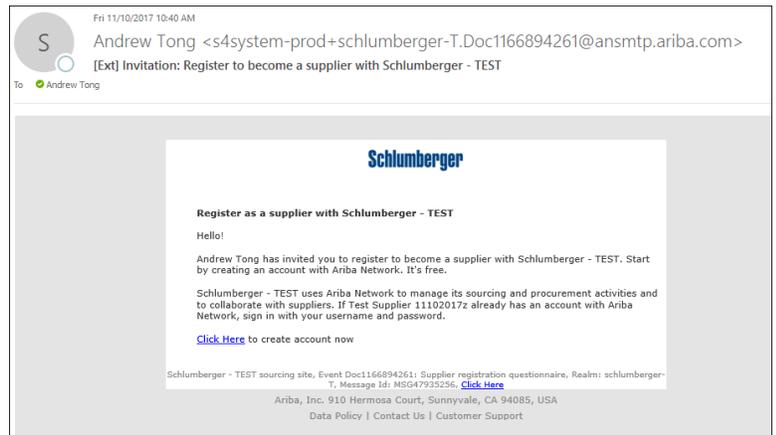


Schlumberger (SLB) uses the Ariba Network for ecommerce and collaboration with its suppliers. Use of Ariba provides a streamlined P2P process and gives visibility to both the Buyer and Seller over end-to-end transactions.

This quick reference guide (QRG) describes how Orders are routed to you via the Ariba Network. It also describes how to maintain contact details to control how Orders and other notifications are routed to the correct recipient(s).

### How SLB Orders are Routed via the Ariba Network

1. To transact over the Ariba Network, Buyers (e.g. SLB) and Sellers (e.g. suppliers) must establish **Trading Relationships**. A **Trading Relationship** is a link between a Buyer and a Seller that allows the exchange of documents (e.g. Order, Invoice).
2. The traditional method for forming a **Trading Relationship** is to send a special invitation email or URL to a Seller that can be used to create an account. Once the Ariba account is created from that URL, a **Trading Relationship** is automatically established.
3. SLB uses **Quick Enablement** for its suppliers. **Quick Enablement** allows SLB to form Trading Relationships with its suppliers directly through Orders. Instead of creating an account separately through the use of a special email/URL, the Order itself is the invitation. This greatly accelerates and simplifies the enablement process. Once an account is created from that Order, a **Trading Relationship** is established.



- An account is automatically created for your once SLB sends your Order to Ariba. The information used to create your account (name, address, email) is adopted from the PO (which in turns takes information from your vendor record in SLB's systems)

Supplier and Vendor Details Save Cancel

Vendor Details **Supplier Details**

Details

Vendor Name: \*

Proposed Enablement Mode:

ANID: AN01391709621

DUNS: 1000002578

Vendor ID: 1000002578

Site ID:

Site Aux ID:

Legacy Vendor ID:

System ID: E1PCLNT110

Preferred Language:

Tax ID:

VAT ID:

ERP Spend in 12 Months:

PO Count:

Invoice Count:

Supplier Group:

Vendor Account Details

Vendor Email:

Vendor Phone:

Vendor Fax:

Vendor Address:

This selection will refresh the page content.

Contact First Name:

Contact Last Name:

Contact Phone:

- In this account, SLB is able to maintain the email that is used by Ariba to route your Orders. **Once you have created (or linked) your Ariba Network account, SLB loses the ability to control the email address that is used for your Order Routings.** At this point, you will have assumed full control of your account and its settings.

**Note:** The email address used for these Order routings (prior to your taking control of the account) comes from SLB's vendor master record for your organization. In the event you believe you should be receiving Orders, but are not, please check with your Procurement contract. A buyer can assist you with changing this email address for the routings and resending any previously failed orders.

Invitation Letter Routing Information

Routing Type:

This selection will refresh the page content.

Email Address:  Send Now

Order Routing Information

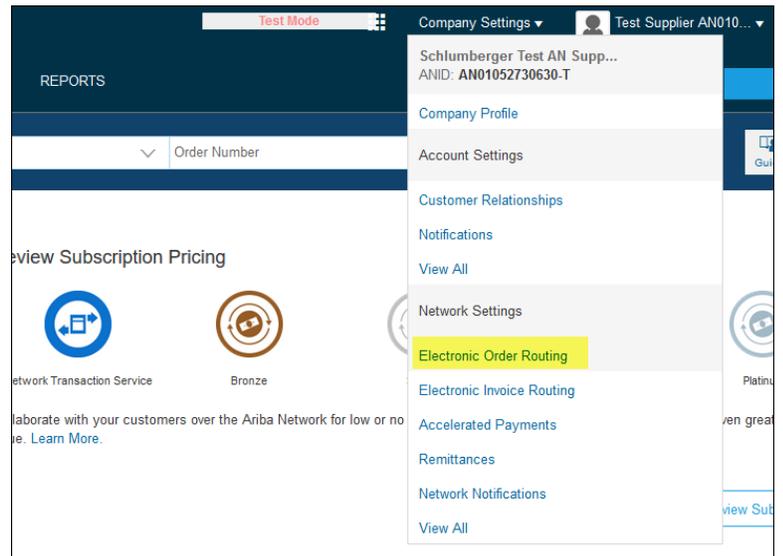
Routing Type:

This selection will refresh the page content.

Email Address:

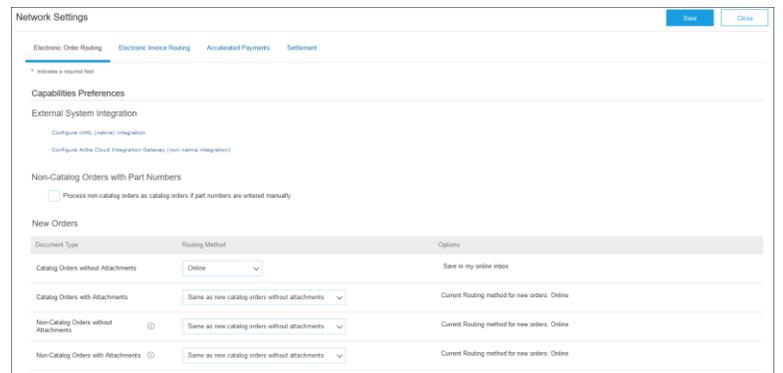
## Maintaining Email Contacts for Receiving Electronic Orders

1. Once you have created (or linked) an account, you can manage your Electronic Order Routing settings. Your Electronic Order Routing settings control how Orders are routed once they are received by your account. You can access the settings by clicking on **Company Settings** and then **Electronic Order Routing**.



2. Here you can set how each message is routed once received by your Ariba Network account. The Routing Methods include:

- Online** – Orders are routed to your Ariba Inbox
- Email** – Orders are routed to the specified email address
- Fax** – Orders are routed to the specified fax number
- cXML** – Orders are routed to the specified cXML URL (*applies only to integrated Sellers*)
- cXML Pending Queue** – Orders are routed a cXML queue, pending retrieval (*applies only to integrated Sellers*)
- EDI** – Orders are routed based on the specified EDI configuration (*applies only to integrated Sellers*)



**Note:** Regardless of routing method, Orders are always accessible through your Ariba Network account (subject to certain limitations for Light Accounts). cXML, cXML Pending Queue, and EDI are only relevant for integrated Sellers with Full-Use accounts.

- Email is the most commonly used Routing Method. To configure this, set the Routing Method to **Email**. Then, specify the recipient email address. Up to five email address can be supported (separated by commas) when using the Email routing method. It is best practice to not use emails specific to a person and to use distribution lists instead (e.g. orders@suppliers.com).
- Additional settings are available to control how attachments are handled. Select **“Include document in email message”** if you would like Orders to be routed via Email along with their attachments.

**Note:** Because Orders are routed to your Ariba Network account, you control how Orders are ultimately routed within your organization. SLB does not maintain the emails used for your internal Order routings. It is important that this is properly maintained as to ensure Orders are not missed once they are received by your Ariba Network account.

## Maintaining Various Account Notifications on the Ariba Network

- There are a variety of other notifications that Ariba Network generates and that you can control. Log in to your Ariba Network account.
- Click on **Company Settings** and then **Notifications**. This will take you to where you can configure whether you receive certain notifications from Ariba based on different events, and how you would like to receive those notifications.

3. In the **General** tab, there are options to control notifications for the following category of notifications:
- Relationship
  - Other

These notifications generally relate to notifications around customer relationships and other miscellaneous notifications.

The screenshot shows the 'Account Settings' page with the 'Relationship' tab selected. It lists notification options for 'Customer', 'Customer Requirements Change', 'Trading Relationship Requests', and 'Supplier Enablement Activity and Task Reminder'. Each option has a checkbox and an email address field.

Type	Send notifications when	To email addresses (see required)
Customer	<input type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.	koong@sb.com
Customer Requirements Change	<input type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.	koong@sb.com
Trading Relationship Requests	<input type="checkbox"/> Send a notification when a customer responds to my trading relationship request.	koong@sb.com
Supplier Enablement Activity and Task Reminder	<input type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is pending.	koong@sb.com

4. In the **Network** tab, there are options to control notifications for the following category of notifications:
- Electronic Order Routing
  - Catalog Subscriptions
  - Service Sheet
  - Electronic Invoice Routing
  - Receipt
  - Accelerated Payments
  - Settlement

These notifications generally relate to notifications around various messages (Order, Service Sheet, Confirmation, Invoice) exchanged between you and your customers.

The screenshot shows the 'Account Settings' page with the 'Electronic Order Routing' tab selected. It lists notification options for 'Order', 'Purchase Order Inquiry', 'Time Sheet', 'Pending Quote', and 'Order Confirmation Failure'. Each option has a checkbox and an email address field.

Type	Send notifications when	To email addresses (see required)
Order	<input type="checkbox"/> Send a notification when orders are undeliverable.	koong@sb.com
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	koong@sb.com
	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	koong@sb.com
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	koong@sb.com
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	koong@sb.com
Pending Quote	<input type="checkbox"/> Send a notification when items delivered through pending quote are not acknowledged.	koong@sb.com
Order Confirmation Failure	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.	koong@sb.com

5. In the **Discovery** tab, there are options to control notifications for the following category of notifications:
- Business Opportunity
  - Posting
  - Status
  - Activity

These notifications generally relate to the use of Ariba Discovery. Please note that Schlumberger does not use Ariba Discovery.

The screenshot shows the 'Account Settings' page with the 'Business Opportunity' and 'Posting' tabs selected. It lists notification options for 'Business Opportunity' and 'Posting'. Each option has a checkbox and an email address field.

Type	Send notifications when	To email addresses (see required)
Business Opportunity	<input checked="" type="checkbox"/> Send a notification when I am invited to a new business opportunity on Ariba Discovery.	koong@sb.com
	<input checked="" type="checkbox"/> Receive a daily digest of postings that match your capabilities.	
	<input checked="" type="checkbox"/> Notify me when a buyer sends me a message.	
Posting	<input checked="" type="checkbox"/> Notify me when a buyer reads my posting response.	
	<input checked="" type="checkbox"/> Notify me when a posting I responded to is cancelled.	
	<input checked="" type="checkbox"/> Notify me when a buyer invites me to a posting.	
	<input checked="" type="checkbox"/> Notify me of changes to postings I have responded to.	

6. In the **Sourcing and Contracts** tab, there are options to control notifications for the following category of notifications:
- Approval Tasks
  - Offline Approval Format
  - Tasks
  - Review Tasks
  - Notification Tasks
  - Projects
  - Contracts

These notifications generally relate to any Sourcing and Contracting projects you have been invited to contribute to.

The screenshot shows the 'Account Settings' page with the 'Approval Tasks' and 'Offline Approval Format' tabs selected. It lists notification options for 'Approval Tasks' and 'Offline Approval Format'. Each option has a checkbox and an email address field.

Type	Send notifications when	To email addresses (see required)
Approval Tasks	<input checked="" type="checkbox"/> Approval tasks are assigned to me.	
	<input checked="" type="checkbox"/> A task I own is approved by any approver.	
	<input checked="" type="checkbox"/> An approval task I own is fully approved.	
	<input checked="" type="checkbox"/> An approval task I own is denied.	
	<input checked="" type="checkbox"/> An approval task of mine is withdrawn.	
	<input checked="" type="checkbox"/> An approver is added to the approval flow of an approval task I own.	
	<input checked="" type="checkbox"/> An approver is removed from the approval flow of an approval task I own.	
Offline Approval Format	<input type="checkbox"/> Receive offline email approval notifications in plain text format.	
	<input type="checkbox"/> Receive offline email approval notifications in compact text format. (Recommended for PSA users)	