



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 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

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'S 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 will be sent through Ariba Network • Purchase Order Confirmations Apply against a whole PO or line items • Ship Notices Apply against PO when items are shipped • Service Sheets Apply against a PO referencing a service line item • Invoices <ul style="list-style-type: none"> ○ PO Invoices Apply against specific line items from a single purchase order ○ Contract Invoices Apply against contracts • Credit Invoices/Credit Memos Item level credits; price/quantity adjustments 	<ul style="list-style-type: none"> • Summary or Consolidated Invoices Apply against multiple POs • Invoicing for Purchasing Cards (P-Cards) An invoice for an order placed using a purchasing card • 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 • Paper Invoices bp will no longer accept paper PO or Contract invoices for purchase orders issued via the Ariba Network and requires invoices to be submitted electronically through Ariba Network • Header Level Credit Memos The Header Level Credit Memo feature is not supported by bp

SETTING UP YOUR ACCOUNT

This section covers what needs to be set up in the Ariba Network account as minimum requirements in order to successfully transact with bp.

Suppliers can register on the Ariba Supplier Network using either a free 'Standard' account or a subscription based 'Enterprise' account. If a supplier accepts an invite from bp by logging into an existing Enterprise account all purchase orders from bp 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](#).

- Complete your profile
- Configure your email notifications
- Configure your enablement tasks
- Configure Electronic Order Routing method and notifications
- Configure Electronic Invoice Routing method and Tax Details
- Configure your Remittance Information and payment methods
- Set up a test account

TRANSACTIONING ON ARIBA NETWORK

This section mentions the specifics of transacting with bp on Ariba Network once your account has been set up. You'll find detailed instructions in the Transacting section of the [Supplier Training Page](#).

Specifics for PURCHASE ORDERS

Purchase Orders are issued by bp for approved goods or services - suppliers should not provide materials or services unless they have received a bp purchase order (or contract). Any tax values displayed on the bp purchase order are an estimate for information only - it is the responsibility of the supplier to determine the actual tax types / values as part of the invoicing process. Purchase orders issued by bp 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.

Specifics for PO CONFIRMATIONS

PO Confirmations are mandatory for bp issued purchase orders - suppliers will not be able to submit service sheets and/or invoices until a PO Confirmation has been submitted. Any questions about a purchase order should be raised with the bp requestor detailed on the purchase order.

Specifics for SERVICE SHEETS

Service Sheets are mandatory for bp issued service purchase orders – suppliers will not be able to submit service invoices until a service sheet has been submitted and approved by bp. Service sheets should be submitted as soon as possible after a service has been provided to bp at an interval agreed with the bp service requestor (you should not wait until you are ready to invoice before submitting the service sheet).

Specifics for SHIP NOTICES

Ship notices are optional for bp issued material purchase orders.

Specifics for INVOICES

This section mentions any specific transaction rule that should be observed by suppliers regarding invoices. Detailed instructions on how to perform multiple types of invoicing are available on our [Supplier Training Page](#), under the *Invoicing* section.

- **Invoice Number** must be unique and a maximum length of 16 characters entered in upper case format.
- **Tax data** is only accepted at the line item level of the invoice.
- **Additional charges** should be added at cost (excluding tax) and the tax value for the charge added to the separate “charge tax” field provided.
- **Master Data Updates** any changes to supplier name / addresses or bank account information should be communicated to bp so that the relevant systems can be updated.

WARNING - Do not set the “**Information Only**” flag on your invoice unless you have already received payment for the invoice you are submitting. Setting this flag will stop the invoice being processed / paid in the BP system.

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 suppliersupport@bp.com

www.sap.com/contactsap

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