QRG BHP Facts about SAP Business Network (Ariba)

Intuitive homepage

## Check out which SAP Business Network experience you choose

- **Standard** accounts are free of charge and allow you to access regular service and goods purchase orders, submit documents such as confirmations, invoices, SES and shipping notices, and receive payment remittances.

- **Enterprise** accounts are fee based and include all the Standard functionalities plus the Supply Chain Collaboration feature to transact repairs and service exchange orders. Additionally, these accounts have access to advanced reporting functionalities, integration project and personalised SAP Ariba support.

More information about each type of account and a fee calculator for Enterprise accounts is available in SAP.com.

Purchase Orders

BHP requires all orders to be confirmed before invoice.

- BHP purchase orders are stored in your new account under the appropriate tile **New Orders**. Any changes to purchase orders arrive into the **Change Order** tile.

- Now it is easy to see any order that has not been confirmed. The **Items to Confirm** tile will allow a list across all unconfirmed items. Simply update and do in one process!

- Supplier can create customised filters for tiles based on the details their different teams need to see. For example, one team may need to see New Orders filtered by orders for BHP Copper.
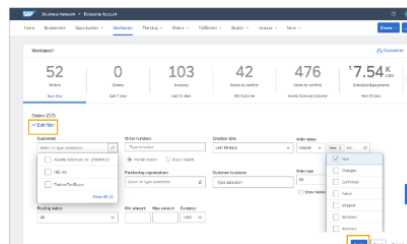
- See all documents at a glance by activating tiles for **Rejected Invoices**, **Service Sheets**, **Invoice Pending Approval** and **Scheduled Payments**.

Goods from Order to Invoice

- SAP Business Network (Ariba) speeds up your business by allowing you to auto-create invoices once BHP has sent you the **Goods Receipt Notice GRN** for your delivery. Simply activate auto-consent to goods invoicing in your settings.

- Remember, BHP also provides Evaluated Receipt Settlement ERS where we create the invoice from the GRN and send you a copy. Ask about signing up for ERS if available.

From Services to Invoices

BHP requires a Service Entry Sheet SES and a document confirming service was received by BHP.

- **Service Entry Sheet SES** simplified as most details are pre-filled. Just 5 steps to complete:
  1. *Enter a SES number* – any number you choose!
  2. *Enter the dates* the service was delivered
  3. **Attach the evidence document**
  4. *Select the service line item & update the quantity*
  5. *SUBMIT!*

- Use 1-step Service Invoices if available. This will remove the need to create a separate Invoice and SES. Simply **Create Invoice** and the SAP Business Network (Ariba) can create an SES with the same details. Your SES is sent to BHP and once approved.

- BHP may provide Evaluated Receipt Settlement ERS where we create the invoice from the SES and send you a copy. If active the PO states 'invoicing not allowed'.

- Payment dates, approval times

- SAP Business Network (Ariba) lets you find out when BHP has scheduled payment across all your invoices. Check the details about time to approval, Orders by BHP asset or other information now easily available.

Start your SAP Business Network (Ariba) account now

- **Enterprise account?** Contact the team in your region Australian & SE Asian Supplier or USA & Canada Supplier or Chile & South America Supplier

- **Standard account?** Create a free Standard Account now! BHP will send your first Purchase Order to the email address on file in GCMS and this will connect your account to BHP.