

Service Claim Submission Guidelines

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IMPORTANT NOTE: BHP Suppliers transacting via the SAP Ariba Network must not submit Service Claims except through Ariba.

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1. SERVICE CLAIM SUBMISSION GUIDELINES

Services required under a Purchase Order (PO) must be delivered before the Supplier can submit a service claim. Approval of the service claim must be received by the Supplier before submitting an invoice.

All service claims received by BHP must meet the criteria below or they will be rejected and will need to be re-submitted.

For a service claim to be approved, it **MUST** meet the following conditions:

1. Purchase Order has funds and/or quantity sufficient to cover the claim.
2. Delivery of the service is confirmed by a BHP site/business representative authorized to confirm the services have been completed.
3. Evidence documents such as timesheets, hire docket, claim sheet or receipts signed by the authorized BHP site/business representative who confirmed the service was delivered; and
4. Each service claim form must relate to a service contained in a single approval document e.g. one timesheet. BHP will reject multiple service documents in a single claim form.

1.1 Overview

When submitting a service claim, Suppliers must follow these steps:

1. Deliver services as listed on the Purchase Order (PO).
2. Obtain BHP sign off from an authorized BHP Billiton site/business representative on the document that will accompany the claim.
3. Submit an online service claim form as per instructions outlined in Section 2 below.
4. Once the BHP site/business representative has approved the service claim, you will receive an automated email detailing the Approved SES Number.
5. The invoice submitted to BHP must clearly show the Purchase Order number and Approved SES number:
 - a. If you have not signed up to be an Evaluated Receipt Settlement (ERS) Supplier, the invoice should be submitted via email to psinvoices@bhpbilliton.com.
 - b. If you are an ERS Supplier, then the invoice will be created on your behalf as a Recipient Created Tax Invoice (RCTI) so no further action is required.

BHP Processing of claims:

- *All Service Claims are processed within 48 business hours of receipt. The service claim will be converted into a Service Entry Sheet (SES) for approval.*
- *Supplier must complete invoice submission as soon as SES approval received. ERS Suppliers: Invoices issued from BHP are based on the approved service claim form.*
- *Invoice will be processed within 48 business hours of its receipt. Payment is calculated from the date of invoice receipt (or created for RCTI) as per the agreed payment terms.*

All queries should be made through clicking on 'Payment' via [Supplier Payment and Purchase Order Queries](#)

1.2 Complete the Service Claim Form

Open the service claim form in an Internet browser (Chrome is preferred):

[Service Claim form in English](#)

[Service Claim form in Spanish](#)

When completing your online service claim form, further information is available for each field by hovering your mouse over the question mark symbol displayed.



2. COMPLETE SERVICE ENTRY SHEET

Mandatory fields are indicated with this symbol ●. Below each of following steps are descriptions of the information that must be entered into the mandatory fields on the form.

STEP 1: Your Details

Field	Required information
Name:	Name of the Supplier submitting the claim (should be the same as Supplier listed on the Purchase Order)
Phone No:	Enter the Supplier's phone number in this format: Country Code + Area + Number (e.g., +61 3 6455 5999)
Email:	Enter the Supplier's primary email contact address
Email (optional):	Enter an alternative email address for this request

Claim Information

There are three (3) options available: **Create**, **Amend** or **Delete**. Review the following explanations to confirm which selection you should make.

A. Create New SES

Service Claim periods (Period From and Period To)

When entering the date into the 'Period From' and 'Period To' boxes, use the actual date on which the services were provided. If dates do not match the evidence document supplied, they may result in a Supplier Non-Conformance Notification being sent to the Supplier.

Field	Required information
Type of SES:	Create is selected when submitting a new service entry sheet
Supplier Name:	Name of the Supplier's contact person on site who signed off the services provided
BHP Billiton Contact:	Name of the BHP contact person on site who signed off the services
Reference Number:	This may be any reference used by the supplier up to 16 characters. This number must be shown on all supporting documents attached
PO No:	Enter a valid 10-digit Service Purchase Order Number
Period From:	Enter the actual date the services commenced
Period To:	Enter the actual date the services were completed

B. Amend Existing SES

Select **Amend** to submit a claim to amend an existing SES. Do not use Amend if this claim refers to a **rejected service claim form** or **SES that has been deleted**.

You must provide a Reason for Amendment

Selections available	Amendment cause
SES undercharge:	SES was created below the actual value of the services
SES overcharge:	SES was created for more than the actual value of the services
Incorrect tax rate:	SES was created with the incorrect tax rate
Incorrect reference:	SES was created with an incorrect reference
Incorrect price per unit:	Applicable if your SES have been created with an incorrect price
Incorrect Purchase Order number:	SES was created with incorrect Purchase Order number
Incorrect/ No Supporting Document attached	Incorrect Document attached or attachment was missing- <i>Attach new document</i>
Incorrect Service Claim Rejection:	Claim was incorrectly rejected
Service Entry Sheet No:	Enter the correct Service Entry Sheet Number to be amended

C. Delete Existing SES


Claim Information

Type of SES ● Create Amend Delete

Service Entry Sheet Number:

Vendor Name:

Field	Required information
Type of SES:	Select Delete to submit a claim to delete an existing service entry sheet
Service Entry Sheet No:	Enter the Service Entry Sheet Number that is to be deleted
Supplier Name:	Enter the supplier name which must match that listed on the Purchase Order
Additional Details:	Enter additional information for the action required <i>*note that this section is mandatory</i>

- You will need to enter all previous information regarding the claim details.
- Under **Claim Information** complete all the mandatory fields.
- Once complete, select  to proceed to **Step 2**.

STEP 2: Services being claimed

Enter the following details for each service line claimed:

Field	Required information
Currency for all items:	Select currency used on the Purchase Order
PO Item No:	Enter Purchase Order Line Item Number being claimed
PO Short Description:	Enter description that matches description on the Purchase Order Service Line Item
Service Item No:	Enter Purchase Order Service Line-Item Number that is claimed
Service Description:	Enter description that matches description on the Purchase Order Service Line Item
GL Account:	Applicable for claim to BHP Petroleum only Input GL account for the SES to be allocated
WBS Element/Cost Centre:	Applicable for claim to BHP Petroleum only Input a single WBS Element or Cost Centre for the SES to be allocated
Quantity:	Enter the quantity claimed from the purchase order
Unit of Measure:	Unit of measure must match the UOM for the Purchase Order Line Item
Tax Component:	Select whether the claim is Tax Applicable or Tax Free
Tax Rate (%):	Enter the percentage of tax for the services provided <i>Note that BHP does apply a tax rate on the Purchase Order</i>

- Once you complete the service line-item data, select **Add** and the details will be entered in the summary section of your claim. To add more service line items, repeat this process as many times as necessary.

D. Review the service claim

Once you have added all your service line items, you can review your claim in the summary section.

Service Item No	Service Description	GL Account	WBS Element/Cost Centre	Quantity	Unit of Measure	Price per unit	Tax (%)	Tax Amount	Cost excl. tax
10	Service A			1.000	Each	10.00	10	1.00	10.0
20	Service B			1.000	Each	20.00	0	0.00	20.0
Subtotal (of Tax Applicable Items)									10.0
Subtotal (of Tax Free Items)									20.0
Subtotal - All Items									30.0
Tax Amount									1.0
TOTAL: Claim Payable Value (includes Tax Where Applicable)									31.0

When the summary section reflects all service line items correctly, click

Next >>

STEP 3: Additional Details and Attachments

- Enter any relevant details to be considered in the **Text Box**
- Go to **Attach Files** to upload your service claim documents. Click **Browse** and select the document from your computer files (*PDF, TIF, TIFF, JPEG, and JPG only*). Documents may include Hiring dockets, Signed Time Sheet, Job Tickets, Labour Schedule, Completed Work Sheets or Receipts
- To add more files, select **Add More Attachments** and repeat the above process until all supporting documents are attached.
- Once complete proceed the next step, Select **Next >>**

STEP 4: Request Summary

A Request Summary will be displayed as per below.

Service Entry Sheet

STEP 1	STEP 2	STEP 3	STEP 4
Your Details and Claims Information	Services Being Claimed	Additional Details and Attachments	Request Summary

SES Request Description

Your Details and Claims Information											
Name	MR X										
Phone No	123456789										
Email	MRX@gmail.com										
Email Optional	MRY@gmail.com										
Type of SES	Create										
Vendor Name	ABC United										
Vendor Contact	123456789										
BHP Billiton Contact	MR BHP										
Reference Number	ABC123				PO No.	4505051201					
Period From	01.05.2017				Period To	01.05.2017					
Services Being Claimed											
Currency for all items	Australian Dollar AUD										
PO Item No	10										
PO Short Description	Cleaning Services										
Service Item No	Service Description	GL Account	WBS Element/Cost Centre	Quantity	Unit of Measure	Price per unit (Tax Exclusive)	Tax (%)	Tax Amount	Cost Excl. Tax	Cost Excl. Tax	
10	Service A			1.000	Each	10.00	10	1.00	10.00	10.00	
20	Service B			1.000	Each	20.00	0	0.00	20.00	20.00	
									Subtotal (of Tax Applicable Items)		30.00
									Subtotal (of Tax Free Items)		0.00
									Subtotal - All Items		30.00
									Tax Amount		1.00
									TOTAL: Claim Payable Value (includes Tax Where Applicable)		31.00
Additional Details											

- On the Summary Tab, if the request was to **Amend** or **Delete** then add this text into the **Additional Details** section. See example as shown below.

Additional Details

To Delete SES

- Complete the Captcha and Submit

G O P Y A

Generate a new image
Play the audio code

Enter the code from the image

Submit

Submission Completed

You will receive a message indicating your submission has been successful.

Successfully completed submission.

SAMPLE PURCHASE ORDER

Refer to the example purchase order shown below to see where to locate the required information to include in your service claim form.

The fields that are required for your service claim are marked. Please check and ensure specific fields from the Purchase Order match your entries on the service claim form.

bhpbilliton Duplicate Copy of Purchase Order **4505050940** Page 1 / 3

Duplicate Copy
9 May, 2017

BHP Billiton Limited

Vendor Name
Your Details
RCA CRISIS MANAGEMENT PTY LTD
307 WATLEYS ROAD, EAST MALVERN
MELBOURNE VIC 3145
Contact:
Telephone: 385087300
Email: rcsch@rca-crisis.com.au
Your Number: 300
Your Quote Reference:

Our Details
Delivery Address/Marking Instructions
BHP Billiton Limited
BHP Billiton Limited
116, 171 Collins Street
MELBOURNE VIC 3000
Delivery Terms: FOB FREE ON BOARD
Acknowledge acceptance to your Purchasing contact:
Purchasing Contact: Supply to
Telephone: 0
Email: supplydocuments@bhpbilliton.com

Invoicing Details
Purchasing Entity: BHP Billiton Limited
9 004 008 000
BHP Contact
Invoice Submittal
Goods - Submit invoices to psinvoicing@bhpbilliton.com
Services - Submit a Service Claims form via https://suppliers.bhpbilliton.com/, including all relevant supporting documentation to validate completion and acceptance of the services. Following receipt of the Service Claim, a notice will be provided and processed by the

Payment Terms:
Within 60 days Due not

Quantity

PO Item Number

Unit of Measure

Item	Qty	Unit	Material / Service Number	Description	AUD Unit Price	Tax Amount	AUD Total Price (Tax incl)	Delivery Date
10	1,000	AU		SERVICE Description The item covers the following services:	12,974.00	1,297.40	14,271.40	01.06.2017
10.01	2,772	EA		Sub service description (type)	1.00		2,772.00	01.06.2017
10.02				Sub service description			9,702.00	01.06.2017
10.03	500	EA		Sub service description (print)	1.00		500.00	01.06.2017
20	1,000	AU		SERVICE Description The item covers the following services:	1,000.00	0.00	1,000.00	01.07.2017

Service Item No

Service Description

Price Per Unit (Tax Exclusive)

Currency

Note: Any queries regarding the details of the purchase order should be referred through [Supplier Payment and Purchase Order Queries](#) and click on 'Purchase Order'.

