

SERVICES

Procure to Pay Process



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

	STEP 1	End user identify need for Service	SASOL	SUPPLIERS
	STEP 2	End User create PR (Purchase Requisition)		
	STEP 3	Procurement obtain quotation for non-contracted items mainly from registered suppliers using RFQ process		
	STEP 4	Generate PO (Purchase Order) once quotation is approved / contract signed by both parties		
	ARIBA NETWORK Activated Suppliers	PO (Purchase Order) sent directly to the supplier's profile on Ariba Network, with e-mail notification		NON ARIBA Activated Suppliers PO (Purchase Order) sent via E-mail or Fax
	STEP 5	PO (Purchase Order) sent to the supplier via the channels above		
	No PO, No GO	No delivery of Services may commence without a Purchase Order.		
	STEP 6	Deliver Services as per PO (Purchase Order) specifications		
	STEP 7	Complete JCC (Job Cost Confirmation) document in full and obtain sign off from relevant Sasol representative		
		<ul style="list-style-type: none"> • Actuals to be completed correctly • Start and end dates • Select Job Fully Completed or Job Partially completed • Signed off and approved by supplier and Sasol representative 		
	STEP 8	Invoice - for updated supplier invoice requirements Click Here		
	STEP 8.1	Perform Service Entry (SE)		
	ARIBA NETWORK Activated Suppliers	Invoice directly on Ariba Network and attach approved JCC		NON ARIBA Activated Suppliers Email approved JCC to: serviceentryhub@sasol.com Receive service entry number from Sasol Service Entry Hub Add SE number to invoice
	STEP 8.2	Perform Service Acceptance (SA) – Sasol representative / budget owner Supplier should follow up on the service acceptance		
	STEP 8.3	Issue Invoice		
	ARIBA NETWORK Activated Suppliers	No Emailing of invoices required, as the invoice created by the supplier will automatically be released by Ariba as soon as the Service Acceptance 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 • Service Entry
	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 AribaSIM • Supplier send statements to statements@sasol.com • Supplier can request early payment via the Taulia Dynamic Discount Portal https://login.eu.taulia.com/login 		

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

NEED HELP?

Sasol Contact Centre: 0860 10 4777 or
contact.sasolsharedservices@sasol.com