



SASOL

Ariba Procurement Content

Supplier Managed Catalogues
Category Management Playbook

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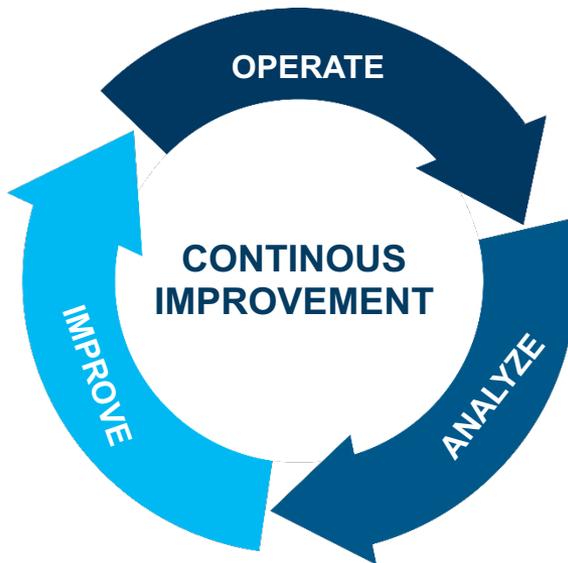
BACKGROUND



Ariba Procurement Content (APC)

SAP Ariba Procurement Content (APC) is uniquely designed to help companies maximize spend coverage of their ERP systems through rapid enablement of supplier catalogues over Ariba Network.

Sasol APC Journey



APC replaced SAP SRM7 in April 2017 and is currently available on all SAP instances.

Historically, Sasol (Category Management) was responsible for the upload of catalogues on SAP Ariba, which enabled Business users to make use of the Ariba Procurement Content platform.

As part of our ongoing effort to streamline our processes, going forward, Category Management will no longer be responsible for uploading catalogues; Instead, Suppliers will upload their own catalogues.

This application, that enables suppliers to upload their own catalogues, is aimed to minimize manual transactions and increase contract automation.

The objective of supplier managed catalogues is to create flexibility and enhance process efficiency, thereby contributing to effective contract management.

The purpose of this playbook is to describe the process for supplier managed catalogues.

Implementing APC Supplier Managed Catalogues the next step on the journey

VALUE PROPOSITION / BENEFITS



Ease of use for the End user

- Single Sign-on based application
- Catalogues OME specific
- Frequent purchases of catalogued items are automatically detected, This can be added to favorites - thus reduce search time
- Increased visibility



System will pull catalogue data with pricing; detailed descriptions and visuals (pictures) from various catalogues when creating a PR

- Larger supply base can result in better priced and quality products



Catalogues will be accessible via normal PR's and work orders.



Resourceful search fields within the catalogue



Approvers will be more defined, therefore minimising the risk of fraud or erroneous purchases

VALUE PROPOSITION / BENEFITS



Improvement of productivity, time savings, increased visibility, reduction in transaction volumes and optimisation of self-service purchasing process



Ability to track orders

- View status of PO's
- Ability to track PR's to PO's on one platform reducing possible miscommunication and the need for follow-ups
- Expedite delivery / visible delivery lead times
- Less reliance on other departments



Automatic release for orders below R10 000



Items will be delivered directly to the requester



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INTENT OF THE PLAYBOOK





INTENT OF THE PLAYBOOK

This playbook:

- Is relevant to Category Management
- Explains the minimum process execution requirements when utilizing APC supplier managed catalogues as an execution method (including the sourcing and contracting process requirements);
- Provides guidance on the roles and responsibilities within this process (including screenshots of the process steps in Ariba); and
- Guides Category Management in supporting suppliers with regard to this process (Refer also to Supplier Playbook).



Use of icons

Throughout this playbook icons are used to focus your attention on important aspects of the sourcing process. The following icons are used in this guide.

Icons	Name and Use
	Ariba Process
	Power BI
	Manual Process
	Explanations
	Important Information
	Information/training sources



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BENEFITS AND CHALLENGES OF SUPPLIER MANAGED CATALOGUES



BENEFITS OF SUPPLIER MANAGED CATALOGUES



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- Reduces contract administration activities with regards to documentation control
- Catalogues will be uploaded by the supplier, which reduces contract administration activities
- Reduces the turn-around time in contract amendments
- Allows for more negotiation leverage in terms of service and/ or price, where multiple catalogues exist to create a competitive market place
- An automated execution method for Contract Management within Sasol
- Enhanced end-user experience (Users no longer have to memorize material numbers or request Master Data for more information and can use search functionality in Ariba)
- Enables contract updates to be facilitated through an electronic system as opposed to paper updates.
- Allows Sasol to take advantage of seasonal discounts (price reductions)
- Accuracy of orders, which insures reduction of returns
- The creation of a competitive market with multiple suppliers

SUPPLIER

- Allows supplier's control over their own catalogues
- Reduces turn-around time on contract amendments (reduced paperwork)
- Enables supplier to make changes more frequently, particularly to cater for seasonal discounts (price reductions)
- Enables the uploading of images, making it a user-friendly experience
- Enables suppliers to receive more accurate orders, which ensures reduction of returns
- Supplier can leverage on the full functionality of the SAP Ariba Network full account
- Increased collaboration with Sasol Category Management
- Accuracy of orders, which insures reduction of returns

Acceptance of changes to contract pricing, scope, dates etc. is electronic and no longer reduced to a paper amendment signed by both parties

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- Sourcing Specialist need to incorporate APC as part of their sourcing plan
- Catalogues awaiting approval are available to the entire Category Management team, so there is a risk of Contract Specialists approving catalogues that do not belong to them

SUPPLIER

- For this methodology to work, the Supplier will have to prompt the process
- File size – may need to split catalogues due to the restriction on Ariba file sizes for upload. Pictures are not uploaded as part of the file. Only the link to the picture is inserted in the file.(5MB – Zipped)
- To verify the profile of the supplier and access the functionality, Suppliers have to be subscribed to the Full Ariba account



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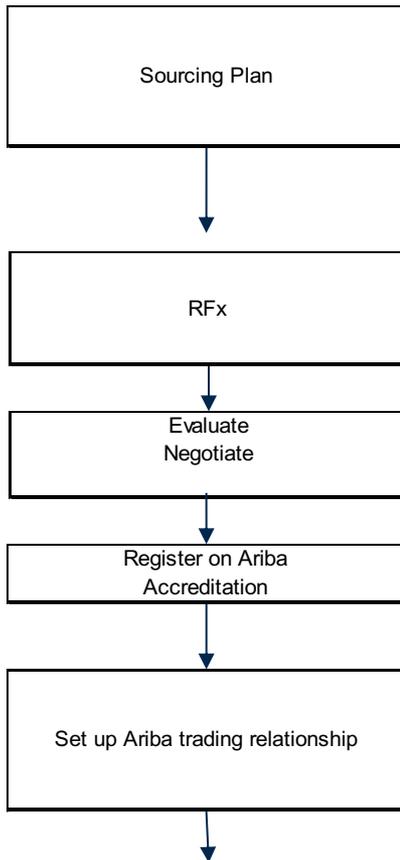
PRE-REQUISITES FOR ENABLEMENT



APC – Enablement of a contract



The contracting process whether enabled by a Outline Agreement in SAP or a catalogue in APC remains the same.



Commodity meets the requirements for APC execution
State ERP Execution Is APC catalogues in the sourcing plan

Create RFX Event in SAP Ariba
CIF template to be part of RFX

Create awareness with the supplier with regards our requirement for them to transact on the SAP Ariba Enterprise account and the cost implications

Provide SAP Ariba and Business Optimization with Ariba Network IDs to establish Upstream and Downstream relationship

APC – Enablement of a contract



Set up supplier SAP Ariba Test Account

The Business Optimization team together with SAP Ariba to assist in creating test accounts for suppliers

Set up session with SAP Ariba for training
Culminates with upload in Production

Set up session with SAP Ariba in consultation with Business Optimization and the GPR team in Category Management

Communicate upload with Business Optimization

Set up views and rules
Only required for first approval

Verify and Approve catalogue
Export copy and save under documents in Contract Workspace

Contract Introduction

PRE – REQUISITES FOR ENABLEMENT



Sasol's Prerequisites:

- Ariba Network Trading Relationship established
- Contract awarded and signed
- Catalogue content agreed
- Sasol specific data completed accurately, e.g. Purchasing Group.
- Catalogue name communicated with supplier

Supplier's Prerequisites

- Ariba Network Trading Relationship established
- Ariba Network Test Account Created
- Catalogue Content agreed with Sasol
- Images available for content

All new catalogues must be introduced to the relevant Business Partner/ Demand Manger and rolled out to business by Demand Management.

ARIBA UPSTREAM AND DOWNSTREAM



Ariba Upstream

- Supplier Information Management (SIM), APC, Sourcing and Contracting take place in Ariba Upstream

Ariba Downstream

- Purchase orders and Invoicing take place in Ariba Downstream
- Cataloguing functionality is hosted in Ariba Downstream for Suppliers but managed on the Upstream by Sasol.

SAP Ariba need to establish a trading relationship with all suppliers

Sasol requires that “Standard terms and conditions” are accepted when a supplier applies on the Ariba platform.

Request assistance from the Supplier Applications team and/or the Service Performance Team if in doubt

SAP ID = SAP Golden Record number for the supplier

Sourcing Network ID = Upstream Network ID

Transaction Network ID = Downstream Network ID

For the catalogue functionality to work, these IDs should be identical

Creating a NETWORK ID is an option for suppliers to enable a SAP Ariba trading relationship which is essential for the catalogue functionality to be enabled

Contact the Business Optimization team if this is a requirement

If ANID not found contact Supplier Applications team to onboard supplier on SIM

Locating SAP Ariba Network IDs



- Sign onto Ariba and under Supplier and Customers, search the supplier by name

The screenshot shows the SAP Ariba web interface. The browser address bar displays the URL: <https://s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=QovlpAVy&realm=Sasol>. The page title is "SAP Ariba". The navigation menu includes "HOME", "SOURCING", "CONTRACTS", and "SUPPLIERS" (highlighted with a red box). Below the navigation, there is a search bar with "Suppliers and Customers" selected (highlighted with a red box) and a search icon. The main content area is divided into three sections: "Common Actions", "Supplier Performance Management Reports", and "Notifications".

Common Actions

- Create
 - Supplier Research Posting
 - Sourcing Project
 - Contract Workspace (Procurement)
 - Contract Request (Procurement)
 - More -
- Manage
 - My Tasks
 - Administration
 - Core Administration
 - More -
- Recently Viewed
 - ICLE MECHANICAL SUPPLIES CC
 - Sasol Oil (P...td Lubricants
 - SDU48 Catalo...RTH (PTY) LTD
 - FORMS MEDIA ...ENDENT AFRICA
 - Prescription...acles Secunda
 - More -

Supplier Performance Management Reports

- Program Management Report
- Qualitative Survey Report
- Quantitative Survey Report
- SPM Project List
- SPM Project Report
- Supplier Performance Trending Report
- Supplier Recent Scorecards
- Supplier SPM Report
- Trending By Commodity

Notifications

From	Subject	Received
Tasneem Tagari	Response (ID=ID234914830) in event Cyanide samplin...	18/4/2019 13:08
Tasneem Tagari	Response (ID=ID234489651) in event Cyanide samplin...	16/4/2019 22:43

Locating SAP Ariba Network IDs



- Locate the supplier that is an APPROVED Sasol vendor.
 - ✓ Approved = Supplier is an approved Sasol vendor.
 - × In registration = the supplier has applied to be a Sasol vendor and application is being processed by Sasol
 - × Unapproved = Supplier has applied to be a Sasol vendor but Sasol has not started processing the application. (Always greyed out)
 - × Rejected = Sasol has rejected the supplier's profile and discontinued the relationship with the supplier.
- Where multiple supplier profiles appear approved, contact Corporate Catalog Suppliers / Supplier Applications for guidance on the correct profile to use.

Search Filter

icle ⓘ

Commodities Supplied [select]

Reset Search

Options

Search Results 92 results(s) found

Organization Name	System ID	Approval Status	Supplier	Customer
Wim Hofeering sink Civil Engineering Services (Pty) Ltd	ACM_1340679	Unapproved	Yes	No
Bomphile Holdings (Pty) Ltd	ACM_2858924	Approved	Yes	No
Kusile Bulk	ACM_3607696	In Registration	Yes	No
Amajali Group	ACM_9660917	In Registration	Yes	No
ICLE MECHANICAL SUPPLIES CC	LCM_0001001621	Rejected	Yes	No
Kelello Office and Stationery Solutions(Pty)Ltd	ACM_2493379	Unapproved	Yes	No

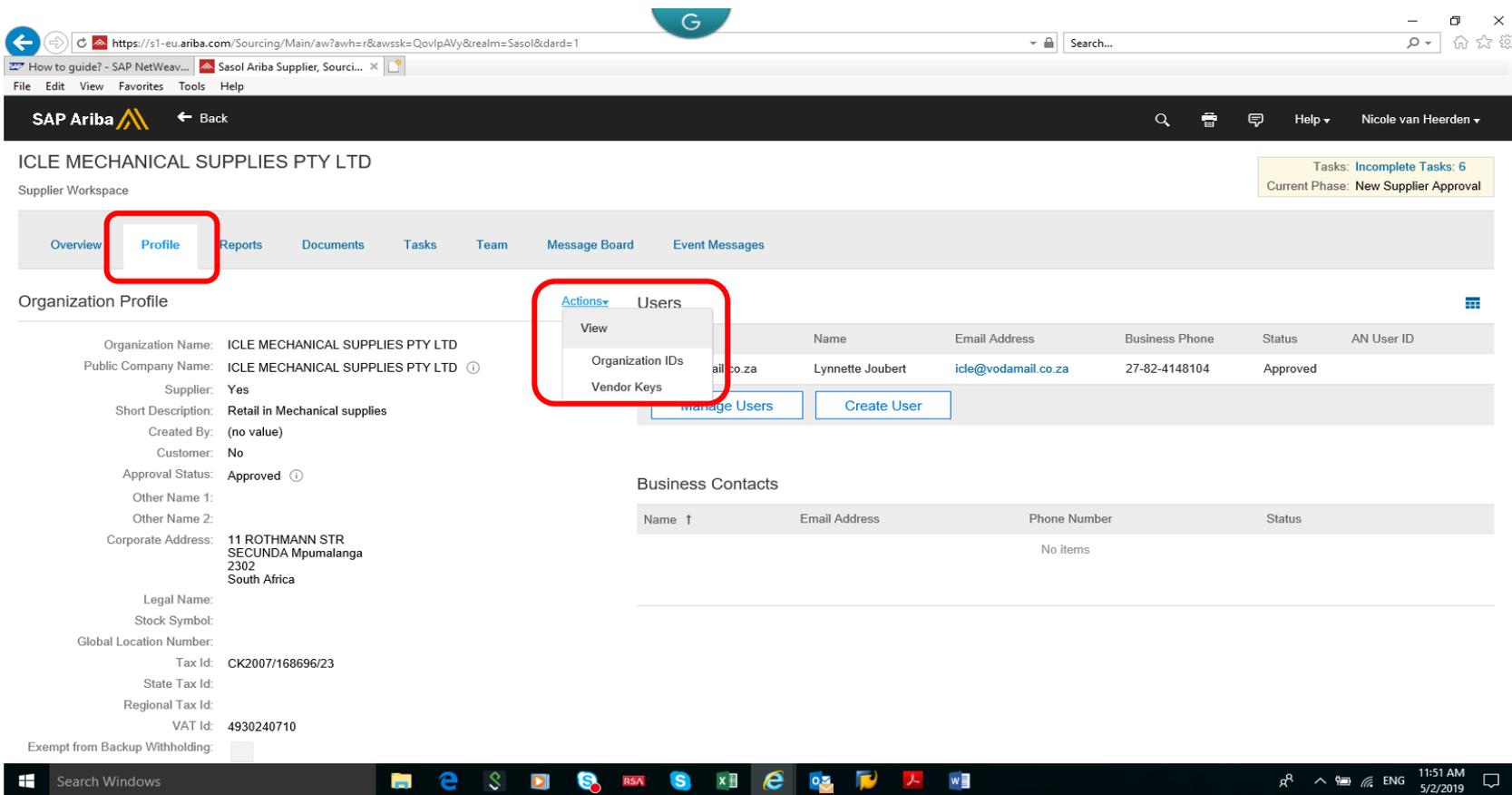
SAP Ariba

Search Windows

11:49 AM 5/2/2019

Locating SAP Ariba Network IDs

- Double click on the name of the intended supplier to open the Supplier Information.
- Make sure you are on the PROFILE Tab and click on ACTIONS.
- Select Organization IDs



The screenshot shows the SAP Ariba Supplier Information page for ICLE MECHANICAL SUPPLIES PTY LTD. The 'Profile' tab is selected, and the 'Actions' dropdown menu is open, highlighting 'Organization IDs'. The page displays various details about the supplier, including organization name, public company name, supplier status, short description, created by, customer status, approval status, other names, corporate address, legal name, stock symbol, global location number, tax IDs, and VAT ID. The 'Business Contacts' section is also visible, showing a table with columns for Name, Email Address, Phone Number, and Status.

Organization Profile

Organization Name	Name	Email Address	Business Phone	Status	AN User ID
ICLE MECHANICAL SUPPLIES PTY LTD	Lynette Joubert	icle@vodamail.co.za	27-82-4148104	Approved	

Business Contacts

Name	Email Address	Phone Number	Status
No items			

SAP Ariba Sourcing Network ID



Organization Profile

Organization Name: ICLE MECHANICAL SUPPLIES PTY LTD
Public Company Name: ICLE MECHANICAL SUPPLIES PTY LTD
Supplier: Yes
Short Description: Retail in Mechanical supplies
Created By: (no value)
Customer: No
Approval Status: Approved
Other Name 1:
Other Name 2:
Corporate Address: 11 ROTHMANN STR
SECUNDA Mpumalanga
2302
South Africa
Legal Name:
Stock Symbol:
Global Location Number:
Tax Id: CK2007/168696/23
State Tax Id:
Regional Tax Id:
VAT Id: 4930240710
Exempt from Backup Withholding:

View Organization IDs - ICLE MECHANICAL SUPPLIES PTY LTD

Manage an organization's ID numbers. For example, an organization may have a DUNS [More](#)

Domain ↑	Value
buyingnetworkid	an_0001000000
networkid	an01047833781
sourcingnetworkid	an01047833781

Done

NOTE** The Sourcing network ID (*Upstream AN ID*) will not always match the networked (*Downstream AN ID*).

Where there is a mismatch, contact the Business Optimization team for confirmation.

SAP Ariba Sourcing Network ID Not Visible



View Organization IDs - ABD TRADING CC

Manage an organization's ID numbers. For example, an [More](#)

Domain ↑	Value
buyersystemid	lcm_0001004172
sap	0001004172
transactionnetworkid	an01055344341

< >

Done

Scenario 1:

Supplier does transact on Ariba Downstream but has never logged on to Ariba SIM to update their SIM profile.

Action:

Supplier should first update their SIM Profile. Send request to the Supplier Applications team and provide them with alternative Supplier contact details.

View Organization IDs - HOSOKAWA MICRON B.V.

Manage an organization's ID numbers. For example, an organization [More](#)

Domain ↑	Value
buyersystemid	lcm_0001003034

< >

Done

Scenario 2:

Supplier does not have any Ariba relationship with Sasol.

Action:

Supplier should first update their SIM Profile and then undertake the Downstream Enterprise account, if you wish to make them a catalog supplier. Send request to the Supplier Applications team and provide them with alternative Supplier contact details.

Ariba SIM: Supplier Profile Questionnaire (SPQ)



- Locate the APPROVED supplier you wish to utilise on SAP Ariba.
- Ensure the Golden record number matches the number you will utilise on SAP. The normal checks regarding supplier registration number and VAT number applies.
- Open the supplier on Ariba and on the Profile Tab. Scroll down to the Supplier Profile Questionnaire. Refer question 12.2.5 “ Would the supplier be relevant for APC?”

Name	Answer
12.2.4 Provide SAP systems, company codes and purchasing organisations to extend to supplier (if known)	PS1, PSB, PS7, PSD
12.2.5 Would supplier be relevant for APC (E-catalogue buying)?	Yes
12.4 Supplier Legal Compliance	
12.5.1 Attach supplier due diligence risk matrix	
12.5.2 Confirm supplier due diligence risk status	
12.5.3 Confirm recommended action for supplier	
12.5.4 Attach recommended action motivation for supplier	

SAP Ariba logo and Windows taskbar are visible at the bottom of the screenshot.

If “NO” is selected, this will need to be corrected. Contact your Category Manager and Supplier Administrator for assistance.

Ariba SIM: Confirm SPQ Is Approved



- On the supplier workspace, click on the “Tasks” tab

MASCHINENFABRIK MOLLERS GMBH

Supplier Workspace

Tasks: **Incomplete Tasks: 8**
Current Phase: **New Supplier Approval**

Overview Profile Reports Documents **Tasks** Team Message Board Event Messages History

Your profile and the cloud profile for MASCHINENFABRIK MOLLERS GMBH contain different answers. [Click here](#) to view the differences.

Organization Profile

Organization Name: MASCHINENFABRIK MOLLERS GMBH
Public Company Name: Maschinenfabrik Möllers GmbH ⓘ
Supplier: Yes
Short Description: Complete supplier of Bagging, Palletizing, Wrapping and Load Systems since 1952.
Created By: (no value)
Customer: No
Managed: Yes
Approval Status: Approved ⓘ

Actions

Users

ID ↑	Name	Email Address	Status	Last Login Date
<input type="checkbox"/>	J. Roth	Herr Roth	Approved	Fri, 8 Mar, 2019
<input type="checkbox"/>	m.gezgin@moellers.de	Muhsin Gezgin	Approved	Mon, 1 Jul, 2019

Approve Reject Manage Users Create User

Business Contacts

Ariba SIM: Confirm SPQ Is Approved

- Once the “tasks” tab opens, refer to the drop down arrow, to expand the screen options.
- Then scroll down to “Existing supplier approvals” and expand the field.

Supplier Workspace

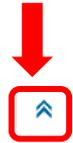
Current Phase: New Supplier Approval

Overview Profile Reports Documents **Tasks** Team Message Board Event Messages History

Show: (Any Status) (Required/Optional) (Any Owner)

MASCHINENFABRIK MOLLERS GMBH

Actions



Name	Document	Owner	Status	Due Date
✓ Notification for New or Self-Registered Supplier		aribasystem	Complete	08/18/2015
▶ ⇌ Category Management Supplier Pre-qualification		Project Owner	Not Started	
▼ ⇌ New Supplier Approval		Project Owner	In Progress	09/01/2015
🕒 Confirm Supplier for MDG Integration *		Supplier Application	Not Started	
✓ You need to approve a new organization registration *	MASCHINENFABRIK MOLLERS GMBH (v1/3)	Supplier Application	Approved	09/01/2015
🕒 Confirm surveillance audit expiry date *		Service Owner Hub	Not Started	
▶ ⇌ Integration		Project Owner	Not Started	
▶ ⇌ Existing Supplier Approvals		Project Owner	In Progress	

Ariba SIM: Confirm SPQ Is Approved

- On the expanded options, right click on “you need to approve profile changes made by the organization”.

▶ ⇨ Integration ▾		Project Owner	Not Started
▼ ⇨ Existing Supplier Approvals ▾		Project Owner	In Progress
! A Sasol employee attempted to change sensitive supplier data and * ▾	MASCHINENFABRIK MOLLERS GMBH ▾	Lead Vendor Cataloger	Cancelled
🕒 You need to update your profile * ▾	MASCHINENFABRIK MOLLERS GMBH ▾	Vendor Cataloger	Not Started
🕒 You need to update expiring profile information * ▾	MASCHINENFABRIK MOLLERS GMBH ▾	Vendor Cataloger	Not Started
! You need to approve profile changes made by this organization * ▾	MASCHINENFABRIK MOLLERS GMBH ▾	aribasystem	Denied
🕒 Submit safety re-assessment results * ▾		Service Owner Hub	Not Started

* Indicates required task

- This action will then present the below Action list.
- Select “View task details”

🕒 You need to update expiring profile information * ▾	MASCHINENFABRIK MOLLERS GMBH ▾	Vendor Cataloger	Not Started
! You need to approve profile changes made by this organization * ▾	MASCHINENFABRIK MOLLERS GMBH ▾	aribasystem	Denied
🕒 Action ▾		Service Owner Hub	Not Started
View Task Details			
Edit Task			
Open Project			

Ariba SIM: Confirm SPQ Is Approved



- The below screen will open. Move cursor to the scroller on the extreme right hand pane and scroll all the way down.

Approval Task

Exit

This document has been marked as Denied. If this task is not yet Denied, you can **Reactivate** it, or you can view or **Add Comments** on the **Task History** tab below. When you have finished, click Exit.

MASCHINENFABRIK MOLLERS GMBH / Existing Supplier Approvals / [You need to approve profile changes made...](#)

TSK254281962 You need to approve profile changes made by this organization

Round 2: Denied ⓘ

MASCHINENFABRIK MOLLERS GMBH

- Supplier Legal Compliance Assessment
- [ComplianceRejection](#)
- [DueDilligenceRiskMatrix](#)
- [Sanctioned+Entities](#)
- Supplier Safety Assessment

The reviewer has already responded. You have the following options:

- Review comments on the **Task History**
- Clicking the document icon(s) lets you view and maintain the document changed by the reviewer.

MASCHINENFABRIK MOLLERS GMBH

- Supplier Legal Compliance Assessment
- [ComplianceRejection](#)
- [DueDilligenceRiskMatrix](#)
- [Sanctioned+Entities](#)
- Supplier Safety Assessment

Ariba SIM: Confirm SPQ Is Approved



- On this screen, 3 fields need to be checked: Properties, Task History and Approval flow.
- Properties: Shows How many times the supplier workspace was worked on, the status of the SPQ submitted and applicable dates. *E.g. the below supplier's workspace was submitted twice. 1st rejection was on 06 June 2019 and the second submission was also rejected on 01 July 2019.*

All Rounds

Task	Round ↓	Owner	Status	Completion
! You need to approve profile changes made by this organization*	2	aribasystem	Denied	07/01/2019
! You need to approve profile changes made by this organization*	1	aribasystem	Denied	06/12/2019

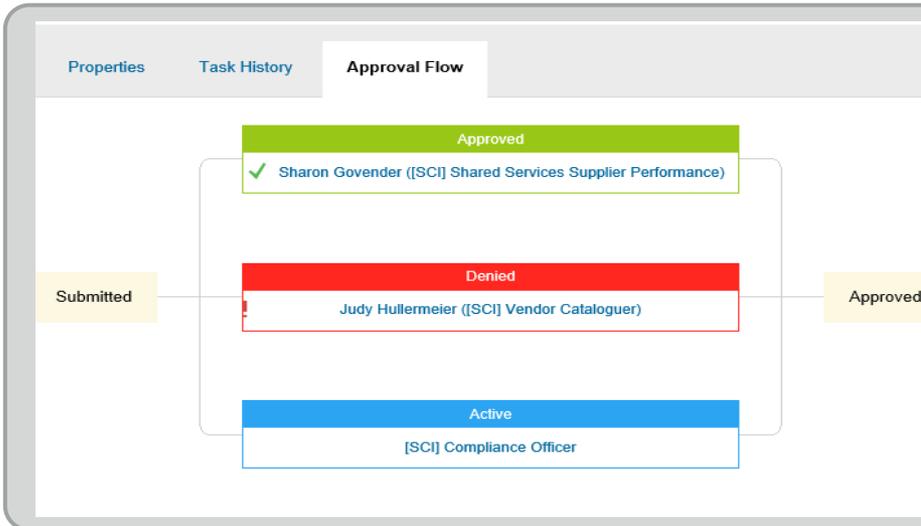
- On the Task History Option, one can see the various reasons for the workspace rejection and the Sasol user who made the rejection

Properties **Task History** Approval Flow

Add Comment

Threaded

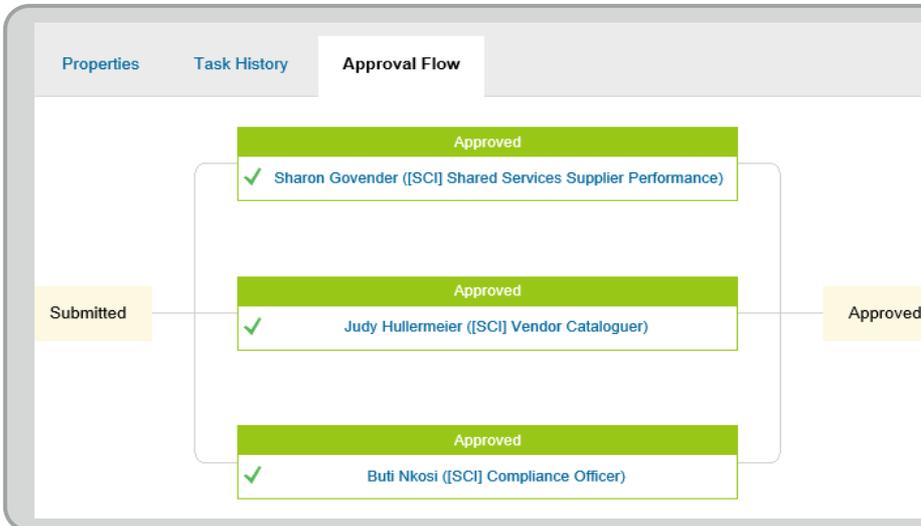
Owner	Date
Judy Hullermeier ▾ 1. No space allowed on registration number of entity, remove spaces on point 4.14 2. No special characters (&), spaces or dashes (-) allowed on contact details, remove special characters, spaces and dashes on point 5.1.6 and 5.2.6 - Zurückgewiesen	07/01/2019 02:03 PM
Lucy Zwane ▾ (Round 1: MASCHINENFABRIK MOLLERS GMBH ▾)	06/12/2019 08:25 AM
1. Please close the space on the registration number - refer to 4.142. There must be no spaces/dashes/special characters (+) on all telephone and fax numbers - correct 5.16/5.26 - Zurückgewiesen	



Approval workflow tab: Scenario 1

If 1 of the 3 approving teams makes a rejection, the workflow will be displayed as per picture. It will also confirm who made the rejected.

Action: Supplier must update the SPQ **only** on the applicable fields as advised by Sasol and a **new workflow** (*no color coding*) will be triggered.



Approval workflow tab: Scenario 2

If ALL 3 approving teams approve the profile, the workflow will be displayed as per picture. It will also confirm who made the approval.

Action: The Ariba SIM SPQ is now up to date and approved. Applicable changes will automatically update in SAP. The SAP interface updates twice a day.

Color codes: Red = Rejected (Denied), Green = Approved, Blue = Pending action

IMPORTANT NOTES:



- It is important that the Supplier uses the correct Ariba Network ID to create their catalogue.
- For the cataloguing process to work seamlessly, contract specialists must ensure the supplier has updated their Ariba SIM profile and that the supplier understands the requirements for being catalog enabled. **Such requirements should highlight that the functionality is only available on the Ariba Enterprise account, so added costs apply, if the supplier is on the standard account.**
- The supplier must contact the person in their organization with SAP Ariba administration rights on SIM and Downstream. *(Confirmation is key as the Administrator is not necessarily the same individual)*
- The person who will be responsible for creating and maintaining catalogues for the supplier must be created as a user by the person with administration rights.
- The Userid (usually e-mail address) should be supplied by the contract specialist to both the **Business Optimization team and SAP Ariba** so that a user “Test Account” can be created.
- The User will be mailed the details of this “Test Account” and will need to log-on within 24 hours of receiving the mail in order to activate the “Test Account”.
- The “Test Account” is used when the supplier is trained on completing a CIF template, uploading a catalogue, maintaining a catalogue and understanding error messages.



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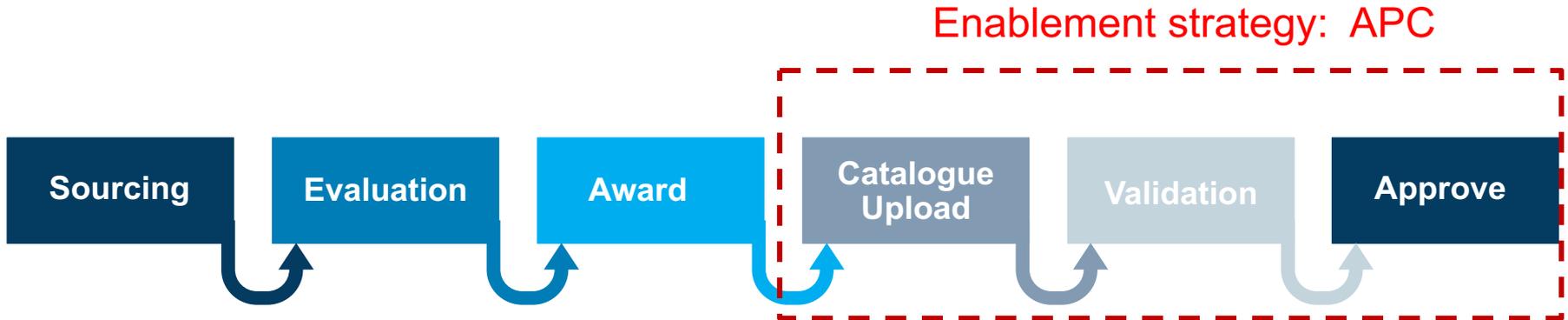
SOURCING AND CONTRACTING



THE PROCESS FLOW – NEW CATALOGUES



The sourcing process, as with all other contracts follows the same process. The only difference is in the method of execution.



SOURCING PROCESS

- All Category Management activities start with the development of a sourcing plan.
- Sourcing plans should be based upon high quality analysis of objectives, facts and data and should contain an effective implementation and execution plan which should be agreed by all key stakeholders.

APC is best suited as an execution method for:

- Goods Only
- Goods not kept as inventory
- Goods purchased on a repetitive basis
- Goods where product descriptions change frequently or there are a wide variety of products that can do the same thing (substitutions and various brands)
- Goods where there are frequent price changes or fluctuations in price due to seasonal factors

and where value opportunities can be realised by:

- creating a competitive environment with multiple suppliers can benefit Sasol or we can leverage off a wider market

Credit Cards
Sundries
Purchase Orders
Once Off Contracting
Framework Orders
Outline Agreements
APC Catalogues

Note* Sourcing process principles remain the same.

RFQ Process:

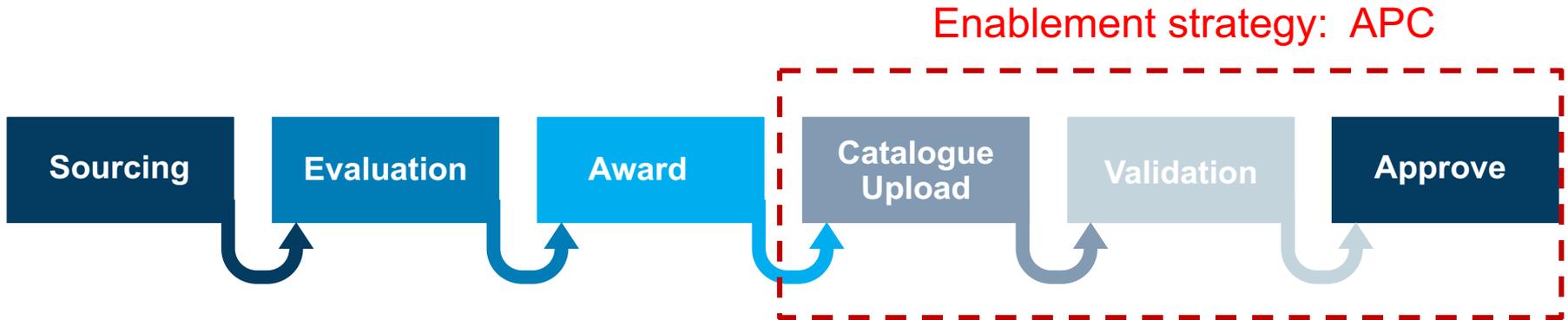
Within the sourcing plan clear direction and instructions must be given on the RFQ process to be followed

- All RFQ's must be issued via Ariba Sourcing
- The Sasol CIF template provided must be uploaded in Ariba Sourcing as part of the RFX event content
- All prospective suppliers must be willing to subscribe to the Ariba Network (Not Ariba Light)
- Clear instructions must be provided to the supplier in the RFX event content on whether a blank Sasol CIF template or pre-populated Sasol CIF template must be used. In the event that a pre-populated template is to be used, the contents to be inserted must clearly be stated in the sourcing plan
- All completed Sasol CIF templates to be returned as part of the bid response
- All current procedures governing the receiving of bids and evaluation of bids must be adhered to

THE PROCESS FLOW – NEW CATALOGUES



The Contracting process, as with all other contracts follows the same process. The only difference is in the method of execution.



Contract Award:

- Contracts will be awarded as per the agreed bid evaluation criteria as signed off in the sourcing plan
- The submitted CIF template forms the basis for negotiations with successful bidders. Successful bidders may be requested to add or delete items, and prices may be amended as negotiated
- Contract Specialist to provide the supplier with the list of all the Sasol approved Unit of Measures and the Material Group (UNSPCS) codes
- Re-submission of rates must be done via the Ariba Sourcing platform. NO revised CIF templates to be accepted via e-mail
- Prior to the successful supplier/s uploading catalogues, the contract workspace must be created on Ariba, and the paper contract signed by both parties

SUCCESSFUL BIDDERS



Once the bids have been received and the Contract Specialist has evaluated the bids as per the criteria in the sourcing plan, the Contract Specialist must engage with the successful bidders and agree on:

- Content of the catalogue (addition and/or deletion of items)
- Description of items
- Price and UOM
- The successful bidders should send the completed template to the Contract Specialist to add the VAT Code, Purchase Organization, Contract Number and Purchase Group.

This is the control catalogue, but is NOT yet a binding agreement.

A contract workspace must be created and completed on Ariba.

The paper contract must be completed and signed by all parties and saved in the contract workspace in Ariba.

Only once there is a signed contract in place and the Contract Specialist has advised the supplier, may the catalogue be uploaded in Ariba.

Suppliers uploading catalogues for the first time need to complete an on-boarding process



SASOL

HOW TO ON-BOARD A SUPPLIER FOR CATALOGUING



SUPPLIER ONBOARDING TIMELINES FOR CATALOGUES



- Once Sasol is ready to award a contract, the Contract Specialist must initiate the Supplier's activation on the Ariba Network. The following steps apply:
 - ✓ Send a request to the Service Performance Team to get a Memorandum of Agreement from the supplier.
 - ✓ Once signed, the Service Performance team will request the Master data team to do the necessary changes to the system (ticks and output messages).
 - ✓ Service Performance Team start engaging with the supplier regarding the full account option and refer them to SAP Ariba for system training.
 - ✓ A Communication is then sent to the supplier to notify them of the activation
- Once the supplier is activated on the full account, the 8 week process of enabling the supplier onto catalogues begins. This is now an interactive discussion between the supplier and SAP Ariba.
- Once the supplier is activated on catalogues, they will inform the Contract Specialist of when they will be uploading the catalogue for approval.

Applicable to all suppliers uploading a catalogue on Ariba for the first time

SUPPLIER ONBOARDING TIMELINES FOR CATALOGUES



	Catalog creation		Upload to TEST	Buyer Testing	Move to production
	Week 1	Week 2	Week 3	Week 4	Week 5
Suppliers	Creating CIF Catalog	Corrections of CIF catalog if needed	Catalog Upload in Ariba network testing		Catalog upload in Ariba network PROD Account
SAP Ariba 	Initial communication & education	Support of catalog creation troubleshooting	Troubleshooting TEST catalog upload support	Testing support	PROD catalog upload support
Buyer	Escalation path	Escalation path	Catalog approval & activation Escalation path	Testing execution	Catalog approval Decision for GO LIVE

Buyer testing might be extended up to additional 8 weeks if transaction integration is requested by suppliers

All Pre-requisites must be in place



SASOL

THE APC PROCESS SELECTING THE SASOL CIF TEMPLATE

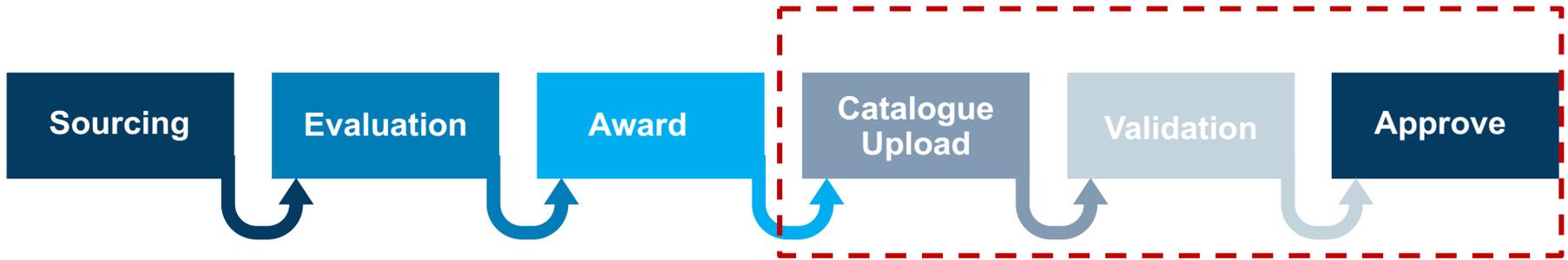


THE PROCESS FLOW – NEW CATALOGUES

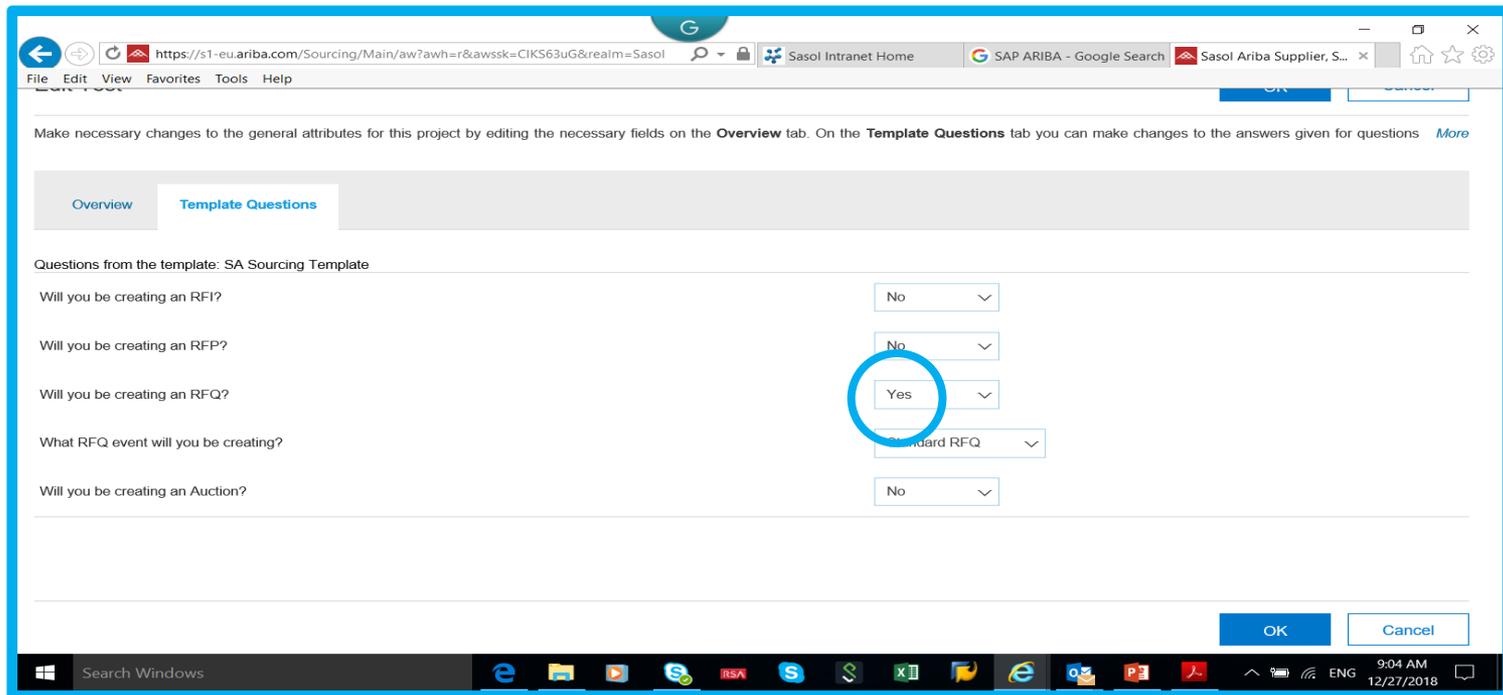


During the sourcing process, the ERP execution method is selected. Where APC Supplier Managed catalogue is selected as the enablement strategy, the Supplier will be required to complete a CIF template.

Enablement strategy: APC



- CIF Template – is an excel spreadsheet sent to the supplier to populate as a catalogue. This is not a standard Ariba template. It has been customised for Sasol specific information.
- When creating the sourcing event in Ariba the Template question: “Will you be creating an RFQ?” must be marked YES



Make necessary changes to the general attributes for this project by editing the necessary fields on the **Overview** tab. On the **Template Questions** tab you can make changes to the answers given for questions [More](#)

Overview **Template Questions**

Questions from the template: SA Sourcing Template

Will you be creating an RFI?	No
Will you be creating an RFP?	No
Will you be creating an RFQ?	Yes
What RFQ event will you be creating?	Standard RFQ
Will you be creating an Auction?	No

OK Cancel

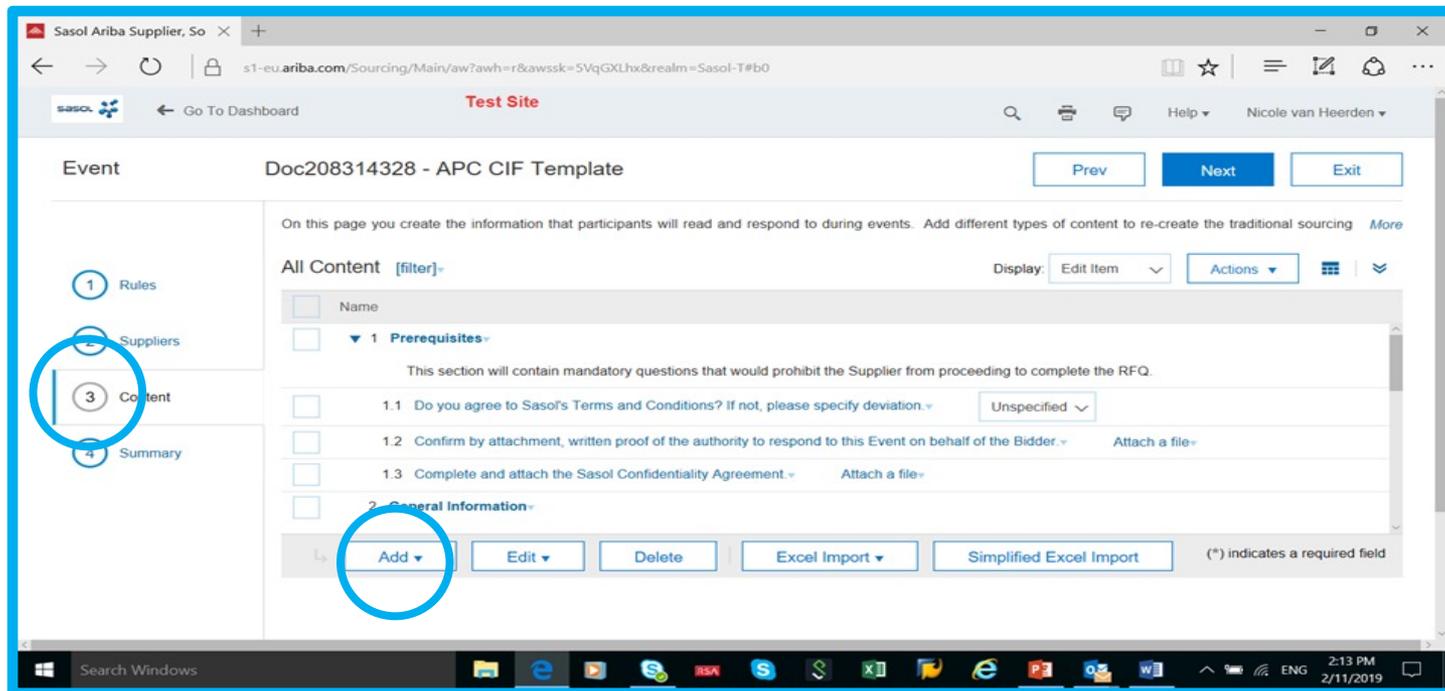
Search Windows 9:04 AM 12/27/2018



Always download the CIF template from the Sourcing event in Ariba. Do not use old templates or templates that have previously been populated.

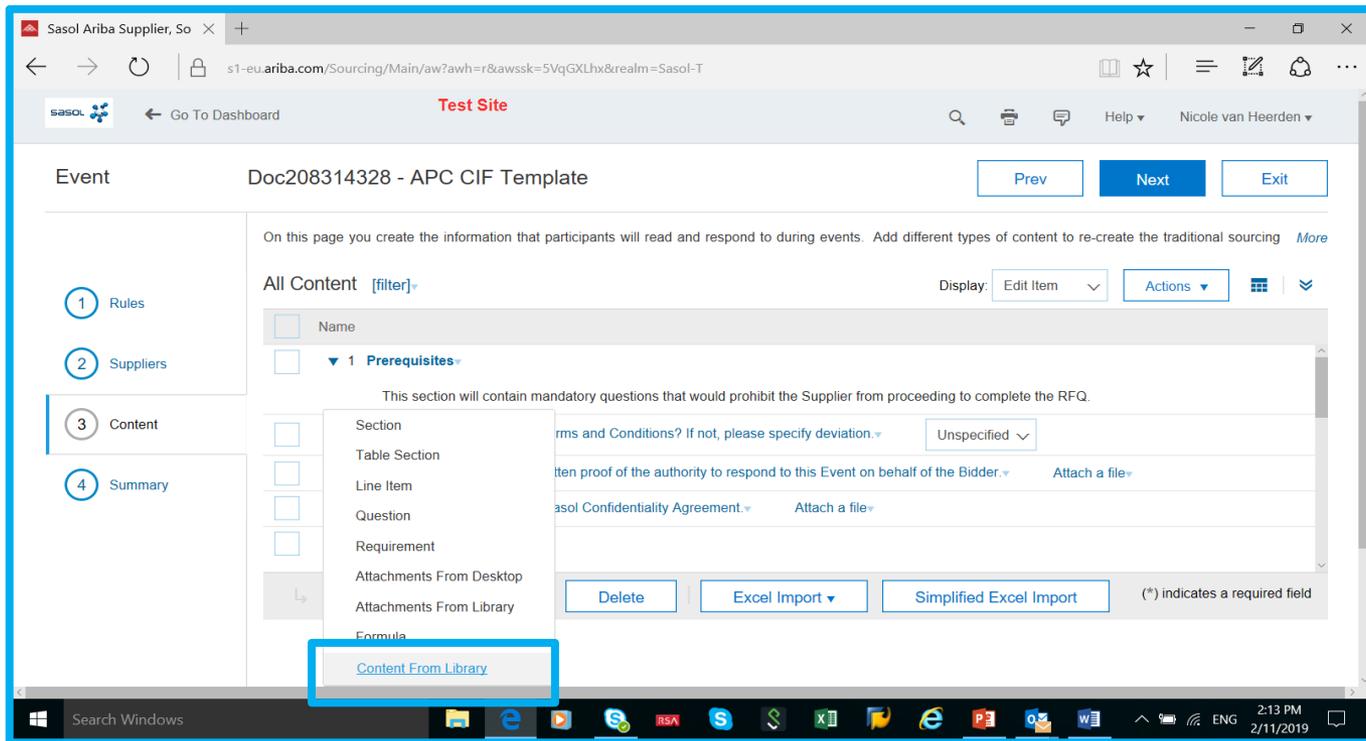
The formatting in the CIF template is extremely important. When saving your CIF template, do not change the type.

Create sourcing event
Under Content – select Add



The screenshot displays the SASOL Ariba Sourcing interface for a sourcing event titled "Doc208314328 - APC CIF Template". The left sidebar shows a navigation menu with four items: "Rules", "Suppliers", "Content", and "Summary". The "Content" item is circled in blue. The main content area shows a list of prerequisites and general information items. The "Add" button at the bottom of the content list is also circled in blue. The interface includes a search bar, a "Go To Dashboard" link, and a "Test Site" label. The bottom of the screenshot shows the Windows taskbar with various application icons and the system clock displaying 2:13 PM on 2/11/2019.

Select Content From Library



The screenshot displays the SASOL Ariba Supplier portal interface. The browser address bar shows the URL: `s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=5VqGXLhx&realm=Sasol-T`. The page title is "Test Site" and the user is logged in as "Nicole van Heerden".

The main content area is titled "Event Doc208314328 - APC CIF Template". It features a navigation bar with "Prev", "Next", and "Exit" buttons. Below this, there is a section for "All Content" with a "filter" dropdown and a "Display" dropdown set to "Edit Item".

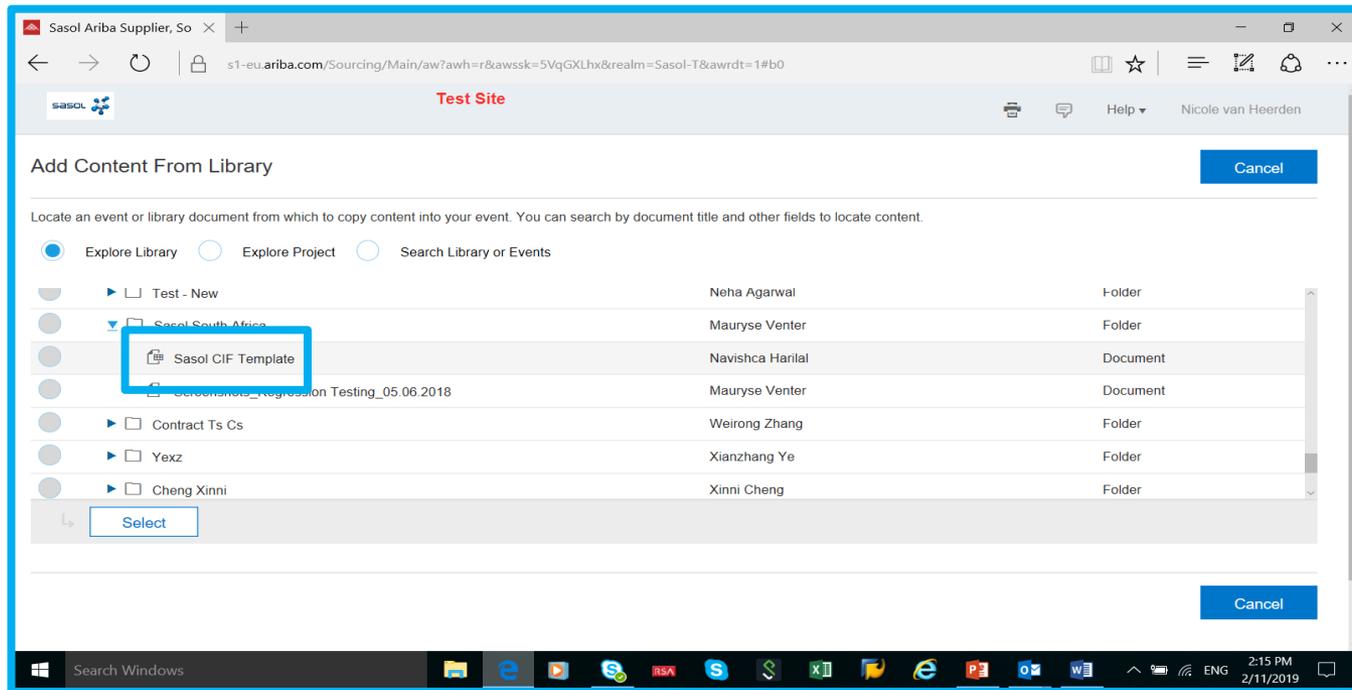
The left sidebar contains a navigation menu with four items: "1 Rules", "2 Suppliers", "3 Content", and "4 Summary". The "Content" item is currently selected.

The main content area shows a list of content items under the heading "1 Prerequisites". The first item is a "Section" titled "This section will contain mandatory questions that would prohibit the Supplier from proceeding to complete the RFQ." Below this, there are several rows of content items, each with a checkbox and a description. The "Content From Library" option is highlighted in a blue box at the bottom of the list.

At the bottom of the page, there are buttons for "Delete", "Excel Import", and "Simplified Excel Import". A note indicates that an asterisk (*) denotes a required field.

The Windows taskbar at the bottom shows the system clock as 2:13 PM on 2/11/2019, along with various application icons.

Search for the Sasol CIF template and select



SASOL CIF TEMPLATE



- 24 columns to be completed by the Supplier.
- 6 columns are Sasol specific.

	vatcode	purchaseorganization	contractnumber	purchgroup
Example	IF	ZAR1	CW20066	999
Description	Indicate the VAT Code This field is required Same value as the Tax Code field in SAP purchase requisition Refer to the allowed values list	Indicate the Purchasing Organization. This field is required. Refer to the allowed values list	Indicate the SAP Contract reference ID.	Indicate the Purchasing Group. Equal to 999 This field is required
Field length				
Data type	String	String	String	String
Rules	Should be used only in alignment with Contract specialist	Should be used only in alignment with Contract specialist	Should be used only in alignment with Contract specialist	Should be used only in alignment with Contract specialist

Refer to Supplier Playbook for details on completion of CIF template

SASOL CIF TEMPLATE



- Parametric Name is used in specific catalogues that require Smart Forms.
- Smart Forms are designed specifically for additional data e.g. businesscard – personal data to be included in the card
- Parametric Data is left blank
- Catalogues that do not use Smart Forms leave both these cells BLANK

code	purchaseorganization	contractnumber	purchgroup	Parametric Name
	ZAR1	CW1457	999	businesscard
	ZAR1	CW1457	999	florist
	ZAR1	CW1457	999	catering
	ZAR1	CW1457	999	PPE

Indicate the Purchasing Group. Equal to 999
This field is required

Refer to Supplier Playbook for details on completion of CIF template



SASOL

SETTING UP CATALOGUE PARAMETERS



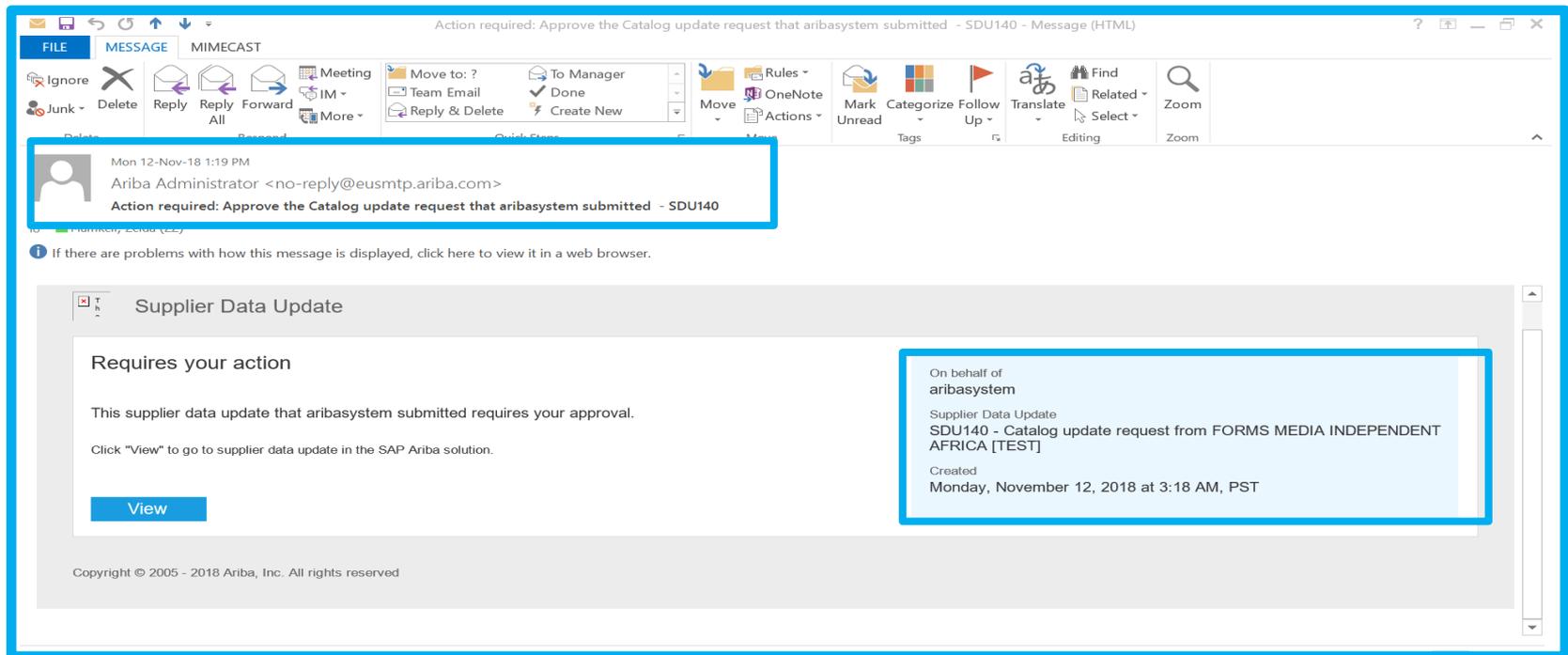
APC UPLOAD



New catalogues

The supplier can proceed with the catalogue upload once the Contract Specialist has a signed contract and has agreed with the supplier that the catalogue can be uploaded. This instruction will be communicated to suppliers via email.

The Contract Specialist will then receive an e-mail notification from SAP Ariba, informing them that a catalogue is awaiting approval.



APC UPLOAD - NEW CATALOGUES

Steps to follow prior to approving the catalogue for the first time

Contract Specialist must send an email to SRM7 and APC Support Services SRM7SupportServices@sasol.com with the following details:

Name of catalogue: Example – CW1234_Forms Media Stationery

Constraints to be put in place – Region and Purchase Orgs: Secunda (PS1, PS7, PS8, PSB, PSC, ZH01, ZP04, Mining)

SRM7 and APC Support Services (Business Optimization Team) will advise by e-mail once the constraints have been put in place.

**The turnaround time is 48 hour turnaround time on all requests.





SASOL

BUSINESS OPTIMIZATION VALIDATION OF FIRST TIME CATALOGUES



VALIDATIONS

By Business Optimization



Catalogues that have not previously been approved via Ariba, must be validated by Business Optimization

Note: A rejected/denied catalogue that has to be resubmitted will be classified as a new catalogue

They need to trigger the workflow and rules

Skip approval	No	Change
Stop before sending to approval	No	Change
Activate automatically	Yes	Change
Allow multi-supplier CIF:	No	Change
Hide punch-out item prices	No	Change

FIRST SUBMISSION OF CATALOGUE



Partitioning of supplier or also known as Common Supplier represents a Supplier Organization. Each Common Supplier bundles multiple partitioned Suppliers

Partitioned Supplier typically represents ERP specific information and may bind to the same common Supplier by an Organization ID.

Suppliers - Edit Common Supplier "FORMS MEDIA INDEPENDANT [TEST]"

View details for the selected common supplier. Depending on whether you are in view or edit mode, you may also edit the common supplier. A common supplier must

General Organization IDs Profile Contacts Owner Information **Partitioned Suppliers**

View partitioned suppliers for the selected common supplier. Depending on whether you are in view or edit mode, you may also create, edit, and delete partitioned suppl

<input type="checkbox"/>	Supplier Name ↑	Partition
<input type="checkbox"/>	FORMS MEDIA INDEPENDANT [TEST]	prealm_50081

Delete

SASOL SPECIFIC CONSTRAINTS



The Contract specialist must determine which OMEs will be able to view and utilise the catalogues. This information must be given to Business Optimization to set up the necessary constraints.

WEB SERVICE ID	WEB SERVICE DESCRIPTION
APC1_SEC	PS1 Secunda
APC1_ST	PS1 Sandton
APC1_SB	PS1 Sasolburg
APC1_KZN	PS1 Kwa-Zulu Natal
APC1_CT	PS1 Cape Town
APC1_PPE98	PS1 PPE Mining
APC1_GARAGE	PS1 Garage
APC1_CLUB	PS1 Sasol Club
APC1_PROMO	PS1 Promotion Shop
APC1_REAL	PS1 Real Estate Services
APC1_SIGMA	PS1 Sigma

WEB SERVICE ID	WEB SERVICE DESCRIPTION
APC_0001	Einkaufsorg. 0001
APC_INTC	INTC Intercompany
APC_REF1	REF1 Ref Africa
APC_ZAR1	ZAR1 South Africa
APC_ZB01	ZB01 Base Chemicals
APC_ZB02	ZB02 Performance Chemical
APC_ZB03	ZB03 Acrylates
APC_ZB04	ZB04 Dyno Nobel
APC_ZH01	ZH01 Secunda Chemicals
APC_ZH02	ZH02 Sasolburg Chemicals
APC_ZH03	ZH03 Satellite Operations
APC_ZP01	ZP01 Gauteng
APC_ZP02	ZP02 Kwa-Zulu Natal
APC_ZP03	ZP03 Limpopo
APC_ZP04	ZP04 Mpumalanga
APC_ZP05	ZP05 North West
APC_ZP06	ZP06 Northern Cape
APC_ZP07	ZP07 Free State
APC_ZP08	ZP08 Eastern Cape
APC_ZP09	ZP09 Western Cape
APC_GARAGE	Garage
APC_REAL	Real Estate Services



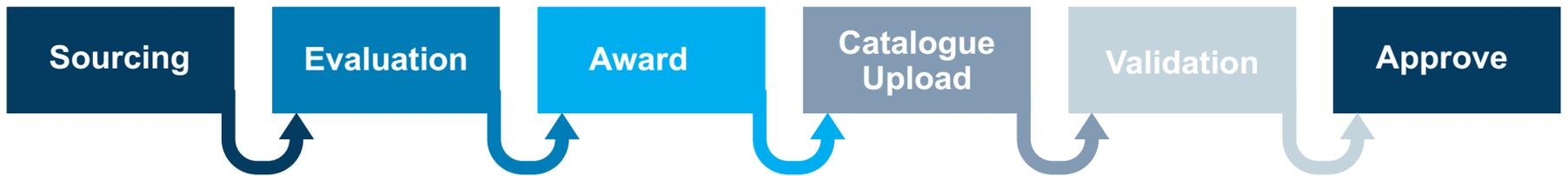
SASOL

APPROVAL OF CATALOGUES



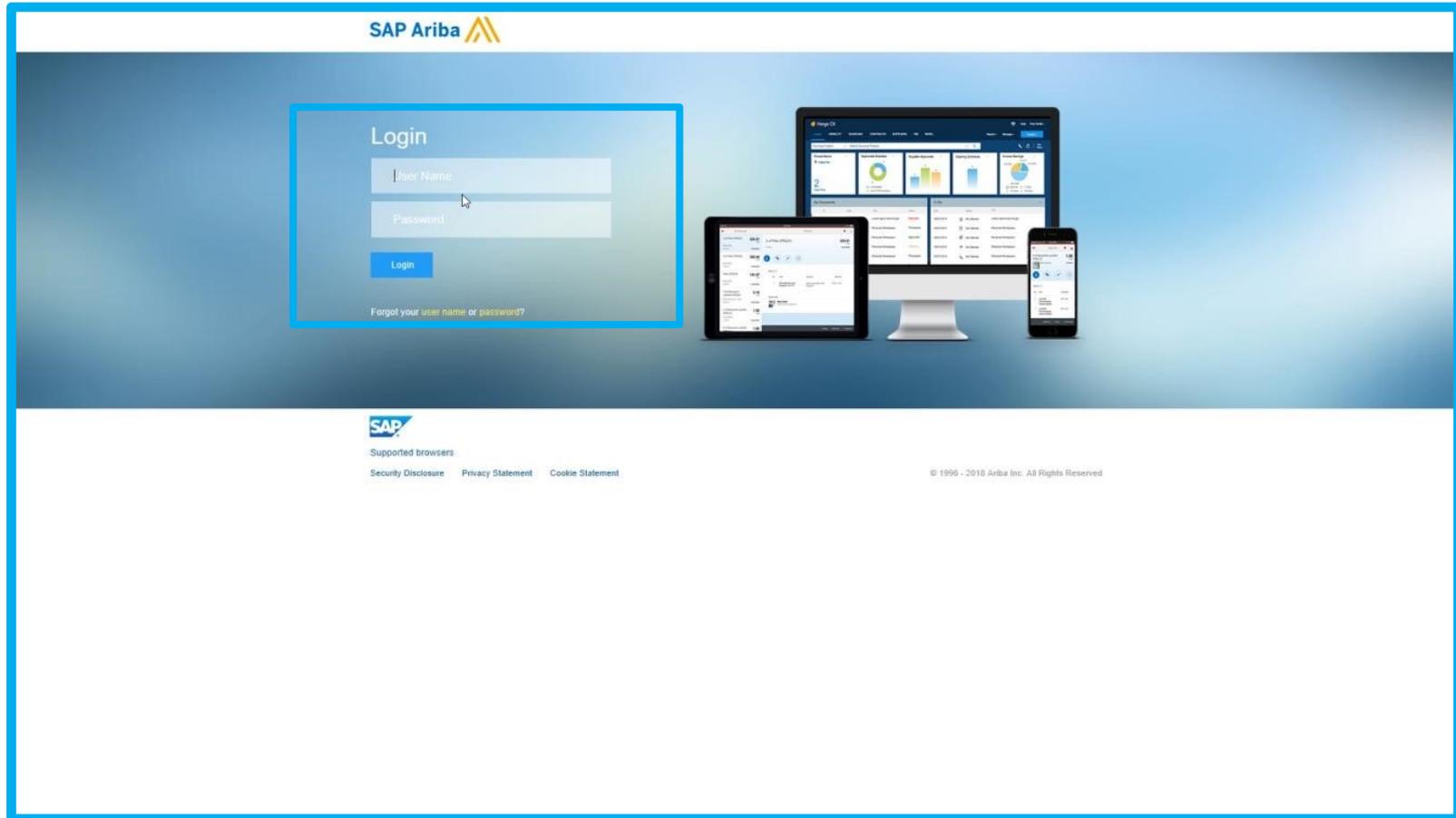
THE PROCESS FLOW

The Contracting process, as with all other contracts follows the same process. The only difference is in the method of execution



APPROVAL OF CATALOGUES

The Contract Specialist can Login to Ariba Network once the constraints have been put in place, to view, verify, approve or deny a catalogue.



THE APPROVAL WORKFLOW



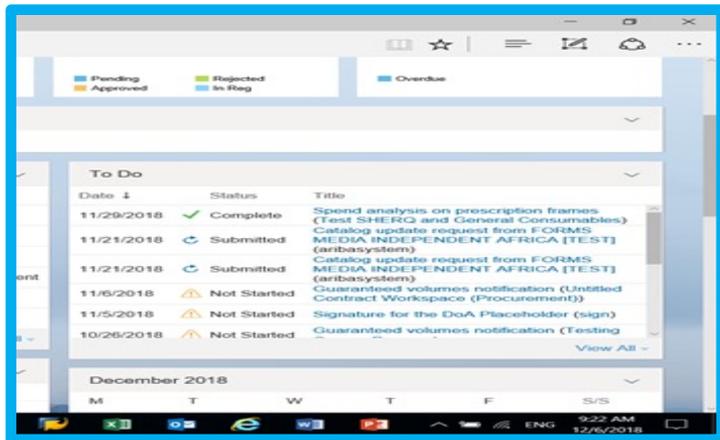
The Contract Specialist is responsible for the approval of catalogues and therefore responsible to ensure that the final submitted catalogue contains the products at the prices and units of measure as agreed with the supplier.

The Contract Specialist will receive a notification via Ariba that a catalogue has been submitted for approval.

Clicking on this e-mail notification will open Ariba on the catalogue that requires approval.

The Contract Specialist may only approve catalogues that belongs to him/her.

Sign on to Ariba and locate the task in the “To Do” list.



NOTE: Workflow is set up for Category Management.
NB! ENSURE that you approve only catalogues that you are responsible for.

LOCATING A CATALOGUE FOR APPROVAL



In the event that no notification has been received, or the catalogue is not in the “To-Do” List of the contract specialist, the catalogue can be searched for.

Option A: Click on MANAGE and the My To DO

The screenshot shows the SAP Ariba Sourcing interface. The 'Manage' dropdown menu is highlighted in red, showing the following options:

- Administration
- Contracts
- Core Administration
- My Tasks
- My To Do
- Personal Workspace
- Prepackaged Reports
- Public Reports
- Report Search Filters
- Sourcing Library
- Supplier Knowledge

The interface also displays a search bar, a 'My Documents' table, an 'Event Status' table, and a 'To Do' list.

Title	Date ↓	Status
Meals	24/5/2019	Active
Groceries	23/5/2019	Active
Flowers and Gift Hampers	9/5/2019	Active
Environmental Compliance Auditing	16/11/2017	Active
Ambulance Services	30/10/2017	Completed
Prescribed burning	16/10/2017	Completed

Event Status (Last 12 months)	RFI			
Draft	3			
Preview	0	1	0	0
Open	1	18	0	0
Pending Selection	12	109	0	0
Completed	0	38	0	0

Date ↓	Status	Title
15/6/2019	In Approval	Approve signed sourcing plan (Groceries)
11/6/2019	Complete	Assemble value team (Groceries)
11/6/2019	Complete	Market analysis (Groceries)
11/6/2019	Complete	Spend Analysis (Groceries)
11/6/2019	Complete	Develop sourcing plan (Groceries)
5/6/2019	Cancelled	Approval for award: RFQ (Supply and Delivery of Tools Ref WS40010607)

LOCATING A CATALOGUE FOR APPROVAL



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11/6/2019	Complete	Spend Analysis (Groceries)
11/6/2019	Complete	Develop sourcing plan (Groceries)
5/6/2019	Cancelled	Approval for award: RFQ (Supply and Delivery of Tools Ref WS40010607)

LOCATING A CATALOGUE FOR APPROVAL



Search the list for the catalogue that needs to be approved

The screenshot shows the SAP Ariba Spend Management interface. The browser address bar displays the URL: <https://s1-eu.ariba.com/Buyer/Main/aw?awh=r&awssk=juaTCPcc&realm=Sasol-T&dard=1>. The page header includes the SAP Ariba logo, navigation links (HOME, SOURCING, CONTRACTS, SUPPLIERS, REPORTS), and user information (Nicole van Heerden). A "To Do" section is visible, indicating that the user is included in the approval flow for these requests. Below this, there is a search filter section and a table of 7 items. The table columns are Type, ID, Date Submitted, Requester, Status, Title, and Total. The items listed are all "Submitted" and represent "Catalog update request" entries for various suppliers.

Type	ID	Date Submitted	Requester	Status	Title	Total
⌂	SDU487	21 May 2019	aribasystem	Submitted	Catalog update request from LE TJHABILE HARDWARE AND PROJECTS CC [TEST]	Actions
⌂	SDU556	4 Jun 2019	aribasystem	Submitted	Catalog update request from OFFICE PLAN (PTY) LTD [TEST]	Actions
⌂	SDU548	4 Jun 2019	aribasystem	Submitted	Catalog update request from RETAIL INSIGHT [TEST]	Actions
⌂	SDU553	4 Jun 2019	aribasystem	Submitted	Catalog update request from IDEXX LABORATORIES (PTY) LTD [TEST]	Actions
⌂	SDU545	4 Jun 2019	aribasystem	Submitted	Catalog update request from OFFICE PLAN (PTY) LTD [TEST]	Actions
⌂	SDU546	4 Jun 2019	aribasystem	Submitted	Catalog update request from RETAIL INSIGHT [TEST]	Actions
⌂	SDU559	4 Jun 2019	aribasystem	Submitted	Catalog update request from LA NOSTRA STAMATRICA (PTY) LTD [TEST]	Actions

At the bottom of the interface, there are buttons for "Approve", "Deny", and "Archive To Label". The footer shows the SAP Ariba logo and user information: Nicole van Heerden (vheerden1) last visit 2/22/2019 12:22 PM | Sasol - TEST | C5_U4. The Windows taskbar at the bottom indicates the system time is 9:09 AM on 6/12/2019.

LOCATING A CATALOGUE FOR APPROVAL



Option B: Under Home, click on the drop down to open the menu and locate Supplier Data Update

The screenshot shows the SAP Ariba web interface. The 'HOME' tab is selected in the top navigation bar. A dropdown menu is open under 'HOME', and the 'Supplier Data Update' option is highlighted with a red circle. The interface also displays various dashboards and tables.

Supplier Approvals Dashboard:

Status	Count
Pending	1,630
Approved	3,481
Rejected	12,699
In Reg	8,262

My Tasks Dashboard:

Category	Count
Overdue	3
This Month	1

Table 1: Supplier Data

Date	Status
24/5/2019	Active
23/5/2019	Active
9/5/2019	Active
16/11/2017	Active
30/10/2017	Completed
16/10/2017	Completed

Table 2: To Do

Date	Status	Title
15/6/2019	In Approval	Approve signed sourcing plan (Groceries)
11/6/2019	Complete	Assemble value team (Groceries)
11/6/2019	Complete	Market analysis (Groceries)
11/6/2019	Complete	Spend Analysis (Groceries)
11/6/2019	Complete	Develop sourcing plan (Groceries)
5/6/2019	Cancelled	Approval for award: RFQ (Supply and Delivery of Tools Ref WS40010507)

LOCATING A CATALOGUE FOR APPROVAL



Option B: Search using the supplier name

The screenshot displays the Ariba Spend Management interface. A red box highlights the search area in the 'Supplier Data Update' section, where 'La Nostra' is entered in the search field and 'ID' is selected as the search criteria. The interface includes a navigation menu with 'HOME', 'SOURCING', 'CONTRACTS', 'SUPPLIERS', and 'REPORTS'. The main content area features several dashboards: 'Event Status' with a donut chart showing 158 items (Draft); 'Expiring Contracts' with a bar chart showing 5 expired and 19 items within 30 days; 'Supplier Approvals' with a bar chart showing 496 pending, 2,786 approved, 13,328 rejected, and 132 in reg; and 'My Tasks' with a bar chart showing 10 overdue tasks. Below these are sections for 'News', 'My Documents', and 'To Do'. The 'My Documents' table lists various documents with their titles, dates, and statuses. The 'To Do' table lists tasks with their dates, statuses, and titles. The bottom of the screen shows the Windows taskbar with the date and time as 9:04 AM on 6/12/2019.

LOCATING A CATALOGUE FOR APPROVAL



Option B: Locate the catalogue for approval according to Status.

You can also Search by full catalogue name

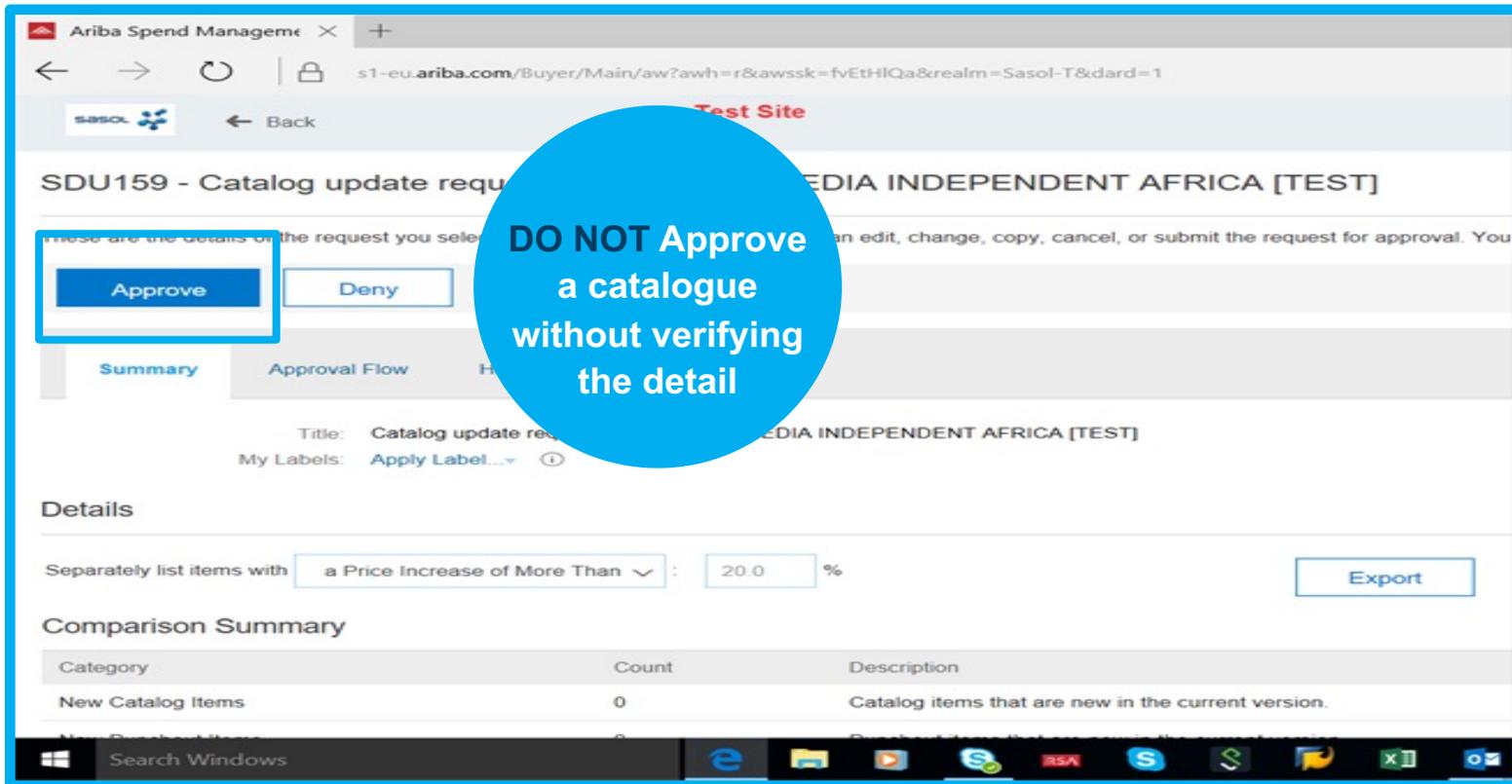
The screenshot displays the Ariba Spend Management interface. The search type is set to 'Supplier Data Update'. The search filters include Title (La Nostra), ID, Approver (select a value), Catalog Subscription Name, Date Created, Date Submitted, Preparer, Requester, Review Period Extended, and Status. The search results table shows 11 items found, with columns for Type, ID, Title, Status, and Date Created. The Status column is highlighted with a red box, and the 'Approver' field in the search filters is also highlighted with a red box.

Type	ID	Title	Status	Date Created
↻	SDU510	Catalog update request from LA NOSTRA STAMATRICA (PTY) LTD [TEST]	Approved	3 Jun 2019
↻	SDU519	Catalog update request from LA NOSTRA STAMATRICA (PTY) LTD [TEST]	Approved	3 Jun 2019
↻	SDU562	Catalog update request from LA NOSTRA STAMATRICA (PTY) LTD [TEST]	Approved	10 Jun 2019
↻	SDU521	Catalog update request from LA NOSTRA STAMATRICA (PTY) LTD [TEST]	Approved	3 Jun 2019
↻	SDU530	Catalog update request from LA NOSTRA STAMATRICA (PTY) LTD [TEST]	Denied	4 Jun 2019

APPROVING A CATALOGUE

Approving a catalogue makes it visible to end users. End users will be able to do off-takes from the catalogue.

Click on the task in the “To Do” list. This will then open the approval page.



DO NOT Approve a catalogue without verifying the detail

SDU159 - Catalog update request for MEDIA INDEPENDENT AFRICA [TEST]

Approve Deny

Summary Approval Flow History

Title: Catalog update request for MEDIA INDEPENDENT AFRICA [TEST]
My Labels: Apply Label...

Details

Separately list items with a Price Increase of More Than 20.0 % Export

Comparison Summary

Category	Count	Description
New Catalog Items	0	Catalog items that are new in the current version.

APPROVING A CATALOGUE CONTINUED



Scroll down to the Comparison Summary.

New catalogues that are to be approved for the first time will show “Unchanged Punchout Items” .

The screenshot shows the Ariba Spend Management interface. At the top, there's a search bar and navigation icons. Below that, a filter section allows users to 'Separately list items with' a 'Price Increase of More Than' of 20.0%. There are 'Export' and 'Generate New Report' buttons. The main section is titled 'Comparison Summary' and contains a table with the following data:

Category	Count	Description
New Catalog Items	0	Catalog items that are new in the current version.
New Punchout Items	0	Punchout items that are new in the current version.
Updated Catalog Items	0	Catalog items that have been updated in the current version.
Updated Punchout Items	0	Punchout items that have been updated in the current version.
Unchanged Catalog Items	0	Catalog items that have remained unchanged in the current version.
Unchanged Punchout Items	10 Show	Punchout items that have remained unchanged in the current version.
Deleted Catalog Items	0	Catalog items that have been deleted in the current version.
Deleted Punchout Items	0	Punchout items that have been deleted in the current version.
Items with Price increased	0	Catalog items that have increased in price by more that 20 %.

Below the table, there is a section for 'Comments - Entire Supplier Data Update'. The Windows taskbar at the bottom shows the time as 1:28 PM on 12/6/2018.

APPROVING A CATALOGUE CONTINUED



There are two ways to view the details of the catalogue, as well as any changes that have been made

Type 1: Clicking on “Show” next to the Count of items, will reveal a summary of the items in the same screen – scroll down.

The screenshot shows the Ariba Spend Management interface. At the top, there is a filter section with a dropdown menu set to 'a Price Increase of More Than' and a text input field containing '20.0'. To the right of these are 'Export' and 'Generate New Report' buttons. Below this is a 'Comparison Summary' table with three columns: 'Category', 'Count', and 'Description'. The table contains the following data:

Category	Count	Description
New Catalog Items	0	Catalog items that are new in the current version.
New Punchout Items	0	Punchout items that are new in the current version.
Updated Catalog Items	0	Catalog items that have been updated in the current version.
Updated Punchout Items	0	Punchout items that have been updated in the current version.
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Unchanged Punchout Items	10 Show	Punchout items that have remained unchanged in the current version.
Deleted Catalog Items	0	Catalog items that have been deleted in the current version.
Deleted Punchout Items	0	Punchout items that have been deleted in the current version.
Items with Price increased	0	Catalog items that have increased in price by more that 20 %.

The 'Show' button next to the count '10' in the 'Unchanged Punchout Items' row is highlighted with a blue box. Below the table, there is a 'Comments - Entire Supplier Data Update' section. The Windows taskbar at the bottom shows the time as 1:28 PM on 12/6/2018.

APPROVING A CATALOGUE CONTINUED

A summary of the catalogue is shown below

Clicking on the detail in the Column with the heading “Line” will open the detail that has been entered for each line.

This functionality works line by line only.



Comparison Details

Unchanged Punchout Items: 10

Line	Description	Price		Supplier Name	Supplier Part Auxiliary Id	Supplier Part Id
		Amount	Currency			
Ver 1 line 13	(Driehoek) STONE, CRUSHED: Ballast Stone 53mm, delivered to Bosje Driehoek	1.5	ZAR	FORMS MEDIA INDEPENDENT AFRICA [TEST]	BOSD01	BOSD01
Ver 1 line 14	(Driehoek) STONE, CRUSHED: Concrete Stone 19mm, delivered to Bosje Driehoek	2	ZAR	FORMS MEDIA INDEPENDENT AFRICA [TEST]	BOSD02	BOSD02
Ver 1 line 15	(Driehoek) STONE, CRUSHED: Base Coarse Stone 37,5mm, delivered to Bosje Driehoek	2.5	ZAR	FORMS MEDIA INDEPENDENT AFRICA [TEST]	BOSD03	BOSD03
Ver 1 line 16	(Driehoek) STONE, CRUSHED: Concrete Stone 37.5mm, delivered to Bosje Driehoek	3	ZAR	FORMS MEDIA INDEPENDENT AFRICA [TEST]	BOSD04	BOSD04
Ver 1 line 17	(Driehoek) SAND: Crusher Sand Washed, delivered to Bosje Driehoek	3.5	ZAR	FORMS MEDIA INDEPENDENT AFRICA [TEST]	BOSD05	BOSD05
Ver 1 line 18	(Noordskag) STONE, CRUSHED: Ballast Stone 53mm, delivered to Brandspruit North	4	ZAR	FORMS MEDIA INDEPENDENT AFRICA [TEST]	BSN01	BSN01
Ver 1 line 19	(Noordskag) STONE, CRUSHED: Concrete Stone 19mm, delivered to Brandspruit North	4.5	ZAR	FORMS MEDIA INDEPENDENT AFRICA [TEST]	BSN02	BSN02
Ver 1 line 20	(Noordskag) STONE, CRUSHED: Base Coarse Stone 37,5mm, delivered to Brandspruit North	5	ZAR	FORMS MEDIA INDEPENDENT AFRICA [TEST]	BSN03	BSN03
Ver 1 line 21	(Noordskag) STONE, CRUSHED: Concrete Stone 37.5mm, delivered to Brandspruit North	5.5	ZAR	FORMS MEDIA INDEPENDENT AFRICA [TEST]	BSN04	BSN04
Ver 1 line 22	(Noordskag) SAND: Crusher Sand Washed, delivered to Brandspruit North	6	ZAR	FORMS MEDIA INDEPENDENT AFRICA [TEST]	BSN05	BSN05

Type 2 is the preferred and recommended approval method.

APPROVING A CATALOGUE CONTINUED



Type 2: Prior to approving the catalogue, the catalogue should be exported to Excel to enable review of all mandatory columns in the catalogue CIF file.

It is the responsibility of the Contract specialist to check ALL the data in the file. Pay specific attention to material detail in the catalogue: SPSC codes; effective date vs expiry date; **UOM**; **VAT Codes**; Purchase organisation and **Contract number**.

Click on Export to Save and open the catalogue in Excel

The screenshot shows the Ariba Spend Management interface. The browser address bar displays the URL: s1-eu.ariba.com/Buyer/Main/aw?awh=r&awssk=fvEthIQa&realm=Sasol-T&dard=1#b0. The page title is 'Ariba Spend Management'. The 'Details' section shows a filter: 'Separately list items with a Price Increase of More Than 20.0 %'. The 'Comparison Summary' table is as follows:

Category	Count	Description
New Catalog Items	0	Catalog items that are new in the current version.
New Punchout Items	0	Punchout items that are new in the current version.
Updated Catalog Items	0	Catalog items that have been updated in the current version.
Updated Punchout Items	0	Punchout items that have been updated in the current version.
Unchanged Catalog Items	0	Catalog items that have remained unchanged in the current version.
Unchanged Punchout Items	10 Hide	Punchout items that have remained unchanged in the current version.
Deleted Catalog Items	0	Catalog items that have been deleted in the current version.
Deleted Punchout Items	0	Punchout items that have been deleted in the current version.
Items with Price increased	0	Catalog items that have increased in price by more that 20 %.

The 'Export' button is highlighted with a red box. The 'Generate New Report' button is also visible. The Windows taskbar at the bottom shows the time as 1:37 PM on 12/6/2018.

The exported approved version must be saved under the Contract Workspace.

APPROVING A CATALOGUE CONT.

The following should be verified by the contract specialist prior to approval

- Number of items on the catalogue agree as with total number negotiated
- Only items as agreed with Sasol are contained in the catalogue
- Only items within the scope are contained in the catalogue
- Prices and UOM as agreed
- Descriptions are clear and as agreed
- SPSC Codes are valid and correct
- The contract number must have been inserted **correctly** in every line representing an item in the catalogue CIF file
- The correct VAT code has been applied per line
- The correct Purchase Organization and Purchasing Group reference has been used
- The correct effective and expiration date have been inserted

By approving the catalogue the contract specialist verifies that all the above information has been verified as correct



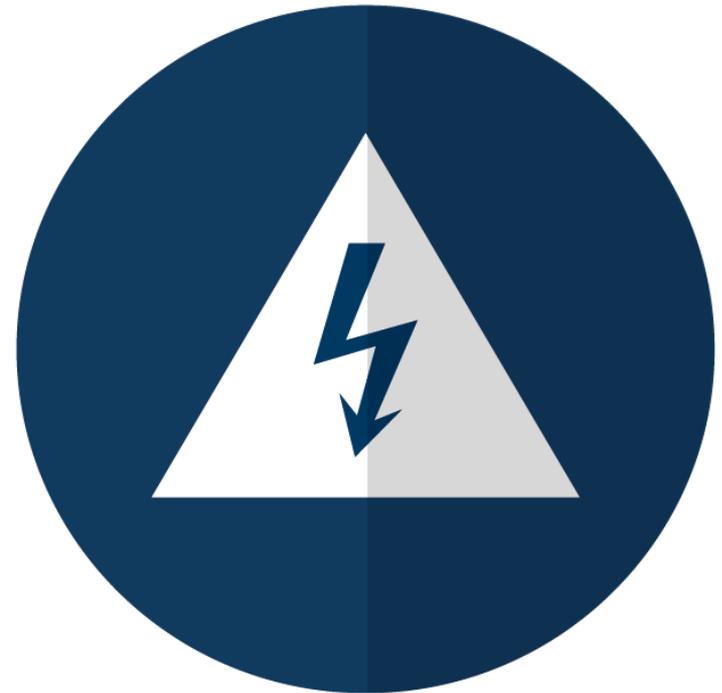
APPROVING A CATALOGUE CONT.

If the Contract Specialist has verified the contents of the catalogue as correct, they may proceed and approve the catalogue.

The catalogue may only be approved on the “Effective date” agreed with the supplier.

Approving the catalogue prior to the effective date will make the catalogue available to the end user **immediately** upon approval.

Approving catalogues without verifying data or without having the necessary authority or mandate may lead to disciplinary action.
Always act within governance and seek guidance if unsure



APPROVING A CATALOGUE CONT.

As soon as a catalogue is approved, the next catalogue available for approval appears on the screen. This is Ariba standard.

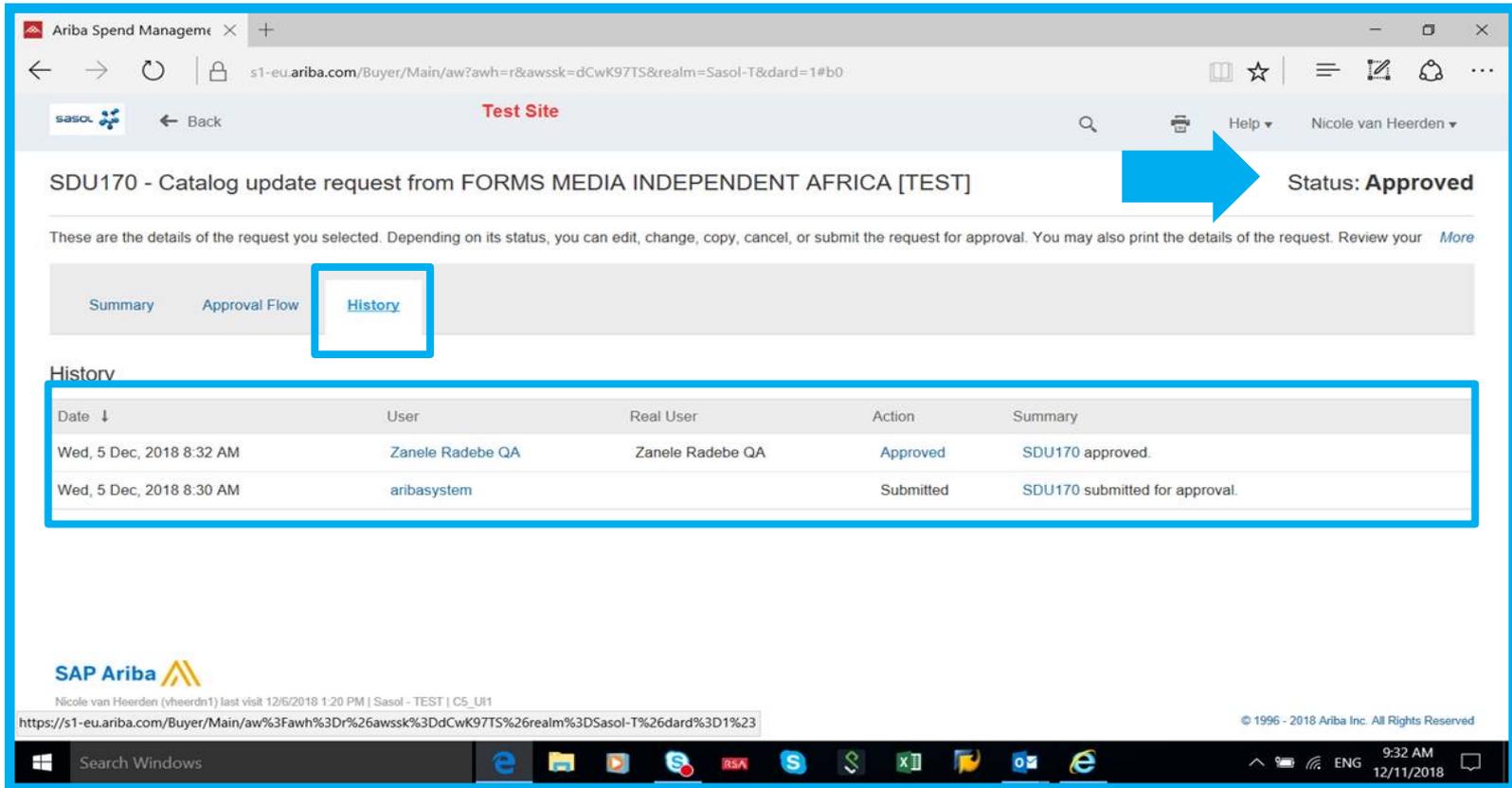
Care must be taken not to approve the next catalogue.

In all instances it is the contract specialists responsibility to ensure they are approving the correct catalogue.



HISTORY TAB

This informs “Who” approved the catalogue and when it was approved



The screenshot displays the Ariba Spend Management interface. The main heading is "SDU170 - Catalog update request from FORMS MEDIA INDEPENDENT AFRICA [TEST]". The status is "Approved", indicated by a blue arrow pointing to the text. Below the heading, there are three tabs: "Summary", "Approval Flow", and "History". The "History" tab is selected and highlighted with a blue box. The history table shows the following entries:

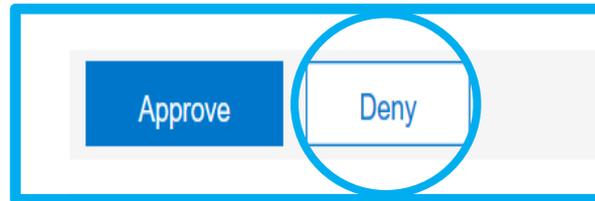
Date ↓	User	Real User	Action	Summary
Wed, 5 Dec, 2018 8:32 AM	Zanele Radebe QA	Zanele Radebe QA	Approved	SDU170 approved.
Wed, 5 Dec, 2018 8:30 AM	aribasystem		Submitted	SDU170 submitted for approval.

At the bottom of the screenshot, the SAP Ariba logo is visible, along with the user name "Nicole van Heerden (vheerdn1)" and the date "12/11/2018".

Note: Should you approve a catalogue that you are not responsible for, disciplinary action may be taken. If approval done in error, please notify the correct Contract Specialist immediately. The Specialist will then take the necessary steps to withdraw the catalogue.

APPROVING A CATALOGUE CONTINUED

If the catalogue content is not correct, the Contract Specialist must “Deny” the catalogue and insert in the relevant space the reason for denying the catalogue.



Click on the “make visible” button so that the comments are available to the supplier.

The supplier will receive notification of the rejection, if his notifications are switched on. It is good practice to call the supplier and discuss the errors with them. They will need to correct and resubmit the catalogue.

Take note, that there will be a different version number for each submission. Ensure that the correct version is being reviewed and approved.



SASOL

CATALOGUE VERSIONS



Versions



When a supplier submits an update of a catalogue, a new version is created.

By default on Ariba, when the job runs every hour, if a supplier sends more than one update of the catalogue to Sasol during the job run after the initial load, the job will only sync the last version of the catalogue sent by the supplier. So if the supplier sends Version 2 (Full/Incremental Load), then Version 3 (Full/Incremental Load), the job will only pull in version 3. It is unlikely that a supplier may send consecutive versions within the hour the job runs, unless to correct a mistake with a previous version, but it is important to note if a supplier sends two versions with different changes, the job will only pick up the latest version and in this case, changes to the catalogue, could be missed.

▼ Catalog Name: AN Sync Job (7)										
	Sasol Group Services (Pty) Ltd - TEST	1	FormsMedia0312.xls	CIF3.0	3 KB	Private	TestSupplier4 TestSupplier4	1 Mar 2019	Validated by Customer	1 Mar 2019
	Sasol Group Services (Pty) Ltd - TEST	7	FormsMedia0312 - Copy - Copy.xls	CIF3.0	870 B	Private	TestSupplier4 TestSupplier4	1 Mar 2019	Validated by Customer	1 Mar 2019
	Sasol Group Services (Pty) Ltd - TEST	6	FormsMedia0312.xls	CIF3.0	3 KB	Private	TestSupplier4 TestSupplier4	1 Mar 2019	Pending Buyer Validation	
	Sasol Group Services (Pty) Ltd - TEST	5	FormsMedia0312 - Copy.xls	CIF3.0	2 KB	Private	TestSupplier4 TestSupplier4	1 Mar 2019	Pending Buyer Validation	
	Sasol Group Services (Pty) Ltd - TEST	4	FormsMedia0312.xls	CIF3.0	3 KB	Private	TestSupplier4 TestSupplier4	1 Mar 2019	Validated by Customer	1 Mar 2019
	Sasol Group Services (Pty) Ltd - TEST	2	FormsMedia0312 - Copy.xls	CIF3.0	2 KB	Private	TestSupplier4 TestSupplier4	1 Mar 2019	Pending Buyer Validation	
	Sasol Group Services (Pty) Ltd - TEST	3	FormsMedia0312 - Copy - Copy.xls	CIF3.0	870 B	Private	TestSupplier4 TestSupplier4	1 Mar 2019	Pending Buyer Validation	

If such a situation does arise, the supplier will be able to see on their side which versions has been validated on our end

Version continued



On the screen shot from the previous page, all versions with “Pending Buyer Validation” were pulled by the Sasol end but not processed by the job, the last version of the batches was processed each time.

So versions 2, 3 & 4 were sent to Sasol, only version 4 was synced on our end. Version 5, 6 & 7 were sent to Sasol, only version 7 updated in a single job run.

The approver will see the screen below, where the version on Sasol will not match the version sent by the supplier on their end. So below version 2 & 3 will refer to version 4 & 7 on the supplier end.

Catalog Subscription Name	Version	Load Mode	Content Summary	Preview	Status	# of Items	Last Modified
From Supplier: (2)							
	Version 2 !	Full			Verified	10	03/01/2019 01
	Version 1 !	Full			Verified	10	03/01/2019 12
From Supplier: FORMS MEDIA INDEPENDENT AFRICA [TEST] (1)							
AN Sync Job	Version 3 !	Incremental			Verified	1	03/01/2019 01

If we need to pull all versions of a catalogue sent by the supplier within a single job run, then there is an additional parameter `Application.Catalog.EnableANIncrementalSubscriptionSync` which will need to be enabled. In this situation, all versions will be sent for approval to the specialist to.

Request the Catalogue Administrator in Business Optimization to assist.

CATALOGUE AMENDMENTS – APPROVING CHANGES TO EXISTING SUPPLIER CATALOGUES



SASOL



THE PROCESS FLOW – AMENDMENTS TO EXISTING CATALOGUES



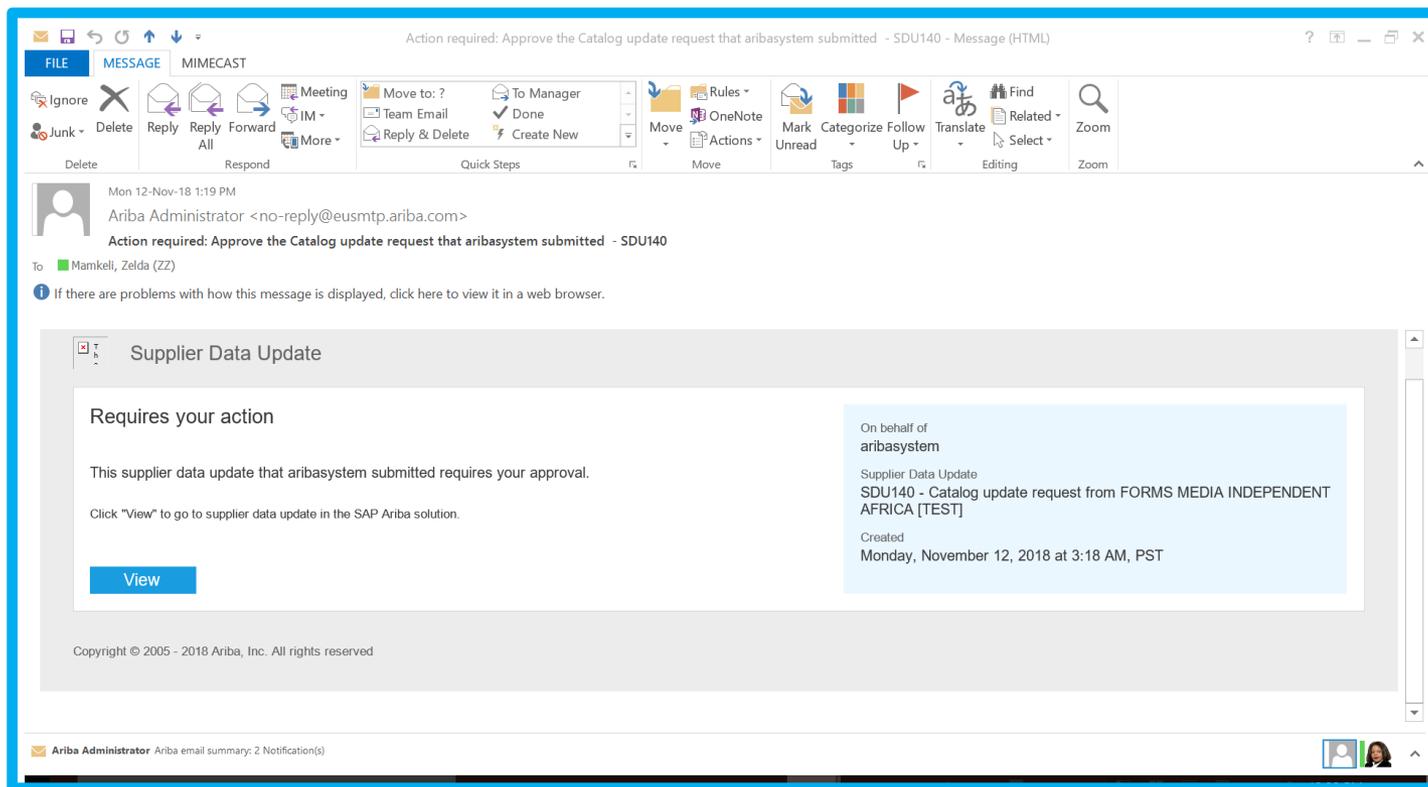
CATALOGUE CHANGES



Changes to catalogues

If a supplier makes changes to an existing approved catalogue, a notification will be sent that the Contract Specialist who needs to be approved.

The Contract Specialist will receive an e-mail notification that a catalogue is awaiting approval.



AMENDMENTS TO EXISTING CATALOGUES



A comparison summary will show what changes have been made to the catalogue

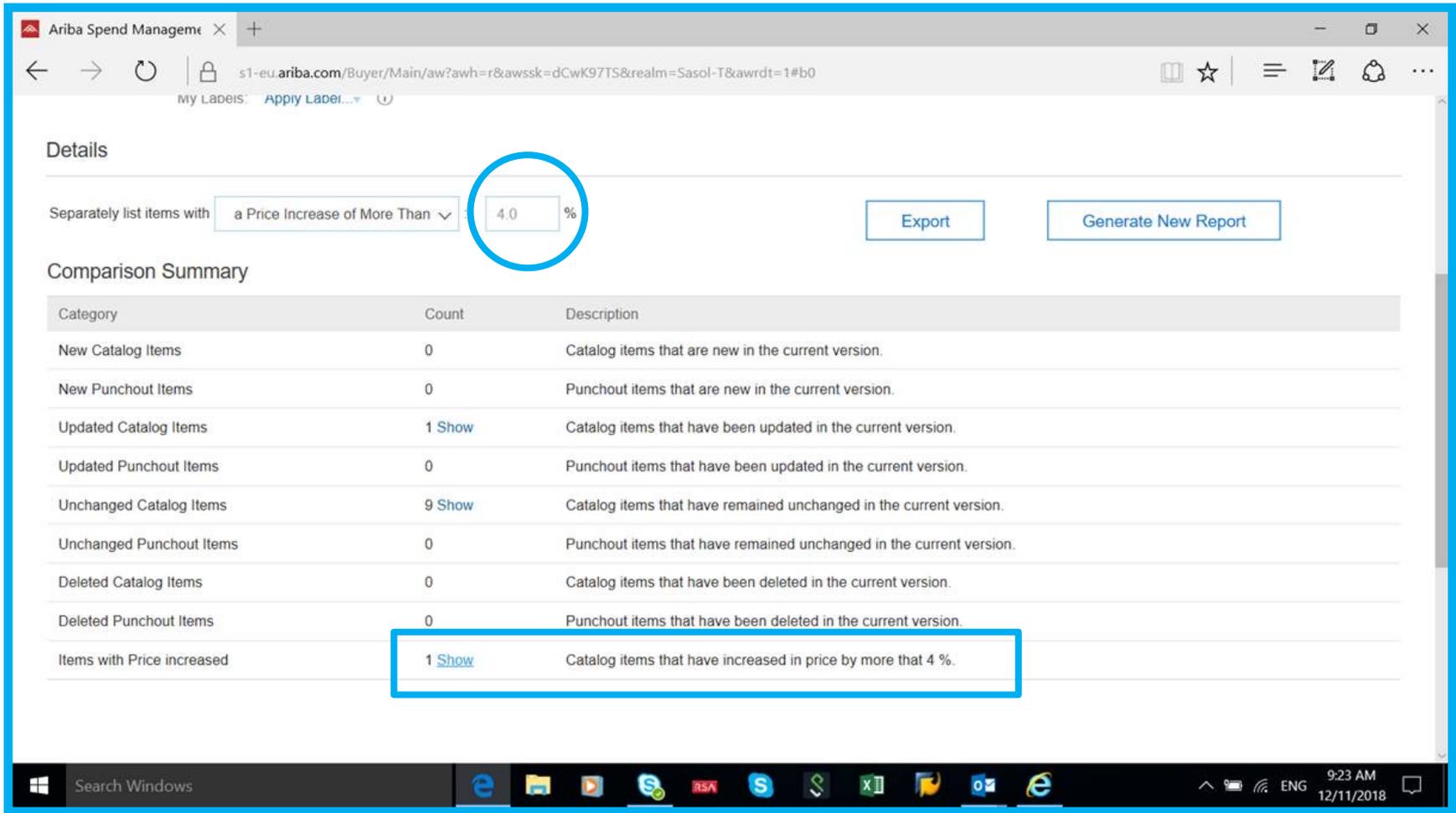
The screenshot shows the Ariba Spend Management interface. At the top, there is a search filter: "Separately list items with a Price Increase of More Than 20.0 %". Below this is a "Comparison Summary" table with the following data:

Category	Count	Description
New Catalog Items	0	Catalog items that are new in the current version.
New Punchout Items	0	Punchout items that are new in the current version.
Updated Catalog Items	1 Show	Catalog items that have been updated in the current version.
Updated Punchout Items	0	Punchout items that have been updated in the current version.
Unchanged Catalog Items	9 Show	Catalog items that have remained unchanged in the current version.
Unchanged Punchout Items	0	Punchout items that have remained unchanged in the current version.
Deleted Catalog Items	0	Catalog items that have been deleted in the current version.
Deleted Punchout Items	0	Punchout items that have been deleted in the current version.
Items with Price increased	1 Show	Catalog items that have increased in price by more that 20 %.

Below the table, there is a section for "Comments - Entire Supplier Data Update" with an "Add Comment" button.

Amendments To Existing Catalogues continued

The Contract Specialist can set the percentage value for price increases or decreases as per the mandate, or view all increases and decreases.



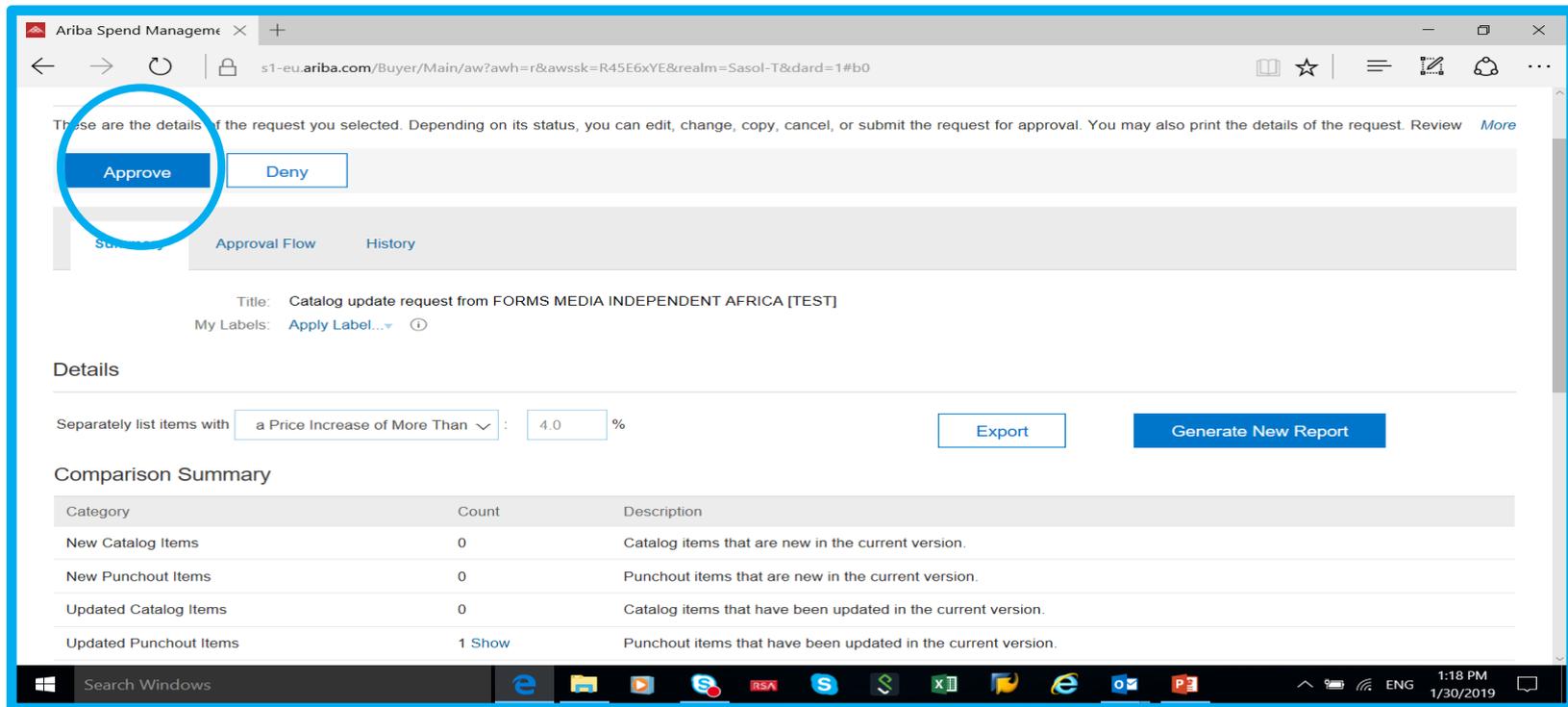
The screenshot shows the Ariba Spend Management interface. In the 'Details' section, a filter is set to 'a Price Increase of More Than 4.0%'. The '4.0' is circled in blue. Below this, there are 'Export' and 'Generate New Report' buttons. The 'Comparison Summary' section contains a table with the following data:

Category	Count	Description
New Catalog Items	0	Catalog items that are new in the current version.
New Punchout Items	0	Punchout items that are new in the current version.
Updated Catalog Items	1 Show	Catalog items that have been updated in the current version.
Updated Punchout Items	0	Punchout items that have been updated in the current version.
Unchanged Catalog Items	9 Show	Catalog items that have remained unchanged in the current version.
Unchanged Punchout Items	0	Punchout items that have remained unchanged in the current version.
Deleted Catalog Items	0	Catalog items that have been deleted in the current version.
Deleted Punchout Items	0	Punchout items that have been deleted in the current version.
Items with Price increased	1 Show	Catalog items that have increased in price by more that 4 %.

The 'Items with Price increased' row is highlighted with a blue box. The Windows taskbar at the bottom shows the time as 9:23 AM on 12/11/2018.

APPROVING CHANGES

If the Contract Specialist is in agreement with the proposed changes to the catalogue, they can approve the catalogue on Ariba.



The screenshot shows the Ariba Spend Management interface. At the top, there is a navigation bar with the title "Ariba Spend Management" and a browser address bar showing "s1-eu.ariba.com/Buyer/Main/aw?awh=r&awssk=R45E6xYE&realm=Sasol-T&dard=1#b0". Below the navigation bar, there is a summary section with two buttons: "Approve" (highlighted with a blue circle) and "Deny". Below the buttons, there are tabs for "Summary", "Approval Flow", and "History". The main content area displays the title "Catalog update request from FORMS MEDIA INDEPENDENT AFRICA [TEST]" and "My Labels: Apply Label...". Below this, there is a "Details" section with a filter "Separately list items with a Price Increase of More Than 4.0 %" and buttons for "Export" and "Generate New Report". At the bottom, there is a "Comparison Summary" table.

Category	Count	Description
New Catalog Items	0	Catalog items that are new in the current version.
New Punchout Items	0	Punchout items that are new in the current version.
Updated Catalog Items	0	Catalog items that have been updated in the current version.
Updated Punchout Items	1 Show	Punchout items that have been updated in the current version.

WITHDRAWAL OF CATALOGUES



Should the contract with a supplier be terminated, the catalogue needs to be withdrawn.

This can only be done by a person with Contract Administration rights in Ariba.

The Contract Specialist must send an e-mail to SRM7SupportServices@sasol.com advising them to withdraw the catalogue. The catalogue name, as well as whether it should be withdrawn for all Purchase Organizations, or only specific Purchase organizations must be included in the mail.

EXTENSION OF CATALOGUES



Should the contract with a supplier be extended to other OMEs, then the Contract Specialist must:

- Agree with the supplier that they are able to supply the OME at the same rates as per the existing catalogue
- Ensure the OME is party to the contract. If not, the paper contract will need to be amended and signed to add the relevant parties.
- The supplier does not need to resubmit the catalogue on Ariba
- The Contract Specialist must send an e-mail to SRM7SupportServices@sasol.com advising them to extend the catalogue to the various SAP instances and areas. The catalogue name, as well as other constraints must be included in the mail.

1. Why can APC not be used for items to be carried as stock by the warehouse?

APC cannot be utilised for stock items, as APC does not utilise SAP material numbers. It utilises Supplier part numbers. In order to book something into stock, an approved SAP material number with a stock MRP Type is utilised to book the item into a Sasol warehouse.

2. Why is the use of APC not recommended for items linked to a Bill of Material (BOM)?

Quick and accurate sourcing: Source all materials and services for multi-level BOMs on a single platform, and move smoothly toward volume production.

3. Will the Contract Specialist need to do a SOX test before approving the catalogue?

There are no SOX test requirements for APC catalogues. The Contract Specialist is responsible for checking that all prices are correct on the catalogue as agreed with the supplier, before approving the catalogue. The record of all approvals are done electronically and stored in Ariba.

4. Will the Contract Specialist receive a notification every time a change is made on a catalogue?

A notification will be generated each time there is a change on a catalogue and the catalogue is validated by Ariba. All Contract Specialists that have their notifications set up, will receive a notification. If you have not set up your notifications correctly, you will not receive a notification.

Also note that notifications are not sent to a specific Contract Specialist. They workflow is sent to all Contract Specialists. The Contract Specialist to identify the catalogues they are responsible for by referencing the Contract Workspace number, supplier and Level 3 description.

5. How can an end user gain access to a catalogue?

An end user must have authorization and access to create a PR on SAP in order to access catalogues. If they click on the “catalog button” in transaction ME51N, they need to select the area or Operating Entity. They should be able to see all catalogues linked to that area or Operating Entity. If they do not see the area or Operating Model Entity, they need to log a call via the IM trolley so that view access can be assigned to them.

If they can see other catalogues but cannot find a specific supplier that they know does have an APC catalogue, they need to contact the contract specialist, as it may be that the APC catalogue has not been extended to that Operating Model Entity, or the Operating Model Entity is not party to the contract.

If they do not have authorization and access to create Purchase Requisitions in SAP they should discuss this with their line manager and apply via the IM trolley.

6. What is required when there is an entity change, cession or termination of an agreement?

The supplier should notify Sasol should an entity change occur. The contract specialist will investigate the reasons for the entity change and engage with the supplier on whether the contract will be ceded. This is at the discretion of Sasol.

Should Sasol terminate a contract, the supplier will be notified by Sasol.

Whether Sasol has terminated a contract due to an entity change or for any other reason, it is the responsibility of the Contract Specialist to advise Business Optimization to deactivate the catalogue.

Entity changes may require the supplier to register the new entity on Ariba. Should Sasol agree to cede the contract to the new entity, the catalogue will need to be loaded on the new ANID created.

Error Messages

The following error messages were recorded during the project phase. The solution to correct the error is described in the table below.

No.	Error Description	Root cause	Solution applied
1	Validation error and catalog subscription name is V0 Error reflects as “punch-in error” on Sasol’s side and reflects as “Buyer needs to approve” on Supplier’s side	Incorrect AN ID populated on the catalog uploaded (CIF template) Transaction Network ID incorrectly updated by Sasol (e.g. 0AN10982639227) No numeric value before AN)	Supplier updated catalog file with the correct AN ID Sasol updated the correct Transaction NetworkID.
2	Validation error and catalog subscription name is V0	Incorrect AN ID populated on the catalog uploaded (CIF template)	Supplier updated catalog file with the correct AN ID
3	Punch-in error on Sasol’s side and reflects as “Buyer needs to approve” on Supplier’s side	Transaction Network ID incorrectly updated by Sasol (e.g. 0AN10982639227) No numeric value before AN)	Sasol updated the correct Transaction NetworkID.
4	Punch-in error on Sasol’s side and reflects as “Buyer needs to approve” on Supplier’s side	Transaction Network ID incorrectly updated by Sasol (e.g. 0AN10982639227) No numeric value before AN)	Sasol updated the correct Transaction NetworkID.
5	Validation error and catalog subscription name is V0	Incorrect AN ID populated on the catalog uploaded (CIF template)	Supplier updated catalog file with the correct AN ID

ABBREVIATIONS



- AN – Ariba Network
- APC – Ariba Procurement Content
- BoM – Bill of Materials
- CM – Category Management
- CIF - Catalogue Interchange Format
- DoA – Delegation of Authority
- ERP – Enterprise Resource Planning
- MOA – Memorandum of Agreement
- OME – Operating Model Entity
- PR – Purchase Requisition
- PO – Purchase Order
- PP – Preferential Procurement
- RFx - Request for Quotation
- SIM – Ariba Supplier Information Management
- UAS – Uniquely Applied Supplier
- UOM – Unit of Measure

DEFINITIONS



- Approver – a person trained as an approver utilising the SAP ARIBA Catalogue.
- Catalogue - is a list of contracted products that you can buy from a company, including descriptions and prices for each product. In Ariba, the American spelling “catalog” is used.
- Contract Specialist - a person within Category Management responsible for APC contracts.
- CIF (Catalogue Interchange Format) - This is a simple comma separated (Microsoft Excel based) list of catalogue items and their attributes that can include pictures. CIF catalogues can vary in size, ranging from one item to thousands of items (up to 10 MB of data). Suppliers create the catalogues and submit them to Sasol via the Ariba Network. Sasol then has the ability to download, review and approve the content before making it available to internal users.
- DoA – Delegation of authority is an essential principle of confirming location of authority and decision rights within Supply Chain.
- Effective date - Date from which pricing is valid.
- Expiration date - Date on which the prices are no longer valid.
- SAP Ariba is an American software and information technology services company providing procurement solutions.
- Sasol Category Management – a group within Supply Chain responsible for the term contracts.
- SAP Purchase Requisition – a request by an end user to record a need using SAP.
- SAP Ariba Catalogue previously known as Ariba Procurement Content (APC) is a supplier catalogue loaded on Ariba. An end user can select items for purchase from these catalogues.
- Supplier – A person or organisation that provides something needed such as a product commonly used interchangeably with vendor or service provider.
- Validated by Customer - means that the Catalogue has passed required validation set up by Sasol in Ariba. The Catalogue has not yet been approved by Sasol and has therefore not yet been activated.
- Service Performance Team – Sasol internal Ariba support team.