

Dear Valued Supplier,

The steps below needs to be followed to access your Sasol Ariba SIM profile to update company details (*this is not the platform for RFQ's, PO's, Invoices*) For assistance related to VDI please contact the Sasol Contact Center on 017 610 4777

Documents uploaded on the generic Ariba platform under Certifications or Additional Documents will not be visible to Sasol and you have to upload same on the Sasol specific profile Questionnaire.

1. Log onto Ariba (Username and password) using this link, no other Ariba link saved on your computer:
<http://proposals.seller.ariba.com> (USING ONLY INTERNET EXPLORER – NOT CHROME/FIREFOX)
2. Click on the “View Customer Requested fields” (Top left corner)
3. Click on “Enter Now” marked in Blue (Ignore the part where it indicates “Sasol Profile Complete” the profile requires annual updating of the BBBEE section.
4. Kindly complete all fields (Save as draft as often as possible, this tab will be situated on the top and the bottom of your profile)
5. For purposes of updating the BBBEE information, please focus on the following points:
 - a) 4.23 – (ownership)
 - b) 9 – BEE criteria matching your latest valid certificate or affidavit (*please ensure that it's the correct template and all compulsory fields are populated according to the BEE Commissioner's requirements-guideline is obtainable from our office*)
 - c) 9.3.7 – This should be a person within your company that will act upon BEE reminders received from Sasol (it can therefore not be a third party i.e. auditor / verification agency)
6. Please remember to “save as draft” regularly. Only click on submit once all the information is populated, do not submit after each amendment. Also do not access the profile again within one week after you have submitted your application in order for Sasol approvers to review the changes submitted and for the changes to interface, except if changes were rejected and requires amendments.
7. The following message should be received once the changes were successfully submitted:



✓ You have successfully submitted changes to your customer.

8. Please send a confirmation to preferentialprocurement@sasol.com in order to expedite approvals on any changes made.

If the “customer requested” tab is not visible, please follow these steps:

1. Select company settings (Top right of profile)
2. Select company profile (On the drop down)
3. Select **Customer Requested Tab** (found on top where you see these **(Basic, Business Marketing, Certifications, Additional Documents)**)
4. Click on “Sasol” (Your profile will be visible after 10 – 20 seconds, please be patient while loading)
5. Kindly complete all fields as indicated above in steps 5 to 8 (Save as draft as often as possible, this tab will be situated on the top and bottom of your profile)

For any B-BBEE / password/ username resetting related inquiries/ you can e-mail:
preferentialprocurement@sasol.com