



Enterprise Management System (EMS)

Purchase Orders

Order Confirmations

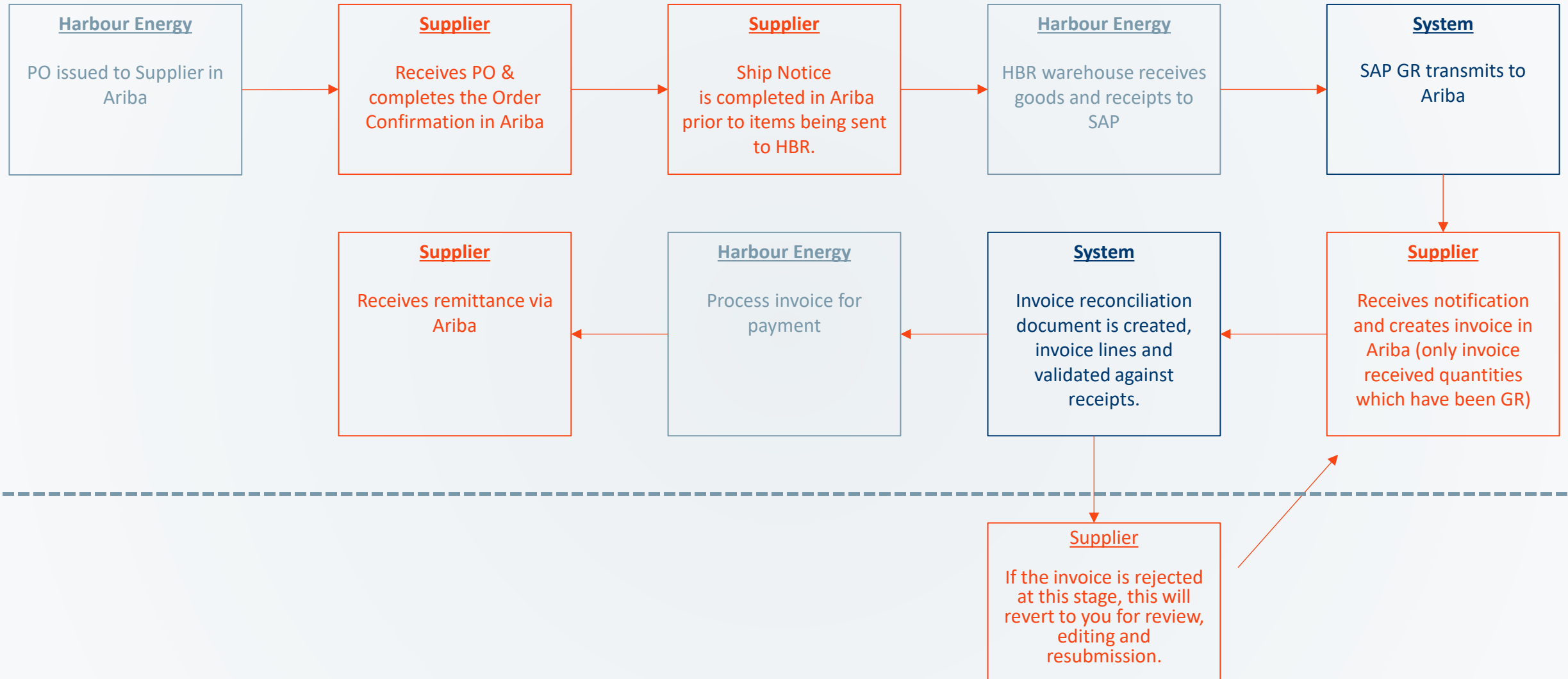
Ship Notice Process

GR Process

EMS Enterprise
Management
System

 **Harbour
Energy**

HARBOUR ENERGY – Ariba Process (Materials)





Order Confirmations

- **Currently available for material orders only**
- **Two Confirmation 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

Purchase Order: 4530004165

Create Order Confirmation

Create Ship Notice

Create Invoice

Confirm Entire Order

Update Line Items

Reject Entire Order

History



Order Confirmation Header

★

Confirmation #:*

! Required field

Associated Purchase Order #:

4530004165

Customer:

Harbour Energy - TEST

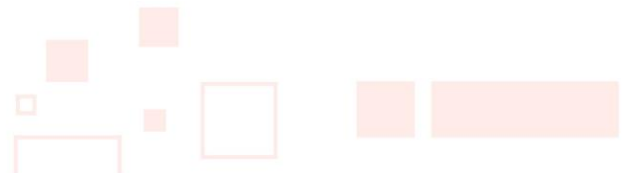
Shipping and Tax Information

★

Est. Shipping Date:

Est. Delivery Date:

! Required for confirmed or backordered items





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)

Purchase Order: 4530004165

Create Order Confirmation ▾

Create Ship Notice

Create Invoice ▾

SHIPPING

Packing Slip ID:*

! Required field

Invoice No.:

Requested Delivery Date: --

Ship Notice Type

Shipping Date:

Delivery Date:*

! Required field

[Add Details](#)

Country of*

Origin:

UCC:*

United Kingdom

United States

China

France

UCC:*

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
4530004165	1	GEARBX:58000052003M;PETROLVALVES;DE00/1>	000000000013887604	10.000	EA ⓘ	4 Aug 2023		£500.00 GBP	£5,000.00 GBP

Shipment Status

Total Item Due Quantity: 10 EA ⓘ

Confirmation Status

Total Confirmed Quantity: 0 EA ⓘ Total Backordered Quantity: 0 EA ⓘ

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	10.000	(no value)			Add Details

[Add Ship Notice Line](#)

Other Information



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.

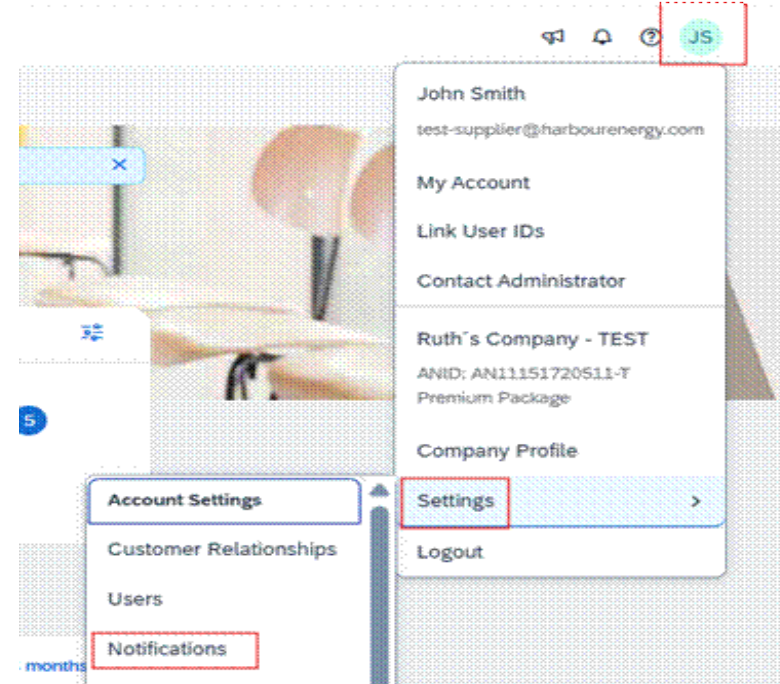




How to activate GR Notifications

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



Account Settings

Customer Relationships Users Notifications Application Subscriptions API management Generative AI

General Network Discovery Sourcing & Contracts Messaging

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

Receipt

Type	Send notifications when...	To email addresses (one required)
Receipt	☒ Send a notification when a new receipt is received.	* michal.zezula@harbourenergy.com

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

HARBOUR ENERGY

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

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.