

Entering the same exchange rate in SAP Business Network (Ariba) as in your original invoice.

This information is relevant for **transactions involving different currencies only**.

To ensure a smooth process for returning the VAT amount to your account, we encourage suppliers **to verify and update the VAT amount to match the original invoice** when submitting via SAP Ariba.

What should you do?

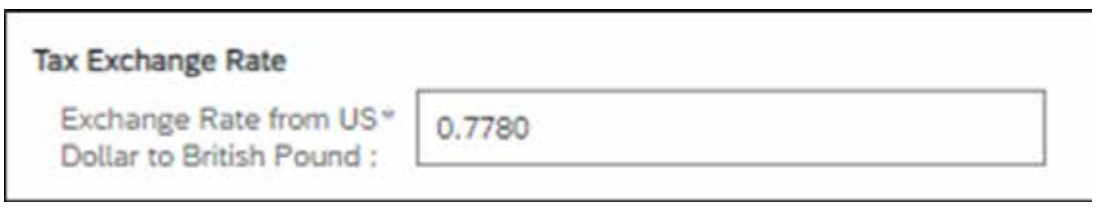
Step 1:

Verify the exchange rate and the rate of VAT on your original invoice.



Step 2: **Log in to SAP Ariba** and follow the instructions to submit your invoice.

Step 3: When submitting the invoice, **check the tax exchange rate field under the 'Supplier VAT' section** and update it to **match your original invoice**.



Step 4: **Click 'Submit'**

*Note: If the **original invoice copy does not include the exchange rate**, the supplier should **key in the same rate that was used to calculate the GBP VAT amount** on the original document, **into 'Supplier VAT' section** in SAP Ariba.*

Your cooperation in updating the tax exchange rate as needed will help us expedite the payment process. Thank you for your support.

For any questions, please visit the bp Supplier Portal.