



BHP

Blanket Order Invoice Submission

Supplier QRG

This document gives a step-by-step guide to submit the Blanket Order Invoice in Ariba.

What are the changes

❖ Before the change

When the supplier creates a Blanket Order invoice in Ariba and does not want to invoice the full amount, the only option available is to invoice a partial quantity. This works the same as any other PO, where suppliers are not allowed to change the net price in the invoice.

❖ After the change

Suppliers will now have the flexibility to invoice a partial amount by adjusting the net price instead of the quantity. This enhancement allows suppliers to bill based on the actual amount agreed without being restricted to quantity adjustments.

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1. Go to the Ariba Portal and ensure the Order Confirmation is created.

The screenshot shows the SAP Business Network interface for an Order Confirmation. At the top, it displays 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main heading is 'Order Confirmation: OC_4514615308'. Below this, there are buttons for 'Print' and 'Export cXML'. A 'Detail' tab is active, showing the following information:

- Confirmation #: OC_4514615308
- Notice Date: 21 Oct 2025
- Purchase Order: 4514615308

The 'Line Items' section contains a table with the following data:

Line #	No. Schedule Lines	Part #	Customer Part #	Revision Level	Need By	Ship By	Unit Price	Subtotal	Customer Location	Tax	Storage Location
10	1				14 Sep 2025		\$30,000.00 AUD	\$30,000.00 AUD	FX1A	\$3,000.00 AUD	

Below the table, there is a description: 'Test' and 'Current Order Status: 1 Confirmed As Is (Schedule line number: 1. Estimated Delivery Date: 14 Sep 2025 - defaulted from Requested Delivery Date in order)'. At the bottom, there are 'Print' and 'Export cXML' buttons, and 'Done' and 'Previous' navigation buttons.

2. When creating an invoice for a partial amount, the invoice subtotal will initially show as zero. You will need to add the line item manually as described in Step 3.

The screenshot shows the 'Create Invoice' page in SAP Business Network. It includes a header with 'Update', 'Save', 'Exit', and 'Next' buttons. The 'Invoice Header' section contains a 'Summary' table:

Blanket Order: 4514615308	Subtotal: \$0.00 AUD	View/Edit Addresses
Invoice #: INV_4514615308	Total Tax: \$0.00 AUD	
Invoice Date: 21 Oct 2025	Amount Due: \$0.00 AUD	

Below the summary, there are fields for 'Service Description', 'Remit To: BHP- SPOTLESS TEST', and 'Supplier: BHP- SPOTLESS TEST'. The 'Payment Term' section shows 'Discount or Penalty Term(days): 60 Percentage(%): 0.000' and 'Within 60 days Due net'. The 'Customer' section shows 'Customer: BHP Iron Ore Pty Ltd' and 'Perth WA Australia'. At the bottom, there are 'Supplier VAT' and 'Customer VAT' fields.

3. Click on create button and select the Goods

The screenshot shows the 'Blanket PO Items' page in SAP Business Network. It includes a header with 'Choose File', 'Add Attachment', and 'Remove' buttons. Below this, there is a table with the following data:

Name	Size (bytes)	Content Type
4518309150.txt	17078	text/plain

Below the table, there is a 'Delete' button. The 'Blanket PO Items' section contains a table with the following data:

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
10	1,000	PCE	\$30,000.00 AUD			Test	\$30,000.00 AUD

Below the table, there are 'Create', 'Edit', and 'Delete' buttons. The 'Create' button is highlighted with a yellow box, and the 'Goods' option is selected. At the bottom, there are 'Update', 'Save', 'Exit', and 'Next' buttons.

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4. Insert the amount to be invoiced in unit price field. No change required for the Quantity field

Blanket PO Item

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
10	1,000	PCE	\$30,000.00 AUD			Test	\$30,000.00 AUD

Invoice Item

Quantity: 1,000
Unit Price: \$30,000.00 AUD
Subtotal: \$30,000.00 AUD

Description: Test

Pricing Details: Price Unit: PCE, Unit Conversion: 1, Price Unit Quantity: 1

Tax: Category: GST, Taxable Amount: \$30,000.00 AUD, Rate(%): 10.000

5. Click Create once all the information populated

Blanket PO Item

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
10	1	PCE	\$30,000.00 AUD			Test	\$30,000.00 AUD

Invoice Item

Quantity: 1
Unit Price: \$10,000.00 AUD
Subtotal: \$30,000.00 AUD

Description: Test

Pricing Details: Price Unit: PCE, Unit Conversion: 1, Price Unit Quantity: 1

Tax: Category: GST, Taxable Amount: \$30,000.00 AUD, Rate(%): 10.000

6. After click on the create button, it will navigate to main screen and invoice subtotal will be displayed with the amount to be invoiced.

Blanket Order: 4514615308
Invoice #: INV_4514615308
Invoice Date: 21 Oct 2025
Remit To: BHP- SPOTLESS TEST
Supplier: BHP- SPOTLESS TEST
Customer: BHP Iron Ore Pty Ltd

Subtotal: \$10,000.00 AUD
Total Tax: \$1,000.00 AUD
Amount Due: \$11,000.00 AUD

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Attachments

The total size of all attachments cannot exceed 40MB Remove

No file chosen

Name	Size (bytes)	Content Type
<input type="checkbox"/> 4518309150.txt	17078	text/plain

Blanket PO Items

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input checked="" type="checkbox"/> 10	1,000	PCE	\$30,000.00 AUD			Test	\$30,000.00 AUD
<input checked="" type="checkbox"/> 10.1	1	PCE	\$10,000.00			Test	\$10,000.00 AUD

7. Input the mandatory field in main screen and upload the attachment. Click Next to submit the invoice

SAP Business Network - Enterprise Account - TEST MODE

Create Invoice

Invoice Header * indicates required field

Summary

Blanket Order: 4514615308
Invoice #: INV_4514615308
Invoice Date: 21 Oct 2025
Service Description:
Remit To: BHP- SPOTLESS TEST
Brisbane Queensland
Australia

Subtotal: \$10,000.00 AUD
Total Tax: \$1,000.00 AUD
Amount Due: \$11,000.00 AUD

Service Start Date:
Service End Date:

Payment Term

Discount or Penalty Term(days): 00 Percentage(%): 0.000
Within 60 days Due net

Supplier: BHP- SPOTLESS TEST
Adelaide South Australia
Australia
Bill From: BHP- SPOTLESS TEST
MELBOURNE Western Australia
Australia

Customer: BHP Iron Ore Pty Ltd
Perth WA
Australia
Email:

Supplier VAT: AU490967769951
Customer VAT: 44 008 700 981

Blanket Order Invoice Submission Step **BHP**

8. The system will display the full quantity even if you create an invoice for a partial quantity. To proceed, enter the partial or full invoice amount as needed by modifying the unit price. A warning message will appear: "The subtotal invoiced exceeds limit". Please ignore this message and click Create to complete the process.

SAP Business Network - Enterprise Account TEST MODE

Create Invoice Create Cancel

Please correct the following errors and resubmit

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
10	1,000	PCE	\$30,000.00 AUD			Test	\$30,000.00 AUD

Invoice Item * Indicates required field Line Item Actions

Quantity: Unit: PCE

Unit Price:

Subtotal: \$30,000.00 AUD

The subtotal invoiced exceeds limit.

Description:

Pricing Details

Price Unit: PCE Price Unit Quantity: 1

Unit Conversion: 1 Description:

Inspection Date:

Reference Date: