



June 2017

Invoice Submission Guidelines



Invoice Submission

To ensure that BHP can efficiently and accurately provide payment to our vendors, and meet relevant legislative requirements, a standard procedure is in place for processing all invoices. All invoices must conform to the guidelines and requirements within this document

Before claiming for payment, please ensure you comply with the following conditions:

e-Marketplace (Quadrem) Invoice Submission Guidelines

Vendors using BHP's e-Marketplace solution must process invoices via the e–Marketplace directly; vendors should not submit invoices via Service Claim Form, email or fax. Invoices received from e-Marketplace vendors will be rejected.

Evaluated Receipt Settlement (ERS) Invoice Submission Guidelines

Goods: No invoice required. Once the goods are received, a Recipient Created Tax Invoice (RCTI) will be submitted to the vendor and payment will occur automatically in accordance with Purchase Order terms of payment.

Services: Vendors must complete and submit a Service Claim Form that corresponds with the completed services; a Service Entry Sheet will then be created and submitted to the relevant BHP business representative for acceptance. Once accepted, the vendor will be notified that the Service Entry Sheet has been successfully processed and an invoice will be automatically generated for payment.

Manual Invoice Submission Guidelines

Goods: Submit invoice to the BHP standard invoice submission email address.

Services: Prior to invoice submission via email or fax, vendors must complete and submit a Service Claim Form that corresponds with the completed services; a service entry sheet will then be created and submitted to the relevant BHP business representative for acceptance. Once accepted, the vendor will be notified and instructed to send the invoice for payment to the BHP standard invoice submission email address. One invoice only is to be submitted per email or fax.

BHP Invoice Requirements

If an invoice does not meet the below criteria, it will not be processed and will be rejected and returned to the vendor, outlining the reason for rejection and any actions that need to be taken. Rejected invoices need to be corrected and resubmitted for payment.

- One invoice is to be submitted per email
- Invoices must be black and white with clarity and cannot be hand written. Colored invoices can be processed as long as it is clear
- The invoice or account number (if applicable) must be clearly indicated on the invoice
- Invoices must display a valid Purchase Order Number
 - If a Purchase Order Number has not been provided, contact your BHP representative prior to submitting the goods or services invoice
- The vendor name on the invoice must match the vendor name on the Purchase Order
- The BHP entity on the invoice must match the BHP entity on the Purchase Order
- Invoices must provide a detailed description of equipment purchased, services provided, shipping charges and other applicable fees that matches the Purchase Order exactly
 - Refer to your purchase order for additional invoice submission details
- Invoices sent via email must be less than 3MB
- Invoices must be in PDF, TIF/TIFF, DOC/DOCX, JPG, HTM/HTML or RTF format
- Invoices in a language other than English or Spanish must be submitted to the relevant BHP business for translation

- Your BHP representative will provide you with the invoice submission email address for these invoices
- Invoice / Credit note / NOI / Translation Form, these needs to be placed at the beginning of the page and followed by supporting documents (Invoice/Credit/NOI/Translation form -- Supporting Documents)
- Exchange Rate Form / other SIRF, to be placed after invoice or credit note and followed by supporting documents (Invoice/Credit à Exchange Rate form/SIRF - Supporting Documents)
- The bank details indicated on the invoice must match those held on file by BHP
 - Contact your BHP representative to confirm or change the bank details on file
- Any country-specific VAT/GST regulatory invoice requirements must be met
- Invoices with VAT/GST tax applicable must have both the vendor address (except for Australia, Colombia and Japan) and tax registration number clearly displayed on the Invoice
- VAT/GST and any local taxes must be identified separately on invoices

Credit Adjustments

- All credit adjustments must reference the applicable Purchase Order Number and relevant invoice number.

Please contact your BHP representative for queries related to:

- E-Marketplace (Quadrem)
- Evaluated Receipt Settlement (ERS)
- Invoice or payment status
- Bank details
- Incorrect payments
- Service Claim Form (SCF)

Frequently asked questions

Can I indicate the Purchase Order number on the email or supporting document, and not on the invoice?

No. A valid Purchase Order number must always be indicated on the face of the invoice. A handwritten Purchase Order number on the invoice is acceptable.

Are handwritten amendments on the invoice acceptable?

Yes, except for the BHP billing entity, invoice number and amount.

Why do I need to submit invoices with Withholding Tax (WHT) to the relevant BHP business?

This is to enable the business to verify the WHT rate and base amount and ensure the invoice is coded correctly.

Can I submit a statement for processing?

No. BHP will only accept valid invoices for processing. If you only have a summary statement available to be paid, please contact your BHP representative.

Can I submit an invoice with future date?

No. All invoices must be current or past dated.

Who should I contact regarding any other invoice submission questions?

Please submit your query through the payment query form from [Supplying to BHP](#). In the Payment queries tile, select **Ask us here** and complete the form.