## When does transition to Ariba happen?

Until your account is transitioned to Ariba you will continues to submit documents to BHP through the online portal (SES) and through email to: https://case.bhpbilliton.com/en-US/BHPB-Vendor-PaymentService/ .

You will know you have transitioned to Ariba if you receive a **GoLive Notification** email. After that email has been sent by BHP if you try to send any new documents outside Ariba you will receive an email advising that these can no longer be submitted.

Complete the Ariba account

A. BHP will have sent an email like the one shown to the email registered in your BHP Vendor File. If this email is missing or the email address is no longer active then you will need to email bhpsupply_ariba@bhp.com and ask them to resend it.

B. Once you receive the Interactive Purchase Order IEPO you need to click the Process **Order** button to create or login to your Ariba account. Finalise the account – refer to the Ariba Standard User Guide for details.

C. Once you have logged in to an Ariba account it will automatically link that account to any future orders that are sent by BHP.
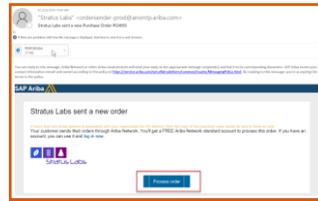
Goods Orders – what is different?

Once you are in Ariba you need to understand that all documents are created in Ariba. The diagram below shows the before and after transition differences.

1. If you created invoices for some BHP assets but not others this will continue. The difference in Ariba is the **Create Invoice** button will be greyed out. You will continue to receive an RCTI invoice created by BHP for the items approved on the Advanced Ship Notice.
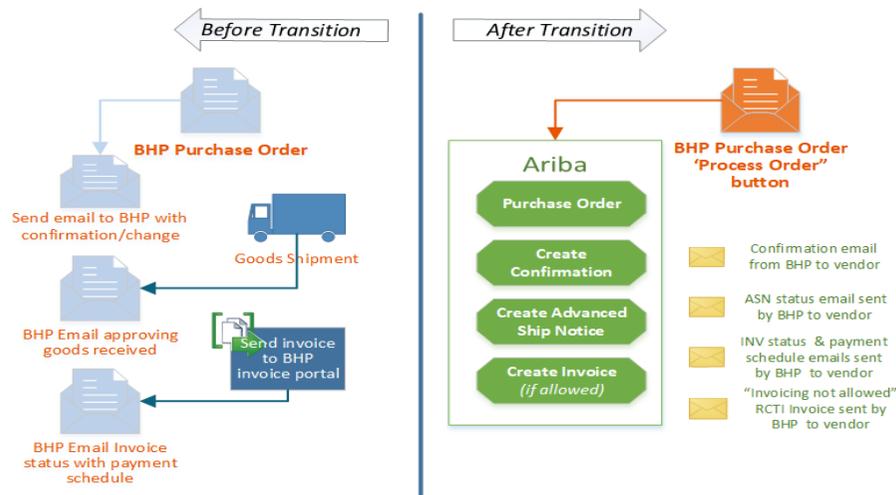
Order Confirmation – what is different?

In Ariba you need to have confirmed the Purchase Order before you can create any other document. A Purchase Order will need to be reconfirmed if:

- Your confirmation changed PO line details and BHP accepts those changes and send a change PO. Confirm the change PO using the **Process Order button in the new email**.

- BHP has added a new line, extended the delivery date then they will issue a Change Order PO. Confirm the change PO using the **Process Order button in the new email**.

If a Change Order for the PO is created then DO NOT use the original Process Order button as it will link to the obsoleted purchase Order and not the new version.

Service Orders- what is different?

Once you are in Ariba you need to understand that all documents are created in Ariba. The diagram below shows the before and after transition differences.

1. If you create SES and invoices. The **Create Service Sheet** button in Ariba will be greyed out. You only need to create an invoice using the same details and attachments as you would provide for an SES.

    o When you click Submit on the invoice, Ariba auto-creates an SES using the same details and sends it to BHP. The invoice is held.

    o When BHP approves the SES , Ariba will automatically send the already created invoice to BHP.

2. If you DO NOT send an invoices for some BHP orders then the PO will show "*invoicing not allowed* " and the **Create Invoice** button in Ariba will be greyed out.

    o You will create a Service Entry Sheet in Ariba.

    o BHP will create an RCTI invoice from the approved SES and send you a copy.