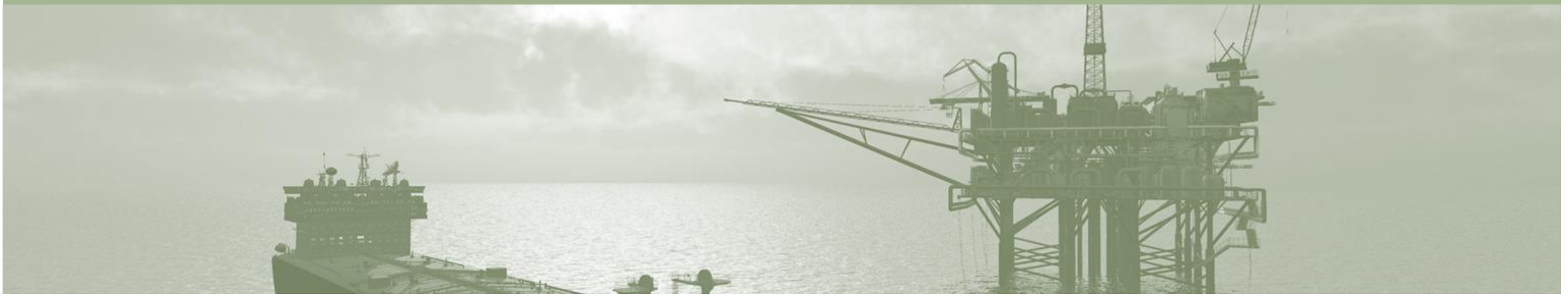# Ariba Network Contracts Guide
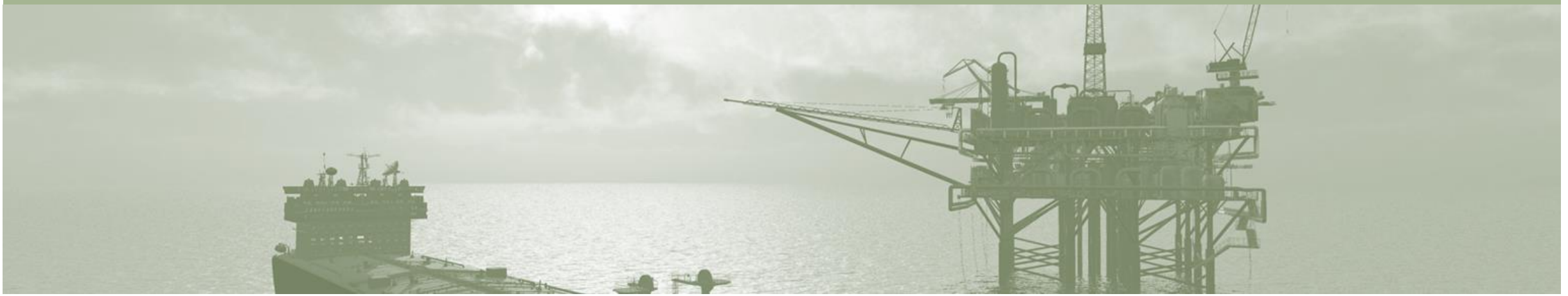
**SAP Ariba**

# Introduction

The purpose of this document is to provide the information suppliers need to effectively transact with BP via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between BP and supplier.

# Table of Contents

# Contracts

- A Contract Order manages the expenditure and payments of contracted services between BP and the supplier

- Contracted services are typically where the supplier is performing recurring tasks as defined in a contract (i.e. Master Services Agreement), where agreed pricing (i.e. Schedule of Rates) & payment terms exist and invoices are submitted at regular intervals (i.e. monthly)

- When a Contract Order is published the supplier is advised by BP what the Contract Order number is which will look like C12345

- Blanket Purchase Orders appear in the Contracts screen

# Locating and Reviewing a Contract

1. Click the **Inbox** tab on the Dashboard.

2. Click on **More…**

➢ Drop down box displays available categories

3. Select **Contracts.**

➢ Screen displays: View and Create Invoice for Contracts

4. Select **View contracts.**

➢ Screen displays View Contracts: Select Customer

# Locating and Reviewing a Contract cont.

5. Select **BP.**

6. Click **Next.**

➢ Screen **displays Contract Invoice: Select Customer Contract Site**

7. Select **Customer Contract Site.**

8. Click **Next.**

➢ Screen displays **Contracts**

# Contracts General Information

> BP add contracts into their ordering system. Only the contracts that are applicable to your business will be displayed

1) **Blanket Purchase Order ID's** are for good or services that occur at regular intervals and begin with a BPO

2) **Contracts ID's** commence with a C

3) The **Title** of the contract is based on the contract that is in place with your business

4) The **Expiration Date** of contracts is shown

5) The contracts **Status** is displayed

## Ariba Network

← Go back to Select Customer

### Contracts

You have created or been given edit access to the contracts listed below. Click an ID to display the associated contract details.

| ID ↑ | Term Type | Supplier | Title | Expiration Date | Invoiceable | Status |
|---|---|---|---|---|---|---|
| BPO200 | Item Level | 6059141 (Federal Heath Sign Company, LLC) | (CW4389) YD05JULBPO | Wed, 1 Aug, 2018 | Yes | Open |
| BPO234-V4 | Item Level | 6059141 (Federal Heath Sign Company, LLC) | (CW4528) INVOICE AGAINST CONTRACT DEMO CONTRACT 001 | Wed, 11 Jul, 2018 | Yes | Open |
| BPO291 | Item Level | 6059141 (Federal Heath Sign Company, LLC) | (CW5209) CW- CC _ BPO - Non Release | Fri, 17 Aug, 2018 | Yes | Open |
| BPO299 | Item Level | 6059141 (Federal Heath Sign Company, LLC) | (CW5255) Non-release Contract TEST02 | Sun, 1 Oct, 2017 | Yes | Inactive |
| BPO300 | Item Level | 6059141 (Federal Heath Sign Company, LLC) | (CW5262) Non-release Contract TEST03 | Fri, 1 Sep, 2017 | Yes | Inactive |
| BPO380 | Item Level | 6059141 (Federal Heath Sign Company, LLC) | (CW5959) Untitled Contract Workspace (Procurement) | Fri, 1 Dec, 2017 | Yes | Open |
| C100 | Supplier Level | 6059141 (Federal Heath Sign Company, LLC) | (CW3473) CJP vendor level | Wed, 2 May, 2018 | Yes | Open |
| C105-V5 | Item Level | 6059141 (Federal Heath Sign Company, LLC) | (CW3545) PROVISION OF RETAIL FUEL SYSTEM INSTALLATION . | Thu, 15 Aug, 2019 | Yes | Open |
| C110-V2 | Item Level | 6059141 (Federal Heath Sign Company, LLC) | (CW3571) CW-CC max amount 2000- tolerence 0 | Fri, 15 Jun, 2018 | Yes | Open |
| C111-V2 | Item Level | 6059141 (Federal Heath Sign Company, LLC) | (CW3573) CW- CC- Maximun amount blank - tolerance 2 | Fri, 15 Jun, 2018 | Yes | Open |
| C118 | Item Level | 6059141 (Federal Heath Sign Company, LLC) | (CW3756) Test01_SES against Contract | Sat, 10 Jun, 2017 | Yes | Inactive |

# View Contract Details

1. Click on the required contract ID number

➢ Screen displays the Contract

**Print**
• Click **Print** to print the Contract Summary and Pricing Terms

**Summary**
• Contains all general information regarding the contract

**The Contract Number**
• Is be listed in the **Related Contract ID** field

**Pricing Terms**
• Lists all items on the contract and the pricing details

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Ariba Network

⊞ Company Settings ▾ 👤

← Go back to Select Customer

## Contracts

You have created or been given edit access to the contracts listed below. Click an ID to display the associated contract details.

| ID | | Term Type | Supplier | Title | Expiration Date | Invoiceable | Status |
|---|---|---|---|---|---|---|---|
| C105-V5 | ①Level | | 6059141 (Federal Heath Sign Company, LLC) | (CW3545) PROVISION OF RETAIL FUEL SYSTEM INSTALLATION . | Thu, 15 Aug, 2019 | Yes | Open |
| C110-V2 | | Item Level | 6059141 (Federal Heath Sign Company, LLC) | (CW3571) CW-CC max amount 2000- tolerence 0 | Fri, 15 Jun, 2018 | Yes | Open |

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Ariba Network

⊞ Company Settings ▾ 👤 Help Center »

← Go back to Select Customer

### C105-V5 - (CW3545) PROVISION OF RETAIL FUEL SYSTEM INSTALLATION AND UPGRADE SERVICES

Status: **Open**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

[ Contract Workspace ]   [ Print ]

Summary    Pricing Terms

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# Contract Details Summary Tab

1. On the **Summary Tab**

➢ Information in blue can be selected to provide more information

➢ The Definitions or terms of the contract are displayed

➢ There is no requirement to view the contract other than when terms or the actual contract have been updated

## Ariba Network

← Go back to Select Customer

C105-V5 - (CW3545) PROVISION OF RETAIL FUEL SYSTEM INSTALLATION AND UPGRADE SERVICES

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the

| Contract Workspace | Print |
|---|---|

**Summary** ① Terms

### Definitions

| | |
|---|---|
| Physical Location: | |
| Related Contract ID: | |
| Contact: | S2CTestUser3 |
| Purchasing Unit: | Downstream / ASPAC / MSL / Australia / AU0A |
| Contract Type: | Item Level |
| Is Blanket Purchase Order: | No |
| Hierarchical Type: | Master Agreement |
| Effective Date: | Sun, 14 Aug, 2016 |
| Expiration Date: | Thu, 15 Aug, 2019 |
| Evergreen: | No ⓘ |
| Purch Org: | NAU0 (BP Australia Pty Ltd) ⓘ |
| Company Code: | AU0A (BP Australia Pty Ltd) |
| Vendor: | 6059141 (Federal Heath Sign Company, LLC) |
| Supplier Location: | Federal Heath Sign Company, LLC. |
| Release Required: | No ⓘ |
| Allow invoicing against contract? | Yes |
| Default invoice requester from contract? | Yes |
| Release Access from: | Current Site only |
| Allow suppliers to add non-catalog items to invoice? | Yes |

# Contract Pricing Terms

1. On the **Pricing Terms Tab**

➢ All items within the contract are displayed

➢ Each item has a detail tab that provides more information

➢ Click on Done to return to the Pricing terms Screen

# Contract Invoice

- Contract Invoices are created in the Ariba Network against Contract Orders

- Contracted services are typically where the supplier is performing recurring tasks as defined in a master agreement, where agreed pricing terms and rates exist and invoices are submitted at regular intervals (i.e. monthly).

- When a Contract Order is published the supplier will be advised by BP what the Contract Order number is which will look like C12345.

- Please also note the following when creating invoices:

    - The Tax rate and category must be selected for each invoice

    - Taxes can be added at the header level or at line level

    - Partial invoicing is allowed

# Begin a Contract Invoice
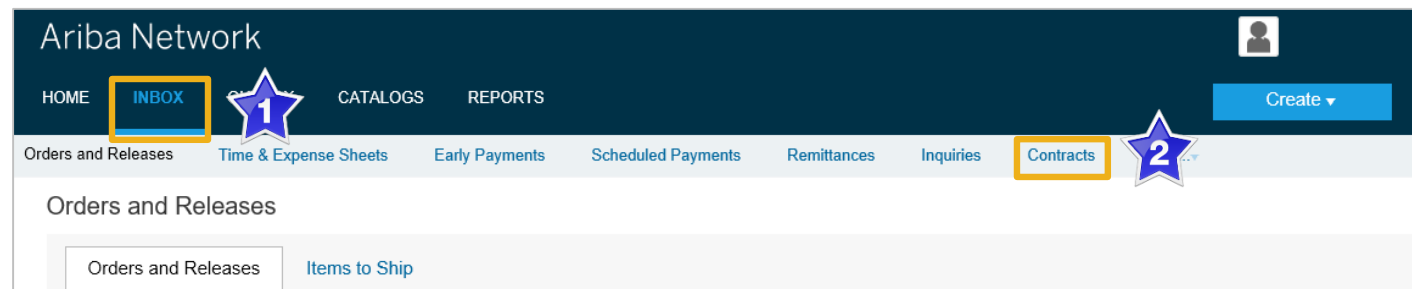
> There are two ways to begin a Contract Invoice

**From any Tab selection**

1. Click on the **Create**

2. Select **Contract Invoice.**

**From the Inbox**

1) Click **Inbox**

2) Select **Contracts**

3) Select **Create contract invoices**

> Screen displays **Create Contract Invoice: Select Customer**

# Customer Contract Selection

➢ Screen displays **Create Contract Invoice: Select Customer**

1. Select **Customer** – BP.

2. Click **Next.**

➢ Screen displays: Create Contract Invoice: Select Customer Contract Site

3. Select **Customer** – BP.

4. Click **Next.**

➢ Screen displays: Create Contract Invoice: Select Contract

5. Click on **Select**

Create Contract Invoice: Select Customer
Next    Back to Inbox

Select a customer from the list below and click **Next** to continue the process. If the customer is not in the list displayed, you can search for them by entering the na... Customer Name entry field.

Customer Name: [          ]    Search

Customer ↑

○  BP International Limited - TEST

Contract Invoice: Select Customer Contract Site
Next    Back to Inbox    Previous

Select which Business Unit Address you want to access and click **Next** to continue the process.

Business Unit Address ↑                          Contact

○  sap

Create Contract Invoice: Select Contract
Prev    Next    Cancel

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

Contract: * (no value) [ select ]

Invoice #: * [          ]

Invoice Date: * [          ] 📅

Sold To Email: [          ]

Payment Terms: (no value) [ select ]

Ship From:  Federal Heath Sign Company, LLC.                    Plant: (no value) ▼

# Contract Invoice – Select Contract

- ➢ Screen displays **Choose Value for Contract**

6. Click **Select** on the required contract.

- ➢ Screen returns **Create Contract Invoice: Select Contract**

7. The **Contract** Number is displayed

8. Enter the **Invoice Number**

9. Enter the **Invoice Date**

10. Click **Next.**

- ➢ Screen displays **Create Invoice**



etwork

Choose Value for Contract

| ID | | | |
| --- | --- | --- | --- |

| ID ↑ | Title | Effective Date | Expiration Date | Status | |
| --- | --- | --- | --- | --- | --- |
| C105-V5 | (CW3545) PROVISION OF RETAIL FUEL SYSTEM INSTALLATION AND UPGRADE SERVICES | Sun, 14 Aug, 2016 | Thu, 15 Aug, 2019 | Open | Select |
| C110-V2 | (CW3571) CW-CC max amount 2000- tolerence 0 | Thu, 1 Jun, 2017 | Fri, 15 Jun, 2018 | Open | Select |
| C111-V2 | (CW3573) CW- CC- Maximun amount blank - tolerance 2 | Thu, 8 Jun, 2017 | Fri, 15 Jun, 2018 | Open | Select |
| C118 | (CW3756) Test01_SES against Contract | Wed, 7 Jun, 2017 | Sat, 10 Jun, 2017 | Inactive | Select |

Done

Create Contract Invoice: Select Contract      Prev  Next  Cancel

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

Contract: * C105-V5 [ select ]

Invoice #: * INV9887-23

Invoice Date: * 22 Oct 2017

Sold To Email: weixing.ho@se1.bp.com

Payment Terms: V095 - Within 90 Days Due Net [ select ]

Plant: (no value)

Ship From: Federal Heath Sign Company, LLC.

Prev  Next  Cancel

# Contract Invoice - Header

> The information entered into the previous screen is auto-populated

**Note:** The value of the Contract Invoice is zero, this is due to the items of the contract have not yet been added

1. Click on **Add to Header** to add:

2. Select the applicable action

   1) Add in **Additional Reference Documents and Dates** – refer to **Slide 16**
   2) **Allowances & Charges** – refer **Slide 17**
   3) Add Attachment – refer **Slide 18**

> Scroll down to **Line Items,** go to **Slide 19**

# Contract Invoice – Adding Additional Documents

1. Click **Add to Header** on the required contract.

2. Select **Additional Reference Documents And Dates**

➢ The **Additional Reference Documents And Dates** section will open

3. Enter the applicable documents into the correct fields, as per terms with BP

# Contract Invoice – Allowances and Charges

1. Click **Add to Header** on the required contract.

➢ The Allowances and charges section will open

1. Select **Allowance**

2. Select the applicable **Service Code**

3. Select the **Allowance** type

4. Enter the **Allowance value**

5. Click on **Add Tax**

➢ A tax section will open

7. Select the correct tax **Category**

8. Enter the **Taxable Amount**

9. Click on **Update**

➢ The information is displayed

# Contract Invoice – Add Attachment

1. Click **Add to Header** on the required contract.

2. Select **Attachment**

➢ The **Attachments** section will open

3. Click on **Browse**

➢ Select the required Attachment and select insert

4. Click on **Add Attachment**

Create Invoice

| Update | Save | Exit | **Next** |

▼ Invoice Header                    * Indicates require①    **Add to Header ▼**

Shipping Documents
Special Handling
Special Handling Tax
Allowance
Charge
Additional Reference Documents and Dates
Comment
② Attachment

**Summary**

Contract Number: C105-V5
Invoice #: INV555344-21
Invoice Date: 23 Oct 2017
Sold To Email: weixing.ho@se1.bp.com
Payment Terms: V095 - Within 90 Days Due Net

Subtotal: $0.00 USD
Total Tax: $0.00 USD
Total Amount without $0.00 USD
Tax:
Amount Due: $0.00 USD

Remit To: BP International Limited 2 - TEST

Pittsburgh, PA
United States

Bill To: **Saleem Sajad**

Sunbury

**Attachments**

The total size of all attachments cannot exceed 10MB                    Remove

③                    ④

| | Browse... | Add Attachment |

Add to Header ▼

# Contract Invoice – Add Line Items

1. Click **Add Items**

   ➢ Screen displays Create Contract Invoice: Add Contract Item

   ➢ All items that are part of the Contract will be displayed

2. Enter the **Qty** based on the unit of measure

3. Click on **Add Item**

   ➢ Repeat **Steps 2** and **3** until all items and their totals are **Sold To Email.**

4. Click **Done**

   ➢ Screen displays Line Items with all the items added from the selection of Contract Items

# Contract Invoice – Add Line Items cont...

5. Click **Tax Category**

6. Select the applicable **tax value** from the drop down list

7. Click on **Add to Included Lines**

➤ A tax section will open for each item

8. Confirm or change each items' tax **Category**

9. Click on **Next**

➤ Screen displays **Create Invoice**, confirm and submit

Line Items

**5** **6** **7**

Insert Line Item Options

☑ Tax Category: | 10% GST / GST Inclusive ▾ |   ☐ Shipping Documents   ☐ Special Handling   ☐ Discount   **Add to Included Lines**

| ☐ | No. | Include | Type | Part # | Description | Quantity | Unit | Unit Price | Subtotal |
|---|-----|---------|------|--------|-------------|----------|------|-----------|----------|
| ☐ | 1 | ⬤ | MATERIAL | 234243 | Project Manager | 75 | HUR | $135.00 USD | $10,125.00 USD |

**Tax** — Category:* | 10% GST / GST Inclusive ▾ | **8**   Taxable Amount: $10,125.00 USD   Remove

Location: [ ]   Rate(%): 10

Description: GST Inclusive   Tax Amount: $1,012.50 USD

Regime: [ ▾ ]

**Shipping**
Ship From: Federal Heath Sign Company, LLC.
Oceanside, CA
United States

Ship To: AU BP OFFICE DOCKLANDS
Melbourne VIC
Australia
Deliver To: AU BP OFFICE DOCKLANDS

View/Edit Addresses

**Shipping Cost**   Shipping Amount:* $0.00 USD   Shipping Date: [ 📅 ]

| No. | Include | Type | Part # | Description | Quantity | Unit | Unit Price | Subtotal |
|-----|---------|------|--------|-------------|----------|------|-----------|----------|
| ☐ 2 | ⬤ | MATERIAL | 41241 | Site Manager | 4 | EA | $95.00 USD | $380.00 USD |

**Tax** — Category:* | 10% GST / GST Inclusive ▾ |   Taxable Amount: $380.00 USD   Remove

Location: [ ]   Rate(%): 10

Description: GST Inclusive   Tax Amount: $38.00 USD

Regime: [ ▾ ]

**Shipping**
Ship From: Federal Heath Sign Company, LLC.
Oceanside, CA
United States

Ship To: AU BP BRISBANE WAREHOUSE
Acacia Ridge QLD
Australia
Deliver To: AU BP BRISBANE WAREHOUSE

View/Edit Addresses

**Shipping Cost**   Shipping Amount:* $0.00 USD   Shipping Date: [ 📅 ]

↳   [ Line Item Actions ▾ ]   [ Add Items ]   [ Change Items ]

[ Update ]   [ Save ]   [ Exit ]   [ **Next** ] **9**

# Finalising a Contract Invoice

> Review the Contract Invoice

1. Click **Submit**

2. Click on **Exit**

> Screen displays the screen where the selection for contract invoices was made
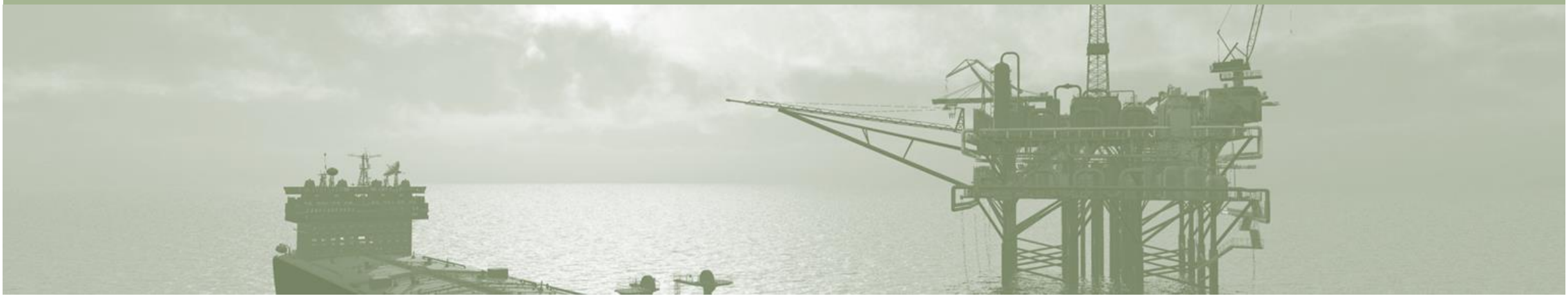
# SAP Ariba Training Survey

Please take a moment to complete our quick survey as we value your opinion and honest feedback.

The survey will take approximately five minutes and is anonymous.

**Click Here to Take Survey**

# Support

| Support Type | Contact |
|---|---|
| **Ariba Technical Helpdesk** | 1. Click on the **Help Centre – Support**<br>2. Select support option;<br>    • **Email SAP Ariba Customer Support**<br>    • **Get help by Live Chat**<br>    • **Get help by Phone** |
| **Supplier Information Portal**<br>(Location of Training Guide/s and Video/s) | 1. On the **Home** screen<br>2. Click on **Company Settings**<br>3. Click on **Customer Relationships**<br>4. Click on **Supplier Information Portal** |
| **Ariba Network Training Request** | E: an.sellertraining.aus@sap.com |