Introduction

The purpose of this document is to provide the information that suppliers need to effectively transact with BP via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between BP and supplier.
Inbox – Orders and Releases

The **Orders and Releases** category displays a summary of all the purchase orders sent from buyers.

**Note (N):** The columns can be sorted into alphabetical (A-Z or Z-A) or numerical (0–9 or 9–0) order by clicking on the column heading.

The **Order Number** is the buyers Purchase Order Number.

The **Order Status** is the current status of the order, e.g. New, Confirmed, Invoiced.

The **Amount Invoiced** is the total amount invoiced to date.

The **Ver.** is the version number of the order. 1 = the original order, 2 = changed order and so on.

The **Actions** dropdown allows document creation without opening the order.
General Information - Order Fulfilment

➢ The Inbox (Orders and Releases) displays all Purchase Orders sent from BP. Status levels indicate where in the process a Purchase Order is in.

➢ Only BP can adjust a Purchase Order, supplier to contact their BP requestor where there are errors on a Purchase Order and BP can either obsoleted and send a changed Purchase Order or cancel a Purchase Order and send a new purchase order with a different Purchase Order Number.

➢ Partial status remains until all items on the Purchase Order have been confirmed, this includes Backordered items that have arrived and can be confirmed for delivery to BP.

➢ Items that have been fully confirmed cannot be reconfirmed and will need to be removed from the Order Confirmation, however sub quantities, for example on backordered items can be confirmed.

➢ The status will remain as Partially Confirmed until all items on the purchase order have been provided to BP.

➢ A partially shipped status will remain until all items have been shipped, any item or sub quantity that has been updated to a shipped status cannot be updated again, and the line will need to be removed where full quantities of items have been shipped, remember suppliers can update remaining quantities.

➢ If goods are not fully confirmed or shipped the status will remain with “partially” preceding confirmation or shipped, this cannot be adjusted and where line items have been rejected and will not be shipped, a Purchase Order will remain in a partially confirmed status until the next process has been completed.

➢ The status of a Purchase Order changes as suppliers work through the entire fulfillment process based on the information contained within the Original Purchase Order.
## Table-Order Fulfillment Status Levels

<table>
<thead>
<tr>
<th>Status Level</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unconfirmed</td>
<td>Initial State. The supplier has not updated the order status</td>
</tr>
<tr>
<td>Supplier Canceled</td>
<td>The supplier has cancelled the order and nothing will be shipped. A cancelled order cannot be updated further</td>
</tr>
<tr>
<td>Obsoleted</td>
<td>A Purchase Order has been changed and the previous Purchase Order has been cancelled</td>
</tr>
<tr>
<td>Rejected</td>
<td>The supplier has rejected the entire Purchase Order</td>
</tr>
<tr>
<td>Confirmed</td>
<td>The supplier has confirmed that the good on the Purchase Order requested by BP, can either be fully or partially delivered</td>
</tr>
<tr>
<td>Backordered</td>
<td>The supplier has backordered all line items and will ship when they are available</td>
</tr>
<tr>
<td>Replaced</td>
<td>The supplier replaced all items in the Purchase Order with different items</td>
</tr>
<tr>
<td>Shipped</td>
<td>The supplier has shipped the goods</td>
</tr>
<tr>
<td>New</td>
<td>An new Purchase Order has been received from BP</td>
</tr>
<tr>
<td>Changed</td>
<td>A Purchase Order with a change has been received from BP</td>
</tr>
<tr>
<td>Partially (confirmed or shipped)</td>
<td>Only part of the items requested by BP have been either confirmed or shipped.</td>
</tr>
</tbody>
</table>
# Routing Status

The routing status identifies the journey of documents (order confirmation, ship notices & invoices) through the Ariba Network between BP and the Supplier.

<table>
<thead>
<tr>
<th>Status Level</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queued</td>
<td>The Ariba Network has received the order but no further action has been taken</td>
</tr>
<tr>
<td>Sent</td>
<td>Ariba Network sent the order</td>
</tr>
<tr>
<td>Acknowledged</td>
<td>The order has been received via the Ariba Network</td>
</tr>
<tr>
<td>Paid</td>
<td>The Invoice has been paid by BP</td>
</tr>
<tr>
<td>Failed</td>
<td>There has been a problem routing the order</td>
</tr>
<tr>
<td>Rejected</td>
<td>The document sent via the Ariba Network to BP has been rejected. A rejected document does not meet the Buyer Transaction Rules</td>
</tr>
</tbody>
</table>
The Units of Measure (UOM) provide suppliers with the information about the required materials or Services requested by BP. When entering or selecting a UOM, it must be Upper Case (capitals), for example, hours must be HRS not hrs. See the list of the BP authorised UOM’s.

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1I</td>
<td>Fixed Rate</td>
</tr>
<tr>
<td>A9</td>
<td>Rate</td>
</tr>
<tr>
<td>DAY</td>
<td>Day</td>
</tr>
<tr>
<td>EA</td>
<td>Each</td>
</tr>
<tr>
<td>HUR</td>
<td>Hour</td>
</tr>
<tr>
<td>IE</td>
<td>Person</td>
</tr>
<tr>
<td>LH</td>
<td>Labour Hour</td>
</tr>
<tr>
<td>MIN</td>
<td>Minute</td>
</tr>
<tr>
<td>MON</td>
<td>Month</td>
</tr>
<tr>
<td>OT</td>
<td>Overtime hour</td>
</tr>
<tr>
<td>RH</td>
<td>Running or operating hour</td>
</tr>
</tbody>
</table>
Service Order

- The Service Order (PO) is the source document for the order and all subsequent documents are created from the PO.

- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer. Receiving an Order from your buyer constitutes an offer to buy products or services.

- Any field with an * is a mandatory field and a value is required to be entered

- **DO NOT** include GST on Service Entry Sheets
Service Orders - General Information

The Orders and Releases page displays a summary of all purchase orders

Service Orders do not have a specific prefix that identifies it, as a Service or Material Purchase Order.

A Service Order can only be identified after opening a purchase order and the Create Service Sheet button.

An Order Confirmation is mandatory for all Service Purchase Orders.

Certain Service Orders need to have the Service Order Sheet created and approved prior to being able to create an Invoice.
Open the Purchase Order

1. Click **Inbox** tab on the Dashboard.
   - Screen displays **Orders and Releases**
2. Click the **Order Number** to open the order.
   - Screen displays: Purchase Order
   - View the Purchase Order.

![Orders and Releases](image)

- **Search Filters**

<table>
<thead>
<tr>
<th>Type</th>
<th>Order Number</th>
<th>Ver</th>
<th>Customer</th>
<th>Amount</th>
<th>Date</th>
<th>Order Status</th>
<th>Settlement</th>
<th>Amount Invoiced</th>
<th>Revision</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order</td>
<td>4900001722</td>
<td>1</td>
<td>BP International Limited - TEST</td>
<td>$200.00 AUD</td>
<td>26 Sep 2017</td>
<td>New</td>
<td>Invoice</td>
<td>$0.00 AUD</td>
<td>Original</td>
<td>Actions</td>
</tr>
<tr>
<td>Order</td>
<td>4900001675</td>
<td>1</td>
<td>BP International Limited - TEST</td>
<td>$1,400.00 AUD</td>
<td>20 Sep 2017</td>
<td>New</td>
<td>Invoice</td>
<td>$0.00 AUD</td>
<td>Original</td>
<td>Actions</td>
</tr>
<tr>
<td>Order</td>
<td>4900001674</td>
<td>2</td>
<td>BP International Limited - TEST</td>
<td>$246.00 USD</td>
<td>20 Sep 2017</td>
<td>New</td>
<td>Invoice</td>
<td>$0.00 USD</td>
<td>Original</td>
<td>Actions</td>
</tr>
<tr>
<td>Order</td>
<td>4900001673</td>
<td>1</td>
<td>BP International Limited - TEST</td>
<td>$1,500.00 AUD</td>
<td>20 Sep 2017</td>
<td>New</td>
<td>Invoice</td>
<td>$0.00 AUD</td>
<td>Original</td>
<td>Actions</td>
</tr>
<tr>
<td>Order</td>
<td>4900001661</td>
<td>1</td>
<td>BP International Limited - TEST</td>
<td>$1,600.00 USD</td>
<td>19 Sep 2017</td>
<td>New</td>
<td>Invoice</td>
<td>$5,007,100.00 USD</td>
<td>Original</td>
<td>Actions</td>
</tr>
<tr>
<td>Order</td>
<td>4900001637</td>
<td>1</td>
<td>BP International Limited - TEST</td>
<td>$2,345.00 AUD</td>
<td>18 Sep 2017</td>
<td>New</td>
<td>Invoice</td>
<td>$2,345.00 AUD</td>
<td>Original</td>
<td>Actions</td>
</tr>
<tr>
<td>Order</td>
<td>4900001631</td>
<td>1</td>
<td>BP International Limited - TEST</td>
<td>$133,000.00 USD</td>
<td>18 Sep 2017</td>
<td>New</td>
<td>Invoice</td>
<td>$0.00 USD</td>
<td>Original</td>
<td>Actions</td>
</tr>
</tbody>
</table>
The Service Purchase Order Header displays the:

1) Service Purchase Order Number

2) Order History.

3) Purchase Order Status (Status will change as the order is actioned. E.g. Once an invoice is created the Order Status will say Invoiced).

4) Payment Terms

5) Comments

6) Other Information from BP

7) Ship To, Bill To and Deliver To details.

8) Routing Status and Related Documents

➢ Scroll down to Line Items
View Purchase Order Details – Line Item Level

9) Click Details to see further Line Level details.

10) Click Done to return to the Inbox.

Reviewing a Purchase Order
Each Purchase Order that comes into the system should be reviewed to:

- Identify the items requested
- Determine whether the items are in stock
- Validate the information contained within the PO
- Review the shipping address
- Ensure that the details of items in the order are correct
- Check fields required by the business and any Comments

<table>
<thead>
<tr>
<th>Line #</th>
<th>Part # / Description</th>
<th>Type</th>
<th>Qty (Unit)</th>
<th>Need By</th>
<th>Price</th>
<th>Subtotal</th>
<th>Tax</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Not Available</td>
<td>Material</td>
<td>1 ( EA )</td>
<td>20 Sep 2017</td>
<td>$2,345.00 AUD</td>
<td>$2,345.00 AUD</td>
<td>$0.00 AUD</td>
<td>Details</td>
</tr>
</tbody>
</table>

Test Service

Order submitted on: Monday 18 Sep 2017 2:51 PM GMT+19:00
Received by Ariba Network on: Monday 18 Sep 2017 6:51 PM GMT+10:00
This Purchase Order was sent by BP International Limited - TEST AR019479656513:F and delivered by Ariba Network.

Service Sheet Required

Sub-total: $2,345.00 AUD
Total Invoiced: $2,345.00 AUD
Est. Total Tax: $0.00 AUD
Est. Grand Total: $2,345.00 AUD

[Create Order Confirmation] [Create Service Sheet] [Create Invoice] [Hide] [Print] [Download PDF] [Export cXML] [Download CSV] [Resend] [Done]
View Purchase Order Details – Line Item Level Show Item Details

Note: When reviewing a Purchase Order use Show Item Details to identify any comments or further information from BP.

➢ To see item details click on Show Item Details ➢
➢ To Hide Item details click Hide Item Details ➢

<table>
<thead>
<tr>
<th>Line Items</th>
<th>Line #</th>
<th>Part # / Description</th>
<th>Type</th>
<th>Qty (Unit)</th>
<th>Need By</th>
<th>Price</th>
<th>Subtotal</th>
<th>Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Not Available</td>
<td>Material</td>
<td>1 ( EA )</td>
<td>20 Sep 2017</td>
<td>$2,345.00 AUD</td>
<td>$2,345.00 AUD</td>
<td>$0.00 AUD</td>
<td>Summary</td>
</tr>
</tbody>
</table>

Status:
1 Unconfirmed

Tax:

<table>
<thead>
<tr>
<th>Tax Category</th>
<th>Tax Rate (%)</th>
<th>Taxable Amount</th>
<th>Tax Amount</th>
<th>Tax Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GST</td>
<td>0.00</td>
<td>$2,345.00 AUD</td>
<td>$0.00 AUD</td>
<td></td>
<td>Goods and Services Tax</td>
</tr>
</tbody>
</table>

Accounting:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Percentage</th>
<th>ID</th>
<th>ID</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0602210111</td>
<td>00150000006</td>
<td></td>
</tr>
</tbody>
</table>

Other Information:

- Expected Value for Unplanned Spend: $2,345.00 AUD

Order submitted on: Monday 18 Sep 2017 8:51 PM GMT+10:00
Received by Ariba Network on: Monday 18 Sep 2017 8:51 PM GMT+10:00
This Purchase Order was sent by BP International Limited - TEST AB91047500513-T and delivered by Ariba Network.

Service Sheet Required

- Sub-total: $2,345.00 AUD
- Total Invoiced: $2,345.00 AUD
- Est. Total Tax: $ 0.00 AUD
- Est. Grand Total: $2,345.00 AUD

[Links: Create Order Confirmation, Create Service Sheet, Create Invoice, Create Service Sheet, Download PDF, Export eXML, Download CSV, Resend]
Order History

Use Order History to identify:
- Who created a document
- What occurred with the document
- The date and time stamps of the various processes that have affected a document
- Line Item level information

Purchase Order: 4900001837

Order History

<table>
<thead>
<tr>
<th>Status</th>
<th>Comments</th>
<th>Changed By</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sent</td>
<td>Email order was sent to <a href="mailto:sangram.mohanty@bp.com">sangram.mohanty@bp.com</a></td>
<td>OrderDispatcher - Email</td>
<td>18 Sep 2017 8:51:36 PM</td>
</tr>
<tr>
<td>Acknowledged</td>
<td>Email order was sent to <a href="mailto:sangram.mohanty@bp.com">sangram.mohanty@bp.com</a></td>
<td>ANPO Dispatcher - 12841037</td>
<td>18 Sep 2017 8:51:36 PM</td>
</tr>
</tbody>
</table>

History

<table>
<thead>
<tr>
<th>Line Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line #</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

Test service
Status
1 (Unconfirmed)
Order Confirmation

- When a new order is received into Ariba, you will be required to create an Order Confirmation
- There are 3 types of Order Confirmation; a Confirmation can be created to either confirm, update or reject the order:
  1) Confirm Entire Order: used to confirm all line item details of the order.
  2) Update Line Item: please use Confirm Entire Order or Reject Entire Order.
  3) Reject Entire Order: used to reject the order if it cannot be fulfilled.
Begin the Order Confirmation

1. Click **Inbox** tab on the Dashboard.
   
   ➢ Screen displays: Orders and Releases

2. Click the **Order Number** to open the order.
   
   ➢ Screen displays: Purchase Order

3. Click **Create Order Confirmation**.
   
   ➢ Drop down box displays available options:
     - Confirm Entire Order
     - Reject Entire Order

4. Select appropriate option.
   
   ➢ Screen displays **Order Confirmation**
1. Enter Est. Delivery Date.

2. Add Attachment (if necessary).

Note: There are a number of other fields available:

1) Confirmation Number – the number you provide to BP from your ordering process
2) Add Shipping Cost where it is not already included within the trading terms you have with BP
3) If Shipping cost has been added, enter the cost of the shipping
4) Comments can be entered if necessary

➢ Scroll down to Line Items
Finalise the Order Confirmation

The screen is displaying the Order Confirmation

1. Click **Next**.
   - Screen displays: Review Order Confirmation

2. Click **Submit**.
   - Screen returns to the Purchase Order.
   - Order Status has changed to Partially Confirmed

Purchase Order
(Confirmed)
4900001981
Amount: $1,000.00 AUD
Version: 1

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Order Confirmation – Reject Entire Order

1. Select the **Rejection Reason** from the drop down list
2. Click **Reject Order**
   - Screen returns to the Purchase Order
   
   **Note:** Order Status has changed to Rejected
   - Use the Reject if:
     - You can no longer fulfil the order
     - Price needs to be increased beyond the tolerance set
     - The order was not intended for your company
     - Include detailed notes advising reason for rejection

---

**REJECT ENTIRE ORDER**

- **Confirmation #:**
- **Rejection Reason:** Incorrect Price
- **Comments:**

- **Please Select**
  - Duplicate Order
  - Incorrect Delivery Date
  - Incorrect Description
  - Incorrect Price
  - Incorrect Quantity
  - Incorrect Stock/Part Number
  - Incorrect Supplier Code Used
  - Incorrect UOM
  - Not our Product Line
  - Unable to Supply Item(s)
  - Other
Create Service Sheet

- A Service Sheet is completed for services provided to BP
- The Create Invoice tab will remain greyed out and Order confirmation has been created first
- Some Service Entry Sheets are required to be Approved prior to invoicing
- Some Service Sheets will be created from the Order Confirmation on behalf of the Supplier
- Where Suppliers are required to add a Non Catalogue SES line it is important that the description is entered. Where a description is not entered tot SES will be rejected by BP
- **DO NOT** include GST on Service Entry Sheets
1. Click Inbox
2. Select the Service Purchase Order with a Confirmed Status
3. Click Create Service Sheet
   - Screen displays Create Service Sheet

Begin Create Service Sheet
Create Service Sheet - Header Level

1. Enter the Service Sheet number, the number you provide to BP
2. Enter the Service Start Date
3. Enter the Service End Date
4. Enter the Name of the approver
5. Enter the Email address of the approver
6. Click on Add Comments to add comments (if required)
7. Click on Add Attachments to add documentation required by BP (if required)
8. Scroll down to Service Entry Sheet Lines
Service Sheet – Add Comments or Attachments

➢ To add a comment click on Add Comment, a Comment section will open

1. Enter the required Comments

➢ To add an attachment click on Add Attachment, an Attachments section will open

2. Click on Browse, select the file on your computer

3. Click on Add Attachment

Note: The attachment will be added

➢ Scroll down to Service Entry Sheet Lines

Comment

Comments: New Contractor, proof of induction

Attachments

The total size of all attachments cannot exceed 10MB

<table>
<thead>
<tr>
<th>Name</th>
<th>Size (bytes)</th>
<th>Content Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Induction paperwork.doc</td>
<td>11684</td>
<td>application/vnd.openxmlformats-officedocument.wordprocessingml.document</td>
</tr>
</tbody>
</table>

Delete

Service Entry Sheet Lines

<table>
<thead>
<tr>
<th>Line #</th>
<th>Part # / Description</th>
<th>Contract #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Not Available</td>
<td>C323-V2</td>
</tr>
</tbody>
</table>

Add Pricing Details
Add Service Item Level – Add Contract/Catalog Item

➢ Screen displays Service Entry Sheet Lines

1. Click Add

2. Select Add Contract/Catalog Item

Note: The Create Service Sheet: Add Item screen is displayed

The items associated to the pre-existing contract will be displayed:

1) Items can be shown by Category

2) Display can be changed to a list format

3) Pricing is based on the contract
3. Locate the items for the Service Sheet, enter the required amount based on the pricing displayed into Qty:

4. Click Add to Cart
   
   **Note:** The number on the little trolley will display the number of items added

   ➢ Repeat until all items to be added to the Service Sheet have been added to the cart

5. Click on Done

   ➢ The screen will return to Service Sheet Line Items with the items added displayed
➢ Review the information added
➢ Add comments, if required
6. Click on Next
➢ Screen displays Create Service sheet, confirm and Submit screen
➢ Go to Slide 30 Finalising Service Sheets

Add Service Item Level - Add Contract/Catalog Item cont.
1. Complete the Create Service Sheet Header, refer to Slide 23
   ➢ Scroll down to Service Entry Sheet Lines
2. Click Add
3. Select Add Unplanned Item
   ➢ The Create Service Sheet: Add Item screen is displayed

Create Service Sheet

Service Entry Sheet Lines

Line # | Part # / Description | Contract # |
-------|-----------------------|------------|
1      | Not Available          | C323-V2    |

Add Pricing Details

Add Contract/Catalog Item

Add Unplanned Item

Add Service Item Level - Add Unplanned Item
Add Service Item Level – Add Uplanned Item cont.

4. Enter the **Part# or Description** of the service (required)

5. Check that **Service** is displayed in **Type**

6. Enter the **Qty**

7. Enter the **Unit** of measure

8. Enter the **Price** based on the unit

9. Enter the service period **Start Date**

10. Enter the service period **End Date**

11. Click on **Update**

   - Repeat from step 2 to add more items

12. Click on **Next**

   - Screen displays **Create Service Sheet**, confirm and submit
Finalising Service Sheets

- Review the information
- Click **Submit**
- Click **Exit**
- Screen displays Purchase Order

**Note:** The Create Invoice Tab is still greyed out indicating that the Service Sheet must be approved prior to creating the invoice.

The Status of the Purchase Order will be **Serviced** or **Partially Serviced** depending on the amount on the Purchase order and the amount on the created service sheet.

- Click on **Done**
- Screen displays **Orders and Releases**
Create Invoice - Service Sheet Approved

Once a service has been carried out the invoicing process can be begun one of two ways.

**Service Sheet has been created first**

- Step 1: Receive and confirm Service Order
- Step 2: Provide service
- Step 3: Create Service Sheet
- Step 4: Send to BP for Approval
- Step 5: Manually create Invoice in the Ariba Network
Open the Service Sheet to Invoice

1. Click Outbox tab
   - Screen displays the list of Invoices

2. Click on Service Sheets
   - Screen displays Service Sheets

3. Locate the required Approved Service Order to Invoice
   - Screen displays the Service Order

4. Click Create Invoice
   - Screen displays Create Invoice Header
### Begin Service Sheet to Invoice

1. **Enter the Invoice number**

2. **Confirm or enter the Invoice Date**

   ➢ **Scroll down to Line Items**

---

#### Create Invoice

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Supplier Tax ID</th>
<th>Remit To</th>
</tr>
</thead>
<tbody>
<tr>
<td>INV8093987-1</td>
<td></td>
<td>BP International Limited 2 - TEST</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pittsburgh, PA United States</td>
</tr>
</tbody>
</table>

#### Invoice Details

- **Invoice Date:** 22 Oct 2017
- **Subtotal:** $1,000.00 USD
- **Total Tax:** $0.00 USD
- **Total Amount without Tax:** $1,000.00 USD
- **Amount Due:** $1,000.00 USD

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**Payment Terms:**

- **Net Term (days):** 0
Service Sheet to Invoice – Line Items

1. Click in **Tax Category**
2. Select the correct **Tax Rate**
3. Click **Add to Included Lines**

➢ A tax section will open for each line item
➢ Review the information

4. Click on Next

➢ Screen displays Create Invoice

5. Click on Submit

6. Click Exit

➢ Screen displays the Service Sheet

Note: The status is displayed
Service Sheet Status

- The Service Sheet Status advises that the buyer has received the Service Sheet and whether they Approve or Reject the details on the Service Sheet.
- All Service orders require the Service Sheet Status of Approved prior to invoicing.
Locating Service Sheets

1. Click Outbox tab on the Dashboard
   ➢ Screen displays the list of Invoices

2. Click Service Sheets

Note: The Service Sheets screen is displayed providing information on:
   1) Service Sheet Number - Created by the Supplier
   2) Related PO number created by the BP
   3) Status of the Service Sheet
Service Sheet – Sent Status

- Service Sheets in a Sent Status indicate what information has been sent on the service sheet to BP via the Ariba Network.
- A Sent Service Sheet will remain in a Sent Status until it is acknowledged.
- The Approver will then review and either reject or approve the Service sheet.
- Only once a Service Sheet has been approved can an invoice be created.

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Service Sheet: XYZ4900001947V1

**From**
BP International Limited 2 - TEST
BP International Limited 2 - TEST
210 Sixth Avenue
Pittsburgh, PA 15222
United States.

**To**
BP Australia Pty Ltd
BP International Limited - TEST
Level 17, 77 Bourke Street - Docklands
Melbourne VIC 3000
Australia
Address ID: AURA

**Subtotal**: $400.00 USD

**Field Engineer**

**Field Contractor**

**Approver**

Email: stan.baxter@bp.com

---

**Service Entry Sheet Lines**

<table>
<thead>
<tr>
<th>Line #</th>
<th>Type</th>
<th>Service # / Description</th>
<th>Contract #</th>
<th>Qty (Unit)</th>
<th>Unit Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Service</td>
<td>xyz</td>
<td>1 (EA)</td>
<td>$400.00 USD</td>
<td>$400.00 USD</td>
<td>Details</td>
</tr>
</tbody>
</table>

---

**Service Entry Summary**

Subtotal: $400.00 USD
Service Sheet – Rejected with an Edit & Resubmit

➢ When a Service Sheet is rejected by the Approver, the rejection reason will be provided.
➢ Only Service Sheets that display an Edit and Resubmit status can be edited.
➢ Select Edit and Resubmit and correct the information required by the approver.

Service Sheet: 4900001950

Rejection Reasons from Customer:
- Edit UOM
- Edit & Resubmit

Service Sheet
(Rejected)
4900001950
Date: 16 Oct 2017
Purchase Order: 4900001950
Subtotal: $90.00 AUD
Service Start Date: 16 Oct 2017
Service End Date: 16 Oct 2017

From
BP International Limited 2 - TEST
BP International Limited 2 - TEST
210 Fifth Avenue
Pittsburgh, PA 15222
United States

To
BP Australia Pty Ltd
BP International Limited - TEST
Level 17, 717 Bourke Street - Docklands
Melbourne VIC 3008
Australia
Address ID: AU1B
Supplier Reference: 4900001950
Routing Status: Acknowledged
Related Documents: 4900001950

Field Engineer
Field Contractor
Approver
dmaubasicsuser6
Email: stani.baxter@bp.com

Service Entry Sheet Lines

<table>
<thead>
<tr>
<th>Line #</th>
<th>Type</th>
<th>Service # / Description</th>
<th>Contract #</th>
<th>Qty (Unit)</th>
<th>Unit Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>car</td>
<td>car service order</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Service</td>
<td>4900001950</td>
<td></td>
<td>1 (1)</td>
<td>$90.00 AUD</td>
<td>$90.00 AUD</td>
</tr>
</tbody>
</table>
Only Service sheets with an Approved status can have an invoice created.

The Create Invoice button is active only when the Service Sheet has been approved by the Requestor at BP.
BP accepts Partially Invoiced Service Sheet Invoices

An invoice cannot be adjusted once it has been sent to BP, contact the approver to discuss the process required

---

**Service Sheet – Invoiced**

- **From**: BP International Limited 2 - TEST
  - BP International Limited 2 - TEST
  - 210 Sixth Avenue
  - Pittsburgh, PA 15222
  - United States

- **To**: BP Australia Pty Ltd
  - BP International Limited - TEST
  - GPO Box 4945
  - Melbourne VIC 3001
  - Australia
  - Address ID: AUJA

- **Date**: 21 Sep 2017
- **Purchase Order**: #900001664
- **Subtotal**: $500.00 USD
- **Service Start Date**: 21 Sep 2017
- **Service End Date**: 21 Sep 2017

**Service Entry Sheet Lines**

<table>
<thead>
<tr>
<th>Line #</th>
<th>Type</th>
<th>Service # / Description</th>
<th>Contract #</th>
<th>Qty (Unit)</th>
<th>Unit Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Material</td>
<td>14241</td>
<td>C323-V2</td>
<td>5 (EA)</td>
<td>$100.00 USD</td>
<td>$500.09 USD</td>
</tr>
</tbody>
</table>

**Service Entry Summary**

- **Subtotal**: $500.00 USD
Service Sheet – Rejected

- Rejected Service Sheets cannot be invoiced
- Create a new Service Sheet from the purchase order
- Service sheet numbers cannot be the same, create a new service sheet with an identifying character
- Rejected Service Sheets will typically display obsoleted once a new Service Sheet is created for the same purchase order

---

Service Sheet: SES1270

Create Invoice  Print  Download PDF

Detail  History

Service Sheet
(Rejected)
SES1270
Date: 27 Jul 2017
Purchase Order: 4900001270
Subtotal: $100.00 USD

From
BP International Limited 2 - TEST
BP International Limited 2 - TEST
210 Sixth Avenue
Pittsburgh, PA 15222
United States

To
BP Australia Pty Ltd
BP International Limited - TEST
GPO Box 4945
Melbourne VIC 3001
Australia
Address ID: AU0A

Routing Status: Unrelated
Related Documents: 4900001270

---

Service Sheets

Search Filters

Service Sheets (243)

<table>
<thead>
<tr>
<th>Service Sheet #</th>
<th>Customer</th>
<th>Related PO</th>
<th>Date</th>
<th>Amount</th>
<th>Routing Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>480nog5562</td>
<td>BP International Limited - TEST</td>
<td>4900000485</td>
<td>7 Jun 2017</td>
<td>$-10.00 USD</td>
<td>Acknowledged</td>
<td>Sent</td>
</tr>
<tr>
<td>4805551</td>
<td>BP International Limited - TEST</td>
<td>4900000485</td>
<td>10 May 2017</td>
<td>$10.00 USD</td>
<td>Obsolent</td>
<td>Rejected</td>
</tr>
<tr>
<td>4805551a</td>
<td>BP International Limited - TEST</td>
<td>4900000488</td>
<td>10 May 2017</td>
<td>$10.00 USD</td>
<td>Acknowledged</td>
<td>Approved</td>
</tr>
</tbody>
</table>
## Support

<table>
<thead>
<tr>
<th>Support Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Helpdesk</strong>&lt;br&gt;All support is obtained through Help Centre from within your account</td>
<td>Types of Support available:&lt;br&gt;1. User Community  &lt;br&gt;2. Ask questions or view documentation  &lt;br&gt;3. Email/Live Chat  &lt;br&gt;4. Request a call back</td>
</tr>
<tr>
<td><strong>Supplier Information Portal</strong>&lt;br&gt;(Location of Training Guide/s and Video/s)</td>
<td>1. On the Home screen  &lt;br&gt;2. Click on Company Settings  &lt;br&gt;3. Click on Customer Relationships  &lt;br&gt;4. Click on Supplier Information Portal</td>
</tr>
<tr>
<td><strong>Ariba Network Training Request</strong></td>
<td>E: <a href="mailto:an.sellertraining.aus@sap.com">an.sellertraining.aus@sap.com</a></td>
</tr>
</tbody>
</table>