



Ariba® Network Supplier Guide Add-On

Your companion guide for transacting with INPEX

Welcome!

Congratulations on joining the Ariba® Network as a supplier. You're now part of a global network of 4 million companies. Leading businesses like yours have leveraged their Ariba Network to grow their business, improve operational efficiencies, and deliver a better experience to their customers.

Your supplier account has been designed to make transacting with your customers as easy as possible. To get started and trained on how to use your Ariba® Network account with INPEX, please follow the steps below:

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Visit our [Supplier Training page](#)

Learn how to set up and operate your supplier account on our detailed Supplier Training Page. If the above hyperlink doesn't work, copy-paste the following link in your browser instead:

https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/

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Review the specifics of transacting with INPEX

Make sure to read through the present document to become familiar with all business specific actions and requirements set up by your customer. This document will help you navigate through the detailed content of our Supplier Training Page.

We wish you a lot of success using the Ariba® Network!



INPEX

THE BEST RUN



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SCOPE OF INPEX'S PROJECT

This section specifies which documents will be transacted through the Ariba Network. Some of them will be mandatory, others will simply be available if relevant.

Supported Documents On this Ariba Network relationship	Out of Scope Documents On this Ariba Network relationship
<ul style="list-style-type: none"> • Purchase Orders POs from INPEX will be sent through the Ariba Network with an exemption for POs with Down Payment. • Purchase Order Confirmations Apply against a whole PO or line items • Ship Notices Apply against PO when items are shipped • Service Sheets Apply against a PO referencing a service line item • Invoices One PO per invoice, must apply against a whole PO or line items <ul style="list-style-type: none"> • Partial Invoices • Service Invoices Invoices that require service line item details • Credit Invoices/Credit Memos Item level credits; price/quantity adjustments 	<ul style="list-style-type: none"> • Summary or Consolidated Invoices Apply against multiple POs • Invoicing for Purchasing Cards (P-Cards) An invoice for an order placed using a purchasing card • Duplicate Invoices A new and unique invoice number must be provided for each invoice, including resubmitted invoices • Paper Invoices INPEX will no longer accept paper invoices and requires invoices to be submitted electronically through the Ariba Network • Non-PO Invoices Against a PO not received through Ariba Network • Blanket Purchase Order Invoices Invoices against a blanket purchase order • Contract Invoices Contracts against Invoices with a PO • Header Level Credit Memos The Header Level Credit Memo feature is not supported by INPEX

SETTING UP YOUR ACCOUNT

This section covers what needs to be set up in the Ariba Network account as the minimum requirements in order to successfully transact with INPEX.

Please ensure you complete at least the following chapters of the *Account Administration* section on the [Supplier Training Page](#).

- Complete your profile
- Configure your email notifications
- Configure your enablement tasks
- Configure Electronic Order Routing method and notifications
- Configure Electronic Invoice Routing method and Tax Details
- Configure your Remittance Information and payment methods so INPEX can pay you on time
- Set up a test account

TRANSACTIONING ON THE ARIBA NETWORK

This section mentions the specifics of transacting with INPEX on the Ariba Network once your account has been set up. You'll find detailed instructions in the Transacting section of the [Supplier Training Page](#).

Specifics for PURCHASE ORDERS

This section mentions any specificities regarding Purchase Orders sent by INPEX through the Ariba Network. The Purchase Order (PO) is the source document for the order and all subsequent documents are created from the PO – **You cannot Amend or Change the PO yourself.**

Multiple Invoices can be created against the same PO line, up to the quantity/value available on that PO line.

Multiple PO's on a single invoice are not permitted by INPEX.

Reviewing a Purchase Order Header Level

Each Purchase Order that is processed through the Ariba Network should be reviewed regarding:

- **PO number, PO status, PO value and PO version number**
- **Payment Terms:** This reflects the terms of payment for this PO
- **Comments Section:**
 - **Header Text:** This section contains the information pertaining to Pricing, Certification, Packaging, Dangerous Good, Documentation and Inspection requirements
 - **The Shipping Instruction:** This section specifies the shipping and documentation instructions pertaining to this specific PO.
 - **Additional Comments:** This section contains a Password needed to access the INPEX supplier Portal. This portal contains all supporting processes and procedures needed to fulfill the requirements of this PO. Please note the password (**IPXSupplier**) is case sensitive.
- The INPEX buyer **Contact Information** is presented, should there be any queries related to this PO
- In the **Other Information** section, there are 4 URL's: **Note:** It is recommended to open the links in a new window by using the mouse right click.
 - **Supplier Terms:** these are the INPEX general terms pertaining to this specific PO. Should the PO be a call-off against a contract there will not be a url, but the reference to the Contract Terms will be noted 'For Terms and Conditions refer to Contract'
 - **Competency Requirements:** Where contractors are being sourced, the relevant competency requirement can be obtained in the INPEX Supplier Portal, using the password noted above.
 - **HSE Requirements:** The HSE requirement can be obtained in the INPEX Supplier Portal, using the password noted above.
 - **Packing and Quality Requirements:** For all Quality and Packing instructions refer to the URL link to the INPEX Supplier portal, using the password noted above
- **Transportation Terms Information:** this reflect the INCOTerms in force for this PO. For INCOTerms FCA, INPEX will use their nominated carrier to collect the goods

Purchase Order Line Level Review

The Line data reflect the details of what is being procured.

Please validate the details considering the following:

- Review the shipping address
- Identify the items requested and
- Determine whether the items are available or when they would available
- Confirm whether the delivery date is achievable
- Validate that the PO price is correct
- Ensure you use the Unit of Measure (UOM) that appears on the Purchase Order Line Items. If the UOM is incorrect contact INPEX, a changed purchase order would be required.

- Confirm the quality requirements can be met.
- Review the order type. The different order types require different supplier action:
 1. **Goods Order** Goods/Material items only
 2. **Repair Order** Contains items need to be repaired and will require service entry details
 3. **Return Order** (available in Enterprise account only) allows a credit for returned goods and charging of replacement items
 4. **Service Orders:**
 - **Planned Service:** The Service PO will indicate the service requirements and invoicing will be per service item.
 - **Unplanned Service:** The service requirements is unspecified, with an estimated PO value. The call of against this PO line in not service specific.
- Tax will be reflected on the Purchase Order where relevant. Where the tax rate id reflected incorrectly, contact the Purchasing Agent as listed on PO for adjustment.

CHANGED PURCHASE ORDERS

Change Orders can be initiated from both the supplier via the Order Confirmation process or directly by INPEX.

A change order is triggered, when the Supplier has provided proposed changes on the Order Confirmation, (delivery date or quality changes only) which INPEX will accept, reject or counter propose. – **Please see Specifics for ORDER CONFIRMATION**

Invoices will be rejected if the price is different to the price in the accepted Order Confirmation.

A changed purchase order will be triggered to the Ariba Network when:

- A price change has been accepted
- The order was rejected because the wrong information was sent
- PO quantity update was initiated

Specifics for PO CONFIRMATIONS

When a new order is received into Ariba, INPEX require an Order Confirmation (OC).

When capturing an Order Confirmation consider the following:

- The Confirmation Number (#) is the supplier reference number.
- Multiple Order Confirmations are allowed
- A Purchase Order must be fully/entirely confirmed prior to shipping the goods/delivering services.
- There are 3 types of Order Confirmation;
 - **Confirm Entire Order:** Where the PO is to be delivered in full on the same delivery date and the supplier is able to deliver the order completely, use this option. Note: A delivery date will be required.
 - **Update Line Item:** Where the PO has multiple lines, with different delivery dates, use this option. The All lines and dates can be confirmed by accepting all line using the 'Accept All' button.
 - **Reject Entire Order:** used to reject the order if it cannot be fulfilled. Please ensure to provide adequate information for a reason of the rejection (e.g. Incorrect price, unable to deliver as requested, wrong part number).

All Order Confirmations need to be accepted by INPEX prior to the goods being dispatched. INPEX will send a Changed Order, which needs to be re-confirmed by the supplier.

Comments are not considered by INPEX.

A new version of a Purchase Order will obsolete the previous version of the PO in Ariba. Suppliers must / can only transact against the active version of a PO.

Specifics for SHIP NOTICES

The Ship Notice contains the delivery information for a PO to validate that the goods are being shipped.

The Ship Notice is a **mandatory** transactional document for all INPEX goods purchase orders

Attachments in the form of packing slips and / or material quality certification documents are required and can be included in the Ship Notice document.

Note: Supply Chain Collaboration supplier will be required to capture the material certificates at the Ship Notice line level. For all other suppliers the certificates will be captured at the Ship Notice header attachment level.

There are two ways for creating a Ship Notice:

1. **Full Ship Notice** - where the line items are all part of the Ship Notice
2. **Partial Ship Notice** - Partially shipped remains until all items have been shipped. This option is only allowed with prior arrangement with INPEX.

Note: The Purchase Order must be confirmed prior to shipping the goods. Only confirmed lines can be selected for ship notices.

Specifics for SERVICE ENRTY SHEETS

The Service Entry Sheet (SES) is the claim for fulfilled services. There are 2 ways to initiate the claim process for Service Orders.

Method 1: SES & Invoice 1-Step (Service AutoFlip)– used for Non- RCTI

- This is the preferred option for INPEX service providers who are not using RCTI (Recipient-Created Tax Invoices).
- This 1-Step process is initiated by capturing an invoice for the service, with reference to the Service PO. The Invoice will automatically trigger a Service Entry Sheet in the INPEX system. Once approved, then Invoice will be released to INPEX and paid when due. **Note:** A warning pop-up window appears every time this process is initiated.
- Attachments to the invoice, validating the claim, are mandatory for this process. This may be an approved INPEX signed timesheet or other proof of job completion.
- Once the invoice is submitted, the system will hold it and create an Auto-Generated Service Entry Sheet, which is sent to INPEX. Once the SES is approved by INPEX, the invoice will be automatically released.
- Where the PO does not specify planned services, the supplier will be required to enter the service lines (service child lines) for the claim. This can be done by selecting the **Add/Update** button and then selecting the **Add General Service** option. Proceed with entering the claim details as required

Method 2: SES before Invoice – used for RCTI Suppliers

- Where the supplier has registered for RCTI and the PO states, “Invoicing not allowed” or “is ERS” the supplier will be required to capture a Service Entry Sheet. Once approved, INPEX uses this document to create an invoice that will be sent to the supplier, via Ariba.
- The Service Entry Sheet may require the creation of child lines if the Purchase Order did not include planned service. Child lines can be added using the **Add/Update** button, then select the **Add General Service** option and proceed with entering the claim details are required.
- A Service Entry Sheet requires an attachment of supporting documentation (e.g. signed time sheet, job card, service report) to be added. INPEX uses this attachment to review and approve the SES.

Specifics for INVOICES

This section highlights INPEX specific invoice transaction rule that should be observed by suppliers regarding invoices.

- All Purchase Orders routed via the Ariba Network require an invoice to be created via the Ariba Network

- The Invoice# refers to your internal invoice number. The Invoice Number should not exceed 16 characters and all letters must be in upper case. There should be no spaces or special characters in this field.
- Partial invoicing is allowed
- Invoices should contain no more than of 200 lines (including the Parent Line).
- Once you have submitted an electronic invoice via the Ariba Network, please refrain from sending paper/hard copy invoices.
- Tax must be added at the Line Level
- The status of the Invoice will change as it progresses through INPEX's approval process. There are 5 Invoice Statuses:
 - **Sent** – you have sent the invoice to INPEX
 - **Approved** – INPEX has reviewed the Invoice and it has been approved for payment
 - **Paid** – The invoice has been paid or is in the process of payment
 - **Rejected** – The invoice has been rejected. Open the invoice and review rejection reason. Invoices that are rejected by INPEX will display as **Rejected** due to:
 - Missing information - for example a required attachment
 - Incorrect information
 - Additional information to invoice – freight added but was not provided on the Order Confirmation
 - **Cancelled** – The invoice has been cancelled by INPEX. Supplier will have to submit a new invoice.

Where you need to **Edit/Resubmit a rejected invoice**, open and review the Invoice:

1. Note the rejection reason.
2. Remediate the issue
3. Click on **Edit & Resubmit**.

INVOICE FOR SERVICES

- Service invoices can only be captured for Service Orders with a Confirmed status.
- In the case of Service AutoFlip Invoices, an attachment is required to the Invoice to support the claim (e.g. signed time sheet, job card, service report). INPEX uses this attachment to review and approve the related SES.

INVOICE FOR GOODS

- You can only create an Invoice for Goods from the PO once a GRN (Good Receipt Notice) has been received from INPEX
- The GRN has Balance Tracking applied. This means that when creating invoices, you can only invoice up to the GRN quantity.
- If you have not received a GRN you need to contact the INPEX Purchasing Agent as listed on PO.
- Freight charges or price variances if not shown on the purchase order cannot updated on the invoice. Contact INPEX buyer to provide an amended PO then create a new Order Confirmation before completing the invoice.

Specifics for LINE ITEM CREDIT MEMOS:

Credit Memos can be sent to INPEX via the Ariba Network and do not need to be sent in the mail.

- Please also note the following when creating Credit Memos:
 - Credits are supported against specific line items from a previously submitted invoice
 - Credits can be for full or partial amounts for material orders

Specifics for REMITTANCE:

- The Remittance informs of when and how payment for an invoice is made. New Remittances can be viewed from the Payments tab & Remittances.

HELP & SUPPORT

If you need assistance using Ariba Network, please consult our documentation or contact our Support Team directly from the [Help Center](#).

If you need assistance regarding business processes, please contact INPEX team at the following email address: buyer_enablement@inpex.com.au

www.sap.com/contactsap

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