

# Invoice Submission Guidelines

October 2025



## Invoice Submission

This standard process was developed so that BHP can efficiently and accurately provide payment to our Suppliers and meet relevant legislative requirements. All invoices must meet these guidelines and requirements.

### General pre-conditions

- Suppliers must have supplied the goods or services listed in the invoice
- Evidence of supply will be:
  - Goods - Signed Proof of Delivery (Delivery Docket)
  - Services - receipt of an approval for a Service Entry Sheet.

### Ariba Invoice Submission

Any vendor who is using Ariba\* (BHP's e-invoice solution) must process invoices via Ariba directly; Suppliers should not submit invoices via Service Claim Form or email. Invoices received from Ariba Suppliers will be rejected. These Suppliers receive scheduled payment details through Ariba.

**Exceptions:** Chilean Suppliers will submit invoices to BHP Acepta portal and they are processed via IPA (Invoice Processing Automation).

### Evaluated Receipt Settlement (ERS) Invoice Submission Guidelines

**Goods:** No invoice required. Once the goods receipt are created in BHP system, a Recipient Created Tax Invoice (RCTI) will be created for the vendor and payment will occur automatically in accordance with Purchase Order terms of payment.

**Services:** Suppliers must complete and submit a Service Claim Form that corresponds with the completed services; a Service Entry Sheet will then be created and submitted to the relevant BHP business representative for acceptance. Once accepted, the vendor will be notified that the Service Entry Sheet has been successfully processed, and an invoice will be automatically generated for payment.

### Manual Invoice Submission Guidelines

**Goods:** Submit invoice to the BHP standard invoice submission email address ([psinvoices@bhp.com](mailto:psinvoices@bhp.com))

**Services:** Prior to invoice submission via email to ([psinvoices@bhp.com](mailto:psinvoices@bhp.com)), Suppliers must:

- a) complete and submit a Service Claim Form that corresponds with the completed services;
- b) a service entry sheet will then be created and submitted to the relevant BHP business representative for acceptance.
- c) on acceptance of the service entry sheet, the vendor will be notified and instructed to send the invoice for payment to the BHP standard invoice submission email address.
- d) submit only one invoice for each accepted service claim per email or fax.

## BHP Invoice Requirements

If an invoice does not meet the criteria below, it will not be processed and will be rejected and returned to the vendor, outlining the reason for rejection and any actions that need to be taken. Rejected invoices need to be corrected and resubmitted for payment.

- \* Invoice submitted per email must relate to one Good Receipt Number (GRN) or Service Claim

### Invoice Details

- \* **Vendor invoice or account number** (if applicable) - must be clearly indicated on the invoice
- \* **Purchase Order Number** - Invoices must display a valid Purchase Order and if one has not been provided, contact your BHP representative prior to submitting the goods or services invoice
- \* **Vendor name** - Must match the vendor name on the Purchase Order
- \* **BHP entity** - Must match the BHP entity on the Purchase Order
- \* **Description** - Invoices must provide a detailed description of equipment purchased, services provided, shipping charges and other applicable fees that matches the Purchase Order exactly
- \* **Bank details** - Details on invoice must match those held on BHP's system - if changed, proceed to submit your changes via [BHP Supplier Portal](#).
- \* **Taxes** - Invoices with VAT/GST tax applicable must have both the vendor address (except for Australia, Colombia and Japan) and tax registration number clearly displayed on the Invoice
  - VAT/GST and any local taxes must be identified separately on invoices
  - Any country-specific VAT/GST regulatory invoice requirements must be met
- \* **Other Requirements** - Refer to your purchase order for additional invoice submission details

### Invoice Submission

- \* Submit documents in the following order: Invoice / Credit note / NOI / Translation Form and followed by supporting documents
- \* Invoices can be black and white or coloured but must be clear and legible and cannot be handwritten
- \* Invoices can be submitted as PDF, TIF/TIFF, DOC/DOCX, JPG, HTM/HTML or RTF format via email but must be less than 3MB
- \* Invoices in a language other than English or Spanish must be submitted to the relevant BHP business for translation - *Note that your local BHP representative will provide you with the invoice submission email address for these invoices*
- \* Exchange Rate Form / other SIRF, to be placed after invoice or credit note and followed by supporting documents (Invoice/Credit à Exchange Rate form/SIRF - Supporting Documents)

## Credit Adjustments

- \* All credit adjustments must reference the applicable Purchase Order Number and relevant invoice number.

## Contact for queries:

- Invoice or Payment status, Incorrect Payment, Issues on Invoice submissions contact [Supplier Payment and Purchase Order Queries](#) and click 'Payment'.
- Bank Details, Access to ARIBA, Supplier details queries contact [Supplier Queries](#).

## Frequently asked questions

### **Can I indicate the Purchase Order number on the email or supporting document, and not on the invoice?**

No. A valid Purchase Order number must always be indicated on the face of the invoice. A handwritten Purchase Order number on the invoice is acceptable.

### **Are handwritten amendments on the invoice acceptable?**

Yes, except for the BHP billing entity, invoice number and amount.

### **Why do I need to submit invoices with Withholding Tax (WHT) to the relevant BHP business?**

This is to enable the business to verify the WHT rate and base amount and ensure the invoice is coded correctly.

### **Can I submit a statement for processing?**

No. BHP will only accept valid invoices for processing. If you only have a summary statement available to be paid, please contact your BHP representative.

### **Can I submit an invoice with future date?**

No. All invoices must be current or past dated.

### **Who should I contact regarding any other invoice submission questions?**

Please submit your query through the [Supplier Payment and Purchase Order Queries](#) and click 'Payment'.