# GOODS/MATERIALS
## Procure to Pay (PtP) Process

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

<table>
<thead>
<tr>
<th>STEP</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>End user identify need for Goods/Materials</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>End User create PR (Purchase Requisition)</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Procurement obtain quotation for non-contracted item</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Generate PO (Purchase Order) once quotation is approved</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>PO (Purchase Order) sent to the supplier via the following channels</td>
</tr>
</tbody>
</table>

### ARIBA Network Activated Suppliers
- PO (Purchase Order) sent directly to supplier’s profile on Ariba Network, with e-mail notification

### NON ARIBA Activated Suppliers
- PO (Purchase order) sent via E-mail or Fax

### REMEMBER: NO PO, NO GO!
No delivery of Goods may commence without an authorised Purchase Order Number

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<tr>
<td><strong>6</strong></td>
<td>Deliver Goods/Material as per PO (Purchase Order) specifications</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>Perform Goods Receipt (GR)</td>
</tr>
<tr>
<td><strong>8</strong></td>
<td>Invoice</td>
</tr>
</tbody>
</table>

### ARIBA Network Activated Suppliers
- The invoice will automatically be created by Ariba Network on behalf of the supplier, as soon as the GR notification reaches Ariba Network

### NON ARIBA Activated Suppliers
- Email to: accountspayableinvoices@sasol.com
- A 100% compliance validation will be done with the following requirements:
  - VAT ACT compliant
  - PO number
  - Quantity
  - Price
  - Value
  - Goods receipt / Shipping number

### Payment
- Payment terms are stipulated on Purchase Order.
- Supplier responsible to confirm the accuracy of bank details on Ariba SIM
- Supplier send statements to statements@sasol.com

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**NEED HELP?**
- ARIBA customer support: [https://www.ariba.com/support](https://www.ariba.com/support)
- Sasol Contact Centre: 0860 104 777
- Contact.sasolsharedservices@sasol.com

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