

# Services process



**SASOL**  
reaching new frontiers

If you experience any challenges regarding services, simply follow the easy steps below.



Sasol



Suppliers



Generate Purchase Order

1

## NO PO, NO GO

No delivery of services may commence without an authorised Purchase Order Number



Render Service as per PO requirements

2



Submit a Job Completion Certificate (JCC)

3

Quadrem registered vendors



Submit online

Non-Quadrem registered vendors



email to:  
serviceentryhub@sasol.com



Receive Service Entry number from  
Sasol service entry hub



Perform service acceptance (SA)

4



Follow up on SA with the Sasol business/budget owner

5



Invoice

6

Quadrem registered vendors



Verify automatic  
Invoice

Non-Quadrem registered vendors



email invoice to:  
accountspayableinvoices@sasol.com

A 100% compliance validation will be done  
with the following requirements:

- SARS compliant invoice
- PO number quoted
- Quantity
- Price
- Service Entry / Goods Receipt / Ship no quoted



Payment

7

## Need Help?

Quadrem customer support:  
<https://connect.ariba.com/quadremhelp>  
0861 787 597 (SA)  
+27 11 304 9107 (Int)

Sasol Contact Centre:  
0860 104 777  
[contact.sasolsharingservices@sasol.com](mailto:contact.sasolsharingservices@sasol.com)

# Goods process



**SASOL**  
reaching new frontiers

If you experience any challenges regarding goods, simply follow the easy steps below.



Sasol



Suppliers



Generate Purchase Order

1

## NO PO, NO GO

No delivery of goods may commence without an authorised Purchase Order Number



Provide goods as per PO requirements

2



Perform goods receipt (GR)

3



Invoice

4

Quadrem registered vendors



Verify automatic  
Invoice

Non-Quadrem registered vendors



email invoice to:  
accountspayableinvoices@sasol.com

A 100% compliance validation will be done  
with the following requirements:

- SARS compliant invoice
- PO number quoted
- Quantity
- Price
- Service Entry / Goods Receipt / Ship no quoted



Payment

5

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