



SASOL



SASOL  
ARIBA SIM SPQ



## BBBEE Task

How To Upload Your BBBEE Certificate

# ARIBA SIM SPQ BBEE TASK

## How to upload your BBEE Certificate

### Section 8.1 Selecting the relevant Code of Good Practice

Question

6.1 Can you provide a trade reference? \* No ▾

▼ 8 BBEE

8.1 Select code of good practice \* Unspecified ▾

▼ 8.3 BBEE Officer

8.3.1 Provide full names and surname

8.3.2 Provide date of birth of BBEE officer

8.3.3 Provide nationality of BBEE officer

8.3.4 Provide country of residence of BBEE officer \* Unspecified ▾

8.3.5 Provide telephone number of BBEE officer  
Full telephone number without spaces/brackets/dashes. RSA: area code and number (e.g. 0113330000)  
Other countries: 00 international dialling code, country code and number (e.g. [00442073598611](#))

Answer \*

Unsure what the Codes of Good Practice are? [Click here](#)

Save as Draft Submit

# ARIBA SIM SPQ BBEE TASK

## How to upload your BBEE Certificate

### Section 8.3 Details of BBEE Officer

Changes you make below may be subject to approval before they are accepted.

#### Question

##### ▼ 8.3 BBEE Officer

8.3.1 Provide full names and surname of BBEE officer \*

8.3.2 Provide date of birth of BBEE officer \*

8.3.3 Provide nationality of BBEE officer \*

8.3.4 Provide country of residence of BBEE officer \*

8.3.5 Provide telephone number of BBEE officer

Full telephone number without spaces/brackets/dashes. RSA: area code and number (e.g. 0113330000)

Other countries: 00 international dialling code, country code and number (e.g. [00442073598611](#))

Answer \*

8.3.6 Provide mobile number of BBEE officer

Full telephone number without spaces/brackets/dashes. RSA: area code and number (e.g. 0113330000)

Other countries: 00 international dialling code, country code and number (e.g. [00442073598611](#))

Answer

- Insert details of the person responsible for BBEE updates within your company.
- Use drop down arrows to select the applicable answer

Remember: Do not leave spaces, brackets or dashes when populating the number

Save as Draft

Submit

# ARIBA SIM SPQ BBEE TASK

## How to upload your BBEE Certificate

### Section 8.4 Details according to 2007 Code of Good Practice

**Question**

8.3.6 Provide mobile number of BBEE officer  
Full telephone number without spaces/brackets/dashes. RSA: area code and number (e.g. 0113330000)  
Other countries: 00 international dialling code, country code and number (e.g. [00442073598611](#))

Answer

8.3.7 Provide e-mail address of BBEE officer

▼ 8.4 Provide BBEE Details according to 2007 Code of Good Practice

8.4.1 Provide BBEE type *	<input type="text" value="Unspecified"/>
8.4.2 Provide BBEE status level	<input type="text" value="Unspecified"/>
8.4.3 Is entity a BBEE value added?	<input type="text" value="No"/>
8.4.4 Attach BBEE certificate / a	Date: <input type="text"/> Date: <input type="text"/>


- Please select the correct Code of Good Practice as per BBEE certificate and populate the information in the correct section, e.g. if your certificate is from 2007, then answer on the 2007 section.
- All the answers should match the detail on your BBEE certificate.
- Remember to attach the BBEE certificate for verification reference

# ARIBA SIM SPQ BBEE TASK


## How to upload your BBEE Certificate

### Section 8.4 Attaching Affidavit or BBEE Certificate

Question

8.4.3 Is entity a BBEE value adding supplier? \* Unspecified  \* Attach a file

8.4.4 Attach BBEE certificate / affidavit NEW \* Effective Date:  \* Expiration Date:

8.4.5 Attach BBEE certificate / affidavit \* Unspecified 

8.4.6 Select black ownership %  
Note: Round down to nearest decimal (e.g. 50.7% = 50%)

8.4.7 Select black women ownership %  
Note: Round down to nearest decimal (e.g. 50.7% = 50%)

8.4.8 Provide name of verification agency /audit

8.4.9 Provide town/city name of entity primary operations \* Unspecified

8.4.10 Provide municipality name of entity primary operations \*

Specify what type of file needs to be attached?  
Formal letter, certificate, affidavit?

- Attach an affidavit if the company turnover is below R1m p.a. Templates of affidavits can be found [here](#)
- Dates should match the BBEE certificate / the affidavit attached

# ARIBA SIM SPQ BBEE TASK

## How to upload your BBEE Certificate

### Section 8.4 Details according to 2007 Code of Good Practice

Question

8.4.5 Attach BBEE certificate / affidavit \* Unspecified

8.4.6 Select black ownership % \* Unspecified  
Note: Round down to nearest decimal (e.g. 50.7% = 50%)

8.4.7 Select black women ownership % \* Unspecified  
Note: Round down to nearest decimal (e.g. 50.7% = 50%)

8.4.8 Provide name of verification agency /auditor \*

8.4.9 Provide town/city name of entity primary operations \*

8.4.10 Provide municipality name of entity primary operations \*

8.4.11 Provide province name of entity primary operations \*

8.4.12 Provide narrow-based black ownership % \* Unspecified

\* Expiration Date:

0%  
1%  
2%  
3%  
4%  
5%

Note: Round off decimal percentages  
e.g. (60.1% = 60%)

Save as Draft Submit

# ARIBA SIM SPQ BBEE TASK

## How to upload your BBEE Certificate



### Section 8.4 Details according to 2007 Code of Good Practice

8.4.4 Attach BBEE certificate / affidavit \*

\* Expiration Date:

8.4.5 Attach BBEE certificate / affidavit \* Unspecified

8.4.6 Select black ownership % \* Unspecified  
Note: Round down to nearest decimal (e.g. 50.7% = 50%)

8.4.7 Select black women ownership % \* Unspecified  
Note: Round down to nearest decimal (e.g. 50.7% = 50%)

8.4.8 Provide name of verification agency /auditor

8.4.9 Provide town/city name of entity primary operations

8.4.10 Provide municipality name of entity primary operations

8.4.11 Provide province name of entity primary operations

8.4.12 Provide narrow-based black ownership %

0%  
1%  
2%  
3%  
4%  
5%  
6%  
7%  
8%

Note: Round off decimal percentages e.g. (60.1% = 60%)

Save as Draft Submit

# ARIBA SIM SPQ BBEE TASK

## How to upload your BBEE Certificate


### Section 8.4 Details according to 2007 Code of Good Practice

Question

Note: Round down to nearest decimal (e.g. 50.7% = 50%)

8.4.7 Select black women ownership % \*   
Note: Round down to nearest decimal (e.g. 50.7% = 50%)

8.4.8 Provide name of verification agency /auditor \*

8.4.9 Provide town/city name of entity primary operations \*  

- ABERDEEN
- ABERFELDY
- ACORNHOEK
- ADDO
- ADELAIDE
- AGGENEYS
- ALBERTINIA
- ALBERTON
- ALEXANDER BAY
- ALEXANDRIA
- ALICE

8.4.10 Provide municipality name of entity primary operations

8.4.11 Provide province name of entity primary operations \*

8.4.12 Provide narrow-based black ownership % \*

8.4.13 Select most recent annual turnover amount \*

▼ 8.5 Provide BBEE Details according to 2013 Code of Good Practice

8.5.1 Provide BBEE type \*



# ARIBA SIM SPQ BBEE TASK

## How to upload your BBEE Certificate

### Section 8.5 Details according to 2013 Code of Good Practice

Question

8.4.8	Provide name of verification agency /auditor	*	<input type="text"/>
8.4.9	Provide town/city name of entity primary operations	*	<input type="text" value="Unspecified"/>
8.4.10	Provide municipality name of entity primary operations	*	<input type="text" value="Unspecified"/>
8.4.11	Provide province name of entity primary operations	*	<input type="text" value="Unspecified"/>
8.4.12	Provide narrow-based black ownership %	*	<input type="text" value="Unspecified"/>
8.4.13	Select most recent annual turnover amount	*	<input type="text" value="Unspecified"/>
▼ 8.5 Provide BBEE Details according to 2013 Code of Good Practice			
8.5.1	Provide BBEE type	*	<input type="text" value="Unspecified"/>
8.5.2	Provide BBEE status level	*	<input type="text" value="Unspecified"/>
*Attach a file			

Unspecified

Unspecified

ABAQULUSI LOCAL MUNICIPALITY

AGANANG LOCAL MUNICIPALITY

ALBERT LUTHULI LOCAL MUNICIPALITY

ALFRED NZO DISTRICT MUNICIPALITY

AM AHLATHI LOCAL MUNICIPALITY

AMAJUBA DISTRICT MUNICIPALITY

AMATHOLE DISTRICT MUNICIPALITY

RALPHALABORWA LOCAL MUNICIPALITY

**Section 8.5** repeats the same questions as **8.4** but references the 2013 codes of good practice.



If you require further assistance with this questionnaire please contact [contact.sasolshareservices@sasol.com](mailto:contact.sasolshareservices@sasol.com) or refer to the [Department of Trade & Industry](#) for all BBBEE queries