# 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:

Ariba Network - Enterp	rise Account TEST MODE			٥	s >> c
Network Settings				Save	Close
Electronic Order Routing Electro	ic Invoice Routing Accelerated Payments Settlement	Deta Deletion Criteria			Configure your payment and bank information (2.08)
<ul> <li>Indicates a required field</li> </ul>					Acceptance rules for early payment offers
EFT/Check Remittances					How to configure payment proposal
					Configuring payment routing and
Address 1	Cty	State	Country/Region	Default	options
0204	Perth	Western Australia	Australia	Yes	Remitance addresses and preferred payment methods for non-AribaPay payments
0 0520	Peth	Western Australia	Australia	No	<ul> <li>Remittance address, payment</li> </ul>
0 0621	Peth	Western Australia	Australia	No	method, and bank field descriptions
4 Edit Delete	Create				address and banking information?
Supplier Auto Acceptance Rul					Where do I find the Remittance ID for my oustomer?
Name 1		Description	ke	tive	Do I need to list my bank account information when providing a remittance address?
		No items			What is an AribaPay Merchant ID
Le Edit Delete	Create				Egi How do I activate AntaPay?
Notifications					What is ArbaPay?
					How do I stroll for Arits/Pay?
type	Send notifications	when		to email addresses (one required)	How do I complete my Customer
Payment Profile	Send a not	cation when remittance addresses and payment profiles are changed.		<ul> <li>sushil kumanläinpex.com.au</li> </ul>	Requested Prome /
	Send a notif	cation when payment remittances are undeliverable or their statuses changed.		- subligeneitiese om si	End why can trink an event?
Poyment Remittance	Send a not	cation when payment remittances or payment plans are received.		a same como de la calmenta encon	Company profile fields
Payment Remittance for Virtual Card	Send a not	cation when payment remittances with virtual card are received.		s sushiLkuman⊛inpex.com.au	How to update your company profile
	Send a notif	cation only when a payment remittance status changes to paid.			Tools my public profile have to be 100% to use Aribu?
Payment Remittance Status Updates	Send a notif	cation only when a payment remittance status changes to failed.		<ul> <li>sushiLkumar@inpex.com.au</li> </ul>	
Extended Profile Information					
Use this section to configure and undere your con	ware's severent actions.				Vew more Cf
Check all payment options you currently	upport.				Arita Naturck Sumlar Training
Human Reference Provide advanced And	n Naturel, Indicate which 30° and tunes you support. Nature 10° and in one	common normal office is supprint of the			The rework output intering
	e recentre, inscara entre i care qu'Es you support, note, r'une a not a	common payment spater in since control.			
Ghosted					Documentation 🗛 Support 🗣

4. Select the **Create** button

# Remittance Address / Remittance ID Assignment

The following input screen will appear:

SAP Aribe Network - Enterprise Account	ST WOOL		@ 🗟 🍈
Create Remittance Address / Payment Info	1		OK Cencel
Add a remittance address. Indicate your preferred payment meth	od for the new address. Then, enter information for customers a	out payment methods you support. Review your information carefully, since outstands use it to send you payments.	
<ul> <li>Do not enter personal bank account information. Enter</li> </ul>	r only carparate bank details.		
<ul> <li>Indicates a required field</li> </ul>			
Remittance Address	15000		
	5 Address 1	RED-DAMIN-RPEY	
	Address 2		
	Address 7		
	City		
	State	Aubaru (JSAL) V	
	Zp		
	Country/Region	Unded States [USA]	
	Contact	Select const. V	
		Value this adverse defaults be proposed during the invoice capture process.	
		Factoring Service: 0	
Remittance ID Assignment			
Customer 1		Rentarce ID	
INPEX Australia - TEST		AUD EURWIN JURK	
J Include Bank Account Information in Invoice			
Payment Methods			
Professed Payman Method	We V		
ACH	Select method		
	ACH		
Account Name:	Credit Card		
Account #:	Wre		
Confirm Account 4:	Cash		
Account Type:	Other		
AB1;	AritoPay Bank Only		
Confirm ABA:	Credit Transfer Bank Only		
Bank Name:	Direct Deposit		
Branch Name:			
WIRE TRANSFER			-

- 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**)
- 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

Include Bank Account Information in Invoices.	totale Bank Account Information In Indicas.				
Payment Methods	Payment Methods				
Preferred Pay	ment Method: Select method V	Seas method v			
ACH					
/	ccount Name:				
	Account #:				
Cont	im Account #:				
	Account Type: Select account type V				
	ABA: US Benk Only				
	Confirm ABA: US Bank Only				
	Bank Name:				
	Branch Name:				
WIRE TRANSFER					
Beneficiary Bank		Corresponding Bank			
	ccount Name:	Accord Rene			
	Account #:	A GORE			
Car	Account Times Andrea Second America				
Salari ba	and a set a	Antonia Antonia Appendia Sectore based A antonia Appendia			
SHALLD					
	Rank Minner				
	Dan Carlo				
	Address 1:	Address			
	Address 2	Addren 2			
	Address 2	Addres 2			
	Cay:	00			
	State - V	Source - Switch State-			
	Zp:	28:			
c	untyRegion: - Select Country-	CourtyRegion: SearceCourty-			
	Country Anno Number				
	USAL V				
Credit Card		-			
Acci	pt coefft card: Ves No				
		OK Cate			

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.

Ariba Network Supplier × +		• - • ×
← → C 🔒 service.ariba.com/Supplier.aw/125037053/aw?awh=r8iawssk=cwiZYedz8iawrdt=1		Q 🖈 🎩 :
SAP Aribe Network - Enterprise Account TEST MODE	← Back to classic view	Ø 🧶
Create Invoice		Update Save Exit Next
▼ Invoice Header		Indicates required field Add to Header •
Summery		
Purchase Order: 4500085355	Subtotal: 0.00 EUR Total Tac: 0.00 EUR	ViewEdit Addresses
Invoice #:*	Amount Due: 0.00 EUR	
Invoice Date:" 22 Jun 2021		
Service Description:		
Suppier Tax ID.*		
11 Ramit To USD Account		
USD Account		
Bill To: EUR Account y Ltd		
GBP Account		
Sheping Heads tan ALGO-ARWIN REFEX		
Ship From: INPEX CC FRAMO Test - TEST	Ship To: Ichthys Venturer (FPSO) Darwin NT	View/Edit Addresses
Onio Osio	Australia Deliver To:	
Nervay		
Payment Term		
Discourt or Penalty Term(days): 30 Percentage(%): 0.000 Within 50 days due net		
Additional Fields		
Supplier Account ID #:	Service Start Date: 99	
Customer Reference:	Service End Date: 99	
Supplier Reference:		
Payment Nate		
Supplie: INPEX CC FRAMO Test - TEST	Customer: INPEX Operations Australia Pty Ltd	Vew/Edit Addresses
Onio	Peth WA Autralia	
Norway	Email	
Bill From: INPEX CC FRAMO Test - TEST		View/Edit Addresses
Outo		

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