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| C:\Users\I029038\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\GA082MJQ\273905_l_srgb_s_gl.jpg |

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**CSV Invoice Guidelines**

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# Version History

This log is updated each time this Process Document is updated. The log identifies the version number, the date the version was completed, the author of the changes, and a brief description of the changes.

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Description |
| 1.0 | October 26, 2018 | Dennis Sophia  SAP Ariba | Initial Version of Document |
|  |  |  |  |

# BHP DETAILED SpecificationS

BHP Prod ANID: AN01015189973

BHP Test ANID: AN01015189973-T

**BHP Transaction Validation Rules**

* BHP has configured custom validation rules on the Ariba Network which apply specifically to POs, Order Confirmations, Ship Notices, PO based Invoices. Review these settings from your supplier account on the Ariba Network.

**Purchase Order Specifics**

* Types of orders in scope – Goods (material), Services (unplanned and planned)
* Payment terms will be sent on all PO’s, required back on the invoice.
* Tax details are sent on all POs – all tax details have VAT tax category specified and the same details are required to be sent back as on the PO in the invoices.

**Order Confirmation Specifics**

* BHP requires that suppliers fully confirm orders before they can invoice them. If an item requires any changes, the supplier will not be able to invoice the entire order until all the lines have had the proposed changes accepted by the buyer. This acceptance will be indicated by a change order.
* Delivery date is not mandatory on- line level but should be sent when it deviates from the need by date on the PO, cannot increase quantity.
* In case of rejection, the vendor need to reject the entire line quantity, partial line level rejections are not allowed.

**Suppliers using CSV option must manually confirm all orders online on the Ariba portal**

# BHP CSV INVOICE DELTA

**Delta**

In the following excel workbooks you will find sample CSV Invoice template with data accepted by the Ariba Network



Do not upload the excel file to Ariba – use it only for reference. Download the CSV Invoice Template from your Ariba Network account.

Suppliers can also download PO report from their Ariba account and use that as reference to populate some of the data required in Invoice template. Sample PO report to CSV Invoice mapping is provided below.



Note: Not all the required Invoice fields are present in the PO report.

Following PowerPoint provides overview of BHP CSV Invoice, steps to download template, data requirements, steps to upload to Ariba and tracking the various Invoice Status’.



Sample UAT script



# BHP CSV InVOICE AdDITional INFORMATION

**Invoice Specifics**

* Required address sections: Bill To, Remit To, Sold To (Sold To must match Bill To PO).
* Tax must be sent at the line item level.
* Payment terms can be omitted on the invoice.
* BHP does not allow reuse of failed invoice numbers. Any failed invoices must be corrected and re uploaded with a new number (recommendation is to append A, B, etc. to the previous invoice number)

**Service Invoice Specifics**

* BHP requires attachments for all service invoices- steps to upload attachments in CSV upload guide.
* Service Entry Sheet is autogenerated on Ariba, hence SES will have same number as Invoice.
* Once the SES is approved, Invoices will be released for approval. Until then Invoice will remain "On Hold".
* lineReferenceNumber – Suppliers need to use the child reference (1000100010, 1000100020, etc.) for the planned invoice lines. Parent reference (10, 20 etc.) to be used when sending unplanned lines as they go directly against that parent item.
* Service PO's with multiple child items, for each line new invoice must be submitted as BHP allows only single parent per service entry sheet in SAP.

Ariba Network carries out commercial round off to 2 decimal places by default. Supplier to round up or round down values.

|  |  |  |  |
| --- | --- | --- | --- |
| **Rounding to 2 decimal places** | | | |
| Value | Commercial Rounding | Round up | Round down |
| 1.713 | 1.71 | 1.72 | 1.71 |
| 1.715 | 1.72 | 1.72 | 1.71 |
| 1.716 | 1.72 | 1.72 | 1.71 |

Table 1 - List of BHP Company Name and associated Buyer Vat ID

|  |  |  |
| --- | --- | --- |
| **BHP Plant/Site** | | |
| **Company Code** | **Company Name** | **Buyer VAT ID** |
| FX00 | BHPB Iron Ore PL | 46 008 700 981 |
| CY00 | BM Alliance Coal Ops PL | 67096412752 |
| S500 | BHP Billiton Nickel West | 76 004 184 598 |
| KB00 | Hunter Valley Energy Coal | 39 062 894 464 |
| C250 | BHPB MetCoal Holdings | 77 125 531 017 |
| U200 | BHPB Olympic Dam Corp PL | 99 007 835 761 |
| 1000 | BHP Billiton Limited | 49 004 028 077 |
| 1830 | BHPB MarketingAsia PteLtd | M90370902N |
| C600 | BHPB Mitsui Coal PL | 34 009 713 875 |

# Ariba Network Support Information

Supplier Integration (SI) support is available to BHP suppliers. SI support is available during the test phase and two weeks post-go live with BHP, or until the first production transactions are exchanged. After that period, suppliers must leverage Ariba Technical Support for any production issues. Steps to contact Ariba support are specified in the PowerPoint embedded above and also listed below.

Depending on your transaction volume across all Buyers on the Ariba Network you will be automatically subscribed to a Supplier Membership Program Subscription.  These subscriptions provide your organization access to many premium features and services that are exclusively available to members at these levels.  The Premier, Enterprise, and Enterprise Plus levels provide ongoing technical electronic document support.  To find out more go to:   
  
<http://www.ariba.com/assets/uploads/documents/Datasheets/SMP_Subscription_Datasheet.pdf>.

To find out your Program Subscription, log on to <https://supplier.ariba.com>, click the Property Navigator toolbar on the upper right corner of the page and select **Service Subscriptions** in the drop down box.

**Until subscribed to one of Ariba’s support programs**, limited assistance regarding account registration, access and configuration is available from Ariba:

**By Telephone:**

Europe, Middle East and Africa: +44 (0) 20 7187 4185

US/Canada toll free: 1-866-31ARIBA (1-866-312-7422)

North/South America +1-412-222-6170

Asia Pacific: +65 6311 4585

**By Web:**

|  |  |
| --- | --- |
| **If you can log into your Ariba Network Account** | **If you cannot log into your account** |
| * Login at [http://supplier.ariba.com](http://supplier.ariba.com/) * Once logged in, click on the *‘Help*’ link located on the upper right-hand side of the page and choose *Help Center.* * Select Support located in the top right-hand side of the page. * Options in the bottom right hand side of the page are Live Chat or By Phone. * An Online Service Request can also be submitted by selecting the “Start” button in the top center of the page. | * Go to [http://supplier.ariba.com](http://supplier.ariba.com/) * For login issues select the *“Forgot Username”* or *“Forgot Password”* links near the top of the page. * Fill out the web form and select the *Submit* button. |

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