

**Steps to access the Sasol Ariba SIM (Supplier Information Management) profile to update company details after a new user has been created.**

*Note: This portion of Ariba is apart from For assistance related to Sourcing please contact Chrizelle Vosloo at chrizelle.vosloo@sasol.com*

An e-mail will be send to the supplier via Ariba Administrator – Once received from Ariba Commerce **click in the email on:**

**Click Here** – The following page will appear then **click on Sign Up**

Ariba Sourcing

Welcome, Valued Supplier

Have a question? Click here to see a Quick Start guide.

Welcome to the Ariba Network. A password reset request was issued from Sasol Group Services (Pty) Ltd - TEST site.

New to the Ariba Network? Sign up to register your user account. [Sign up](#)

Already have an account? [Log in](#)

About Ariba Network

If an error stating that the username already exists appear follow the link below or copy it into your browser.

<https://service.ariba.com/Sourcing.aw/128600007/aw?awh=r&awssk=8.znXnfD&dard=1>

Should there be no error stating that the username already exists **proceed to the following screen.**

**Ensure that you take off the tick at the box that states “Use my email as my username” and accept the terms of use.**

#### User account information

Ariba Privacy Statement \* Indicates a required field

Name:

Email:

Use my email as my username

Username:

Password:

Repeat Password:

Language:

Must be in email format(e.g. john@newco.com) ⓘ

Must contain a minimum 8 characters including letters and numbers. ⓘ

The language used when Ariba sends you configurable notifications. This is different than your web b...

Must be in email format(e.g. john@newco.com) ⓘ

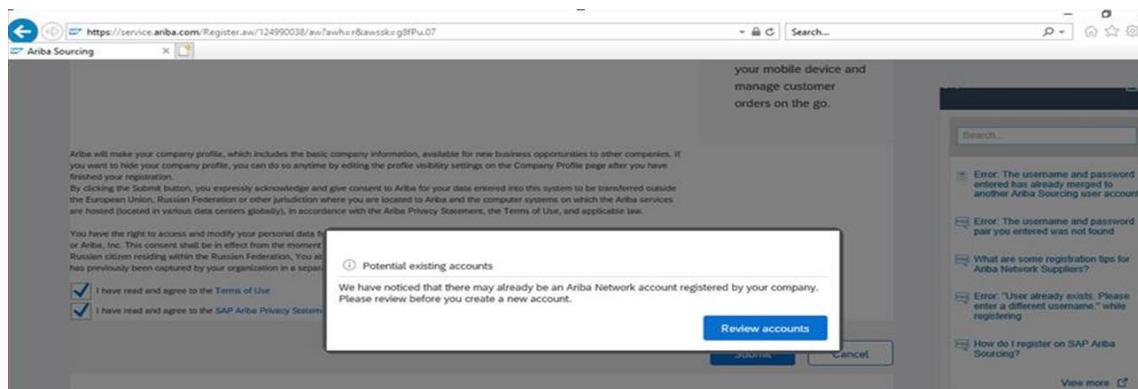
Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Once the information has been completed click on “Submit”

User account information  I have read and agree to the Terms of Use and the Ariba Privacy Statement

**Submit** **Cancel**

**Click on Review Accounts**



**Click on Continue Account Creation** (this will not create a new Ariba account only a new user on the existing profile)

The screenshot shows a web browser window for 'Ariba Proposals and Questionnaires'. The title bar says 'Review duplicate Account'. The main content area has a heading 'Match Based On' with columns for COMPANY NAME, E-MAIL ADDRESS, DUNS NO., TAX ID, and ADDRESS. Below this is a large blue box containing the text 'Your companies details will appear here'. To the right of the main content is a sidebar with a search bar and several error messages:

- Error: The username and password entered has already merged to another Ariba Sourcing user account
- Error: The username and password pair you entered was not found
- What are some registration tips for Ariba Network Suppliers?
- Error: "User already exists. Please enter a different username." while registering
- How do I register on SAP Ariba Sourcing?

At the bottom left of the main content area, it says 'NaN search results found'. At the bottom right, there is a 'View more' link.

#### Accept the privacy statement

The screenshot shows a web browser window for 'Ariba Proposals and Questionnaires'. The title bar includes 'Standard Account' and an 'Upgrade' button. The main content area is titled 'Account Security' and 'Privacy Statement'. It contains a detailed text about SAP's approach to personal data processing and a 'Cookies' section. A checkbox is checked, indicating acceptance of the cookie notice. A 'Submit' button is at the bottom. To the right is a sidebar with a search bar and a list of links:

- What browser versions are certified for SAP Ariba cloud solutions?
- I need help accessing a sourcing event
- Introducing New Supplier Account Names on Ariba Network
- Responding to a posting (2:00)
- Creating a posting (2:20)
- Optimizing your account for business opportunities (3:00)

At the bottom right of the sidebar, there is a 'View more' link.

Once you submitted the companies information, you will be **directed to the companies Home Dashboard**.

\*\*\***(Documents uploaded onto Certifications/Documents is not visible to your customer (Sasol). This is your main account with Ariba therefore you need to proceed with the following steps in order for your customer (Sasol) to view changes made\*\*\***

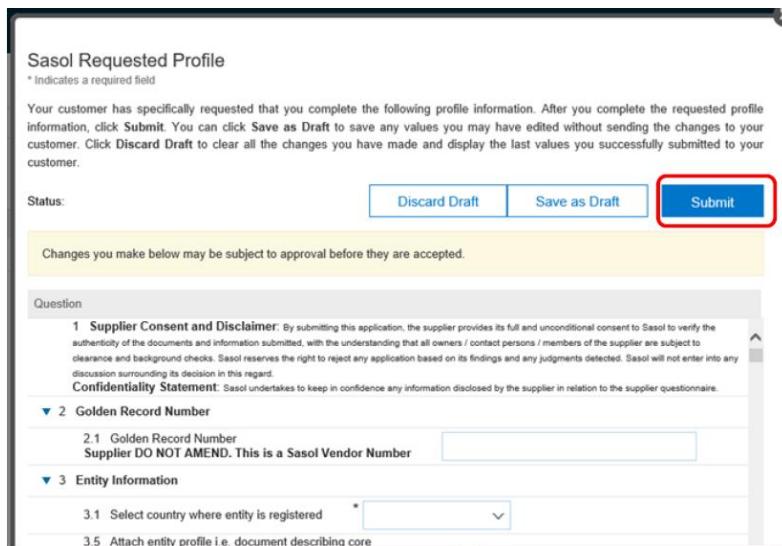
You will be required to **complete the Sasol –Requested Profile**. This is known as the Supplier Profile Questionnaire. To access this Questionnaire, click on '**Enter Now**' hyperlink which is located on the left side of your screen or the word View Customer Requested Field / Requested Customer fields

(Ignore the part where it indicates "Sasol Profile Complete" the profile requires annual updating of the BBBEE section)

The screenshot shows a web browser window for the Ariba Sourcing platform. The URL in the address bar is [https://service.ariba.com/Sourcing.aw/124997005.aw?awh=r&awssk=yfBxLc\\_i&dard=1](https://service.ariba.com/Sourcing.aw/124997005.aw?awh=r&awssk=yfBxLc_i&dard=1). The page title is 'Ariba Proposals and Questionnaires' under the 'Enterprise Account' tab. On the left, there's a sidebar for 'SASOL' with a 'Sasol Requested Profile' section. It says 'Your customer has requested that you complete 4 additional profile fields.' and has a link 'Enter Now >'. Below this, it mentions 'Categories in your profile have had over R 500,000.00 ZAR in business over the last 12 months.' The main content area features the 'SASOL' logo and a welcome message: 'Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.' Below the logo is a 'Events' section with a table header: 'Title', 'ID', 'End Time ↓', 'Event Type', 'Participated'. The message 'No items' is displayed. There is also a 'Tasks' section with a similar table header and the message 'No items'.

**Wait a few seconds** - then the following screen will appear:

**Scroll to question 9 and populate all relevant BEE information corresponding to your latest BBBEE information: \*\*Please see additional attachment to this e-mail on compulsory fields to avoid rejection of information populated\*\***



The screenshot shows a modal window titled "Sasol Requested Profile". It contains a message about completing profile information and instructions for saving or discarding changes. At the bottom, there are three buttons: "Discard Draft", "Save as Draft", and a large blue "Submit" button, which is outlined in red. Below the buttons, a note states: "Changes you make below may be subject to approval before they are accepted." The main content area is titled "Question" and includes sections for "Supplier Consent and Disclaimer", "Confidentiality Statement", "Golden Record Number", and "Entity Information". Each section has specific fields for input.

**Please remember to “save as draft” regularly. Only click on submit once all the information is populated, do not submit after each amendment. 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.**

The following message should be received once the changes were successfully submitted:

✓ You have successfully submitted changes to your customer.

**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)

**Send a confirmation** (e-mail or snippet/screenshot) to the BBBEE Specialist who assisted you or [preferentialprocurement@sasol.com](mailto:preferentialprocurement@sasol.com) in order to expedite approvals on any changes made.