

**Save** the PO emails you receive from BHP. The PO number will be displayed in the body of the interactive order email you receive. You must use the **Process Order** button from that email to take any action in Ariba- create confirmation, create an SES/Ship Notice or send an Invoice. Refer to [BHP Supplier Education Material Portal for more detailed information](#)

### 1. Purchase Order Emails from BHP

- Emails is sent to the email address you provided BHP.
- If you misplace a purchase order (PO) email, log in to your Ariba Account. In the dashboard select the PO you are missing. Click **Select > Send me a copy** in the **Action** column next to the PO.
- Each email has a **Process Order** button that takes you to Ariba
- Click the **Process Order** button and complete the registration process

### 2. Login to your Ariba Standard account

- 1) If you already have a Standard Account click→ Log in and use your registered company name and password to complete your login.
- 2) Register for a new free Ariba Standard account. Click on **Sign Up**
  - Enter your Company Name
  - Click on the drop down arrow and select the **Country**
  - Enter the **Address** including **City (Suburb)**, use the drop down arrow and select the **State** then enter the **Postcode**
  - Scroll down to **User Account Information**. The first account created is the Administrator account for your company and **only the Administrator can create new users**.
    - Enter your first and last Name for the Administrator
    - Enter the Email address then click on Use my email as my username
    - Enter a Password / then Re-enter your password
    - Confirm the correct language is displayed, Confirm or enter Email orders to address
    - Click on **Register**

### 3. Confirm Purchase Orders

- New or updated PO must be **Confirmed** before you can create a follow-on document such as an ASN, SES or INV.
- **NOTE: If BHP amends this PO then you will have to confirmation all lines again before processing further documents.**
- Click → **Create Order Confirmation** in the PO screen which displays a drop down box:
  - **Confirm Entire Order** :used to confirm all line item details of the order

- **Update Line Item**: use this to advise BHP there is incorrect information on the Purchase Order for example price updates, backorders, and need by date updates
- **Reject Entire Order**: used to reject the order if it cannot be fulfilled

- Enter the required information for items being confirmed
- Click on→ **Next** and review, then→ **Submit**.

### 4. Create Ship Notice

- Go to the Purchase Order, click → **Create Ship Notice**.
- Complete all fields with an asterisks. Enter the Ship quantity for each order item or for perishable items enter the Batch ID and Expiry
- Click on→ **Next** and review, then→ **Submit**.

### 5. Create Service Entry Sheet

Ariba supports two methods of processing.

- 1) Create an Invoice and auto-flip into an SES. The invoice is held in Ariba until BHP approves the SES. Refer process guide
- 2) **ERS Invoices for BHP**: If you receive ERS invoices then the **Create Invoice** button is greyed out and you must create an SES first.
  - From the email click → **Process Order**. In Ariba → **Create Service Sheet**.
  - Select the parent line then the Child line (if any). Click→ **Next**
  - Enter → Service Sheet # ; plus Enter Service Start and Service End Dates
  - Enter a Location/Reference and **Add Attachments** (will not process if not added)

### 6. Create Invoice

- 1) **NOTE**: If the **Create Invoice** button is greyed out, you have authorised BHP to create ERS invoices. An ERS invoice is sent to Ariba by BHP when the GRN/ SES is approved.
- 2) To Create an Invoice go to the Purchase Order email and click →**Process Order**
  - In Ariba click→ **Create Invoice** button
    - Enter **invoice number** in the header portion of the invoice
    - Populate additional invoice fields. Click →**Next** to review then click **Submit**
  - You will receive a confirmation message through email with an attached. PDF and XML version of the invoice for your records.