



# 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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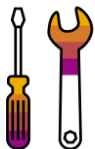


### Visit our [Supplier Training page](#)

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/](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. 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"> <li>• <b>Purchase Orders</b> POs from bp Exploration and Production (Global P&amp;O) will be sent through Ariba Network</li> <li>• <b>Purchase Order Confirmations</b> Apply against a whole PO or line items</li> <li>• <b>Invoices</b> <ul style="list-style-type: none"> <li>○ CFDI invoice</li> <li>○ Complemento de Pago/ Invoice Payment Receipt Confirmation.</li> </ul> </li> <li>• <b>Duplicate Invoices</b> 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</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Summary or Consolidated Invoices</b> Apply against multiple Pos</li> <li>• <b>Purchase Order Confirmations</b> <ul style="list-style-type: none"> <li>○ No unconfirmed quantities at the line. All quantities at the line must be confirmed or rejected.</li> <li>○ No mixed Statuses on the same line item level. Line item must be fully accepted or rejected.</li> <li>○ No unconfirmed lines. All lines must be responded to.</li> <li>○ No Back Orders allowed</li> </ul> </li> <li>• <b>Header Level Credit Memos</b> The Header Level Credit Memo feature is not supported by from bp Exploration and Production (Global P&amp;O)</li> <li>• <b>Invoicing for Purchasing Cards (P-Cards)</b> An invoice for an order placed using a purchasing card</li> <li>• <b>Ship Notices</b> Apply against PO when items are shipped</li> <li>• <b>Service Sheets</b> Apply against a PO referencing a service line item</li> </ul>

## 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.

#### **bp Exploration and Production (Global P&O) Mexico Local suppliers - English**

<https://www.bp.com/content/dam/bp/business-sites/en/global/corporate/pdfs/who-we-are/suppliers/bp-mexico-local-suppliers-tax-invoicing-guide-english.pdf>

#### **bp Exploration and Production (Global P&O) Mexico Local Suppliers – Spanish**

<https://www.bp.com/content/dam/bp/business-sites/en/global/corporate/pdfs/who-we-are/suppliers/bp-mexico-local-suppliers-tax-invoicing-guide-spanish.pdf>

#### **bp Exploration and Production (Global P&O) Mexico Non-Local Suppliers**

<https://www.bp.com/content/dam/bp/business-sites/en/global/corporate/pdfs/who-we-are/suppliers/bp-mexico-non-local-suppliers-tax-invoicing-guide-english.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.

## 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**

### CFDI XML invoices

- **Legal Validations** – Suppliers can upload their approved CFDI invoices in Ariba Network. Basic validations are performed. If there are errors, results and details are provided for users to take proper action.
- **Upload PDF** – User should upload a pdf including Mexico local content and supporting documentation.
- **Invoice enrichment** – Users can enrich their CFDI invoices by adding business references. The document is transformed into Cxml including the references entered.
- **Review & Submit** – through Ariba network.

Please note that the CFDI process is not changing. Create the CFDI as you do today. Please remember to reference the correct 'Part Number' on the CFDI, from the Pricebook. If you do not have the Pricebook/Part Number information, please contact your Contract Owner.

- **Mexico Supplier local content template**

<https://www.bp.com/content/dam/bp/business-sites/en/global/corporate/xlsx/suppliers/mexico-supplier-local-content-template.xlsx>

- **Invoice Line:** Enter the invoice line number.
- **Total Local Content Amount:** This represents the total Local Content amount for each line item in Pesos (CNS and CNB).
- **Local Content Services:** This represents the total Local Content amount from SERVICES (CNS: Contenido nacional en servicios) for each relevant line item of the invoice in Pesos.
- **Local Content Material:** This represents the total Local Content amount from GOODS (CNB: Contenido nacional en bienes finales) for each relevant line item of the invoice in Pesos.
- **Category Code:** Suppliers are responsible for selecting the appropriate code from the P&O Global Catalog

Please save the Mexico local content template with above information and convert to PDF and merge with the supporting documentation

- **Purchase Order Number** – must entered for all invoices in the enrichment screen.
- **Purchase Order line reference** – line item reference number must be entered in the enrichment screen.
- **Service Start Date and end date** - the date the service began – cannot be in the future and end date.
- **Complemento De Pago/Invoice Payment Receipt Confirmation**
  - **Legal Validations** – Suppliers can upload their approved CFDI payment receipt in Ariba Network. Basic validations are performed. If there are errors, results and details are provided for users to take proper action.
  - **Upload PDF** – PDF will be automatically generated therefore no requirement to upload anything.
  - **Review & Submit** – through Ariba network.

## 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](mailto:supplier.enablement@bp.com)

[www.sap.com/contactsap](http://www.sap.com/contactsap)

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