View invoices details

Standard Invoice: 004/15 (Total EUR 194,694.00)
 Currency=EUR Export

General		Amount Summary		Payment Information	
Invoice Date	03-Feb-2015	Item	194,694.00	Paid	189,242.57
Supplier	GAM OIL & GAS SPA	Freight	0.00	Discount Taken	5,451.43
Supplier Site	IPO1	Miscellaneous	0.00	Due	0.00
Address	ZONA INDUSTRIALE ROMBIOLO, 89041	Tax	0.00 (3)	Status	Paid
		Prepayment	0.00	Payment Date	10-FEB-2015
		Retainage	0.00	Payment	1419441
		Withholding Tax	0.00	Term	TPS 60 DAYS
		Total	194,694.00		

Invoice Lines | Scheduled Payments | Hold Reasons

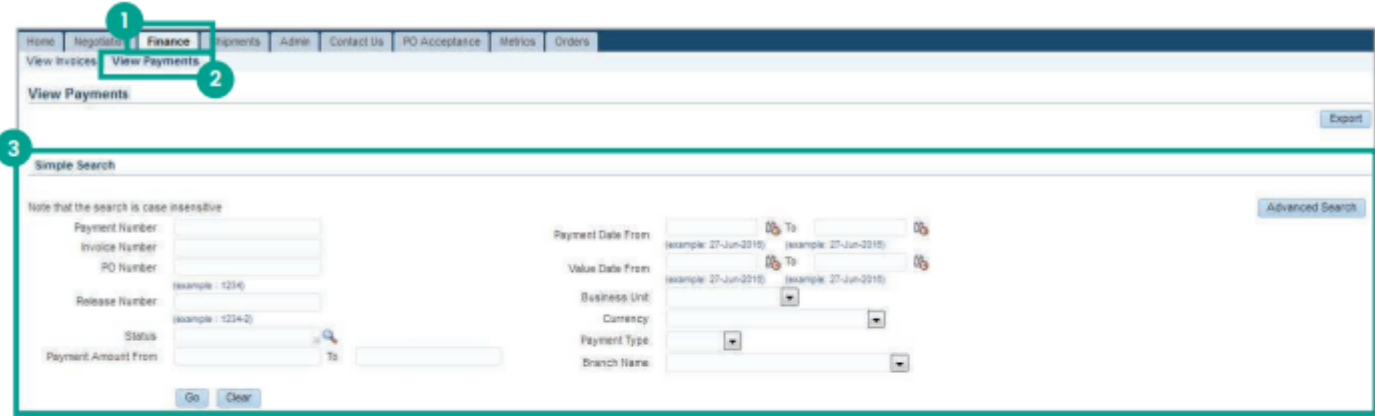
Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	EX-MSD_BOXPACKING-EACH-Ricevimento costo per imballo per materiali BOPMSD	1	EACH	6,020.00		6,020.00	0.00	Approved	439747639	1003	1	Brogi, Mr. Marco	
2	Item	EX-MSD_BOXPACKING-EACH-Ricevimento costo per imballo per materiali BOPMSD	1	EACH	6,020.00		6,020.00	0.00	Approved	439747639	1005	1	Brogi, Mr. Marco	
3	Item	SVO9520012-EACH-COLLAR (HOT LINE)	1	EACH	800.00		800.00	0.00	Approved	439747639	13	1	Brogi, Mr. Marco	
4	Item	SVO9519981-EACH-COLD PPNG	1	EACH	37,713.00		37,713.00	0.00	Approved	439747639	14	1	Brogi, Mr. Marco	
5	Item	SVO9520013-EACH-COLLAR (HOT LINE)	1	EACH	800.00		800.00	0.00	Approved	439747639	15	1	Brogi, Mr. Marco	
6	Item	SVO9519975-EACH-HOT PPNG	1	EACH	52,813.00		52,813.00	0.00	Approved	439747639	16	1	Brogi, Mr. Marco	
7	Item	SVO9519976-EACH-COLD PPNG	1	EACH	37,713.00		37,713.00	0.00	Approved	439747639	17	1	Brogi, Mr. Marco	
8	Item	SVO9519980-EACH-HOT PPNG	1	EACH	52,813.00		52,813.00	0.00	Approved	439747639	18	1	Brogi, Mr. Marco	
9	Item			N			2.00	0.00	Approved					
10	Tax	N.I. Art. 8/C					0.00	0.00	Approved					
11	Tax	Escl. Art.15					0.00	0.00	Approved					

In this form iSP shows line by line all the useful information related with the PO and the invoice.

Payment search

To view payments in iSP you need to follow the steps as mentioned below.

1. Click on the **Finance** tab to go to the Finance home page.
2. The **View Payments** sub-tab allows to search and visualize the payment information related to the different POs.
3. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on **Go** to run a query.
4. By clicking on the payment number the details of the payment are displayed.



Business Unit	Payment	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Supplier Address	Supplier Site	Value Date	Payment Type	Supplier Bank Name	Supplier Bank BIC/SWIFT Code	Supplier Bank Account Number	Company Name
OU_NP_IT	31102	25-Jun-2015	EUR	354,786.05	Wire	Negotiable	25-Jun-2015	Unicredit EDI - Euro - SRL	ROMBIOLO	IP01	26-Jun-2015	Standard	ABICAB 0513242630	BPVIT31	808570350992	O&G Nuovo Pignone S.r.l
OU_NP_IT	33325	25-Jun-2015	EUR	79,164.00	Wire	Negotiable	25-Jun-2015	Unicredit EDI - Euro	ROMBIOLO	IP01	26-Jun-2015	Standard	ABICAB 0513242630	BPVIT31	808570350992	O&G Nuovo Pignone SPA
OU_NP_IT	1415849	9-Feb-2015	EUR	91,841.09	Wire	Negotiable	20-Feb-2015	Unicredit EDI - Euro - SRL	ROMBIOLO	IP01	21-Feb-2015	TPS	ABI 07010 CAB 63570	ICR4ITRRS20	000000101306	O&G Nuovo Pignone S.r.l
OU_NP_IT	1	20-Feb-2015	EUR	-2,742.94	Wire	Negotiable	20-Feb-2015	TPS Transitory account	ROMBIOLO	IP01	20-Feb-2015	TPS	Internal Settlement			O&G Nuovo Pignone S.r.l
OU_NP_IT	1	12-Feb-2015	EUR	-7,760.09	Wire	Negotiable	12-Feb-2015	TPS Transitory account	ROMBIOLO	IP01	12-Feb-2015	TPS	Internal Settlement			O&G Nuovo Pignone S.r.l

FAQ – ITALIANO

FAQ: Accesso e gestione account iSupplier portal

D: Come posso richiedere una nuova utenza iSupplier portal?

R: Contattare il vostro Buyer di riferimento Baker Hughes

D: Un fornitore può cambiare la propria e-mail associata al SSO?

R: Sì, rivolgersi al servizio di supporto – bhisp.support@bakerhughes.com

D: Perché gli indirizzi generici non possono essere accettati?

R: L'SSO è personale, le informazioni a cui dà accesso sono personali e dovrebbero essere lette dalla persona che segue gli ordini.

FAQ: Funzioni portale

D: Dove posso rivedere le bozze?

R: Dal tab "Negotiations" selezionare "Manage Drafts"

D: Dove si trovano gli allegati delle RFI?

R: Si trovano sempre sotto la sezione "Header"

D: Perché non riesco a scaricare documenti dall'iSupplier Portal?

R: L'assenza di un documento può dipendere da:

- Alta confidenzialità
- Il documento si trova in revisione critica

D: Posso scaricare la QRL?

R: No, non è possibile scaricare il QRL da iSP, ma è possibile visualizzarlo dal tab Shipment, selezionando le linee dell'ordine ricercato e "Document Request" dal action menu. Dopo aver cliccato su Go selezionare la categoria Certificates With Requirements

FAQ: Caricamento documenti

D: Cos'è un certificato MDR?

R: Manufacturing Drawing Report, certificati o test di collaudo che i fornitori vedono sul QCP della commessa

D: Cos'è uno SPIR?

R: Lista dei codici delle parti di ricambio che il fornitore deve inviare insieme all'item, il PO contiene una clausola che lo richiede

D: Come si carica un certificato?

- Dal tab "Shipments", ricercare e selezionare l'ordine
- Selezionare "All" per shipment status
- Seleziona "Document Request" dal menu action list
- Cliccare "Go"
- Selezionare la categoria dei documenti da caricare

D: Si possono caricare certificati per gli ordini OSP?

R: Sì (destination type = shop floor)

D: Quanti numeri seriali si possono inserire su "Serial Numbers" per il caricamento dei certificati MDR?

R: 19 separati da virgola

D: Si possono inserire due o più numeri di serie nella barra per gli inserimenti?

R: Sì, ma usando la virgola altrimenti il sistema li riconosce come un numero solo