

SERVICES

Procure to Pay (PtP) Process



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



S	STEP 1	End user identify need for Service
S	STEP 2	End User create PR (Purchase Requisition)
S	STEP 3	Procurement obtain quotation for non-contracted items
S	STEP 4	Generate PO (Purchase Order) once quotation is approved
S	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
X	REMEMBER: NO PO, NO GO!	No service may commence without an authorised Purchase Order Number
	STEP 6	Deliver Services as per PO (Purchase Order) specifications
	STEP 7	Complete JCC (Job Cost Confirmation) document in full and obtain sign off from relevant Sasol personnel
	JCC (Job Cost Confirmation) requirements	<ul style="list-style-type: none"> 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
	STEP 8	Invoice
	STEP 8.1	Perform Service Entry (SE)
	ARIBA Activated Suppliers	Invoice directly on Ariba Network and attach approved JCC
	NON ARIBA Activated Suppliers	<ul style="list-style-type: none"> Email approved JCC to: serviceentryhub@sasol.com Receive service entry number from Sasol Service Entry Hub Add SE number to invoice
S	STEP 8.2	Perform Service Acceptance (SA) – Sasol representative / budget owner Supplier should follow up on the Service Acceptance
	STEP 8.3	Issue Invoice
	ARIBA Activated Suppliers	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
	NON ARIBA Activated Suppliers	Email approved JCC to: serviceentryhub@sasol.com . A 100 % compliance validation will be done with the following requirements: <ul style="list-style-type: none"> VAT ACT compliant PO number Quantity Price Value Service Entry
S	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 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