SAP Business Network onboarding pack for bp suppliers



December 2025

Welcome to bp

At bp, we are committed to establishing transparent, ‘fit-for-purpose’ and reliable trading relationships with our suppliers.

Prior to trading with bp, it is important that you reach-out to your bp procurement or bp business representative to ensure that you understand our preferred channels of trade and your obligations as a Supplier.

The following pack provides information on the onboarding and enablement of third-party suppliers of goods and services for the bp business globally. This includes supporting information on SAP Business Network, expectations when transacting with bp and other related resources to support suppliers.





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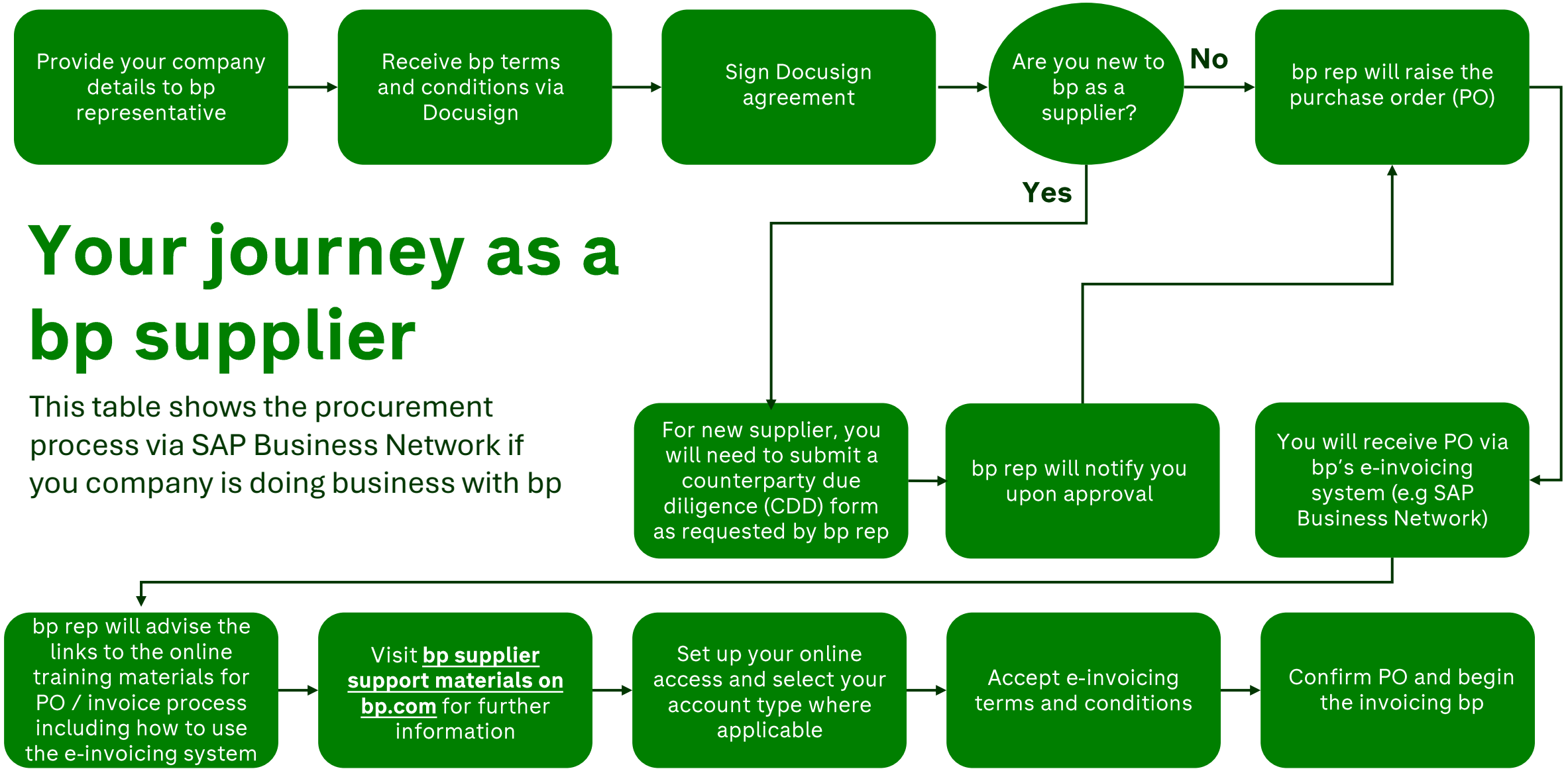
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Your journey as a bp supplier

This table shows the procurement process via SAP Business Network if you company is doing business with bp



What is SAP Business Network (SBN)?

It is a web-based marketplace for suppliers to interact with bp for the exchange of transaction-based documentation related to the supply of bp goods and/or services.

All suppliers are **recommended** to transact with bp via the SAP Business Network

To visit SAP Business Network, please click the link or scan the QR code

go.bp.com/orwhO

Types of accounts

SAP Business Network offers two different account types, each with its own benefits – click **here** for more details.

Standard account (no fees)

Enterprise account (fees apply)

To view pricing for SAP Business Network supplier account and its benefit, please click the link or scan the QR code

go.bp.com/nFVZB

Start your journey to transact with bp via SAP Business Network (SBN)

Have you received a PO from bp before?

No, I **haven't** received any PO from bp

Look out for the notification email containing the process order button

Click on the **"Process order"** button in that email and you will be directed to the SBN login page

Do you have an existing SBN account?

Yes, I have an existing account

Login into SBN by using the existing ANID credentials

No, I don't have an account

Create a new account (click link or scan QR code to watch the tutorial

Yes, I **have** received a PO from bp previously

Login into the SBN

Click link below or scan the QR code to login

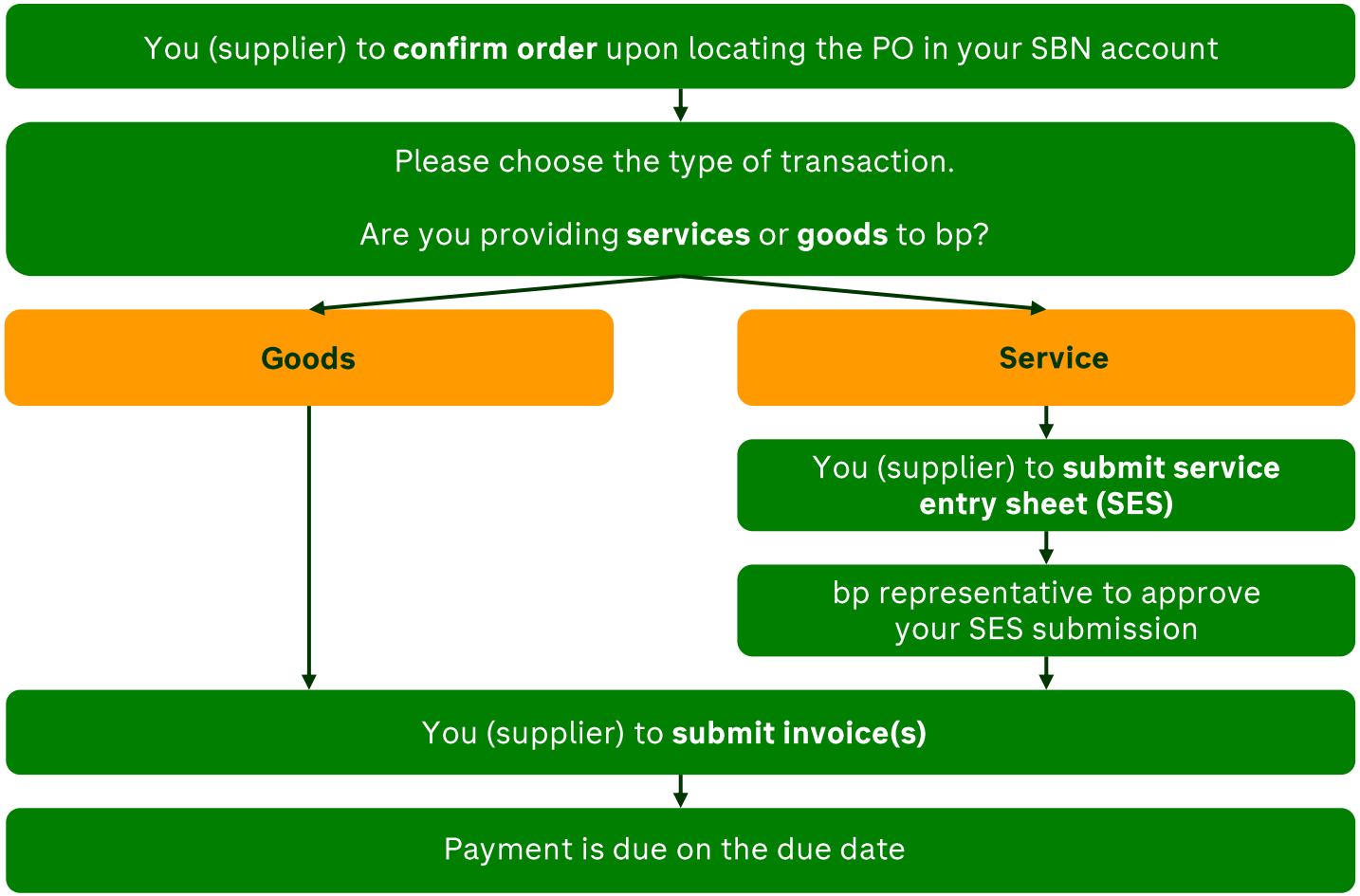
go.bp.com/orwhO

Search for the PO that's visible in your SBN account

Proceed with the procurement process in the next page

Procurement process after you set up an account

Below are the procurement steps after you have created an account in SAP Business Network. Please note where your actions are required.



Learning materials

To access the learning materials on bp.com, please click the link or scan the QR code.

go.bp.com/iY0CB



Choose tiles below to continue your learning

I **have an account** on the SAP Business Network, and after logging in, I can view all purchase orders.

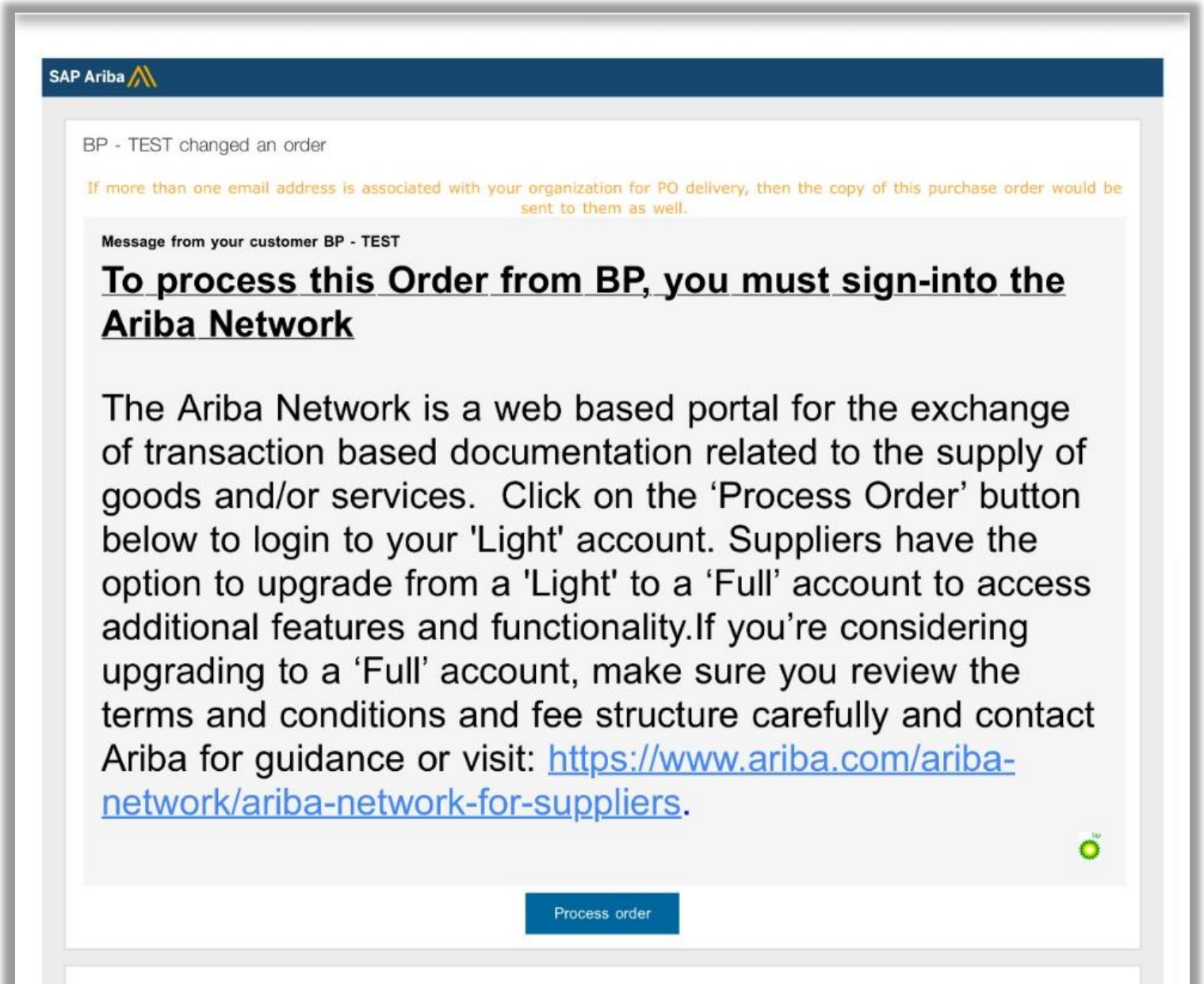
I **don't have** an SAP Business Network account.

Registration and account setup

When bp releases the first PO for your company, you will receive an email from ordersender-prod@ansmtp.ariba.com.

Please **action on this PO** and ensure all emails from sap.com are on your safe list, so these emails avoid your junk/spam filters.

Purchase order (PO) emails are sent to the address registered in the bp vendor master data. If you would like to update your email address, please visit bp Supplier Portal and submit a ticket to the bp Supplier Support team.


SAP Ariba

BP - TEST changed an order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Message from your customer BP - TEST

To process this Order from BP, you must sign-into the Ariba Network

The Ariba Network is a web based portal for the exchange of transaction based documentation related to the supply of goods and/or services. Click on the 'Process Order' button below to login to your 'Light' account. Suppliers have the option to upgrade from a 'Light' to a 'Full' account to access additional features and functionality.If you're considering upgrading to a 'Full' account, make sure you review the terms and conditions and fee structure carefully and contact Ariba for guidance or visit: https://www.ariba.com/ariba-network/ariba-network-for-suppliers.

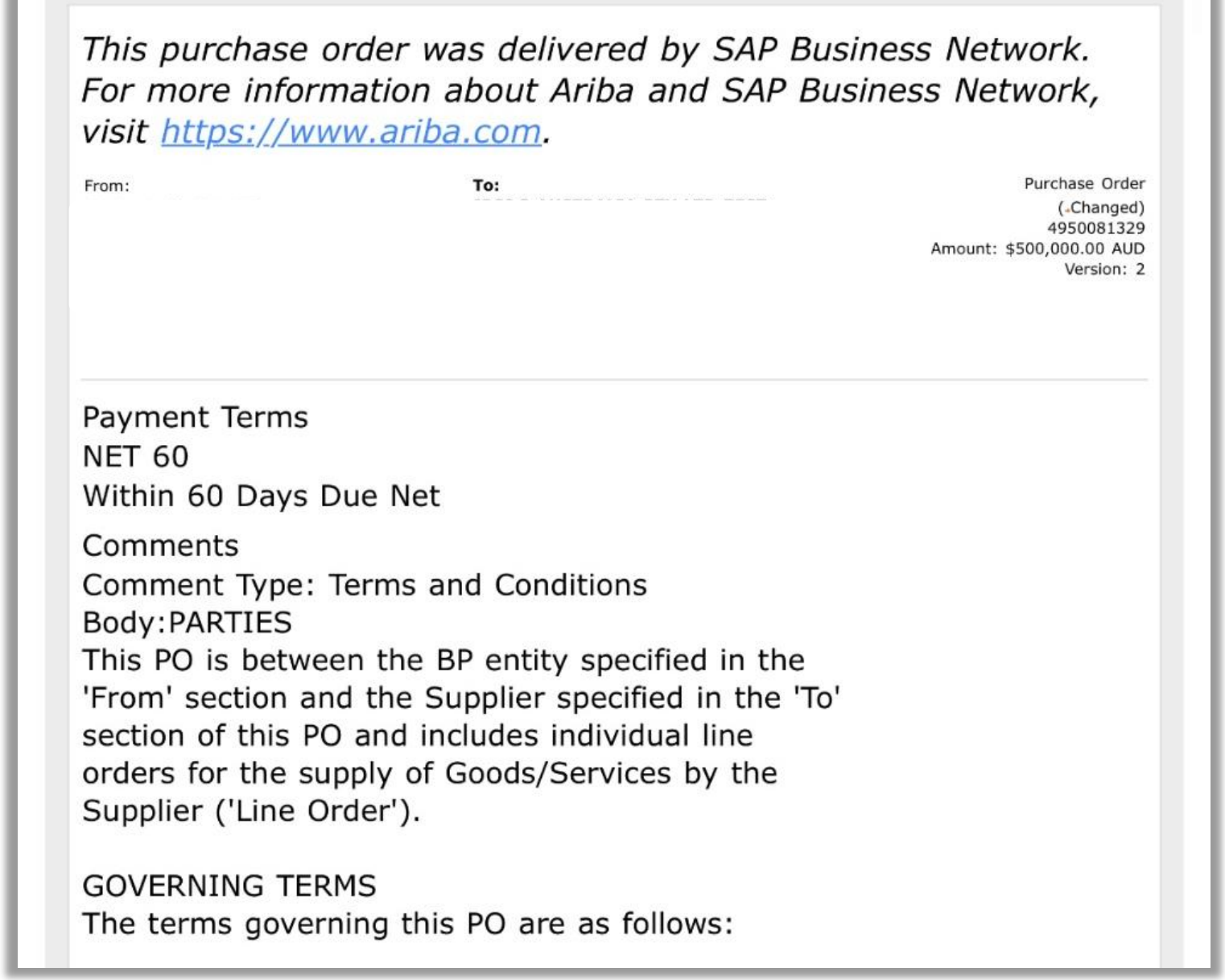
Process order

When you receive your first PO, you will have the following options:

Use an existing SBN account
If you have an existing account, you can connect it to bp by using those account login credentials. Please keep in mind that fees will apply if your existing account is an Enterprise account.

Create a new SBN account
If you do not have an existing account or wish to have a unique SBN account for transacting with bp, you can create a new login.

This instruction does not restrict you from creating an account before receiving a PO from bp.



This purchase order was delivered by SAP Business Network. For more information about Ariba and SAP Business Network, visit https://www.ariba.com.

From:

To:

Purchase Order
(Changed)
4950081329
Amount: $500,000.00 AUD
Version: 2

Payment Terms
NET 60
Within 60 Days Due Net

Comments
Comment Type: Terms and Conditions
Body:PARTIES
This PO is between the BP entity specified in the 'From' section and the Supplier specified in the 'To' section of this PO and includes individual line orders for the supply of Goods/Services by the Supplier ('Line Order').

GOVERNING TERMS
The terms governing this PO are as follows:

SAP Business Network (SBN)

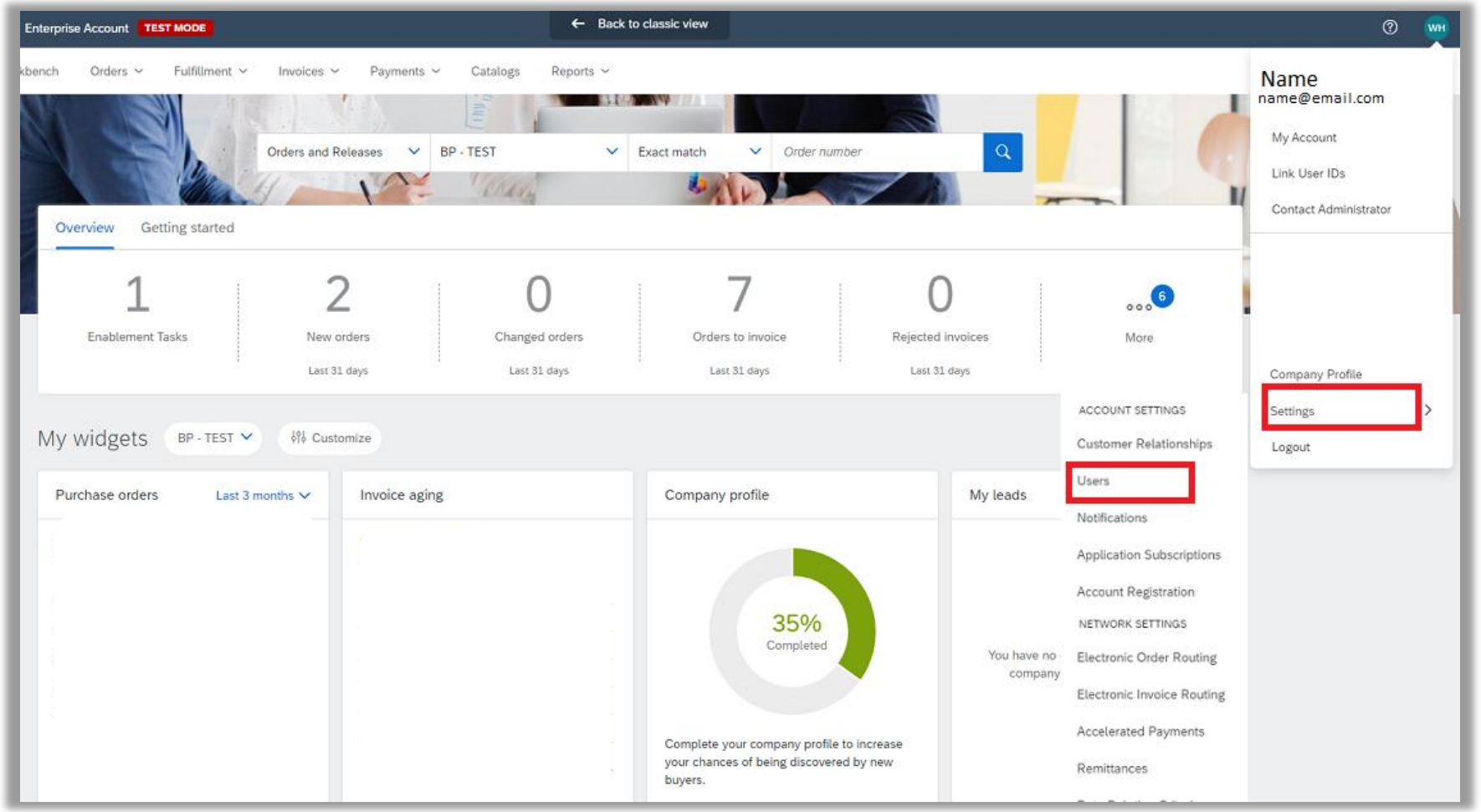
After logging in to your SBN account, we recommend updating your profile thoroughly, such as adding additional users and setting up notifications.

Supplier information portal

A place that provides SBN learning information

Click this link or scan the QR code

go.bp.com/QPPY8



Help and support (via SBN)

For any technical inquiries concerning SAP Business Network, please reach out to the SBN team by using the link provided or scanning the QR code.

Examples of situations when you should reach out to the SBN support team:

When do I need to raise service request (SR) to the SBN team?

- Changing the account administrator when the previous admin is no longer with the company
- Downgrading from Enterprise to Standard account
- Encountering login issues (forgot password, invalid email address)

When do I need to raise dispute cases to the SBN team?

- If you receive an invoice from the SBN team reflecting an incorrect amount for your Enterprise account
- If you receive a payment invoice from the SBN team but your account type is Standard

Support for suppliers on SBN

go.bp.com/wVNn0

Please reach out to the SBN team too if you plan to downgrade your account from Enterprise to Standard.

Help and support (via bp supplier portal)

Introducing bp Supplier Portal

The Supplier Portal (supplierportal.bp.com) is a dedicated web-based platform for bp suppliers that offers:

- **Invoice status**: Self-service access to real time invoice status and payment information
- **Master data maintenance**: The ability to view supplier's own master and raise a change request to update master data (this functionality is only applicable to selected suppliers)
- **Support**: Access to help and support via live chat and case management. Visibility to track progress of your queries and responses from bp's helpdesk agents in one place
- **Help materials**: Access to comprehensive help and support materials on bp's procurement process.

Note: Registration is required to access the benefits outlined above. The account is **free and optional** but provides better payment visibility and real-time support.

Click the provided links or scan the QR code for more details

Introduction to bp supplier portal

An introductory page on bp.com for the bp supplier portal

go.bp.com/PoHK8

Supplying to bp at bp.com

Containing learning materials while transacting with bp via SBN

go.bp.com/iY0CB

If you have questions about purchase orders, invoices, other documentations when transacting with bp, please visit this portal and submit a support ticket to our support agents for further assistance.

Frequently asked questions

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

Please reach out to your **bp representative**, who handles your contracted work, to verify whether an order has been placed.

Can more than one person in my organization access my SBN account?

Yes, you can add more users to your account. Click this link to learn how.

What types of notifications can I expect to receive in my SBN account?

Examples of notifications include; receipt of new and unconfirmed order reminders, service entry sheet (SES) status changes, invoice rejection notifications and status changes, payment remittance, etc.

Is it possible to send notifications to several individuals within our organisation?

Yes, it is possible to send notifications to up to **three email addresses**. To configure this, go to **“Company Settings” > “Notifications”**, then choose the **“General”, “Network”, or “Discovery” tab** and select the specific notifications you want to enable or disable.

Frequently asked questions

Is it necessary to include tax on the service entry sheet (SES) being submitted?

Note: This question does not apply to suppliers with 43 series POs

No. **SES must be submitted without including tax**. If you have accidentally submitted an SES that includes tax, please contact the bp Requestor right away and ask them to reject it.

What happens if I have submitted the SES and it has already been approved by the bp requestor?

Note: This question does not apply to suppliers with 43 series POs

Contact your bp requestor immediately, as they have the ability to reject an SES even after approval. Once the rejection is confirmed, you should **resubmit the SES**. If you are unable to reach your approver, please submit a support ticket to suppliersupport@bp.com.

When I deliver goods to bp, who is responsible for handling the goods receipt in this case?

The **bp requestor** completes a goods receipt internally only once the requested items have been properly received.

Frequently asked questions

Do I need to include tax when preparing an invoice?

If the goods and/or services are taxable under local tax legislation, tax must be applied to the invoice line(s).

What steps should be taken if an invoice includes several line items, with some being tax-exempt?

To generate material and service invoices, visit bp.com and view the video tutorial.

For suppliers creating service invoices that include both taxable and tax-exempt SES, **separate lines must be created for each type**.

Additionally, please go to bp.com to watch the tutorial video on tax configuration.

Is the remittance information available in the SBN portal, or will it be sent via email?

A notification email will be sent to the recipients specified in the **"Company Settings"** of your SBN account. This email contains a link to the related remittance advice, accessible via the SBN portal. You can also view your remittance details by selecting the **"Remittances"** tile after logging into your SBN account.

Frequently asked questions

What is the method to manually determine the expected payment date of my invoice?

The payment terms start counting from **the date you submit your invoice, not the SES**. To find the payment date, add the payment terms to the invoice submission date, which gives the date the payment will be processed (Monday through Friday).

For example, if you submit an invoice on 1 January with 30-day payment terms, the payment will be due on 31 January (or the next business day if it lands on a weekend).

How can I find out when my invoice will be paid – (from Notifications and Scheduled Payment Tab)?

If your notifications are enabled, you will receive an email once your invoice has been approved in SBN. Shortly after, assuming notifications are set up, you'll also get an email titled **"Notice of new payment plan"**, which informs you that the invoice has been scheduled for payment.

You can also find this information directly in the email by clicking the **"View payment plan"** button to access the details in the scheduled payment tab within your portal.

Frequently asked questions

What is the process to update tax information, so it appears automatically on all invoices?

Your tax registration details can be administered from within your SBN account which is accessible under **“Company Settings” > “Company Profile”**. From here, select the **“Business” tab**. Fill in the **“Tax Information”** section.

For more self-help materials, click on provided links or scan the QR code

Supplier information portal

A place that provides SBN learning information for bp suppliers

go.bp.com/QPPY8

Supplying to bp at bp.com

Containing learning materials while transacting with bp via SBN

go.bp.com/iY0CB

bp supplier portal

A dedicated web-based platform for bp suppliers on better payment visibility and real-time support

go.bp.com/YohwF

← back to TOC

bp supplier expectations

As a bp suppliers, please ensure that you are committed to and act in accordance with bp's code of conduct:

- Ethics and compliance
- Health, safety and environment
- Financial crime and regulatory compliance
- Sustainability
- Human rights and modern slavery
- Non-discrimination and harassment
- Data privacy, cyber security and intellectual assets
- Speak up

Click the provided links or scan the QR code for more details

go.bp.com/hvFpQ

