BHP

BHP Potash - Demand to Pay Process -

GBS Integration Demand to Pay

February 2026

We are Global Business Services (GBS)

Three things you need to know about GBS:

1 We partner with Global Functions and work directly with Assets to execute Finance, HR, **Procurement**, Sales & Marketing, and Technical & Asset services.

2 The work we do across **End-to-End** value chains is **specialized**, **high-volume** and **standardized**, and is enhanced when viewed holistically

3 We're here to deliver high-quality, reliable, and customer-centric services—designed and governed as end-to-end outcomes—so you can stay focused on what matters most: your core business..

Demand to Pay (D2P), our Purpose

"One team connecting Assets and suppliers to reliably deliver shared value."

Our Operating model...

- We work in close partnership with Assets and Commercial Procurement, leveraging **Enterprise Service Management and the BHP Operating System** (BOS) to support safe, reliable operations through seamless, end-to-end supply chain processes.

- We focus on the **vendor felt experience** — efficiently onboarding partners across BHP's value chain, integrating systems smoothly, and driving better outcomes through **collaboration** and **continuous improvement.**

Asset	Asset	Asset	Function	Function

GBS Integrated Operations

H2R	**D2P**	O2C	R2A	T&AS
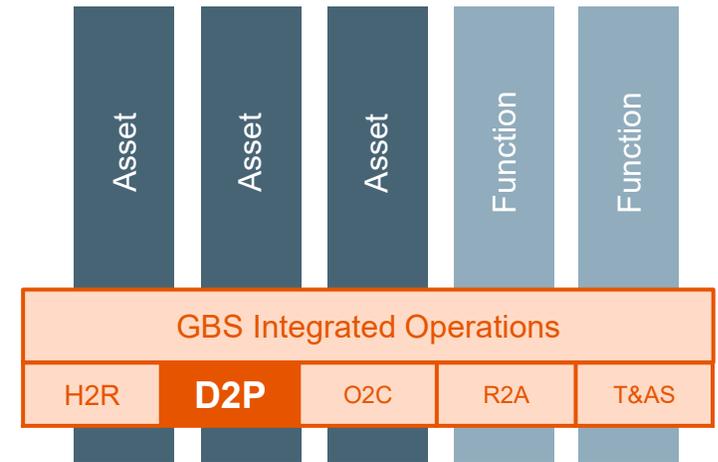
Materials Management
"Optimizing inventory management and expediting Purchase Orders to ensure critical parts are available when needed, supporting uninterrupted operations."

Spend Management
"Streamlining Purchase Order creation and management to ensure timely and accurate procurement of operational needs."

Procurement Tier C
"Sourcing and managing contracts with low business risk, supporting spend up to USD 20 million to ensure reliable and value-driven partnerships."

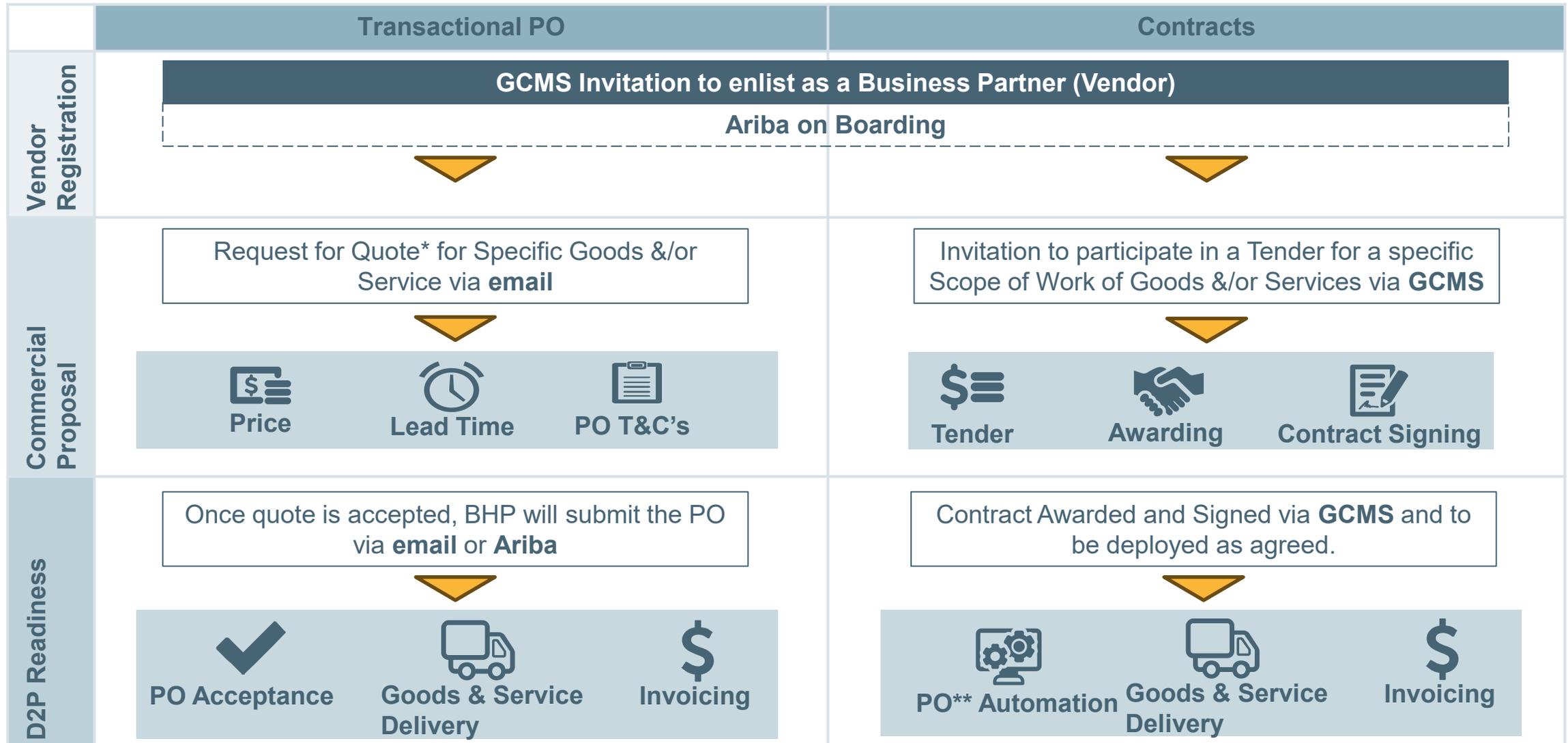### Processing & Payments
"Managing Service Entry Sheets, invoices, and vendor queries to ensure timely and accurate processing of vendor payments."

Master Data
"Enabling seamless and accurate data entry and administration to support efficient collaboration across the value chain with our partners."
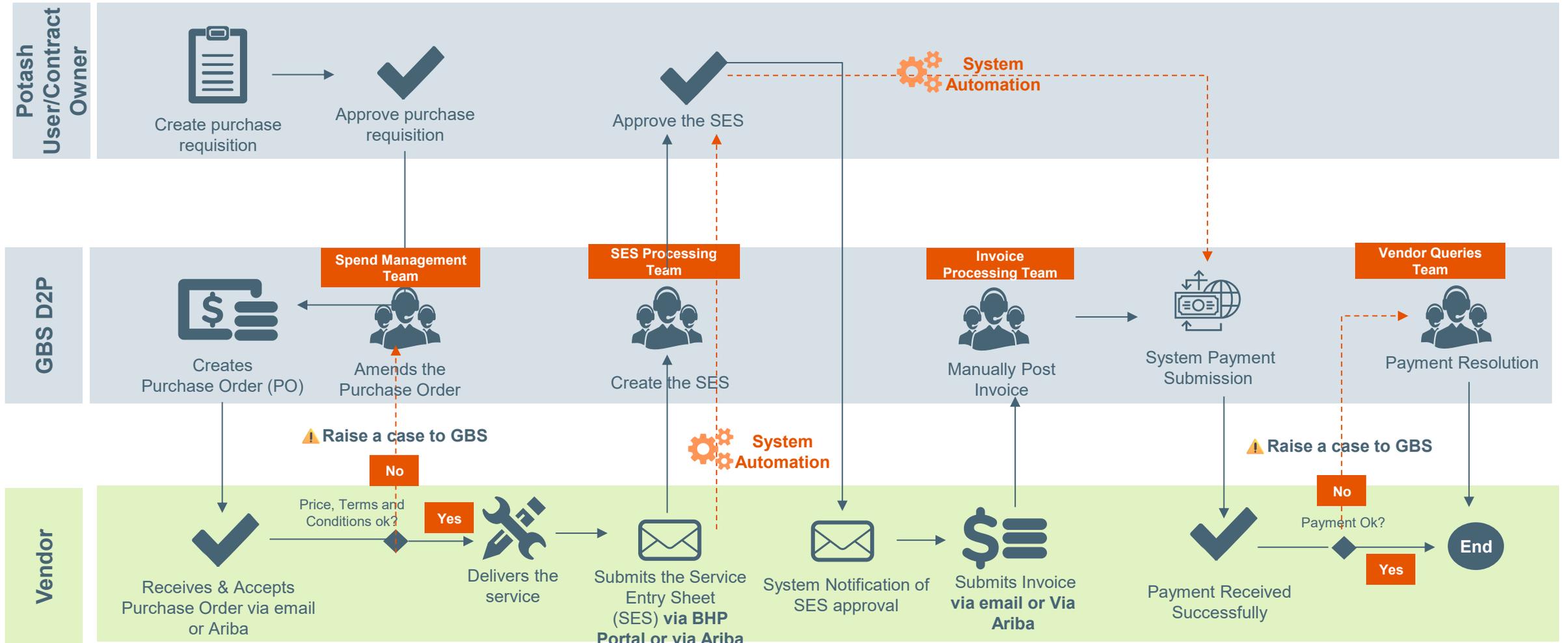
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How does BHP commercially engage with Vendors…

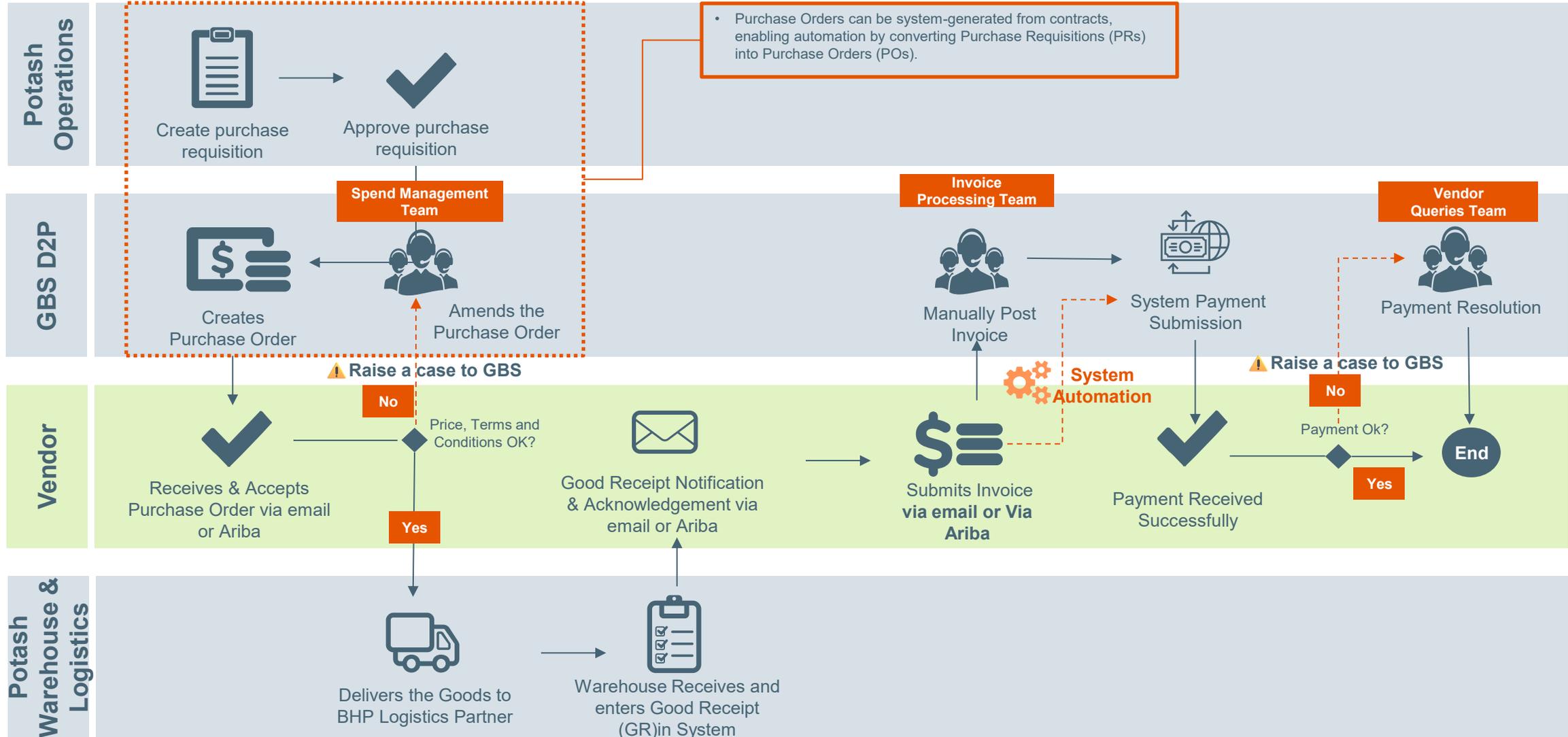|	Transactional PO	Contracts
Vendor Registration	**GCMS Invitation to enlist as a Business Partner (Vendor)**	
	Ariba on Boarding	
	▼	▼
Commercial Proposal	Request for Quote* for Specific Goods &/or Service via **email**	Invitation to participate in a Tender for a specific Scope of Work of Goods &/or Services via **GCMS**
	▼	▼
	Price **Lead Time** **PO T&C's**	**Tender** **Awarding** **Contract Signing**
D2P Readiness	Once quote is accepted, BHP will submit the PO via **email** or **Ariba**	Contract Awarded and Signed via **GCMS** and to be deployed as agreed.
	▼	▼
	PO Acceptance **Goods & Service Delivery** **Invoicing**	**PO** Automation **Goods & Service Delivery** **Invoicing**

*Business users (Operations) may request quotes for purchases under USD 500K, while purchases exceeding USD 500K are managed by GBS Spend Management through formal RFQ processes.

**Purchase Orders can be system-generated from contracts, enabling automation by converting Purchase Requisitions (PRs) into Purchase Orders (POs). .

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Procurement of Services for Operation

Potash User/Contract Owner
- Create purchase requisition
- Approve purchase requisition
- Approve the SES

System Automation

GBS D2P
- Creates Purchase Order (PO)
- **Spend Management Team** — Amends the Purchase Order
- **SES Processing Team** — Create the SES
- **Invoice Processing Team** — Manually Post Invoice
- System Payment Submission
- **Vendor Queries Team** — Payment Resolution

⚠ **Raise a case to GBS**

System Automation

⚠ **Raise a case to GBS**

Vendor
- Receives & Accepts Purchase Order via email or Ariba
- Price, Terms and Conditions ok? — **No** / **Yes**
- Delivers the service
- Submits the Service Entry Sheet (SES) **via BHP Portal or via Ariba**
- System Notification of SES approval
- Submits Invoice **via email or Via Ariba**
- Payment Received Successfully
- Payment Ok? — **No** / **Yes**
- End

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Procurement of Goods for Operation

Potash Operations
- Create purchase requisition
- Approve purchase requisition

- Purchase Orders can be system-generated from contracts, enabling automation by converting Purchase Requisitions (PRs) into Purchase Orders (POs).

GBS D2P

Spend Management Team
- Creates Purchase Order
- Amends the Purchase Order

Invoice Processing Team
- Manually Post Invoice
- System Payment Submission

Vendor Queries Team
- Payment Resolution

Vendor

⚠ **Raise a case to GBS**

- Receives & Accepts Purchase Order via email or Ariba
- Price, Terms and Conditions OK?
  - **No**
  - **Yes**
- Good Receipt Notification & Acknowledgement via email or Ariba
- Submits Invoice **via email or Via Ariba**

System Automation

- Payment Received Successfully
- Payment Ok?
  - **No**
  - **Yes**
- End

⚠ **Raise a case to GBS**

Potash Warehouse & Logistics
- Delivers the Goods to BHP Logistics Partner
- Warehouse Receives and enters Good Receipt (GR) in System

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Demand to Pay (D2P) Guidelines for Vendors

01 Vendor registration & Master Data

Ensure your company is registered in BHP's **Global Contract Management System (GCMS)**.

Keep your **Tax IDs (GST/HST & PST)** and contact details up to date.

All company changes must be submitted via the **GCMS Portal**.

⚠️ **Friendly Reminder**: Both new registrations and data updates require a response within **5 business days**. If not replied to on time, the process will **restart**.

Need help?

[GCMS Supplier Guide](#)

[Minimum requirements for suppliers](#)

[New and existing suppliers | BHP](#)

02 Purchase Orders (PO)

Never deliver goods or services without an official BHP PO.
Upon receiving a PO, **confirm**:

- Prices
- Lead times
- Taxes
- Terms & Conditions

PO acceptance is mandatory to enable the following steps.

For PO-related queries, use the **BHP Case Management System (CMS)**.

Expect a response within **48 business hours**.

Need help?

[Create Supplier Case - External Supplier Portal](#)

03 Delivery of Goods & Services

Deliver to BHP's designated logistics partner or perform services as agreed.

Follow BHP's **logistics, packing, and performance standards**.

Submit **Service Entry Sheets (SES)** via the BHP Portal or Ariba, depending on your setup.

Timely and complete delivery is essential for **vendor performance** tracking (DIFOT).

Need help?

[BHP Service Claim guidelines](#)

04 Invoicing

Submit invoices via **email or Ariba**, as per your onboarding vendor type.

Follow BHP's **invoicing guidelines** to avoid delays.

Ensure **SES approval or Good Receipt** is processed before invoicing.

Ensure taxes are calculated correctly according to the Province of Delivery.

Need help?

[BHP Invoice Submission Guidelines](#)

[BHP - Ariba Network Supplier Information Portal](#)

[Manual SES Submission (just for suppliers not enrolled in Ariba)](#)

05 Vendor Queries

For payment queries, use the **BHP Case Management System (CMS)**.

Expect a response within **48 business hours**.

For Ariba-related issues, contact the **eBusiness team** via CMS.

Need help?

[Create Supplier Case - External Supplier Portal](#)

This guide outlines the **Demand to Pay (D2P)** process and key guidelines to ensure a seamless procedure. For further information, please visit the **Potash BHP webpage**.
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Vendor Query Case Submission

System Platform

Support Central

Link : Vendor to raise a request via [Create Supplier Case - External Supplier Portal](#)

Support Central Categories

GBS Demand to Pay

Purchasing Queries	Supplier Payment Queries	Invoicing Processing Request	Ariba Supplier Onboarding/Due Diligence	Supplier Master Maintenance
Queries related to PO Commercial Terms & Conditions.	Queries related to Invoice Payments		Queries related to Ariba Onboarding	Queries related to Vendor Data Updates

Service Level Agreement (SLA) of 2 working days to respond the case.

Service Location

Location: Manila, Philippines

Working Hours: Aligned with Saskatoon, Canada (GMT -6)

Availability: We operate during Saskatoon business hours to ensure smooth coordination and communication.

Location: Kuala Lumpur, Malaysia

Working Hours: Local time (GMT +8)

Availability: Not aligned with Saskatoon business hours — coordination may require scheduling outside Saskatoon's regular hours.

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