

Step 2: Activate your Ariba Account and Complete Ariba Profile

BHP utilises the SAP Business Network (Ariba) to enable streamlined, paperless procurement and accounts payable transactions. This guide is designed to help you understand and navigate the key functionalities of the Ariba platform.

Account Types

Standard Account: Free, basic functionalities, access to Ariba Discovery, and customer support.

Enterprise Account: Fee-based, includes advanced features like Supply Chain Collaboration, reporting an priority support

IMPORTANT: BHP does not reimburse SAP Business Network fees to the vendors for vendors using Enterprise account. Fees are borne by the vendors.

Getting Started

Watch the Standard On-Demand [Training Video](#)

1 Get Your First Purchase Order and Link Your Ariba Account

- You'll receive BHP's purchase order to your organisation email address nominated in your GCMS profile.
- Click "**Process Order**" in the email received from **BHP (ordersender-prod@ansmtp.ariba.com)**
- Choose to **create** a new account OR **link** an existing one
- Complete company details and accept terms
- Receive confirmation email



2 Set Up Your Account

- Login to Ariba account

Go to the corner top right → Settings icon → Company Profile → Business → Tax Information* - Enter Tax Information: Complete both the Tax ID and VAT ID fields

E.g.

Australia: Tax ID = 123456789, VAT ID = AU123456789

Canada: VAT ID = CA123456789

NOTE: Leaving these fields blank may result in invoice rejection

**Tax ID is the business registration number, and VAT ID will be used for tax purposes. If you do not have VAT ID please enter your Tax number with your country prefix (no spaces)*

- Set up email notifications for various transaction updates.



Begin Your Ariba Journey with BHP: Visit the [BHP Supplier Education Portal](#)