

SASOL
reaching new frontiers



User manual

Suppliers evaluation process

Document status

Version	Date	Main changes	Approved to
6	03/10/2014	Add paragraph 3.12 'Status of Documents'	
5	29/09/2014	Indication document types allowed for upload	
4	18/11/2013	Update screen resolution optimization	
3	13/11/2013	Update screenshots	
2	11/11/2013	Errors correction	
1	05/07/2013	First issue	

Summary

1. Introduction	3
2. Browser compatibility	3
3. Qualification process	3
3.1. Account creation (Supplier registration)	4
3.2. Account activation (registration confirmation)	6
3.3. Web site log-in	7
3.4. New qualification request	7
3.5. Evaluation form fill-in	8
3.6. Classes Selection	10
3.7. Request forwarding	12
3.8. Sasol pre-approval	15
3.9. Requested documents Upload	16
3.10. Sasol provided documents evaluation	23
3.11. Supplier qualification	23
3.12. Status of documents	25

1. Introduction

Through this website (portal), Sasol intends to make possible for potential suppliers to electronically candidate to become Sasol Italy suppliers. Requests are possible for commodities subclasses.

Candidates can access to the Qualification process by creating an account on the portal. The system will generate and assign to each supplier a USER-ID and PASSWORD which will be sent them via email, using the email address that has been specified during the registration process.

The "Sasol Italy Supplier" qualification will be valid for 36 months, with exceptional cases for specific limits or particular time extensions.

The Qualification procedure DO NOT require a payment fee.

In case of any needs or doubts regarding the Qualification process or when experiencing any technical problem it is possible to require assistance by writing to: vendorlist.italy@it.sasol.com

2. Browser compatibility

The web portal is optimized for a screen resolution of 1280x1024px and is compatible with the main and most popular Internet browsers (Internet Explorer, Chrome, Firefox, Safari).

While using Internet Explorer it is necessary to deactivate the "Compatibility view" (see the Microsoft how-to page at: <http://windows.microsoft.com/it-it/internet-explorer/use-compatibility-view#ie=ie-10-win-7>)



3. Qualification process

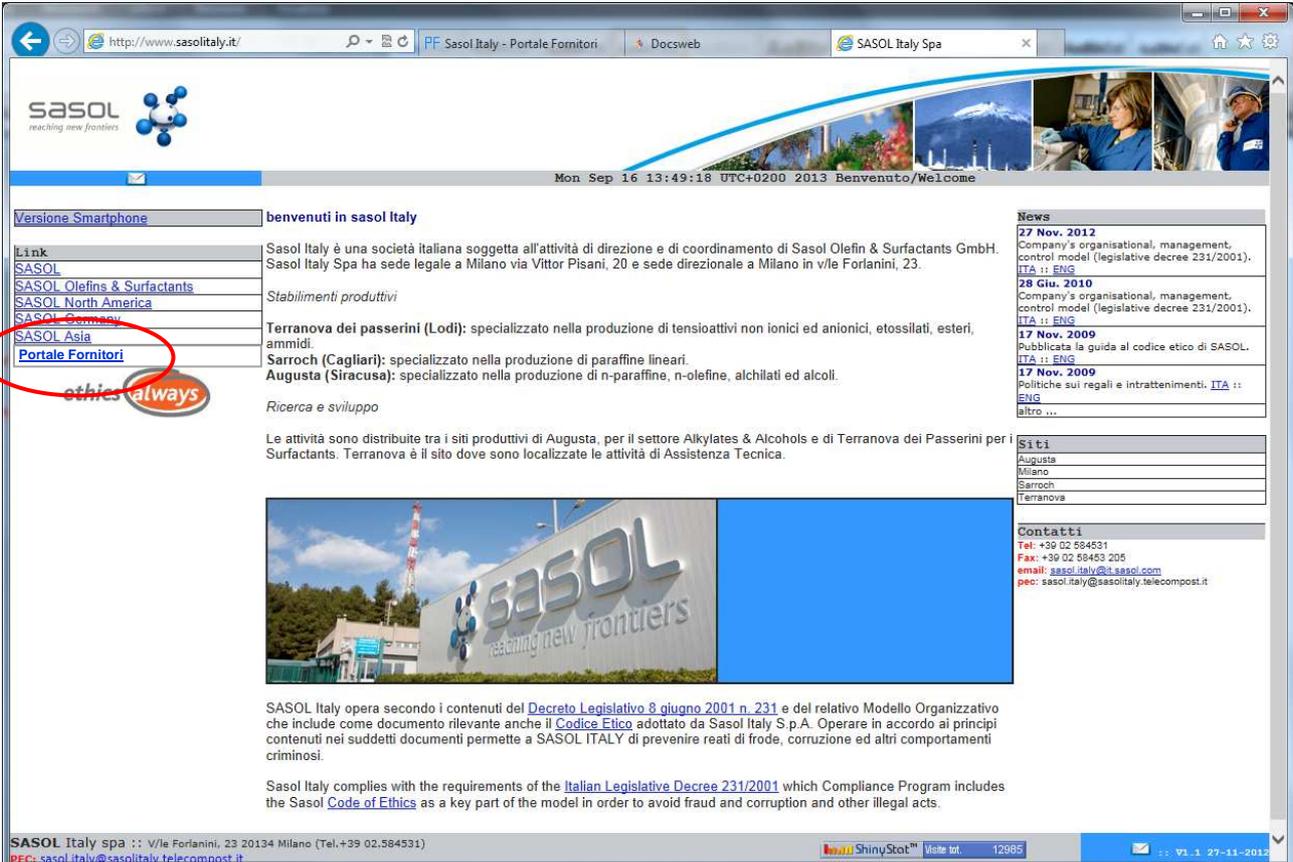
The qualification process is structured as follows:

1. Account creation (Supplier registration)
2. Account Activation (Registration confirmation)
3. Log-in
4. New qualification-request
5. Evaluation form fill-in
6. Industry and Commodity class selection
7. Request submission
8. Sasol pre-approval of the submitted request

9. Required documents upload
10. Sasol evaluation of the uploaded documentation
11. Supplier qualification

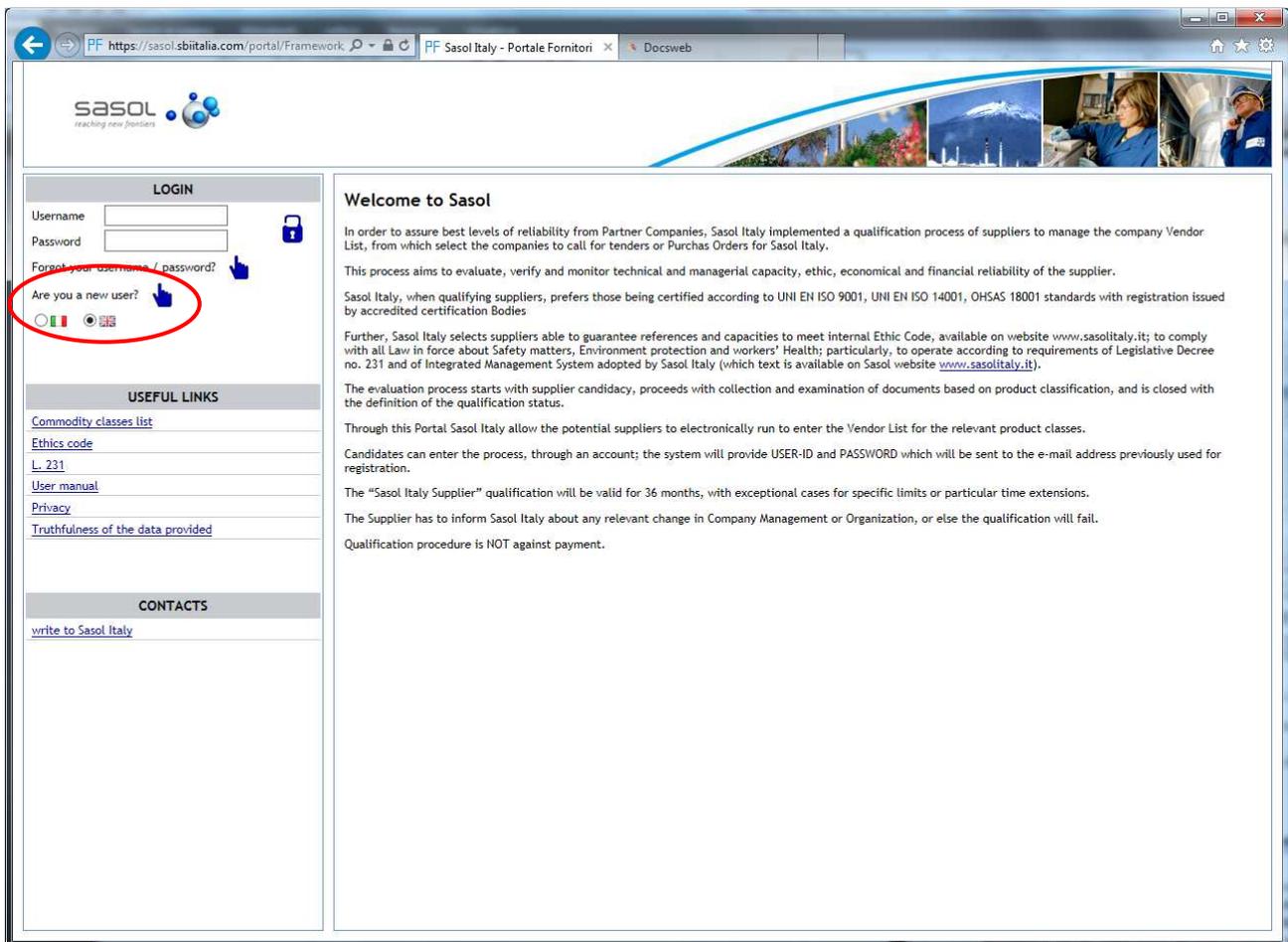
3.1. Account creation (Supplier registration)

From <http://www.sasolitaly.it> click on 'Portale Fornitori' from the menu on the left.



The screenshot shows the SASOL Italy website homepage. The browser address bar displays 'http://www.sasolitaly.it/'. The page features the SASOL logo and a navigation menu on the left. The 'Portale Fornitori' link is circled in red. The main content area includes a welcome message, a list of production sites (Terranova dei Passerini, Sarroch, Augusta), and contact information. The footer contains the company address and contact details.

The link will re-direct to the Suppliers portal homepage



LOGIN

Username

Password

Forgot your username / password?

Are you a new user?

USEFUL LINKS

- [Commodity classes list](#)
- [Ethics code](#)
- [L. 231](#)
- [User manual](#)
- [Privacy](#)
- [Truthfulness of the data provided](#)

CONTACTS

- [write to Sasol Italy](#)

Welcome to Sasol

In order to assure best levels of reliability from Partner Companies, Sasol Italy implemented a qualification process of suppliers to manage the company Vendor List, from which select the companies to call for tenders or Purchas Orders for Sasol Italy.

This process aims to evaluate, verify and monitor technical and managerial capacity, ethic, economical and financial reliability of the supplier.

Sasol Italy, when qualifying suppliers, prefers those being certified according to UNI EN ISO 9001, UNI EN ISO 14001, OHSAS 18001 standards with registration issued by accredited certification Bodies

Further, Sasol Italy selects suppliers able to guarantee references and capacities to meet internal Ethic Code, available on website www.sasolitaly.it; to comply with all Law in force about Safety matters, Environment protection and workers' Health; particularly, to operate according to requirements of Legislative Decree no. 231 and of Integrated Management System adopted by Sasol Italy (which text is available on Sasol website www.sasolitaly.it).

The evaluation process starts with supplier candidacy, proceeds with collection and examination of documents based on product classification, and is closed with the definition of the qualification status.

Through this Portal Sasol Italy allow the potential suppliers to electronically run to enter the Vendor List for the relevant product classes.

Candidates can enter the process, through an account; the system will provide USER-ID and PASSWORD which will be sent to the e-mail address previously used for registration.

The "Sasol Italy Supplier" qualification will be valid for 36 months, with exceptional cases for specific limits or particular time extensions.

The Supplier has to inform Sasol Italy about any relevant change in Company Management or Organization, or else the qualification will fail.

Qualification procedure is NOT against payment.

If not registered, it is possible to sign-in by clicking on the 'Are you a new user?' link.

All the fields marked as required must be filled-in. It is then necessary to specifically accept both the privacy and the Statement of Truth for the provided data.

The language setting will set the select language as the default for the site. It will be possible to change the default setting in any further moment.

3.2. Account activation (registration confirmation)

The registration submission triggers the generation of an user account that will be notified by email. The email will contain the login credentials, automatically created by the system. **The e-mail notification contains a link that must be clicked in order to activate (make active) the login credentials.** If this activation is not be made within 48 hours from the email reception the account will be deleted. Log in to the portal will be possible only after such activation.

3.3. Web site log-in

Once the account has been activated it is possible to login and start the qualification process.

After the login it will be possible to change the login password from menu voice “Change Password” on the left menu.

The password must satisfy the following rules: minimum length of 8 characters, alphanumerical, must contain at least 1 number and 1 letter, must be different from the user id, must contain at least 1 upper case letter and one lower case letter.

3.4. New qualification request

The qualification process begin by clicking on the proper menu voice “NEW QUALIFICATION PROCESS” in the left menu.

The qualification process follows 5 steps:

Step 1: Company data evaluation

Step 2: Evaluation form fill-in(see 3.5.)

Step 3: Classes selection (3.6.)

Step 4: Summary and request submission (3.7.)

Step 5: Upload documents and request completion (3.9.)

PERSONAL AREA

HOME
Welcome Sasol Italy [logout](#)

PERSONAL DATA
CHANGE PASSWORD

MENU

NEW REQUEST FOR QUALIFICATIONS
STATUS OF QUALIFICATIONS
STATUS OF DOCUMENTS

USEFUL LINKS

[Commodity classes list](#)
[Ethics code](#)
[L. 231](#)
[User manual](#)
[Privacy](#)
[Truthfulness of the data provided](#)

CONTACTS

[write to Sasol Italy](#)

New Request
Verify the information and confirm by clicking the button 'Next'

1 Step 1 Personal Data 2 Step 2 Evaluation Form 3 Step 3 Classes Choice 4 Step 4 Summary / Submit 5 Step 5 Upload Documents

Company (*) Sasol Italy
Email (*) sasolitaly@sasolitaly.com
Confirm Email (*) sasolitaly@sasolitaly.com
 CEE
Country Italy
Province Milano
Municipality Milano
Cap 20100
Vat (*) IT87789987789
Tax Code (*) IT87789987789
Reference Person
Phone 02324543234
Fax
Address via verdi
Default Language IT EN
Website www.sasolitaly.it
Privacy Statement Pursuant to the regulations established by Article 13 of Legislative Decree 196/2003
Statement of the truthfulness of the data provided The undersigned, being fully aware of the criminal penalties imposed by criminal law as

[Previous](#) [Next](#)

The first step requires personal/company data evaluation and confirmation.

To proceed to the next step click on [Next](#)

3.5. Evaluation form fill-in

In the second step you have to fill in the evaluation form. The form is one for each supplier (like the personal/company data), independently from the number of requests that has been submitted.

PERSONAL AREA

HOME
Welcome Sasol Italy [logout](#)

PERSONAL DATA
CHANGE PASSWORD

MENU

NEW REQUEST FOR QUALIFICATIONS
STATUS OF QUALIFICATIONS
STATUS OF DOCUMENTS

USEFUL LINKS

[Commodity classes list](#)
[Ethics code](#)
[L. 231](#)
[User manual](#)
[Privacy](#)
[Truthfulness of the data provided](#)

CONTACTS

[write to Sasol Italy](#)

New Request

Fill out the form below or download the form excel format, compile it, and reload it by doing one of 2 choices 'Fill in form' or 'Upload form file'

1 Step 1 Personal Data 2 Step 2 Evaluation Form 3 Step 3 Classes Choice 4 Step 4 Summary / Submit 5 Step 5 Upload Documents

Industry (*)
Legal Form
Registered Capital
Establishment Year

Fill in form
 Upload form file

* Fields marked with (*) are required

Banks list

Bank	<input type="text"/>	Iban	<input type="text"/>	Swift	<input type="text"/>
Bank	<input type="text"/>	Iban	<input type="text"/>	Swift	<input type="text"/>
Bank	<input type="text"/>	Iban	<input type="text"/>	Swift	<input type="text"/>

Contacts List

Surname and Name	<input type="text"/>	Dept.	<input type="text"/>	Phone	<input type="text"/>	Email	<input type="text"/>
Surname and Name	<input type="text"/>	Dept.	<input type="text"/>	Phone	<input type="text"/>	Email	<input type="text"/>
Surname and Name	<input type="text"/>	Dept.	<input type="text"/>	Phone	<input type="text"/>	Email	<input type="text"/>

Shareholders List

Shareholder	<input type="text"/>	% Ownership	<input type="text"/>
Shareholder	<input type="text"/>	% Ownership	<input type="text"/>
Shareholder	<input type="text"/>	% Ownership	<input type="text"/>

Supply Method

Run all services with its own personnel? YES NO
Coordination of third parties activities, with full responsibility? YES NO

Licenses and Patents (List any exclusive patents or licenses with commercial relevance)

Quality Management System

The company has a Quality Management System? YES NO
Note (If adoption is in progress, indicate an expected completion date and a reference norm)

Safety and Health Management System

The company has a Safety and Health Management System? YES NO
Note (If adoption is in progress, indicate an expected completion date and a reference norm)

Training

The company has adopted a staff training plan? YES NO

Emergencies management

The company has a direct-call service open 24 hours a day? YES NO
There is an environmental first aid? YES NO

Previous **Next**

As shown in the above image, there is an alternative way to fill-in the form. By clicking on “Upload Form” it is possible to download an excel file containing the form, that can be filled in locally and then uploaded afterwards.

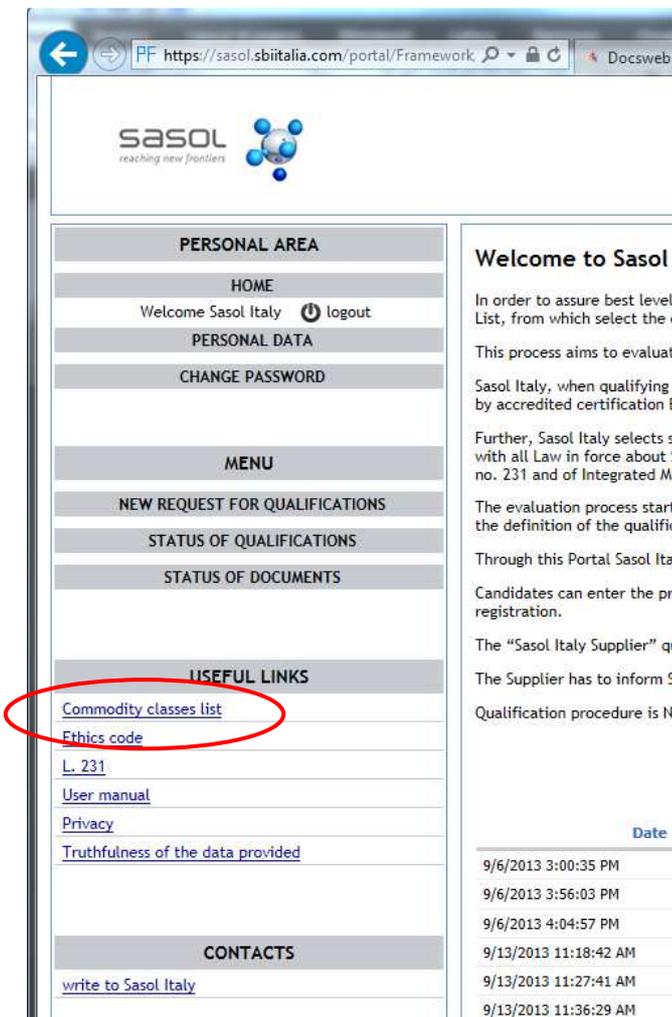
The screenshot displays the 'New Request' interface on the SASOL Italy portal. On the left, there is a navigation menu with sections: PERSONAL AREA (HOME, PERSONAL DATA, CHANGE PASSWORD), MENU (NEW REQUEST FOR QUALIFICATIONS, STATUS OF QUALIFICATIONS, STATUS OF DOCUMENTS), USEFUL LINKS (Commodity classes list, Ethics code, L. 231, User manual, Privacy, Truthfulness of the data provided), and CONTACTS (write to Sasol Italy). The main content area is titled 'New Request' and contains a progress bar with five steps. Step 2, 'Evaluation Form', is currently active. Below the progress bar, there is a link to 'download the template of the questionnaire' and two radio buttons: 'Fill in form' (unselected) and 'Upload form file' (selected). An 'Upload document' field with a file selection icon is present. At the bottom right, there are 'Previous' and 'Next' buttons.

It will be possible to add further data to the form with new qualification requests.

To proceed to the next step click on **Next**

3.6. Classes Selection

Each qualification request implies the selection of a number of commodities subclasses for which you intend to apply as Sasol supplier. The commodities classes and subclasses list can be downloaded in excel.xls format from the menu voice “Commodity classes list” in the left menu.



PERSONAL AREA

HOME
Welcome Sasol Italy logout

PERSONAL DATA

CHANGE PASSWORD

MENU

NEW REQUEST FOR QUALIFICATIONS

STATUS OF QUALIFICATIONS

STATUS OF DOCUMENTS

USEFUL LINKS

[Commodity classes list](#)

[Ethics code](#)

[L. 231](#)

[User manual](#)

[Privacy](#)

[Truthfulness of the data provided](#)

CONTACTS

[write to Sasol Italy](#)

Welcome to Sasol

In order to assure best level List, from which select the

This process aims to evaluat

Sasol Italy, when qualifying by accredited certification

Further, Sasol Italy selects s with all Law in force about ! no. 231 and of Integrated M

The evaluation process start the definition of the qualific

Through this Portal Sasol Ita

Candidates can enter the pr registration.

The "Sasol Italy Supplier" q

The Supplier has to inform S

Qualification procedure is N

Date
9/6/2013 3:00:35 PM
9/6/2013 3:56:03 PM
9/6/2013 4:04:57 PM
9/13/2013 11:18:42 AM
9/13/2013 11:27:41 AM
9/13/2013 11:36:29 AM

Commodities classes are divided in macroclasses, classes and subclasses. To apply as supplier it is necessary to choose **one or more subclasses**.

Once the Supplier qualification has been obtained it will be possible to add more commodities classes by starting a new qualification process.

PERSONAL AREA

HOME
Welcome Sasol Italy [logout](#)

PERSONAL DATA

CHANGE PASSWORD

MENU

NEW REQUEST FOR QUALIFICATIONS

STATUS OF QUALIFICATIONS

STATUS OF DOCUMENTS

USEFUL LINKS

[Commodity classes list](#)

[Ethics code](#)

[L. 231](#)

[User manual](#)

[Privacy](#)

[Truthfulness of the data provided](#)

CONTACTS

[write to Sasol Italy](#)

New Request

Making the choice of the below product classes for which you intend to make the request for qualification. Proceed by selecting the macroclass, the class and subclass

1 Step 1 Personal Data 2 Step 2 Evaluation Form 3 Step 3 Classes Choice 4 Step 4 Summary / Submit 5 Step 5 Upload Documents

Subclasses

Medical items, infirmity products	<input type="checkbox"/>
Tyres	<input type="checkbox"/>
Jewellery/Silverware	<input type="checkbox"/>

Macroclass

Consulting and professional services

Materials

On site activities

General services

Class

OTHER MATERIALS FOR GENERAL SERVICES

DEVICES/MACHINES/PLANTS/PACKAGE & RELATED ACCESSORIES

OIL PIPELINE DEVICES

CARPENTRY

SPECIAL CARPENTRY

Subclass

Medical items, infirmity products	<input checked="" type="checkbox"/>
Jewellery/Silverware	<input checked="" type="checkbox"/>
Tyres	<input checked="" type="checkbox"/>
Awards, plates, cups, stamps	<input type="checkbox"/>

Previous **Next**

To select subclasses you have to begin by choosing a macroclass, then a class and then, by clicking on a checkbox (), one or more subclasses as shown in the picture above.

- > Macroclass
- > Class
- > Subclasses

Subclasses can be viewed in the upper table and it is possible to delete them if are accidentally selected.

To proceed to the next step click on **Next**

3.7. Request forwarding

The window summarizes the filled-in data.

PERSONAL AREA

HOME
Welcome Sasol Italy [logout](#)

PERSONAL DATA
[CHANGE PASSWORD](#)

MENU

[NEW REQUEST FOR QUALIFICATIONS](#)
[STATUS OF QUALIFICATIONS](#)
[STATUS OF DOCUMENTS](#)

USEFUL LINKS

[Commodity classes list](#)
[Ethics code](#)
[L. 231](#)
[User manual](#)
[Privacy](#)
[Truthfulness of the data provided](#)

CONTACTS

[write to Sasol Italy](#)

New Request

Verify the information entered and proceed to send the request. Sasol will process the request. You will receive an email once your request has been verified

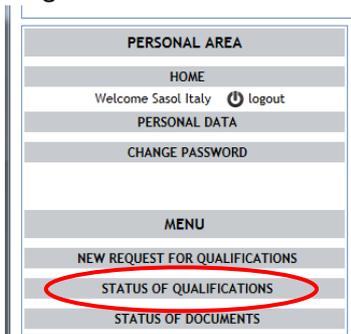
1 Step 1 Personal Data 2 Step 2 Evaluation Form 3 Step 3 Classes Choice 4 Step 4 Summary / Submit 5 Step 5 Upload Documents

Company	Reference Mail
Sasol Italy	sasolitaly@sasolitaly.com

Macroclass	Class	Subclass
Materials	OTHER MATERIALS FOR GENERAL SERVICES	Medical items, infirmiry products
Materials	OTHER MATERIALS FOR GENERAL SERVICES	Jewellery/Silverware
Materials	OTHER MATERIALS FOR GENERAL SERVICES	Tyres

[Previous](#) [Send Request](#)

By clicking on **Send Request** the qualification request is submitted.
 A confirmation email will be sent containing the request details.
 The supplier will now have to wait the Sasol pre-approval in order to proceed with the next qualification steps
 If the qualification process is abandoned before the request submission, the request is saved with the 'In Progress' status.



Through the QUALIFICATION STATUS menu it is possible to browse and view each request by status and proceed with the qualification procedure as shown below:

The screenshot shows the 'Status Of Qualifications' page. It includes a sidebar with navigation options and a main content area with two tables. The 'Qualifying Results / In Progress' table shows various requests with their status. The 'Requests In Progress' table shows a list of requests, with the entry for '11/13/2013 11:32:39 AM' and status 'In Progress' highlighted in blue and circled in red.

Date	Macroclass	Class	Subclass	Qualification Status
11/12/2013	Consulting and professional services	TECHNICAL/SPECIALIZED	Certifications	Qualified
11/8/2013	Materials	OTHER MATERIALS FOR GENERAL SERVICES	Tyres	Qualified
9/6/2013	Materials	OTHER MATERIALS FOR GENERAL SERVICES	Awards, plates, cups, stamps	Qualified with reservation
9/6/2013	On site activities	RECLAMATION INTERVENTIONS	Environmental investigations in the plant	Qualified

Date	Number	Request Status
9/16/2013 11:24:01 AM	0000001178	Completed
10/28/2013 11:27:24 AM	0000001180	Accepted
11/12/2013 5:47:06 PM	0000001198	Accepted
11/13/2013 11:32:39 AM	0000001199	In Progress

In the 'Request in Progress' list you can find the submitted requests and related completion status.

By double-clicking on one of them the qualification process continues.

By clicking once on a request, the systems shows the select subclasses (in a list showed underneath)

As indicated in the par.3 'Qualification process' requests can have the following statuses:

- 1) **Requests not yet submitted (In Progress).** The process was interrupted after the following steps: Account creation (portal access), data fill-in, form compilation, classes selection. The request has not been sent to Sasol yet;
- 2) **Sent requests (Sent).** The supplier has sent the request to Sasol by clicking 'Send request' in step 4 of the process. These requests are in pre-approval by Sasol. The supplier must wait an email confirmation from Sasol to proceed. (see par. 3.8 below);
- 3) **Accepted requests (Accepted).** Sasol has confirmed the request acceptance (pre-approval) and allows you to continue the qualification process. An email notification is sent to the supplier. The supplier must login on the portal and proceed to upload the required qualification documents. (see par. 3.9 below);
- 4) **Completed requests (Completed).** The supplier has completed uploading the required documents which indicates the completion of the process. At this point, Sasol, after verifying the uploaded documents and an optional request for further information, proceed to the supplier qualification. As a result of the process, the supplier is accepted in the Vendor List for the qualified commodities subclasses. (see par. 3.9 below)

3.8. Sasol pre-approval

After clicking 'Send request', in step 4, the request status became 'Sent'. An automatic email will notify the request submission.

At this point, the supplier must wait for the pre-approval by Sasol.

The approval takes place at the level of commodities sub-classes. Sasol may need for additional suppliers only for specific subclasses.

The approval outcome is notified via e-mail.

PERSONAL AREA

HOME
Welcome Sasol Italy logout
PERSONAL DATA
CHANGE PASSWORD

MENU

NEW REQUEST FOR QUALIFICATIONS
STATUS OF QUALIFICATIONS
STATUS OF DOCUMENTS

USEFUL LINKS

[Commodity classes list](#)
[Ethics code](#)
[L. 231](#)
[User manual](#)
[Privacy](#)
[Truthfulness of the data provided](#)

CONTACTS

[write to Sasol Italy](#)

Status Of Qualifications

This page displays the already obtained, or pending, qualifications at Sasol as long as the status of all submitted requests. To continue with the qualification process, double-click on the request line (In Progress Requests)

Qualifying Results / In Progress

Date	Macroclass	Class	Subclass	Qualification Status
11/12/2013	Consulting and professional services	TECHNICAL/SPECIALIZED	Certifications	Qualified
11/8/2013	Materials	OTHER MATERIALS FOR GENERAL SERVICES	Tyres	Qualified
9/6/2013	Materials	OTHER MATERIALS FOR GENERAL SERVICES	Awards, plates, cups, stamps	Qualified with reservation
9/9/2013	On site activities	RECLAMATION INTERVENTIONS	Environmental investigations in the plant	Qualified

Requests In Progress

Date	Number	Request Status
9/16/2013 11:24:01 AM	0000001178	Completed
10/28/2013 11:27:24 AM	0000001180	Accepted
11/12/2013 5:47:06 PM	0000001198	Accepted
11/13/2013 11:32:39 AM	0000001199	Sent

Macroclass **Class** **Subclass**

Materials	OTHER MATERIALS FOR GENERAL SERVICES	Medical items, infirmity products
Materials	OTHER MATERIALS FOR GENERAL SERVICES	Jewellery/Silverware
Materials	OTHER MATERIALS FOR GENERAL SERVICES	Tyres

3.9. Requested documents Upload

Once the approval is obtained it is possible to continue the qualification process by uploading the documents which Sasol requires for each subclass in which the supplier is a candidate. By double-clicking on the application (as shown below) it is possible to access the documents uploading window.

PERSONAL AREA

HOME
Welcome Sasol Italy logout

PERSONAL DATA
CHANGE PASSWORD

MENU

NEW REQUEST FOR QUALIFICATIONS
STATUS OF QUALIFICATIONS
STATUS OF DOCUMENTS

USEFUL LINKS

[Commodity classes list](#)
[Ethics code](#)
[L. 231](#)
[User manual](#)
[Privacy](#)
[Truthfulness of the data provided](#)

CONTACTS

[write to Sasol Italy](#)

Status Of Qualifications

This page displays the already obtained, or pending, qualifications at Sasol as long as the status of all submitted requests. To continue with the qualification process, double-click on the request line (In Progress Requests)

Qualifying Results / In Progress

Date	Macroclass	Class	Subclass	Qualification Status
11/12/2013	Consulting and professional services	TECHNICAL/SPECIALIZED	Certifications	Qualified
11/8/2013	Materials	OTHER MATERIALS FOR GENERAL SERVICES	Tyres	Qualified
9/6/2013	Materials	OTHER MATERIALS FOR GENERAL SERVICES	Awards, plates, cups, stamps	Qualified with reservation
9/9/2013	On site activities	RECLAMATION INTERVENTIONS	Environmental investigations in the plant	Qualified

Requests In Progress

Date	Number	Request Status
9/16/2013 11:24:01 AM	0000001178	Completed
10/28/2013 11:27:24 AM	0000001180	Accepted
11/12/2013 5:47:06 PM	0000001198	Accepted
11/13/2013 11:32:39 AM	0000001199	Accepted

Macroclass

Macroclass	Class	Subclass
Materials	OTHER MATERIALS FOR GENERAL SERVICES	Medical items, infirmity products
Materials	OTHER MATERIALS FOR GENERAL SERVICES	Jewellery/Silverware
Materials	OTHER MATERIALS FOR GENERAL SERVICES	Tyres

The required documents list is displayed in the form below.

There may be however uploaded documents not specifically required by Sasol (eg. Technical certificates or other).

File extensions allowed for upload are:

***.pdf, *.tiff, *.jpg, *.jpeg, *.xls, *.xlsx, *.doc, *.docx**

The file size can not exceed 10 MB

PERSONAL AREA

HOME
Welcome Sasol Italy logout

PERSONAL DATA

CHANGE PASSWORD

MENU

NEW REQUEST FOR QUALIFICATIONS

STATUS OF QUALIFICATIONS

STATUS OF DOCUMENTS

USEFUL LINKS

[Commodity classes list](#)

[Ethics code](#)

[L. 231](#)

[User manual](#)

[Privacy](#)

[Truthfulness of the data provided](#)

CONTACTS

[write to Sasol Italy](#)

New Request

To load the requested documents. Click on the button 'Completion Loading Documents' once loaded all the documents required to proceed to complete qualification process. Looking forward the confirmation email by Sasol of qualification

1 Step 1 Personal Data 2 Step 2 Evaluation Form 3 Step 3 Classes Choice 4 Step 4 Summary / Submit **5 Step 5 Upload Documents**

Document Type	Other Doc	Doc	Note	Expiry	
Evaluation Questionnaire					
Company brochure with historical profile		.pdf	vi allego questo documento	12/12/2014	
Organization Chart		.txt			
Deed of Incorporation and Bylaws					
Balance sheet for last 2 years					
Chamber of Commerce Certificate					
(ONLY FOR ITALIAN SUPPLIERS)					
Certificate issued by tax authorities confirming compliance with fiscal requirements					
Certificate confirming enrollment in professional register for sector of activity					
Licence or other documentation authorising company activities					

Upload Document

Document type

Description (If not provided)

Document

Notes

Deadline (dd/mm/yyyy)

To upload a document, double-click the requested document type then upload the document (by double clicking on the browse button), click on the upload button.

New Request

To load the requested documents. Click on the button 'Completion Loading Documents' once loaded all the documents required to proceed to complete qualification process. Looking forward the confirmation email by Sasol of qualification

1 Step 1 Personal Data 2 Step 2 Evaluation Form 3 Step 3 Classes Choice 4 Step 4 Summary / Submit 5 Step 5 Upload Documents

Document Type	Other Doc	Doc	Note	Expiry
Evaluation Questionnaire				
Company brochure with historical profile		.pdf	vi allego questo documento	12/12/2014
Organization Chart		.txt		
Deed of Incorporation and Bylaws				
Balance sheet for last 2 years				
Chamber of Commerce Certificate				
(ONLY FOR ITALIAN SUPPLIERS)				
Certificate issued by tax authorities confirming compliance with fiscal requirements				
Certificate confirming enrollment in professional register for sector of activity				
Licence or other documentation authorising company activities				

Upload Document

Document type:

Description (If not provided):

Document:

Notes:

Deadline (dd/mm/yyyy):

The document type can also be selected as shown in the figure below (by double clicking on the browse button)

PERSONAL AREA

HOME
Welcome Sasol Italy logout

PERSONAL DATA

CHANGE PASSWORD

MENU

NEW REQUEST FOR QUALIFICATIONS

STATUS OF QUALIFICATIONS

STATUS OF DOCUMENTS

USEFUL LINKS

[Commodity classes list](#)
[Ethics code](#)
[L. 231](#)
[User manual](#)
[Privacy](#)
[Truthfulness of the data provided](#)

CONTACTS

[write to Sasol Italy](#)

New Request

To load the requested documents. Click on the button 'Completion Loading Documents' once loaded all the documents required to proceed to complete qualification process. Looking forward the confirmation email by Sasol of qualification

1 Step 1 Personal Data 2 Step 2 Evaluation Form 3 Step 3 Classes Choice 4 Step 4 Summary / Submit 5 Step 5 Upload Documents

Document Type	Other Doc	Doc	Note	Expiry
Evaluation Questionnaire				
Company brochure with historical profiles		.pdf	vi allego questo documento	12/12/2014
Organization Chart		.txt		
Deed of Incorporation and Bylaws				
Balance sheet for last 2 years				
Chamber of Commerce Certificate				
(ONLY FOR ITALIAN SUPPLIERS)				
Certificate issued by tax authorities confirming compliance with fiscal requirements				
Certificate confirming enrollment in professional register for sector of activity				
Licence or other documentation authorising company activities				

Upload Document

Document type

Description (If not provided)

Document

Notes

Deadline (dd/mm/yyyy)

The screenshot shows the 'New Request' page in the SASOL Suppliers portal. A modal window is open, displaying a list of document types under the heading 'OTHERS'. The list includes:

- Company brochure with historical profile
- Certificate issued by tax authorities confirming compliance with fiscal requirements
- Certificate confirming enrolment in professional register for sector of activity
- Chamber of Commerce Certificate
- Certification of Environmental Management System (ISO14001/EMAS)
- Certification of Quality Management System (ISO 9001)
- Certification of Safety and Health System (OSHAS/18001)
- Deed of Incorporation and Bylaws
- Licence or other documentation authorising company activities
- Balance sheet for last 2 years
- Copy of signed Register for Workmen's disability incidents or related index for last 3 years
- Dichiarazione di aver redatto il Documento di valutazione dei rischi previsto dall'Art.17 del D.Lgs 81/08, e come disposto dagli artt. 28 e 29 dello stesso decreto, adempiere agli obblighi di formazione dei lavoratori previsti dall'Art. 37 del medesimo decreto e di aver fornito ai lavoratori gli idonei dispositivi individuali che si rendessero necessari. In particolare, il datore di lavoro dichiara di aver adempiuto a quanto previsto dall'Art. 18 del medesimo decreto per quanto di propria competenza.
- Declaration signed by supplier authenticating the information and documentation furnished.
- Identity Document (for consultants only)
- (ONLY FOR ITALIAN SUPPLIERS)
- List of job titles for welders and truck drivers employed by the company
- List of equipment in workshop and job site

At the top of the modal, there is a 'Description' field. Below the list, there is a pagination control showing 'Page 1 of 2' and 'Records per page: 20'. At the bottom of the modal, there is an 'Upload' button and a 'Completion Loading Documents' button.

If you want to upload a document not listed in the document types, select the document type 'Other Documents' and indicate a description.

PERSONAL AREA

HOME
Welcome Sasol Italy logout

PERSONAL DATA

CHANGE PASSWORD

MENU

NEW REQUEST FOR QUALIFICATIONS

STATUS OF QUALIFICATIONS

STATUS OF DOCUMENTS

USEFUL LINKS

[Commodity classes list](#)
[Ethics code](#)
[L. 231](#)
[User manual](#)
[Privacy](#)
[Truthfulness of the data provided](#)

CONTACTS

[write to Sasol Italy](#)

New Request

To load the requested documents. Click on the button 'Completion Loading Documents' once loaded all the documents required to proceed to complete qualification process. Looking forward the confirmation email by Sasol of qualification

1 Step 1 Personal Data 2 Step 2 Evaluation Form 3 Step 3 Classes Choice 4 Step 4 Summary / Submit 5 Step 5 Upload Documents

Document Type	Other Doc	Doc	Note	Expiry	
Evaluation Questionnaire					
Company brochure with historical profile		.pdf	vi allego questo documento	12/12/2014	
Organization Chart		.txt			
Deed of Incorporation and Bylaws					
Balance sheet for last 2 years					
Chamber of Commerce Certificate					
(ONLY FOR ITALIAN SUPPLIERS)					
Certificate issued by tax authorities confirming compliance with fiscal requirements					
Certificate confirming enrollment in professional register for sector of activity					
Licence or other documentation authorising company activities					

Upload Document

Document type: OTHERS

Description (If not provided): Patent XYZ

Document:

Notes: attach patent XYZ

Deadline (dd/mm/yyyy):

Once the upload is finished, (it can be suspended in case of necessity) clicking the button 'Complete Document Upload' the qualification process will be completed..
A pop-up message will confirm completion.

PERSONAL AREA

HOME
Welcome Sasol Italy [logout](#)

PERSONAL DATA
[CHANGE PASSWORD](#)

MENU

[NEW REQUEST FOR QUALIFICATIONS](#)
[STATUS OF QUALIFICATIONS](#)
[STATUS OF DOCUMENTS](#)

USEFUL LINKS

[Commodity classes list](#)
[Ethics code](#)
[L. 231](#)
[User manual](#)
[Privacy](#)
[Truthfulness of the data provided](#)

CONTACTS

[write to Sasol Italy](#)

Status Of Qualifications

This page displays the already obtained, or pending, qualifications at Sasol as long as the status of all submitted requests. To continue with the qualification process, double-click on the request line (In Progress Requests)

Qualifying Results / In Progress

Date	Macroclass	Class	Subclass	Qualification Status
11/13/2013 11:32:39 AM	OTHER MATERIALS FOR GENERAL SERVICES	OTHER MATERIALS FOR GENERAL SERVICES	Tyres	Completed

Requests In Progress

Date	Number	Request Status
9/13/2013 11:39:05 AM	0000001177	Accepted
9/16/2013 11:24:01 AM	0000001178	Completed
10/28/2013 11:27:24 AM	0000001180	Accepted
11/12/2013 5:47:06 PM	0000001190	Accepted
11/13/2013 11:32:39 AM	0000001199	Completed

Macroclass

Macroclass	Class	Subclass
Materials	OTHER MATERIALS FOR GENERAL SERVICES	Medical items, infirmiry products
Materials	OTHER MATERIALS FOR GENERAL SERVICES	Jewellery/Silverware
Materials	OTHER MATERIALS FOR GENERAL SERVICES	Tyres

The request will be visible on the STATUS OF QUALIFICATIONS page in the 'in-progress requests' box

3.10. Sasol provided documents evaluation

At this point, Sasol will evaluate and verify suppliers documents and will communicate the status of the request via email.

3.11. Supplier qualification

The outcome of the qualification process can be the following:

- Supplier NOT qualified
- Supplier qualified with RESERVE
- Supplier QUALIFIED

Sasol will communicate the outcome via email.

PERSONAL AREA

HOME
Welcome Sasol Italy [logout](#)

PERSONAL DATA

CHANGE PASSWORD

MENU

NEW REQUEST FOR QUALIFICATIONS

STATUS OF QUALIFICATIONS

STATUS OF DOCUMENTS

USEFUL LINKS

[Commodity classes list](#)

[Ethics code](#)

[L. 231](#)

[User manual](#)

[Privacy](#)

[Truthfulness of the data provided](#)

CONTACTS

[write to Sasol Italy](#)

Status Of Qualifications

This page displays the already obtained, or pending, qualifications at Sasol as long as the status of all submitted requests. To continue with the qualification process, double-click on the request line (In Progress Requests)

Qualifying Results / In Progress

Date	Macroclass	Class	Subclass	Qualification Status
11/12/2013	Consulting and professional services	TECHNICAL/SPECIALIZED	Certifications	Qualified
11/8/2013	Materials	OTHER MATERIALS FOR GENERAL SERVICES	Tyres	Qualified
9/6/2013	Materials	OTHER MATERIALS FOR GENERAL SERVICES	Awards, plates, cups, stamps	Qualified with reservation
9/6/2013	On site activities	RECLAMATION INTERVENTIONS	Environmental investigations in the plant	Qualified

Requests In Progress

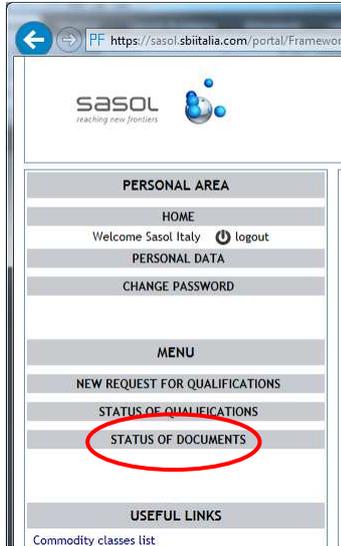
Date	Number	Request Status
9/13/2013 11:39:05 AM	0000001177	Accepted
9/16/2013 11:24:01 AM	0000001178	Completed
10/28/2013 11:27:24 AM	0000001180	Accepted
11/12/2013 5:47:06 PM	0000001198	Accepted
11/13/2013 11:32:39 AM	0000001199	Completed

Macroclass	Class	Subclass
Materials	OTHER MATERIALS FOR GENERAL SERVICES	Medical items, infirmity products
Materials	OTHER MATERIALS FOR GENERAL SERVICES	Jewellery/Silverware
Materials	OTHER MATERIALS FOR GENERAL SERVICES	Tyres

Qualification achievement will display the commodities classes for which the supplier has obtained the qualification in the 'Qualifying Results/ In Progress' list.

3.12. Status of documents

Through the menu item STATUS OF DOCUMENTS you can verify or update the documents sent to Sasol



This link is enabled ONLY at the end of the first process of qualification sent to Sasol.

It happens at the Step 5 by clicking the button [Completion Loading Documents](#)

In this way the supplier is allowed to insert new documents or update expired documents.