



BHP

Blanket Order Invoice Submission

Supplier QRG

This document gives a step-by-step guide to submit the Blanket Order Invoice in Ariba.

What are the changes

❖ Before the change

When the supplier creates a Blanket Order invoice in Ariba and does not want to invoice the full amount, the only option available is to invoice a partial quantity. This works the same as any other PO, where suppliers are not allowed to change the net price in the invoice.

❖ After the change

Suppliers will now have the flexibility to invoice a partial amount by adjusting the net price instead of the quantity. This enhancement allows suppliers to bill based on the actual amount agreed without being restricted to quantity adjustments.

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1. Go to the Ariba Portal and ensure the Order Confirmation is created.

The screenshot shows the SAP Business Network interface for an Order Confirmation. At the top, it displays 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main heading is 'Order Confirmation: OC_4514615308'. Below this, there are buttons for 'Print' and 'Export cXML'. A 'Detail' tab is selected, showing the following information: Confirmation #: OC_4514615308, Notice Date: 21 Oct 2025, and Purchase Order: 4514615308. The 'Line Items' section contains a table with one item:

Line #	No. Schedule Lines	Part #	Customer Part #	Revision Level	Need By	Ship By	Unit Price	Subtotal	Customer Location	Tax	Storage Location
10	1				14 Sep 2025		\$30,000.00 AUD	\$30,000.00 AUD	FX1A	\$3,000.00 AUD	

Below the table, there is a description: 'Test' and 'Current Order Status: 1 Confirmed As Is (Schedule line number: 1. Estimated Delivery Date: 14 Sep 2025 - defaulted from Requested Delivery Date in order)'. At the bottom, there are 'Print' and 'Export cXML' buttons, and 'Done' and 'Previous' navigation buttons.

2. When creating an invoice for a partial amount, the invoice subtotal will initially show as zero. You will need to add the line item manually as described in Step 3.

The screenshot shows the 'Create Invoice' page in SAP Business Network. It includes a header with 'Update', 'Save', 'Exit', and 'Next' buttons. The 'Invoice Header' section contains a 'Summary' with the following details: Blanket Order: 4514615308, Invoice #: INV_4514615308, Invoice Date: 21 Oct 2025, Service Description, and Remit To: BHP- SPOTLESS TEST, Brisbane Queensland Australia. Financials show Subtotal: \$0.00 AUD, Total Tax: \$0.00 AUD, and Amount Due: \$0.00 AUD. The 'Payment Term' is 'Within 60 days Due net' with a discount of 0.00%. The 'Supplier' is BHP- SPOTLESS TEST, Adelaide South Australia Australia. The 'Customer' is BHP Iron Ore Pty Ltd, Perth WA Australia. At the bottom, there are 'Supplier VAT' and 'Customer VAT' fields.

3. Click on create button and select the Goods

The screenshot shows the 'Attachments' and 'Blanket PO Items' section of the SAP Business Network interface. At the top, it says 'The total size of all attachments cannot exceed 40MB'. There is a 'Choose File' button (no file chosen) and an 'Add Attachment' button. A table lists one attachment: '4518309150.txt' (17078 bytes, text/plain). Below this is an 'Add to Header' button. The 'Blanket PO Items' section contains a table with one item:

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
10	1,000	PCE	\$30,000.00 AUD			Test	\$30,000.00 AUD

Below the table, there are 'Create', 'Edit', and 'Delete' buttons. The 'Create' button is highlighted with a yellow box, and a dropdown menu is open showing 'Goods' and 'Service' options, with 'Goods' selected. At the bottom, there are 'Update', 'Save', 'Exit', and 'Next' buttons.

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4. Insert the amount to be invoiced in unit price field. No change required for the Quantity field

The screenshot shows the 'Create Invoice' interface in SAP Business Network. At the top, it says 'Enterprise Account TEST MODE'. The main section is titled 'Blanket PO Item' and contains a table with the following data:

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
10	1.000	PCE	\$30,000.00 AUD			Test	\$30,000.00 AUD

Below the table, the 'Invoice Item' section is expanded, showing 'Quantity: 1' and 'Unit: PCE'. The 'Unit Price' is set to '\$30,000.00 AUD' and the 'Subtotal' is '\$30,000.00 AUD'. The 'Description' field contains 'Test'. The 'Pricing Details' section shows 'Price Unit: PCE', 'Unit Conversion: 1', 'Price Unit Quantity: 1', and 'Description:'. The 'Tax' section shows 'Category: GST' and 'Taxable Amount: \$30,000.00 AUD' with a 'Rate(%)' of 10.000. A 'Create' button is visible in the top right corner.

5. Click Create once all the information populated

This screenshot is identical to the previous one, but the 'Create' button in the top right corner is highlighted with a yellow circle, indicating the next step in the process.

6. After click on the create button, it will navigate to main screen and invoice subtotal will be displayed with the amount to be invoiced.

The screenshot shows the 'Create Invoice' interface after clicking the 'Create' button. The 'Create' button is no longer visible, and the 'Next' button is highlighted. The 'Invoice Header' section is expanded, showing the following information:

Summary

Blanket Order: 4514615308
Invoice #: INV_4514615308
Invoice Date: 21 Oct 2025
Service Description:
Remit To: BHP- SPOTLESS TEST
Brisbane Queensland
Australia

Payment Term

Discount or Penalty Term(days): 60 Percentage(%): 0.000
Within 60 days Due net

Supplier: BHP- SPOTLESS TEST
Adelaide South Australia
Australia

Customer: BHP Iron Ore Pty Ltd
Perth WA
Australia

Subtotal: \$10,000.00 AUD
Total Tax: \$1,000.00 AUD
Amount Due: \$11,000.00 AUD

The 'Amount Due' field is highlighted with a red box. The 'Supplier VAT' and 'Customer VAT' fields are also visible at the bottom.

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⚠️ *Please note that the attachment name length cannot be longer than 40 characters.

Attachments
The total size of all attachments cannot exceed 40MB Remove

No file chosen

Name	Size (bytes)	Content Type
<input type="checkbox"/> 4518309150.txt	17078	text/plain

Blanket PO Items

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input checked="" type="checkbox"/> 10	1,000	PCE	\$30,000.00 AUD			Test	\$30,000.00 AUD
<input checked="" type="checkbox"/> 10.1	1	PCE	\$10,000.00			Test	\$10,000.00 AUD

7. Input the mandatory field in main screen and upload the attachment. Click Next to submit the invoice

SAP Business Network - Enterprise Account - TEST MODE

Create Invoice

Invoice Header * indicates required field

Summary

Blanket Order: 4514615308
Invoice #: INV_4514615308
Invoice Date: 21 Oct 2025
Service Description:
Remit To: BHP- SPOTLESS TEST
Brisbane Queensland
Australia

Subtotal: \$10,000.00 AUD
Total Tax: \$1,000.00 AUD
Amount Due: \$11,000.00 AUD

Service Start Date:
Service End Date:

Payment Term

Discount or Penalty Term(days): 00 Percentage(%): 0.000
Within 60 days Due net

Supplier: BHP- SPOTLESS TEST
Adelaide South Australia
Australia
Bill From: BHP- SPOTLESS TEST
MELBOURNE Western Australia
Australia

Customer: BHP Iron Ore Pty Ltd
Perth WA
Australia
Email:

Supplier VAT: AU490967769951
Customer VAT: 44 008 700 981

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8. The system will display the full quantity even if you create an invoice for a partial quantity. To proceed, enter the partial or full invoice amount as needed by modifying the unit price. A warning message will appear: "The subtotal invoiced exceeds limit". Please ignore this message and click Create to complete the process.

SAP Business Network - Enterprise Account TEST MODE

Create Invoice Create Cancel

Please correct the following errors and resubmit

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
10	1,000	PCE	\$30,000.00 AUD			Test	\$30,000.00 AUD

Invoice Item * Indicates required field Line Item Actions

Quantity: Unit: PCE

Unit Price:

Subtotal: \$30,000.00 AUD

The subtotal invoiced exceeds limit.

Description:

Pricing Details

Price Unit: PCE Price Unit Quantity: 1

Unit Conversion: 1 Description:

Inspection Date:

Reference Date: