



SAP Business Network (SBN)

Overview/Training

Wave 9

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Navigating the Business Portal

– Setup

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

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Material/Goods Purchase Order Collaboration Process flow

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Service Purchase Order Process Flow

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Conversion Activities

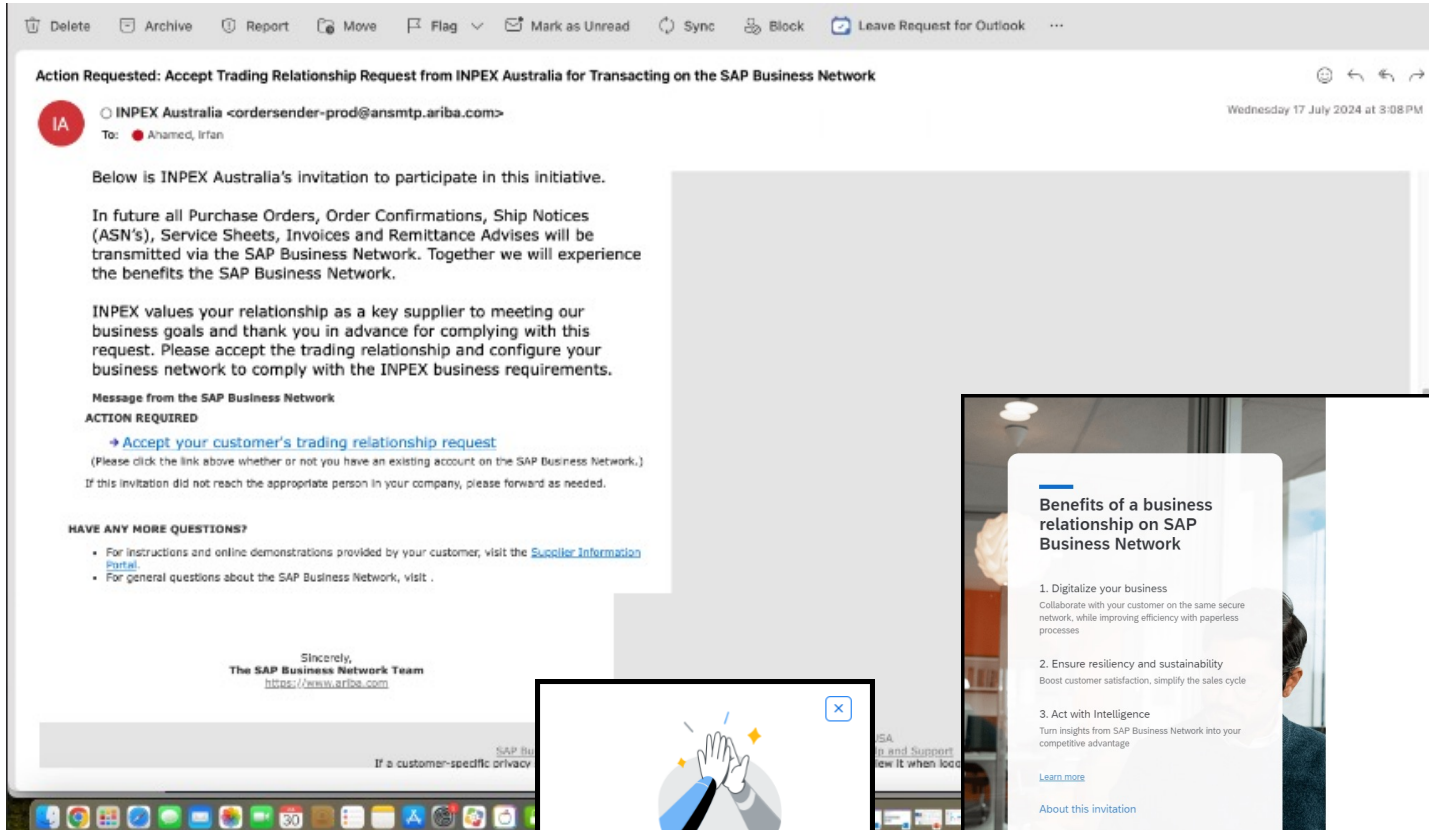
05

Help and Support

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Q&A





Congratulations!

You have successfully connected with INPEX Australia - TEST. Your documents may take up to 24 hours to be visible.

[Go to portal](#)

Benefits of a business relationship on SAP Business Network

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure resiliency and sustainability**
Boost customer satisfaction, simplify the sales cycle
- 3. Act with Intelligence**
Turn insights from SAP Business Network into your competitive advantage

[Learn more](#)
[About this invitation](#)

Connect with INPEX Australia - TEST on SAP Business Network to collaborate.

[Create new account](#) ⓘ

or

[Use existing account](#) ⓘ

Not sure whether your company already has an account?
[Search for your company](#)

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Standard Account

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

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

My widgets | INPEX Australia - TEST | Customize

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

Invoice aging: \$0 AUD

Activity feed: All

- Invoice approved Apr 03, 2024 | TEST!
- Order received Apr 03, 2024 | 4500146414
- Order received Nov 21, 2023 | 4800000142
- Order change

Enterprise Account

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

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

My widgets | INPEX Australia - TEST | Customize

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

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.

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:

Wire

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

Click the pencil icon to add the certificate to showcase your business traits and strengths.

Additional Information

Additional Addresses Business Contacts Certifications (1) Additional Documents

* Indicates a required field

Commercial Register Court:

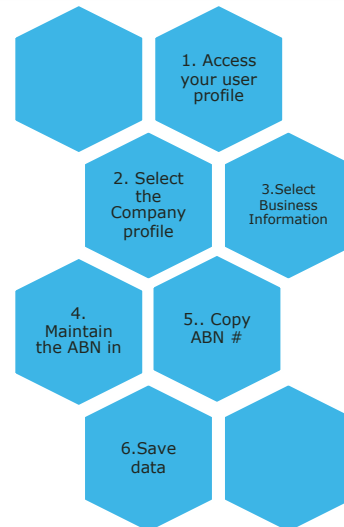
Financial Information

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

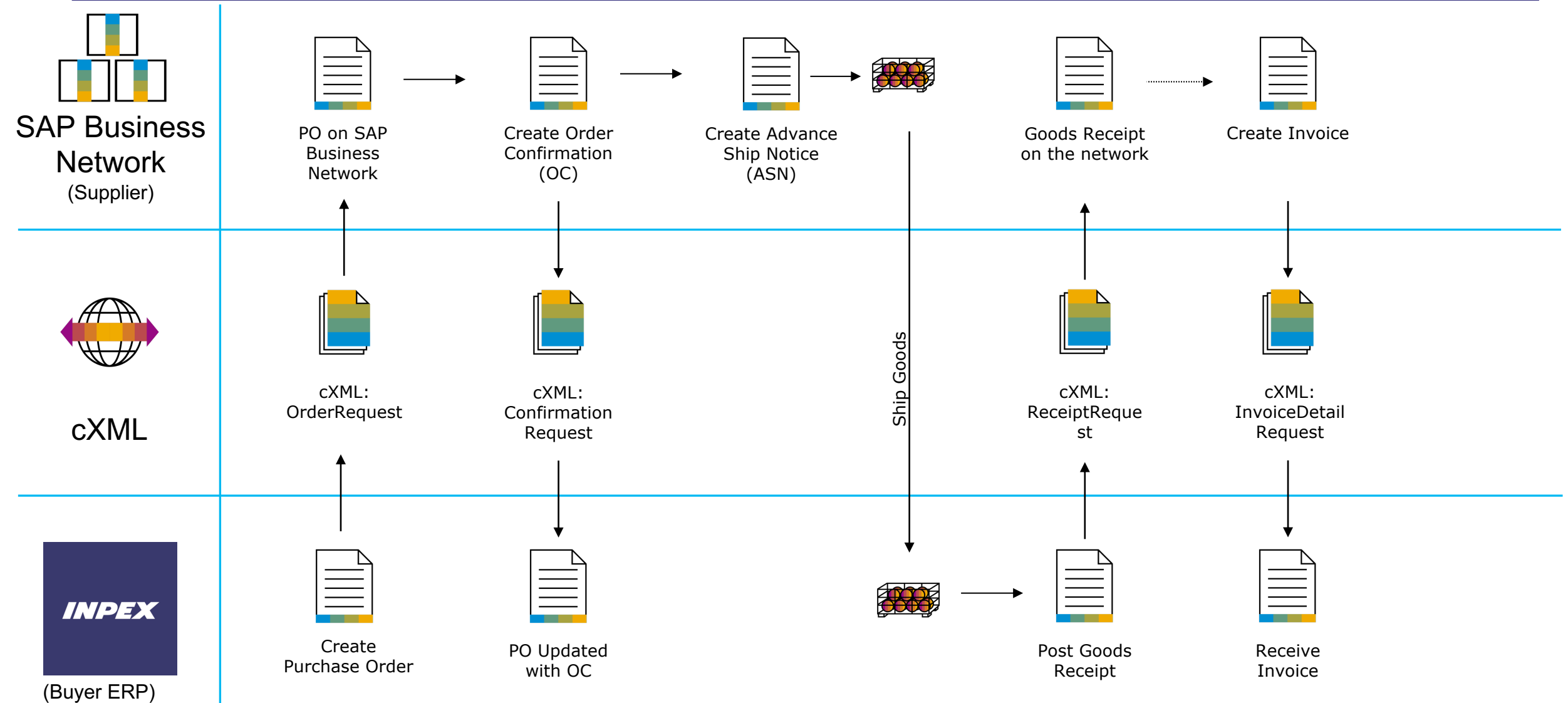
Tax Information

Tax Classification: (no value)
Taxation Type: (no value)
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

The screenshot shows a web form for PO Confirmation. At the top, there are input fields for 'Confirmation #', 'Associated Purchase Order #' (4500153710), 'Customer' (INPEX Australia - TEST), and 'Supplier Reference'. A red warning box states: 'INPEX Australia - TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.' Below this is the 'Shipping and Tax Information' section with a checkbox for 'Enter shipping and tax information at the line item level.' and input fields for 'Est. Shipping Date', 'Est. Delivery Date', 'Est. Shipping Cost', and 'Est. Tax Cost'. A 'Comments' text area is also present. At the bottom, there is an 'Attachments' section with a table header: 'Name', 'Size (bytes)', 'No Items', 'Content Type'. Below the table are 'Choose file' and 'Add Attachment' buttons, with a note: 'The total size of all attachments cannot exceed 100MB'.

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

The screenshot shows a 'Line Items' table with the following data:

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	OIL.MOBIL.VELOCITE NO. 6.HYD.20L	10085726	Material	2,000 (EA)	19 Aug 2024	\$176.00 AUD	\$352.00 AUD	\$35.20 AUD

Below the table, there is a 'Current Order Status' section with a radio button selected for '2,000 Unconfirmed'. There are input fields for 'Confirm:', 'Backorder:', and 'Reject:'. A 'Details' button is also present. At the bottom, there is an 'Attachments' section with a table header: 'Name', 'Size (bytes)', 'No Items', 'Content Type'. Below the table are 'Choose file' and 'Add Attachment' buttons.

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
7. Dimensions/Weight
8. Seal data

The screenshot shows a shipping notice interface with the following sections and highlighted data points:

- INPEX PRNUM:** NPEX CC TEST VENDOR
- DELIVER TO:** Exploration 343P
- SHIPPING:**
 - Packing Slip ID: PACKNOTE1 (1)
 - Issue Date: 29 Mar 2024
 - Service Level: --
 - Requested Delivery Date: --
 - Ship Notice Type: Actual
 - Actual Shipping Date: --
 - Actual Delivery Date: 11 Apr 2024 12:00:00 pm (2)
 - Gross Volume: --
 - Gross Weight: --
- TRACKING:**
 - Carrier Name: DB Schenker (3)
 - Carrier Code: DBS
 - Tracking No.: DBS2
 - Tracking Date: --
 - Bill of Lading No.: --
 - Package ID: --
 - Carrier Contacts: --
 - Shipping Contract Number: --
 - Shipping Instructions: --
- DELIVERY AND TRANSPORT INFORMATION:**
 - Delivery Terms: Free Carrier (4)
 - Delivery Terms Description: --
 - Transport Terms: FCA
 - Transport Terms Description: --
- SHIPPING PAYMENT METHOD:** Collect (5)
- STATUSES BASED ON GOODS RECEIPT:**
 - Completion Status: Completed
 - Receipt Status: Fully Received
- SHIP NOTICE TRACKING:**
 - Execution status: None
 - Estimated arrival date: --
- Table:**

Transport Terms	Equipment Identification Code	Gross Volume	Gross Weight	Sealing Party Code	Seal ID
FCA	8765	1 CCM (7)	0.5 KG (7)	405	1234 (8)
- ADDITIONAL INFORMATION:**
 - Reason for Shipment: --
 - Comments: --
 - Operating Hours: BAM - 0PM (6)
 - Contact Details: Contact details
 - Dangerous Goods details: SDS2342
 - address/reference: Yes
 - Government issued Shipping ID: --
 - Document Title: --
 - Supplier Reference: --
 - Transit Direction: --

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,9-9(BIN,53,5PPF,GPD555XW623	10150055	2,000 (1)	EA (2)	15 Apr 2024		\$11,570.00 USD	\$23,140.00 USD	\$2,314.00 USD
		SHIPMENT STATUS								
		1. → Shipped 2								
		Received Quantity: 2 EA								
		Returned Quantity: --								
		Goods Receipt Status: Completed								

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
- 7. Attachments (invoice and supporting doco)**

The screenshot shows an 'Invoice Header' form with the following sections and data points:

- Summary:**
 - Purchase Order: 4500146285
 - Invoice #: RV4500146285 (1)
 - Invoice Date: 26 July 2024 (2)
 - Supplier Tax ID: 38009127815 (3)
 - Remit To: Connect bank data (4)
 - Subtotal: \$33,585.95 AUD (5)
 - Total Tax: \$3,259.59 AUD
 - Amount Due: \$36,844.54 AUD
- Shipping:**
 - Header level shipping (selected)
 - Ship From: INPEX CC TEST VENDOR
 - Ship To: Offshore Logistics Base (East Arm)
 - Deliver To: East Arm ITT
- Payment Term:**
 - Discount or Penalty Term(days): 30
 - Percentage(%): 0.000
 - Within 30 days due net
- Additional Fields:**
 - Supplier Account ID #: []
 - Customer Reference: []
 - Supplier Reference: []
 - Payment Note: []
 - Supplier: INPEX CC TEST VENDOR
 - Customer: INPEX Operations Australia Pty Ltd
 - Bill From: INPEX CC TEST VENDOR
 - Supplier VAT: 38009127815
 - SOPR-Applicable?: (no value)
 - Service Start Date: [] (6) - For Services only
 - Service End Date: []
 - Customer VAT: 48 150 217 262
- Attachments:** (7)

Line Level data:

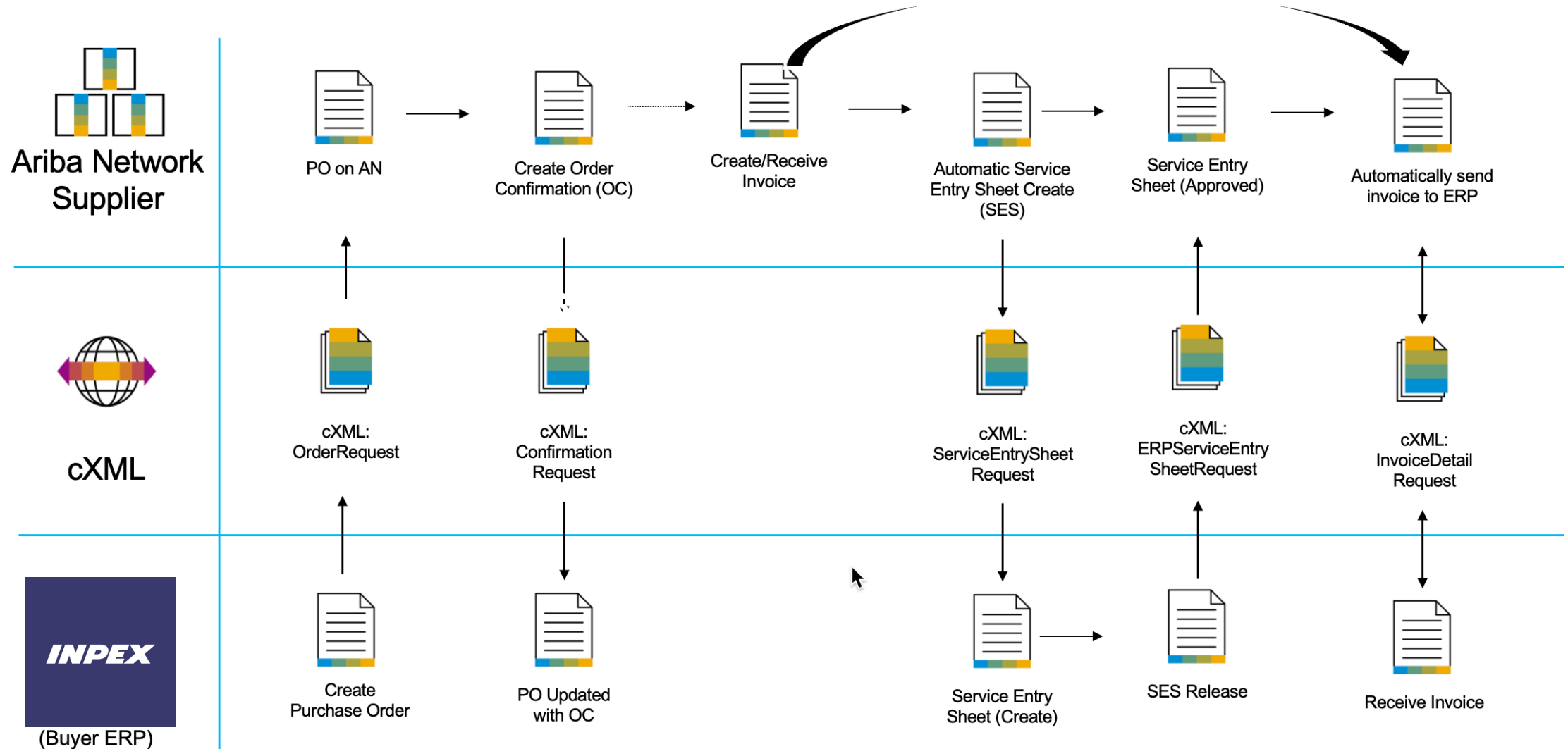
1. User can exclude lines
2. User can update qty
- 3. User not able to update price!**
Insert TAB > Header & Footer button to update across all slides

The screenshot shows a 'Line Item Options' form with the following sections and data points:

- Options:**
 - Tax Category: 10% GST
 - Shipping Documents: []
 - Special Handling: []
 - Discount: []
- Table:**

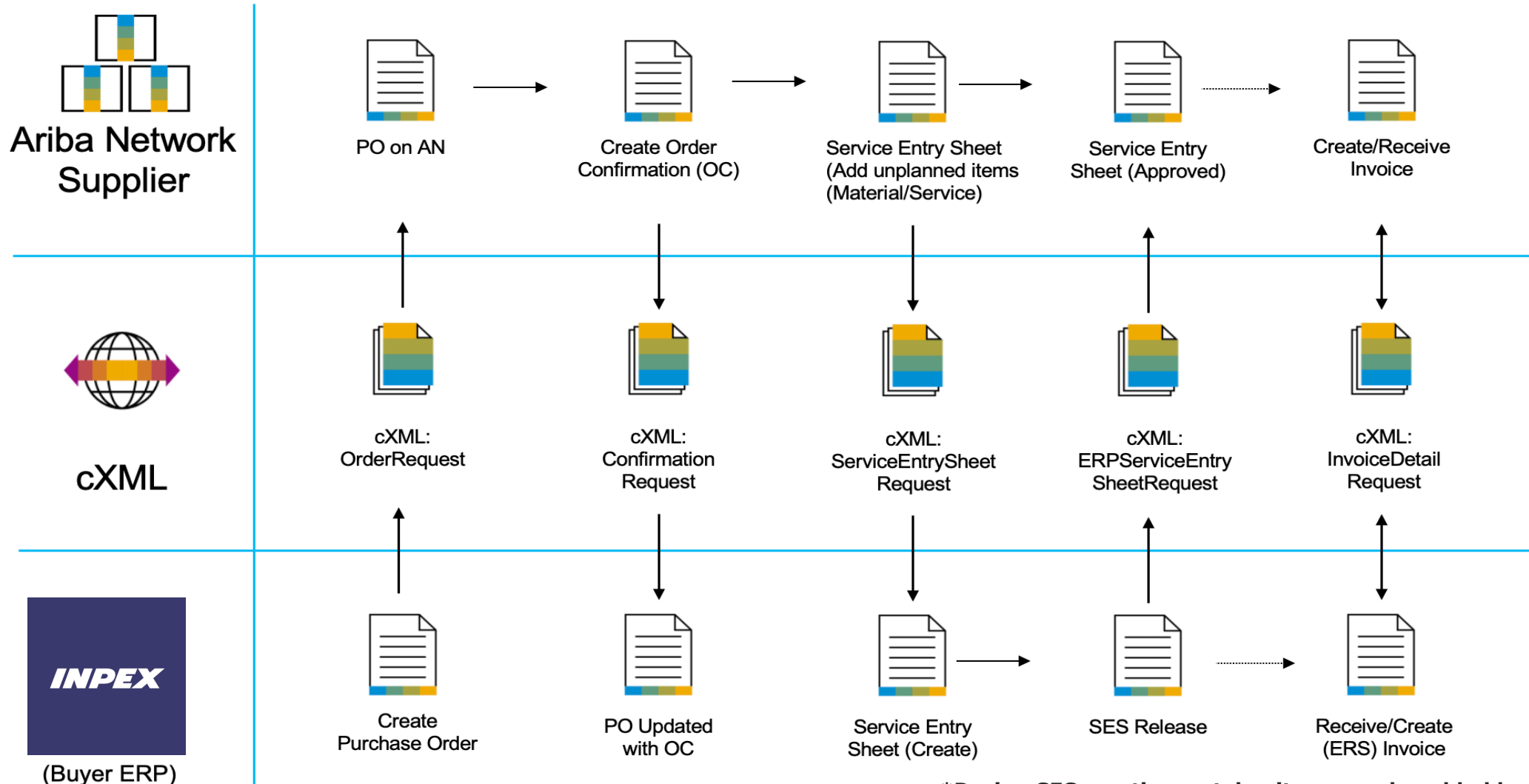
No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
50	<input checked="" type="checkbox"/>	MATERIAL		RING SEAL_CAMERON150372420.SS.SZ14X20	10143495	6	EA	\$1,239.09 AUD	\$7,434.30 AUD
- Pricing Details:**
 - Unit Conversion: 1
 - Price Unit: EA
 - Price Unit Quantity: 1
 - Description: []
- Tax:**
 - Category: GST
 - Location: []
 - Description: []
 - Regime: []
 - Taxable Amount: []
 - Tax Rate Type: []
 - Rate(%): 10
 - Tax Amount: \$743.43 AUD

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

➤ **Contact Information SBN:**

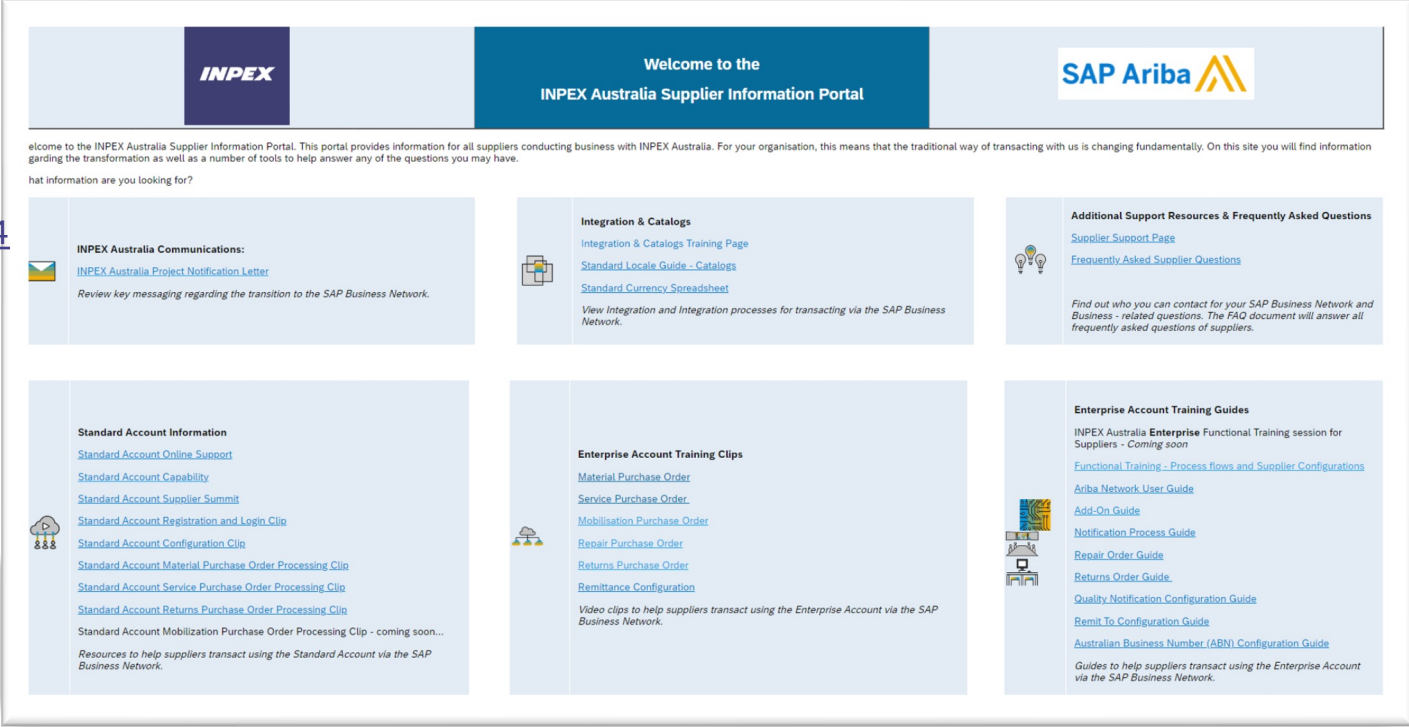
<https://connectsupport.ariba.com/sites/Company?ANID=AN01494178140ANZ&h=0IvutG0kgIGGJmTN36CCCg#Enablement-Inquiry>

➤ **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>



Date of conversion: 31st July 2024

Existing Open PO's:

- All existing PO's with PO history (Partially processed) will need to run their natural course using the old method.
- By exception any unprocessed (New) PO's may be converted (If desired!).



Thank you

INPEX Australia

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