INPEX: Populating the Remit-to details with your Ariba Supplier profile

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Introduction

INPEX will require the seller to submit their banking details with each invoice submitted via the Ariba Network. This is to ensure INPEX pays for the goods and services into the correct supplier nominated bank accounts. To achieve this validation, all INPEX suppliers are required to maintain the Remit-To data in their Ariba Network account.

Where the supplier uses a single account, this only need to be done once, but where multiple bank accounts are being used, a separate remit-to address must be created for each unique bank account. This action will automatically add the remit-to data into the invoice when processing through the Ariba Network.

INPEX will perform validation against this banking data to ensure the correct accounts are being settled too. It is thus imperative that the banking data is maintained accurately. Should this data differ to the data that INPEX has on record, the invoice will be rejected and cause payment delays.

Access your Supplier Account as the Admin User
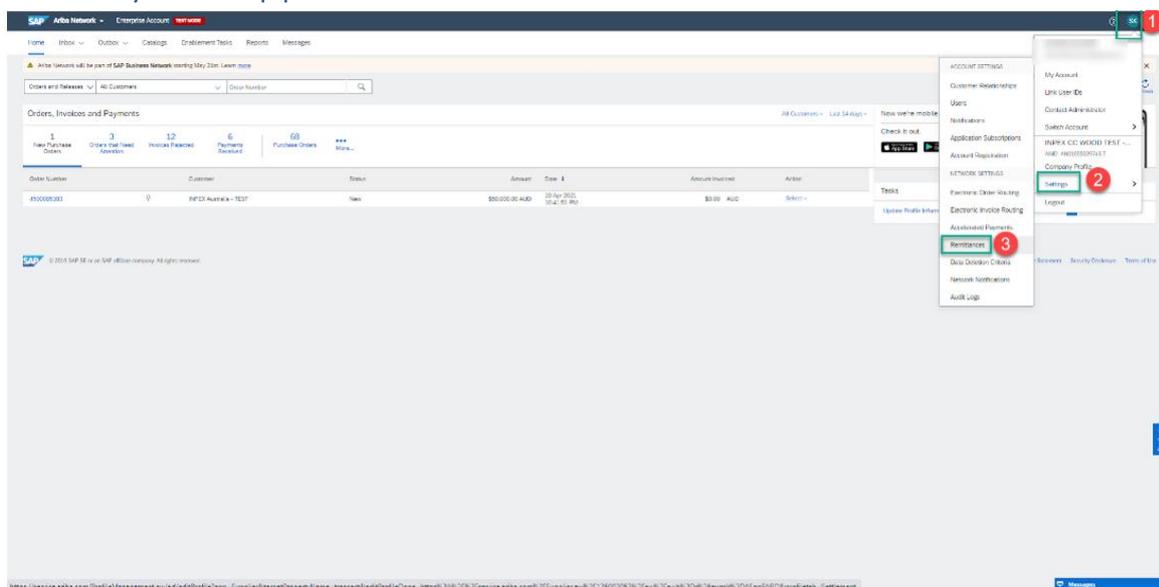
1. Select the **Account Settings** icon (Top right of the screen with your user initials)
2. Select **Settings**
3. Select **Remittances**

EFT/Check Remittances

The following Screen will appear:
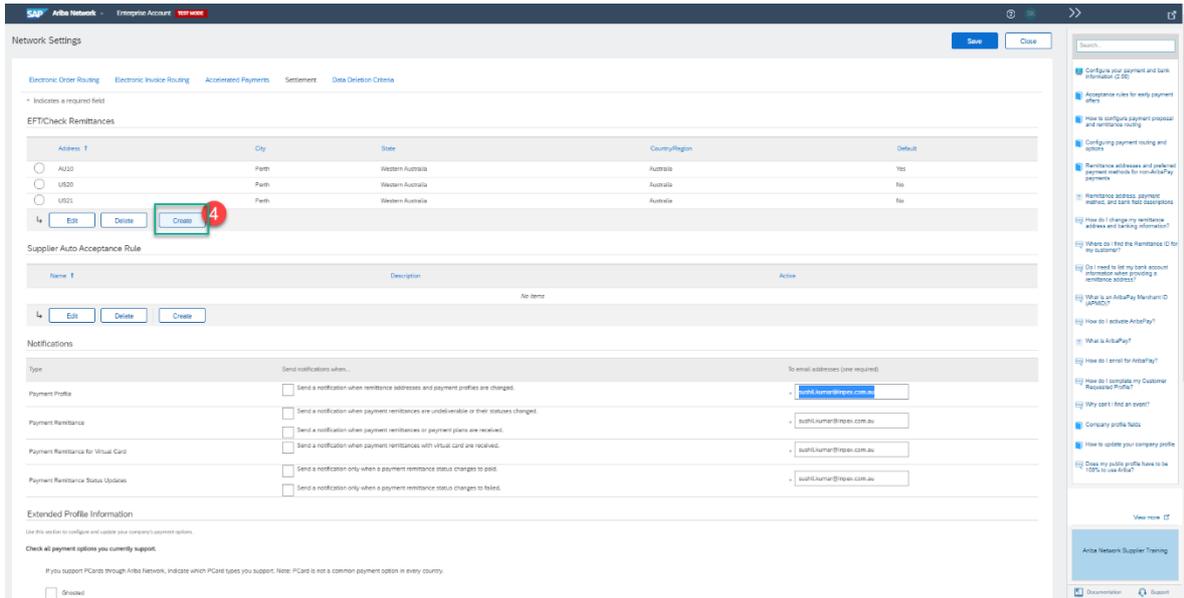
4. Select the **Create** button

Remittance Address / Remittance ID Assignment

The following input screen will appear:
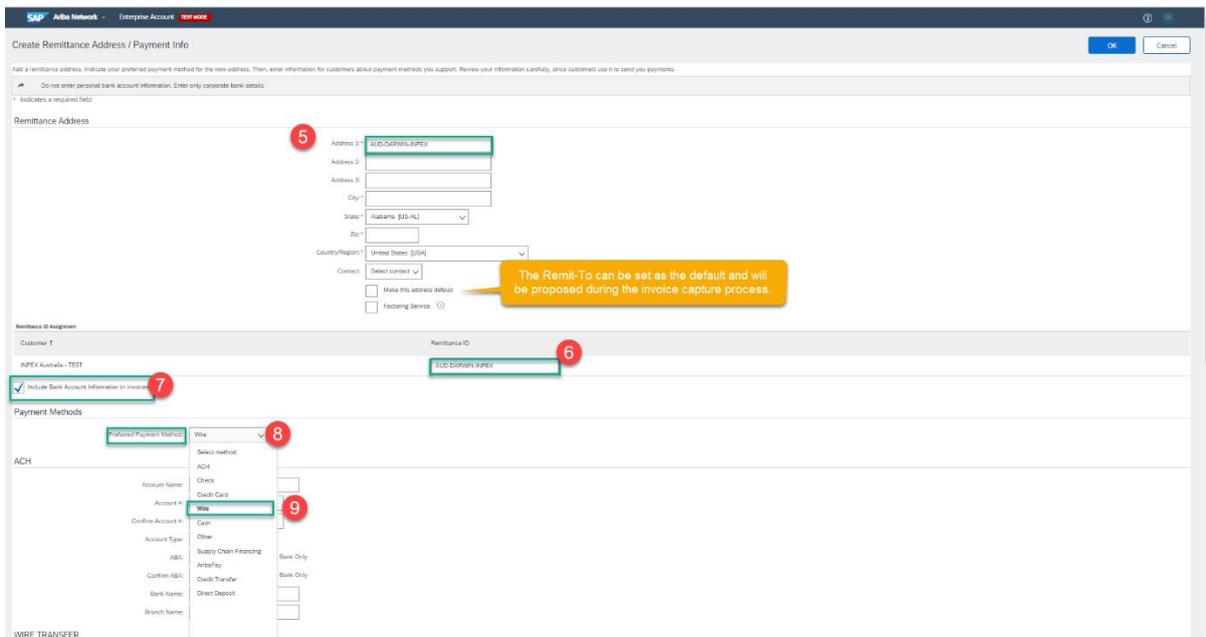
5. Populate the **Remittance Address** (enter a unique reference in the address 1 field. This will be used to identify and differentiate where there are different bank accounts being used by you, the supplier. i.e. Use Currency – Branch - Buyer: **AUD-Darwin-INPEX**)
6. Provide a **Remittance ID**.   (Recommend using the same logic as 5 above: Currency – Branch - Buyer)
7. Activate the '**Include Bank Account Information in invoice.** flag
8. Select the **Preferred Payment Method** drop down
9. **Always select "Wire"**

Wire Transfer / Beneficiary Bank

Scroll down to populate the relevant Beneficiary Bank data

10. Enter the following data:
    a. Account Name – Your Account Name with your bank
    b. Account # - The bank account number
    c. Confirm Account # - repeat the bank account number
    d. Account type = Checking
    e. Select the Bank ID = SWIFT Code and enter your banks SWIFT code. For US supplier enter the ABA routing number
    f. For EU suppliers enter the IBAN number
    g. Country / Region
    h. City
    i. Bank Phone: if available the bank telephone number with country and area code

    Select **OK** Input data will be validated.
    Select **Save** input date will be saved
    Select **Close**. To exit the update.

Capturing invoices

When capturing the invoices, the **Remit-To** account must be selected.

11. Select the **Remit-To** field.
12. Select the **Bank account** (Remit-To account) you wish the fund to be transmitted too.