INPEX Procurement
Supplier Information Pack
June 2021 Version 1.0

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At INPEX, we believe in engaging transparently and ethically with our suppliers, taking pride in the relationships we have built over the years.

We are fundamentally changing the way in which we do business with our suppliers, with the implementation of SAP Ariba. This will digitise and unify the end to end processes of sourcing, contracting, buying and paying for goods and services.

SAP Ariba will help:

- Streamline our sourcing process
- Facilitate electronic collaboration for document creation and exchange
- Promote integrity by providing visibility to both INPEX and our suppliers
- Provide a secure environment to share commercially sensitive information

Overview of the Ariba Network

What is the Ariba Network?

The Ariba Network is a dynamic, digital global marketplace for buyers and sellers. Suppliers will transact electronically with INPEX in the major Source-to-Contract procurement processes which include strategic sourcing and contracting activities; and the roll-out of transactional procurement processes, scheduled to begin in mid 2021.

What are the benefits of the Ariba Network?

Transparency: All suppliers have full visibility of the end-to-end sourcing process.

Security: Event information can be shared in a secure environment.

Efficiency: All collaboration occurs via the Ariba Network providing for a streamlined process and quicker response times.

Consistency: INPEX' requirements are presented to suppliers in a consistent format based on system templates.

Unlock Opportunities: suppliers can gain access to a global marketplace.

Expectations of Suppliers

Register on Ariba Network

All suppliers must register on, and transact on the Ariba Network with INPEX

Suppliers must not

Commence any work on behalf of INPEX or deliver any goods until a purchase order has been received.

Suppliers Must

Submit all invoices electronically via the Ariba Network (some approved exceptions will apply)

Supporting Evidence

Suppliers must attach an Itemised breakdown of goods and services supplied to INPEX, to their electronic invoice submitted via the Ariba Network.
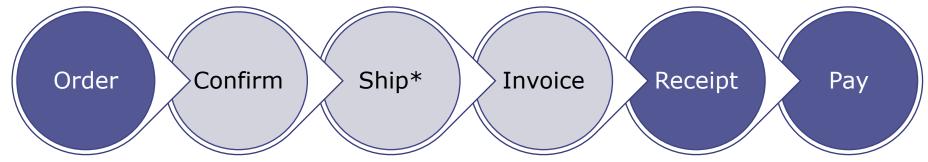
Payment of invoices

INPEX will only pay suppliers based on the verification of actuals , once an electronic invoice has been submitted via the Ariba Network.

Value Proposition

What experience can you expect when we collaborate via the Ariba Network?

Current Process	New Processes
• Purchase orders are received via email • I am required to submit pdf copies of invoices and can't see the status until it's paid • Response times vary • In some instances the structure and format of tenders varies significantly • INPEX typically reach out to me and share documentation and Purchase Orders via email • INPEX responds to similar questions from participants and changes to the tender process, multiple times	• I receive purchase order immediately over the Ariba Network • I can submit invoices via the network and see the status anytime • Response times are much faster • Event information is more consistent and easier to respond to via an integrated system • I'm notified of new events and Purchase Orders through the system which contains a direct link to event information • I can post questions on the message board which are responded to in a prompt manner and I am notified instantly of any changes to the event • I can see the status of the event at each stage and document sharing is much easier

Transacting Process

Order	Confirm	Ship*	Invoice	Receipt	Pay
An order is created by INPEX and sent to a supplier either via email or electronically via the Ariba Network	After registering on the Ariba Network (first order only), suppliers must login and confirm the purchase order	*If required, complete ship notice via Ariba Network	Flip your order into an electronic invoice and submit it via the Ariba Network	The invoice will be validated by INPEX and matched against a receipt document	Payment is sent to the supplier after the invoice is reconciled for payment

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Ariba Account Types

SAP Ariba offers two account types for suppliers*

Standard AN Account	Enterprise AN Account
Basic functionality to enable collaboration with INPEX on core purchasing and payment documents. Better suited to low complexity/less frequent transactions.	**Enterprise accounts offer enhanced functionality, which may be suitable for some suppliers. Includes the same benefits of the Standard account, plus:**
• Purchase Orders delivered securely over the Ariba Network • Provides real-time invoice status notifications with scheduled payment dates • Provides visibility of the last 50 documents • Offers access to self-service training materials and online support such as webinars • Ariba mobile app enabled • Does not enable integration into your order fulfilment and invoicing system • No cost	• Complete visibility of all prior orders received and access to all documents created • Ability to report on order history, document status and customer transactions • Potential integration of your order fulfilment and invoicing systems to the Ariba Network, enabling straight through processing • Ability to upload and maintain catalogues and pricing specific to each customer • Enhanced support offering from SAP Ariba including dedicated live-chat, phone and email support

*Account types, capabilities and costs are managed by SAP Ariba, please refer to the Ariba website for further information

INPEX

Additional Resources

For more information on Ariba:

Visit www.ariba.com

A suppliers Perspective: A Day in the Life of…
A quick overview of supplier engagement on the Ariba
Network

FAQ

Do I need to join the Ariba Network to transact with INPEX?

INPEX suppliers will be contacted in a staged approach to transact electronically via the Ariba Network. Suppliers will be requested to register on and transact over the Ariba Network

What are the hours of operation for support?

Suppliers can access 24/7 support by raising a request via the Help Centre within the Ariba Network.

Is there a cost to register on the Ariba Network?

There are no costs to register on the Ariba Network or participate in an RFx or Auction. Advanced Ariba functionality may incur fees (payable to Ariba), please visit the Ariba website to review fee structure

I already have an existing Ariba Network account. Do I need to register again?

No. If you already have an Ariba Network account you won't need to register again to use the Ariba Network with INPEX.

FAQ

How secure is the Ariba Network?

To find out more about how SAP Ariba protects the integrity, confidentiality, and availability of your information, click here

What web browsers are compatible with the Ariba Network?

Whilst the Ariba Network should operate on most web browsers, it is recommended that you download the latest version of Chrome, Internet Explorer or Mozilla Firefox for optimal performance

What is the maximum file size I can upload?

The maximum size for an individual file in a project is 100 megabytes (MB)