### SERVICES

**Procure to Pay (PtP) Process**

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

<table>
<thead>
<tr>
<th>STEP</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>End user identify need for Service</td>
</tr>
<tr>
<td>2</td>
<td>End User create PR (Purchase Requisition)</td>
</tr>
<tr>
<td>3</td>
<td>Procurement obtain quotation for non-contracted items</td>
</tr>
<tr>
<td>4</td>
<td>Generate PO (Purchase Order) once quotation is approved</td>
</tr>
<tr>
<td>5</td>
<td>PO (Purchase Order) sent to the supplier via the following channels</td>
</tr>
<tr>
<td>6</td>
<td>Deliver Services as per PO (Purchase Order) specifications</td>
</tr>
<tr>
<td>7</td>
<td>Complete JCC (Job Cost Confirmation) document in full and obtain sign off from relevant Sasol personnel</td>
</tr>
<tr>
<td>8.1</td>
<td>Invoice</td>
</tr>
<tr>
<td>8.2</td>
<td>Perform Service Acceptance (SA) – Sasol representative / budget owner</td>
</tr>
<tr>
<td>8.3</td>
<td>Issue Invoice</td>
</tr>
<tr>
<td>9</td>
<td>Payment</td>
</tr>
</tbody>
</table>

**REMEMBER: NO PO, NO GO!**

No service may commence without an authorised Purchase Order Number.

**JCC (Job Cost Confirmation) requirements**

- Actuals to be completed correctly
- Start and end dates
- Indicate Job Fully Completed or Job Partially
- Signed off and approved by supplier and Sasol representative

**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
- Supplier can request early payment via the Taulia Dynamic Discount Portal [https://login.eu.taulia.com/login](https://login.eu.taulia.com/login)

**NON ARIBA Activated Suppliers**

- Email approved JCC to: serviceentryhub@sasol.com
- Receive service entry number from Sasol Service Entry Hub
- Add SE number to invoice

**ARIBA Activated Suppliers**

- Invoice directly on Ariba Network and attach approved JCC
- Email approved JCC to: serviceentryhub@sasol.com
- No Emailing of invoices required, as the invoice created by the supplier will automatically be released by Ariba as soon as the Service Acceptance reaches Ariba Network
- Email approved JCC to: serviceentryhub@sasol.com. A 100 % compliance validation will be done with the following requirements:
  - Price
  - Value
  - Service Entry

**NON ARIBA Activated Suppliers**

- PO (Purchase order) sent via E-mail or Fax

**ARIBA Network Activated Suppliers**

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

**ARIBA Activated Suppliers**

- Invoice directly on Ariba Network and attach approved JCC

**NON ARIBA Activated Suppliers**

- Email approved JCC to: serviceentryhub@sasol.com
- Receive service entry number from Sasol Service Entry Hub
- Add SE number to invoice

**REMEMBER: NO PO, NO GO!**

No service may commence without an authorised Purchase Order Number.

**JCC (Job Cost Confirmation) requirements**

- Actuals to be completed correctly
- Start and end dates
- Indicate Job Fully Completed or Job Partially
- Signed off and approved by supplier and Sasol representative

**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
- Supplier can request early payment via the Taulia Dynamic Discount Portal [https://login.eu.taulia.com/login](https://login.eu.taulia.com/login)