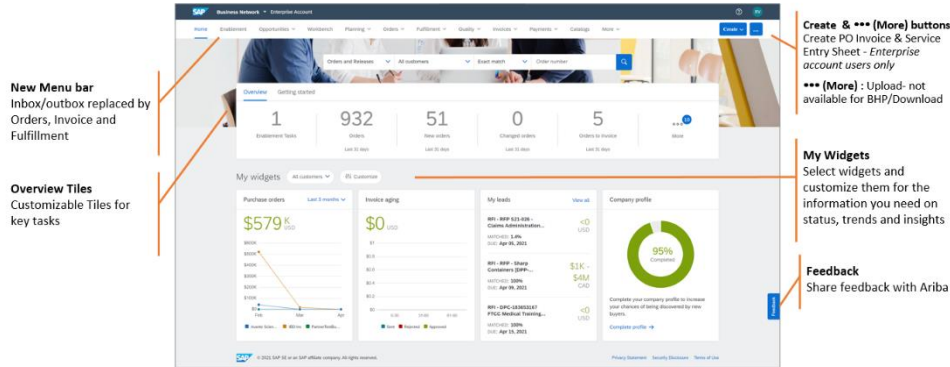


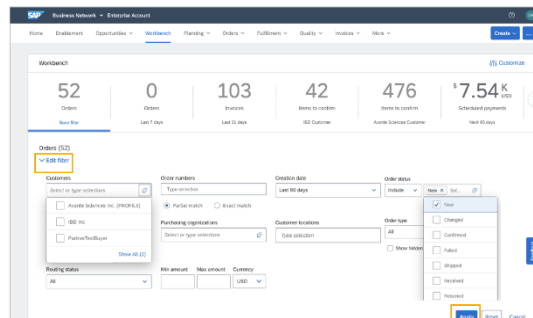
Your new homepage



Make the Overview work for you

- You can use up to 25 overview tiles to highlight key tasks to complete and when clicked open a detailed overview of documents below. BHP have some suggestions to make this easier.
 - ➔ Create customised filters for tiles based on what details different users need. For example only show orders for BHP Petroleum purchasing address. Click on tile you want to change then click the **Edit Filter** in the Workbench view. A set of available fields that can be used appears below. Select all field changes then **Apply**. Create a new name for the tile.

- BHP requires all orders to be confirmed before invoice.** But there are 3 different tiles: **Orders** has all orders for all buyers, **New Orders** shows last 31 days of orders from all buyers and **Change Orders** shows any new versions of orders previously received.



- ➔ **Create a new BHP to Confirm tile** that includes all new & changed orders for BHP.
- ➔ **Add new tiles to see key documents.** Recommended tiles are **Rejected Invoices, Service Sheets, Invoice Pending Approval** and **Scheduled Payments**. To add new tiles click Customise above the Overview tiles 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.

- ➔ **Confirm Orders** Login and check the **BHP to Confirm** tile you created (or the generic New Orders & Change Orders tiles). Click on the tile to see the **Workbench** area below where a list of orders that are not confirmed will appear. You can select each order and then go to **Actions** and **Create confirmation**. Update the details item quantity, price, delivery date, part number etc
- ➔ **Edit & Resubmit Invoices** Check the **Rejected Invoices** tile. Click on the tile to see the **Workbench** area below where a list of rejected invoices will appear. Click the invoice number to see the reasons. Use the Edit & Resubmit button to make changes.
- ➔ **Create Service Sheet** Select the **Orders** tile. Select the correct order from the workbench below then use the **Create Service Sheet** option from the action list on the right side. You can also go to the **Create** button at the top of the page **Create Service Sheet**. Remember 1-step invoice & SES is still available.
- ➔ **Create Invoice** Select the **Orders** tile. Select the correct order from the workbench below then use the **Create Invoice** option from the action list on the right side. You can also go to the **Create** button at the top of the page **Create PO Invoice**. Remember 1-step invoice & SES is still available.

Standard Account – Use the homepage

- Standard account users can login directly to their account and send an email of the PO when needed rather than trying to find their stored emails. Login and send a copy of the most recent version of the PO before commencing and other document.
- ➔ **Send me an email** Standard account users can now process newest version of each Purchase Order from their Workbench. See up to 365 days of orders (after you change the filters on the Order tile).
- ➔ **Check orders to confirm** Check the **BHP to Confirm** tile (or the generic New Orders & Change Orders tiles). Click to see the **Workbench** area and select each order that needs to be confirmed. Go to **Actions** against each order and select **Send me an Email**. Use the email **Process Order** button to action the **Create confirmation** and update the item quantity, price, delivery date, part number etc
- ➔ **Check orders to create Service Entry Sheet** Check the **Orders** tile then select the order where a invoice is needed then go to **Actions** and **Send me an Email**. Use the email **Process Order** button to action the **Create PO Invoice** (use for 1-step service invoicing) and complete the details.
- ➔ **Check Invoice Status and Scheduled Payments** Use the tiles to see the **Invoice Status** – acknowledged, approved, rejected- and once the invoice is approved see date of payment in **Scheduled Payments**.

Enterprise Users – from Order to Invoice