Enterprise Management System (EMS)

Purchase Orders

EMS Enterprise Management System | Harbour Energy

PO Types

Below are the most common types of PO's issued to suppliers via Ariba

- Materials
- Materials & Services
- Services - unplanned
- Services - planned
- Repair PO – Ariba does not yet have the capability to support repair POs therefore could you please submit your invoices manually

Whether you need to raise a Service Entry Sheet (SES) and how you invoice in Ariba will depend on the above.

SUPPLY CHAIN

Purchase Orders

1. Header section contains email address of the purchase order creator where you can request order changes
2. Service lines require an approved service entry sheet
3. Free of charge lines are used for tracking purposes only – please use material or service lines with predefined prices only
4. Orders with more than 1000 items are exported and processed as CSV only

Buyer Headquarter Address
GEN/OpsProcurement
Email: ukexpediting@harbourenergy.com 1
Phone: + () 01224 205000
Fax: + () 01224 205044

Line Items 2 Show Item Details

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Price	Subtotal	Tax	
00001	1	FAB - FLAMGARD MOISTURE ELIMINATOR SL 2E	Service		1.000 (AU)	28 Apr 2023	£2,440.00 GBP	£2,440.00 GBP	£0.00 GBP	Details
00002	1	FAB - FLAMGARD MOISTURE ELIMINATOR SL 2E	Material		1.000 (EA)	28 Apr 2023			£0.00 GBP	Details
00003	1	CONSUMABLES	Material		1.000 (LOT)	28 Apr 2023			£0.00 GBP	Details
00004	1	FAB - FLAMGARD MOISTURE ELIMINATOR SL 2F	Service		1.000 (AU)	28 Apr 2023	£78,990.00 GBP	£78,990.00 GBP	£0.00 GBP	Details
00005	1	FLAMGARD MOISTURE ELIMINATOR SL 2F	Material		1.000 (EA)	28 Apr 2023	£78,990.00 GBP	£78,990.00 GBP	£15,798.00 GBP	Details

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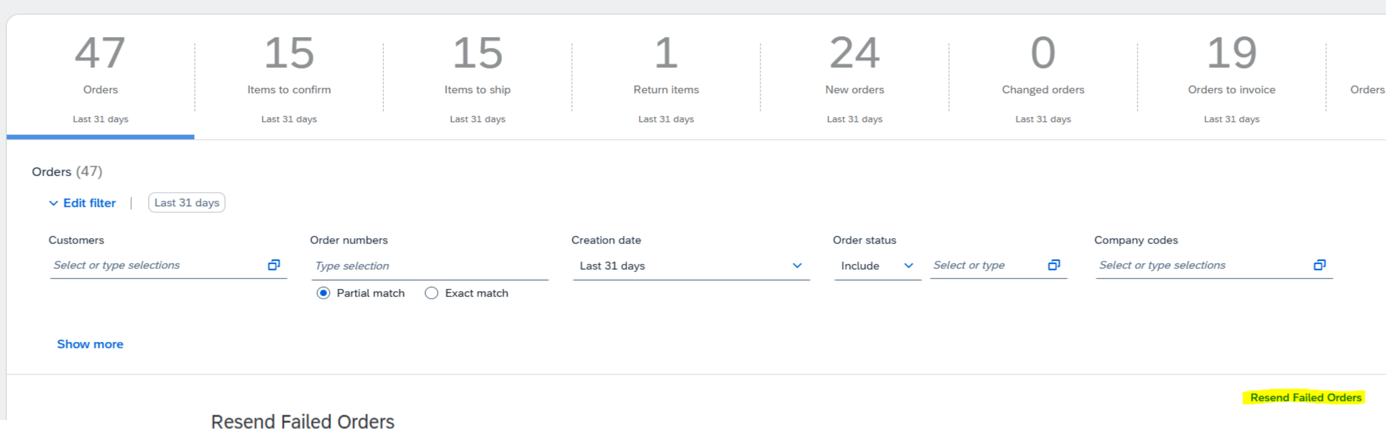
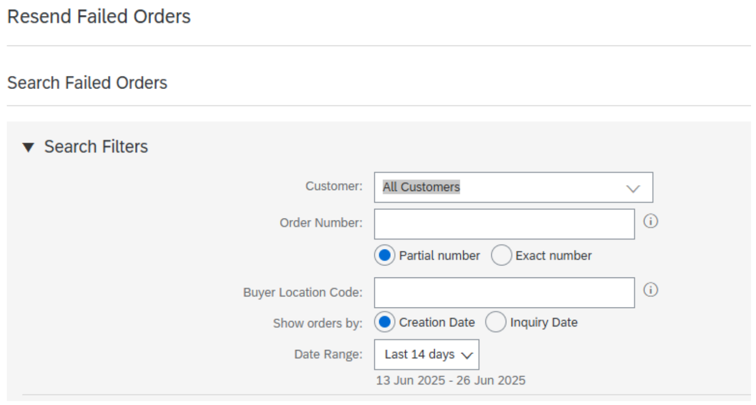
SUPPLY CHAIN

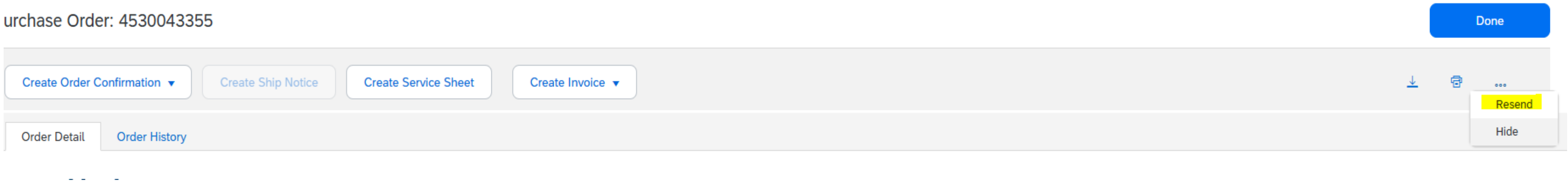
How do I resend failed PO's

1. Click Orders
2. Orders and releases
3. At the bottom of the page click resend failed orders
4. Use the search filters to locate the PO (s) to resend
5. In the search results check the boxes to the left of the desired orders and click resend or click resend all to resend all orders listed. See





Note - You can also resend a PO by clicking resend at the top of any order (click on the …)



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Common Issues/Invoice errors related to PO

Issue	Action
Unable to find PO	If the PO is prior to your Ariba Enablement this won't be in the system – please send PDF invoice to our AP Team. Check the filters in Ariba system is often set to show last 31 days.
Tracking lines on PO	When you flip a purchase order with mix of material and service lines, material lines get prioritized. Tracking lines on PO have no assigned funds – therefore need to invoice against other line items. Tracking lines with zero price should be ticked at the beginning of each line and then click Delete.
Repair PO's	Ariba does not yet have the capability to support repair POs therefore could you please submit your invoices manually
Unplanned Spend exceeds overall limit – when trying to raise and you get an error meaning you can't raise invoice	Insufficient value on the PO – contact the buyer detailed on the PO to discuss an uplift
Exceeds buying limit	Indicates isn't value on the line – check for lines marked as completed – see buyer
Doc 54 Error	Often indicates the invoice has been attempted against an obsoleted version of the PO. The other times we see this error is due to the control keys set up on the PO by the buyer but as you have invoiced before on the PO, I can't see that being the issue.
No service items selected	Contact Harbour Energy for purchase order update
The subtotal on Service Sheet line 1 does not match the subtotal on order line 1 for purchase order 4xxxx and exceeds the tolerance limit specified by the buyer	Contact Harbour Energy for purchase order update

Contacts, Training & Resources

SUPPLY CHAIN

Purchase Orders:
If you are unable to find the PO in Ariba please ensure to check the search filters prior to emailing aribase@harbourenergy.com

For queries regarding insufficient funds on your PO, please contact the Procurement Team (buyer email will be detailed on your PO).

All other PO queries please contact aribase@harbourenergy.com

SES Approvals:
If you are following up on SES Approvals, please contact our AP Team on - accountspayableuk@harbourenergy.com

Invoices:
For outstanding payment queries please contact our AP Team - accountspayableuk@harbourenergy.com

Note - If the PO is prior to Ariba Enablement, please send PDF Invoice to AP.

Payment Terms Queries:
Please contact your relevant Harbour Energy Contracts Advisor.

Ariba Network Issues:
If you are experiencing issues with the Ariba page crashing, timing out, etc please ensure to clear your history & cache.

If Ariba Network is completely down, please contact Ariba Support directly. SAP Ariba Help Center

All other Ariba Network Queries:
Please contact aribase@harbourenergy.com.

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