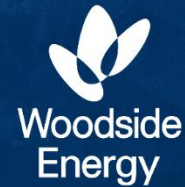# SAP S/4 HANA, ARIBA & ICERTIS TRANSITION | FREQUENTLY ASKED QUESTIONS

Woodside is implementing a new Enterprise Resource Planning (ERP) system, SAP S/4 HANA and this will impact how we transact with our Suppliers. A new Contract Lifecycle Management System (CLMS) is also being implemented.

GENERAL

What are SAP S/4 Hana, Ariba and Icertis?

SAP S/4 Hana is a new ERP system being implemented that supports our business to manage finances, maintenance, procurement, payments, logistics, inventory, and human resources.

The **Ariba** Network is an e-Procurement platform that interfaces between Woodside's ERP (SAP) and our supplier's systems. It automates procurement and accounts payable processes from Purchase Order to invoice payment, giving full payment visibility.

Icertis is a Contract Lifecycle Management System (CLMS) to enable Supplier Onboarding, Sourcing and Contract Management activities.

How will the new ERP & CLMS implementations impact Suppliers?

- **The Woodside website** will be kept up to date with new contacts, processes and SAP S/4 Hana information.
- **New email addresses** for invoice submission, vendor master data, payment queries, procurement etc for heritage BHP Petroleum Suppliers (hBHP) from January 2024. This will be communicated in December 2023.
- New process for **Supplier onboarding** or changes to existing supplier details.
- Ariba migration from Petroleum Deepwater Inc (PDW) Ariba and Woodside Energy Ltd Ariba (WEL) to a **new Woodside Energy Group (WEG) Ariba platform.**
- **Procurement volumes** expected to be higher than usual in Q3 2023, and stabilising in Q4 to support the Supply Chain Transition.
- New **CLMS, Icertis** will be implemented to replace CLMS (hWEL) and GCMS (hBHP).
- All Open Purchase Orders will be migrated to the new system and assigned **new PO Number**. The Purchase Order will reference the legacy PO and a PO Number mapping spreadsheet will be shared with impacted suppliers.
- **Open RFQs are not migrating** to the new SAP S/4 Hana and new RFQs may need to be created.
- Existing Outline Agreements will be migrated and assigned a **new Outline Agreement number**.
- **Master data freeze** a couple of months prior to SAP S/4 Hana Go-Live. This will prevent changes to Supplier Master data, Material Master Data, Contract Master Date.

How does our organisation prepare for the transition?

Keep your contact details up to date to ensure communication reaches you, attend webinars and read our communications. Speak with your Woodside contact and ask questions.

Visit https://www.woodside.com/suppliers for up to date information.

Follow the cutover activities guidelines that Woodside will share throughout the transition period.

Where are the updates communicated? Are the Supplier Forums recorded?

All communication and Supplier Forum recordings are shared on our external website: https://www.woodside.com/suppliers

Suppliers will receive updates to the nominated email address in our supplier record.
Woodside Company Representatives/Contract Owner and Contract Advisers/Category Specialists will share the same communication to their Supplier contacts.

Who should receive the updates in our organisation?

We expect these changes will impact Management / Finance teams, Accounts Receivables / Accounts teams, Sales / Contracting teams, Ariba Administrators and Warehousing teams. Please ensure the affected teams are informed within your organisation and take action accordingly.

Do we need to attend all Supplier webinars?

It's important to stay connected and informed by attending each Supplier webinar or viewing the recording on our external website shortly after and reading updates. Each forum will contain new information essential for a smooth transition experience.

Who should I contact for more information about the implementation?

Please contact your Woodside Company Representative / Contract Owner or alternatively you can submit questions via our **online form** located on our external website.

EMAIL ADDRESS (hBHP only)

What email addresses are changing?

From the end of December 2023 heritage BHP Petroleum Suppliers will need to update the email address for our Supplier Master Profile Information, Accounts Payable and Procurement teams. This will ensure one way of working for suppliers and our internal teams. This impacts invoice submission, payment queries, supplier onboarding / supplier master data changes, quotation submission, purchase order confirmations and updates, PO clarifications and general procurement queries.

There is no change to email addresses for heritage Woodside Energy Ltd Suppliers and the existing email addresses will remain.

The updated email addresses will be shared with our heritage BHP Petroleum Suppliers closer to SAP S/4 Hana Go-Live.

PROCUREMENT

How will I receive Purchase Orders after SAP S/4 Hana Go-Live?

Ariba Suppliers will receive Purchase Orders from the new Woodside Energy Group ANID in the Ariba Network.

All Non-Ariba Suppliers will continue to receive Purchase Orders by email based on the supplier nominated preferences outlined in our Suppliers Master Data Record.

Will Woodside's procurement volumes be impacted?

Procurement volumes are expected to be higher than usual in Q3 2023, then stabilising in Q4 to support Supply Chain Transition.

Are there any changes to Purchase Orders and Request for Quotation documents?

All Open Purchase Orders will be migrated to the new SAP S/4 Hana system and assigned new PO Number. The new Purchase Order will reference the legacy PO Number and we will share a PO Number mapping spreadsheet for reference after S/4 Hana Go-Live.

Open RFQ's will not migrate to the new SAP S/4 Hana and new RFQ documents may need to be created.

The appearance of our PO and RFQ documents will differ however, the content will be mostly the same.

When will Woodside communicate the PO number of the migrated POs to SAP S/4 Hana?

Woodside will communicate when the new system SAP S/4 Hana will go live. In this same communication, the migrated PO numbers will be provided to each impacted supplier. The new PO number must be quoted on invoices submitted in January 2024.

INVOICES / PAYMENTS

I need to submit an invoice today for payment. Has the system changed yet?

The changes aren't scheduled to take place until January 2024. Our invoice submission process will remain unchanged for both Ariba and Non-Ariba Suppliers up to SAP S/4 Hana Go-Live. Please refer to the Woodside website to understand timelines for change.

Where do I submit invoices after S/4 Hana Go-Live?

Suppliers who do not have an Ariba subscription will continue to receive Purchase Orders and send invoices via email to Woodside. For heritage BHP Petroleum suppliers only, the email address for invoice submission will change, the new address will be shared with Suppliers closer to SAP S/4 Hana Go-Live.

Can I submit my invoice during the black out?

Suppliers are encouraged to hold on to invoices generated during this time and submit (either via Ariba or manually) once migrated PO numbers have been received. Supplier should ensure that their invoice reflects the new SAP S/4Hana migrated PO number.

Will invoice volumes be impacted?

Invoice volumes are expected to be higher than usual when S/4 Hana goes live and Woodside has a team resourced to process the volumes as a priority in January 2024.

When will my invoice be paid in January?

When SAP S/4 Hana goes live in January 2024, payments and submission of invoices will resume. Approved or goods receipted invoices will be scheduled for payment on the next possible payment run. Payments will be scheduled twice per week. Woodside has onboarded additional resources to assist with this peak workload and make timely payments to our Suppliers as soon as practicable after the new system is live. The new migrated PO number must be quoted on invoices submitted in January 2024.

ARIBA

Will there be changes to my Ariba account?

Woodside will migrate to one Ariba business network. Migration of Open Purchase Orders from Petroleum Deepwater Inc (PDW) Ariba and Woodside Ltd Ariba (WEL) to one new Woodside Energy Group (WEG) Ariba Network with a new ANID will take place in January 2024.

Ariba Suppliers must accept a new trading relationship with Woodside's new Ariba Network WEG. Invitations have been sent to active Ariba Suppliers in the Ariba Network.

Please accept the trading relationship to ensure you can transact effectively with WEG immediately after SAP S/4 Hana Go-Live.

What are the impacts for Ariba Enabled Suppliers?

Ariba Suppliers must accept a new trading relationship with Woodside Energy Group. Invitations have been sent to active Ariba Suppliers in the Ariba Network.

All Open Purchase Orders will be re-created through the new WEG account, a new PO Number will be generated. The Purchase Order will reference the legacy PO.

There may be additional Ariba invoicing requirements to improve our business controls with the transition. Leading up to go live we will engage suppliers on cut over activities such as processing outstanding invoices before S/4 Hana Go-Live.

What is the new ANID for Woodside Energy Group post S/4 Hana Go-Live?

WEG Ariba AN11132308930

Is Woodside going to stop using Ariba?

Woodside will continue to use Ariba as our e-Procurement platform. We will deactivate the Petroleum Deepwater Inc (PDW) Ariba and Woodside Ltd Ariba (WEL) accounts and migrate our open documents to one Woodside Energy Group Ariba Network Account.

Is the new ERP platform - SAP (S/4HANA) replacing Ariba? We currently receive PO's and submit your invoices via Ariba.

Ariba will continue to be our e-Procurement platform that interfaces between Woodside ERP (SAP S/4Hana) and our supplier's systems. Its purpose is to automate procurement and accounts payable processes from Purchase Order to invoice payment, giving full payment visibility.

Does our organisation have to subscribe to Ariba?

Ariba is an e-Procurement platform that interfaces between Woodside ERP (SAP S/4Hana) and our supplier's systems. Its purpose is to automate procurement and accounts payable processes from Purchase Order to invoice payment, giving full payment visibility.

Ariba enables a streamlined and automated end to end process and is recommended for suppliers that transact a high volume of purchase orders and invoices with Woodside to onboard to Ariba. Woodside Energy does not require suppliers to transact in Ariba to conduct business with us.

Will there be additional fees due to the implementation?

There are no new supplier fees associated with the transition to the new WEG ANID.

Please visit for a refresher on existing fees:
https://www.sap.com/products/business-network/suppliers/enterprise-account.html

Will we be charged for all reissued (migrated) PO's in Ariba as we have already paid for them once?

No Suppliers will not be charged a second time for reissued POs that are being migrated.

I've received a trading relationship request in Ariba from Woodside Energy Group, does that mean my organisation will now trade directly with Woodside Energy Group and not Woodside's subsidiary companies?

Although our new Ariba Network account will be created under Woodside Energy Group, Purchase Orders will <u>not</u> be issued directly from Woodside Energy Group. Purchase Orders will be issued from the relevant Woodside entity. Be sure to check the specific entity on the Purchase Order document so your organisation is aware which entity you are transacting with.

Woodside acquired several global BHP Petroleum entities. Following the merger, starting on 11 July 2022 the process was initiated to change the legal entity name changes to reflect the name of the new company. For the majority of the entities other than the name, the company details will remain as-is, including addresses, ABN / Tax ID, EIN and corporate registration numbers. A very small set of entities also had an address change.

Heritage BHP Petroleum Suppliers should refer to Heritage BHP Petroleum Suppliers - Woodside Energy for further information on the merger.

CONTRACT MANAGEMENT / SUPPLIER ONBOARDING AND CHANGES

What is supplier onboarding?

Supplier onboarding is the process to of collecting information from suppliers to create an approved supplier information record in our SAP S/4Hana and Icertis systems. A supplier information record is required to enable Woodside to transact with that supplier.

How will SAP S/4 Hana impact my Contract with Woodside?

Existing Outline Agreements (Frame Agreements) will have a new Outline Agreement number.

A master data freeze will occur approximately 6 weeks before SAP S/4 Hana Go-Live, any known changes that impacts price, quantity, unit of measure, material descriptions and part numbers should be communicated to your Contract Representative / Contract Owner as soon as possible.

What are the changes to the existing Contract Management systems?

Icertis is a Contract Lifecycle Management System (iCLMS) for Supplier Onboarding, Sourcing and Contracting and will replace our three existing CLMS platforms to one Icertis platform.

Contracted suppliers will access the sourcing and contracting modules, and all new suppliers onboarding requests or supplier details changes (Contract and Purchase Orders), will be actioned via the Supplier Onboarding module.

When does the new Icertis Contract Management System Go-Live?

Icertis will Go-Live in January 2024.

Will Icertis CLMS be replacing Ariba for Purchase Orders and Invoicing?

Icertis and Ariba are two separate systems.

Ariba will continue to be our e-Procurement platform for Purchase Order transmission and invoicing for our Ariba subscribed Suppliers however will be trading with a new ANID for Woodside Energy Group.

Icertis is a Contract Lifecycle Management System (CLMS) to enable Supplier Onboarding, Sourcing (Tendering) and Contract Management activities.