

## S/4HANA Supplier FAQ

**INPEX Australia is transitioning to S/4HANA to manage Procurement, Invoicing and other Key Supplier activities from 1 November 2026. The below FAQ's should help to answer any questions you may have for your business.**

### **Why is INPEX moving to SAP S/4HANA?**

INPEX is moving from SAP ECC to SAP S/4HANA to simplify and standardise business processes, improve efficiency and provide a stronger foundation for future growth.

### **When is INPEX moving to SAP S/4HANA?**

INPEX will be transacting via S/4HANA from 1 November 2026. There will also be a period of transition ahead of this to migrate data and check that new processes are working as expected, this is known as the 'Cutover' period

### **What key cutover dates should I be aware of?**

- Key cut-off dates include invoice submission cut-offs from **12–16 October 2026**
- PO creation cut-off on **20 October 2026 at 19:00**
- Supplier-initiated PO change cut-off **on 22 October 2026**
- Transactional freeze from **25 October 2026**.

### **Will my Purchase Order (PO) number(s) change?**

Some open Purchase Orders migrated to SAP S/4HANA may receive new PO numbers. INPEX will advise affected suppliers of any new PO details.

### **What should I do if I receive a new PO number?**

Update your internal records and use the new PO number on all future invoices and correspondence. Do not continue using the previous PO number unless INPEX specifically instructs you to do so.

### **Should I invoice before cutover?**

Yes. If goods or services have been delivered and are ready to invoice, please submit valid invoices before the relevant cut-off dates. This will help reduce the number of open transactions that need to be migrated or manually managed.

### **What happens if I miss the invoice cut-off?**

Invoices submitted after the relevant cut-off may need to be held, managed through a controlled process, or processed after SAP S/4HANA Go-Live. This may cause delays in the processing of your invoice.

**Will payments be affected?**

INPEX is planning a final payment run before cutover around **23 October 2026**. Suppliers should submit valid invoices by the relevant cut-off dates to support timely processing before the transition.

**What happens during the freeze period?**

During the transactional freeze, normal system processing will be paused or restricted. Emergency activity will be managed through approved INPEX Business Continuity Plan processes and entered into SAP S/4HANA after Go-Live.

**Who should I contact if something looks incorrect?**

Please contact your usual INPEX representative or the contact provided in INPEX's supplier communication. Suppliers should raise discrepancies as early as possible so they can be reviewed before migration.

**Will INPEX keep me updated?**

Yes, we will provide updates closer to the time of cutover with any changes or key information communicated directly to suppliers

**Will I have a chance to ask questions?**

Yes, INPEX will host a supplier information session online, and questions can also be directed to a dedicated S/4HANA transition mailbox, linked below

**Will payment terms be impacted?**

No, there are no changes to standard terms and conditions associated with this change to S/4HANA

**Do you have an unanswered question?**

Submit it via [s4hanasuppliers@inpex.com.au](mailto:s4hanasuppliers@inpex.com.au).