

GOODS/MATERIALS

Procure to Pay Process



If you experience any challenges regarding goods, simply follow the easy steps below:

	STEP 1	End user identify need for Goods/Materials	 SASOL	 SUPPLIERS
	STEP 2	End User create PR (Purchase Requisition)		
	STEP 3	Procurement obtain quotation for non-contracted item mainly from registered suppliers using RFQ process		
	STEP 4	Generate PO (Purchase Order) once quotation is approved / contract signed by both parties		
	STEP 5	PO (Purchase Order) sent to the supplier via the following channels		
	ARIBA NETWORK Activated Suppliers	PO (Purchase Order) sent directly to supplier's profile on Ariba Network, with e-mail notification		NON ARIBA Activated Suppliers
				PO (Purchase Order) sent via E-mail or Fax
No PO, No GO No delivery of Goods/Materials may commence without a Purchase Order				
	ARIBA NETWORK Activated Suppliers	Review and accept PO (Purchase Order) on Ariba Network before delivering the goods		
	STEP 6	Deliver Goods/Material as per PO (Purchase Order) specifications		
	STEP 7	Perform Goods Receipt (GR)		
	STEP 8	Invoice - for updated supplier invoice requirements Click Here		
	ARIBA NETWORK Activated Suppliers	The invoice will automatically be created by Ariba Network on behalf of the supplier, as soon as the GR notification reaches Ariba Network		NON ARIBA Activated Suppliers
				Email invoice to: accountspayableinvoices@sasol.com
				A 100 % compliance validation will be done with the following requirements:
				<ul style="list-style-type: none">• VAT ACT compliant• PO number• Quantity• Price• Value• Goods receipt / Shipping number
	STEP 9	Payment <ul style="list-style-type: none">• Payment terms are stipulated on Purchase Order.• Supplier responsible to confirm the accuracy of bank details on Ariba SIM• Supplier send statements to statements@sasol.com		

ARIBA customer support
<https://www.ariba.com/support>

NEED HELP?

Sasol Contact Centre: 0860 104 777
Contact.sasolsharedservices@sasol.com