

Steps to access the Sasol Ariba SIM (Supplier Information Management) profile to update company details after a new user has been created.

Note: This portion of Ariba is apart from For assistance related to Sourcing please contact Chrizelle Vosloo at chrizelle.vosloo@sasol.com

An e-mail will be send to the supplier via Ariba Administrator – Once received from Ariba Commerce **click in the email on:**

Click Here – The following page will appear then **click on Sign Up**

Ariba Sourcing

Welcome, Valued Supplier

Have a question? [Click here to see a Quick Start guide.](#)

Welcome to the Ariba Network. A password reset request was issued from Sasol Group Services (Pty) Ltd - TEST site.

New to the Ariba Network? Sign up to register your user account. [Sign up](#)

Already have an account? [Log in](#)

[About Ariba Network](#)

If an error stating that the username already exists appear follow the link below or copy it into your browser.

<https://service.ariba.com/Sourcing.aw/128600007/aw?awh=r&awssk=8.znXnfD&dard=1>

Should there be no error stating that the username already exists **proceed to the following screen.**

Ensure that you take off the tick at the box that states "Use my email as my username" and accept the terms of use.

User account information

* Indicates a required field

Name: [Ariba Privacy Statement](#)

Email:
 Use my email as my username

Username: Must be in email format (e.g. john@newco.com) ⓘ

Password: Must contain a minimum 8 characters including letters and numbers. ⓘ

Language: The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to: Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Once the information has been completed click on "Submit"

User account information I have read and agree to the Terms of Use and the Ariba Privacy Statement

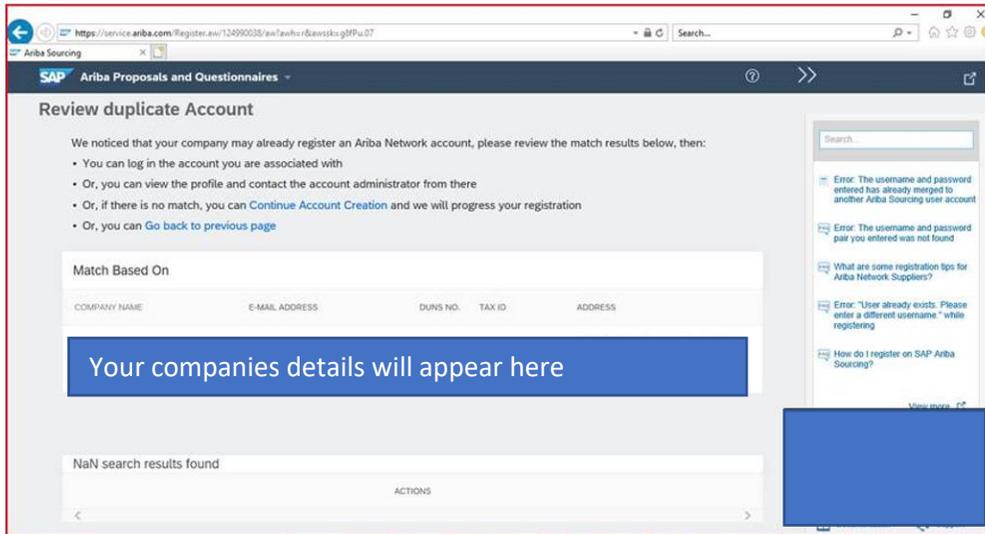
Submit

Cancel

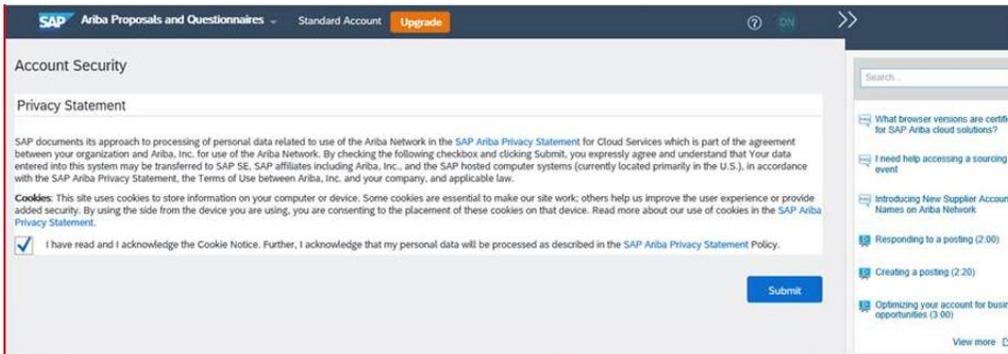
Click on Review Accounts

The screenshot shows a web browser window with the URL <https://service.ariba.com/Registrar.aw?124990038/aw?avhc=r8awsska-g8Pu.07>. The page content includes a search bar, a list of error messages (e.g., "Error: The username and password entered has already merged to another Ariba Sourcing user account"), and a "View more" link. A modal dialog box is open in the foreground with the title "Potential existing accounts" and the text: "We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account." Below the text is a blue button labeled "Review accounts".

Click on **Continue Account Creation** (this will not create a new Ariba account only a new user on the existing profile)



Accept the privacy statement



Once you submitted the companies information, you will be **directed the companies Home Dashboard**.

*** (Documents uploaded onto Certifications/Documents is **not** visible to your customer (Sasol). This is your main account with Ariba therefore you need to proceed with the following steps in order for your customer (Sasol) to view changes made***

You will be required to **complete the Sasol –Requested Profile**. This is known as the Supplier Profile Questionnaire. To access this Questionnaire, click on **'Enter Now'** hyperlink which is located on the left side of your screen or the word View Customer Requested Field / Requested Customer fields

(Ignore the part where it indicates "Sasol Profile Complete" the profile requires annual updating of the BBBEE section)

The screenshot shows a web browser window with the URL https://service.ariba.com/Sourcing.aw/124997005/aw?awh=r&awssk=yfBxLc_i&dard=1. The browser tabs include 'iMX: Batch integrate', 'Ariba Sourcing', and 'Ariba Sourcing'. The page header features the SAP logo, 'Ariba Proposals and Questionnaires', and 'Enterprise Account'. The main content area is titled 'SASOL' and contains a 'Sasol Requested Profile' section. This section includes a message: 'Your customer has requested that you complete 4 additional profile fields.' with an 'Enter Now >' link. Below this, it states: 'Categories in your profile have had over R 500,000.00 ZAR in business over the last 12 months.' To the right, there is a welcome message: 'Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.' and the Sasol logo. Below the welcome message are two sections: 'Events' and 'Tasks'. The 'Events' section has a table with columns: Title, ID, End Time ↓, Event Type, and Participated. It currently shows 'No items'. The 'Tasks' section has a table with columns: Name, Status, Due Date, Completion Date, and Alert. It also shows 'No items'.

Wait a few seconds - then the following screen will appear:

Scroll to question 9 and populate all relevant BEE information corresponding to your latest BBBEE information: ****Please see additional attachment to this e-mail on compulsory fields to avoid rejection of information populated****

Sasol Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer. Click **Discard Draft** to clear all the changes you have made and display the last values you successfully submitted to your customer.

Status:

Changes you make below may be subject to approval before they are accepted.

Question

1 **Supplier Consent and Disclaimer:** By submitting this application, the supplier provides its full and unconditional consent to Sasol to verify the authenticity of the documents and information submitted, with the understanding that all owners / contact persons / members of the supplier are subject to clearance and background checks. Sasol reserves the right to reject any application based on its findings and any judgments detected. Sasol will not enter into any discussion surrounding its decision in this regard.
Confidentiality Statement: Sasol undertakes to keep in confidence any information disclosed by the supplier in relation to the supplier questionnaire.

2 **Golden Record Number**

2.1 Golden Record Number
Supplier DO NOT AMEND. This is a Sasol Vendor Number

3 **Entity Information**

3.1 Select country where entity is registered *

3.5 Attach entity profile i.e. document describing core

Please remember to “save as draft” regularly. Only click on submit once all the information is populated, do not submit after each amendment. Do not access the profile again within one week after you have submitted your application in order for Sasol approvers to review the changes submitted.

The following message should be received once the changes were successfully submitted:

✓ You have successfully submitted changes to your customer.

If the “customer requested” tab is not visible, please follow these steps:

1. Select company settings (Top right of profile)
2. Select company profile (On the drop down)
3. Select **Customer Requested Tab** (found on top where you see these **(Basic, Business Marketing, Certifications, Additional Documents)**)
4. Click on “Sasol” (Your profile will be visible after 10 – 20 seconds, please be patient while loading)
5. Kindly complete all fields as indicated above in steps 5 to 8 (Save as draft as often as possible, this tab will be situated on the top and bottom of your profile)

Send a confirmation (e-mail or snippet/screenshot) to the BBBEE Specialist who assisted you or preferentialprocurement@sasol.com in order to expedite approvals on any changes made.