# Supplier Frequently Asked Questions (FAQ)
## BHP and OZ Minerals Integration

Please Note: **This document is current on 10 October 2024**. While all care is taken to ensure that the information contained in this document is current and accurate, the Integration is an ongoing program of work and therefore information is subject to change. **Please direct any questions to your relevant commercial point of contact or** askmeanything-integration@bhp.com.

## Supplier Business Development

**I was a supplier to OZ Minerals. Now that BHP has acquired OZ Minerals, how will it impact my existing contract?**

We are not intending to change existing supplier or contract arrangements in the immediate term.

At BHP we are always looking to adapt to create value, optimise processes, and improve ways of working. A such, when contract arrangements come up for expiry or renewal, we will consider ongoing business needs, opportunities for simplification, and the need for market testing.

**Is there any opportunity to tender for new work across the broader BHP business?**

Our Procurement team will continually explore opportunities to create value for BHP and the communities in which we operate. We will consider opportunities to create synergy and social value when developing new market engagements and engage suppliers where relevant to discuss these opportunities.

**Will my OZ Minerals vendor account be automatically extended for engagement via Purchase Order to other BHP operations, including Olympic Dam?**

Existing vendor accounts with our BHP OZ Minerals entities will remain live leading up to full systems integration, with no impact to existing Purchase Orders or contractual commitments.

Transition to a common operating platform (1SAP) is scheduled for October 2024.

After system integration is completed, existing suppliers to Carrapateena and Prominent Hill operations will be extended to allow for procurement from Olympic Dam operations. There will be no automatic extension of vendor accounts to other BHP operations.

**I am an existing supplier to BHP OZ Minerals entities, but supply goods or services indirectly via C-Res to BHP. Is BHP going to give me a vendor number and remove the requirement to engage via C-Res?**

The BHP Local Buying Program *(LBP),* facilitated through C-RES, is a platform designed for ad-hoc, off-contract procurement from eligible local, Indigenous and Traditional Owner vendors.  As a supplier to BHP Oz Minerals entities, you would have received an invitation to register for a BHP vendor number, with which you can be engaged via Purchase Order or participate by invitation in tender processes. The two systems are complementary, but both align with BHP's commitment to engage with and support local, Indigenous, and Traditional Owner businesses.

**Is our new BHP Vendor number which has been issued to us active now? Other entities have requested our services but are having issues using the vendor number to raise POs for our service.**

BHP employees complete an internal Vendor Master Form to request vendors to be extended to additional BHP entities. Providing this request is approved, the vendor is then available to transact with the additional entities requested.

# Invoicing and Payments

**Where do I need to send my invoice**?

All invoices relevant to BHP OZ Minerals entities should still be submitted to Invoices@ozminerals.com up to 23 October 2024.  Where possible, please submit an invoice as early as possible prior to the outage, so that the invoice can be processed and paid prior to the outage.

From the 01 November, vendors should submit service claims and invoices following the standard BHP process which will be dependent on their account status with the SAP Business Network (Ariba). Guidance and training resources on these new processes can be found in the New and Existing Supplier section of BHP.com

Vendors not utilizing the SAP Business Network (Ariba) will submit invoices to PSInvoices@bhp.com and submit Service Claims via an online form that can also be found on BHP.com

**Who do I contact if I need more information related to OZ Minerals invoicing and payments**?

Prior to 23 October 2024, you can contact our Service Entry Sheet (SES) creation team at ozses@bhp.com for SES related queries and allaphelp@ozminerals.com for any PO or payment related queries.

After 23 October 2024, queries related to the status of a PO or payment should be through the Vendor PO and Payment Query form found on BHP.com.

**How does the approval process work regarding invoice and SES submission?**

Invoice approval is completed automatically by ensuring a 3-way match between purchase order, Goods Receipt (GR) / Service Entry Sheet (SES) and invoice. SES get sent to the purchase requisitioner or nominated alternate who will complete the verification and approve the SES.

### How do I determine if my business has been setup in Ariba or will follow the non-Ariba process?

Vendors that are already on Ariba for broader BHP will commence utilising Ariba for OZ Minerals related transactions from the 01 November. For other vendors that we are targeting for Ariba onboarding, you should have received an initial Ariba related communication in Jul'24, and then a subsequent notification of your initial account registration and instructions on how to complete the creation and setup of your Ariba Network account after you receive your first Interactive Email Purchase Order (IEPO).

Vendors can contact bhpvendoronboarding@bhp.com to check their BHP vendor account status if unsure.

## Supplier Registration

### Why do I need to be registered in BHP's Global Contract Management System (GCMS)?

GCMS facilitates BHP supplier on-boarding, due diligence, and associated master data. We will migrate as much supplier master data information as possible from the OZ Minerals operating platform to GCMS, but there may be some additional information that OZ Minerals entities may not have previously collected.

By registering through GCMS we will ensure that there is no outstanding or incorrect information which may cause delay to executing standard purchasing and contracting processes.

### Why can BHP not migrate existing supplier master data, why do I need to provide additional information?

BHP will migrate as much supplier master data as is currently available in the OZ Minerals operating system, however there may be additional information that OZ Minerals entities may not have previously collected that is required for due diligence purposes.

Registration also provides you with an opportunity to vet and update any outdated information which is critical to ensure that you remain informed of planned changes to transactional processes and systems.

### What happens if I do not complete GCMS registration?

Lack of registration may delay or prohibit activation of your Supplier registration into GCMS post integration of our operating system, resulting in potential delays to purchasing and contracting processes.

For small, local and Indigenous vendors that meet eligibility criteria, an alternative way to interact with BHP that does not require GCMS registration is through C-Res. If you would like further information regarding eligibility criteria and how to register for C-Res please contact jessica.hart@c-res.com.au or info@c-res.com.au

**Who do I contact if I do not receive the invitation to register in GCMS or if I need help to complete the registration?**

The GCMS registration email invitation titled *Welcome to BHP's Global Contract Management System* was issued from supplierportal@mailer.bhp.com.  If you did not receive the invitation, please check your email trash, or junk folder in the first instance, and then contact bhpvendoronboarding@bhp.com to ensure your nominated email contact details are correct.

**When can I expect the invitation to register and by when should the registration be completed?**

You should have already received the invitation to register. If you have not yet received an invitation, please contact bhpvendoronboarding@bhp.com for assistance to ensure your email contact details on record are correct. Registration should be fully completed as soon as possible to avoid any delay to purchasing and contracting processes post systems integration and to ensure that we have the correct contact details to keep you informed of any upcoming changes to ways of working.

**I don't know my login details for GCMS. How can these be recovered?**

To recover login details, you can log a case via Vendor Master · BHP Billiton Case Management selecting query type "GCMS Access" to re-trigger new login or reset password

**How do we consolidate multiple entities (ABNs) with multiple contracts into one Ariba account?**

Multiple ABNs require a multiple NTRDs account in BHP. In this case, BHP can help facilitate the consolidation of accounts. Vendors can raise a case via eBusiness – BHP Case Management, selecting:

- Category: "eBusiness - Ariba Onboarding Query"
- Query Type: "Ariba account setup/linking"

**Will we only be required to set up an Ariba account after receiving the first Purchas Order from BHP using the interactive email order?**

For vendors that will be interacting with BHP through Ariba, an Ariba Network account will be created on your behalf prior to the transition.  Transactions with Carrapateena, Prominent Hill and West Musgrave will not occur through the Ariba platform until after the outage so the earliest you will receive an Interactive Email Purchase Order (IEPO) through the Ariba platform for these entities is 01 November.

You can complete your Ariba account login setup when receiving the first IEPO from BHP. If you want to complete your login earlier, please reach out to BHP Vendor Onboarding team via bhpvendoronboarding@bhp.com

**Please direct any questions to your commercial representative or email** askmeanything-integration@bhp.com**.**

**We already have a standard SAP/ARIBA account, as we are a supplier for other BHP sites around Australia. Do we need to do anything further?**

In some instances, additional information may be requested to ensure your supplier profile is up to date however in most instances if you are already an active supplier of BHP then no further action should be required for SAP or Ariba.

## Scope of OZ Minerals SAP outage

**I currently supply to OZ Minerals operations in both Brazil and Australia.  Will the OZ Minerals SAP integration have any impact on Pedra Branca operation located in Brazil?**

There will not be any change of systems or processes as it relates to the supply of goods and services to Pedra Branca operation, as this part of the business operates on a separate system that is not linked with OZ Minerals SAP.

**I currently supply to OZ Minerals operations as well as other BHP operations. Will the SAP outage and integration impact processes that are associated with supply of goods or services to other BHP operations?**

There will be no system outage or impact to the supply of goods and services to other BHP operations.

## Payment Terms Standardisation

**Why is BHP moving to 7-day payment terms for eligible vendors transacting with OZ Minerals entities now? What is the relevance of the timing?**

This aligns the former OZ Minerals operations with that of broader BHP.

We saw the benefits that a move to 7-day payment terms delivered for these businesses during the peak of the global COVID-19 pandemic and want to ensure this is extended to our eligible vendors supplying goods and services to West Musgrave, Prominent Hill, and Carrapateena operations.

The timing of 1 November follows planned internal SAP system integration, which is a key enabler to ensure we can consistently meet 7-day payment terms.

This will support and help sustain local and regional economies, and local and Indigenous businesses that are the lifeblood of so many of the communities in which we operate.

**How does 60-day payment terms compare with other mining companies?**

Each company develops its own standard payment terms.  Our standard terms of 60 days are less than the industry average, which we understand is 75 days.

**How is BHP able to justify this change in payment terms now, and not previously?**

On 2 May 2023, BHP acquired OZ Minerals and has been working towards the integration of the OZ Minerals business.

Internal SAP system integration planned for October 2024, will allow for alignment of OZ Minerals payments terms to that of broader BHP which includes the roll-out of 7-day payment terms for eligible small, local, and Indigenous vendors.

**When will the payment terms change take effect?**

New purchase orders issued from 01 November 2024

**Have any other terms or conditions changed for suppliers as part of the payment terms standardisation?**

No

**How does BHP define a small/local/Indigenous business within Australia?**

A small business is defined as generating revenues less than AUD10 million in Australia.

An Indigenous business is defined as any business, formal collaboration, or joint venture, that is at least 50% owned by Indigenous or First Nations people, as defined by each national government, unless otherwise defined in a native title agreement or other formal agreement.

A local business is defined as having its primary business location in one of the communities adjacent to our operations, or that is deemed to be affected by our operating presence. A comprehensive breakdown of the areas determined to be local to our operations is at the end of this Q&A in Appendix 1.

**Are all global suppliers eligible for this?**

Businesses that will be eligible for 7-day payment terms with BHP need to be based locally to our operations.

That does not include branch offices of multi-national businesses, or businesses that are based locally to BHP corporate offices.

**If I qualify for 7-day payment terms as a local vendor for a particular BHP site, is this still applied if I supply goods or services to another BHP site?**

For small, local, and Indigenous vendors, the 7 days payment terms will be applied across all assets that a vendor supplies to within BHP.

**If I have a contract with different payment terms will these be affected?**

Existing contracts and purchase orders (including any new purchase orders issued under existing contracts) will retain their current payment terms until the contract expiry date, unless amended by agreement by the parties to reflect updated terms.

**What can I do as a vendor to support prompt payment?**

Ensuring accuracy of information on the invoice and prompt submission of the invoice following delivery of goods and/or services rendered will reduce the risk of delay to payment.

**Appendix 1 – Post codes for areas determined to be local for OZM integration purposes**

**Copper Province, SA**

| Mine Sites | |
|---|---|
| Olympic Dam | |
| Prominent Hill | |
| Carrapateena | |
| **Major Towns** | **Post Code** |
| Peterborough | 5422 |
| Quorn | 5433 |
| Hawker | 5434 |
| Clare | 5453 |
| Laura | 5480 |
| Wilmington | 5485 |
| Baroota | 5495 |
| Port Pirie | 5540 |
| Wallaroo | 5556 |
| Whyalla | 5600-5601 |
| Cowell | 5602 |
| Port Lincoln | 5606 |
| Whyalla Norrie | 5608-5609 |
| Kimba | 5641 |
| Streaky Bay | 5680 |
| Port Augusta | 5700-5701 |
| Stirling North | 5710 |
| Lake Torrens | 5713 |
| Lincoln Gap | 5715 |

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| | |
|---|---|
| Glendambo | 5719 |
| Woomera | 5720 |
| Andamooka | 5722 |
| Coober Pedy | 5723 |
| Marla | 5724 |
| Roxby Downs | 5725 |
| Beltana | 5730 |
| Maree | 5733 |
| Oodnadatta | 5734 |

**Queensland Coal**

| Mine Sites | |
|---|---|
| Blackwater | |
| Broadmeadow | |
| Caval Ridge | |
| Daunia | |
| Goonyella Riverside | |
| Hay Point Coal Terminal | |
| Peak Downs | |
| Poitrel | |
| Saraji | |
| South Walker Creek | |
| **Major Town** | **Postcode** |
| The Keppels, Berserker | 4700-4701 |
| Bluff, Gracemere, Stanage | 4702 |

| | |
|---|---|
| Yepoon and Yaamba | 4703 - 4704 |
| Malborough, Kooltandra | 4705-4707 |
| Tieri | 4709 |
| Emu Park, Glendale | 4710-4711 |
| Dauringa, Woorabinda | 4712-4713 |
| Rockhampton | 4717 |
| Moura | 4718 |
| Emerald | 4720 |
| Belyando, Nandowrie, Lilyvale | 4721-4723 |
| Mackay, Middlemount | 4737-4746 |
| Shoal Point, Walkerston | 4750-4751 |
| Marian, Mirani | 4753-4754 |
| Netherdale, Eungella | 4756-4757 |
| Pindi Pindi, Bloomsbury | 4798-4799 |

**New South Wales Energy Coal**

| Mine Site | |
|---|---|
| Mt Arthur Coal | |
| **Major Towns** | **Postcode** |
| Denman | 2328 |
| Singleton | 2330 |
| Muswellbrook | 2333 |
| Killingworth | 2278 |
| Belmont | 2280 |
| Newcastle | 2282-2287, 2289-2294, 2296-2300, 2302-2308, 2320-2323 |

| Maitland, Beresfield, Metford | 2320-2329 |
|---|---|
| Scone, Aberdeen | 2334-2338 |

**Western Australian Iron Ore**

| Mine Sites | |
|---|---|
| Yandi | |
| Newman | |
| Mining Area C | |
| South Flank | |
| Finucane Island, Port Hedland | |
| Nelson Point, Port Hedland | |
| Jimblebar | |
| **Major Town** | **Post Code** |
| Capricorn | 6642 |
| Karratha | 6714 |
| Millstream | 6716 |
| Roebourne | 6718 |
| Cossack, Port Hedland, South Hedland | 6720-6722 |
| Tom Price, Karijini | 6751 |
| Newman | 6753 |
| Paraburdoo | 6754 |
| Nullagine | 6758 |
| Marble Bar | 6760 |
| Telfer | 6762 |

**Western Australia Nickel**

| Mine Sites | |
|---|---|
| Mt. Keith | |
| Leinster | |
| West Musgrave | |
| **Major Town** | **Post Code** |
| Coolgardie | 6429 |
| Kalgorrlie | 6430 |
| South Boulder | 6432 |
| Parkeston | 6434 |
| Menzies, Leinster, Leonora | 6436-6438 |
| Kambalda | 6442 |
| Wiluna | 6646 |

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