Enterprise Management System (EMS)

Purchase Orders

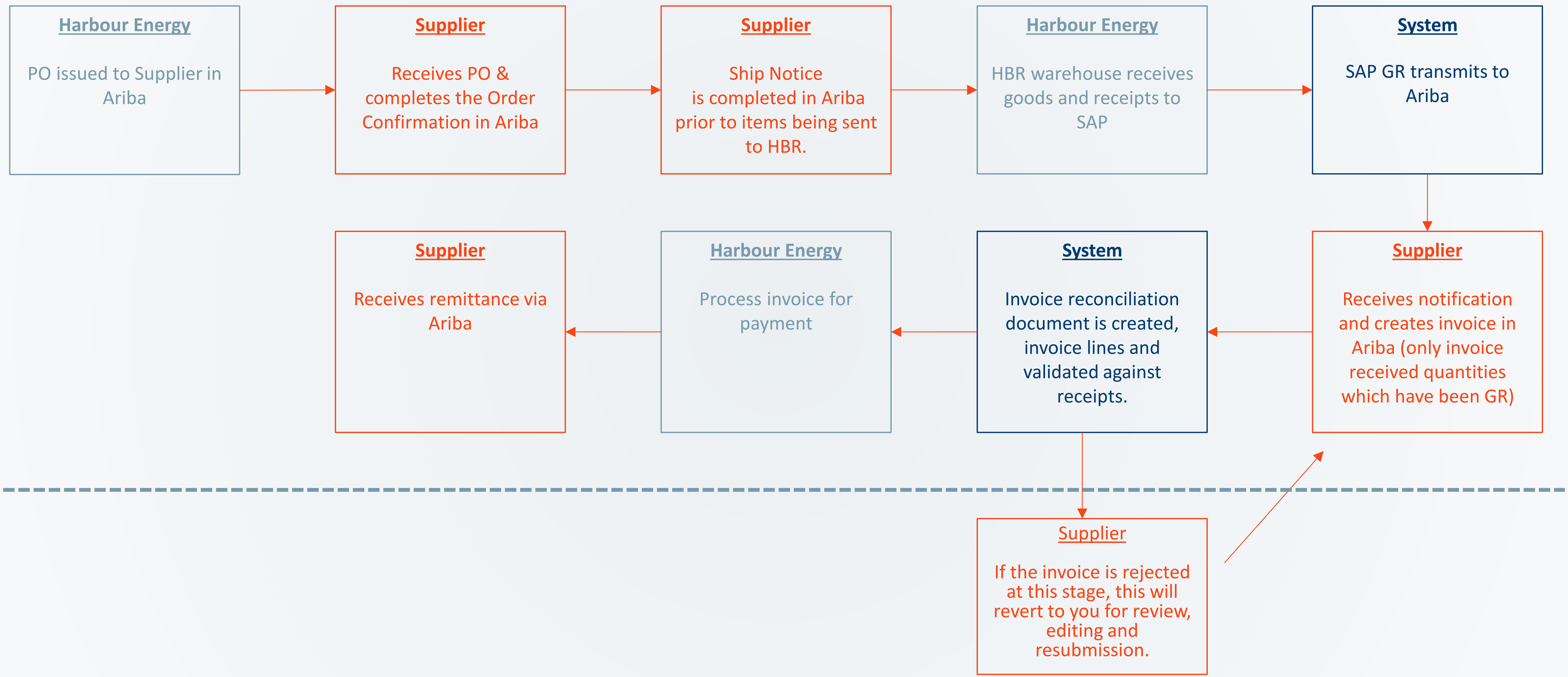
Order Confirmations

Ship Notice Process

GR Process

EMS Enterprise Management System | Harbour Energy

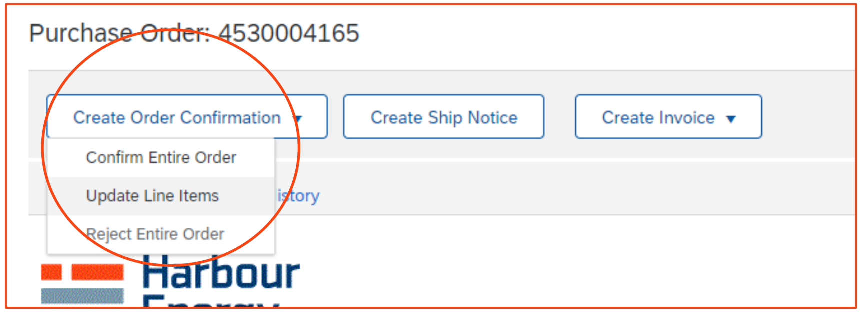
HARBOUR ENERGY – Ariba Process (Materials)

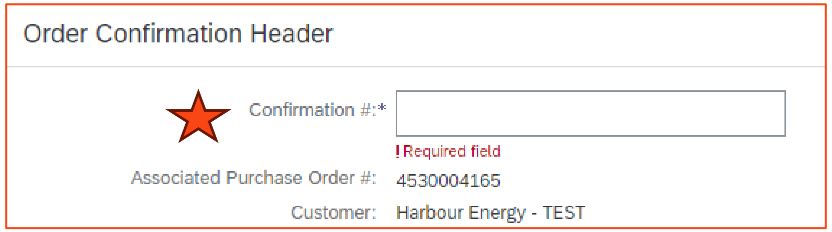


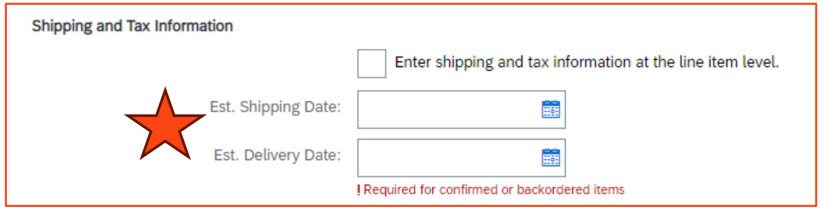
SUPPLY CHAIN

Order Confirmations

- **Currently available for material orders only**
- **Two Confimation Options**
  - Confirm Entire Order
  - Update Line Items for partial confirmation or delivery date changes
  - There is also the option to reject entire order
- **Mandatory Fields**
  - Confirmation number
  - Estimated Delivery Date
- **One Purchase Order can be confirmed multiple-times**
  - Please create additional order confirmations via SAP Business Network for further delivery date changes
  - All Order Confirmations should be created within SAP Business Network







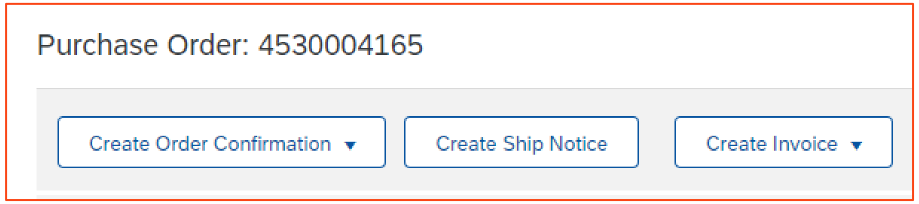
EMS Enterprise Management System

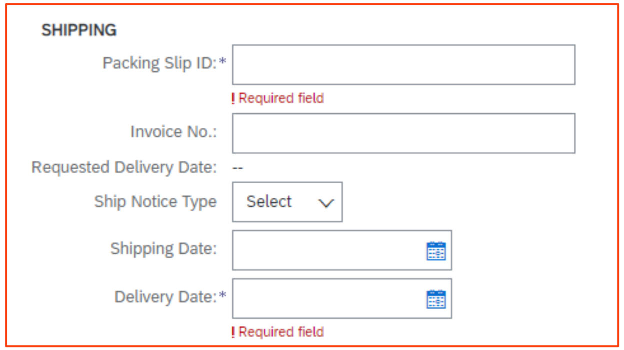
Harbour Energy

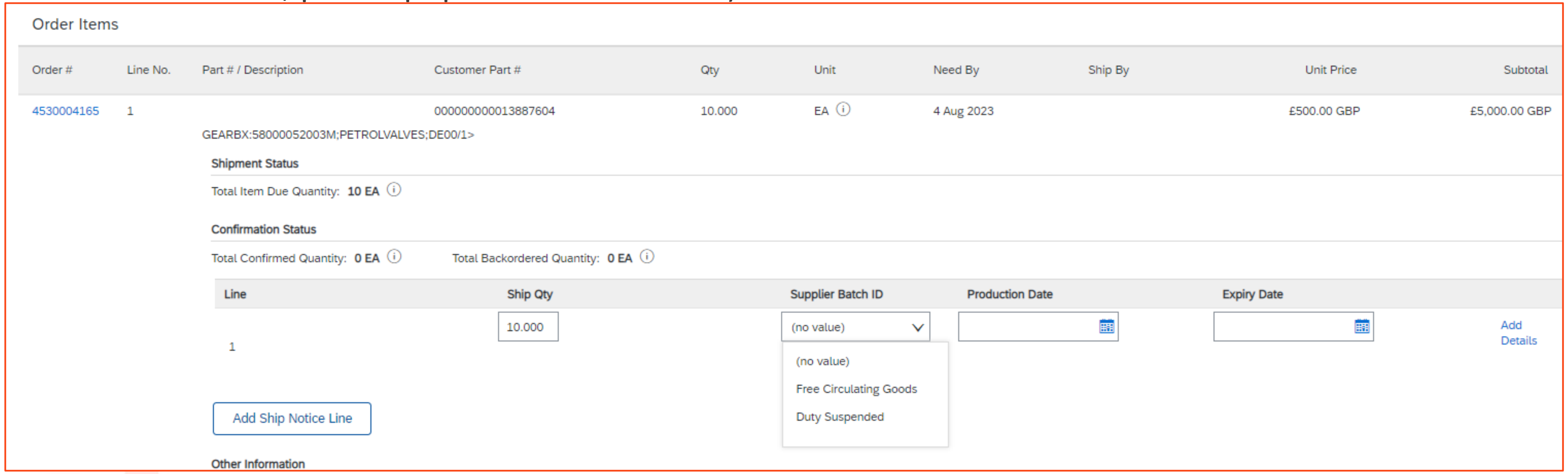
SUPPLY CHAIN

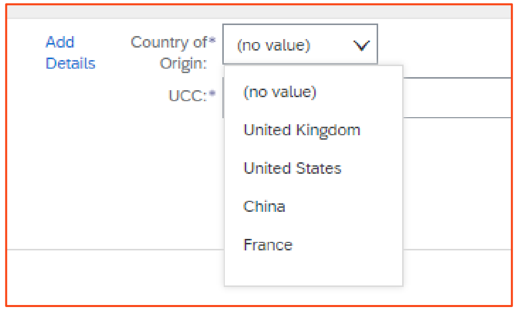
Ship Notices

- Ship Notices can be created using purchase order detail for materials
- Used to trigger inbound delivery and goods receipt process within Harbour Energy´s S4
- **Mandatory fields**
  - Packing Slip ID (Ship Notice Reference – must be unique)
  - Delivery Date
  - Supplier Batch ID Country of Origin
  - UCC (Union Customs Code) – only digits allowed (for rental PO’s, please populate 0000000000)









EMS Enterprise Management System

Harbour Energy

Goods Receipting in Ariba

Harbour Energy have moved to a delivery based invoicing process.

What does this mean for suppliers?

Going forward suppliers will only be able to invoice items which have been Goods Receipted and showing as GR in Ariba.

What do I do if items haven't been GR and we need to invoice?

The business is aiming to have GR process completed within 48/72 hours (taking into consideration weekends). Please take this into consideration prior to contacting us.

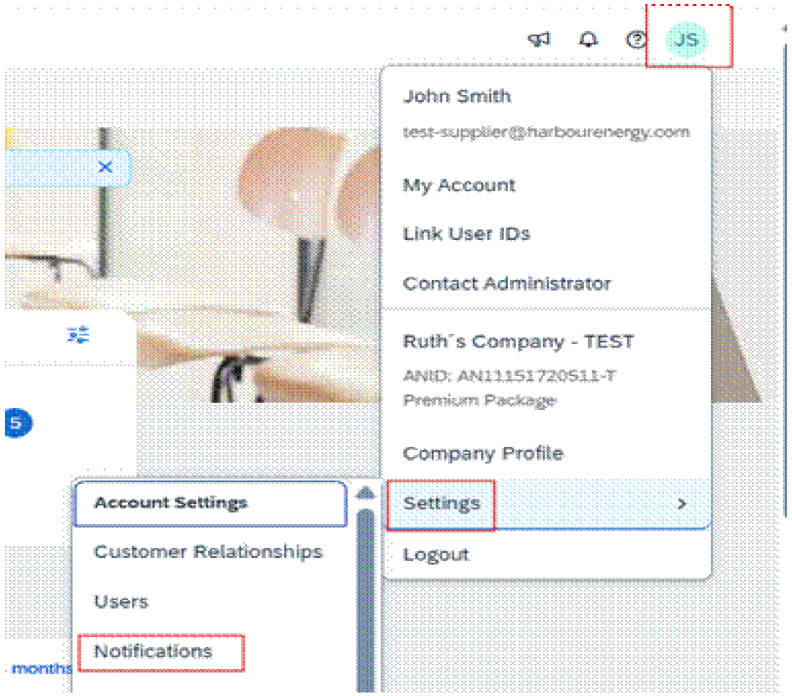
If this hasn't happened, please email aribase@harbourenergy.com and we shall investigate with the Materials Team.

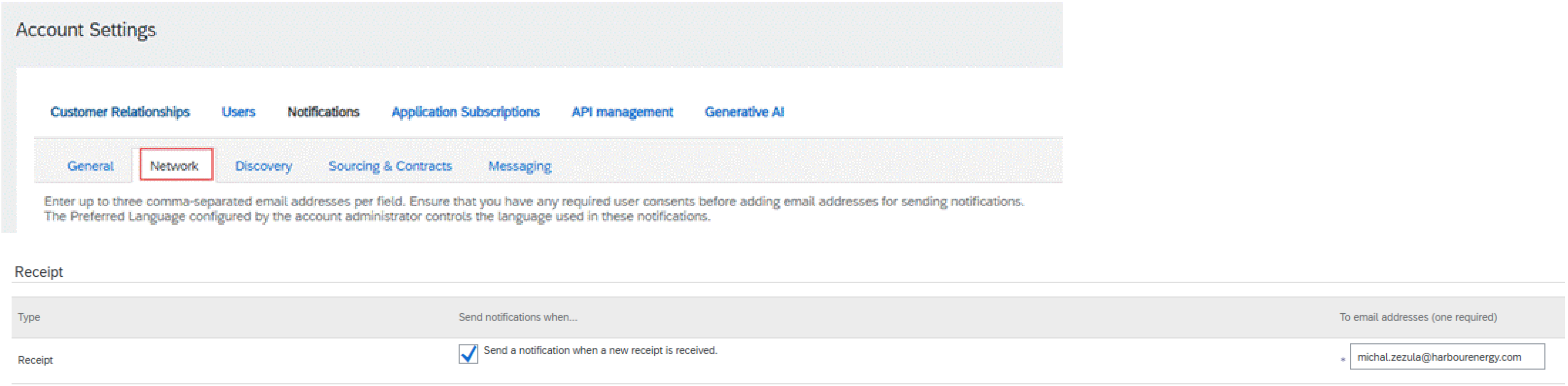
SUPPLY CHAIN

How to activate GR Notifications

These steps must be completed by the Administrator for your Ariba Account:

1. Click on the initials at the top right handside in Ariba.
2. Select – Settings then Account Settings
3. Select - Notifications
4. Go to the Network tab and select the receipt add in email addresses for those to receive the notifications





EMS Enterprise Management System

Harbour Energy

HARBOUR ENERGY

GR – Process Flow

HBR ACTION - Purchase Order (raised in SAP to Supplier)

SYSTEM - Purchase Order (flows into Ariba to supplier)

SUPPLIER ACTION - Order Confirmation (completed by supplier in Ariba)

SYSTEM - Order confirmation (feeds back in SAP from Ariba?)

MANUAL STEP – Supplier sends goods

HBR ACTION – Complete GR (in SAP)

SYSTEM ACTION – GR flows to Ariba

SUPPLIER ACTION – Creates invoice in Ariba

HBR ACTION – Review the invoice & approve

SBI/Materials Team - Role/Responsibility

SUPPLIER – Requests update on status of GR (supplier should be providing POD on this email)

SBI – Spot check for GR in Ariba/SAP

SBI - If GR IS COMPLETED IN SAP but HAS NOT transacted to Ariba we will raise an IS Integration ticket to investigate and resolve

SBI – Once resolved we will advise supplier, they can invoice

SBI - If the GR IS COMPLETED IN Ariba & SAP we will advise supplier, they can invoice

SBI - If GR is NOT in Ariba/SAP we will send the query to Materials Team Focal Point

MATERIALS TEAM – Review email and investigate GR

1. Check the PO delivery address
2. Check the Warehouse register
3. If PO is not listed on warehouse register - email hbr.receipts@onepeterson.com

MATERIALS TEAM – To advise the supplier of the update.

MATERIALS TEAM – If GR has been COMPLETED but is not in Ariba, Materials Team to update SBI Team and we shall investigate as likely to be a technical error

SBI – To investigate technical error & advise supplier

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.