

Australian Business Number (ABN) configuration guide in The SAP business Network for INPEX

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Overview

Your ABN is the unique number that identifies your business. An ABN can be found on virtually all-important business documents – and it's imperative that you have one.

The importance of invoicing

Invoicing is part of the requirement for a business to maintain complete and accurate records of its activities (including sales). The ATO specifies that a record must contain all the relevant information necessary to identify your tax obligations. Importantly, the ATO may even request that you show them these records to check you are complying with your tax obligations.

These invoices include a tax component to allow GST-registered consumers to claim tax credits for their purchases.

What must the invoice include?

The tax invoice you provide to your customer must include the following:

- That the document is a tax invoice
- The identity of the seller
- The ABN of the seller
- The date
- Descriptions of the items sold to the customer.
- GST details

Additionally, if the sale is for more than \$1000, the tax invoice needs to include the buyer's identity or ABN.

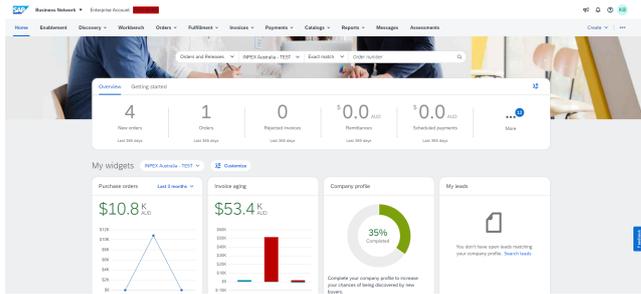
Relevance

- This requirement is relevant to Australian registered companies only!
- As INPEX validates both the ABN with each invoice processed through the network, this update will automatically populate the data in your invoices.

How to maintain the ABN in your Supplier Business Network:

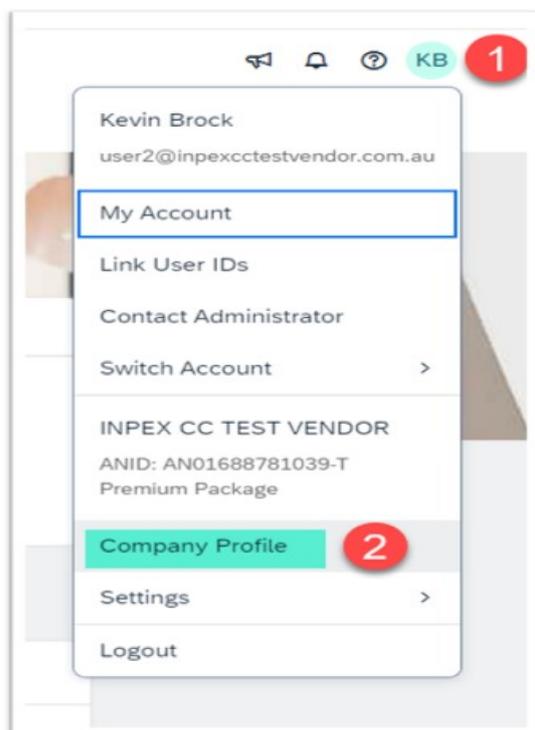
You will need the appropriate system access to maintain your Company Profile. This task would normally be done by your SBN Administrator

➤ Access your SAP Supplier Business Portal:



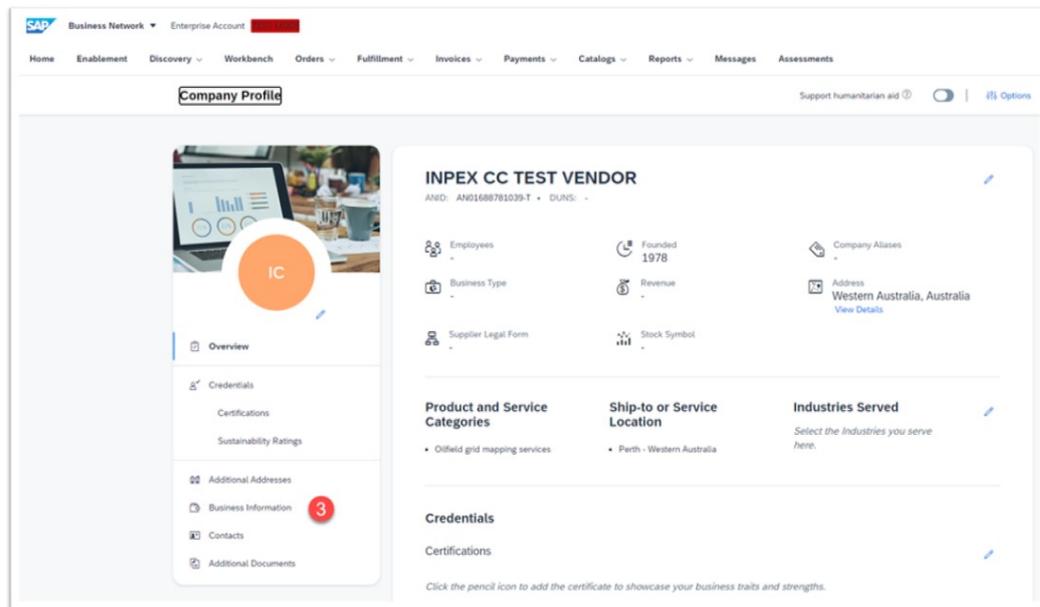
1. Navigate to your user profile in the top right corner of the screen.
2. Select the **Company Profile** option. As highlighted below.

Note: If you do not have the correct access this would not be available. You then may need to reach out to your Administrator.



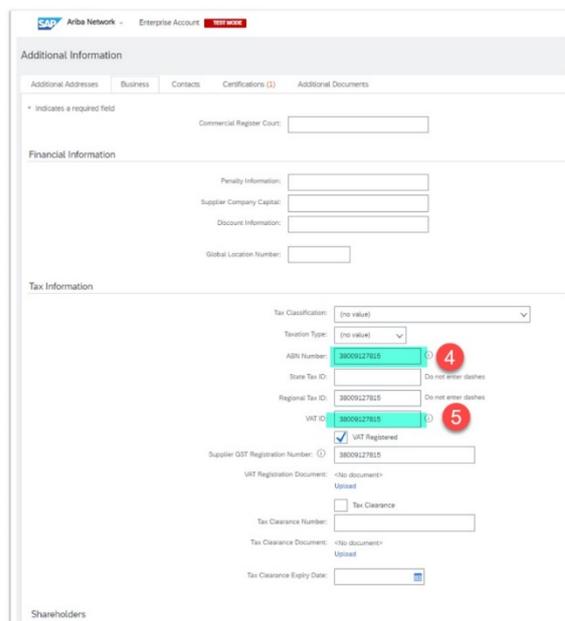
On the next screen:

3. Select the Company Information option.
This is in the bottom left of the screen.



This will take you to the details screen of the company profile:

4. In the Ensure your company ABN is correct.
Format: This should be an 11-character number
5. Copy this correct data into the VAT ID Field



Finally save the data in the top right of the screen.