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Quick Reference Guide

Populating the Remit-to (Banking) details with your Ariba Supplier profile for INPEX.

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Introduction

INPEX will require Suppliers to include their banking details electronically, with each invoice submitted via the SAP Business Network (SBN) . 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 SBN account.

A separate Remit-To profile will need to be created for each bank account registered with INPEX

The bank account, data from the Remit-To profile, will automatically populate in the Invoices when being submitted via the SBN.

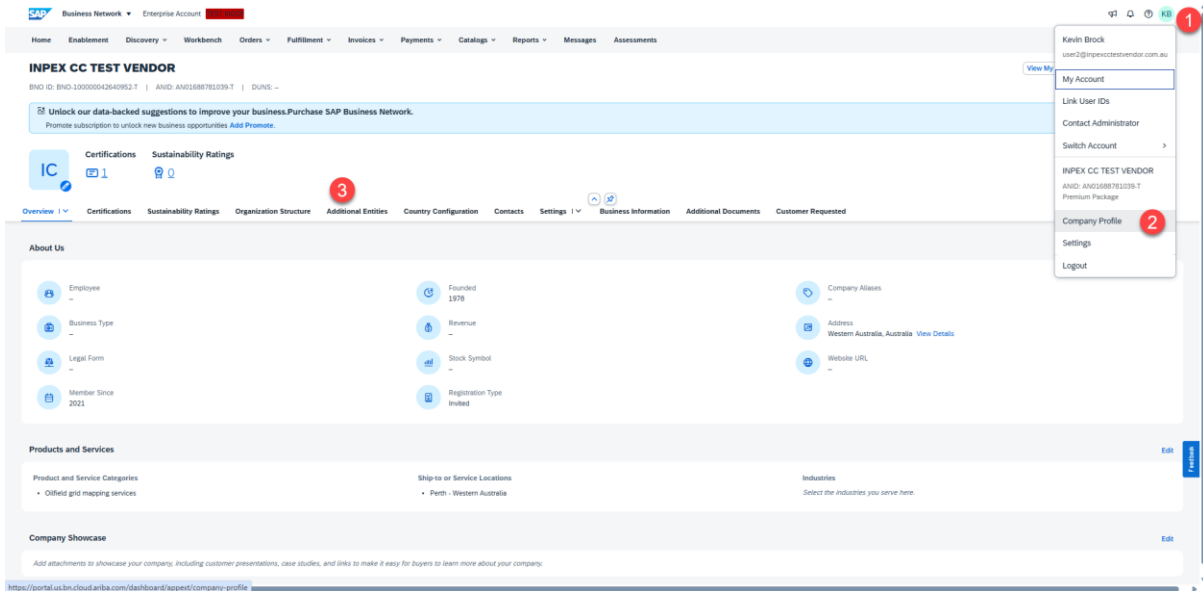
INPEX will perform validation against this banking data to ensure the correct accounts are being settled too. It is thus imperative that the banking data is maintained accurately. Should this data differ to the data that INPEX has on record, the invoice will be rejected and cause payment delays.

The Remit-To profile set-up has been segregated into 2 parts:

- Creating an **Additional Entity** record
- Maintaining the **Remit-To** profile per Entity

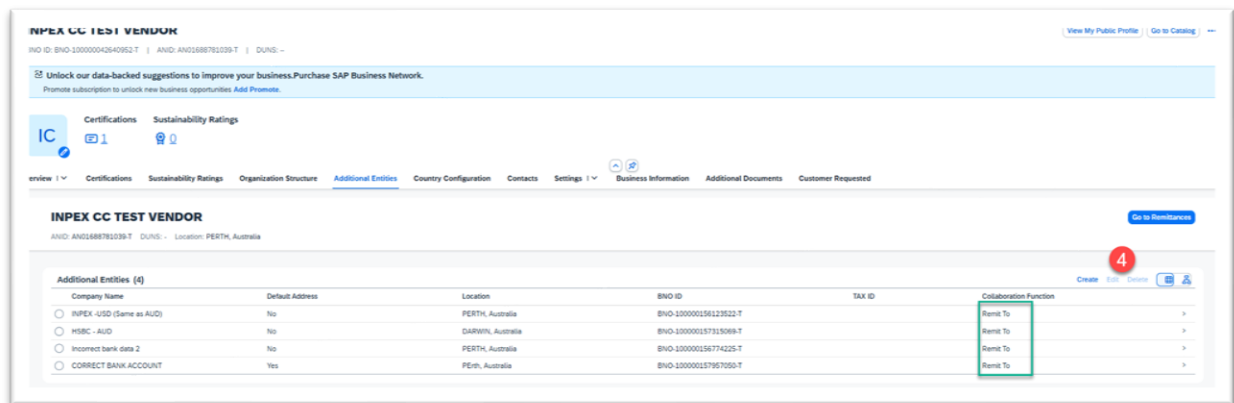
1 PROCESS FOR CREATING THE ADDITIONAL ENTITY

1. Select the **User Profile** icon (Top right of the screen with your user initials)
2. Select **Company Profile**
3. In the subsequent screen, select the **Additional Entities** menu option

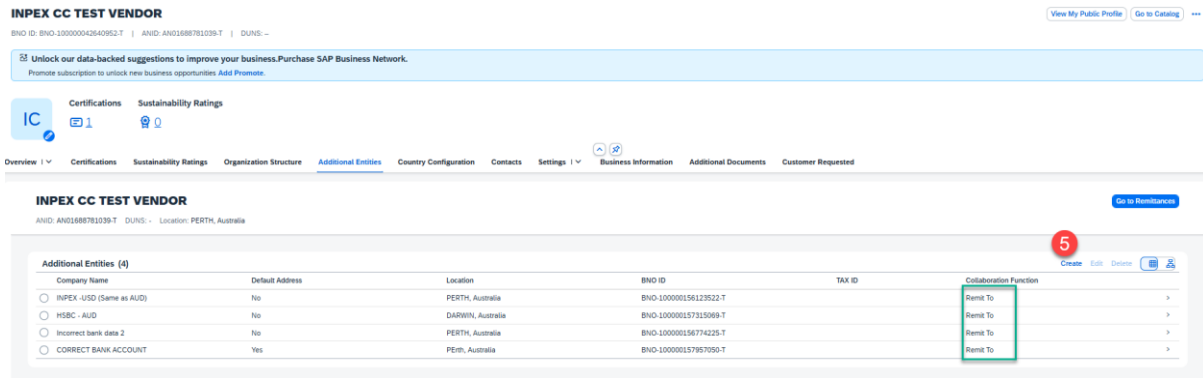


This will present the screen with a list of all the entities registered for your company, noting the **Collaboration Function** being **Remit To** as highlighted below :

4. If you wish to edit an existing profile, select the Additional entity line. This will activate the **Edit** and **Delete** process options.

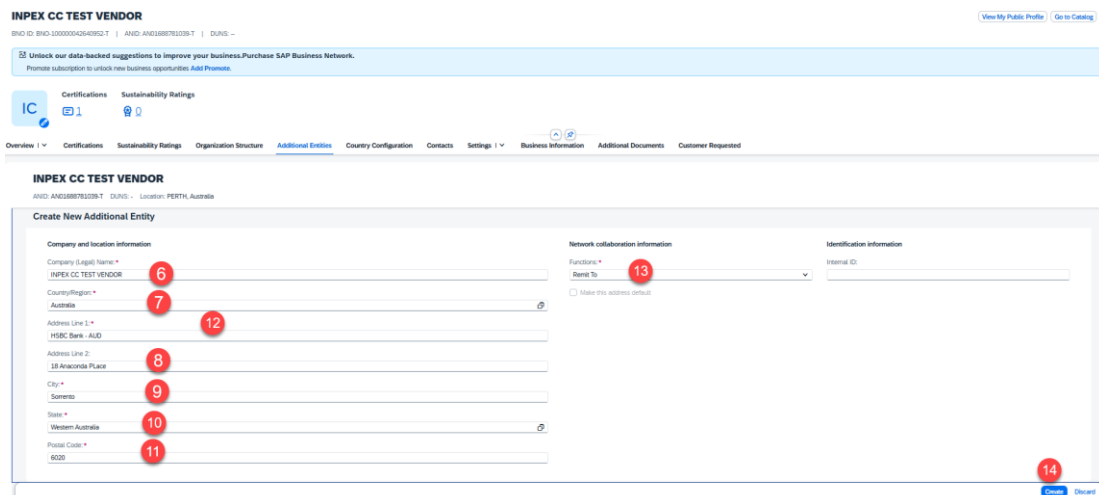


5. To create a new Additional Entity, select the **Create** option :



In the follow-on screen maintain the following:

6. Enter the **Company (legal) Name**
7. Select the **Country/Region**, from the available list, where the Company is registered
8. Enter the Registered Address of the company in the **Address line 2** field
9. Enter the **City** field
10. Select the **State** field from the available list provided
11. Enter the **Postal Code** field
- 12 Enter a meaningful description of the bank account being registered.\ in the **Address line 1** field
ie. HSBC Bank - AUD
13. Network collaboration information, select the **Remit-To** function for the list provided.
- 14 Save the data by selecting the **Create** button.



You will be presented with an address validation. This is due to the **Address Line 1** being used as a descriptor of the Bank account you are registering as the Remit to description :

15. Select the **Use Entered Address**

Address Suggestions

We noticed that your address is incomplete or invalid. Please make a selection from the recommendations below and click Confirm.

You entered:

Hsbc Bank - Aud, Sorrento, Western Australia, 6020

We recommend:

- Sorrento,Western australia, 6020
- Sorrento (duncraig),Western australia, 6020
- Sorrento (hillarys),Western australia, 6020
- Sorrento (marmion),Western australia, 6020
- Sorrento (padbury),Western australia, 6020

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[Confirm](#) [Use Entered Address](#)

2 LINKING THE ADDITIONAL ENTITY TO THE REMITTANCE DATA

16. Select the **Additional Entity** you created above.

17. Click on the **Go to Remittances** button

The screenshot shows the SAP Business Network interface for 'INPEX CC TEST VENDOR'. At the top, there are navigation links for 'View My Public Profile' and 'Go to Catalog'. Below this is a banner with a message about data-backed suggestions. The main navigation bar includes 'Overview', 'Certifications', 'Sustainability Ratings', 'Organization Structure', 'Additional Entities', 'Country Configuration', 'Contacts', 'Settings', 'Business Information', 'Additional Documents', and 'Customer Requested'. The 'Additional Entities' section is active, showing a table with the following data:

Company Name	Default Address	Location	BND ID	TAX ID	Collaboration Function
<input checked="" type="radio"/> INPEX CC TEST VENDOR	No	Sorrento, Australia	BND-100000164454508		Remit To
<input type="radio"/> INPEX -USD (Same as AUD)	No	PERTH, Australia	BND-100000156123522-T		Remit To
<input type="radio"/> HSBC -AUD	No	DARWIN, Australia	BND-100000157315069-T		Remit To
<input type="radio"/> Incorrect bank data 2	No	PERTH, Australia	BND-100000156774225-T		Remit To
<input type="radio"/> CORRECT BANK ACCOUNT	Yes	Perth, Australia	BND-100000157957050-T		Remit To

You will then be present with the **EFT/Check Remittances** screen

18. Select the **Remittance profile**

19. Click on the **Edit Bank Details** button

The screenshot shows the 'EFT/Check Remittances' screen. At the top, there are tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Settlement', and 'Data Deletion Criteria'. Below this is a section for 'Set up early payments auto-acceptance rule'. The main section is 'EFT/Check Remittances', which contains a table with the following data:

Address 1	City	State	Country/Region	Default
<input type="radio"/> CORRECT BANK ACCOUNT	Perth	Western Australia	Australia	Yes
<input type="radio"/> HSBC -AUD	DARWIN	Northern Territory	Australia	No
<input checked="" type="radio"/> HSBC Bank -AUD	Sorrento	WA	Australia	No
<input type="radio"/> INPEX -USD (Same as AUD)	PERTH	Western Australia	Australia	No
<input type="radio"/> Incorrect bank data 2	PERTH	Western Australia	Australia	No

In the **Remittance ID Assignment** section, populate as follows:

20. Populate the **Remittance ID** field with **INPEX**

21. Set the **Include Bank Account Information in invoices**. ✓

22. Set the **Preferred Payment Method** to **Wire**

23. Ignore the ACH section

001 Remittance Address / Payment Info

By your remittance address, indicate your preferred payment 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.

Do not enter personal bank account information. Enter only corporate bank details.

Indicates a required field

Remittance Address

HSBC Bank - AUD
18 Ansonby Place
Sydney NSW 2000
Australia

Contact:

Make this address default

Factoring Service

Remittance ID Assignment

Customer ID: Remittance ID: 20

21 Bank Account Information is Inactive.

Payment Methods

Preferred Payment Method: 22

ACH

23

Account Name:

Account #:

Confirm Account #:

Account Type:

ABA: US Bank Only

Confirm ABA: US Bank Only

Bank Name:

Branch Name:

In the **Wire Transfer** section enter the following information:

24. **Account Name:** Enter Your Company Name

25. **Account # and Confirm Account #:** Enter your bank account # only! (No BSB or spaces)

26. **Account type.** Select **Checking**

27. **Select Bank ID = Swift Code,** then enter the SWIFT code and confirm the SWIFT code

28. Enter the bank address details. If not known, use your business address data

29. Click the **OK** button

WIRE TRANSFER

SwiftKey Bank

Account Name: 24

Account #: 25

Confirm Account #: 25

Account Type: 26

SWIFT Code: 27

Confirm SWIFT Code: 27

IBAN:

Bank Name: 28

Branch Name: 28

Address 1: 28

Address 2:

City: 28

State: 28

Postal Code: 28

Country/Region: 28

Bank Phone: 28

Corresponding Bank

Account Name:

Account #:

Confirm Account #:

Account Type:

Select bank ID:

Confirm Bank ID:

Bank Name:

Branch Name:

Address 1:

Address 2:

City:

State:

Postal Code:

Country/Region:

Country:

Bank Phone:

Credit Card

Accept credit card: Yes No

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Finally **Save** the data

Business Network - Enterprise Account

Network Settings

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

Indicates a required field

Set up your payment data acceleration rules

EFT/Check Remittances

Address 1	City	State	Country/Region	Default
<input type="radio"/> General bank account	None	None-Australia	Australia	Yes
<input type="radio"/> HSBC - AUD	Darwin	Northern Territory	Australia	No
<input checked="" type="radio"/> HSBC Bank - AUD	Sydney	NSW	Australia	Yes
<input type="radio"/> INPEX - US (Bank in AUS)	Perth	Western Australia	Australia	No
<input type="radio"/> Instruct bank data 2	Perth	Western Australia	Australia	No

Find and manage all banks by Address under Additional Entities.

3 CAPTURING INVOICES AND CHECKING THE REMIT-TO DATA

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

1. Enter the **Invoice #**.
2. Select the relevant **Remit To** profile.

Note: If only one profile exists, the Remit-To field will auto populate. With more profiles, the system will populate the profile with the default profile as nominated in the setup. This can be changed as required

Create Invoice

Invoice Header

Summary

Purchase Order: #00027824
Invoice # 1: 80022000
Invoice Date: 4 Dec 2020
Supplier Tax ID: 8008827833
Remit To: HSBC - AUD
Bill To: Incorrect bank data 2
Invoice Currency: INPEX - USD (Define as AUD)

Shipping

Header bank: CORRECT BANK ACCOUNT
Ship From: HSBC Bank - AUD
Ship To: 1070th LANE Westhouse
Woolston NT
Australia
Deliver To: [Empty]

Payment Term

Discount or Penalty Term(s): 30 Percentage(s): 0.000
Within 30 days due net

Additional Fields

Supplier Account ID #: [Empty]
Customer Reference: [Empty]
Supplier Reference: [Empty]
Payment Mode: [Empty]
Supplier: INPEX CC TEST VENDOR
PERTH Western Australia
Australia
Customer: INPEX Operations Australia Pty Ltd
Perth WA
Australia
Email: [Empty]