

GOODS/MATERIALS

Procure to Pay (PtP) Process



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

	STEP 1	End user identify need for Goods/Materials	SASOL	SUPPLIERS
	STEP 2	End User create PR (Purchase Requisition)		
	STEP 3	Procurement obtain quotation for non-contracted item		
	STEP 4	Generate PO (Purchase Order) once quotation is approved		
	STEP 5	PO (Purchase Order) sent to the supplier via the following channels		
	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		
	ARIBA Network Activated Suppliers	Review and accept PO (Purchase Order) on Ariba Network before delivering the goods		
	STEP 6	Deliver Goods/Material as per PO (Purchase Order) specifications		
	STEP 7	Perform Goods Receipt (GR)		
	STEP 8	Invoice		
	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: <ul style="list-style-type: none">VAT ACT compliantPO numberQuantityPriceValueGoods receipt / Shipping number
	STEP 9	Payment <ul style="list-style-type: none">Payment terms are stipulated on Purchase Order.Supplier responsible to confirm the accuracy of bank details on Ariba SIMSupplier send statements to statements@sasol.com		

NEED HELP?

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

Sasol Contact Centre: 0860 104 777
Contact.sasolsharingservices@sasol.com