



Ariba® Network Supplier Guide Add-On

Your companion guide for transacting with bp

Welcome!

Congratulations on joining Ariba® Network as a supplier. You're now part of a global network of 4 million companies. Leading businesses like yours have leveraged their Ariba Network Enterprise Accounts to grow their business, improve operational efficiencies, and deliver a better experience to their customers.

Your supplier account has been designed to make transacting with your customers as easy as possible. To get started and trained on how to use your Ariba® Network account with bp Exploration and Production (Global P&O) please follow the steps below:

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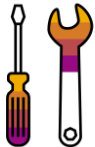


Visit our [Supplier Training page](#)

Learn how to set up and operate your supplier account on our detailed Supplier Training Page. If the above hyperlink doesn't work, copy-paste the following link in your browser instead:

https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/

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Review the specifics of transacting with bp Exploration and Production (Global P&O)

Make sure to read through the present document to become familiar with all business specific actions and requirements set up by your customer, bp. This document will help you navigate through the detailed content of our Supplier Training Page.

We wish you a lot of success using Ariba® Network!



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SCOPE OF BP EXPLORATION AND PRODUCTION (GLOBAL P&O) PROJECT

This section specifies which documents will be transacted through Ariba Network. Some of them will be mandatory, others will simply be available if relevant.

Supported Documents On this Ariba Network relationship	Not Supported Documents On this Ariba Network relationship
<ul style="list-style-type: none"> • Purchase Orders POs from bp Exploration and Production (Global P&O) will be sent through Ariba Network • Purchase Order Confirmations Apply against a whole PO or line items • Invoices Apply against a whole PO or line items <ul style="list-style-type: none"> ○ Material PO invoices ○ Standard service PO invoices ○ Limit PO referencing contract invoices ○ Limit PO referencing noncontract invoices • Credit Invoices/Credit Memos Item level credits; price/quantity adjustments • Duplicate Invoices A new and unique invoice number must be provided for each invoice; duplicate invoices will be rejected unless resubmitting a corrected invoice that previously had a failed/rejected status on AN 	<ul style="list-style-type: none"> • Summary or Consolidated Invoices Apply against multiple Pos • Purchase Order Confirmations <ul style="list-style-type: none"> ○ No unconfirmed quantities at the line. All quantities at the line must be confirmed or rejected. ○ No mixed Statuses on the same line item level. Line item must be fully accepted or rejected. ○ No unconfirmed lines. All lines must be responded to. ○ No Back Orders allowed • Invoices <ul style="list-style-type: none"> ○ Non-PO Invoices Against a PO not received through AN ○ BPO Invoices Invoices against a blanket purchase order ○ Service Invoices Invoices that require service line item details ○ Contract Invoices Against contracts ○ Limit PO referencing contract Labor and material ○ Limit PO not referencing contract Labor and material ○ Taxes Withholding tax is not required or expected in Ariba. Please don't enter any withholding tax. • Header Level Credit Memos The Header Level Credit Memo feature is not supported by from bp Exploration and Production (Global P&O) • Invoicing for Purchasing Cards (P-Cards) An invoice for an order placed using a purchasing card • Ship Notices Apply against PO when items are shipped • Service Sheets Apply against a PO referencing a service line item

SETTING UP YOUR ACCOUNT

This section covers what needs to be set up in the Ariba Network account as minimum requirements to successfully transact with bp Exploration and Production (Global P&O).

Suppliers can register on the Ariba Supplier Network using either a free 'Standard' account or a subscription based 'Enterprise' account based on the purchase order interactive email invitation . If a supplier accepts an invite from bp Exploration and Production (Global P&O) by logging into an existing Enterprise account all

purchase orders from bp Exploration and Production (Global P&O) will be routed into that account, and Enterprise account fees will apply.

Suppliers also have the option to upgrade from a 'Standard' to a 'Enterprise' account to access additional features and functionality. ***If a supplier is considering upgrading to a 'Enterprise' account, they should remember that there is a sliding scale of fees to be paid to SAP Ariba.***

Details of the different account types and the associated costs can be found on the [Ariba network for Suppliers page](#).

Please make sure you complete at least the following chapters of the *Account Administration* section on the [Supplier Training Page](#).

Basic Configuration Settings

- Complete your profile
- Configure your email notifications
- Configure Electronic Order Routing method
- Configure Electronic Invoice Routing method
- Invoicing tax information
- Set up a test account

Additional Settings

- Account users and Administrator
- Create Roles and users (Administrator only)
- Edit and Modify users

Below permissions are mandatory in the user profile to submit invoices:

- **Inbox and Order Access** - View and search documents in Inbox and take actions based on your role
- **Invoice Generation** - Generate invoices, as supported by customers (requires Inbox and Outbox Access)
- **Logistics Access** - Perform Logistics actions with limited access to transactions information

TRANSACTIONING ON ARIBA NETWORK

This section mentions the specifics of transacting with bp Exploration and Production (Global P&O) on Ariba Network once your account has been set up. You'll find detailed instructions in the below link.

Ariba Enterprise account: <https://www.bp.com/content/dam/bp/business-sites/en/global/corporate/pdfs/who-we-are/suppliers/ariba-enterprise-account-training-guide-bp-p-and-o.pdf>

Ariba Standard account:

<https://www.bp.com/content/dam/bp/business-sites/en/global/corporate/pdfs/who-we-are/suppliers/ariba-network-standard-account-training-guide-bp-p-and-o.pdf>

Specifics for PURCHASE ORDERS

Purchase Orders are issued by bp Exploration and Production (Global P&O) for approved goods or services. ***Please note, suppliers should not provide materials or services unless they have received a bp purchase order (or contract).***

Purchase orders issued by bp Exploration and Production (Global P&O) will be sent directly into the suppliers Ariba Network account – suppliers are able to define who receives notifications for new purchase orders in their account administration configuration.

bp Purchase Orders

- **Standard Line Item PO**

Used for materials or services where the scope of work, unit value, unit of measurement & quantity is defined.

- **Limit Line Item**

Used for services where the general scope of work not to exceed value is known BUT the exact detail of the services to be rendered is not defined. Limit lines will reference the unit of measure as “**LS**” – meaning Lump Sum on the PO. Limit line items may or may not include contract reference number. When a contract is referenced, the invoice must be populated by using a contract line item that is in your Ariba Catalog. The catalog available in Ariba is the catalog that is tied to the specific PO you are invoicing against. When invoicing a Limit Line without a contract, you will be required to add a line item to the invoice and manually include the information at the line level details.

- **Milestone PO**

A purchase order subject to pre-agreed materials rendered by specific milestone(s). Suppliers must invoice based on pre-determined milestone(s). An invoice amount for a milestone cannot exceed the value of line. The invoice quantity cannot exceed the PO quantity.

Note: Milestone Agreement details & dates will be found in the PO attachment. Multiple invoices are accepted per milestone if agreed between both parties.

Specifics for PO CONFIRMATIONS

PO Confirmations are mandatory for bp Exploration and Production (Global P&O) issued purchase orders. Suppliers will not be able to submit invoices until a PO confirmation has been submitted. Any questions about a purchase order should be raised with the bp Purchasing agent (Buyer) on the purchase order.

Specifics for INVOICES

This section mentions any specific transaction rule that should be observed by suppliers regarding invoices.

- **Invoice Type**

- Material line and Standard Service line – Invoice line items will be automatically populated from the PO.
- Limit line with reference to contract – Invoice line items need to be added by accessing the contract in the invoice screen (**Add/update→Add Contract/Catalog Items**).
- Limit line without reference to contract - Invoice line items need to be added manually in the invoice screen. (**Add/update→Add General Service**).

- **Taxes**

- Taxes are not supported at the header level. Please select Line level tax.
- Enter VAT ID information in company profile to ensure this is automatically populated on the invoice screen. This is mandatory for UK, Oman, and Trinidad VAT registered suppliers.
- VAT Tax is a requirement for suppliers in the North Sea, Oman, and Trinidad region. This may cause an issue if the suppliers not located in North Sea, Oman, and Trinidad. If you encounter an error that states VAT is required, please enter VAT at 0%.
- If you have an invoice with multiple tax treatments (different types or taxes, or taxes on only part of the invoice) you must have a separate invoice line for each tax treatment and add tax at the line level.

- **Attachment Requirement.**

- Attachments should be only be added at the header level of an invoice.
 - Attachment file names are limited. You cannot use more than 35 characters and special characters such as '&', '\$', '+', '#', etc.
 - Attachments should only be added at the header level of the Invoice.
 - Do not add to the line level.
 - Attachment files names should not be the same as your invoice name.
 - Use only alpha-numeric characters in your naming conventions (single spaces are allowed).
 - Attachment file names cannot contain consecutive spaces, meaning a double space or more in the file name.
 - 50 MB the maximum file size. Recommendation: should you exceed the maximum file size, please be in direct contact with bp to determine the appropriate method of submitting the large file).
 - bp does not support the following file extensions: exe, zip, dll, ini, com, bat, js, wsh, vbs.
 - Legal invoices should be attached to Ariba invoice where required by law.
 - Banking details should be included on the legal invoice where required by law.
- **Discounts:** Discounts are not supported by bp.
 - **Cost objects:** If you determine you are required to use cost objects, select the **Reference type** as “CO” and populate cost center, WBS, internal order in the **reference number** field.

HELP & SUPPORT

If you need assistance using Ariba Network, including account access and password resets, please consult the Ariba documentation or contact the Ariba Support Team directly from the Help Center.

If you have any questions about bp transactions you can also contact the bp Support Team by emailing supplier.enablement@bp.com.

www.sap.com/contactsap

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