BHP

Invoice
Submission Guidelines

Invoice Submission

This standard process was developed so that BHP can efficiently and accurately provide payment to our vendors, and meet relevant legislative requirements. All invoices must meet these guidelines and requirements.

General pre-conditions

- Vendors must have supplied the goods or services listed in the invoice
- Evidence of supply will be:
    - Goods- receipt of a Goods Receipt Notification from Ariba
    - Services – receipt of an approval for a Service Entry Sheet.

Ariba Invoice Submission

Any vendor who is using Ariba* (BHP's e-invoice solution) must process invoices via Ariba directly; vendors should not submit invoices via Service Claim Form, email or fax. Invoices received from Ariba vendors will be rejected. These vendors receive scheduled payment details through Ariba.

Exceptions: Chilean vendors will submit invoices to BHP Acepta portal and they are processed via IPA (Invoice Processing Automation).

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 (**psinvoices@bhp.com**)

Services: Prior to invoice submission via email to (**psinvoices@bhp.com**), vendors must:

a) complete and submit a Service Claim Form that corresponds with the completed services;
b) a service entry sheet will then be created and submitted to the relevant BHP business representative for acceptance.
c) on acceptance of the service entry sheet, the vendor will be notified and instructed to send the invoice for payment to the BHP standard invoice submission email address.
d) submit only one invoice for each accepted service claim 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.

- Invoice submitted per email must relate to one GRN or Service Claim

Invoice Details
- **Vendor invoice or account number** (if applicable)- must be clearly indicated on the invoice
- **Purchase Order Number** - Invoices must display a valid Purchase Order and if one has not been provided, contact your BHP representative prior to submitting the goods or services invoice
- **Vendor name** – Must match the vendor name on the Purchase Order
- **BHP entity** -Must match the BHP entity on the Purchase Order
- Description- Invoices must provide a detailed description of equipment purchased, services provided, shipping charges and other applicable fees that matches the Purchase Order exactly
- **Bank details**- Details on invoice must match those held on file by BHP – if changed then contact your BHP representative to change the bank details on file
- **Taxes**- 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
    - Any country-specific VAT/GST regulatory invoice requirements must be met
- **Other Requirements**- Refer to your purchase order for additional invoice submission details

Invoice Submission
- Submit documents in the following order: Invoice / Credit note / NOI / Translation Form and followed by supporting documents
- Invoices can be black and white or coloured but must be clear and legible and cannot be handwritten
- Invoices can be submitted as PDF, TIF/TIFF, DOC/DOCX, JPG, HTM/HTML or RTF format via email but must be less than 3MB
- Invoices in a language other than English or Spanish must be submitted to the relevant BHP business for translation – *Note that your local BHP representative will provide you with the invoice submission email address for these invoices*
- 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)

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-Invoice (Ariba)
- 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.