



# BHP Potash - Demand to Pay Process -

GBS Integration Demand to Pay

February 2026



# We are Global Business Services (GBS)

## Three things you need to know about GBS:

1

We partner with Global Functions and work directly with Assets to execute Finance, HR, **Procurement**, Sales & Marketing, and Technical & Asset services.

2

The work we do across **End-to-End** value chains is **specialized, high-volume** and **standardized**, and is enhanced when viewed holistically

3

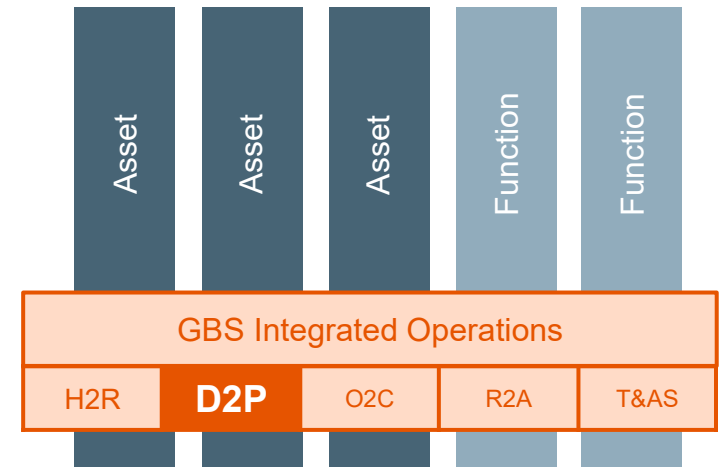
We're here to deliver high-quality, reliable, and customer-centric services—designed and governed as end-to-end outcomes—so you can stay focused on what matters most: your core business..

## Demand to Pay (D2P), our Purpose

“One team connecting Assets and suppliers to reliably deliver shared value.”

### Our Operating model...

- We work in close partnership with Assets and Commercial Procurement, leveraging **Enterprise Service Management and the BHP Operating System (BOS)** to support safe, reliable operations through seamless, end-to-end supply chain processes.
- We focus on the **vendor felt experience** — efficiently onboarding partners across BHP's value chain, integrating systems smoothly, and driving better outcomes through **collaboration** and **continuous improvement**.



### Materials Management

"Optimizing inventory management and expediting Purchase Orders to ensure critical parts are available when needed, supporting uninterrupted operations."

### Spend Management

"Streamlining Purchase Order creation and management to ensure timely and accurate procurement of operational needs."

### Procurement Tier C

"Sourcing and managing contracts with low business risk, supporting spend up to USD 20 million to ensure reliable and value-driven partnerships."

### Processing & Payments

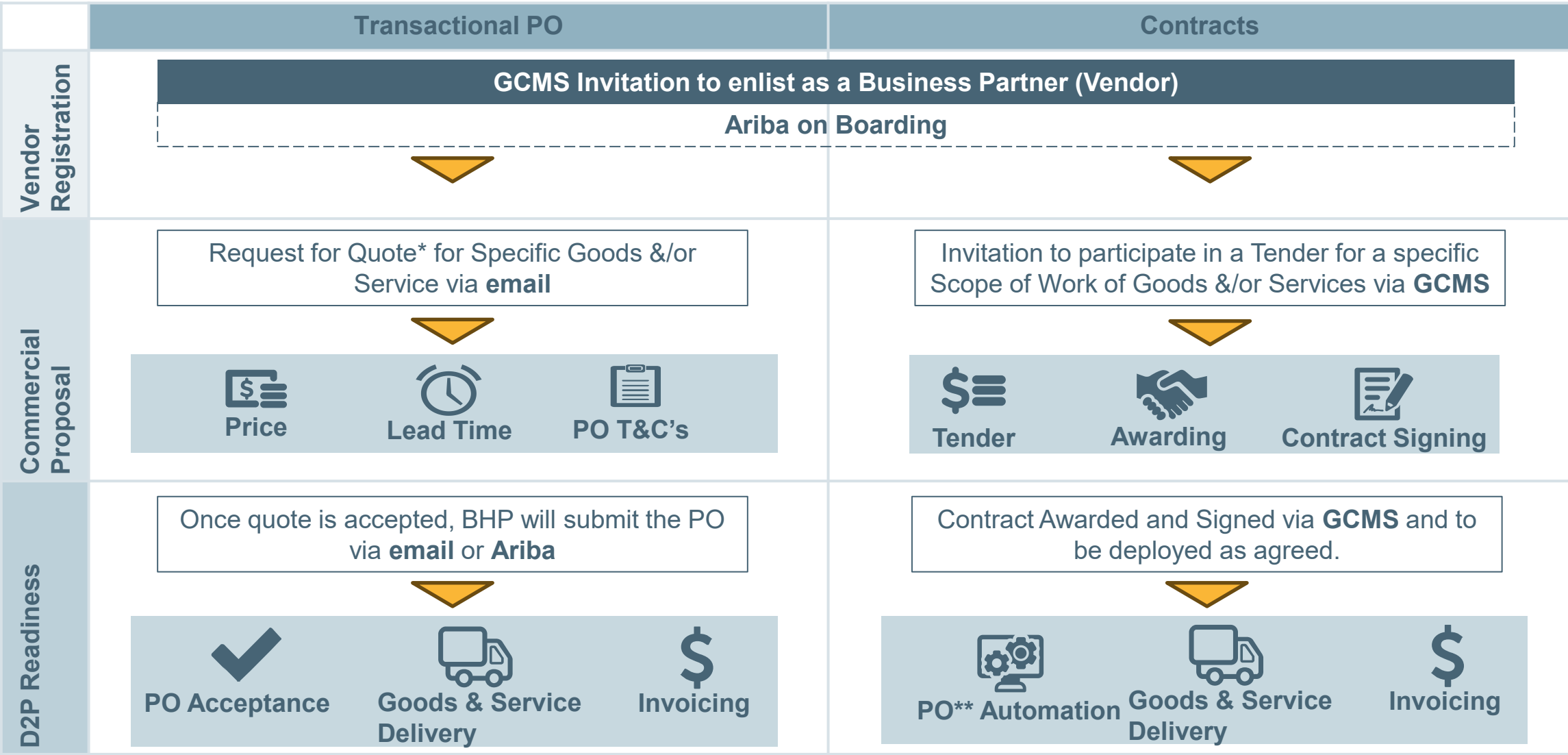
"Managing Service Entry Sheets, invoices, and vendor queries to ensure timely and accurate processing of vendor payments."

### Master Data

"Enabling seamless and accurate data entry and administration to support efficient collaboration across the value chain with our partners."

**BHP**

# How does BHP commercially engage with Vendors...

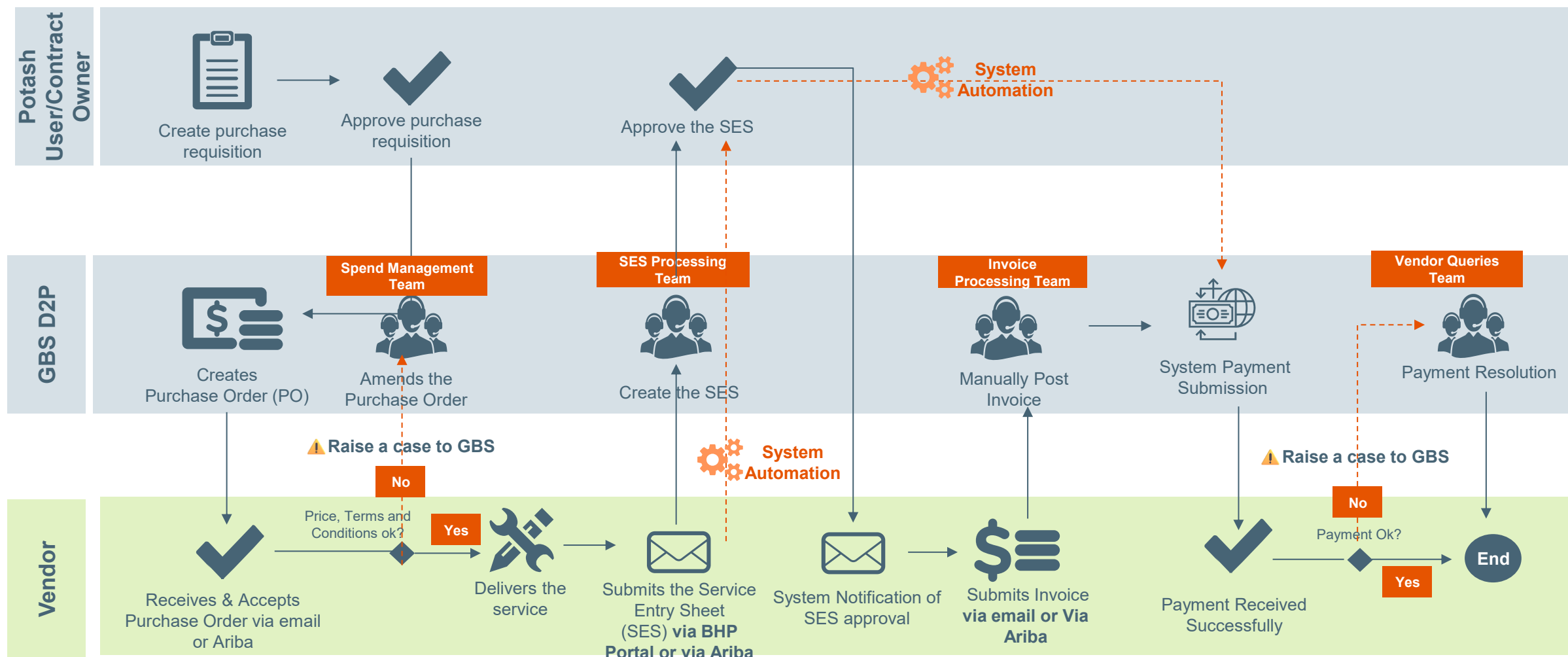


\*Business users (Operations) may request quotes for purchases under USD 500K, while purchases exceeding USD 500K are managed by GBS Spend Management through formal RFQ processes.

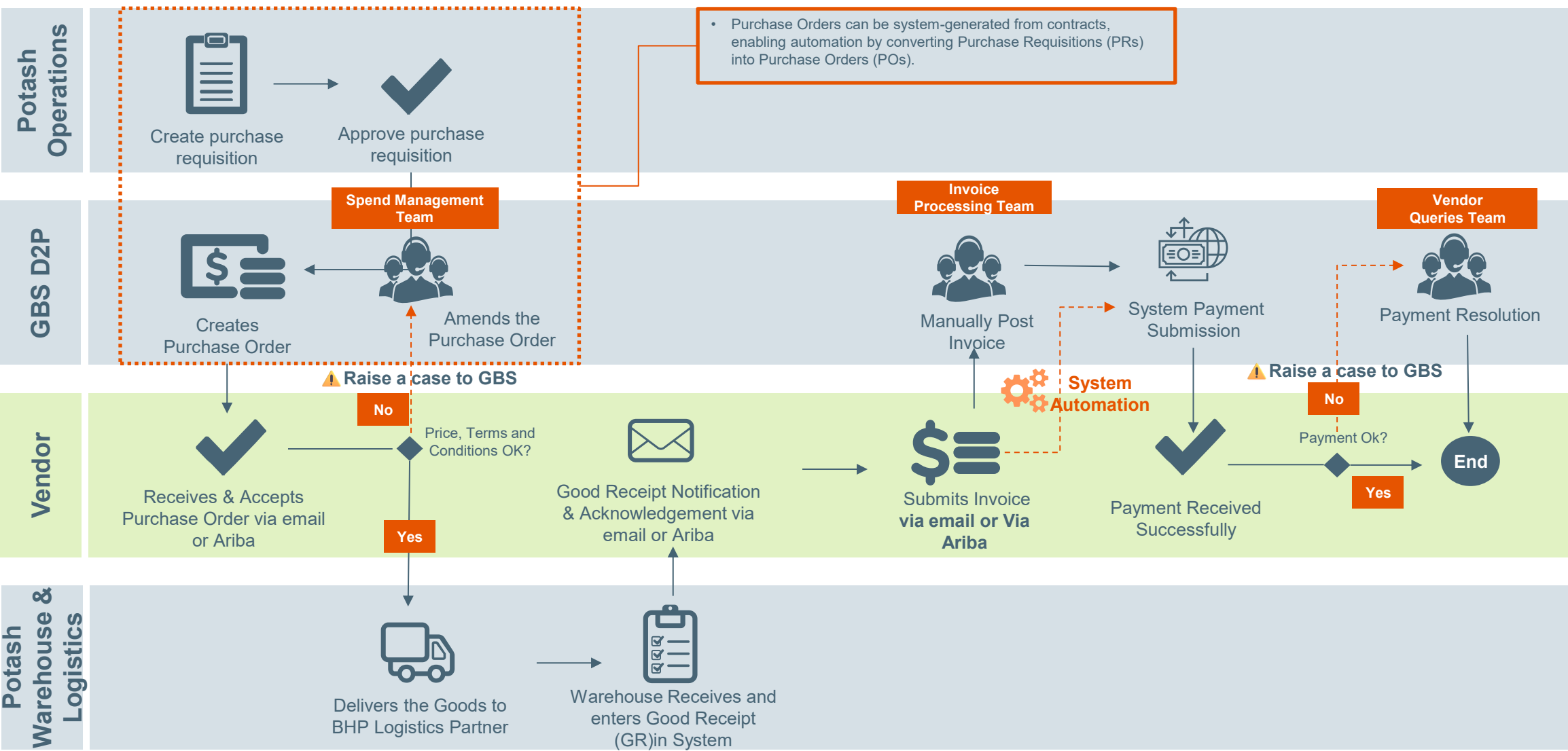
\*\*Purchase Orders can be system-generated from contracts, enabling automation by converting Purchase Requisitions (PRs) into Purchase Orders (POs).



# Procurement of Services for Operation



# Procurement of Goods for Operation



# Demand to Pay (D2P) Guidelines for Vendors

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                   |
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| <div>01  </div> <p><b>Vendor registration &amp; Master Data</b></p> <p>Ensure your company is registered in BHP's <b>Global Contract Management System (GCMS)</b>.</p> <p>Keep your <b>Tax IDs (GST/HST &amp; PST)</b> and contact details up to date.</p> <p>All company changes must be submitted via the <b>GCMS Portal</b>.</p> <p><b>⚠️ Friendly Reminder:</b> Both new registrations and data updates require a response within <b>5 business days</b>. If not replied to on time, the process will <b>restart</b>.</p> | <div>02  </div> <p><b>Purchase Orders (PO)</b></p> <p><b>Never deliver</b> goods or services without an official BHP PO. Upon receiving a PO, <b>confirm</b>:</p> <ul style="list-style-type: none"> <li>• Prices</li> <li>• Lead times</li> <li>• Taxes</li> <li>• Terms &amp; Conditions</li> </ul> <p>PO acceptance is mandatory to enable the following steps.</p> <p>For PO-related queries, use the <b>BHP Case Management System (CMS)</b>.</p> <p>Expect a response within <b>48 business hours</b>.</p> | <div>03  </div> <p><b>Delivery of Goods &amp; Services</b></p> <p>Deliver to BHP's designated logistics partner or perform services as agreed.</p> <p>Follow BHP's <b>logistics, packing, and performance standards</b>.</p> <p>Submit <b>Service Entry Sheets (SES)</b> via the BHP Portal or Ariba, depending on your setup.</p> <p>Timely and complete delivery is essential for <b>vendor performance</b> tracking (DIFOT).</p> | <div>04  </div> <p><b>Invoicing</b></p> <p>Submit invoices via <b>email or Ariba</b>, as per your onboarding vendor type.</p> <p>Follow BHP's <b>invoicing guidelines</b> to avoid delays.</p> <p>Ensure <b>SES approval or Good Receipt</b> is processed before invoicing.</p> <p><b>Ensure taxes are calculated correctly according to the Province of Delivery.</b></p> | <div>05 </div> <p><b>Vendor Queries</b></p> <p>For payment queries, use the <b>BHP Case Management System (CMS)</b>.</p> <p>Expect a response within <b>48 business hours</b>.</p> <p>For Ariba-related issues, contact the <b>eBusiness team</b> via CMS.</p> |
| <p><b>Need help?</b></p> <p><a href="#">GCMS Supplier Guide</a></p> <p><a href="#">Minimum requirements for suppliers</a></p> <p><a href="#">New and existing suppliers   BHP</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p><b>Need help?</b></p> <p><a href="#">Create Supplier Case - External Supplier Portal</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p><b>Need help?</b></p> <p><a href="#">BHP Service Claim guidelines</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><b>Need help?</b></p> <p><a href="#">BHP Invoice Submission Guidelines</a></p> <p><a href="#">BHP - Ariba Network Supplier Information Portal</a></p> <p><a href="#">Manual SES Submission (just for suppliers not enrolled in Ariba)</a></p>                                                                                                                                                                                                                                                                                                 | <p><b>Need help?</b></p> <p><a href="#">Create Supplier Case - External Supplier Portal</a></p>                                                                                                                                                                                                                                                   |

This guide outlines the **Demand to Pay (D2P)** process and key guidelines to ensure a seamless procedure. For further information, please visit the **Potash BHP webpage**.  
[Jansen | BHP](#)



# Vendor Query Case Submission

System Platform  
GBS Demand to Pay  
Service Location

| Support Central                                                                                                                                                                                                                   |                                     |                                                                                                                                                                                                                                         |                                         |                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|
| Link : Vendor to raise a request via <a href="#">Create Supplier Case - External Supplier Portal</a>                                                                                                                              |                                     |                                                                                                                                                                                                                                         |                                         |                                        |
| Support Central Categories                                                                                                                                                                                                        |                                     |                                                                                                                                                                                                                                         |                                         |                                        |
| Purchasing Queries                                                                                                                                                                                                                | Supplier Payment Queries            | Invoicing Processing Request                                                                                                                                                                                                            | Ariba Supplier Onboarding/Due Diligence | Supplier Master Maintenance            |
| Queries related to PO Commercial Terms & Conditions.                                                                                                                                                                              | Queries related to Invoice Payments |                                                                                                                                                                                                                                         | Queries related to Ariba Onboarding     | Queries related to Vendor Data Updates |
| Service Level Agreement (SLA) of 2 working days to respond the case.                                                                                                                                                              |                                     |                                                                                                                                                                                                                                         |                                         |                                        |
| <b>Location:</b> Manila, Philippines<br><br><b>Working Hours:</b> Aligned with Saskatoon, Canada (GMT -6)<br><br><b>Availability:</b> We operate during Saskatoon business hours to ensure smooth coordination and communication. |                                     | <b>Location:</b> Kuala Lumpur, Malaysia<br><br><b>Working Hours:</b> Local time (GMT +8)<br><br><b>Availability:</b> Not aligned with Saskatoon business hours — coordination may require scheduling outside Saskatoon’s regular hours. |                                         |                                        |

**BHP**