

Goods and Services Process Notes

1: Services:

For **Quadrem (VDI)** registered vendors/suppliers the process is as follows:

- submit a Job Completion Certificate (JCC) on Quadrem
- this will transition into the process flow to be approved via a Service Acceptance (SA).

For **non-Quadrem (VDI)** vendor/suppliers the process is as follows:

- vendor/suppliers to submit a Job Completion Certificate (JCC) to: serviceentryhub@sasol.com
- A **Service Entry (SE)** number will be sent to you by the Sasol service entry hub, thereafter a **Service Acceptance (SA)** must be done (above R30 000)
- after you receive the SE number, the invoice may be submitted for payment. Please state the SE Number clearly on the invoice.

2. Goods:

Vendor / supplier provides the goods as per the Purchase Order requirements.

- For **Quadrem (VDI)** registered vendor/ suppliers & **non-Quadrem (VDI)** the process will be the same.

IMPORTANT:

Rejected Invoices must be actioned by the vendor/supplier in order to:

- issue credit note &
- new compliant invoice

3. Payments:

1. For **Quadrem (VDI) registered** vendor/suppliers, Quadrem auto flip (automatic invoice) payment will apply. The onus is on the vendor/supplier to verify if the invoice auto flipped correctly.

2. For **non-Quadrem (VDI)** vendor/suppliers the process will be as follows:

- E-mail invoice to: accountspayableinvoices@sasol.com
- Validation will be performed with one of the following:
 - ✓ 100% compliance rate requirement:
 - ✓ SARS compliant invoice
 - ✓ PO number quoted
 - ✓ Quantity
 - ✓ Price
 - ✓ Service Entry / Goods Receipt / Ship no quoted

IMPORTANT:

- If 100% compliant the invoice will be scanned, matched and paid as per SAP Vendor master data terms.
- If not 100% compliant the invoice will be:
 - ✓ scanned,
 - ✓ sent to Contact Centre who will inform the vendor / supplier, and
 - ✓ the invoices will be deleted from the Sasol database