

Ariba Network Material Order Guide

SAP Ariba 





Introduction

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



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Inbox – Orders and Releases

The **Orders and Releases** category displays a summary of all the purchase orders sent from Buyers.

Note (N): The columns can be sorted into alphabetical (A-Z or Z-A) or numerical (0–9 or 9–0) order by clicking on the column heading.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	401401700	2	TEST	1	Australia	Australia	\$489.60 AUD	15 Aug 2017	New	Invoice	\$0.00 AUD	Original	Actions
Order	401401701	1	TEST	2	Australia	Australia	\$488.88 AUD	15 Aug 2017	New	Invoice	\$0.00 AUD	Original	Actions

The **Ver.** Is the version number of the order. 1 = the original order, 2 = changed order and so on

The **Amount Invoiced** is the total amount invoiced to date

The **Order Number** is the buyers Purchase Order Number

Inquiries are sent by your buyer to request information on an overdue Order

The **Order Status** is the current status of the order, e.g. New, Confirmed, Invoiced

The **Actions** dropdown allows document creation without opening the order



General Notes

- Every Order requires an Order Confirmation sent back to BHP
- When an 'Order Confirmation Update Line Item' a Changed Order may be sent from BHP
- Invoices can only be created from 'Confirmed' Order lines
- Once you have submitted an invoice to BHP via Ariba Network please do not send a paper/hard copy invoice
- Remittance Advices will only be submitted via Ariba Network to suppliers who invoice via Ariba Network
- Any field with an * is a mandatory field and a value is required to be entered
- Contract/Catalogue add item – use original PO currency
- Tax Editable (USA) – limited to specific Petroleum suppliers who will not receive tax on the PO and can add their own tax category and rate to the invoice

Process Workflow

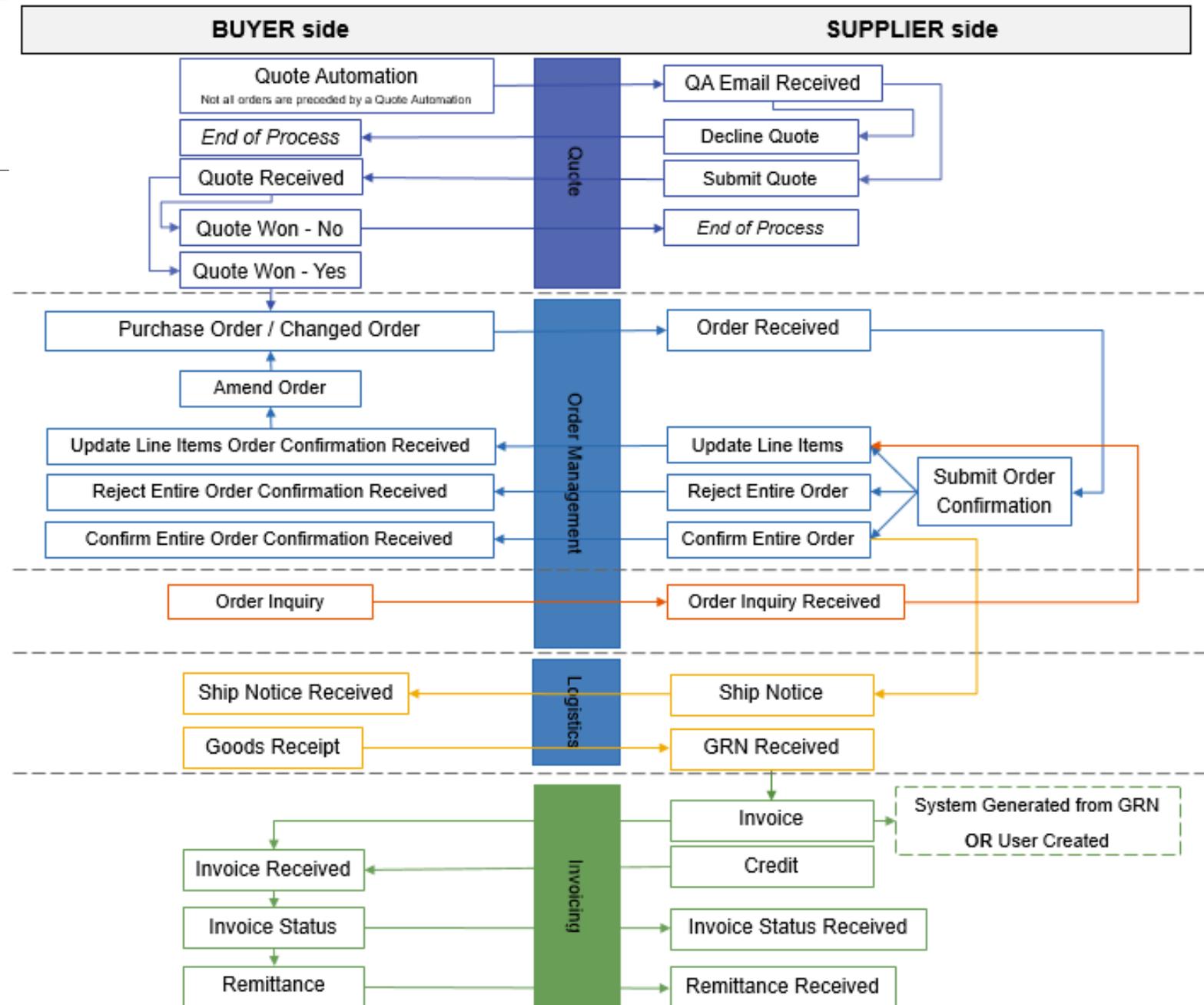
Quote – Covered in the Quote Automation Guide

Order Management and Logistics – Covered in the Material Order Guide

Inquiry – Covered in the Material Order Guide

Ship Notice – Covered in the Material Order Guide

Invoicing – Covered in the Material Invoice Guide





Purchase Order

- The Purchase Order (PO) is the source document for the order and all subsequent documents are created from the PO
- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer. Receiving an Order from your buyer constitutes an offer to buy products or services
- Any field with an * is a mandatory field and a value is required to be entered
- Multiple Invoices can be created against the same PO line up to the quantity/value available on that PO line
- Orders are always from one company within BHP. Deliveries may be required to different plants with the same order or to a logistics provider
- **Order Types**
 - **Order** - Goods items only
 - **Repair Order** – Contains items that require to be repaired

Open the Purchase Order

1. Click **Inbox** tab on the Dashboard.
 - Screen displays: Orders and Releases
2. Located & click the **Order Number** to open the order.
 - Screen displays: Purchase Order
3. View the Purchase Order.

The screenshot shows the Ariba Network interface. At the top, there's a navigation bar with 'HOME', 'INBOX' (highlighted with a red circle and '1'), 'CATALOGS', and 'REPORTS'. Below this, there are tabs for 'Orders and Releases', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', 'Inquiries', 'Notifications', and 'More...'. The main content area is titled 'Orders and Releases' and contains a table with columns: Type, Order Number, Ver, Ship To Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. A red circle with the number '2' highlights the 'Order Number' 'PO12351' in the first row of the table. The table also shows a customer filter 'Customer: Demo Buyer - TEST (14)' and a 'Search Filters' section.

Type	Order Number	Ver	Ship To Address	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	PO12351		Some Department of My Company , sydney, NSW , Australia	\$70,470.00 AUD	15 Aug 2016	New	Invoice	\$0.00 AUD	Original	Actions

View Purchase Order Details – Header Level

The Purchase Order Header displays the:

- 1) Purchase Order Number.
 - 2) Order History.
 - 3) Purchase Order **Status** (Status will change as the order is actioned. E.g. Once an invoice is created the Order Status will say Invoiced).
 - 4) BHP Contact Information.
 - 5) Ship To details.
 - 6) Bill To details.
 - 7) Deliver To details.
- Scroll down to Line Items

Purchase Order: 4504902089SB1 1 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History 2

From:  To: 3 Purchase Order (New) 4504902089SB1 Amount: \$100.00 AUD
Australia
Phone:
Fax:
Email:

Payment Terms ? NET 60 Routing Status: Sent

Comments

Contact Information 4
Purchasing Agent
Email:
Phone:
Fax: +
Sales
Phone:
Fax: +

Supplier Address
LONDON ROAD & BRIDGE
PO BOX 11000000
SYDNEY NSW 1585

Other Information
Buyer Purchasing Code: FX1A
OrderType: Repair Order
Customer VAT/Tax ID: 46 008 700 981

Incoterms Information
Incoterm Code: CarriagePaidTo (LINFOX)
Incoterm Location: LINFOX

Supplier Number: 0030100150

Ship All Items To 5
Australia
Ship To Code: FX1A
Location Code: FX1A

Bill To 6

Purchase Order – Line Item Level

7) Click **Show Item Details** to see all line item details

8) Click **Details** to see individual Line Level details

9) Click **Done** to return to the Inbox.

Reviewing a Purchase Order

Review each Purchase Order received to:

- Identify the items requested
- Determine whether the items are in stock
- Validate the information contained within the PO
- Review the shipping address
- Ensure that the details of items in the order are correct
- Check fields required by the business and any Comments

Line Items Page 1 Show Item Details

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Tax	
10	PART-SUMANTRA	10007155	Material			1.000 (EA)	7 Aug 2017	\$100.00 AUD	\$100.00 AUD	\$10.00 AUD	Details

Description: MODULE,PLC,A/I,I-V,-10/+10VDC,20MA I/P,4

Order submitted on: Thursday 27 Jul 2017 10:00 PM GMT+10:00
Received by Ariba Network on: Tuesday 26 Sep 2017 6:46 PM GMT+10:00
This Purchase Order was sent by BHP Billiton Group Operations Ltd - TEST AN01015189973-T and delivered by Ariba Network.

Sub-total: \$ 100.00 AUD
Est. Total Tax: \$ 10.00 AUD
Est. Grand Total: \$ 110.00 AUD

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

[Done](#)

Repair Order – Line Item Level

Repair Order

Contains items that require to be repaired.

To invoice Repair Orders – see invoice guide

Example ►

Line Items											Show Item Details 
Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Customer Location	
10	ZX11253157	10565013	Material			1.0 (EA)	23 Nov 2017			FX1A	Details
Description: WHEEL ASSY,SGL,METSMINE ZX11253157											
Terms and Conditions:			<p>All correspondence, including invoices and packages, must reference the above Purchase Order number All commercial enquires relating to this Purchase Order must be addressed with the listed BHP Purchasing contact. For more information regarding our invoicing guidelines and requirements, please visit (http://www.bhpbilliton.com/info/suppliers) If unable to meet the specified delivery date, promptly notify the BHP Contact person noted on page one of this document. Values above reflect the calculated taxes (as applicable) based on the Supplier provided unit pricing. Should Supplier identify any discrepancies between the expected taxation of the Goods/ Services and the taxes as calculated herein, you are requested to reach out to the BHP Purchasing contact for this Purchase Order to resolve prior to submittal of any invoices. Failure to do so may result in rejection of invoices, or delays in payment. This order is issued by BHP Billiton Iron Ore Pty Limited (46 008 700 981) pursuant to and subject to the applicable terms and conditions referred to below: (i) where there is an executed written agreement in force between the Supplier and BHP which relates to goods and/or services the subject of this Order, then this Order is issued pursuant to and subject to the terms and conditions of the relevant agreement; (ii) where there is no other written agreement in force between the Supplier and BHP Billiton, then this Order is issued subject to the BHP Purchase Order Terms and Conditions in force at the date of this Order. The BHP Purchase Order Terms and Conditions can be accessed from the BHP website (http://www.bhpbilliton.com/info/suppliers) or alternatively, can be obtained by contacting the BHP contact on this document. By acceptance of this Order, the Supplier accepts the terms and conditions stated herein, the Service and Purchase Order Terms and Conditions and, if applicable, the terms and conditions of any additional agreements with the Supplier relevant to this Order. BHP Iron Ore Pty Limited</p>								
<p>Order submitted on: Tuesday 15 Aug 2017 10:00 PM GMT+10:00 Received by Ariba Network on: Wednesday 1 Nov 2017 4:31 PM GMT+10:00 This Purchase Order was sent by BHP Group Operations - TEST AN01015189973-T and delivered by Ariba Network.</p>											
										Sub-total: \$ 0.00 AUD	



Order Confirmation

- **The Order Confirmation is mandatory and any field with an * is a mandatory field and a value is required to be entered**
- Responding to an order using the Order Confirmation informs BHP whether you **accept** all conditions, **update** or **reject** the order
- The Invoice must match the order details. Therefore use the 'Order Confirmation Update Line Items' to request changes to the order. The Order must be correct prior to shipping the goods
- Multiple Order Confirmations are allowed
- The Confirmation Number (#) is your reference number, it can be any word number or combination of your choice. Max length is 20 characters
- Once the Order Confirmation – Update Line Items is received, BHP will review the changes and if the changes are accepted, BHP will send a Changed Order
- The Changed Order needs to be reviewed and confirmed to in the same way as the Purchase Order
- There are 3 types of Order Confirmation; a Confirmation can be created to either confirm, update or reject the order:
 - 1) **Confirm Entire Order:** used to confirm all line item details of the order
 - 2) **Update Line Item:** used to request BHP approval to changes to details of the order prior to invoicing, e.g. price, date etc.
 - 3) **Reject Entire Order:** used to reject the order if it cannot be fulfilled Rejection should not be used for: Incorrect Delivery Dates or Incorrect Price, use the Update Line Item is the correct process.

Create the Order Confirmation

1. Click **Inbox** tab on the Dashboard.
 - Screen displays: Orders and Releases
2. Located and click the **Order Number** to open the order.
 - Screen displays: Purchase Order
3. View the Purchase Order.
4. Click **Create Order Confirmation** and select option.
 - Drop down box displays available options:
 - **Confirm Entire Order**
 - **Update Line Items**
 - **Reject Entire Order**
 - Screen displays: Order Confirmation

HOME **INBOX** 1 CATALOGS REPORTS CSV Documents Create

Orders and Releases Time & Expense Sheets Early Payments Scheduled Payments Remittances Inquiries Notifications More...

Orders and Releases

Orders and Releases Items to Ship

Search Filters

Orders and Releases (14)

Type	Order Number	Ver	Ship To Address	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
▼ Customer: Demo Buyer - TEST (14)										
Order	PO12351		Some Department of My Company , sydney, NSW , Australia	\$70,470.00 AUD	15 Aug 2016	New	Invoice	\$0.00 AUD	Original	Actions
Order	PO96743	1	Some Department of My Company Sydney, NSW Australia	\$8,000.00 AUD	4 Apr 2016	New	Invoice	\$0.00 AUD	Original	Actions

Create Order Confirmation Create Ship Notice Create Invoice Hide Print Download PDF Export cXML Download CSV Resend

Confirm Entire Order 4 Update Line Items Reject Entire Order

Order Confirmation – Type 1 – Confirm Entire Order

5. Enter a **Confirmation #**.

6. Click **Next**.

➤ Screen displays: Review Order Confirmation

7. **Review** Confirmation and click **Submit**.

➤ Screen returns - Purchase Order. Order Status has changed to Confirmed

Confirming PO Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

5

Order Confirmation Header * Indicates required field

Confirmation #.* 2745765

Associated Purchase Order #: 4505741653

Customer: BHP Group Operations - TEST

Supplier Reference:

⚠ BHP Group Operations - TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

ADDITIONAL INFORMATION

Comments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	N05227165	10729494		2.0 (EA)	9 Nov 2017	\$77.00 AUD	\$154.00 AUD	\$15.40 AUD	FX1A
Description: GASKET,FTG,PIPING ASSY,METSO N05227165									
Schedule Lines									
Current Order Status:									
2.0 Confirmed As Is (Estimated Delivery Date: 9 Nov 2017)									
20	N05227165	10729494		2.0 (EA)	9 Oct 2017	\$77.00 AUD	\$154.00 AUD	\$15.40 AUD	FX1A
Description: GASKET,FTG,PIPING ASSY,METSO N05227165									
Schedule Lines									
Current Order Status:									
2.0 Confirmed As Is (Estimated Delivery Date: 9 Oct 2017)									

Exit Next **6**

Order Confirmation – Update Line Item

5. Enter **Confirmation#**
 6. Enter **Supplier Reference**
 7. Enter the corresponding quantity into the appropriate fields - **Confirm/ Reject**
 8. Click **Details** to edit details and add comments
- Screen displays the Line Item Details screen

Notes:

- Do not use Backorder as this will flag the line/order for deletion in BHP's system
- A delivery date change will trigger a change order if accepted
- A quantity change will update the BHP system but NOT trigger a change order.

Exit Next

Confirming PO
* Indicates required field

1

Update Item Status

2

Review Confirmation

5

Confirmation #:* 5156584

Related Purchase Order #: 4504433268

Customer: BHP Billiton Group Operations Ltd - TEST

6

Supplier Reference: 871354

▲ BHP Billiton Group Operations Ltd - TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

SHIPPING AND TAX INFORMATION

Comments:

Line Items

Line #	Part # / Description	Customer Part #	Revision Level	Item Category	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	MPN_TEST				2.000	20 Jul		\$100.00 AUD	\$200.00
	HSFPC-L FORK			(EA)		2016			AUD
	POSITIONER CY								
	HSFPC-L FORK POSITIONER CYLINDER								

Schedule Lines

Current Order Status

2.000 Unconfirmed

7

Confirm: 1

Backorder:

N

X

Reject: 1

Details

8

Confirm All

Exit Next

Order Confirmation – Type 2 – Update Line Item cont...

8. Enter updated information

9. Click **Ok**.

➤ Screen returns – Order Confirmation

10. Click **Next** and **Submit**

➤ Screen returns - Purchase Order. Order Status has changed to Partially Confirmed

New Order Status **5 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

Unit Price:

Price Unit Quantity: *

Unit Conversion: *

Price Unit: *

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:
Manufacturer Name:

Supplier Batch ID:

Comments:

Description: test material
Pricing Description:

Subtotal: ⓘ \$1000.00 AUD

Confirmed:

Use for all other updates/changes required to the order:

- Unit Price
- Supplier Part#
- Batch ID
- Comments

Order Confirmation – Type 3 – Reject Entire Order

5. Enter **Confirmation #**.

6. Enter **Comments** for the rejection. (Include detailed notes advising reason for rejection)

7. Click **Reject Order**.

- Screen returns - Purchase Order. Order Status has changed to Rejected
- BHP will send a Change Order deleting any rejected line

Use the Reject if;

- You can no longer fulfil the order
- The order was not intended for your company

REJECT ENTIRE ORDER

Order Confirmation Number:

5 Confirmation #: 515457

6 Comments: Cannot supply items

7 Reject Order Cancel

Contact Information
Purchasing Agent

Supplier Address
MATCHED

Identifying Non-Responded PO's

1. From within the Inbox
2. Click on the **Table Options Menu** icon
3. Select 'Group By' – "Order Status"
4. All **New** or **Partially Confirmed** orders are awaiting further **Order Confirmation/s**

The screenshot shows the SAP Ariba 'Orders and Releases' interface. At the top, the 'INBOX' tab is highlighted with a red circle containing the number '1'. Below the navigation bar, the 'Orders and Releases' section is active. A table of order statuses is displayed, with 'Order Status: New (24)' and 'Order Status: Partially Confirmed (4)' highlighted in yellow. A red circle with the number '2' points to the 'Table Options' icon (a grid with a pencil) in the top right of the table area. A red circle with the number '3' points to the 'Order Status' option in the 'Group by Column' dropdown menu on the right. A red circle with the number '4' points to the 'Order Status: New (24)' and 'Order Status: Partially Confirmed (4)' rows in the table. At the bottom, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', 'Create Invoice', 'Manage Time & Expenses', 'Hide', and 'Resend Failed Orders'.

The screenshot shows the 'Show / Hide Columns' and 'Group by Column' dropdown menus. The 'Show / Hide Columns' menu is open, showing a list of columns with checkboxes: Type, Order Number, Ver, Customer, Inquiries, Ship To Address, Amount, Date, Order Status, Settlement, and More... The 'Group by Column' menu is also open, showing 'Customer', 'Ship To Address', 'Order Status', and 'Settlement'. The 'Order Status' option is highlighted with a red circle containing the number '3'. Below these are 'Grouping Expansion' options: Collapse All, Expand All, Export to Excel, Export all Rows, and Export Current Page. At the bottom, there are 'Date Display' options (Show Time) and 'Table Size' options (100).



Order Inquiries

- A Order Inquiries are sent by BHP to request information on an overdue Purchase Order
- You must respond to an Order Inquiry where goods have not been dispatched by sending an Order Confirmation to inform BHP of the updated order status

Locating Order Inquiries

1. Click **Inbox**.
2. Sort by the Inquiry column.
3. Click **Inquiry Number**.
- Screen displays the Inquiry details
4. Review **Inquiry** details
5. **Determine** if any of the items have not been dispatched (The 'Order History' tab provides details of items already received by BHP)
6. Click **Reply** to respond to the Inquiry

HOME **INBOX** **1** CATALOGS REPORTS UPLOAD/DOWNLOAD

Orders and Releases Extended Collaboration Time & Expense Sheets Early Payments Scheduled Payments Remittances More...

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filters

Orders and Releases (100+)

Type	Order Number	Ver	Customer	Inquiries ↓	
<input type="radio"/>	Order	4505741539	3	BHP Group Operations - TEST	2
<input type="radio"/>	Order	4505741539	2	BHP Group Operations - TEST	3
<input type="radio"/>	Order	4505741646	1	BHP Group Operations - TEST	

Purchase Order: 4505741539

Create Order Confirmation Create Service Sheet Create Invoice Hide Changes

Order Detail Inquiry Detail (2) Order History

BHP Group Operations - TEST is waiting for a reply.

You are viewing all inquiries that are: Active Inactive

Line Items

Line #	Part #
--------	--------

Order Inquiries

7. Enter **Confirmation#**

8. Enter Comments

9. Click Next & Submit

Responding to Inquiries E **9** Next

1 Answer Inquiries 2 Review Answers

7 Inquiry Reply * Indicates required field

Confirmation #.* Replying to this inquiry will create an order confirmation. This confirmation number will be carried over to future order confirmations.

No active Inquiries

Comments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
▼ 10					9 Nov 2017		\$4,000.00 AUD		FX1A

Description: test service 1

► **Schedule Lines**

Line #: 10	Inquiry #: 4505741539_INQUIRY
Part #:	Status: Active
Description: test service 1	BHP Group Operations - TEST sent this Inquiry on 10 Nov 2017 1:10:46 PM
Quantity: 1.0 PCE	* Please expedite this order item
Need by: 8 Nov 2017	
Price: \$40,000.00 AUD	Inquiry #: 4505741539_INQUIRY
SubTotal: \$40,000.00 AUD	Status: Active
	BHP Group Operations - TEST sent this Inquiry on 10 Nov 2017 12:44:05 PM
	* Please expedite this order item

Current Order Status : 1.0 Unconfirmed

8 Comments :



Ship Notice

- The Ship Notice is the delivery information and is sent to BHP to advise them of the ship date for the materials.
- The Order must be correct prior to shipping the goods
- The Ship Notice is not applicable to Service and Field Release Orders
- An Order Confirmation must be completed prior to the Create Ship Notice activating, and only Confirmed lines can be selected
- 2 types of Ship Notice
 1. Full Ship Notice
 2. Partial Ship Notice

Create Full Ship Notice

1. Click **Inbox** tab on the Dashboard.
 - Screen displays: Orders and Releases
2. Located & click the **Order Number** to open the order.
 - Screen displays: Purchase Order
3. View the Purchase Order.
4. Click **Create Ship Notice**.
 - Screen displays: Ship Notice

HOME **INBOX** 1 CATALOGS REPORTS CSV Documents Create

Orders and Releases Time & Expense Sheets Early Payments Scheduled Payments Remittances Inquiries Notifications More...

Orders and Releases

Orders and Releases Items to Ship

Search Filters

Orders and Releases (14)

Type	Order Number	Ver	Ship To Address	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
▼ Customer: Demo Buyer - TEST (14)										
Order	PO12351	1	Some Department of My Company , sydney, NSW , Australia	\$70,470.00 AUD	15 Aug 2016	New	Invoice	\$0.00 AUD	Original	Actions
Order	PO96743	1	Some Department of My Company Sydney, NSW Australia	\$8,000.00 AUD	4 Apr 2016	New	Invoice	\$0.00 AUD	Original	Actions

Create Order Confirmation Create Ship Notice 4 Date Invoice Hide Print Download PDF Export cXML Download CSV Resend

Order Detail Order History

Full Ship Notice cont.

5. Enter **Packing Slip ID**.
6. Enter the **Actual Shipping & Delivery Dates**.
- Scroll down to **Line Items**
7. Update **Shipping Quantity** – to reflect quantity being shipped (if required).
8. Click **Next**.
- Screen displays: Review Ship Notice
9. Review Ship Notice.
10. Click **Submit**.

Create Ship Notice Save Exit Next

* Indicates required field

SHIP FROM
Stefano Ariba - SPOTLESS TEST Update Address
MELBOURNE
Australia

DELIVER TO
Australia Update Address

▼ Ship Notice Header

SHIPPING

5 Packing Slip ID: * 545645784

Invoice #:

Requested Delivery Date: --

6 Ship Notice Type: * Actual

Shipping Date:

Delivery Date: * 30 Nov 2017

Hazard Type: Code:

Is Divisible:

► Dimensions

▼ DELIVERY INFORMATION

Delivery Terms: * Transport Condition

Delivery Terms Description:

Transport Terms Description:

Transport Terms	Equipment Identification Code	Gross Volume	Unit
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
CPT	<input type="text"/>	<input type="text"/>	<input type="text"/>

▼ Additional Fields

Order Items

Order #	Line #	Part #	Customer Part #	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location	
4501063179	10	999999			5.0	EA	13 Oct 2017		\$100.00 AUD	\$500.00 AUD	\$50.00 AUD	FX1A	<input type="button" value="Remove"/>

Description: test material 1

Shipment Status
Total Item Due Quantity: 5.0 EA

Confirmation Status
Total Confirmed Quantity: 0 EA Total Backordered Quantity: 0 EA

Line	Ship Qty
1	5.0

Save Next

Create Partial Ship Notice

1. Click **Inbox** tab on the Dashboard.
 - Screen displays: Orders and Releases
2. Located items and click the **Items to Ship** tab.
 - Screen displays: items to Ship Search
3. Enter Search Parameters, e.g. Order Number, Date Range
4. Click **Search**
 - Screen displays: Line Items matching the Search Parameters
5. Select Line Items to Ship
6. Click **Create Ship Notice**
 - Screen displays: Ship Notice

The screenshot shows the SAP Ariba 'Orders and Releases' interface. The 'INBOX' tab is selected, and the 'Items to Ship' sub-tab is active. The search filters section includes fields for Customer (All Customers), Part #, Customer Part #, Customer Location, Planner Code, Product Group (Line Of Business), Category (All), and Ordering Address Id. Search criteria include Order Number (4501062295), Date Range (None), and radio buttons for 'Need by date' (selected) and 'Ship by date'. The 'View' options include 'Only items that can be shipped' (selected), 'All items', 'View by PO priority', and 'Search only scheduling agreement releases or scheduling agreements'. The search results show 500 items. A table titled 'Items to be Shipped (2)' displays the following data:

Need By	Part #	Customer Part #	Description	Revision Level	Order Number	Ordering Address	Customer Location / Description	Requested Qu
25 Jun 2017			test material		4501062295	LIFTRITE HIRE & SALES, CANNING VALE, WA , Australia	FX1A BHP Billiton Iron Ore Pty Limited	10

At the bottom of the table, a 'Create Ship Notice' button is highlighted.

Partial Ship Notice cont.

5. Enter **Packing Slip ID**.
6. Enter the **Actual Shipping & Delivery Dates**.
- Scroll down to **Line Items**
7. Update **Shipping Quantity** – to reflect quantity being shipped (if required).
8. Click **Next**.
- Screen displays: Review Ship Notice
9. Review Ship Notice.
10. Click **Submit**.

Create Ship Notice Save Exit Next

* Indicates required field

SHIP FROM
Stefano Ariba - SPOTLESS TEST Update Address
MELBOURNE
Australia

DELIVER TO
Australia Update Address

▼ Ship Notice Header

SHIPPING

Packing Slip ID: * 545645784

Invoice #:

Requested Delivery Date: --

Ship Notice Type: * Actual

Shipping Date:

Delivery Date: * 30 Nov 2017

Hazard Type: Select Code:

Is Divisible:

► Dimensions

▼ DELIVERY INFORMATION

Delivery Terms: * Transport Condition

Delivery Terms Description:

Transport Terms Description:

Transport Terms	Equipment Identification Code	Gross Volume	Unit
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
CPT	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Transport Term

▼ Additional Fields

Order Items

Order #	Line #	Part #	Customer Part #	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location	
4501063179	10	999999			5.0	EA	13 Oct 2017		\$100.00 AUD	\$500.00 AUD	\$50.00 AUD	FX1A	Remove

Description: test material 1

Shipment Status
Total Item Due Quantity: 5.0 EA

Confirmation Status
Total Confirmed Quantity: 0 EA Total Backordered Quantity: 0 EA

Line	Ship Qty
1	5.0

Add Order Line Item

Save Next



Goods Receipt

- A Goods Receipt Notice (GRN) is sent by BHP to inform you of what they have received into their system from the shipment you
- All Material orders require the goods to be received and receipted at the buyers end, prior to invoicing
- In the Order; the 'Create Invoice' button will remain inactive until a GRN is received

Goods Receipt Notice - Email Notification

1. Go to **Electronic Order Routing**, under **Company Settings**
 - Screen displays: Network Settings
2. Scroll to **Receipt** section
3. Select your **Email** under the Routing Method.
4. Enter the **Email Address** to receive notifications regarding the Goods Receipt
5. Tick the **'Include document in the email message'** to receive a copy of the GRN in the email.

The screenshot shows the Ariba Collaborative Supply Chain interface. The top navigation bar includes HOME, INBOX, OUTBOX, CATALOGS, REPORTS, and UPLOAD/DOWNLOAD. The main content area is titled "Network Settings" and includes sections for Capabilities Preferences, External System Integration, Non-Catalog Orders with Part Numbers, New Orders, and Other Document Types. The "Electronic Order Routing" section is highlighted in the right-hand sidebar. In the "New Orders" section, there are two tables for "Document Type", "Routing Method", and "Options". The "Receipt" row is highlighted with a red circle '2'. The "Email" routing method is selected with a red circle '3'. The "Email address" field is populated with "demo@demo.com.au" and highlighted with a red circle '4'. The "Include document in the email message" checkbox is checked with a red circle '5'.

1 Company Settings

HOME INBOX OUTBOX CATALOGS REPORTS UPLOAD/DOWNLOAD

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

Configure Ariba Cloud Integration Gateway (non-native integration)

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Document Type	Routing Method	Options
	Receipt	

Other Document Types

Document Type	Routing Method	Options
	Email	<input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message

Company Profile

Account Settings

Customer Relationships

Notifications

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

View All

Inbox – Locating the Goods Receipt

1. Click **Inbox**.

2. Select **Receipts**.

➤ Screen displays the list of Goods Receipts received

3. Click **Receipt Number**.

➤ Screen displays the Goods Receipt

HOME **INBOX** 1 BOX CATALOGS REPORTS UPLOAD/DOWNLOAD CSV Documents Create

Orders and Releases Extended Collaboration Time & Expense Sheets Early Payments Scheduled Payments 2 Receipts More...

Receipts

▶ Search Filters

Receipts (91) Page 1

Receipt Number	Ref
3 4504902951S-S1-SGRB	450
4504902318-S1-SGRB	450
4504902008_DDDDSSS2345	450

Receipt: 4504902951S-S1-SGRB

Print | Export cXML

Detail History

From: BHP Group Operations - TEST
Australia

To: BHP
Brisbane 4001
Australia
Phone:
Fax:
Email:

Receipt:
Receipt #: 4504902951S-S1-SGRB
Receipt Date: 20 Oct 2017

Routing Status: Sent
Related Documents: 4504902951S

Item	Order Line Number	Part #	Customer Part #	Qty (Unit)	Type
Purchase Order : 4504902951S					
1	10			2.000	Received
Description:					

Identifying Receipted Orders in the Inbox

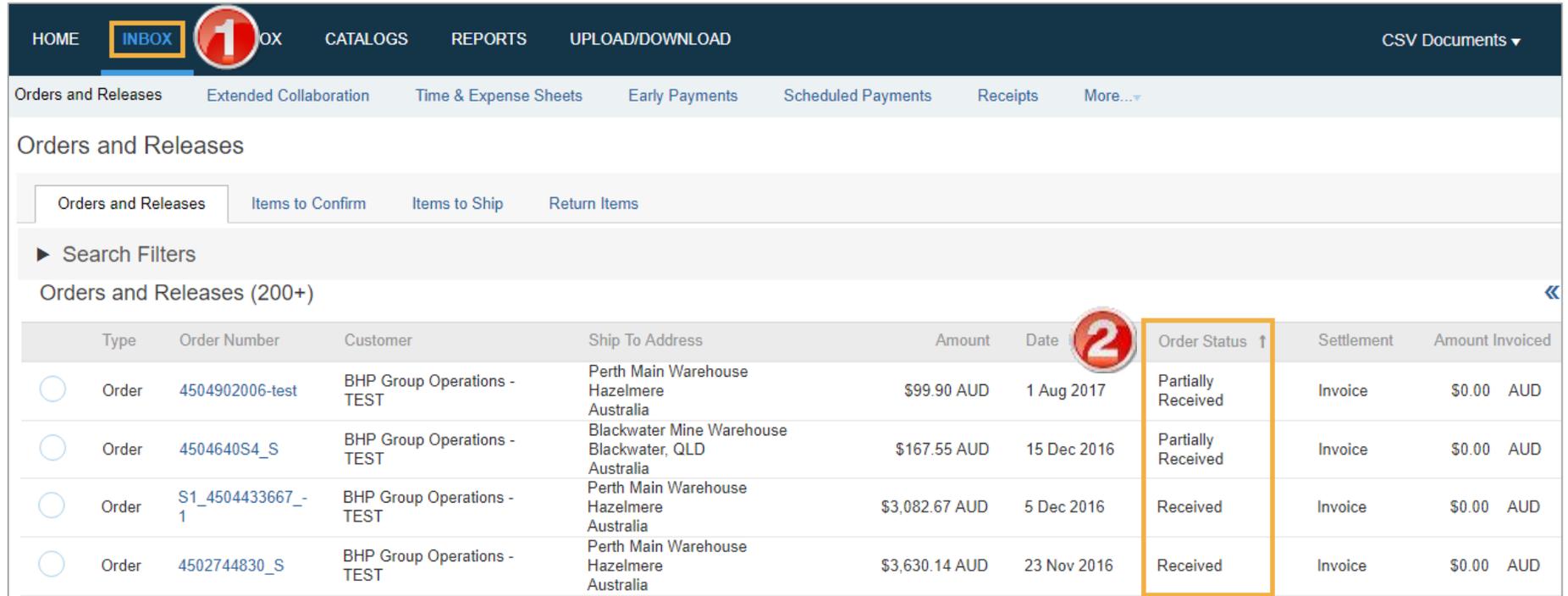
1. Click **Inbox**

- Screen displays the list of Orders and Releases

2. **Sort** the orders by the **Order Status** column (This will sort the column alphabetically, if you click it again it will sort reverse alphabetically)

3. Locate the **Received** orders

These orders can now be invoiced



Type	Order Number	Customer	Ship To Address	Amount	Date	Order Status ↑	Settlement	Amount Invoiced
Order	4504902006-test	BHP Group Operations - TEST	Perth Main Warehouse Hazelmere Australia	\$99.90 AUD	1 Aug 2017	Partially Received	Invoice	\$0.00 AUD
Order	4504640S4_S	BHP Group Operations - TEST	Blackwater Mine Warehouse Blackwater, QLD Australia	\$167.55 AUD	15 Dec 2016	Partially Received	Invoice	\$0.00 AUD
Order	S1_4504433667_-1	BHP Group Operations - TEST	Perth Main Warehouse Hazelmere Australia	\$3,082.67 AUD	5 Dec 2016	Received	Invoice	\$0.00 AUD
Order	4502744830_S	BHP Group Operations - TEST	Perth Main Warehouse Hazelmere Australia	\$3,630.14 AUD	23 Nov 2016	Received	Invoice	\$0.00 AUD

Order – Locating the Goods Receipt in an Order

1. Click **Inbox**.
2. Locate the Order.
3. Click **Order Number**.
4. Click **Order History**.
5. Check the **History** for **Received** or **Partially Received**.
 - **Received** indicates the full order quantity has been received
 - **Partially Received** indicates part of the order has been received
6. The receipt of the GRN will active the automatic creation of the invoice for the receipted goods.

Purchase Order: 4504902946 Done

Order Detail **Order History** 4

Purchase Order: 4504902946 From Customer: BHP Group Operations - TEST
Order Status: Partially Received Routing Status: Acknowledged
Submitted On: 29 Sep 2017 10:00:00 PM GMT+10:00

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-128579092	29 Sep 2017 3:31:58 PM
Sent	The HTML order was sent to the supplier's Inbox.	ANPODispatcher-128491030	29 Sep 2017 3:32:04 PM
Partially Confirmed	2946	Sumantra Chattopadhyay	29 Sep 2017 3:34:08 PM
5 Partially Received	5015565440	BHP	6 Oct 2017 2:57:56 PM
	Received quantity 1.0 for line item 10.	PropogationProcessor-128435085	6 Oct 2017 2:57:56 PM
Partially Received	5015565441	BHP	6 Oct 2017 2:58:48 PM
	Returned quantity 1.0 for line item 20.	PropogationProcessor-128481075	6 Oct 2017 2:58:48 PM



GRN Flip Invoice

- Invoices* which are auto-flipped from a Goods Receipt Notice (GRN) will reflect details sent on the GRN
- An Auto Flipped-Invoice can only be created from the Active, Confirmed lines of the Order document once a GRN has been received from BHP
- If you have not received a GRN you will need to contact BHP. Contact details can be found within the Order details under “BHP Contact”
- The invoice number is an auto generated number created by the Ariba system
- The Purchase Order number and the Line number will be on the Invoice
- Suppliers need to **Consent to Automatic Invoice Creation** to enable the GRN Flip (this is an optional feature for suppliers)
- For the GRN Flip Invoice to work successfully, you **MUST** have your company ABN entered into the **Tax Id** and **Vat Id** fields in your **Company Profile**

Reasons the GRN may not flip are:

1. **ABN** not in your Company Profile under the Tax Id and Vat Id
2. Order not **Confirmed**
3. **Consent to Automatic Invoice Creation** not completed

Consent to Auto-Invoice Against Goods Receipt (GRN Flip)

1. Click on **Company Settings** and select **Customer Relationships**.
 - Account Settings display
2. Select the **Automatic Invoice Creation Acceptance** tab.
3. Click **Actions > Confirm Automatic Invoice Creation** to respond.
 - Confirm Automatic Invoice Creation displays
4. Select **Yes**.
5. **Agree** to the terms and conditions.
6. Click **OK**
7. Click **Save**.

Note: To turn the Auto-Invoice off, repeat the above process, however choose No at step 4.

Company Settings ▾ **1**

Company Profile

Account Settings

Customer Relationships

Notifications

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Remittances

Network Notifications

View All

Account Settings Save Close

Customer Relationships Notifications

Current Relationships Potential Relationships **Automatic Invoice Creation Acceptance** **2**

Current

Customer	Routing Type	Response Status	
TEST	Default	Not Responded	3 Actions ▾

Confirm Automatic Invoice Creation **7** Save Close

Confirm Automatic Invoice Creation OK Cancel

Please specify whether to allow the Ariba Network to automatically create invoices from receipts for TEST

4 Yes

No

5 By selecting Yes, my company authorizes Ariba, using the Ariba Network functionality, to automatically create and submit invoices based on receipts sent by TEST. Every time the Ariba Network receives a receipt that applies to a single order from TEST, the system will use information from the receipt and the corresponding order to automatically create and submit an invoice. The tax amount must be specified on orders by TEST.

6 OK Cancel

If you deactivate the GRN Flip please advise BHP.

Enter ABN/VAT/GST

1. Go to **Electronic Invoice Routing**.
2. Select **Tax Invoicing and Archiving**.
3. Enter your Tax ID into the **Tax Id** and into the **Vat Id** fields.

Notes:

- Your company's Tax Identifier is mandatory on invoices and are required to ensure the Goods Receipt Notice flips into a tax invoice.
- **BHP sends tax as category VAT for all regions however the rate will match local tax rate . This cannot be amended.**

IBM +COM
AND: ANP101721212.T

Company Profile

Account Settings

Customer Relationships

Notifications

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing **1**

Accelerated Payments

Remittances

Network Notifications

View All

Network Settings Save Close

Electronic Order Routing **Electronic Invoice Routing** **2** Accelerated Payments Settlement

General **Tax Invoicing and Archiving** **3**

Tax Information

Tax Classification: (no value) ▼

Taxation Type: (no value) ▼

Tax Id: **62000000000** ⓘ Do not enter dashes

State Tax Id: Do not enter dashes

Regional Tax Id: Do not enter dashes

Vat Id: **62000000000**

VAT Registered

VAT Registration Document: <No document>
Upload

Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document>
Upload

Locating a GRN Flip or Invoice

1. Locate the associated **Purchase Order**
2. Open PO by clicking on the **Document Number**
3. Click on the Invoice Number – listed under **Related Documents**

Purchase Order: 4504902929 Done

Create Order Confirmation Create Ship Notice Create Invoice Hide Print Download PDF Export cXML Download CSV Resend

Order Detail Order History

From: Geoffrey Minson
To: BHPB AU test supplier Lifrite all flip on - TEST
123 Albert Street
Brisbane 4001
Australia
Phone:
Fax:
Email: stefano.bracco@sap.com

Purchase Order
(Partially Received)
4504902929
Amount: \$999.99 AUD

BHP

Payment Terms ⓘ
NET 60

Comments

Contact Information
Purchasing Agent
Geoffrey Minson
Email: IOP14@bhpbilliton.com
Phone: + () 61863218093
Fax: + () 61863228093
Sales
PAUL MAYS, SHAUN HUNT
Phone: + () 0894552077
Fax: + () 0894552076

Supplier Address
LIFRITE HIRE & SALES
Phone: + () 0894552077
Fax: + () 0894552076

Other Information
Buyer Purchasing Code: FX1A
OrderType: Repair And Return
Customer VAT/Tax ID: 46 008 700 981

Routing Status: Acknowledged
Related Documents: 4504902929 RETURN 5015564539
More(2) »

Invoice Report from the Outbox

- 1. From within the Outbox
- 2. Click the **Table Menu**
- 3. **Export to Excel**

HOME INBOX **OUTBOX** CATALOGS REPORTS UPLOAD/DOWNLOAD CSV Documents Create

Invoices Order Confirmations Ship Notices Service Sheets Extended Collaboration Archived Invoices More...

Invoices

Search Filters

Invoices (100+) Page 1

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Source Doc	Date ↓	Amount	Routing Status
Line-Item Credit Memo	CMRNR	BHP Group Operations - TEST	4504902929_RNR	Online	Supplier	Supplier	Order	23 Oct 2017	\$-0.01 AUD	Sent
Standard Invoice	AJ8ZFNLGW	BHP Group Operations - TEST	4504902951S	Online	Supplier	Supplier	Order	20 Oct 2017	\$220.00 AUD	Sent

Invoice Status

- Export to Excel
- Export all Rows
- Export Current Page

Date Display

Show Time

Table Size

- ✓ 100
- 200
- 300
- 400
- 500

Identifying Non-Responded PO's

1. From within the Inbox
2. Click on the **Table Options Menu** icon
3. Select 'Group By' – "Order Status"
4. All **New** or **Partially Confirmed** orders are awaiting further **Order Confirmation/s**

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

▶ Search Filters

Orders and Releases (100+)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Amount	Date	Settlement	Amount Invoiced	Revision
▶ Order Status: Changed (7)										
▶ Order Status: Confirmed (10)										
▶ Order Status: Invoiced (24)										
▶ Order Status: New (12)										
▶ Order Status: Obsoleted (27)										
▶ Order Status: Partially Invoiced (9)										
▶ Order Status: Partially Received (2)										
▶ Order Status: Partially Serviced (3)										
▶ Order Status: Received (3)										
▶ Order Status: Rejected (2)										
▶ Order Status: Serviced (1)										

Group by Column

- Customer
- Inquiries
- Ship To Address
- Order Status**
- Settlement
- Revision

↳ Create Order Confirmation ▼ Create Ship Notice Create Service Sheet Create Invoice ▼ Manage Time & Expenses Hide Resend Failed Orders



Support

Support Type	Description
Help Centre For all your support needs	Types of Support available: <ol style="list-style-type: none">1. User Community2. Ask questions or view documentation3. Email/Live Chat4. Request a call back
Supplier Information Portal (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none">1. On the Home screen2. Click on Company Settings3. Click on Customer Relationships4. Click on Supplier Information Portal

USA Suppliers- Petroleum



➤ Editing Tax

- Petroleum vendors who have been identified in the Tax Editable (USA) supplier group will no longer will receive a PO that has any tax category or rate included
- Upon creating an invoice, the supplier can edit and enter a Tax Category and a Tax Percentage Rate based on applicable local, state and federal taxes
- You must enter a tax category name and a percentage against each line item even if it has a 0% tax rate.
- For multi-line orders where different tax type is different for different lines the taxes must be changed at line level

➤ Bulk INV Upload

- In specific circumstances where large numbers of invoices are generated by a supplier, BHP will allow for a .csvfile to be used to create invoices.
- this is a limited feature only available on approval by BHP team in Petroleum.
- The supplier will still need to create a ASN for goods and it must be receipted by BHP before the invoices will be processed.