

Quick Reference Guide

How to register as an INPEX Supplier

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1. Complete INPEX Supplier Registration Questionnaire

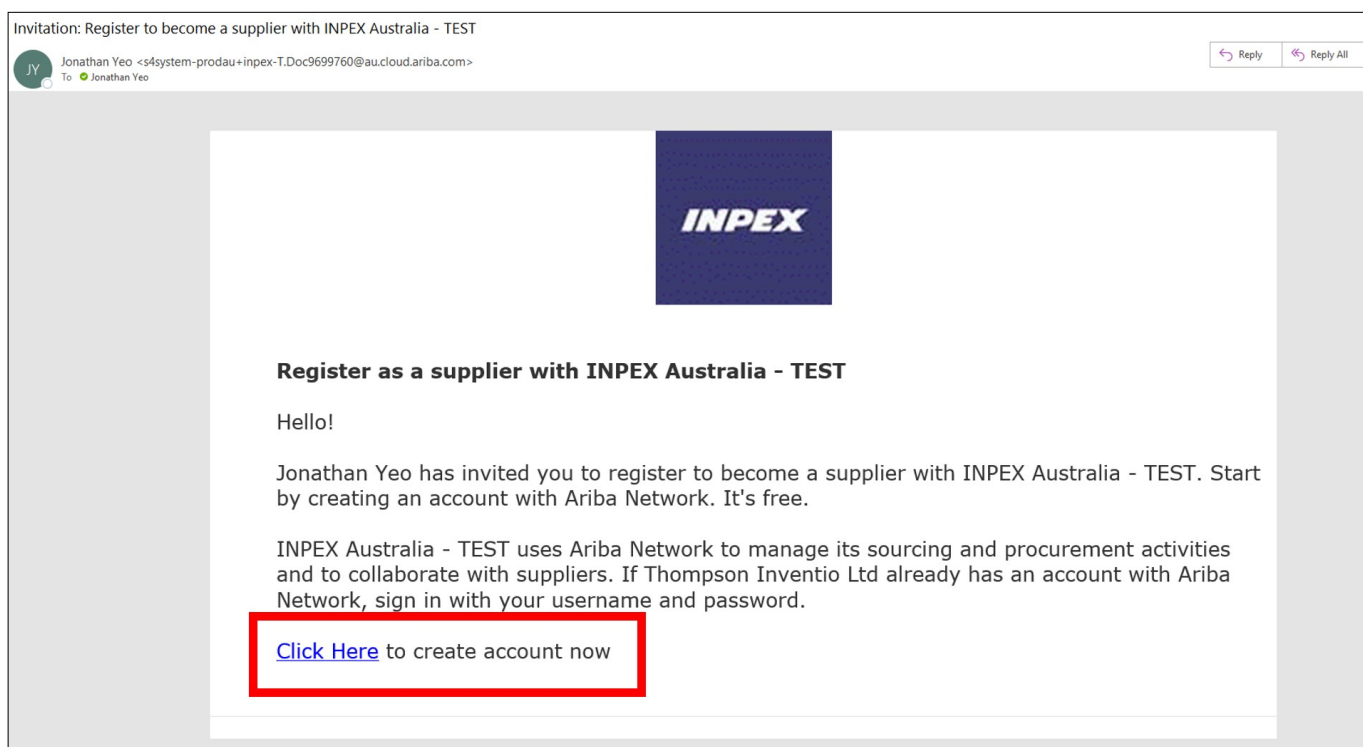
Target Audience: Suppliers participating in the external registration questionnaire

Prerequisite(s): An E-mail invitation is required to register as INPEX supplier

INPEX’s Ariba procurement solution provides an easy-to-use platform for our suppliers to manage procurement transactions. INPEX will invite suppliers via email to join, or sign into the Ariba Network. This guide provides a step-by-step guide to supplier users to set up an Ariba Network account as well as completing the registration questionnaire.

1.1 Receiving an invitation email from INPEX

To begin, you need to receive an invite from INPEX to register as a supplier. Click **‘Click Here’** to start.



1.2 Accessing the Ariba Network

The link in the invitation email will direct you to the Ariba Network page. You will then be prompted to log in using an existing account. If you do not have an account, please select **'Sign up'** to create a new Ariba Network account.

Welcome, Jonathan Yeo

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **INPEX Australia - TEST** on SAP Ariba.

INPEX Australia - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by INPEX Australia - TEST.

Already have an account? **Log in** 1

Sign up 2

About Ariba Network

Select:

- '1' if you already have an existing account.
- '2' if you do not have an existing account.

1.3 Login with an Existing Ariba Network Account

To login with an existing Ariba Network account, select **'Log in'** and enter your account credentials in the following page. Click **'Continue'** to proceed. Skip Steps 1.4 & 1.5.

Note that this step is for suppliers who have already registered, and have an existing Ariba Network account. If you do not have an account, please proceed to Step 1.4.

Enter Your Account Information * Indicates a required field

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

Username:*

Password:*

[Forgot Username](#)

[Forgot Password](#)

Continue

1.4 (Alternative) Signing Up for New Ariba Network Account

Once you have opted to sign up for a new Ariba Network account, you will be directed to the 'Create Account' page. This page consists of 3 main sections:

- Company Information
- User Account Information
- Business Information

Enter all information in respective fields and select 'Create account and continue' to proceed.

Create account

Create account and continue
Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by INPEX Australia - TEST.

Company information

* Indicates a required field

Company Name: *

Country/Region: *

Address: *

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

* Indicates a required field

Name: *

Email: *

Use my email as my username

Username: *

Password: *

Language:

[SAP Business Network Privacy Statement](#)

Must be in email format(e.g john@newco.com) ⓘ

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

The language used when Ariba sends you configurable notifications. This is different than your web b...

Tell us more about your business

Product and Service* Categories: -or- [Browse](#)

Ship-to or Service Locations:* -or- [Browse](#)

ABN Number: Enter your 11 digit Australian Business Number (ABN).

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

- I have read and agree to the [Terms of Use](#)
- I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

1.4.1 Potential existing accounts

When creating an account, Ariba Network will show you if there are any pre-existing registrations (if any). You will need to review the list and ensure that the correct company account is used. This is a very important step, so please take care to review the list of pre-existing accounts.

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by INPEX Australia - TEST.

Company information

ⓘ **Potential existing accounts**

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

[Skip review](#)

Company Name:

Country/Region:* If your company has more than

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Thompson Inventio Ltd	ex.com.au			Birdwood Perth Western Australia

20 search results found

SUPPLIER NAME ⇅	COUNTRY ⇅	STATE ⇅	DUNS ⇅	SUPPLIER ANID ⇅
Jonathan Test2	AUS	Western Australia	-	AN01611292804
INPEX SCC COATES TEST	AUS	Western Australia	-	AN01655576587
Spear Foods	AUS	Western Australia	-	AN01665422041
iCell Energy	AUS	Western Australia	-	AN01665902934

1.5 Complete Supplier Registration Questionnaire (External)

Once you have completed the account registration or have successfully logged in, you will be directed to the supplier registration questionnaire. There are 7 sections to be completed:

1. General Information
2. Address Details
3. Contact Details
4. Australian Tax Information
5. Bank Details (See Page 11 to 13)
6. Site Access Requirement
7. Qualification

Note that fields marked with a **red asterisk *** are mandatory.

To submit your response, click on **'Submit Entire Response'**.

Ariba Sourcing Company Settings Jonathan Yeo Help Center

< Go back to INPEX Australia - TEST Dashboard Desktop File Sync

Console Doc9699760 - Supplier Registration Questionnaire (External) Time remaining 29 days 23:10:40

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

- All Content
- 2 General Information
- 3 Address Details
- 4 Contact Details
- 5 Ariba Network

All Content

Name ↑

▼ 4.1 Primary Contact

4.1.1 Primary Account Manager Name *	<input type="text"/>
4.1.2 Primary Account Manager Contact Number *	<input type="text"/>
4.1.3 Primary Account Manager Email Address *	<input type="text"/>

▼ 4.2 Communications

4.2.1 Email address for Purchase Orders	<input type="text"/>
4.2.2 Email address for Remittance Advice *	<input type="text"/>
4.2.3 Email address for Sales/Service	<input type="text"/>

6 Australian Tax Infor...
7 Bank Details
8 Site Access Requirement
9 Qualification

9.9.9 Is your organisation certified to additional codes and standards specific to the goods and/or services to be provided? (i.e. ISO/TS 29001, ISO 17025 etc.)? No

10 **Please note: Submission of this form does not confirm approval nor guarantee that an opportunity to formally quote for or receive work will eventuate**

(* indicates a required field)

Submit Entire Response Save draft Compose Message Excel Import

1.6 Check Registration Status

You should now see that the status on the top right of the questionnaire is now 'Pending Approval'.

Ariba Sourcing Company Settings Jonathan Yeo Help Center >>

< Go back to INPEX Australia - TEST Dashboard Desktop File Sync

Console Doc9699760 - Supplier Registration Questionnaire (External) **Pending Approval**

You have submitted a response to the questionnaire.

All Content

Name ↑

▼ 2 General Information

2.1 Trading Name	Thompson Inventio Ltd
2.2 Trading Name (continued)	

1.7 Checking for an Email Notification

Once the registration response has been submitted, INPEX will review your application and may onboard you as a supplier. When the review is complete, you will receive an email from INPEX advising you of the outcome.

1.7.1 Registration Denied

Declined: Supplier registration with INPEX Australia - TEST

Ariba Administrator <no-reply@au.cloud.ariba.com>
To: Jonathan Yeo

[Reply](#) [Reply All](#) [Forward](#) [More](#)

Wed 27/10/2021 1:14 AM

Registration with INPEX Australia - TEST.

INPEX Australia - TEST reviewed the registration information provided by Thompson Inventio Ltd and declined the registration at this time.

You may contact [Contact Jonathan Yeo](#) if you wish to inquire about the background for the decision, or to address any potential issues.

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

1.7.2 Registration Approved

Approved: Supplier registration with INPEX Australia - TEST

Ariba Administrator <no-reply@au.cloud.ariba.com>
To: Jonathan Yeo

[Reply](#) [Reply All](#) [Forward](#) [More](#)

Tue 19/10/2021 11:38 AM

Registration with INPEX Australia - TEST.

Congratulations! INPEX Australia - TEST has approved your supplier registration. Risky Business has now been included in the supplier database of INPEX Australia - TEST. You can view your registration details in the Ariba Network [Click Here](#).

You will be notified when next steps of the supplier onboarding process require your attention.

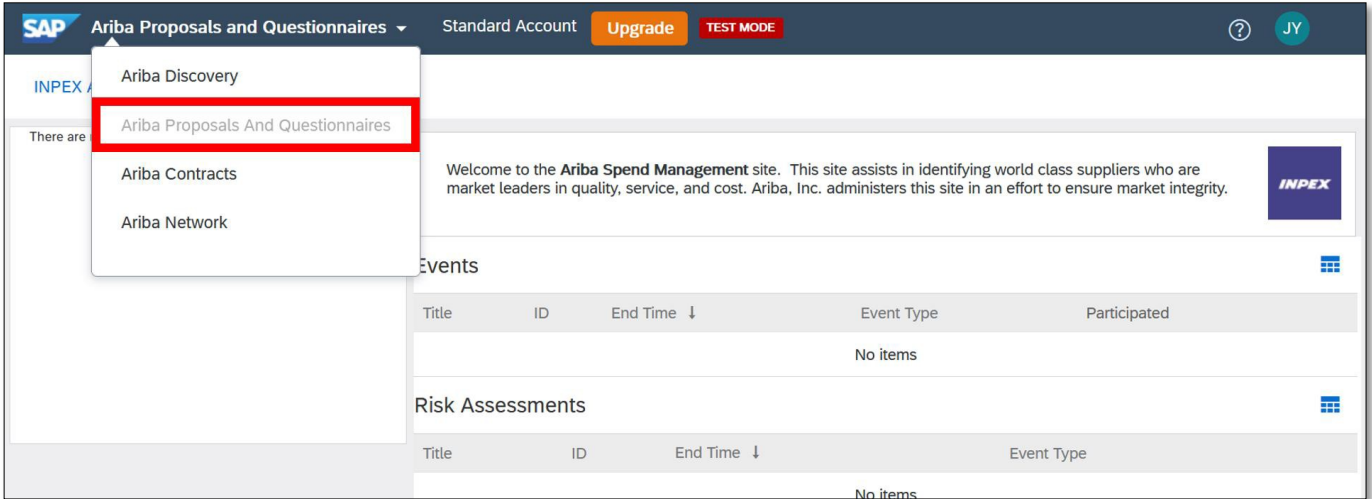
Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

1.8 (Optional): Updating your Registration Questionnaire

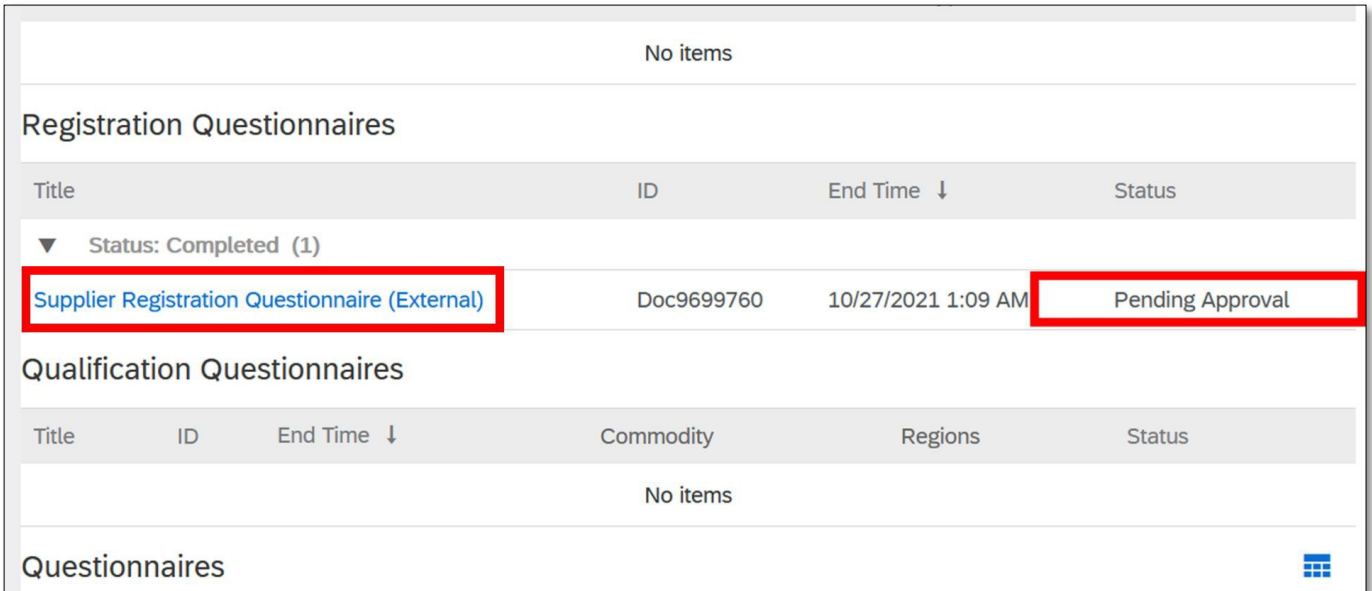
After your initial submission, follow the steps below if you wish to:

1. Continue completing the supplier registration questionnaire
2. Check progress of your registration
3. Update your responses (Change of banking details, contacts, business addresses)

Once you've logged into your Ariba account, navigate to 'Ariba Proposals And Questionnaires' by clicking on the tab on the top right of the page.



You will now be able to view all questionnaires or events that you have created. Scroll to the 'Registration Questionnaires' section to view the status of the questionnaires. Click on the questionnaire to view more details and revise your response to if required (view section 1.8.1 for more details).



1.8.1 Revising Your Questionnaire Response

To amend the details such as contacts, bank details, and business addresses, select **'Revise Response'** on the registration questionnaire. Please note that any changes or updates will be reviewed by INPEX.

Once completed, select **'Submit Entire Response'** at the bottom of the questionnaire. You will receive a notification email when INPEX has reviewed your changes, to advise you of the outcome.

Console Doc9699760 - Supplier Registration Questionnaire (External) ⌚ Time remaining 364 days 23:59:21

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

- All Content
- 2 General Information
- 3 Address Details
- 4 Contact Details
- 5 Ariba Network
- 6 Australian Tax Infor...
- 7 Bank Details
- 8 Site Access Requirement

You have submitted a response for this event. Thank you for participating.

Revise Response

All Content

Name ↑	
1 User filling this form	Supplier
▼ 2 General Information	
2.1 Trading Name	Thompson Inventio Ltd
2.2 Trading Name (continued)	
2.3 Legal Entity Name (leave blank if same as Trading Name)	
2.4 Legal Entity Name (continued)	
2.5 Australian Registered Business	No

Compose Message

Note that the countdown shown on the top right corner is the revision period. If you need to make changes to your details after the period has ended, please contact us by selecting **'Compose Message'**. This allows you to send INPEX a request to enable revisions to your questionnaire.

Compose New Message Send Cancel

From: Thompson Inventio Ltd (Jonathan Yeo)

To: Project Team

Subject:

Attachments: [Attach a file](#)

B I U | 1 (8 pt) | — font —

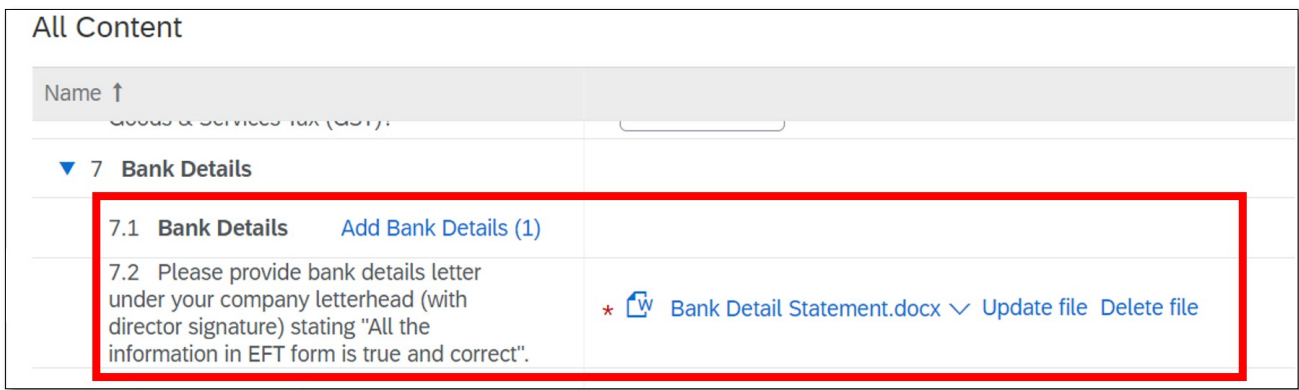
Unable to revise registration questionnaire response.

2. FAQ

Completing 'Bank Details' Section

Section 7 on the registration questionnaire records your bank details for transactions with INPEX. This section is mandatory, and any errors will delay your registration as an INPEX supplier.

Select "Add Bank Details" option



Next screen - Bank Details to be completed

For **All Bank Accounts** the following fields should be completed:

- Country
- Bank Name
- Bank Branch
- Bank Address
- Account Holder Name
- Bank Key/ABA Routing – ****Please see table below to ensure the correct data is populated. URL is provided in some instances for guidance.**
- Account Number
- Swift Code
- Bank Control Key – ****Please see table below if required within the country**
- Currency of Account

If required to enter multiple bank accounts, please select **'Add an Additional Bank Detail'**. This allows you to add more bank accounts.

Table Guide to assist with completing of bank details per bank country:

Country	All fields below are Mandatory Information (Banking & EFT)								
Bank Country	Bank Type	Bank Name	Bank Branch	Bank Address	Account Holder Name	Bank Key/ABA Routing Number	Currency	Bank Control Key	URL for Lookup
Australia	X	X	X	X	X	BSB Code	X	N/A	
Bahrain	X	X	X	X	X	Swift Code	X	N/A	
Belgium	X	X	X	X	X	3 Digit Bank Identifier	X	N/A	XE IBAN Calculator
Bermuda	X	X	X	X	X	Swift Code	X	N/A	
Canada	X	X	X	X	X	Routing Number	X	N/A	
China	X	X	X	X	X	Swift Code	X	N/A	
Cyprus	X	X	X	X	X	Swift Code	X	N/A	
Denmark	X	X	X	X	X	Bank Identifier	X	N/A	XE IBAN Calculator
East Timor	X	X	X	X	X	Swift Code	X	N/A	
Finland	X	X	X	X	X	Bank Identifier	X	N/A	XE IBAN Calculator
France	X	X	X	X	X	Bank + Branch Identifier	X	N/A	XE IBAN Calculator
Germany	X	X	X	X	X	Bank Identifier	X	N/A	XE IBAN Calculator
Hong Kong	X	X	X	X	X	3 Digit Bank Code	X	N/A	https://wise.com/hk/bank-codes/
India	X	X	X	X	X	MICR Code (11 characters or less)	X	N/A	
Indonesia	X	X	X	X	X	Swift Code	X	N/A	
Ireland	X	X	X	X	X	Branch Identifier	X	N/A	XE IBAN Calculator
Italy	X	X	X	X	X	Bank + Branch Identifier (10 Digits)	X	Check Digit	XE IBAN Calculator
Japan	X	X	X	X	X	Swift Code + 3-digit branch code	X	Type of acc	
Luxembourg	X	X	X	X	X	3 Digit Bank Identifier	X	N/A	XE IBAN Calculator
Malaysia	X	X	X	X	X	Swift Code	X	N/A	
Netherlands	X	X	X	X	X	Swift Code	X	N/A	
New Zealand	X	X	X	X	X	BSB Code	X	N/A	
Norway	X	X	X	X	X	Bank Identifier	X	N/A	XE IBAN Calculator
Philippines	X	X	X	X	X	Swift Code	X	N/A	

Qatar	X	X	X	X	X	Bank Identifier	X	N/A	XE IBAN Calculator
Romania	X	X	X	X	X	Swift Code	X	N/A	
Singapore	X	X	X	X	X	Swift Code	X	N/A	
South Africa	X	X	X	X	X	Sort Code	X	N/A	
South Korea	X	X	X	X	X	Swift Code	X	N/A	
Spain	X	X	X	X	X	Bank + Branch Identifier (8 Digits)	X	Check Digit	XE IBAN Calculator
Sweden	X	X	X	X	X	Bank Identifier + BBAN check digit	X	N/A	XE IBAN Calculator
Switzerland	X	X	X	X	X	Bank Identifier	X	N/A	XE IBAN Calculator
Taiwan	X	X	X	X	X	Swift Code	X	N/A	
Thailand	X	X	X	X	X	Swift Code	X	N/A	
United Kingdom	X	X	X	X	X	Branch Identifier	X	N/A	XE IBAN Calculator
USA	X	X	X	X	X	Routing Number	X	N/A	
Utd.Arab Emir.	X	X	X	X	X	Bank Identifier	X	N/A	XE IBAN Calculator

3. INPEX Point of Contract for technical issues

Should you have any technical issues, please contact itservices@inpe.com.au for assistance.