

SAP Business Network (SBN) Overview/Training

Wave 11

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25 August 2025

The logo for INPEX, featuring the word "INPEX" in a bold, italicized, blue sans-serif font.



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01

Navigating the Business Portal

– Setup

- Remit-To Profile Maintenance
- Contract Profile Maintenance with ABN

02

Material/Goods Purchase Order Collaboration Process flow

03

Service Purchase Order Process Flow

04

Conversion Activities

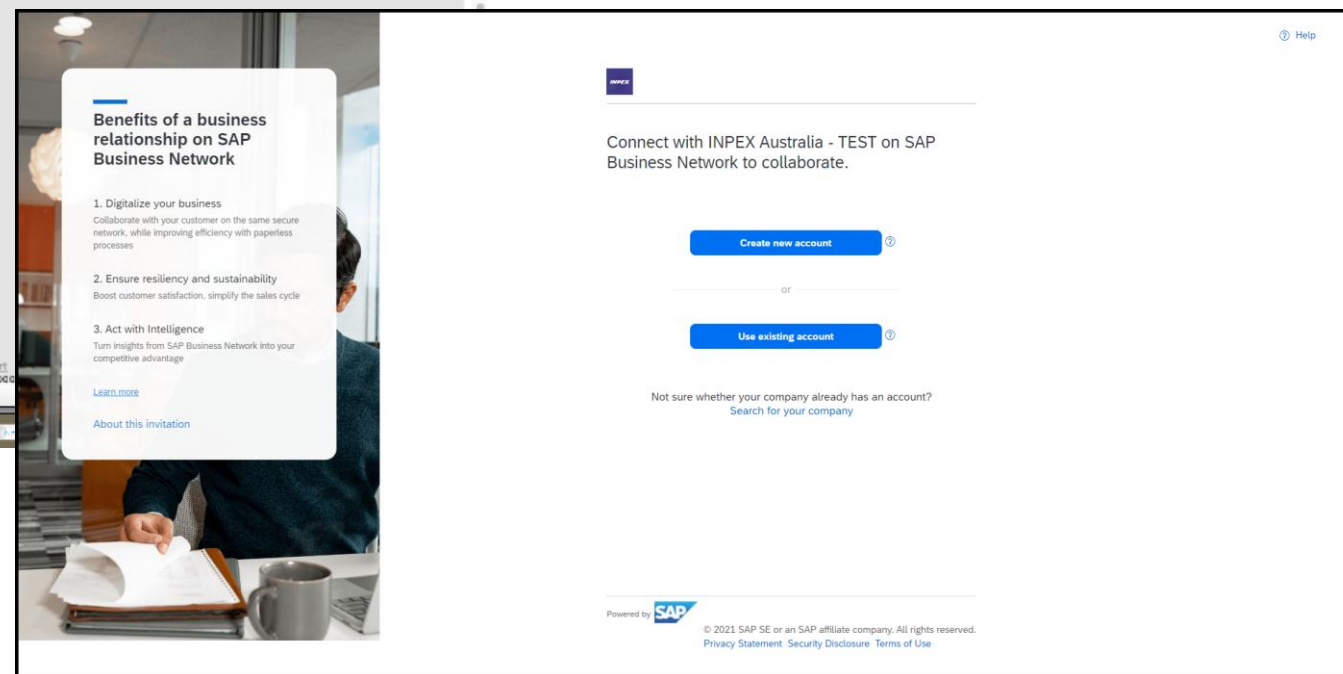
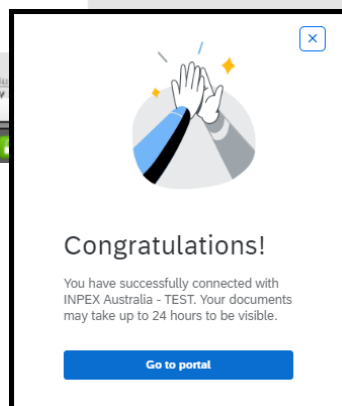
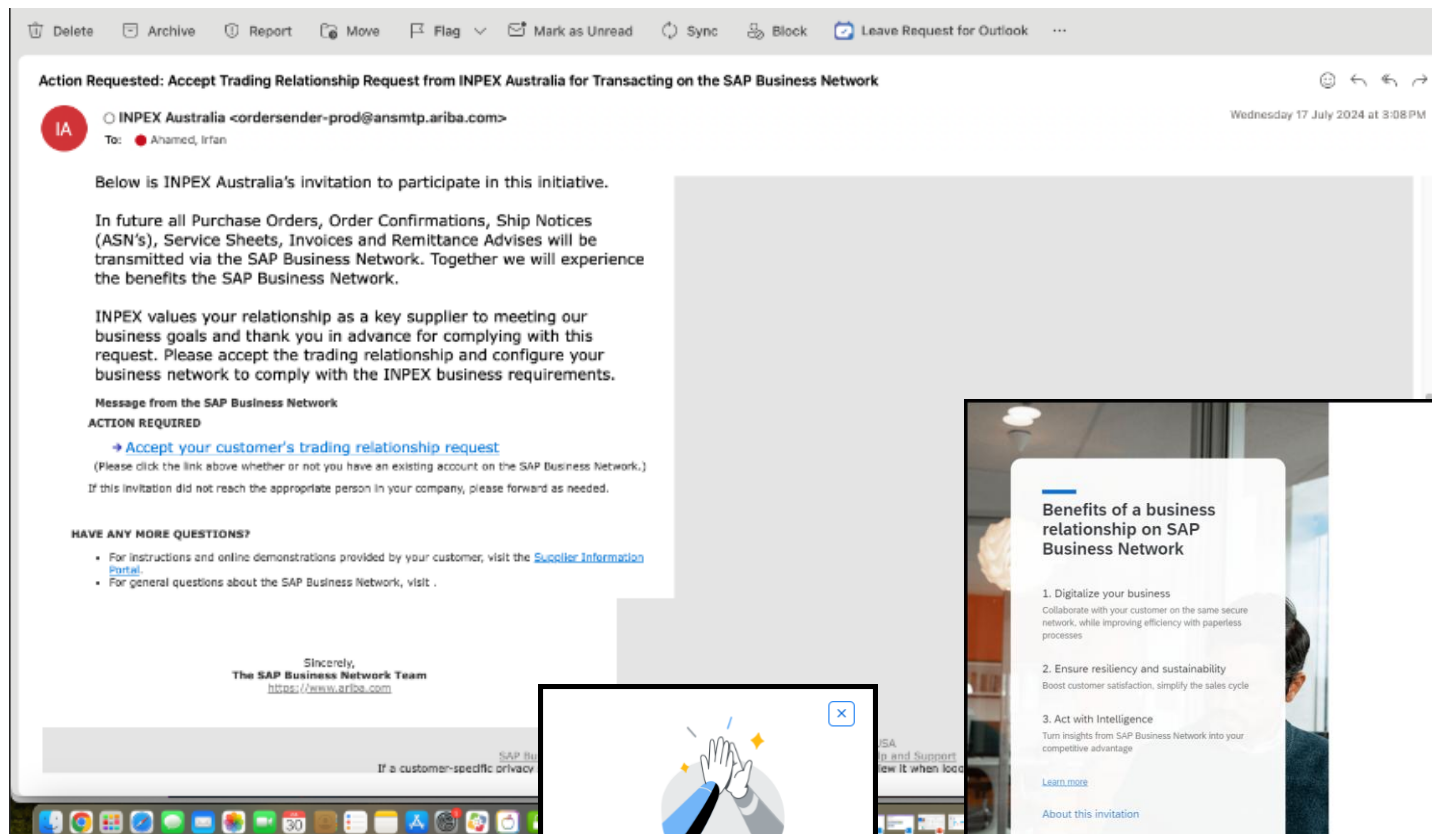
05

Help and Support

06

Q&A





Supplier Portal Overview

Standard

Business Network | Standard Account | Get enterprise account

Home | Enablement | Discovery | Workbench | Orders | Fulfillment | Invoices | Payments | Catalogs | Reports | Messages | Assessments

Leads | In Location | By Product

Overview | Getting started

- New orders: 0 (Last 31 days)
- Orders: 0 (Last 31 days)
- Rejected invoices: 0 (Last 31 days)
- Remittances: \$0.0 AUD (Last 31 days)
- Early payment offers: \$0.0 AUD (Last 31 days)

My widgets | INPEX Australia - TEST | Customize

Purchase orders: \$0 AUD (Last 3 months)

Invoice aging: \$0 AUD

Activity feed: All

- Invoice appro... Apr 03, 2024 | TEST1
- Order receive... Apr 03, 2024 | 4500146414
- Order receive... Nov 21, 2023 | 4800000142
- Order chang... Nov 14, 2023 |

Enterprise

Business Network | Enterprise Account

Home | Enablement | Discovery | Workbench | Orders | Fulfillment | Invoices | Payments | Catalogs | Reports | Messages | Assessments

Orders and Releases | INPEX Australia - TEST | Exact match | Order number

Overview | Getting started

- New orders: 4 (Last 365 days)
- Orders: 1 (Last 365 days)
- Rejected invoices: 0 (Last 365 days)
- Remittances: \$0.0 AUD (Last 365 days)
- Scheduled payments: \$0.0 AUD (Last 365 days)

My widgets | INPEX Australia - TEST | Customize

Purchase orders: \$12.6K AUD (Last 3 months)

Invoice aging: \$55.3K AUD

Company profile: 35% Completed

My leads: You don't have open leads matching your company profile. [Search leads](#)

Complete your company profile to increase your chances of being discovered by new buyers. [Complete profile](#)

Remit-To data requirements

method for the new address. Then, update information for customers about payment methods you support. Review your information carefully, since customers use it to send you payments.

enter only corporate bank details.

Business Network - Enterprise Account TEST MODE

Network Settings

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement | Data Deletion Criteria

* Indicates a required field

Set up early payments auto-acceptance rule

EFT/Check Remittances

Address 1	City	State	Country/Region	Default
<input type="radio"/> Correct bank data	PERTH	Western Australia	Australia	Yes
<input type="radio"/> Incorrect bank data	DARWIN	Northern Territory	Australia	No
<input type="radio"/> Incorrect bank data 2	PERTH	Western Australia	Australia	No

Notifications

Make this address default

Factoring Service ⓘ

Customer ↑

INPEX Australia - TEST

Remittance ID: ERT-AUD

Include Bank Account Information in Invoice

Payment Methods

Preferred Payment Method: Wire

ACH

Account Name: _____

Account #: _____

Confirm Account #: _____

Account Type: _____

Australian Business Number (ABN) data requirement

Kevin Brock
user2@inpecctestvendor.com.au

- My Account
- Link User IDs
- Contact Administrator
- Switch Account >
- INPEX CC TEST VENDOR
ANID: AN01688781039-T
Premium Package
- Company Profile** 2
- Settings >
- Logout

Company Profile

INPEX CC TEST VENDOR
ANID: AN01688781039-T • DUNS: -

Employees: - Founded: 1978 Company Aliases: -
Business Type: - Revenue: - Address: Western Australia, Australia
Supplier Legal Form: - Stock Symbol: - View Details

Product and Service Categories **Ship-to or Service Location** **Industries Served**
• Oilfield grid mapping services • Perth - Western Australia Select the Industries you serve here.

Credentials
Certifications

Additional Addresses 3

Additional Information

Additional Addresses Business Contacts Certifications (1) Additional Documents

* Indicates a required field

Commercial Register Court:

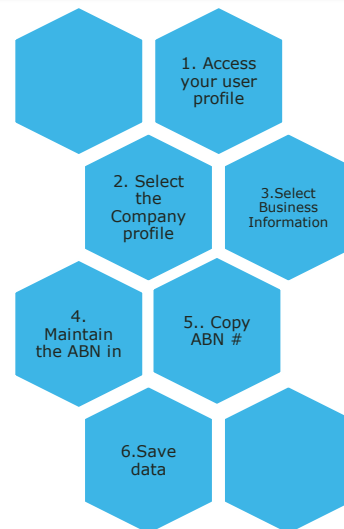
Financial Information

Penalty Information:
Supplier Company Capital:
Discount Information:
Global Location Number:

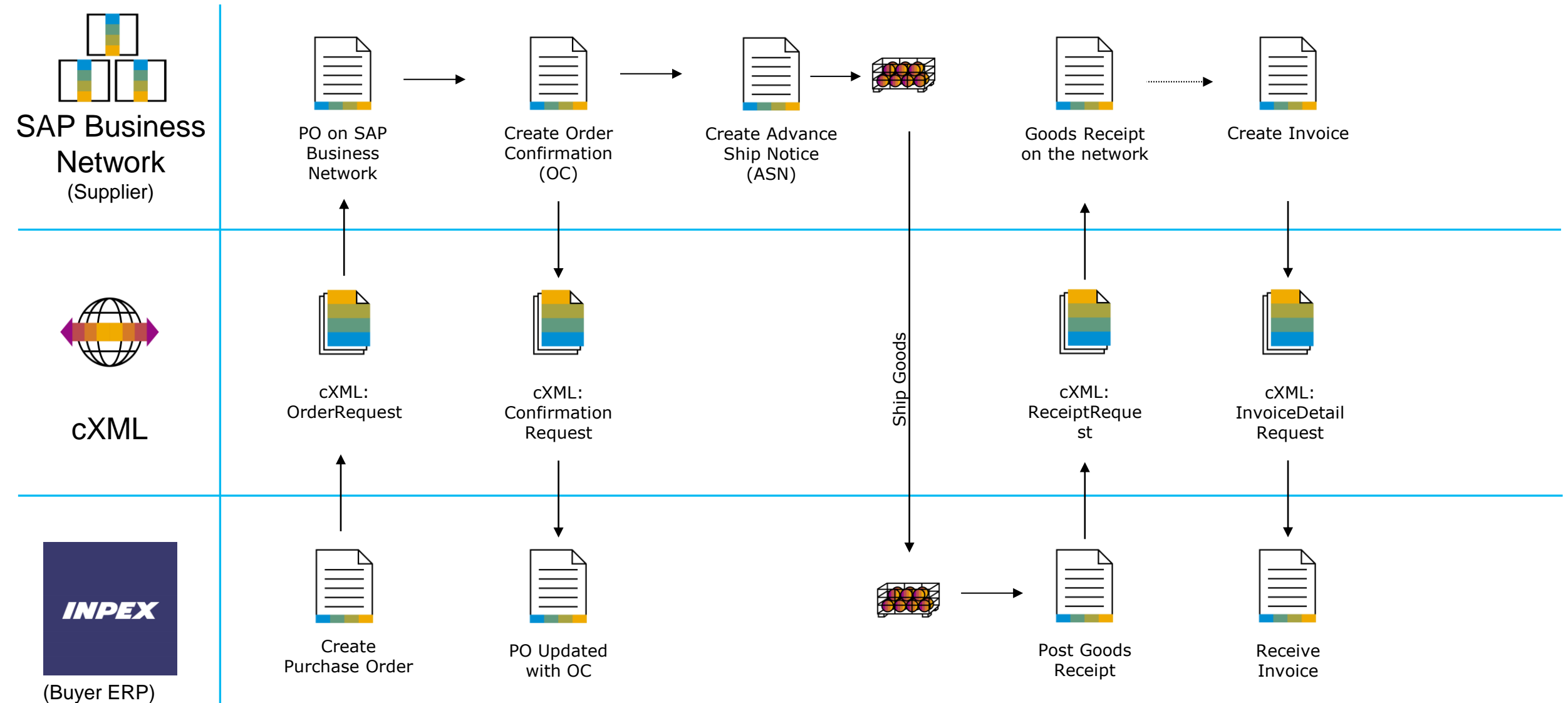
Tax Information

Tax Classification: (no value) v
Taxation Type: (no value) v
ABN Number: 38009127815 4
State Tax ID: Do not enter dashes
Regional Tax ID: 38009127815 Do not enter dashes
VAT ID: 38009127815 5
 VAT Registered
Supplier GST Registration Number: 38009127815
VAT Registration Document: <No document> Upload
 Tax Clearance
Tax Clearance Number:
Tax Clearance Document: <No document> Upload
Tax Clearance Expiry Date:

Shareholders



Goods Purchase Order Collaboration Process Flow



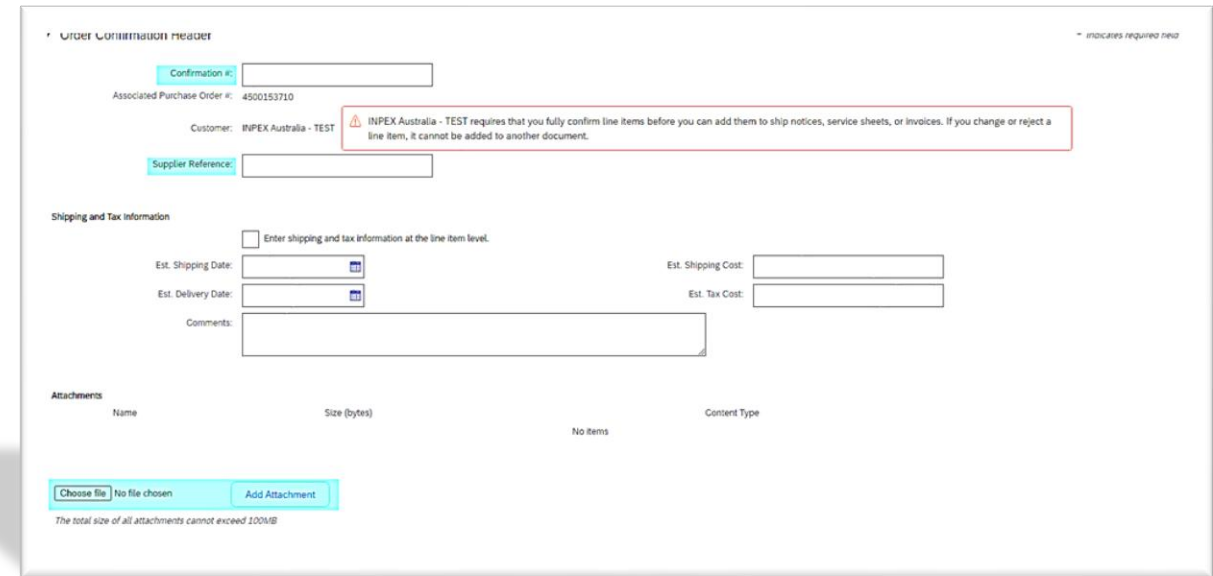
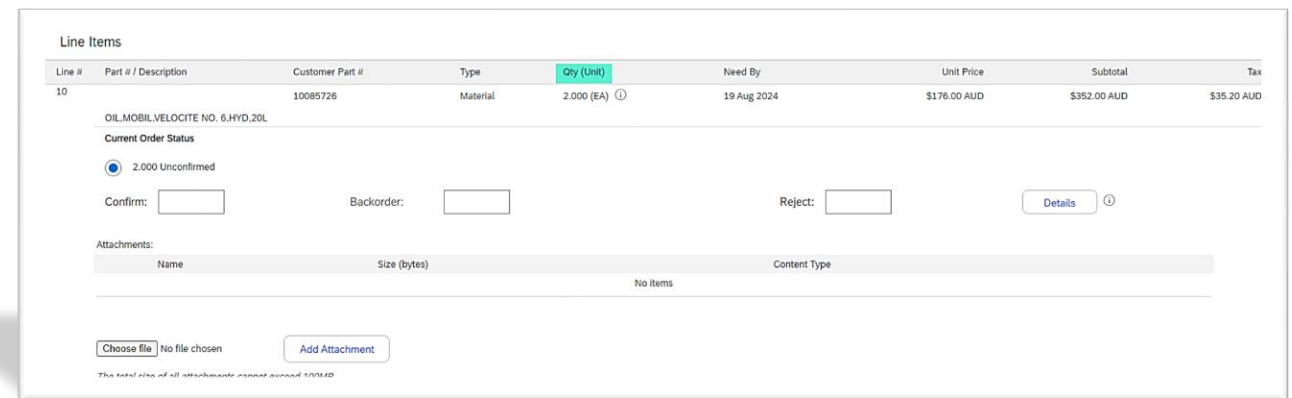
Data requirements for the PO confirmation

Type of Ordre Confirmation - User has 3 options:

- Confirm Entire Order
- Update Line items
- Reject Entire Order

Supplier to validate and confirm the following:

- Terms and Conditions / Shipping instructions
 - Qty
 - Price
 - Vendor Part Number (VPN) is valid and correct!
 - Delivery date can be met
- Partial delivery qty by exception only!

Data requirement for Ship Notice (ASN)

Header level data

1. Packing Slip ID
2. Shipping/Delivery Dates
3. Carrier Data
4. Delivery Terms
5. Shipping payment Method.
6. Operating Hours / Contact details / Contact email / DG notification / DG details/Battery data etc
7. Packaging/Dimensions/Weight (See example as highlighted)

The screenshot shows the 'Ship Notice Header' form. It is divided into 'SHIPPING' and 'TRACKING' sections. Red circles with numbers 1 through 7 highlight specific data requirements:

- 1:** Packing Slip ID (input field)
- 2:** Shipping Date and Delivery Date (calendar pickers)
- 3:** Carrier Name (dropdown menu)
- 4:** Delivery Terms (dropdown menu)
- 5:** Shipping Payment Method (dropdown menu)
- 6:** Operating Hours, Contact Details, and Includes Dangerous Goods/Batteries (checkbox) section.
- 7:** Packaging/Dimensions/Weight section, with an example highlighted: "Example: Pallet (L) 1050x X (W) 110 cm X (H) 90 cm 145 kg".

Line level data:

1. Qty
2. UoM validation

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
4500146405	10	VENDOR MATERIAL # 1 BUSHING,WTR,9-5/BIN,53.5PPF,OPD555XW623	10150055	2,000	EA	15 Apr 2024		\$11,570.00 USD	\$23,140.00 USD	\$2,314.00 USD
<p>SHIPMENT STATUS</p> <p>1. Shipped 2 Show Details</p> <p>Received Quantity: 2 EA</p> <p>Returned Quantity:</p> <p>Goods Receipt Status: Completed</p>										

Data requirements for Materials Invoices

Header level data

1. Invoice number
2. Invoice date
3. Supplier Tax ID
4. **Remit-To data. ##**
5. **Value of the invoice +Tax**
6. Service Start/End dates (Services claims only)
7. **Attachments (invoice and supporting doco)**

The screenshot shows the 'Invoice Header' form with the following fields and callouts:

- 1:** Invoice number (4500144285)
- 2:** Invoice date (28 July 2024)
- 3:** Supplier Tax ID (38009127815)
- 4:** Remit-To data (FERTH Western Australia Australia)
- 5:** Summary (Subtotal: \$13,585.95 AUD, Total Tax: \$1,239.05 AUD, Amount Due: \$14,825.00 AUD)
- 6:** Service Start/End dates (For Services only)
- 7:** Attachments (Add to Header)

Line Level data:

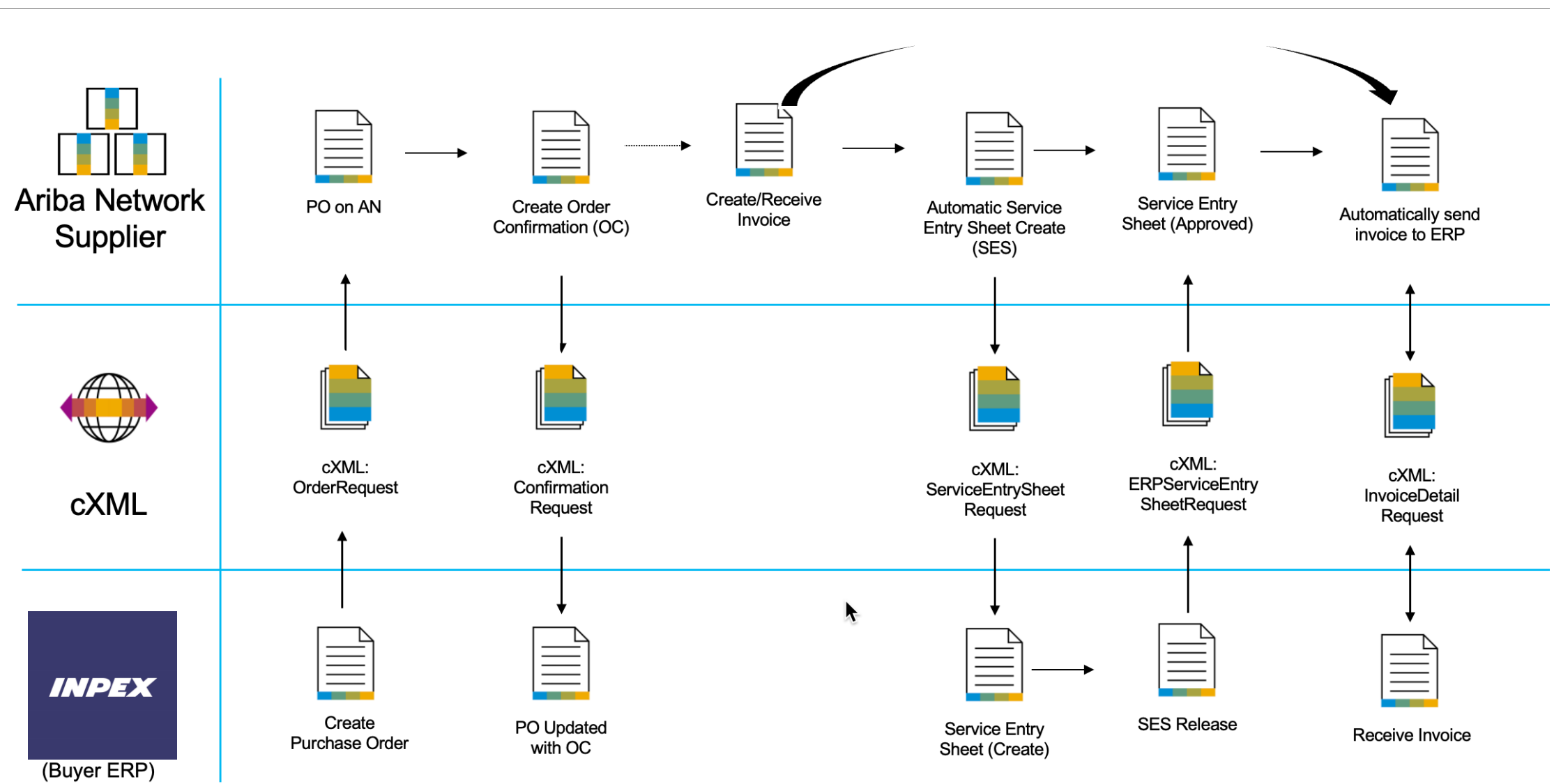
1. User can exclude/remove lines
2. User can update qty
3. User not able to update price!

The screenshot shows the 'Insert Line Item Options' form with the following fields and callouts:

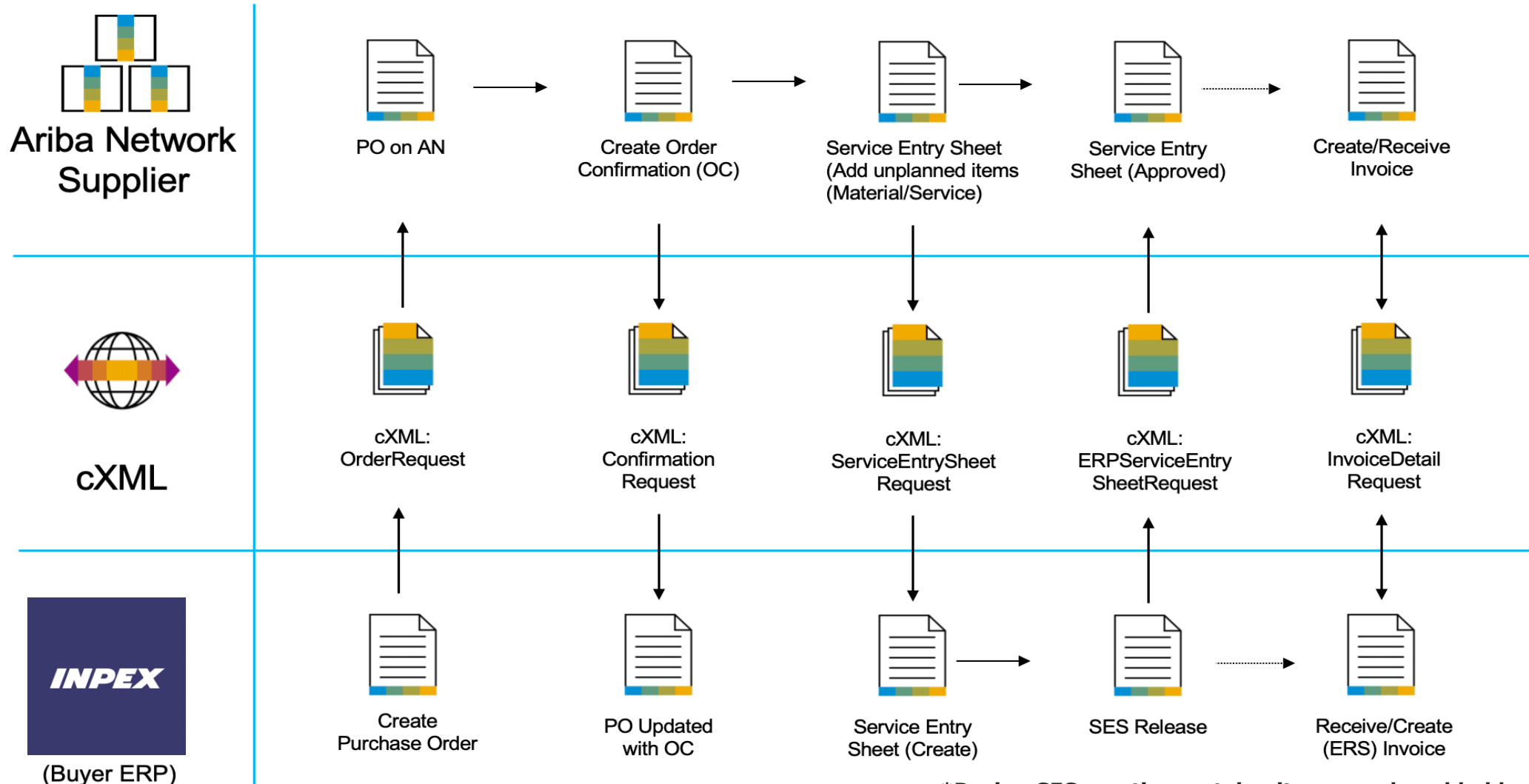
- 1:** Tax Category (10% GST)
- 2:** Quantity (6)
- 3:** Unit Price (\$1,239.05 AUD)

Insert TAB > Header & Footer button to update across all slides

Automatic SES on creation of Invoice



Unplanned PO Services Process Flow/RCTI



***During SES creation, catalog items can be added by punching into a catalog**

Data requirements for Service Invoices

Header level data

- Invoice number
- Invoice date
- Supplier Tax ID
- **Remit-To data. (This is Critical as this contains the bank account # for verification)**
- **Supplier VAT ID (Please enter your Company ABN here!)**
- **Start and End dates of service period**
- **Attachment mandatory for all services**

Note: Service claim cannot span across PO/PO lines. The process is one claim per PO line!

Ship Notice not possible for a service PO

Line Level data:

- User to specify claim details

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal		
<input type="checkbox"/>	10				Service claim PO lien 10							Add/Update ▼
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	SERVICE							\$0.00 USD		

➤ **Contacts within INPEX:**

Kevin Brock: kevin.brock@inpex.com.au

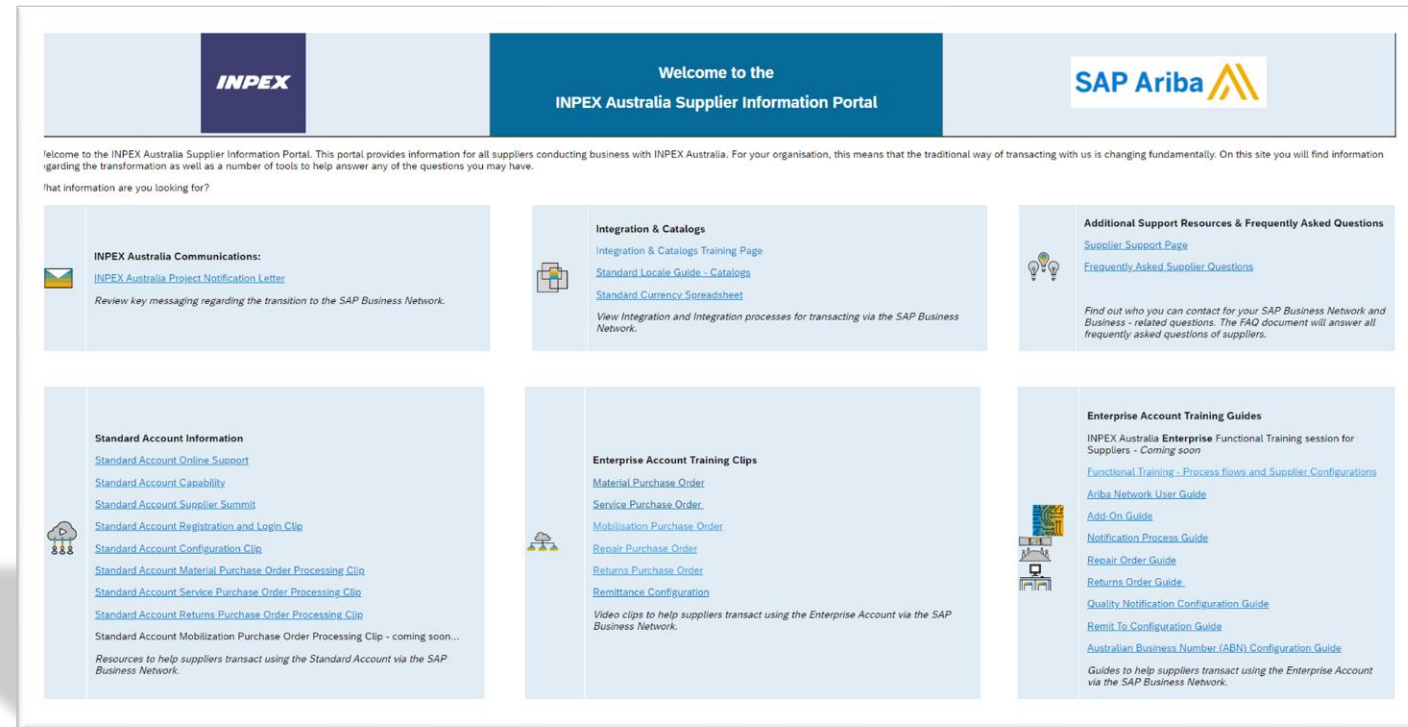
Mario Umandap: buyer_enablement@inpex.com.au

➤ **INPEX Supplier Information Portal link:**

<https://support.ariba.com/item/view/191845>

➤ **How to contact SAP Business Support Team**

<https://support.ariba.com/item/view/191846>



The screenshot shows the INPEX Australia Supplier Information Portal. The header includes the INPEX logo, the text "Welcome to the INPEX Australia Supplier Information Portal", and the SAP Ariba logo. Below the header, there is a welcome message and a search bar. The main content area is divided into several sections:

- INPEX Australia Communications:** Includes a link to "INPEX Australia Project Notification Letter" and a note to "Review key messaging regarding the transition to the SAP Business Network."
- Integration & Catalogs:** Includes links for "Integration & Catalogs Training Page", "Standard Locale Guide - Catalogs", and "Standard Currency Spreadsheet". A note mentions "View Integration and Integration processes for transacting via the SAP Business Network."
- Additional Support Resources & Frequently Asked Questions:** Includes links for "Supplier Support Page" and "Frequently Asked Supplier Questions". A note says "Find out who you can contact for your SAP Business Network and Business - related questions. The FAQ document will answer all frequently asked questions of suppliers."
- Standard Account Information:** Includes links for "Standard Account Online Support", "Standard Account Capability", "Standard Account Supplier Summit", "Standard Account Registration and Login Clip", "Standard Account Configuration Clip", "Standard Account Material Purchase Order Processing Clip", "Standard Account Service Purchase Order Processing Clip", and "Standard Account Returns Purchase Order Processing Clip". A note mentions "Standard Account Mobilization Purchase Order Processing Clip - coming soon..." and "Resources to help suppliers transact using the Standard Account via the SAP Business Network."
- Enterprise Account Training Clips:** Includes links for "Material Purchase Order", "Service Purchase Order", "Mobilisation Purchase Order", "Repair Purchase Order", "Returns Purchase Order", and "Remittance Configuration". A note says "Video clips to help suppliers transact using the Enterprise Account via the SAP Business Network."
- Enterprise Account Training Guides:** Includes links for "INPEX Australia Enterprise Functional Training session for Suppliers - Coming soon", "Functional Training - Process flows and Supplier Configurations", "Ariba Network User Guide", "Add-On Guide", "Notification Process Guide", "Repair Order Guide", "Returns Order Guide", "Quality Notification Configuration Guide", "Remit To Configuration Guide", and "Australian Business Number (ABN) Configuration Guide". A note says "Guides to help suppliers transact using the Enterprise Account via the SAP Business Network."

Date of conversion: Thursday 28th August 2025

Existing Open PO's:

- All existing POs with PO history (Partially processed) will need to run their natural course using the old email submission to : **AccountsPayable@inpex.com.au**
- By exception, any unprocessed Goods or Service PO's may be converted to the network. (on request).

Welcome to the INPEX/SAP
Business Network

Thank you for your time and
attention.

INPEX Australia

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