

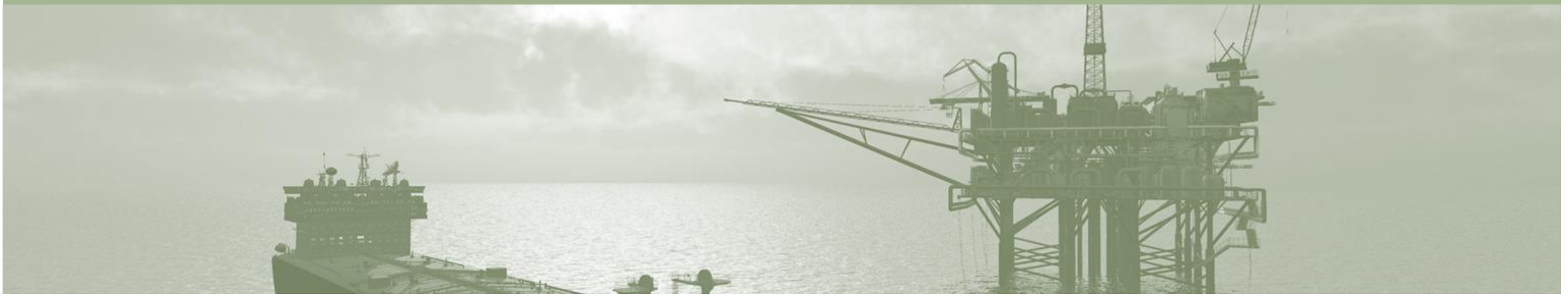
# Ariba Network Contracts Guide





# Introduction

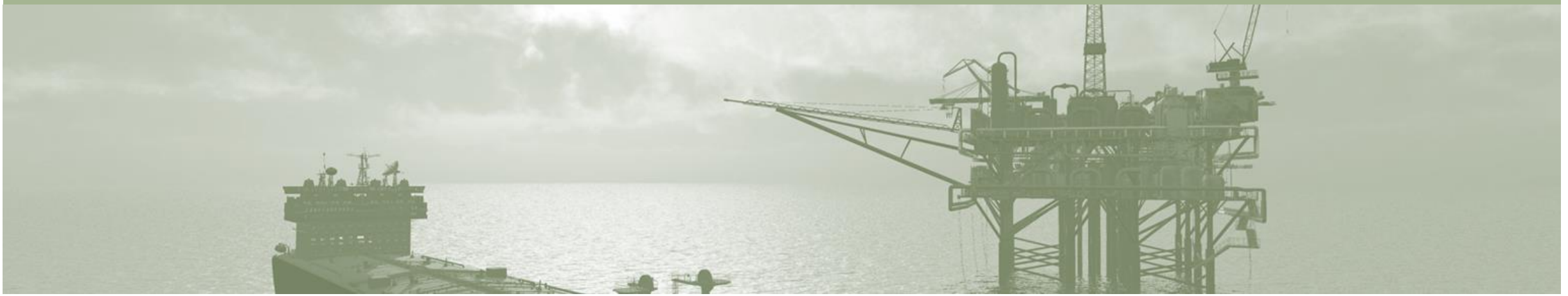
The purpose of this document is to provide the information suppliers need to effectively transact with BP via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between BP and supplier.



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# 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

The screenshot shows the Ariba Network dashboard. The 'INBOX' tab is highlighted in the top navigation bar. A red circle with the number '1' is placed over the 'INBOX' tab. Below the navigation bar, the 'More...' dropdown menu is open, showing a list of categories. A red circle with the number '2' is placed over the 'More...' button. The 'Contracts' option is highlighted in the dropdown menu, with a red circle with the number '3' placed over it. The main content area shows 'Orders and Releases' with a table of orders. The table has columns: Type, Order Number, Ver, Customer, Amount, Date, and Actions. The first two rows are highlighted.

Type	Order Number	Ver	Customer	Amount	Date	Actions
Order	4920000008	1	BP International Limited - TEST	\$323.50 AUD	21 Oct 2017	
Order	4920000007	1	BP International Limited - TEST	\$500.00 AUD	20 Oct 2017	

The screenshot shows the Ariba Network dashboard with the 'Contracts' tab selected in the top navigation bar. Below the navigation bar, the 'View and create invoices for contracts' section is visible. The 'View contracts' button is highlighted with a red circle and the number '4'. Below this button are links for 'Create contract invoices' and 'View contract invoices'.

# 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**

**Ariba Network** Company Settings ▾

**View Contracts: 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 name in the Customer Name entry field.

Customer Name:  Search

Customer ↑	
<input type="radio"/>	BP International Limited - DEV
<input checked="" type="radio"/>	BP International Limited - TEST

**5** **6** Next Back to Inbox

**Ariba Network** Company Settings ▾

**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
<input checked="" type="radio"/> sap	John Doe

**7** **8** Next Back to Inbox Previous



# 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

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

Search

ID	Term Type	Supplier	Title	Expiration Date	Invoiceable	Status
<div>1</div> 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
<div>2</div> 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- tolerance 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

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

Search

ID ↑	Term Type	Supplier	Title	Expiration Date	Invoiceable	Status
C105-V5	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- tolerance 0	Fri, 15 Jun, 2018	Yes	Open

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



# 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

Ariba Network

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

1

Materials and Services

Id ↑	Description	Pricing Summary	Contractible Factors	Active	
1	Project Manager	\$135.00 USD Negotiated Price		Yes	<div>Detail</div>
2	Site Manager	\$95.00 USD Negotiated Price		Yes	<div>Detail</div>
3	Trades Person	\$90.00 USD Negotiated Price		Yes	<div>Detail</div>
4	Plant + Equipment	\$10.00 USD N			
5	Trades assistant	\$85.00 USD N			

Contract Term Details

OK

These are the details of the term you selected. Details may include the description, limits, discount, accounting, and comments.

Description

Full Description: Site Manager

Commodity Code: Building and Construction Machinery and Accessories

Unit of Measure: each

Negotiated Price: \$95.00 USD

Vendor: 6059141 (Federal Heath Sign Company, LLC)

Contact: Federal Heath Sign Company, LLC.

Supplier Part Number: 41241

Supplier Auxiliary Part ID:

Pricing and Discounts

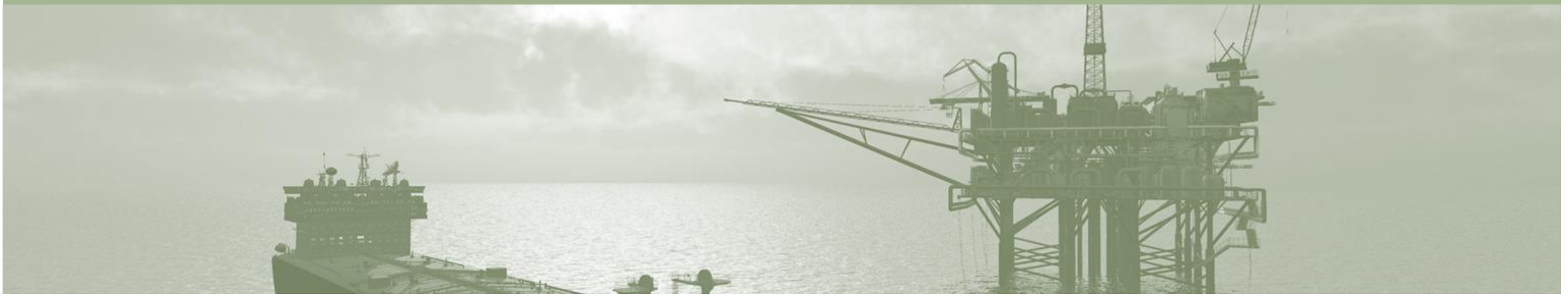
If a discount applies to this item, select the discount type and enter the appropriate value. To apply multiple discount rates, select tiered pricing. Discounts may default from a sourcing event.

Discount: None

Shipping - by Line Item

Plant: NAU07036 (AU BP BRISBANE WAREHOUSE)

Purchase Group: ZAR (Global Ariba Purchase Group)



# 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

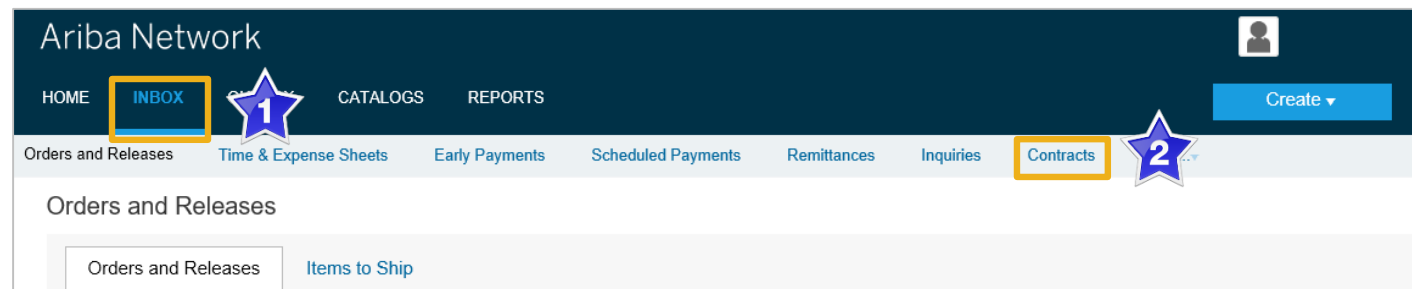
## From any Tab selection

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**



### Contracts

View and create invoices for contracts

- [View contracts](#)
- [Create contract invoices](#) (highlighted with a red circle and the number 3)
- [View contract invoices](#)

# 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 name in the Customer Name entry field.

Customer Name:

1

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.

3

Business Unit Address ↑

☒

sap

Contact

## 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)

Invoice #:

Invoice Date: \*

Sold To Email:

Payment Terms: (no value)

Ship From: Federal Health 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**

network

Create Contract Invoice: Select Contract

requested in the fields below. Required fields are indicated with an asterisk (\*).

Contract: \* (no value) [ select ]

Invoice #: \*

Choose Value for Contract

ID ▾

Search

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	<div>Select</div>
C110-V2	(CW3571) CW-CC max amount 2000- tolerance 0	Thu, 1 Jun, 2017	Fri, 15 Jun, 2018	Open	<div>Select</div>
C111-V2	(CW3573) CW- CC- Maximun amount blank - tolerance 2	Thu, 8 Jun, 2017	Fri, 15 Jun, 2018	Open	<div>Select</div>
C118	(CW3756) Test01_SES against Contract	Wed, 7 Jun, 2017	Sat, 10 Jun, 2017	Inactive	<div>Select</div>

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 ]

Ship From: Federal Heath Sign Company, LLC.

Plant: (no value) ▾

Prev

Next

Cancel

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14

# 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**

Create Invoice

Update

Save

Exit

Next

Invoice Header

\* Indicates required field

Add to Header

Summary

Contract Number: C105-V5

Invoice #: INV9887-23

Invoice Date: 22 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 Tax: \$0.00 USD

Amount Due: \$0.00 USD

Remit To: BP International Limited 2 - TEST

Bill To: Saleem Sajad

View/Edit Addresses

Create Invoice

Update

Save

Exit

Next

Invoice Header

\* Indicates required field

Add to Header

Summary

Contract Number: C105-V5

Invoice #: INV9887-23

Invoice Date: 22 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 Tax: \$0.00 USD

Amount Due: \$0.00 USD

Remit To: BP International Limited 2 - TEST

Bill To: Saleem Sajad

Pittsburgh, PA United States

Sunbury

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment



# 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

Invoice Header

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 Tax: \$0.00 USD

Amount Due: \$0.00 USD

Remit To: BP International Limited 2 - TEST

Pittsburgh, PA

United States

Supplier Tax ID:

Bill To: Saleem Sajad

Sunbury

United Kingdom

\* Indicates require

1

Add to Header

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

2

Additional Reference Documents and Dates

Comment

Attachment

3

Additional Reference Documents And Dates

Dispatch Advice ID:

Receiving Advice ID:

Receiving Advice Date:

Transport Document ID:

Proof of Delivery ID:

Proof of Delivery Date:

Actual Delivery Date:

Goods Positioning Date:

Goods Positioning Start Date:

Goods Positioning End Date:

Remove

# 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

Create Invoice

Update Save Exit Next

9

1

\* Indicates required field

Add to Header

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

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 Tax: \$0.00 USD

Amount Due: \$0.00 USD

Remit To: BP International Limited 2 - TEST

Pittsburgh, PA

United States

Supplier Tax ID:

Bill To: Saleem Sajad

Sunbury

United Kingdom

Allowances and Charges

Service Code: \*

Start Date:

Allowance:

Amount

Rate (%)

Allowance

Contract Allowance

Discount-Special

Volume Discount

Add Tax

Remove

6

Allowances and Charges

Service Code: \*

Start Date:

End Date:

Allowance:

Amount

\$234.00 USD

5

Tax

7

Category: \*

10% GST / GST Inclusive

Location:

Description: GST Inclusive

Regime:

Description:

Taxable Amount: \$234.00 USD

Tax Rate Type:

Rate(%): 10

Tax Amount: \$23.40 USD

8

Add Tax

Remove

# 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

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 Tax: \$0.00 USD

Amount Due: \$0.00 USD

Remit To: BP International Limited 2 - TEST

Pittsburgh, PA

United States

Bill To: Saleem Sajad

Sunbury

1

\* Indicates required field

Add to Header ▼

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

Attachments

The total size of all attachments cannot exceed 10MB

3

4

Browse...

Add Attachment

Add to Header ▼

2

Remove

# 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

Line Items

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: GST

☐ Discount

Add to Included Lines

<input type="checkbox"/>	No.	Include	Line	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected											

Line Item Actions

Add Items

Create Contract Invoice: Add Contract Item

DoneCancel

Contract: C105-V5

Browse By Category

Machinery and Tools >

Services >

All Categories

Search by part #, supplier name, or keyword

4

5 item(s) found

View: [List][Grid]

Sort by: Relevance

Add Item

Compare Items

☐

Plant + Equipment

Supplier: Federal Heath Sign

Supplier Part #: 1231

Available in: 7 Day(s)

\$10.00 USD / percent

Qty: 1

Add Item

☐

Trades Person

Supplier: Federal Heath Sign

Supplier Part #: 12351

Available in: 7 Day(s)

\$90.00 USD / each

Qty: 1

Add Item

☐

Project Manager

Supplier: Federal Heath Sign

Supplier Part #: 234243

Available in: 7 Day(s)

\$135.00 USD / hour

Qty: 75

Add Item

☐

Site Manager

Supplier: Federal Heath Sign

Supplier Part #: 41241

Available in: 7 Day(s)

\$95.00 USD / each

Qty: 4

Add Item

2

3

# 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	<input checked="" type="checkbox"/>	MATERIAL	234243	Project Manager	75	HUR	\$135.00 USD	\$10,125.00 USD

Tax

Category: 10% GST / GST Inclusive

Location:

Description: GST Inclusive

Regime:

8

Taxable Amount: \$10,125.00 USD

Rate(%): 10

Tax Amount: \$1,012.50 USD

Remove

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	<input checked="" type="checkbox"/>	MATERIAL	41241	Site Manager	4	EA	\$95.00 USD	\$380.00 USD

Tax

Category: 10% GST / GST Inclusive

Location:

Description: GST Inclusive

Regime:

Taxable Amount: \$380.00 USD

Rate(%): 10

Tax Amount: \$38.00 USD

Remove

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

9

Update

Save

Exit

Next

# 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

Create Invoice

Previous

Save

Submit

Exit

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: United States. The document's destination country is: Australia. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice # : INV12345-12

Invoice Date : Monday 23 Oct 2017 3:30 AM GMT-07:00

Contract Number : C105-V5

Subtotal : \$10,505.00 USD \$13,439.05 AUD

Total Tax : \$1,050.50 USD \$1,343.90 AUD

Total Shipping : \$0.00 USD

Total Amount without Tax : \$10,505.00 USD \$13,439.05 AUD

Amount Due : \$11,555.50 USD \$14,782.95 AUD

(1 US Dollar = 1.2793 Australian Dollar)

REMIT TO:

BP International Limited 2 - TEST

Postal Address:  
210 Sixth Avenue  
Pittsburgh, PA 15222  
United States

BILL TO:

Saleem Sajad

Postal Address:  
Chertsey Rd  
Sunbury

TW167LN  
United Kingdom

SUPPLIER:

BP International Limited 2 - TEST

Postal Address:  
210 Sixth Avenue  
Pittsburgh, PA 15222  
United States

Ariba Network

Company Settings

Invoice INV12345-12 has been submitted.

2

- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)



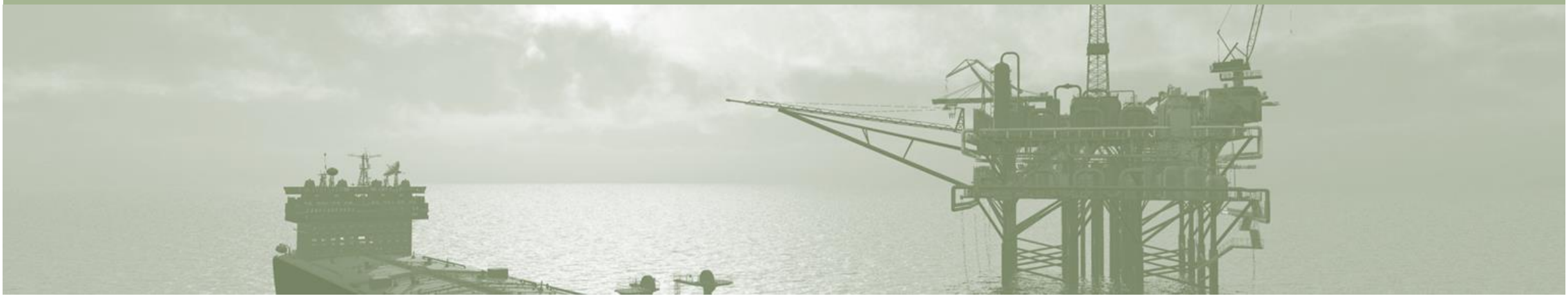
# SAP Ariba Training Survey

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	<ol style="list-style-type: none"><li>1. Click on the <b>Help Centre – Support</b></li><li>2. Select support option;<ul style="list-style-type: none"><li>• <b>Email SAP Ariba Customer Support</b></li><li>• <b>Get help by Live Chat</b></li><li>• <b>Get help by Phone</b></li></ul></li></ol>
<b>Supplier Information Portal</b> (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none"><li>1. On the <b>Home</b> screen</li><li>2. Click on <b>Company Settings</b></li><li>3. Click on <b>Customer Relationships</b></li><li>4. Click on <b>Supplier Information Portal</b></li></ol>
Ariba Network Training Request	E: <a href="mailto:an.sellertraining.aus@sap.com">an.sellertraining.aus@sap.com</a>