

**STANDARD ACCOUNT:** Hint –Users start transaction with Process Order button on any PO email.  
**ENTERPRISE ACCOUNT:** Hint –Users log in to Ariba with Username & Password.

Suppliers have dedicated BHP support contact [BHPsupply\\_ariba@bhp.com](mailto:BHPsupply_ariba@bhp.com)  
 Suppliers have dedicated BHP support contact [SupplyeBusiness@bhp.com](mailto:SupplyeBusiness@bhp.com)

### Intuitive homepage

**New Menu bar**  
Inbox/outbox replaced by Orders, Invoice and Fulfillment

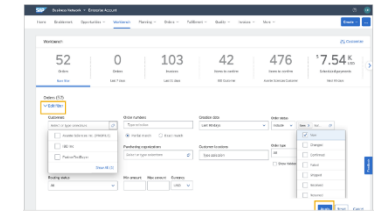
**Overview Tiles**  
Customizable Tiles for key tasks

**Create & More buttons**  
Create PO Invoice & Service Entry Sheet - Enterprise account users only  
 More: Upload - not available for BHP/Download

**My Widgets**  
Select widgets and customize them for the information you need on status, trends and insights

**Feedback**  
Share feedback with Ariba

- 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 Petroleum.
- 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** & confirm 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.

### Check out which SAP Business Network experience you need

	STANDARD ACCOUNT	ENTERPRISE ACCOUNT
<b>Suitability of account</b>	Low volume of simple transactions	High volume of transaction plus "strip & quote" or "service exchange" orders
<b>Cost</b>	<b>Free Account</b> No annual or other fees apply. Minimum account type required by BHP	<b>Fees charged by SAP Business Network</b> <a href="#">Refer to online details</a> . Fee cap applies if only used for BHP transactions
<b>Account access</b>	Access account through external emails. No online PO or invoice access	Receive orders to Dashboard and manage all document from one place.
<b>Receive orders and send invoices</b>	View last 365 days of document, filter by date range.	View last 365 days of document, filter by date range.
<b>Track Invoice and Payment status</b>	All invoices including supplier created ERS includes payment details and will be sent to account with an email copy to vendor	All invoices including ERS available online. Payment details and reporting available
<b>Supply Chain Collaboration</b>	N/A	Supports supply exchange orders
<b>Other features</b>	<ul style="list-style-type: none"> <li>Unlimited Discovery RFQ responses</li> <li>Supplier Managed Catalogues</li> </ul>	<ul style="list-style-type: none"> <li>Unlimited Discovery RFQ responses</li> <li>Supplier Managed Catalogues</li> </ul>
<b>Ariba Support</b>	<b>Online help only</b> including responsive interactive online information	<b>Personalised Support available</b> including Online Chat and Call-Back

### 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!