

# GOODS/MATERIALS

## Procure to Pay Process



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

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

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

**NEED HELP?**

Sasol Contact Centre: 0860 104 777  
[Contact.sasolsharedservices@sasol.com](mailto:Contact.sasolsharedservices@sasol.com)