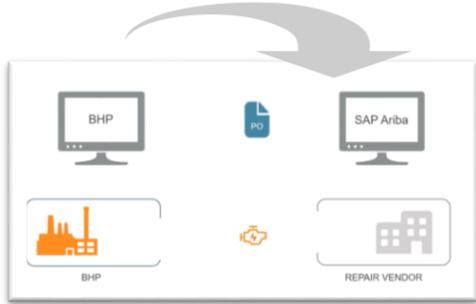
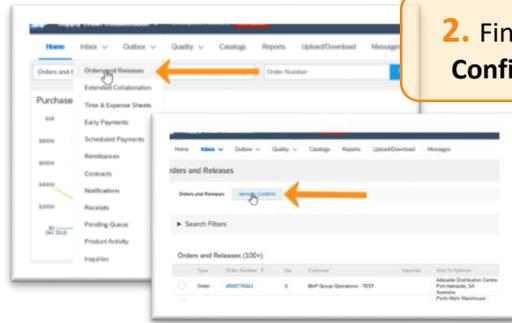




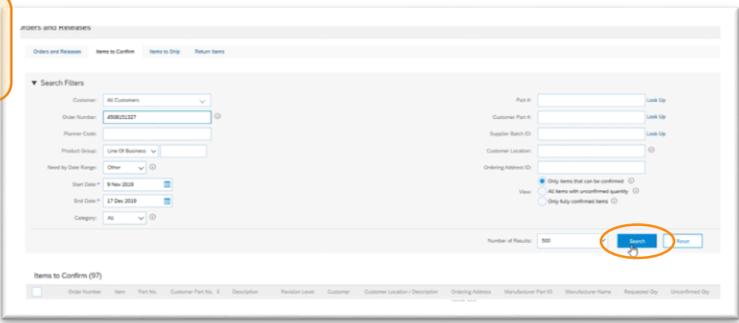
# FAQ: Handy Tips – Vendors: Finding and Confirming a Purchase Order



1. BHP's system will send a PO to your SAP Ariba

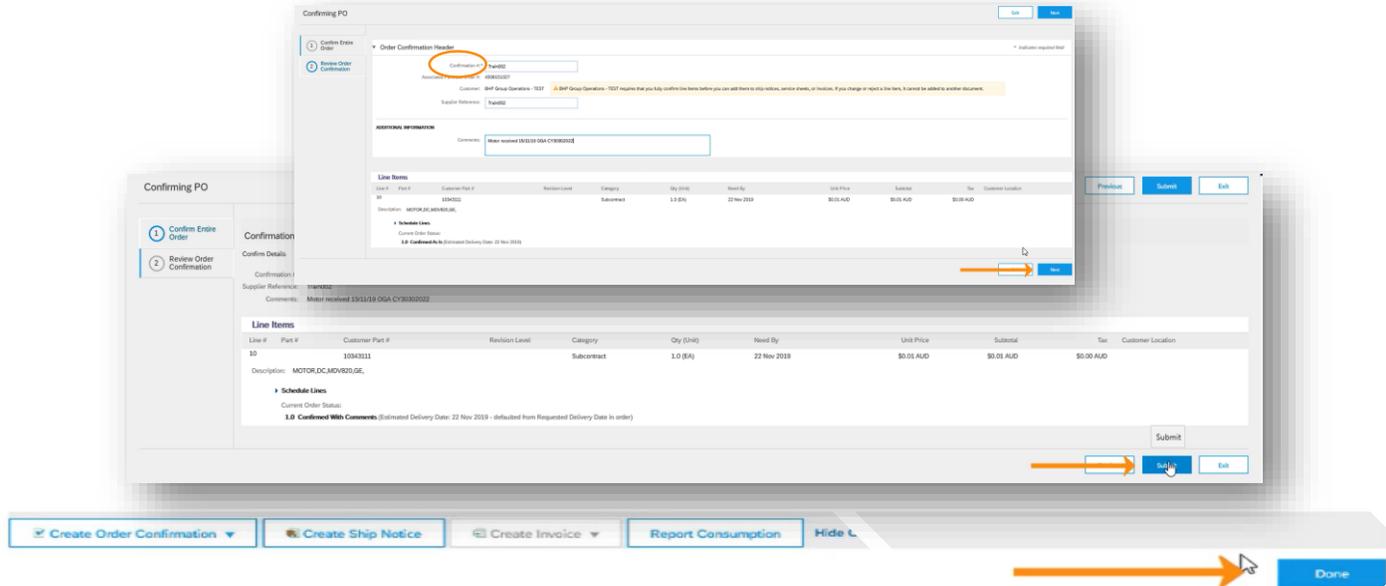


2. Find the PO to Confirm receipt



4. Enter relevant Confirmation details, click [Next] then [Submit] then [Done]

3. Create Order Confirmation and Confirm Entire Order





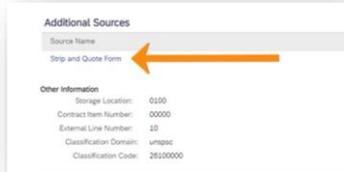
# FAQ: Handy Tips – Vendors: Conduct the strip & submit a quote through S&Q Form

Once you have completed the Strip and calculated the Quote, log in to send to BHP

1. PO number with icon showing external link to SAP Ariba



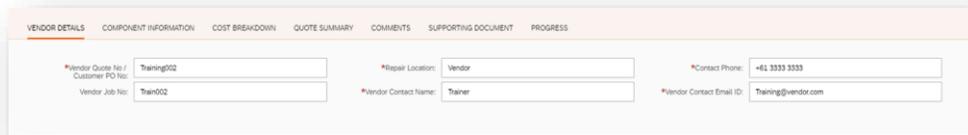
2. Click on PO number, then **Details** then scroll to link to **Strip and Quote Form**, then **[Confirm and Proceed]**



3. Navigate through **Strip and Quote Form** by scrolling down or use headings to quickly move to section. **[Edit]** to complete Quote details



4. Complete relevant data. Fields marked with \* are mandatory.



# ? FAQ: Handy Tips – Vendors: Submit a quote through S&Q Form (continued)

5. Use **Cost Breakdown** section to itemise quote. Use + to add more rows.

COST BREAKDOWN

Description	Item Type	Value
Replace parts as per A-class overhaul	Material	8,560.00 AUD
Repair Rotor NDE Bearing Journal	Service	2,650.00 AUD
Strip, Repair, Test as per Scope of Work	Labour	24,850.00 AUD

6. Enter **Cost of New Purchase and Strip & Inspect Cost**. Check **No Charge** if you are not going to charge BHP.

QUOTE SUMMARY

Cost of New Purchase:  AUD

Strip & Inspect Cost:  AUD

Lead Time for New Purch. (Calendar Days):

No Charge:

Lead Time for Repair (Calendar Days):

Total Repair Cost: 0.00 AUD

Repair Cost vs New Cost %: 0.0000

7. Add relevant **Comments** for BHP Tech or Commercial team, then click >

COMMENTS

Please refer to attached report and quote for detailed price breakdown. Please advise at your earliest convenience on your decision to repair.

8. Drag & drop relevant **Supporting Documents**

SUPPORTING DOCUMENT

Attachments (1)

4506551327 Quote and Report for MDV820 Motor.docx

9. View **Progress of Quote**.

PROGRESS

MOTOR.DC.MDV820.GE... 1\*

PO Created 30.09.2018 01:35:39

S&Q in progress 28.11.2018 00:25:55

10. **[Save]** when done.

Save

11. **[Submit]** if finished. **[No further Vendor Action]** if you receive a damaged component that you cannot action, or **[Beyond Economical Repair]** if repair will cost more than new component

Submit Beyond Economical Repair No further Vendor Action

12. Add relevant **submission comments**, then **[Submit]**

Submit

Comment

Please see attached quote to repair

Submit Cancel

The Quote will now flow back to BHP

