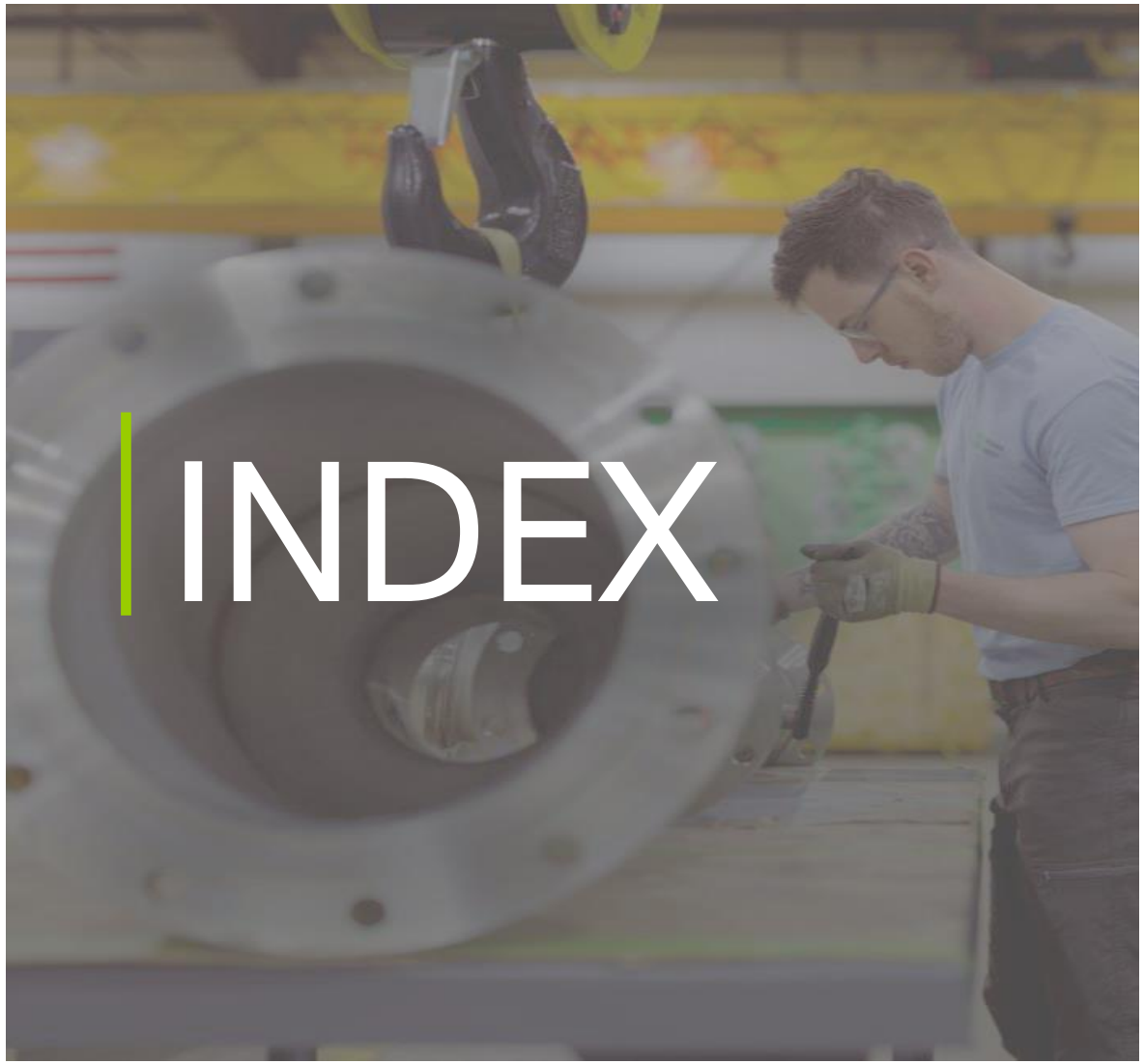
Supplier Buying Channel Guide

Invoice Against Contract



Finance

AGENDA



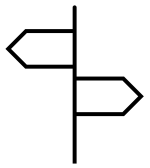
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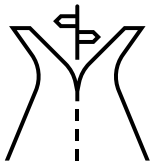
Introduction



Objective of bp– Bp is striving towards digitising and automating its processes within the SAP Business Network (formerly known as the Ariba Network) to enhance and simplify the way we do business with you. We are transitioning to new, category-specific buying channels to increase automation and reduce complexity which will ensure price compliance and mitigate risk

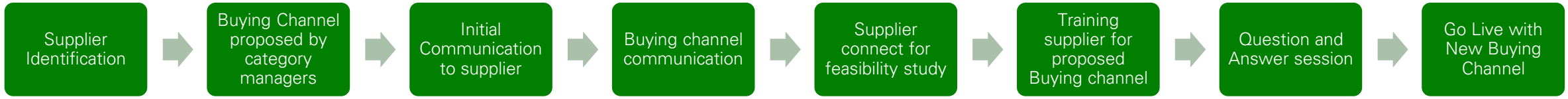


Buying Channel – Buying Channel simplifies procurement processes for bp by guiding users to the right items or services from preferred suppliers. It's designed to enhance the buying experience by providing a consumer-like shopping experience that adheres to bp's procurement policies, compliance, ensures compliance, controls costs and maintains preferred vendor relationships.



Buying Channel Switch – Buying Channel switch refers to the process of changing or upgrading the way in which bp purchases goods and services. This initiative aims to boost digital adoption through the introduction of new buying channels that automate and streamline procurement activities, thereby reducing inefficiencies, mitigating risks, shortening cycle times, and enhancing the user experience.

Sequence of Activities



Next Steps: The following documentation will provide an overview on the Invoice Against Contract enablement process

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Buying Channel Overview

Buying Channel is a Combination of Navigation steps, Content, Contract , Policies and Approvals.

It guides users on **HOW** to buy goods and services.

- Provides the consumer like experience for the employees.
- Can be catered to specific category, suppliers, User groups etc to get any item or services easily.
- Can be configured for displaying "Recommended Items", Specific buying channels to enhance User experience.
- Provides centralized location to the users for their procurement needs.

Buying Channel Types

1. Catalogue
   a. Internal b. External
   c. Punchout d. Spot-buy
2. Quick Quote
3. Goods PO
4. Service PO
5. Invoice Against Contract
6. Non-PO Invoice
7. Purchasing Card (P-card)
8. Fieldglass

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2. Types of Buying Channels

1. Catalogue

Organized list of goods and services available to its potential buyers.

a. Internal Catalogue

Maintained by BP, Suppliers can easily create order confirmations and invoices.

b. External Catalogue

Supplier maintains & updates catalogue which is routed to BP for approval.

c. Punchout

Maintained by Supplier, Provides real time catalogue information.

d. Spot buy

Online marketplace with multiple supplier catalogues curated by marketplace host

2. Goods PO

Allows requestor to select supplier and manually describe what they want to purchase (goods)

3. Service PO

Allows requestor to select supplier and manually describe what they want to purchase (service)

4. Quick Quote (goods and services)

Allows request for quotes within Ariba (can be self-service, assisted by procurement or completely sourced by procurement)

5. Invoice Against Contract

Uses a contract set up in Ariba as the buying tool and doesn't require a PO

6. Non-PO Invoice

It is used for specifics and approved categories when there is no contract or PO to match with the invoice

7. Purchasing Cards (P-cards)

Business approval are managed with predefined controls making the payment simpler and faster

8. Fieldglass

It's a vendor management system compatible with Ariba used to source a contingent workforce or services requiring a statement of work (SOW)

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3. Invoice Against Contract (IAC)

IAC uses a contract set up in Ariba as a buying tool and doesn't require a PO.

KEY FEATURES

- Highly automated buying experience.
- Minimal intervention required from procurement once the contract is set up.
- Employees dealing with Non-PO categories don't need to set up and outline agreement.
- Users engage with procurement for preparing contract.
- A goods receipt or invoice approval is required for each transaction.
- Drives improved contract compliance and visibility.

TYPES OF CONTRACTS

1. Item Level contract: Line Level contract.

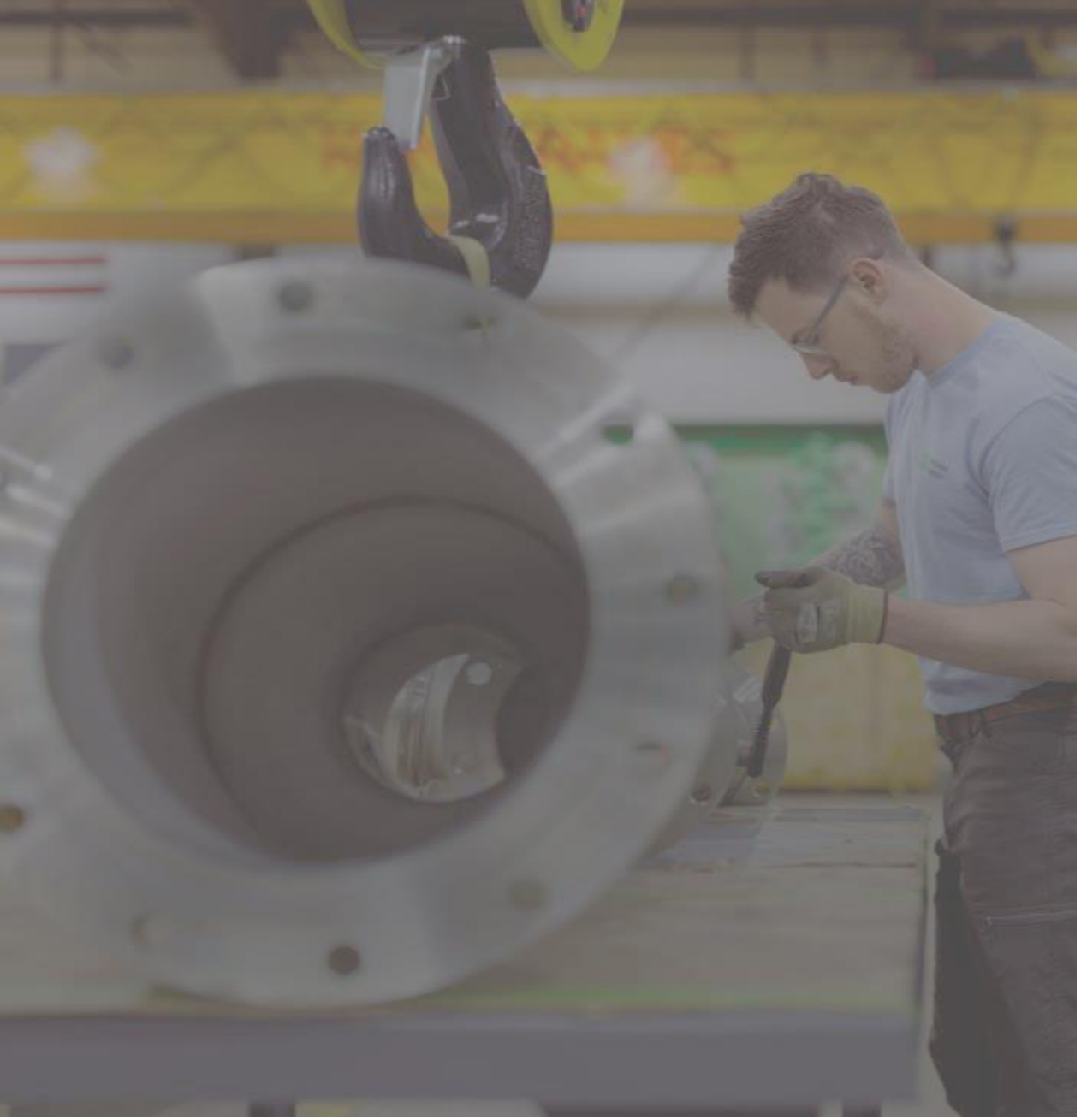
RESOURCES

Supplier Portal – Raise support requests here.

SupplierSupport@bp.com – Email Support Mailbox for support if you are new to BP and don't have access to supplier portal yet

SAP Business Network Supplier Onboarding pack

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4. bp Invoice Against Contract

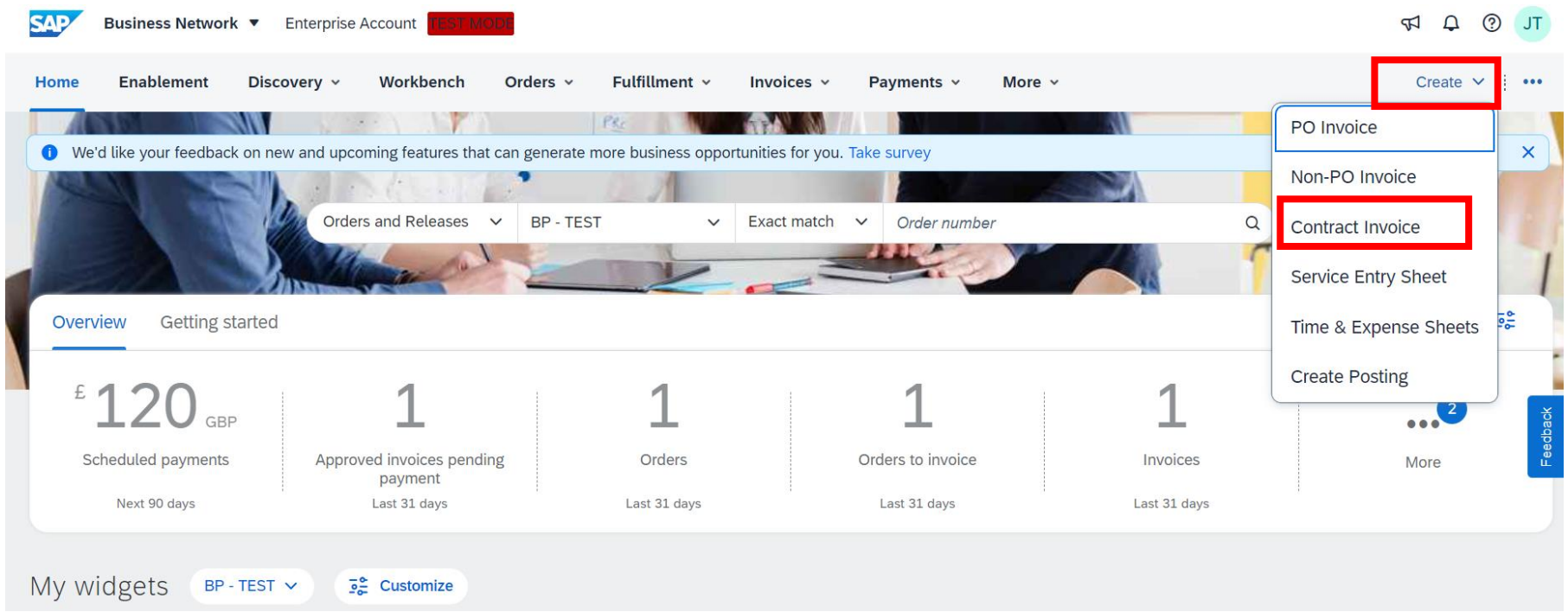
The following guidelines will help to ensure that suppliers can submit an invoice directly against a contract issued by bp.

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4.1 Create Contract Invoice

4.1.1 Login to SAP Business Network Supplier (ariba.com)

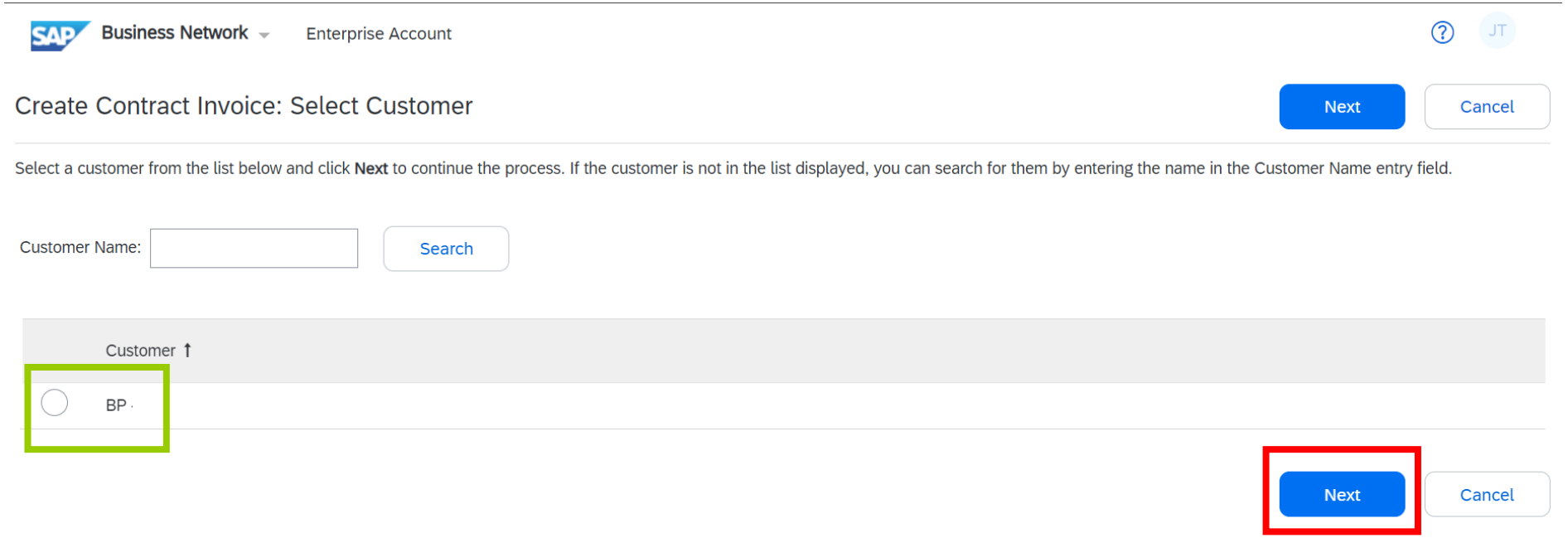
4.1.2 From the home screen within your SAP Business Network account, select the **Create** dropdown menu and select **'Contract Invoice'**.



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4.2 Select bp from the Customer List

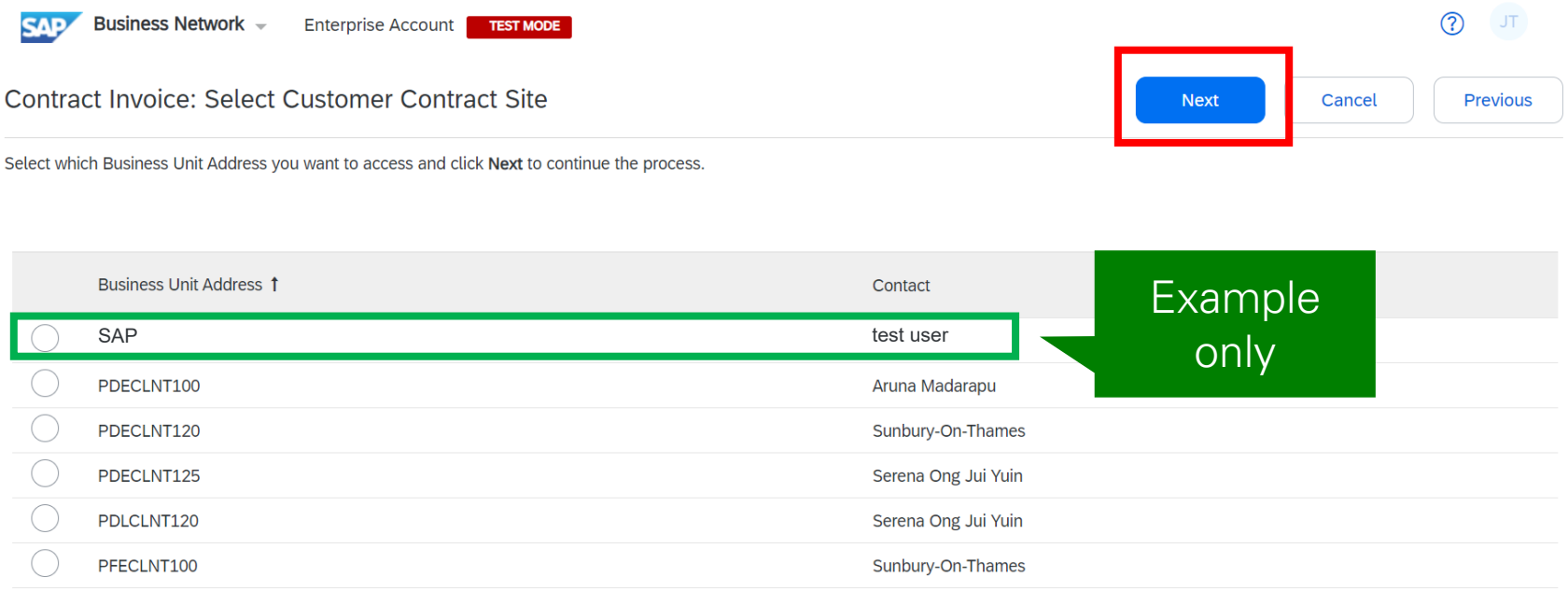
4.4.1 If you supply to multiple customers, first select **'bp'** from the list then click **Next**.



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4.2 Select bp from the Customer List

4.4.2 Select the relevant **Contract site** and click **Next**

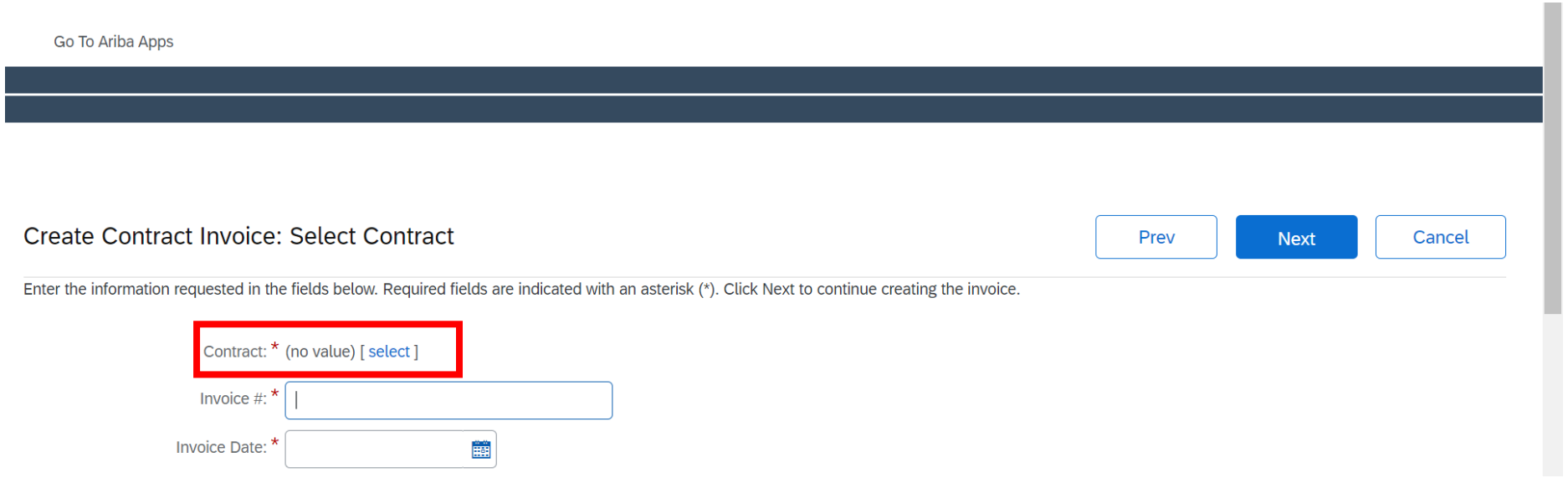


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4.3 Select the Contract to Invoice (1/2)

4.3.1 On the **Invoice Entry page**, click the **down arrow** in the **Contract field**. If the contract you are looking for is shown, click it.

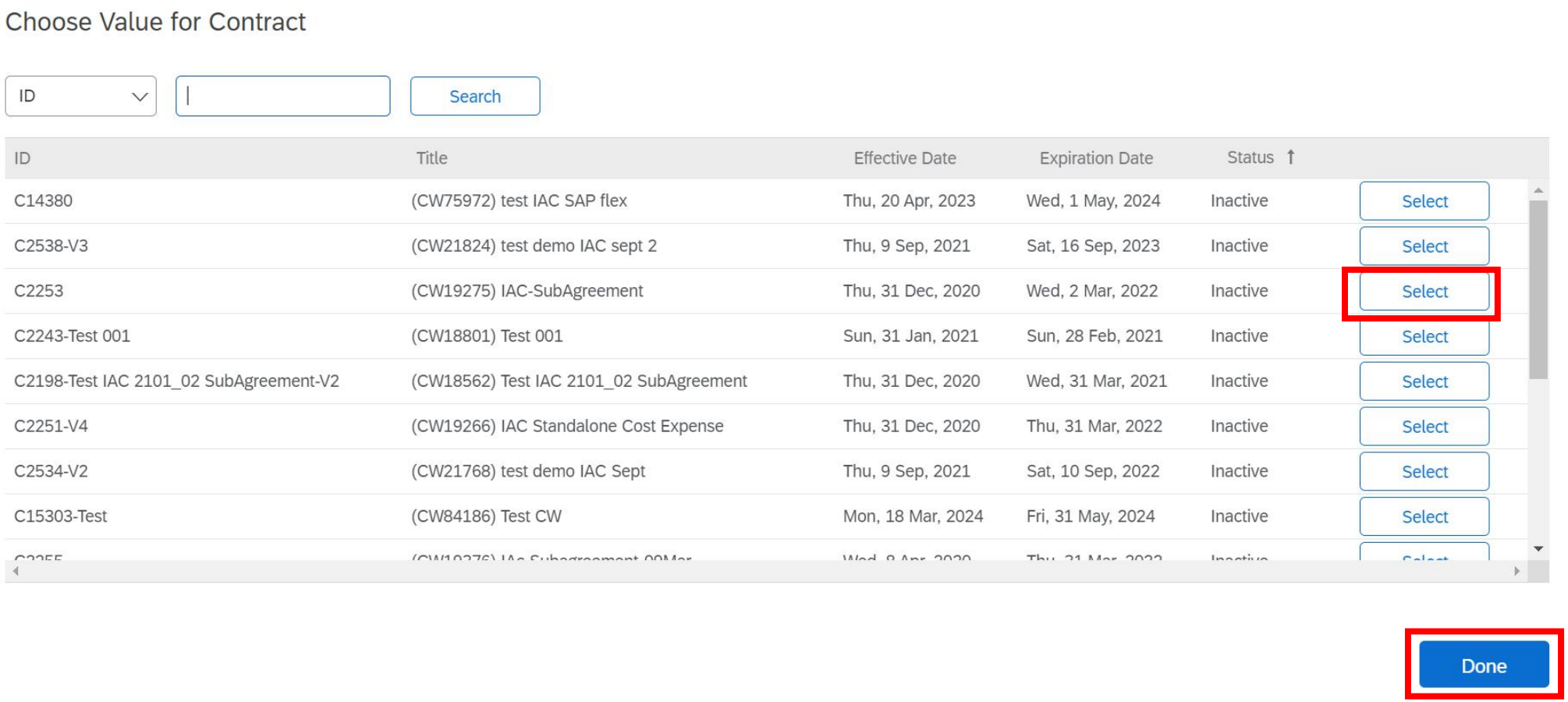
If you do not see the contract you need, click **'Select',** which opens the contract chooser to display all available contracts.



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4.3 Select the Contract to Invoice (2/2)

4.3.2 Click **Select** next to the contract you wish to invoice and then click **Done**.

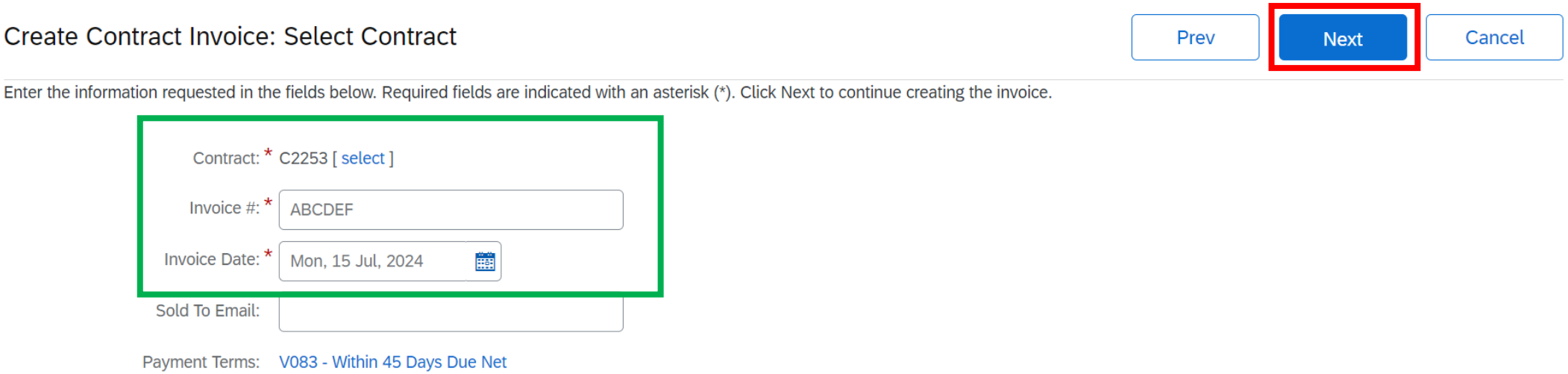


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4.4 Enter Invoice Details (1/8)

Enter the invoice information into the invoice form as follows:

4.4.1 Enter data in all required fields with a red *. Fill in any optional fields as needed, then click **Next**.



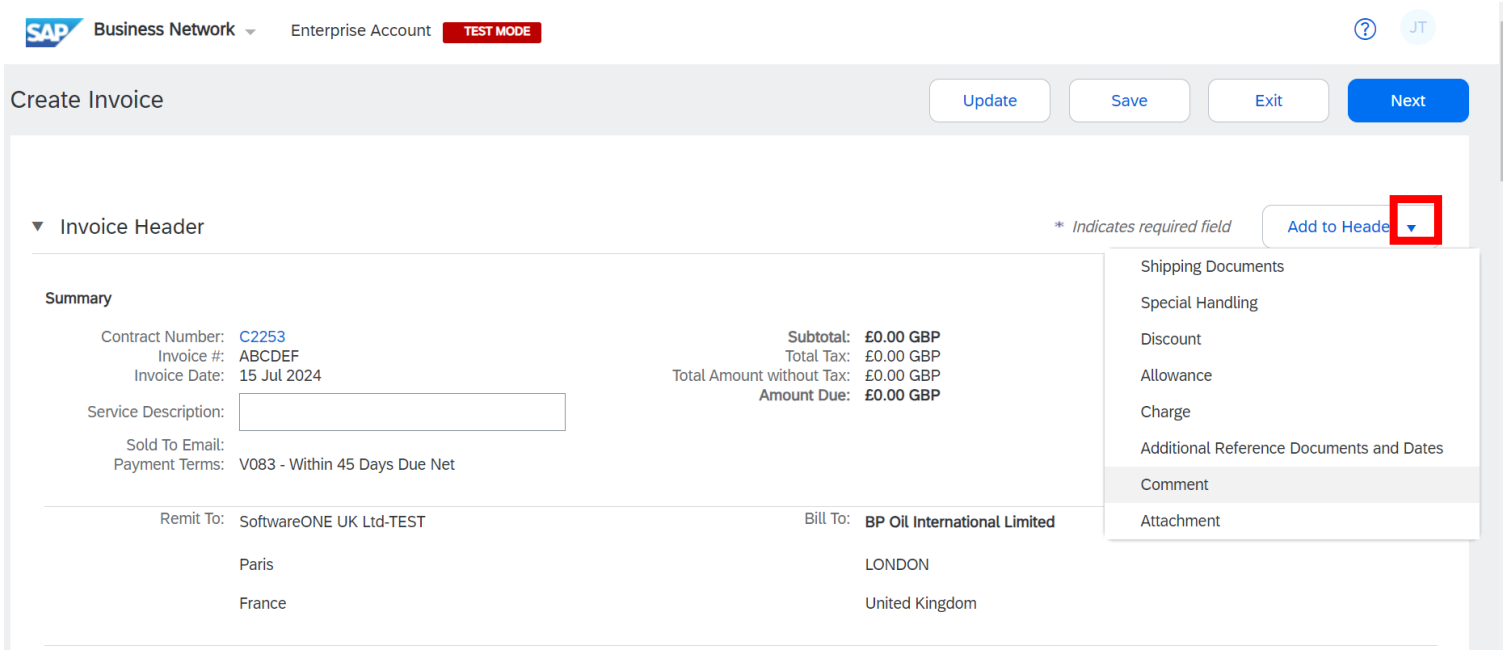
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4.4 Enter Invoice Details (2/8)

4.4.2 In the **Invoice Header** section, click the drop-down arrow on the **Add to Header** button.

This lets you add sections to enter tax, shipping, special handling, discount, comments, and attachments at the header level.

Note: This is optional and up to each supplier to use if they require.

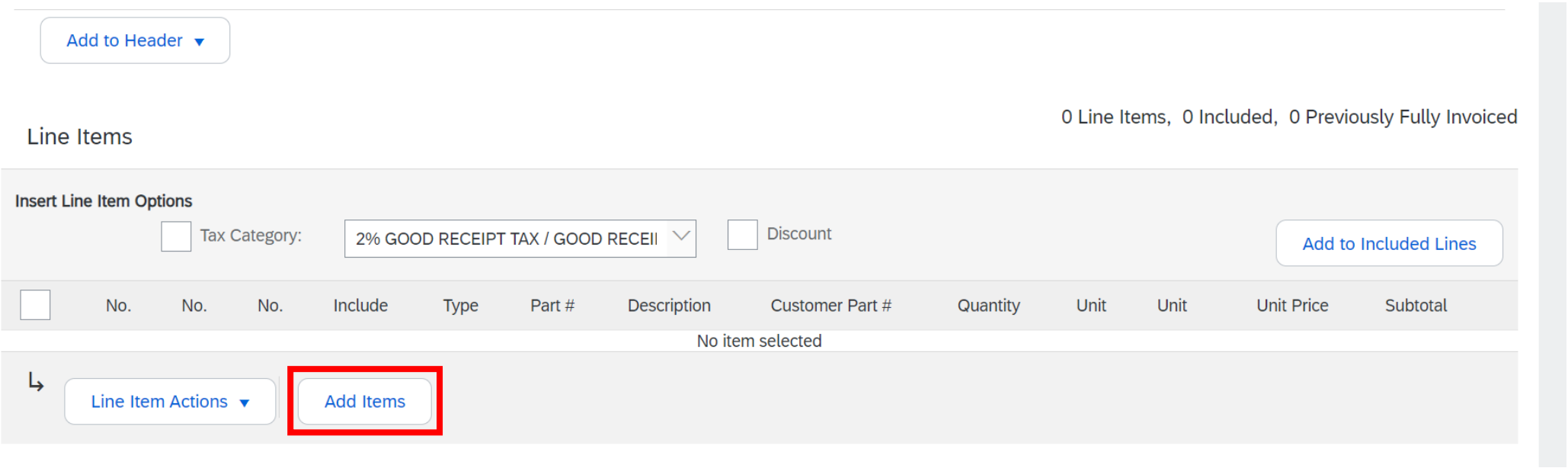


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4.4 Enter Invoice Details (3/8)

4.4.3 In the **Line Items** section, click **Add Items** to select items from the catalogue to invoice.

You can also click the **Line Item Actions** button and add non-catalogue items as required.



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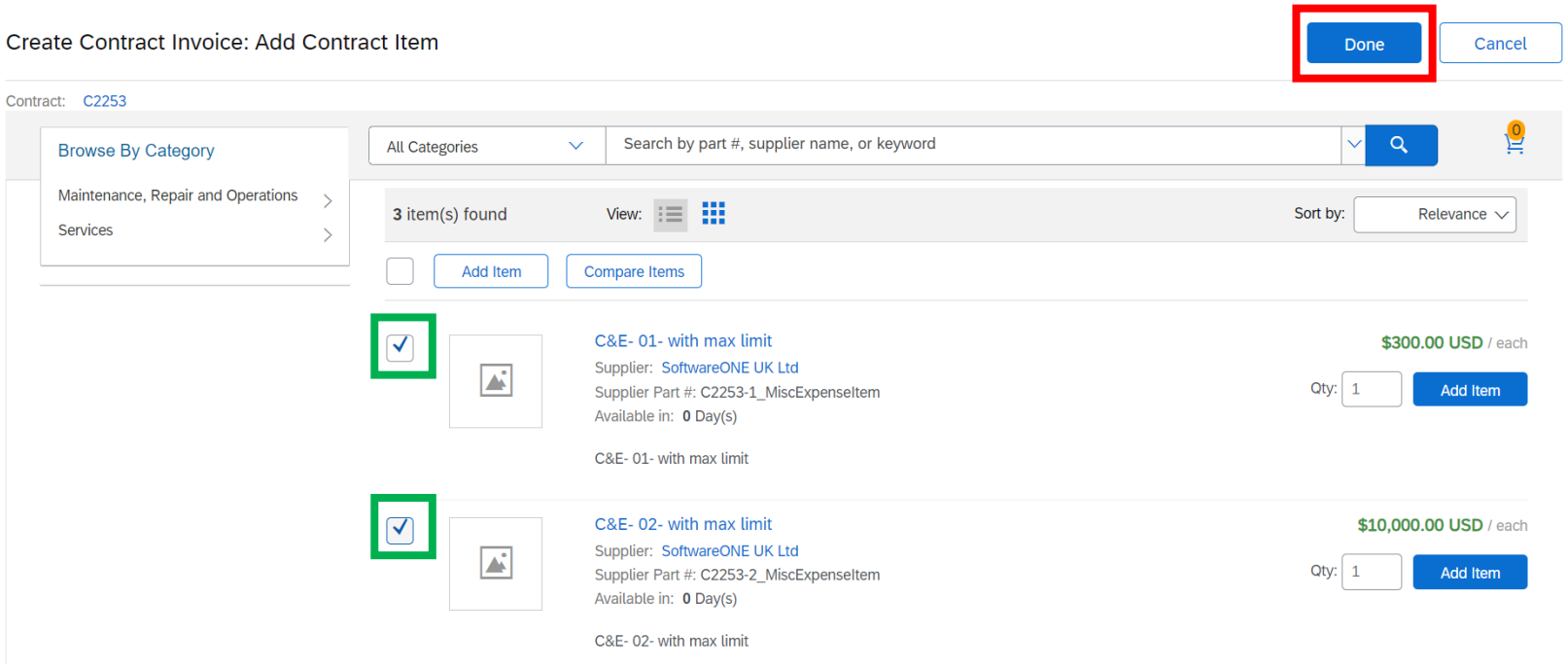
4.4 Enter Invoice Details (4/8)

4.4.4 Click the check box for each item you wish to include on this invoice.

Make sure to update the **Qty** and then click **Add Item** on each item you are adding.

Click **Done** when finished.

*Note: If no items are visible to click, please follow the instructions from SAP **here**.*

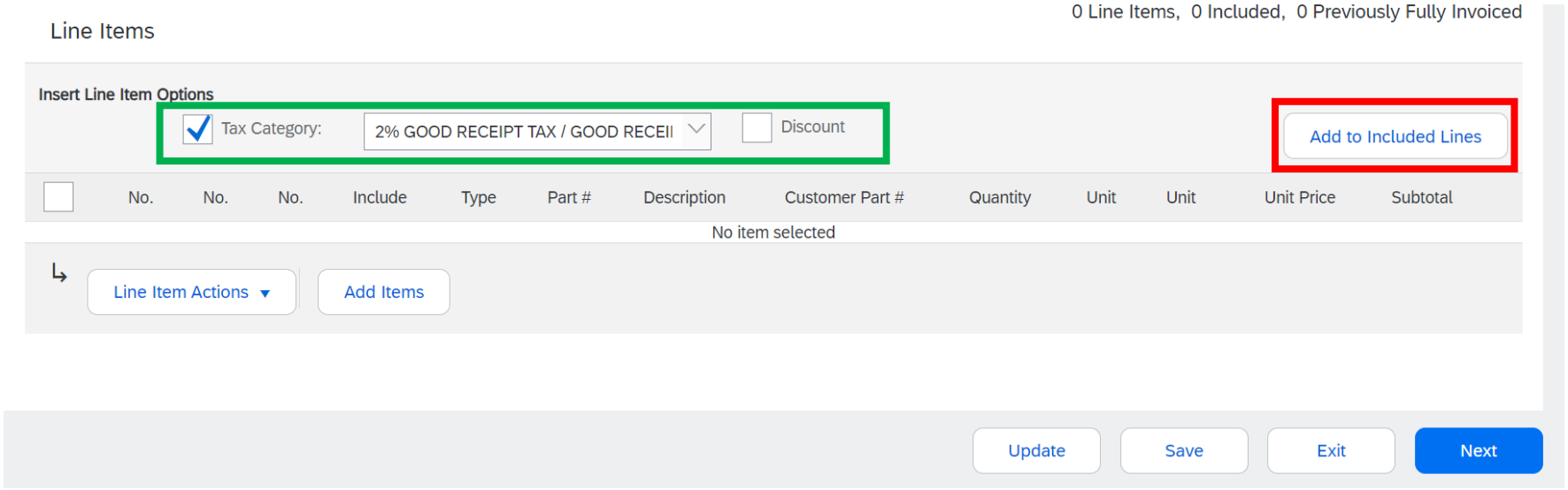


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4.4 Enter Invoice Details (5/8)

4.4.5 Click the check box next to each line item you would like to add additional details, such as line level tax, line level discounts, line level special handling charges, etc. Then click the **Add to Included Lines button**. This will add these to each line that is selected.

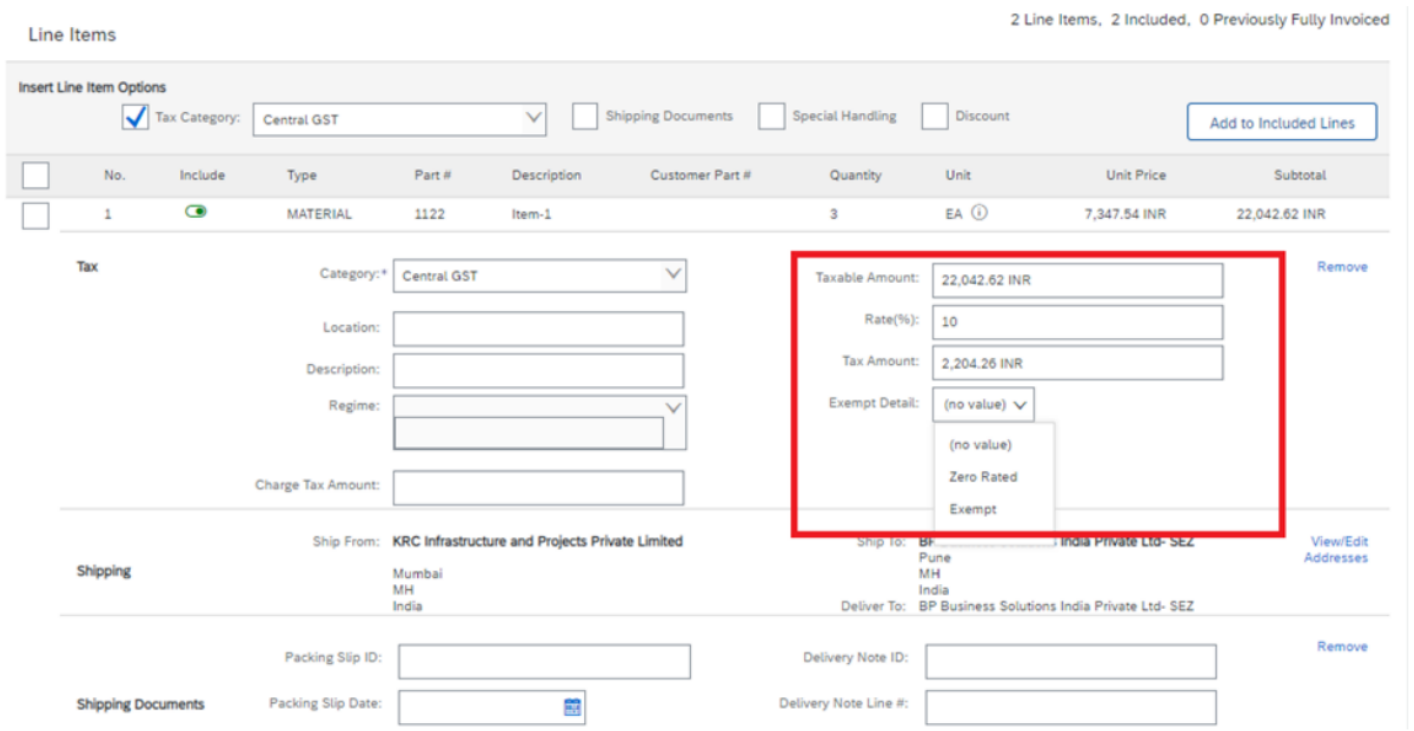
Use this when you need to vary the additional data by line. If not required, perform this action at the **Invoice Header** level above in **step 4.4.2**.



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4.4 Enter Invoice Details (6/8)

4.4.6 Fill in the additional information in these added fields, including the **percentage** of tax in the **Rate (%)** field (unless no tax is applicable then type **'0'** and select **Exempt** from the **Exempt Detail** field).

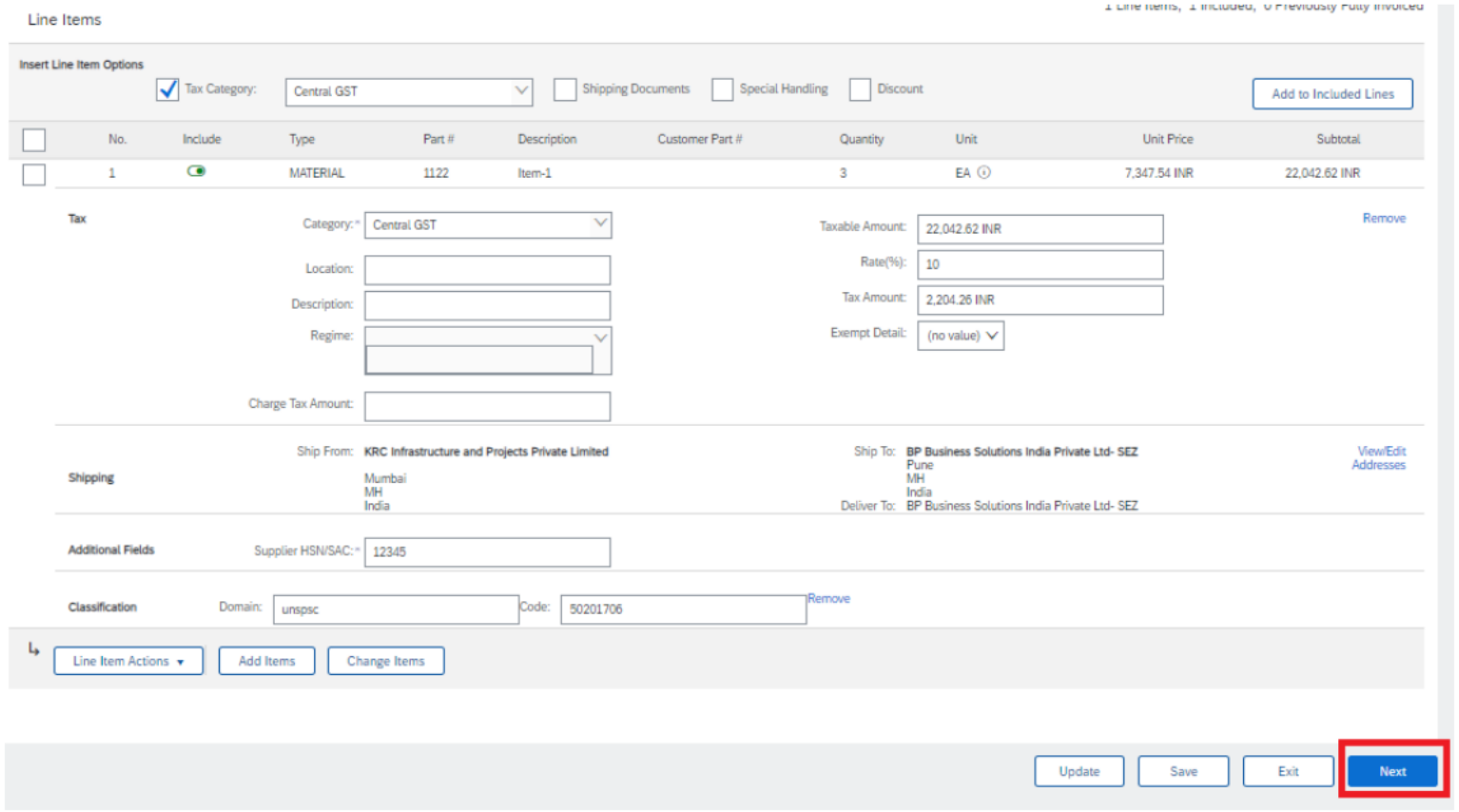


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4.4 Enter Invoice Details (7/8)

4.4.7 Where required to confirm service receipt, **'signatures'** on supporting documentation includes legible hand-written signatures and electronically verified signature stamps (e.g., DocuSign).

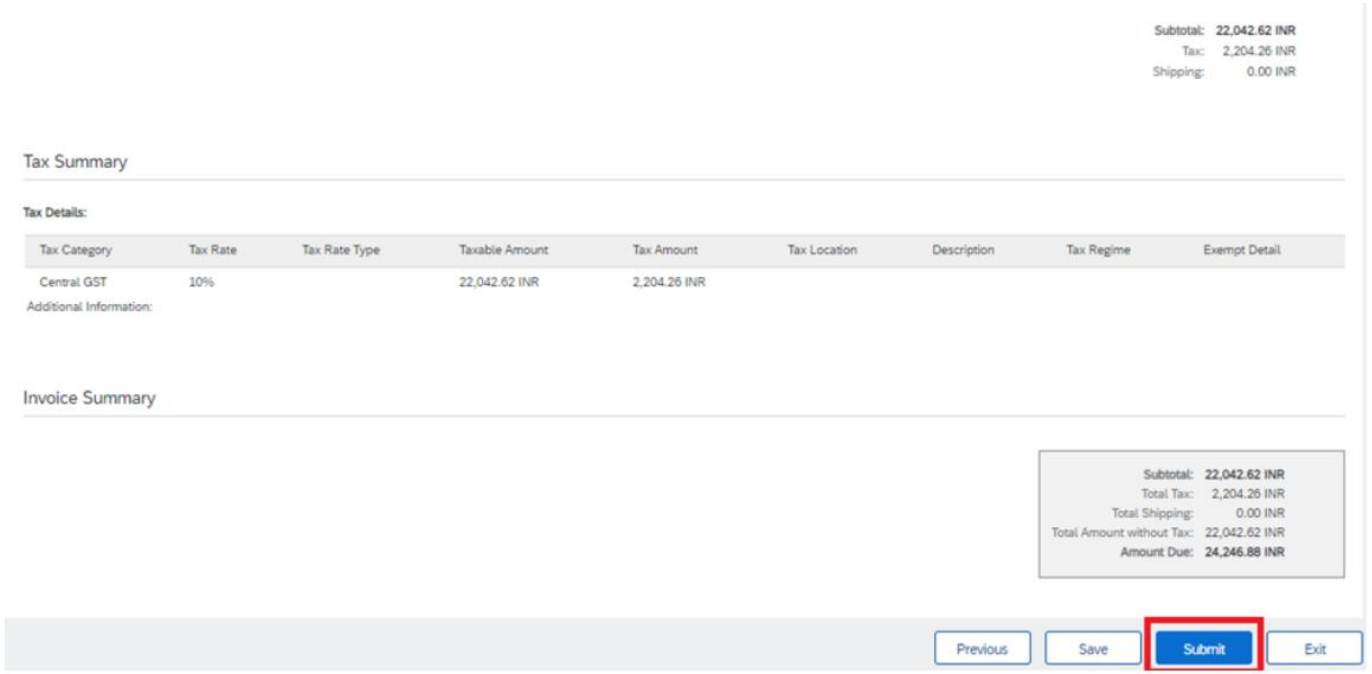
4.4.8 When you are ready to submit the invoice to your customer, click **Next** to review the invoice before submitting.



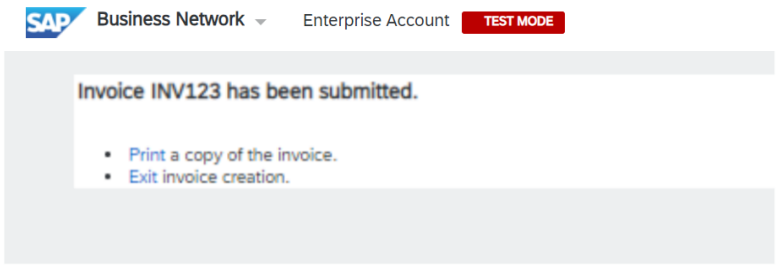
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4.4 Enter Invoice Details (8/8)

4.4.9 When you have reviewed all the information and everything is correct, click the **Submit** button to send your invoice to bp.



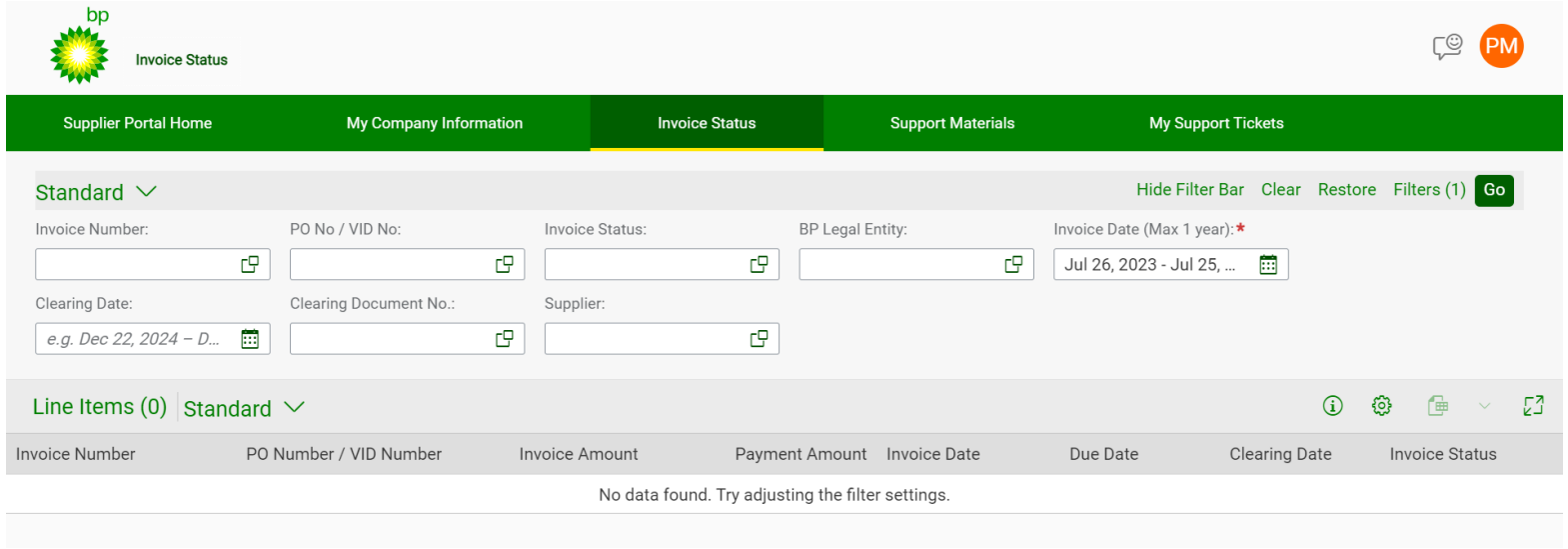
4.4.10 After you have submitted your invoice, feel free to **Print** this invoice or **Exit** the invoice creation stage.



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Invoicing FAQs

- How do I know when my invoice is going to be paid?
  Please register to use bp's supplier portal for read-only access to real time invoice status.
- Where is remittance information located in the portal or will it be emailed?
  A notification will be generated via email to the recipients noted under the supplier's company settings in the SAP Business Network. This notification will contain a link to the respective remittance advice that can be viewed within the SAP Business Network.
- How do I check my invoice status? (e.g. due date, approved, rejected?)
  Please register to use bp's supplier portal for read-only access to real time invoice status. Refer this guide for detailed steps:



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Purchase Order FAQs

I have not received an order from bp, what should I do?

Please contact the bp representative, with whom a supplier has contracted work, to confirm if an order has been created.

What happens if the interactive email has been misplaced or deleted?

Log in to your SAP Business Network supplier portal

- Click on the ‘orders’ tile.
- Check the list of POs displayed (if the PO is not displayed in the list please ensure you change the date filter to the date range that includes the date the PO was initially sent to you).
- Go to the ‘actions’ column for the PO you want to resend and click the 3 dots ‘…’ and select ‘send me a copy’.

If you are unable to locate the order using the search parameters, contact the bp supplier helpdesk and request the order to be resent.

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Supplier Buying Channel Guide

Invoice Against Contract

THE END

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