

TECHNOLOGY RELIABILITY EFFICIENCY INTEGRATION



Schlumberger Supplier Webcast: Ariba Network Transactions for M-I SWACO

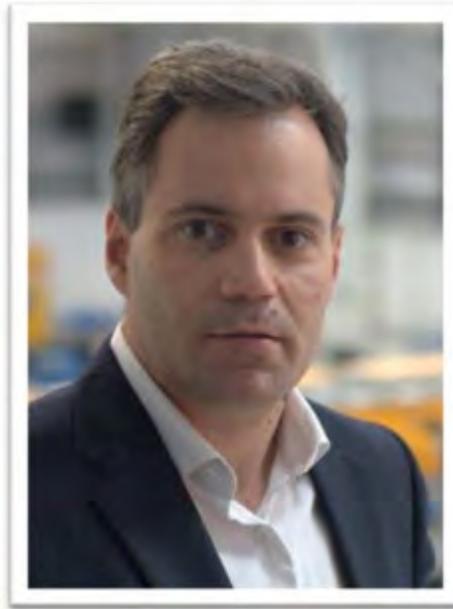
September 20, 2017

Schlumberger

Leaders for Today's Call



Nicol Sam
North America Procurement and
Sourcing Manager



Luis Rodriguez
Global Business Workflow Owner,
Supply Chain



Katie Dombeck
SAP Ariba Network Enablement Lead

Agenda

- Ariba Network Transactions Overview
- Frequently Asked Questions
- Key Contacts
- Summary

Ariba Network Transactions Overview

Ariba Network: Value Proposition

We have deployed SAP Ariba for M-I SWACO North America and now have the ability to manage the key transaction processes electronically.

PROCESSES
Purchase Orders
Order Confirmations
Advanced Shipping Notices
Invoices

BENEFITS
Active collaboration with suppliers
More cost efficient P2P process
Timely invoice processing and payment
Increased transparency

Ariba Network: Light Accounts vs. Full Accounts

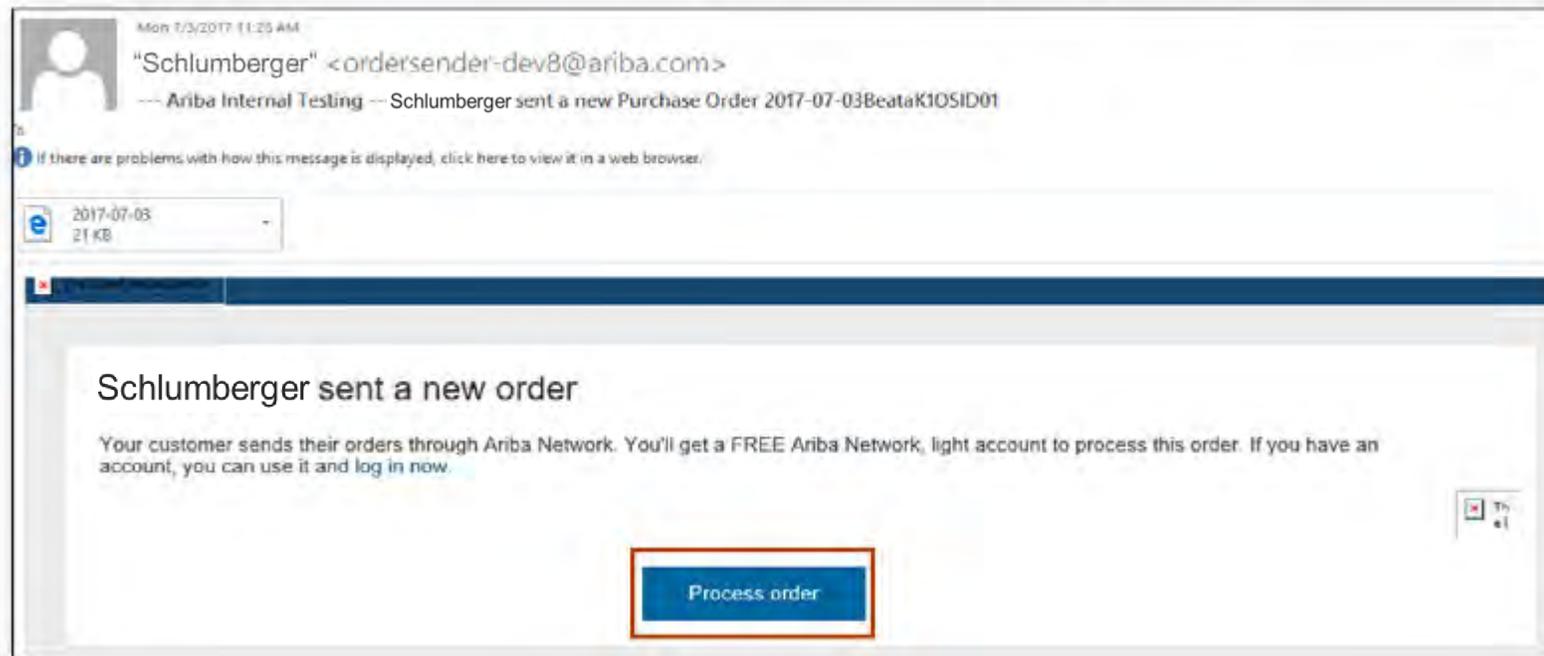
	LIGHT ACCOUNT Your current account	FULL-USE ACCOUNT Upgrade
FULFILLMENT		
Orders and invoices	<ul style="list-style-type: none"> ✓ Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices ✓ Check invoice status and create non-PO invoices, if supported by your customer 	<ul style="list-style-type: none"> ✓ Skip the emails. Get and manage orders and invoices all on Ariba Network. ✓ Use CSV uploads to manage large documents.
Catalogs		<ul style="list-style-type: none"> ✓ Publish catalogs that detail your products and services
Integration		<ul style="list-style-type: none"> ✓ Integrate with your backend systems through CXML or EDI
Legal Archive		<ul style="list-style-type: none"> ✓ Access to long-term invoice archiving (regional restrictions apply)
Reporting		<ul style="list-style-type: none"> ✓ Get reports to track transactions and sales activities
Support	Help Center	<ul style="list-style-type: none"> ✓ Help Center, phone, chat, and web form
Fees	Free	Based on usage

Note: If you require a B2B (eg. EDI) integration, the Full Account is required.

Ariba Network: Registration Process

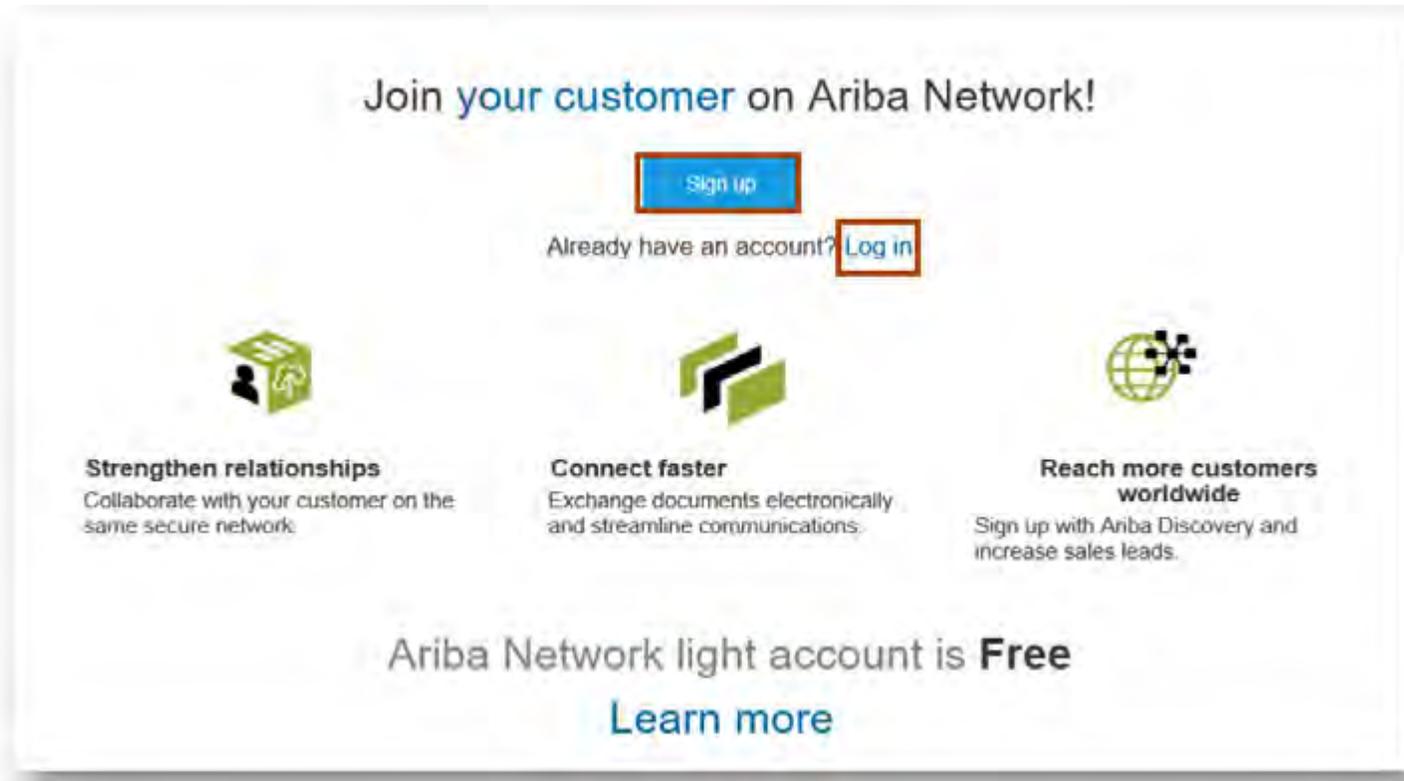
1. Supplier receives an interactive email from us through Ariba to process their Purchase Order.

Click the **Process Order** button in the PO notification (interactive email)



Ariba Network: Registration Process

- Supplier is directed to sign up for a new light account or use an existing account by clicking on “Log In”.



Join your customer on Ariba Network!

[Sign up](#)

Already have an account? [Log in](#)


Strengthen relationships
Collaborate with your customer on the same secure network.


Connect faster
Exchange documents electronically and streamline communications.


Reach more customers worldwide
Sign up with Ariba Discovery and increase sales leads.

Ariba Network light account is **Free**

[Learn more](#)

Ariba Network: Registration Process

3. Supplier configures account, accepts terms, and registers.

The screenshot displays the Ariba Network registration process, divided into three main sections:

- 1 Review your Company information:** This section contains a "Company information" form with fields for Company Name (Ariba Company Inc), Country (Singapore [SOP]), Address 1 (2000 Street ABC), Line 2, Line 3, Line 4, City (Singapore), and Postal Code (14000). A note states: "If your company has many locations, please enter the main office address. You can enter multiple addresses for your business and use them to manage your business." A "Register & Account Test" link is visible.
- 2 Enter your User account information:** This section contains a "User account information" form with fields for Name (First Name, Last Name), Email, a checked checkbox for "Use my email as my username", Username, Password (New Password), Repeat Password, Language (English), and Time (Singapore).
- 3 Accept Terms of Use and click on Register:** This section features a checked checkbox for "I have read and agree to the Terms of Use and the Ariba Privacy Statement" and a "Register" button.

At the bottom, a note reads: "Please note that after your Light Account is registered, future POs will be sent to your designated user account email."

Ariba Network: Next Steps

Now that you are registered, you will be able to view your Purchase Orders from M-I SWACO and access three important functions:

- Create Order Confirmation — Suppliers will be able to confirm and acknowledge the receipt of the order
- Create Ship Notice — For orders shipped by Schlumberger, supplier will be able to notify Schlumberger automatically with order readiness.
- Create Invoice — **Suppliers can “flip” the Purchase Order into an invoice and submit it to Schlumberger via Ariba.**



Ariba Network: Order Confirmations

1. Under “**Create Order Confirmation**”, you can confirm the order or update line items.

Note: You cannot reject orders in Ariba at this time. To reject an order, please contact your buyer.

The screenshot displays the Ariba Network interface for a Purchase Order (PO) with ID 4500041839. The interface includes a header with the PO number and a 'Done' button. Below the header is a navigation bar with several action buttons: 'Create Order Confirmation' (highlighted with a red box), 'Create Ship Notice', and 'Create Invoice'. There are also options for 'Print', 'Download PDF', 'Download CSV', and 'Resend'. The main content area shows the PO details, including the 'From' and 'To' information, the PO amount (\$500.00 USD), and the routing status (Acknowledged). The 'From' information is for Schlumberger del Ecuador, and the 'To' information is for LARREA ARREGUI SULAMITA JUDITH-TEST. The 'Create Order Confirmation' dropdown menu is open, showing options for 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. A sidebar on the right contains a search bar and a list of related documents and help topics.

Purchase Order: 4500041839

Done

Create Order Confirmation | Create Ship Notice | Create Invoice | Print | Download PDF | Download CSV | Resend

Confirm Entire Order
Update Line Items
Reject Entire Order

From: Schlumberger del Ecuador
Avenida 12 de Octubre N24-593
170143 Quito
Ecuador

To: LARREA ARREGUI SULAMITA JUDITH-TEST
SECTOR SANTA PRISCA, CALLE
EC170118 QUITOP
Ecuador
Phone: 2554639
Fax: 2554639
Email: loxiang@slb.com

Purchase Order (Confirmed)
4500041839
Amount: \$500.00 USD
Version: 1

Payment Terms: 0.00% 0

Contact Information
Supplier Address
LARREA ARREGUI SULAMITA JUDITH
SECTOR SANTA PRISCA, CALLE
EC170118 QUITOP
Ecuador
Email: loxiang@slb.com
Phone: +593 () 2554639

Routing Status: Acknowledged
Related Documents: OC4500041839, OC4500041839

Invoices (3:10)
Send a PO-based invoice (4:35)
Send a ship notice (3:08)
How do I create documents against purchase orders from my customer?
How to configure your user account information and company settings
Register and send an order confirmation (4:10)
How do I invoice a purchase order if I lose the email notification?
Add a new user (3:12)
When do I need to contact the
View more

Documentation | Support

Ariba Network: Order Confirmations

2. When you select “Confirm Entire Order”, you will have the option to update some of the fields below. Click “OK” to advance to the next screen.

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
1	O-RING 6227-09 NITRILE 9 0 DURO	5.0	EA	31 Aug 2017		\$100.00 USD	\$500.00 USD

New Order Status: **5.0 Confirmed**

Est. Shipping Date: * 8 Jun 2017

Est. Delivery Date: * 13 Jan 2017

Unit Price: \$100.00 USD

Price Unit Quantity *

Unit Conversion: *

Price Unit *

Supplier Part

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name

Search...

- How do I create documents against purchase orders from my customer?
- How to configure your user account information and company settings
- Register and send an order confirmation (4:10)
- How do I invoice a purchase order if I lose the email notification?
- Add a new user (3:12)
- When do I need to contact the account administrator for my company?
- Invoices (3:10)
- What browser versions are certified for SAP Ariba cloud solutions?

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Ariba Network: Order Confirmations

3. To confirm the PO, click “Submit” on this screen and your order confirmation will be sent to M-I SWACO with the updated information.

Confirming PO

Confirmation # OC4500041839
Supplier Reference:
Est. Shipping Date: 26 Jun 2017
Est. Delivery Date: 28 Jun 2017

Attachments:

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
1		0013130	5.0 (EA)	31 Aug 2017	\$100.00 USD	\$500.00 USD

O-RING 6227-09 NITRILE 9 0 DURO

Current Order Status:
5.0 **Confirmed With New Date** (Estimated Shipment Date: 8 Jun 2017 ; Estimated Delivery Date: 13 Jun 2017)

Previous Submit Exit

Previous Submit Exit

Search...

- How do I create documents against purchase orders from my customer?
- How to configure your user account information and company settings
- Register and send an order confirmation (4:10)
- How do I invoice a purchase order if I lose the email notification?
- Add a new user (3:12)
- When do I need to contact the account administrator for my company?
- Invoices (3:10)
- What browser versions are certified for SAP Ariba cloud solutions?

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Ariba Network: Shipping Notices (ASN)

1. You can make the Advanced Shipping Notice (ASN) for the full or partial Purchase Order by updating the quantity ready to ship.

The screenshot displays the 'Order Items' section of the Ariba Network interface. It features a table with columns for Order #, Item, Part # / Description, Customer Part #, Qty, Unit, Need By, Ship By, Unit Price, and Subtotal. The first row shows an order for 5.0 EA of O-RING 6227-09 NITRILE 9.0 DURO, with a need by date of 31 Aug 2017 and a subtotal of \$500.00 USD. Below the table, there are sections for 'Shipment Status' (Total Item Due Quantity: 5.0 EA) and 'Confirmation Status' (Total Confirmed Quantity: 5 EA, Total Backordered Quantity: 0 EA). A red box highlights a table with columns for Line, Ship Qty, Batch ID, Production Date, and Expiry Date. The first row in this table shows Line 1 with a Ship Qty of 5.0. Below this table is an 'Add Ship Notice Line' button. At the bottom of the interface, there is an 'Add Order Line Item' button and 'Edit' and 'Next' buttons.

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
4500041839	1	O-RING 6227-09 NITRILE 9.0 DURO	0013130	5.0	EA	31 Aug 2017		\$100.00 USD	\$500.00 USD

Shipment Status
Total Item Due Quantity: 5.0 EA

Confirmation Status
Total Confirmed Quantity: 5 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Batch ID	Production Date	Expiry Date
1	5.0			

[Add Ship Notice Line](#)

[Add Order Line Item](#)

[Edit](#) [Next](#)

Ariba Network: Shipping Notices (ASN)

2. Once you complete the details of the ready line items, click “OK” to submit the Ship Notice. For orders where transportation is arranged by Schlumberger, (e.g. EXW, FOB, FAS, FCA), you will be contacted by Schlumberger for more details on the shipment (e.g. earliest availability date, weights and dimensions)”

Create Ship Notice OK Cancel

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
4500041839	1	O-RING 6227-09 NITRILE 9 0 DURO	0013130	5.0	EA	31 Aug 2017		\$100.00 USD	\$500.00 USD

SHIPMENT STATUS

1: Shipping 5.0 EA

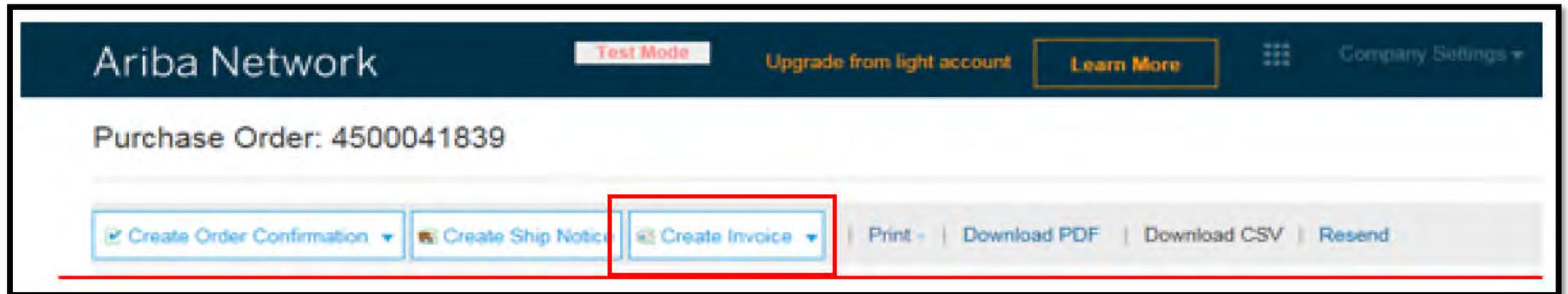
ASSET DETAILS
The maximum number of assets you can enter is 5.0, which corresponds to the shipping quantity.

Serial Number Asset Tag

▶ HAZARD DETAILS
▶ PACKAGING

Ariba Network: Invoices

1. Once the order is delivered or picked up by M-I SWACO and ready for invoicing, you can go to the Ariba Purchase Order and click “Create Invoice”.



Ariba Network: Invoices

2. At this screen, you can review and update the quantity invoiced and add any additional details required.

Note: *Suppliers can invoice for full or partial orders.*

The screenshot displays the 'Line Items' interface in Ariba Network. At the top right, it indicates '1 Line Items, 1 Included, 0 Previously Fully Invoiced'. Below this is a section for 'Insert Line Item Options' with checkboxes for 'Tax Category', 'Shipping Documents', 'Special Handling', and 'Discount', along with an 'Add to Included Lines' button. The main part of the screen is a table with the following data:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		O-RING 6227-09 NITRILE 9 0 DURO	0013130	10	EA	\$200.00 USD	\$2,000.00 USD

Below the table, there are 'Pricing Details' and 'Additional Fields' sections. The 'Pricing Details' section shows 'Price Unit: EA', 'Unit Conversion: 1', and 'Price Unit Quantity: 10'. The 'Additional Fields' section includes input boxes for 'accountNumber', 'transactionCategoryOrType', 'costCenter', and 'projectCode'. At the bottom, there are buttons for 'Line Item Actions' and 'Delete'.

Ariba Network: Invoices

3. On this screen, you can review the invoice summary and submit the invoice. The invoice will be sent to Schlumberger automatically for payment.

Create Invoice [Update] [Save] [Exit] [Next]

▼ Invoice Header * Indicates required field [Add to Header ▼]

Summary

Purchase Order:	4500041839	Subtotal:	\$500.00 USD	View/Edit Addresses
Invoice #:	INV4500041839	Total Tax:	\$0.00 USD	
Invoice Date:	5 Jun 2017	Total Gross Amount:	\$500.00 USD	
Supplier Tax ID:	test1234	Total Net Amount:	\$500.00 USD	
Remit To:	LARREA ARREGUI SULAMITA JUDITH-TEST	Amount Due:	\$500.00 USD	
	QUITOP Ecuador			
Bill To:	Schlumberger del Ecuador			
	Quito Ecuador			

Tax ⓘ

Search: _____

- Send a PO-based invoice (4:35)
- How do I store commonly used tax categories and rates for future invoices?
- How do I view my customer's invoicing rules?
- Why do I receive errors when creating an invoice?
- How do I add an attachment to my invoice?
- How do I save a draft of my invoice to work on later?
- How do I add shipping or freight charges to my invoice?
- How do I know how much is left to invoice on my purchase order?

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Frequently Asked Questions

Question #1

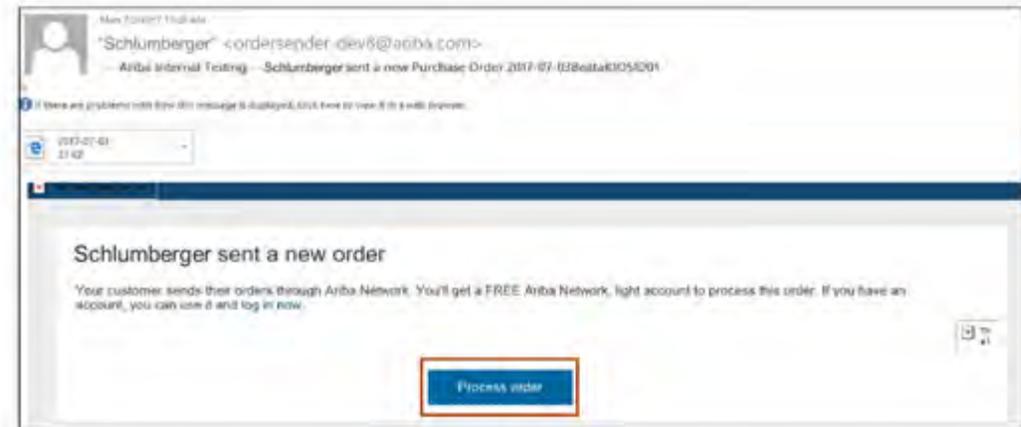
I did not receive an email invitation to setup an Ariba account.

The invitation to register with the Ariba network is embedded within your Purchase Order email notification.

When you click “Process Order”, you will be given the option to create a new account or log in to an existing account. See [Ariba Supplier Summit Guide](#) for a step-by-step instructions.

If you believe you should have received a Purchase Order but have not, please notify your Supplier Manager for assistance.

Step 1



Step 2



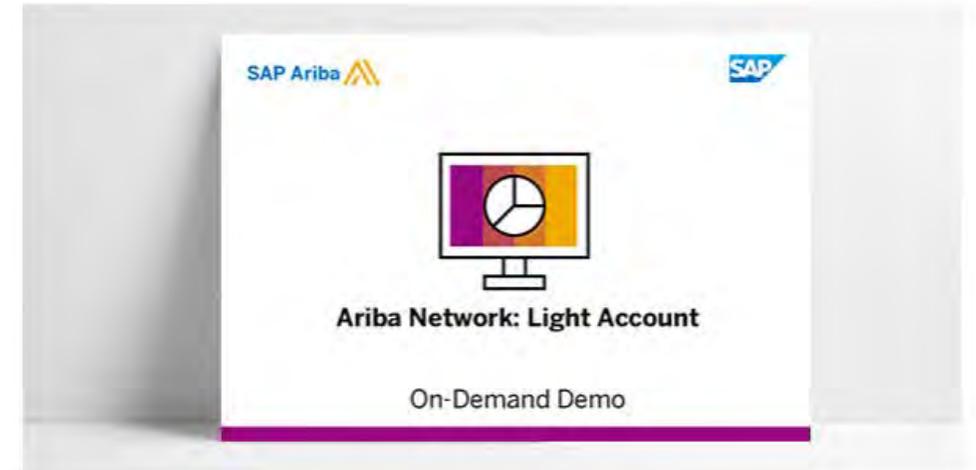
Question #2

I received a PO from Ariba and do not know what to do.

Please refer to [Ariba Supplier Summit Guide](#) for detailed instructions on all aspects of processing an Ariba Purchase Order. You may also refer to this [demo for Light Accounts video tutorial](#) (18 min).

If you require additional support, please do the following:

- Click the Help Center link at the bottom of your interactive email from Ariba. From here, you can create a ticket that will be sent to a mailbox that is monitored by an Ariba specialist. Response time: 4 hours
- When logged into your light account, click the Help Center link in the upper right corner to expand the panel and gain access to relevant help topics.



When buyers and suppliers are engaged in a low level of order and invoice transaction activity, light account from SAP Ariba is a free and easy way to collaborate over Ariba Network. Watch this comprehensive, on-demand demo to see this tool in action, review its features and benefits, and learn where to get help when needed.

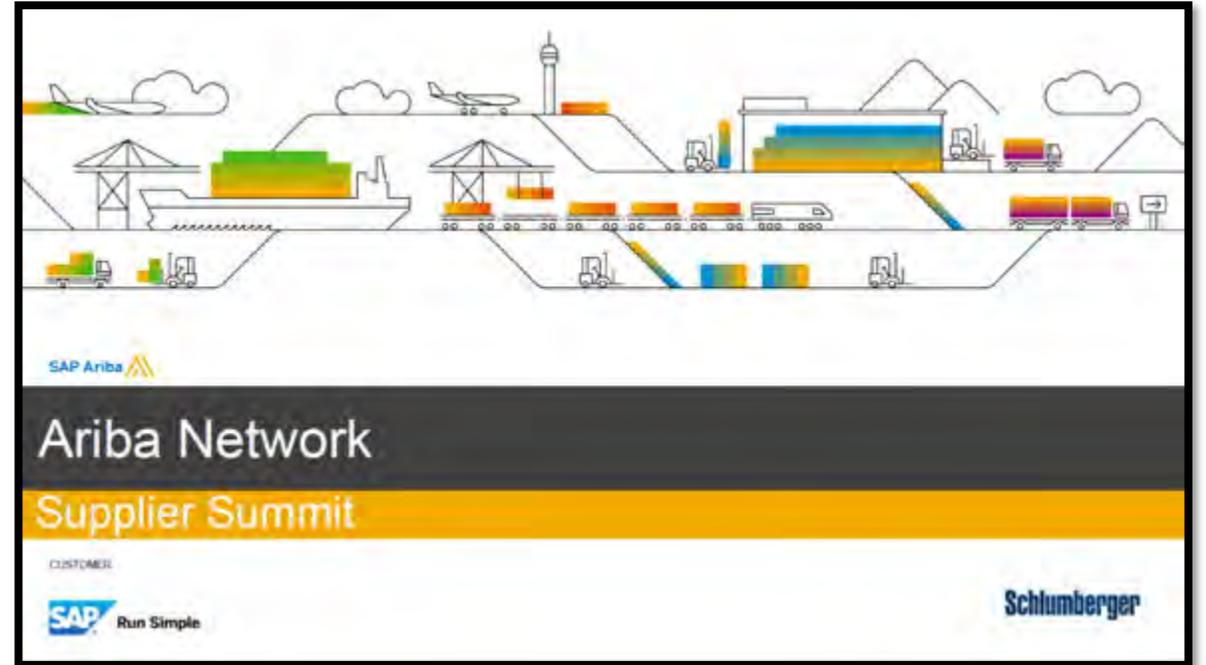
Watch

Question #3

I do not have an Ariba Network ID (ANID).

An Ariba Network ID (ANID) will be assigned when you successfully register for the Ariba Network.

Please refer to Question #1 or the [Ariba Supplier Summit Guide](#) for a complete details.



Question #4

I already have an Ariba Network ID (ANID). Can I use the same ANID for M-I SWACO?

Yes, you can transact with an existing ANID. However, if the existing ANID is a Full Account, the relationship may become chargeable. If the ANID is a light account, the relationship would be free.

If you choose to use an existing account, log into that account when prompted while processing the Purchase Order you received. This will automatically establish a Trading Relationship between our buyer account and your seller account.

Alternatively, you may contact your Supplier Manager and request that a Trading Relationship Request is sent to you. Please provide **your company's name and ANID**. **You must accept the Trading Relationship Request** from Ariba to receive Purchase Orders for M-I SWACO.

Note: There are both Full and Light Accounts on the Ariba network that offer different levels of functionality. We encourage our Suppliers to use the account type that best fits their needs. Refer to the comparison table in the [Ariba Supplier Summit Guide](#) for more detail.

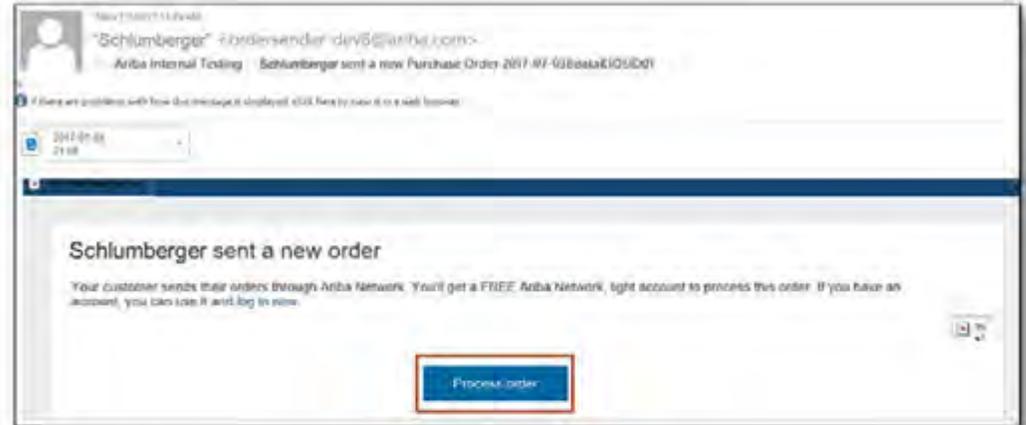
Question #5

I already have an Ariba account but did not receive a Trading Relationship Request.

If you received a Purchase Order email from Ariba, click **“Process Order”** and **log in with your existing ANID**. This action will establish the Trading Relationship with us, and no additional action is necessary.

If you have not received a Purchase Order from us yet and have an existing Ariba account you would like to use, you may contact your Supplier Manager and request that a Trading Relationship Request is sent to you. Be sure to **provide your company’s name and ANID**. You must accept the Trading Relationship Request from Ariba to receive Purchase Orders for M-I SWACO.

Step 1



Step 2



Question #6

Where do I submit invoices?

If you received a Purchase Order through the Ariba network, you must submit your invoice for that Purchase Order through the Ariba network. Please refer to the instructions in the [Ariba Supplier Summit Guide](#) for details on how to submit invoices.

Purchase Orders and/or Invoices generated outside of the Ariba network will continue to be processed per the legacy process (eg. MySupplierPortal), *not via the Ariba network.*

Step 1: Go to your purchase order (via email link or in your Ariba Network portal).

Step 2: Click “Create Invoice”.



Step 3: Review and update the quantity invoiced.

Step 4: Review invoice summary and submit to Schlumberger for review and payment.

Question #7

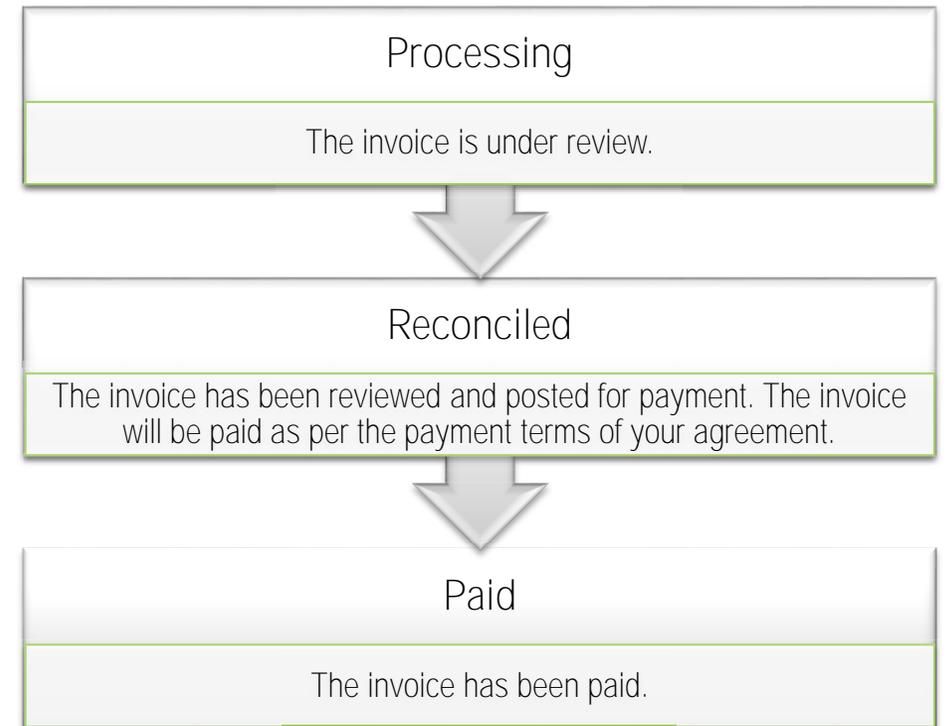
How do I check the payment status for an invoice?

You will receive email notifications from Ariba for your invoice with each change in payment status. Standard statuses include **“Processing”** > **“Reconciled”** > **“Paid”**.

If you have a Full Ariba Account, you may also view your invoice status in your Ariba portal.

If you believe that payment for an invoice is overdue, please first consult the payment terms of your agreement and then contact your Supplier Manager if additional follow up is necessary.

Note: *If an invoice is cancelled or rejected for any reason, you will be notified.*



Question #8

Is “**SLB-Suppliers-Comm@slb.com**” still a valid email address to send questions, account updates, or general issues?

No. SLB-Suppliers-Comm@slb.com **is not a monitored mailbox**. As of August 18, it no longer accepts Purchase Order email address updates.

For your convenience, we have compiled a list of contacts for your reference. Please direct your inquiries to the appropriate contact listed in the “**Key Contacts**” tables on the next two slides.

Key Contacts

Purchase Order Questions	<ul style="list-style-type: none">• Refer to email address under “Order Contact” on your Purchase Order PDF attachment
Invoice & Payment Questions	<p>For M-I SWACO invoices submitted in Ariba...</p> <ul style="list-style-type: none">• Light Accounts – Check the status in the email notifications from Ariba• Check the status in the Ariba portal (<i>Full accounts only</i>)• Contact your Supplier Manager for assistance <p>For invoices submitted outside of Ariba...</p> <ul style="list-style-type: none">• Contact Accenture through MySupplierPortal or the Accenture Service Desk at slb.finance@accenture.com or 1-703-404-9996<ul style="list-style-type: none">– If you do not obtain resolution within 72 hours, contact the Procurement Service Center at NAM-PSC-AP@slb.com. Please include the incident number assigned from your Accenture ticket so that the accounts payable team can address your claim.

Key Contacts (continued)

Ariba Account Changes	<ul style="list-style-type: none">• You can update your Ariba profile in your Ariba portal. Please notify your Supplier Manager of key contact information changes you have made to ensure all systems are updated accordingly.• You may also contact Ariba Customer Support for assistance at 1-866-218-2155
Ariba Troubleshooting	<ul style="list-style-type: none">• Click the Help Center link at the bottom of your interactive email from Ariba. From here, you can create a ticket that will be sent to a mailbox that is monitored by an Ariba specialist. Response time: 4 hours• When logged into your light account, click the Help Center link in the upper right corner to expand the panel and gain access to relevant help topics• You may also contact your Supplier Manager for additional assistance

Please visit the [North America Suppliers Information Hub Page](#) for all Schlumberger communications and Ariba support documentation.

Summary and Tips

Summary and Tips

Register on Ariba Network with your first Ariba Purchase Order email.

Bookmark important resources for future reference.

- [Ariba Supplier Summit Guide](#)
- [North America Suppliers Information Hub Page](#)

Save your purchase order emails to ensure you always have access.

- For Light Accounts, purchase orders are visible in the Ariba Network portal for up to 60 days. The link to your purchase order in your email will always connect you to your purchase order.

Create an internal distribution list for your Purchase Orders.

- An internal distribution list will allow you to receive Purchase Orders at multiple email addresses. The great benefit of a distribution list is that you can control who in your organization receives purchase orders at any time and reduce the chances of missing a Purchase Order.

Attend an Ariba Summit Session.

Thank You.