BHP SAP Business Network Training Guide

Goods & Services plus Request for Quote



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Introduction to the SAP Business Network account

BHP is transitioning to SAP Business Network (Ariba) to deliver an automated procurement system that enables paperless transactions and removes process complexity.

Future procurement and accounts payable transactions with BHP will be conducted through the SAP Business Network (Ariba). This system will bring about different levels of functionality such as real-time purchase order (PO) delivery, use of online catalogues, and invoice automation. As a BHP supplier, you will also have access to transact via similar functionalities.

SAP Business Network (Ariba) has two components:

- **SAP Business Network**: This is the solution you use for transacting: receiving orders and receipt notice, submitting shipping notices, invoices, and entry sheets, etc.
- Ariba Discovery: Used to access quotes from suppliers. BHP use of this function with BHP suppliers is free as the Request for Quote will always be directed to an individual supplier for current or potential category item.

Account types

There are two types of Ariba account:

- Standard Account: this account allows the supplier to transact with BHP for free from the Workbench
 of their SAP Business Network portal for Goods, Service and Blanket Orders. This account includes basic
 functionalities, access to Ariba Discovery and customer support.
- Enterprise Account: this account is fee based and includes all the standard functionality plus access to the Supply Chain Collaboration feature to transact special orders (Repair and Service Exchange orders). Other functionalities such as reporting, access to Guided Buying e-commerce platform and priority customer support are also provided.

Vendors can raise a request to BHP eBusiness team to register with an Enterprise account in SAP Business Network.

For specific guides on Repair and Service Exchange Orders please go to the <u>Supply Chain Collaboration section in</u> <u>the Supplier Information Portal for BHP Suppliers.</u>

To learn more about the differences between Standard and Enterprise Ariba Network Account, click <u>here</u>. Suppliers opt for a free Standard account have the option to upgrade to an Enterprise account at any time, <u>check</u> <u>this link</u>. Suppliers can also downgrade from an Enterprise to a Standard account (<u>how to downgrade your</u> <u>account</u>).

Important: when transacting with BHP trough an Enterprise account your company may incur SAP Business Network fees. Fees are borne by the suppliers and not BHP. BHP does not reimburse Ariba fees to the suppliers. Please visit the **SAP Business Network Subscriptions and Pricing link**.



Link your Ariba account to BHP from an Interactive Email Order

I. Click the <u>Process Order</u> button in the email (IEPO)

First PO emails are sent to the email address maintained by the Supplier in <u>GCMS</u> profile \rightarrow Profile data \rightarrow General data \rightarrow General Comparison Email.

The first Interactive Electronic PO will allow you to create a new Account or connect an existing account to BHP, the <u>Standard On-Demand</u> <u>Training Video (minute 2.14→4.34)</u> explains this in detail.

II. Select account

Once you click on the **Process Order** button, you will be asked to either use an existing account or create a new account. New account selection will require you to create the details of your company account and will use your contact details as the Administrator of the account.

III. Review other accounts with a similar name

Select the <u>Review</u> option to see if there is already an account for your company. SAP Business Network (Ariba) will assist you by showing any similar account names and allowing you to contact the administrator to ask for access.

Important: if you link with an Enterprise account your company may incur <u>SAP Business Network fees</u>. Fees are borne by the suppliers and not BHP. BHP does not reimburse Ariba fees to the suppliers.

IV. Complete the Company Details

Complete all mandatory fields. Accept Terms of Use and click on Register the account.

V. Welcome to SAP Business Network

You should receive a welcome email and this will ask you to continue to complete your Company profile, create user accounts and set up notifications so others in your company will receive new PO emails or other documents. You may at any time upgrade to Enterprise Account.

Note BHP requires you to complete the TAX ID & VAT ID fields. Tax ID is the business registration number. *For Australian vendors: use the TAX ID number with the prefix AU (no spaces) in the VAT ID field.*





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Set up your Account

- Click on your initials icon on the top right corner > Settings and click Users. Unless the Administrator creates Users then only the original email address can transact.
- II. Click on Users and scroll to Manage Users.
 - Click on **Create User** and enter the persons Username and Email Address, First Name and Last Name.
 - In **Role Assignment** select the Role or **Create a new role** you need. Click Done.
 - Repeat this process for all people (max. of 5) who you want to assign to this new role.

Create Role

III. Create Email Notification

- In SAP Business Network (Ariba) all emails are sent to the ADMINISTRATOR unless this is changed.
- Homepage-> Click on Settings ->Go to Notifications
- Tick box. You can type in other company email addresses and this will ensure they are also sent a copy of all new notifications. Then Save.

Complete email address for each of the following Notifications:

- Service Sheet: Service Sheet Failure & Service Sheet Status Change
- Electronic Invoice Routing: Invoice Failure, Invoice Status Change & Invoice Created Automatically
- Ship Notice: Ship Notice Failure, Ship Notice Declined & Ship Notice Accepted with Changes

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Purchase Order Inquin

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Send a notification when time sheets are undeliverable

Send a notification when order confirm

Send a notification when items delivered through pending queue are no

• Settlement: Payment Remittance & Payment Remittance Status Updates



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Permissions				
Each role must have at least one permi	ssion.			
Page 1 🗸 🕽				
Permission		Description		
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onia Order Bouting				

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	Send a notification when payment remittances are undeliverable or their statuses		
Payment Remittance	changed. *		zana1@bhp.com
	Send a notification when payment remittances or payment plans are received.		
	Send a notification only when a payment remittance status changes to paid.		
Payment Remittance Status Updates		*	zana1@bhp.com
	Send a notification only when a payment remittance status changes to failed.		

Set up your dashboard



Once you login to SAP Business Network (Ariba) you will see the dashboard providing a basic overview of your account and orders. BHP recommend that you make these customisations in your Workbench to assist you transact.

- a) To ensure all orders are confirmed before invoice create a customised tile BHP to Confirm for all new & changed orders for BHP. Click on New Orders generic tile then click the Edit Filter in the Workbench below. A set of available fields appears below. Select all field changes then Apply. Create a new name for this tile and save it.
- Zordanci
 Construction
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- b) If needed create different customised tiles based on the generic tile Orders to apply for different BHP Purchasing orgs.
 - Click on tile you want to change then click the **Edit Filter** in the Workbench below. A set of available fields appears below. Select all field changes then **Apply**. Create a new name for this tile.
 - Suggested tile filters:
 - Date range: now available to select 7days to 365 days range
 - Purchasing Organisation: BHP codes for the local asset you supply such as CC20 is BMA & FF10 is Iron Ore.
- c) Add tiles for Rejected Invoices, Service Sheets, Invoice Pending Approval and Scheduled Payments. To add new tiles click Customise above the tile bar then use the + to add and to remove tile click on the tile and then select the to remove them from your list. You can change the list at any time.

Managing the Purchase Order

Purchase Order e-mail IEPO

You will receive an Interactive Electronic Purchase Order IEPO if you have configured your Ariba e-mail notifications. Click on the Process order button at the bottom of the message to login to your Standard Account.

You can also access your BHP Purchase Orders from the Workbench tiles in your Ariba portal.

Note: If you mislay an email you can login and send a copy of the PO to your email address.



Review the Purchase Order

As shown you can view a number of things about your order just from the list of purchase orders provided in SAP Business Network (Ariba).

- A. Click on the **Process Order** button on the interactive email for the nominated Purchase Order or find the order in the Workbench of your SAP Business Network portal
- B. You can:
 - Print To print all order details
 - Download PDF To save a copy of the PO to your computer



- o Resend To reprocess POs with a failed status that were not sent properly to your email
- C. Before creating an Order

Confirmation login to SAP Business Network (Ariba) and check the **BHP to Confirm** tile (or the generic New



Orders & Change Orders tiles). Check if there has been a more recent version of the PO before commencing any other document.

If there is a newer version of the PO then click to see the Workbench area and select each order that needs to be confirmed. Go to **Actions** against each order and select **Confirm Entire Order**, **Reject Entire Order or Update Line Items** to update the item quantity, price, delivery date, part number, etc when applicable.

- D. The Order Status appears at the top of the PO under the number. Possible order statues are:
 - New New order or the initial state of the order
 - Changed Order has been replaced by this subsequent order or cancelled
 - Confirmed All quantities have been confirmed. Only confirmed orders can be invoiced.
 - Shipped All quantities has been shipped
 - Invoiced All ordered has been invoiced
 - Obsoleted- Order has been replaced with newer version
 - Failed SAP Business Network (Ariba) Network experienced a problem routing order to your account. PO failure can be due to several reasons, check this <u>link</u> to determine why the PO has failed. Once the cause of the failure is resolved, refer to this <u>link</u> to resend the failed PO.

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Dider Number P0223314-03		Customer Mars Consulting	\$2500 CAD	Feb 15, 2021	New		Actions

- E. Check all the other details in the PO including:
 - BHP asset name and address
 - Your company details
 - BHP Purchasing contact person to contact for PO changes
 - Transport information
 - Payment terms as agreed with you
 - Ship To information
 - Line Items information
 - Tax BHP sends all taxes as VAT
 - Total Order Value
- F. The Order Details also showed the Line Items details which includes:
 - Line items number
 - Part/Description
 - Order Type
 - Quantity
 - Need By(Delivery date)
 - Price
 - Subtotal / Tax

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- G. To view additional information at the Line Item Level, click Details. Details include:
 - Status- Closed/Obsolete cannot be invoiced
- Control Keys Specified on the PO from BHP it will note if order confirmations and ship notices (ASNs) are allowed or not allowed for the PO item and also the invoice type.
 - 'Is ERS' means you signed with BHP for Evaluated Receipt Settlement for this BHP asset where BHP creates an invoice from the details of the goods or services approved. You still need to confirm the PO, and create a Service Entry Sheet SES or just send the goods. BHP issues the ERS invoice and you will receive a copy by email and in Ariba.
- Tax Rate / Schedule Line / Other Information / Incoterms Information

Change Orders

BHP may issue Change Orders and you can view these in the Change Order tile plus you will receive a notification of the change order as an email.

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Click on the Change Order tile and you can **Send a Copy Email** if you misplace the original. On the Purchase Order it will show:

- The Order Status display as Changed. The original order is marked with an Obsolete status
- Line Item Level- The changed fields are highlighted for example Total \$192,000 \$205,000
- Confirm the Change Order even if you had confirmed a previous version. Then proceed to create Ship Notice/ Service Entry Sheet or invoice.

Delete Order

BHP may delete an order (whenever required). These orders are marked as Cancelled. If you believe an order was cancelled in error, please reach out to your BHP Purchasing Representative, or raise a case to the Purchasing team (contact details are provided at the end of this guide).

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Create confirmation

From Purchase Order view, click the Create Order Confirmation drop-down menu and select either:

- **Confirm entire order** to confirm the order at the header level
- Update line items to confirm or make modification at the line item level
- Reject entire order to reject the order at the header level



BHP

Managing the Purchase Order

This displays the **Order Confirmation Header**. Enter all necessary information (all fields marked with an asterisk*). Then click **Next**.

- Review the order confirmation details.
- Enter a **Confirmation Number**. Choose any identifier such as an internal company order number.
- Update the **Quantity/Unit field** where you are unable to comply such as where the order is 210 items but they may be packaged in lots of 50 so it is better to send 200 (4x50)
- Click **Submit** if you have reviewed the order confirmation or click **Previous** if you require to amend the order confirmation details.
- Your Order status will change to **Confirmed**
- Depending on your configuration for Ariba notifications you may receive an email to confirm that the Order Confirmation has been submitted to BHP
- Please note that if you add any changes when submitting the order confirmation (such as changing the delivery date or adding comments) the current version of the Purchase Order will be obsoleted and you will receive a new version to confirm when the changes have been approved by BHP.

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Purchase Order Type

You will see "Order Type" which will determine whether you are receiving a Goods or Service order in the IEPO email or from the Purchase Order in your SAP Business Network portal. Select from these options to process your order



Goods Transactions

Process Workflow: Goods

BHP expects all Goods Transactions will follow the process displayed below. documents you must complete are:

- Order Confirmation Mandatory
- Ship Notice Optional except for automatic receipting items.
 - Automatic receipting for goods below USD1,000 or equivalent local currency value per line item only applies to goods delivered to BHP Corporate Offices in all regions except for Minerals Americas
- Invoice Mandatory except were PO 'is ERS'
 - Evaluated Receipt Settlement ERS based on the approved goods receipt GRN sent from by BHP or



approved SES. A copy ERS invoice is received into SAP Business Network (Ariba).)

Create Ship Notice

Click on **Create Ship Notice** and complete details. Fill up all the information required then click **Next**. All asterisked items are mandatory to complete.

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- o Review and confirm your Ship Notice. Then click Submit
- After submitting the Ship Notice (ASN), the Purchase Order Status updates to **Shipped**.

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Services Transactions

Process Workflow: Services

BHP expects all Services Transactions will follow the process displayed below.

- Order Confirmation Mandatory
- Service Entry Mandatory
- Invoice Mandatory except where PO 'is ERS' or where 'Invoicing not allowed' applies.
 - Evaluated Receipt Settlement ERS based on the approved SES. A copy ERS invoice is received by your SAP Business Network (Ariba) account.
 - 'Invoice not allowed'- vendor creates invoice outside Ariba e.g. vendor in Chile.



Planned vs. Unplanned Services

BHP will normally issue Planned service orders where the type of service and value are displayed as Child lines (line 10.10).

On limited occasions, service purchase orders may not include child lines but have a \$value that is limited. These are called **unplanned service orders** where the type of service will be determined at the time of completion.

Select	t Item to C	reate Invoice with Auto-Generated Se	ervice Sheet Next	Exit
Line	Items			
	Line #	Part ID / Description		
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	20	🐁 Labour Hire OT		
🐿 Ser	vice Sheet Re	uired.		
			Next	Exit

Create Unplanned Line – Invoice or Service Sheet

- A. Select the parent line (line 10/20/30) to be used. Click Next.
- B. To add Child Lines Click Add/Update.
- **C.** Select **Add Unplanned Item.** Enter the details of the service that was provided :
 - Description,
 - Quantity
 - Unit of Measure / Unit Price.
- D. Select the line for inclusion in the invoice or Service Sheet.

Ship All Items To		Bill To				Deliver To		
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Create Service Sheet

Click on the **Process Order** button in the Purchase Order email you received and see if **Create Service Sheet** button is allowed.

Ariba Network		Upgrade from standard account Learn More Company Settings +	
Purchase Order: 450	7320868		Done
🗷 Create Order Confirmation	Create Service Sheet	Criate Innice - Print - Download PDF Download CSV Resend	

A. Create Service Sheet Not allowed

 This indicates that you do NOT need to create a separate Service Sheet. When you create an invoice, SAP Business Network (Ariba) will automatically create the service sheet for you. SAP Business Network (Ariba) will hold the invoice pending the BHP approval of the service sheet and then will automatically send the invoice.

B. Create Service Sheet allowed

- You are require to create Service Sheet if you are an ERS vendor where invoicing is not required (this can be seen on you Purchase order). Once you have submitted your Service Sheet, BHP will approve and auto generate invoice on your behalf.
- If you do not need to invoice this is also indicated in the line item section of the purchase order.

Line Items		1.5	1				
Line #	Part # / Description	Туре	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10		Service Invoicing not possible		8 Jan 2019		\$5,600.00 AUD	\$560.00 AUD
	Perform Pest Control						

Special Handling

ment

Additional Reference Documents and Dates

A. 1-Step Invoice & Service Entry Sheet

- I. If the Create Service Entry Sheet tab is unavailable the vendor can instead create the invoice combined with an SES in a single process.
- II. Select the **Create Invoice** tab. You will received a Warning message notifying on this process. You can close this message.
- III. It is compulsory for you to add an attachment to support the service sheet. This attachment will be the supporting document for the approver in BHP. The attachment should be one of the following:
 - Signed job card
 - Signed time sheet
 - Signed proof that the service was rendered
 - A signed copy invoice
- IV. Click on Add to Header and go to Attachment.
- V. Click Browse, choose the file and click Add Attachment

nnot exceed 30MB		
	Browse Add Attachment	
Size (bytes)	Content Type	
39949	application/vnd openxmlformats-officedocument wordprocessingml.document	
	nnot exceed 30MB Size (bytes) 39949	Innot exceed 30MB BrowseAdd Attachment Size (bytes) Content Type 39949 application/ind operumiformats-officedocument wordprocessingmi document.



ent name length cannot be longer than 40 characters

VI. Once the SES is approved, you will receive an email notification that an invoice has been auto created and sent on your behalf. Then you will receive another notification notifying that the invoice has been approved by BHP.



- VII. Activate the Service Sheet tile on the Overview to see the status of the listed items on the Workbench view.
- VIII. Finally you will receive a payment plan email which will provide you with the payment due date for the invoice.

You can also use the **Scheduled Payment** tile in the Overview to see this information summarized across all invoices.

~	More ~	Create ~
		န်ဂိုန် Customize
	476 Items to confirm	* 7.54 K USD Scheduled payments Next 90 days



B. Service Entry Sheet Required

Generally a separate Service Entry Sheet is required where 'Is ERS' or 'Invoice not allowed' applies and if this PO had the SES and Invoice created as 2-steps process previously.

- I. Check the **Orders** tile then select the order from the Workbench view where an SES is needed then go to Actions and **Send me an Email**.
- I. Use the email **Process Order** button to action the **Create Service Sheet** and complete the details.

Ariba Network	Upgrade from standard account Learn More	
Purchase Order: 4507320	373	Done
Create Order Confirmation *	eate Service Sheet & Create Invoice Print - Download PDF Download CSV Resend	

II. Complete all information marked with an asterisk. Must include Service Start and End Dates, an attachment documenting delivery of services (job card etc.), selection of line items related to the services claimed and amending the quantity claimed.

reate Service She								
Service Sheet Her	der						indicative required field	arts theater +
Summary								
Porchane Onler:	4507320073		1	Subtrate	\$3,600.00 AUD			
Service Sheet #				Dervice Deat Case.*				
Service Descriptors	21 May 2019			Derver End Date *)	
LocatorsReference ③								
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Important: For partial claims please update the amount that you would like to claim by amending the quantity field. Do not create invoice with more than 3 decimal places. If the quantity in Ariba is not sufficient for the invoice value, please reach out to purchasing officer to swap the qty and price in PO service line (contact details are provided at the end of this guide).

- II. When complete, Click Next.
- III. Check and confirm the service sheet information. Once done click on **Submit.**

To complete the Invoice refer to Invoice Services

Invoicing

Goods Invoices

Do not invoice goods unless you have received a Goods Receipt Notification GRN from BHP. This confirms the goods were received and accepted.

A. Create Invoice Tab greyed out

Where the Create Invoice tab is not available, it means that this order 'is ERS' or 'Invoicing not allowed'.

 Evaluated Receipt Settlement (ERS) where BHP will create an invoice based on the approved Goods Receipt. Suppliers who have agreed to this process DO NOT create invoices for some or all the BHP assets they supply. BHP will create an invoice and send a copy to your SAP Business Network (Ariba) account with the scheduled payment details.

B. Create Invoice

- Go to the most recent Purchase Order email and click Process Order. If uncertain if this is the most recent version then check the Orders tile then select the order where an invoice is needed then go to Actions and Send me an Email.
- Click Create Invoice tab. Select Standard Invoice from dropdown menu.

Ariba Network		Upgrade from standard account	Company Settings + rutaine rutaine
Purchase Order: 4507320674			Done
🗹 Create Order Confirmation 🔹 🌒 Create Ship Notice	Create Involv Pint - Download POF Download CDV Reserved		
Order Detail Order History	Standard Invoice		
	Line-Item Debit Memo	Austra	- Pada

- Complete all asterisked fields.
 Confirmation or other documents can be included using the Add to Header
- At the **Line Items**, fill up all the necessary information for the invoice. If the green toggle is visible, the line item is included on Invoice. If the grey toggle is visible, the line item is excluded from the invoice.
- Important: For partial invoices please update the amount that you would like to claim by amending the quantity field. Do not create invoice with more than 3 decimal places. If the quantity in Ariba is not sufficient for the invoice value, please reach out to purchasing officer to swap the qty and price in PO service line (contact details are provided at the end of this guide).

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Add to Header Y	e assessment name length cannot be longer than 40	characters.		

• Confirm the accuracy of the invoice and then click on Submit

Ariba Network	Upgrade from standard account Learn More	npany Settings ¥ ruzana ruzana
Create Invoice	Previous Save	Submit Exit
Confirm and submit this document.		

Review & Submit

- Confirm the accuracy of the invoice and then click on Submit
- Your account will show that the invoice has been submitted. Your Purchase Order will change a status to **Invoiced.**

Ariba Network		Upgrade f	rom standard account	Company Sel	tings v ruzana ruzana
Invoice InvoiceTest has been sub	mitted.				
Print a copy of the invoice.Exit invoice creation.					
Purchase Order: 4507320741					
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- You will received an email notification on the invoice submission. You will be able to see the copy of the invoice at the Detail tab once you click on the View Invoice. Your Invoice status will be **Sent**.
- You will receive a further notification when the invoice status is Approved. Click on View Invoice.



- Click on View Invoice (image below) to see:
 - o Detail Standard Invoice information, Shipping Information and Tax Summary
 - Schedule Payments Payment due date for the invoice
 - History History of the invoice

Ariba Network		Nygada Kanadasi at annar 🔄 Laura Man
Scheduled Payment: FX0040020257202019001		Deep
Pres Esperichte.		
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Payment Information		
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		Bree

- Then you will receive the **Payment Status Notification**. This notification will provide the schedule payment date, Invoice number and Invoice amount. Click **View Payment Plan**
- You can also use the **Scheduled Payment** tile in the Overview to see this information summarized across all invoices.

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	network_accounts@ariba.com <ordersender-prod@ansmtp.ariba.com></ordersender-prod@ansmtp.ariba.com>
	Notice of new payment plan
To Ahma	d Jani, Ruzana
If there a Click her	re problems with how this message is displayed, click here to view it in a web browser. to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.
	Right-click here to download pictures. To halp protect .
	Important! New payment plan has been received.
	Dear dol08q-TEST BPD Group Operations - TEST has approved the referenced invoice. The summary terms of this offer can be seen below, with the full details in your Anba Network account. Payment Details
	Customer: BHP Group Operations - TEST Scheduled Peyment Date: 13 Jul 2019 Payment Prosel: 10 F004020225202019001 Invite: IVVIEST01 00 cmP Originatument: Payment Rethod: Status: Scheduled
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Invoice Services

A. Create Invoice

- Go to Purchase Order email and click **Process Order**. If uncertain if this is the most recent version then check the **Orders** tile then select the order where an invoice is needed then go to Actions and **Send me an Email**.
- Click Create Invoice tab. Select PO Invoice from dropdown menu. Complete all asterisked fields. Confirmation or other documents can be included using the Add to Header

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• At the Line Items, fill up all the necessary information for the invoice. If the green toggle is visible, the line item is included on Invoice. If the grey toggle is visible, the line item is excluded from the invoice.

Create Invoice						
					Update Save	Exit Next
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Purchase Order:	4507320674		Subtotal: £1,210.00 GBP Total Tax: £0.00 GBP			View/Edit Addresses
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Additional Fields						
Information Only. No ad	tion is required from the customer.					
Supplier Account ID #			Service Start Date:			
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Tax Editable (Only for suppliers from the US)

For US Supplier, you are able to edit the tax percentage in order to follow the country tax requirements. During the creation of invoice, you will be able to change the Rate (%) field with necessary tax rate. Once the rate has been edited, click on **Update** and click **Next**.

Note: By clicking on the Reset Tax from PO, it will auto use the tax rate that has been maintained in the purchase order

	No.	Include	Туре	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	S	ubtotal
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	Tax		Category:	* VAT		\sim	Taxable Amount:	\$150.00 USD			Remov
			Location:				Tax Rate Type:				
			Description:				Rate(%):	8.3			
							Tax Amount:	\$12.45 USD			

Rejected Invoices - Review & Submit

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Worl	kbench								န်ဗိုန် Customiz	e
	0 New orders		2 Orders	O Changed orders	O Orders to invoice	1 Invoices	O Rejected invoices	O Items to confirm	Pinn	1 > Ned dor
	Last 90 days		for Mars Consulting	La 365 days	Last 90 days	for Mars Consulting	Last 31 days	Last 31 days		

- Create the **Rejected Invoices** tile for your Overview. It will provide a quick view of any documents that have not been approved and need editing.
- Click on **Rejected Invoices** tile and review the invoices. Select the invoice that needs action and select **Send me a Copy**.
- In the Invoice email, click Edit Invoice button. Review the rejection reasons shown. Make the required changes, including changing the document reference number for example by adding a suffix after the original number '_A ' then Submit.
- Confirm the accuracy of the invoice and then click
 on Submit
- Ariba Network Bynk two dealer amont Learning Company Serger Compan
- Your account will show that the invoice has been submitted. Your Purchase Order will change a

Purchase Order: 4507320741

status to **Invoiced and you** will receive an email. You will be able to see the copy of the invoice at the Detail tab once you click on the View Invoice. Your Invoice status will be **Sent**.

2 Costo Oder Conference • • • • Costo Ship Notes • Print • Davidad PDF Davidad CSV Reserd			
Order Detail Order Heatory	From: BHB has Dry PL BHB (Schwarth France) Perf Notes Australia	Toolba TEST soldba third Macheslar Unite Kingdon Phone Face	Perchan Order Instanti 450720741 Association CEP Venior 1

receive a further notification when the invoice status is Approved. Click on View Invoice.

https://www.com/article.com/ broket.invoket.etc of cf1,210.00 GBP has been submitted to BHP Group Operations - TEST	Wed 15:0009 1:22 AM
To 📕 Ahmad Jani, Ruzana	network accounts@ariba.com <ordersender-prod@ansmtp.ariba.com></ordersender-prod@ansmtp.ariba.com>
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Please do not reply to this email. This mailbox is not monitored and your email will not be read.	5.42 Anha Privacy Statement Applies and and a statement applies to this processing of personal data, you can view it when logged into your account.

- Click on View Invoice to see:
 - o Detail Standard Invoice information, Shipping Information and Tax Summary
 - Schedule Payments Payment due date for the invoice
 - History History of the invoice

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• Then you will receive the **Payment Status Notification**. This notification will provide the schedule payment date, Invoice number and Invoice amount. Click **View Payment Plan**

	Tue 14/5/2019 9:06 AM
	network_accounts@ariba.com <ordersender-prod@ansmtp.ariba.com></ordersender-prod@ansmtp.ariba.com>
	Notice of new payment plan
To 📕 Ahmad Jan	, Ruzana
If there are pro Click here to o	oblems with how this message is displayed, click here to view it in a web browser. download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.
	x) Right-click here to download pictures. To help protect.
	Important! New payment plan has been received.
	Dear dcit08g-TEST
	BHP Group Operations - TEST has approved the referenced invoice. The summary terms of this offer can be seen below, with the full details in your Ariba Network account.
	Payment Details
	Customer: BHP Group Operations - TEST Amount Due: £1.210.00 GBP Scheduled Payment Date: 12 Jul 2019
	Invoice : INVTEST01 Original Amount: £1,210.00 GBP Adjustment:
	Payment Method: Status: Scheduled
	Sincerely, The Ariba Network Team https://discovery.ariba.com
	View payment plan
	Unsubscribe
	Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA SAP Ariba Privacy Statement Ariba Data Policy Ariba Help and Support If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.

Invoice Details

Once the invoice has been approved, you will be able to see in SAP Business Network (Ariba) from the **View Invoice** button on the email notification:

- Detail Standard Invoice information, Shipping Information and Tax Summary
- Schedule Payments Payment due date for the invoice
- History History of the invoice

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Create Credit Memo

Credit invoice created in SAP Business Network

• To create a credit memo against a PO that has previously been invoiced, navigate to the order e-mail you received. Click on **Create Invoice**, and then **Create Line-Item Credit Memo**. *Note: Please do not create partial credit memo for service order, create a credit for the full amount that was claimed and submit a new claim*.

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		4	Line-Item Debit Memo			D		

• Select the invoice that relates to the Credit Memo. Then click on Create Line Item Credit Memo

Invoices (1)		2
invoice # Customer Reference Submit Method Origin Self Billing Source Doc Dat	e Amount Routing Status	Invoice Status
BHP Groupers Dependions 4507320076 Online Suppler No Order Ma TEST	y \$345.30 AUD Acknowledged	Sent

• Fill up all the necessary details for credit note. Then click **Next** to confirm. *Note: Please make sure that you attach the original Credit Note from your account system to the Credit Note submitted*

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Once you have confirmed on the credit note details, click on Submit

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 You will then receive the Credit Note submission notification. You may view the Credit Note by clicking View Invoice

network_acco Sent - Invoice CM	ounts@ariba.com <ordersender-prod@ansmtp.ariba.com> Test01 - to BHP Group Operations - TEST (ANID: AN01015189973-T) - Notification from Ariba Network</ordersender-prod@ansmtp.ariba.com>
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Country	AU
Customer	BHP Group Operations - TEST
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Invoice Status	Sent
Description:	
	View invoice
Download the SA	P Ariba Supplier app to your mobile device and manage customer orders on the go.
App Store	Ariba, Inc., 3420 Hillwiew Ave, Bidg3, Palo Alto, CA 94304, USA SAP Ariba Privacy Statement Ariba Data Policy Ariba Help and Support
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Credit ERS Invoice created in BHP system

- A. Services PO:
 - Supplier will need to raise an online payment query form via <u>Service Entry Sheet BHP Billiton</u> <u>Case Management</u>, selects 'Delete' for Type of SES and fills in all relevant information. SES number can be found in Ariba under SES History tab. Service Sheet:

Detail Histor	У
	Service Sheet: Routing Status: Acknowledged Received By SAP Business Network On: 22 Apr 2024 3:39:44 PM GMT+08:00
History	
Status	Comments
Acknowledged	Success
	The Service Sheet status has been successfully updated to Processing by BHP Group Operations. Description Entry sheet 10XXXXXX created

- Once the form is submitted, the BHP SES team will receive a case via their CRM queue and will
 revoke and delete the SES. SAP system then auto-generates the credit document and should send
 a copy of the credit to SAP Business Network (Ariba).
- B. Goods PO:
 - Supplier contacts the relevant BHP Purchasing Officer who will liaise with the BHP Warehouse to reverse the goods receipt in the SAP system.
 - Once goods receipt is reversed, SAP system then auto-generates the credit document and should send a copy of the credit to SAP Business Network (Ariba).

Note that in each case the reversal will cause Change PO to be issued with the reversed amount showing as available. Vendor must confirm this PO before completing the new transaction.

Request for Quote Guide

RFQ in Ariba Discovery

1. What is a RFQ?

BHP have commenced a process that will ask suppliers to provide updated prices to items they currently supply to BHP or where they may be able to become a supplier of a new item to BHP. The Request for Quote is not a guarantee of an order. However, over time this will be the preferred way that BHP will connect with suppliers on providing pricing that can be used for new orders.

2. Create account users able to respond to RFQ

Only the **ADMINISTRATOR** for your SAP Business Network (Ariba) account can create new Users. Refer to <u>this</u> <u>article</u> from SAP Ariba Support portal.

- A. CREATE ROLE SAP Business Network (Ariba) Homepage-> Click on Company Settings -> Click on Users. The Accounts Settings screen is displayed
 - Scroll to **Role** -> **Create Role**.
 - Provide a Name for the Role such as RFQ Team.
 - Under Permissions tick the permission
 "Proposal & Contract Access". This will allow an SAP Business Network (Ariba)
 User assigned this role to respond to any
 RFQ requests from BHP. Now click on Save

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Permission	Description	
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ioods Receipt Report Administration	Access to Reporting, and Goods Receipt report type	

- B. ADD USERS Return to Company Settings. Click on Users and scroll to Manage Users.
 - Click on Create User and enter the persons Username and Email Address, First Name and Last Name.
 - o In Role Assignment select the Role Name you created earlier Click Done.
 - Repeat this process for all people (max. of 5) who you want to be assigned this new role.

C. CREATE EMAIL NOTIFICATION

- In SAP Business Network (Ariba) the emails all are sent by BHP to the ADMINISTRATOR.
- o SAP Business Network (Ariba) Homepage-> Click on Company Settings -> Go to Notifications
- Under Collaboration Requests add the user emails for users provided the new Role Proposal & Contract Access you created. They will automatically receive emailed RFQ invitations from BHP.

Notifications		
Тура	Send notifications when	To email addresses (one required)
Order	Send a notification when orders are undeliverable. Send a notification when a new collaboration request against an existing order is received.	, john doe@email.com
Purchase Order Inquiry	Send a notification when purchase order inquiries are received. Send a notification when purchase order inquiries are undeliverable.	, john doe@email.com
Time Sheet	Send a notification when time sheets are undeliverable.	- john.doe@email.com
Collaboration Request	Send a notification when collaboration requests are received.	, john doe@email.com
Extended Profile Settings and Inf	ormation	
Extended Profile Information		
		Save

D. BHP Response Time: BHP requires you to *respond within 48hours to an RFQ*. After 48 hours, the request will automatically close and you will be unable to access through the email.

3. Emailed Request for Quote invitation

Each RFQ will commence with receiving an email invitation. Any user who has access to SAP Business Network (Ariba) <u>AND</u> has the role assigned as shown can click on the link provided.

- Click the link on the email
- Select Login to SAP Business Network (Ariba) and use your login details (username & password) to access your account – this is SAP Business Network (Ariba) Discovery.



IMPORTANT NOTE: If you respond in SAP Business Network (Ariba) Discovery to Requests for Quote from any other source than BHP you may incur fees.

4. Create Quote

- In SAP Business Network (Ariba) Discovery a screen to Provide your Quote should appear.
- You must complete all fields with an asterisk* **Price ; Quantity; Lead Time are required.** Update the **VPN** field if the requested Part number for direct replacement is not available
- All other fields are optional.
- Attachment: Add an Attachment if you want to provide technical specifications or catalogue information.

Selecter	d Items						
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• Click Submit to send quote

Support

Help online

The SAP Business Network (Ariba) Help Center will provide assistance while using your SAP Business Network (Ariba) Standard Account:

- Click the Help Center link at the bottom of your interactive email
- When logged into your Standard account, click the Help (?) icon in the upper right corner to expand the panel and gain access to relevant help topics
 - Help topics are based on current 0 transaction page
 - **Documentation-** generic information regarding how to complete a transaction.
 - Support –users online help only

1 52 0 103 42 Orders My widgets All cu Purchase orders \$1.25 K \$0 \$1.4K \$1.2K \$1K \$800 \$400 \$400 \$200

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA

SAP Ariba Privacy Statement | Ariba Data Policy | Help Center

- Support-> BHP Specific: Click on the BHP Icon. It directs you to the BHP Supplier Material Portal / 0 Spanish BHP Portal De Información De Proveedores. BHP Supplier Material Portal with an Add-On document specific for BHP, requirements for transactions and contact email addresses etc.
- The SAP Business Network (Ariba) Standard Portal provides links to help topics and guidance specially aimed at standard account users.

BHP Reference documents.

A series of videos and easy to use guides are available in:

Transacting with BHP website (including ADA Chatbot which is able to provide information on how to submit your claims)

\$0.6

\$0.4

- English BHP Supplier Material Portal (including Ariba Administration Guide, FAQs, RFQ specific guides, guide for subcontracting orders)
- Spanish BHP Portal De Información De Proveedores.

Support contacts

- A. Follow the steps in this link to raise a case with the SAP Business Network (Ariba) team.
- B. For general questions about your current relationship with BHP and transition of purchase orders to the Ariba network:
 - For queries related to Ariba system issues, please submit an eBusiness case through https://case.bhpbilliton.com/en-US/BHP-Vendor-eBusiness/
 - You should submit PO update requests submitting an Order Confirmation from your Ariba portal. Need help with purchase orders, invoices, payment status and service entry sheet related queries? Contact us through https://case.bhpbilliton.com/en-US/BHPB-Vendor-PaymentService/
 - o For queries on Sourcing, RFQ or Negotiations, please contact the Purchasing Group email stated on your purchase order or your BHP Representative
 - For questions regarding changes in your company details or company ownership contact BHP Vendor Master team https://case.bhpbilliton.com/en-US/BHPB-Vendor-VendorMaster/
- C. Questions about SAP Business Network account registration issues should be logged using the link for your region: Australian & SE Asian BHP Supplier or USA, Canada & UK BHP Supplier or Chile & South America BHP Supplier and the SAP Business Network (Ariba) team will respond as soon as possible. Issues include finalizing the creation of an account, numerous existing SAP Business Network (Ariba) accounts, cannot access an existing account, etc.