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	

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1. Introduction

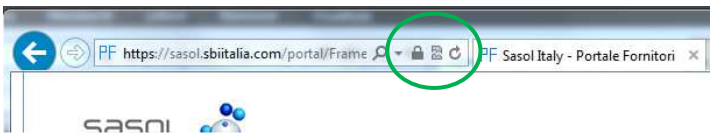
Trought this website (portal), Sasol intend to make possible for potential suppliers to electronically candidate to become Sasol Italy suppliers. Requests are possible for commodities subclasses.
Candidates can access to the Qualification process by creating an account on the portal. The system will generate and assign to each supplier an USER-ID and PASSWORD which will be sent them via email, using the email adress 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

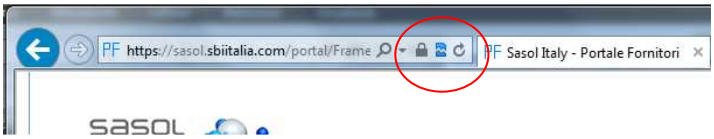
2. Browser compatibility

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

OK



NO



3. Qualification process

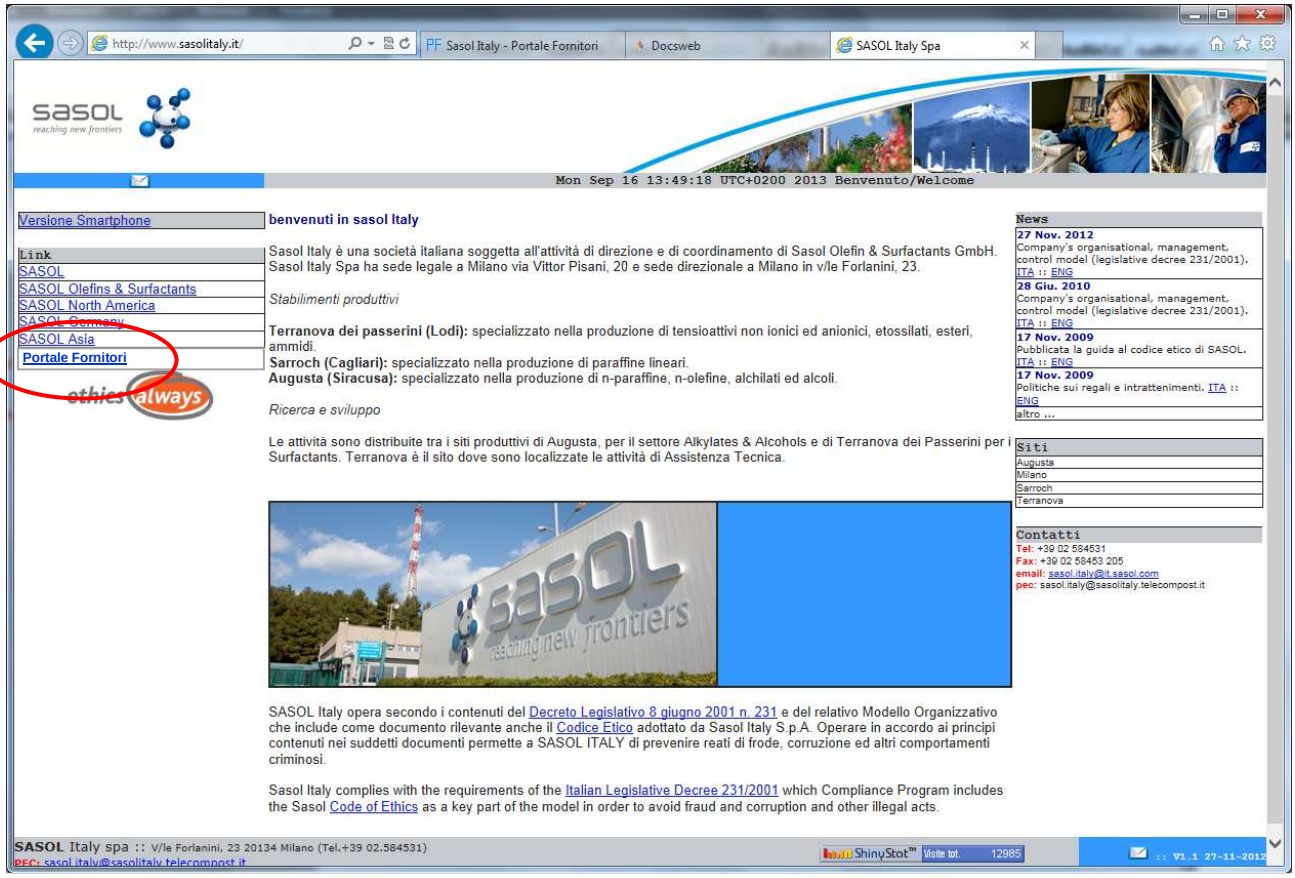
The qualification process is structured as follow:

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 classe selection
7. Request submission
8. Sasol pre-approval of the submitted request

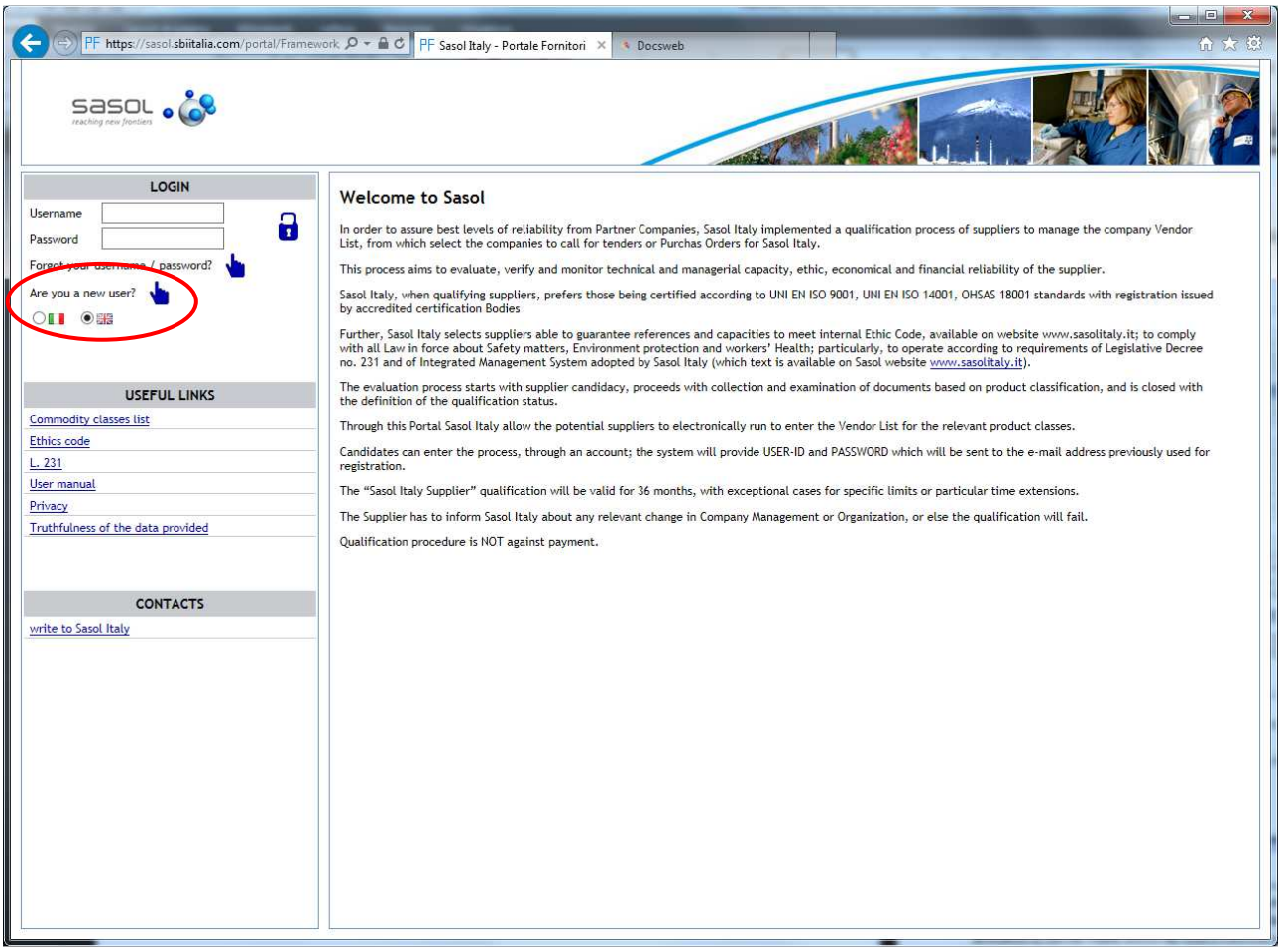
9. Required documents upload
10. Sasol evaluation of the uploaded documentation
11. Supplier qualification

3.1. Account creation (Supplier registration)

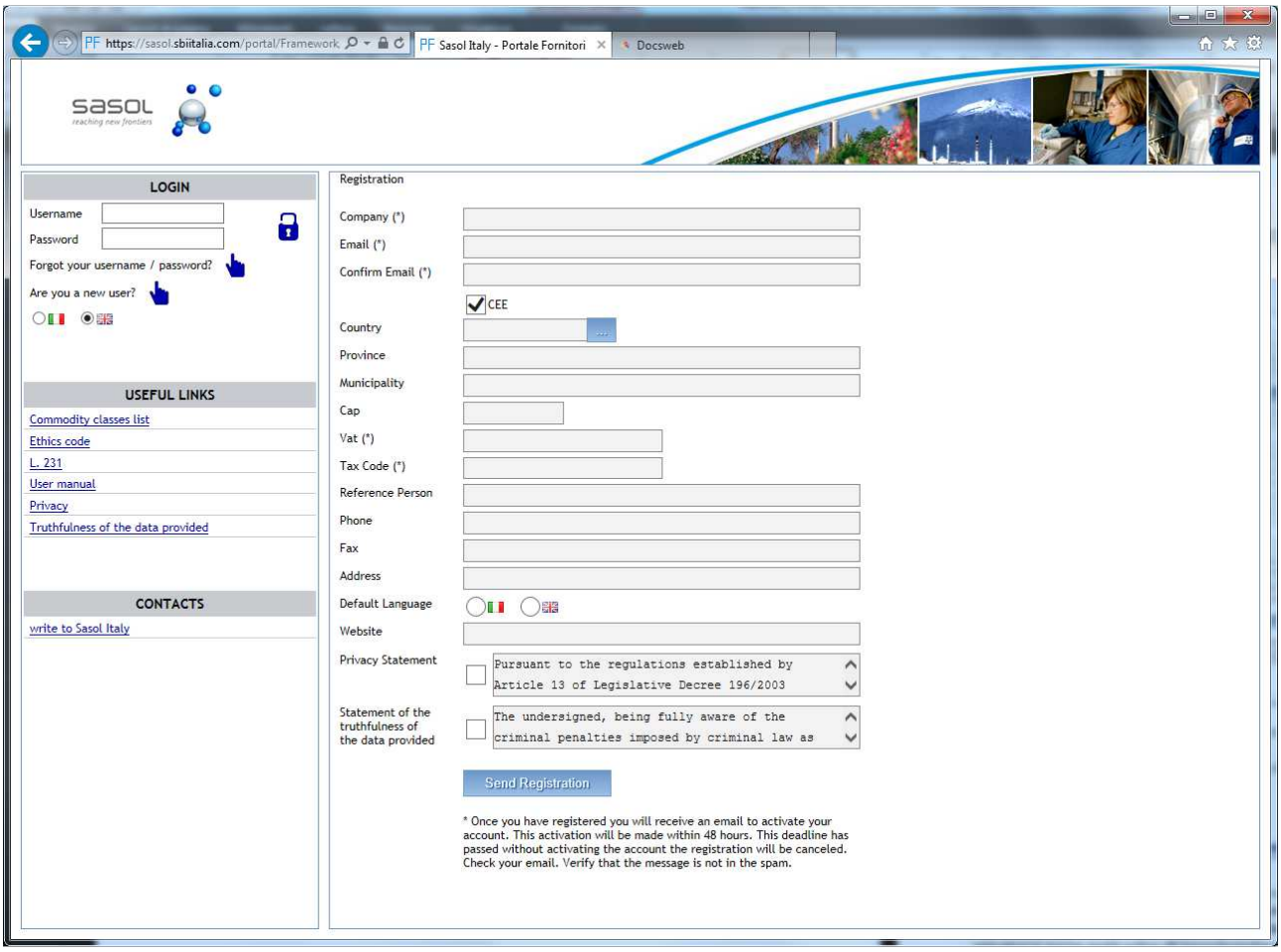
From http://www.sasolitaly.it click on 'Portale Fornitori' from the menu on the left.



The link will re-direct to the Suppliers portal homepage



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



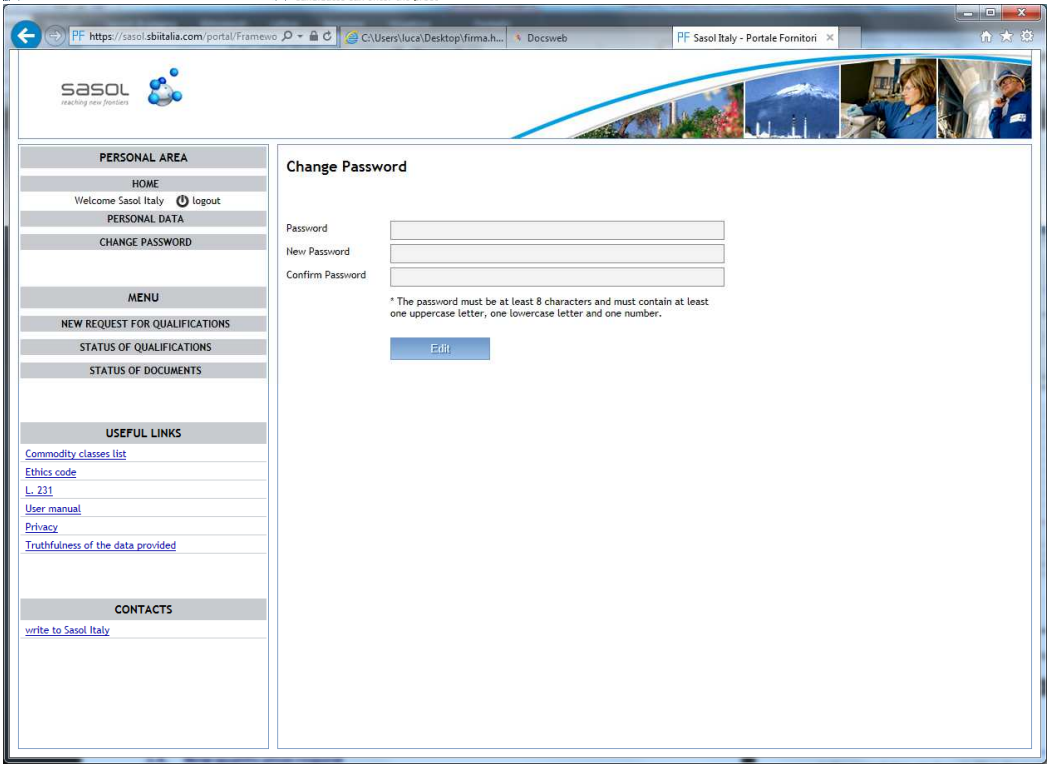
All the fields marked as required must be filled-in. It is then necessary to specifically accept both the privacy and the Statement of Truth for the provided data.
The language setting will set the select language as the default for the site. It will be possible to change the default setting in any furher 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.

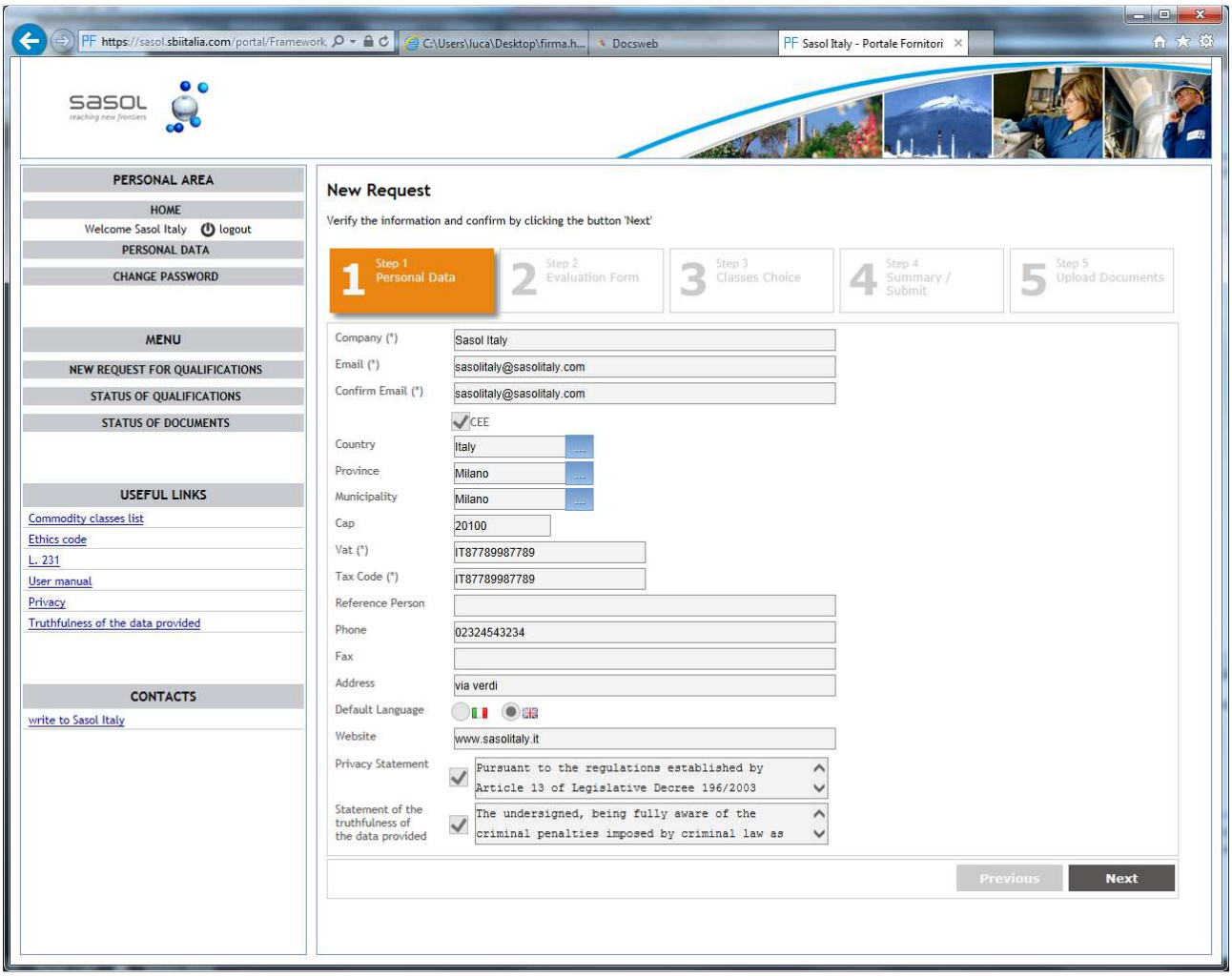
3.3. Web site log-in

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.)

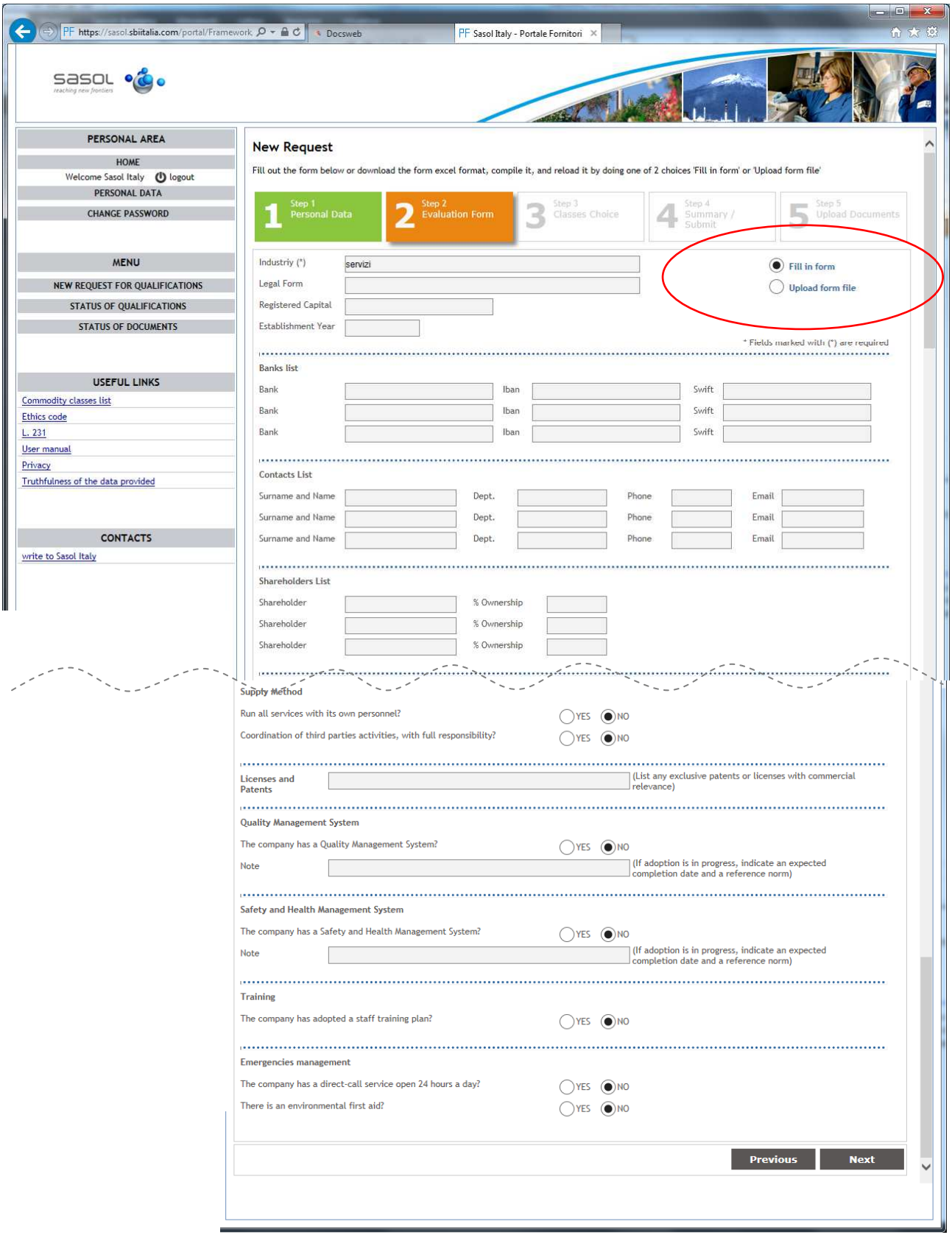


The first step requires personal/company data evaluation and confirmation.

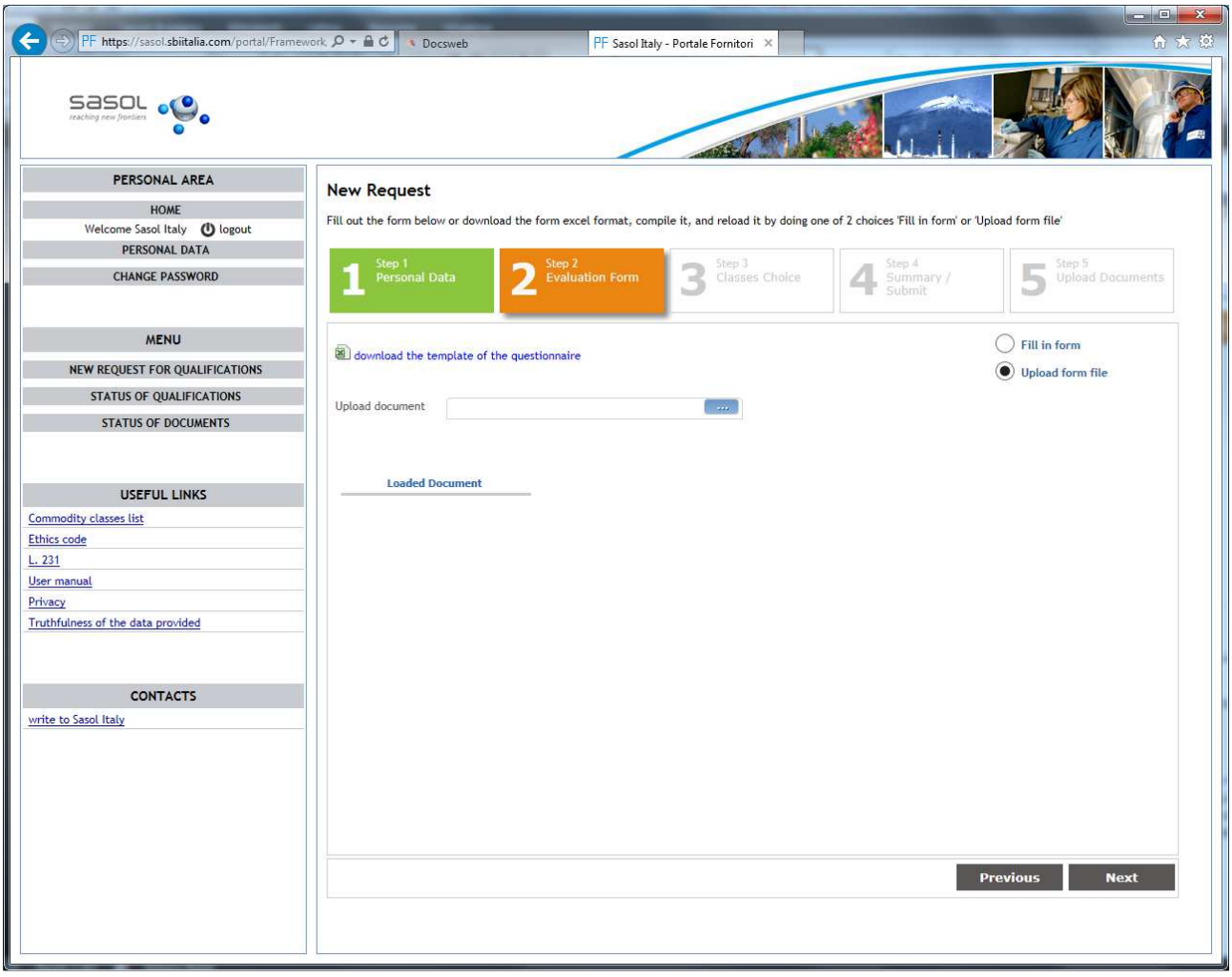
To proceed to the next step click on **Next**

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
Industriy (*)
servizi
Legal Form
Registered Capital
Establishment Year
Fill in form
Upload form file
* Fields marked with (*) are required
Banks list
Bank
Iban
Swift
Contacts List
Surname and Name
Dept.
Phone
Email
Shareholders List
Shareholder
% Ownership
Supply Method
Run all services with its own personnel?
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?
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?
Training
The company has adopted a staff training plan?
Emergencies management
The company has a direct-call service open 24 hours a day?
There is an environmental first aid?
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.

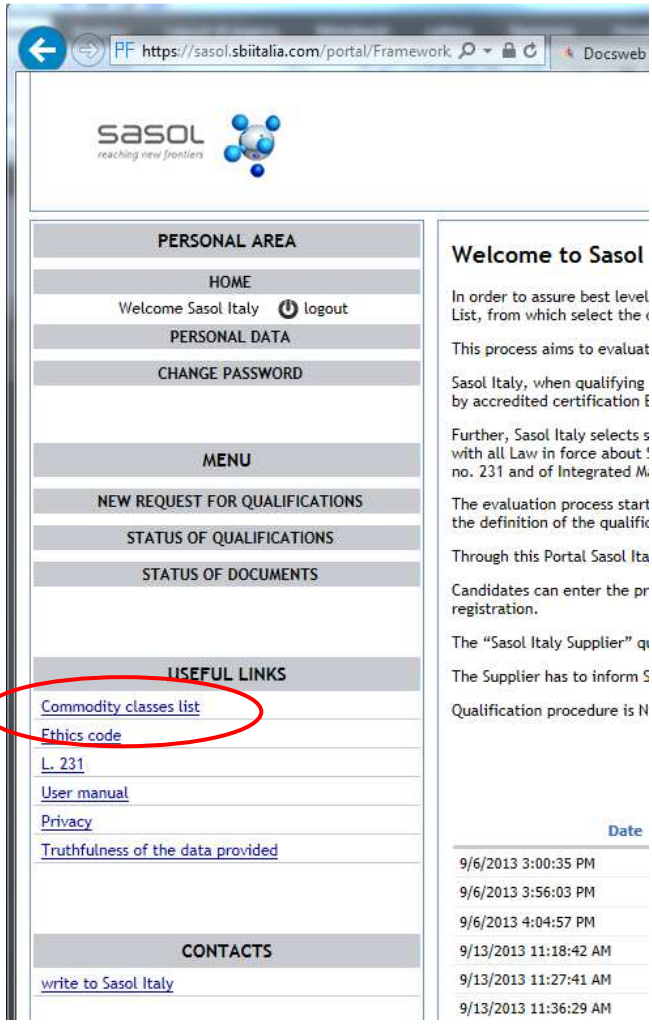


It will be possible to add further data to the form with new qualification requests.

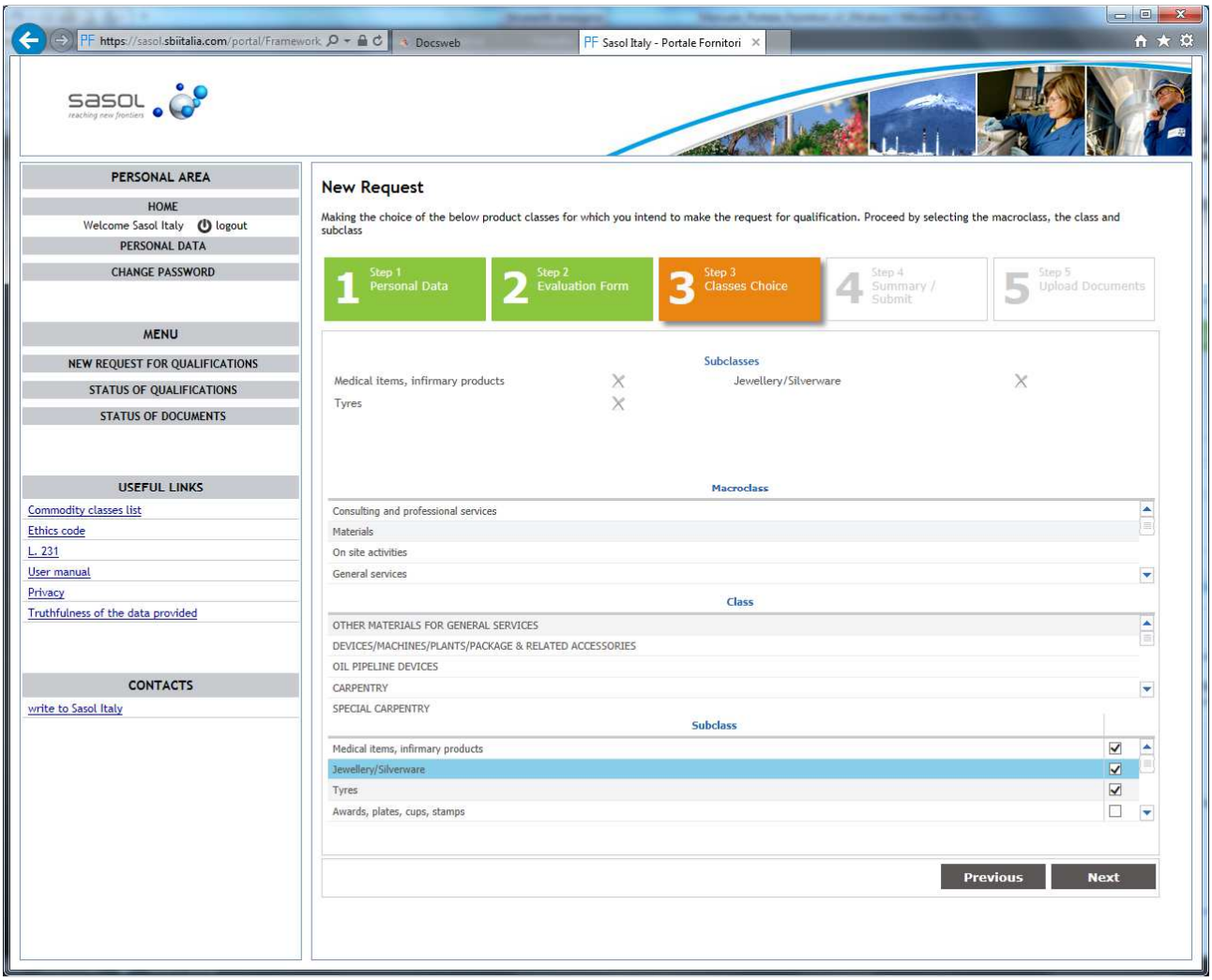
To proceed to the next step click on **Next**

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.



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.



To select subclassess 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.

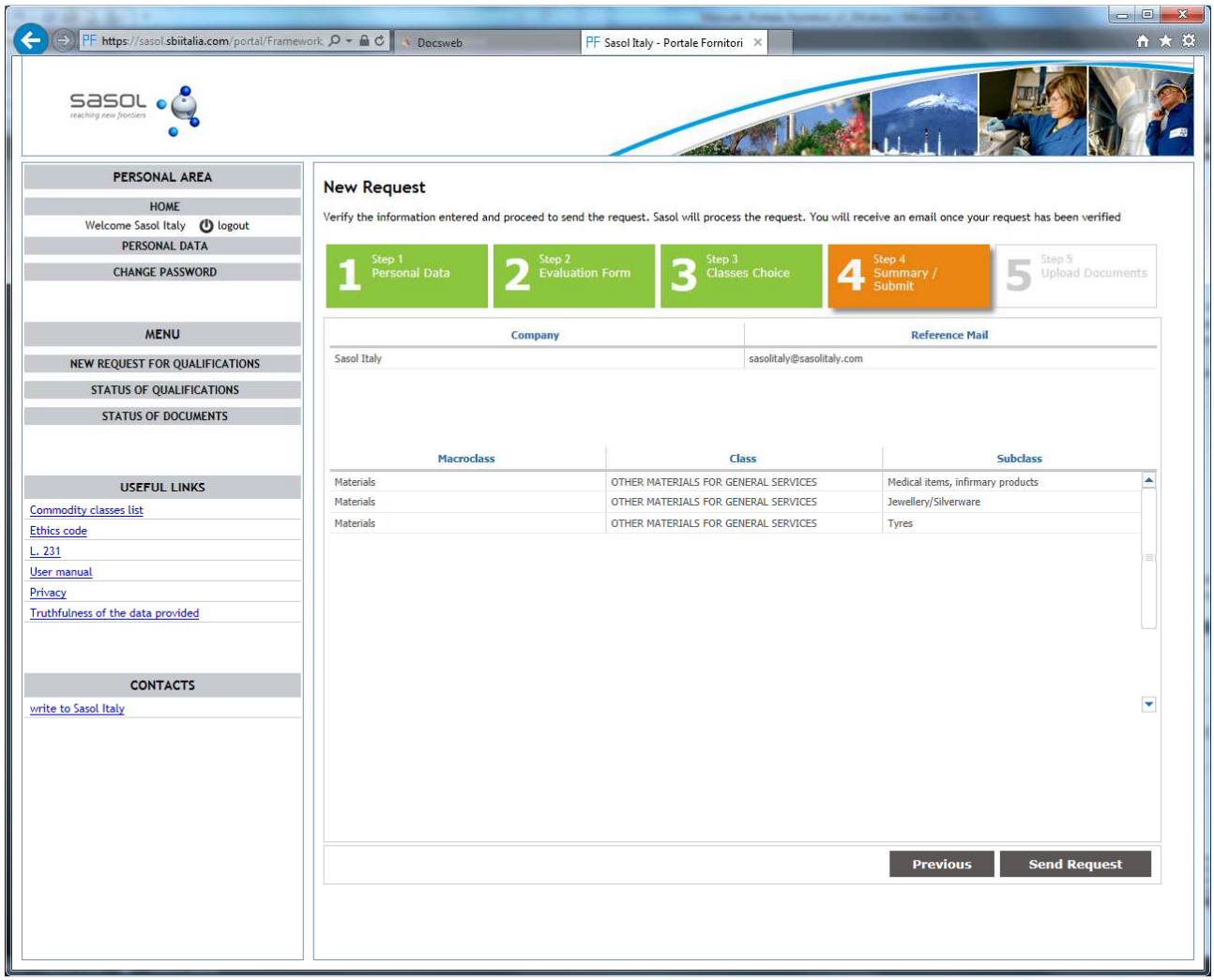
-> Macroclass
-> Class
-> Subclasses

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

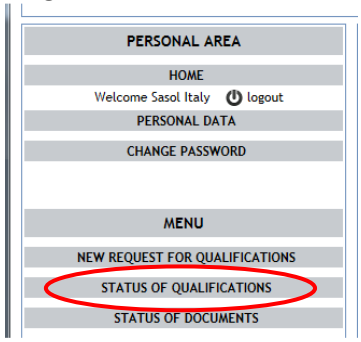
To proceed to the next step click on **Next**

3.7. Request forwarding

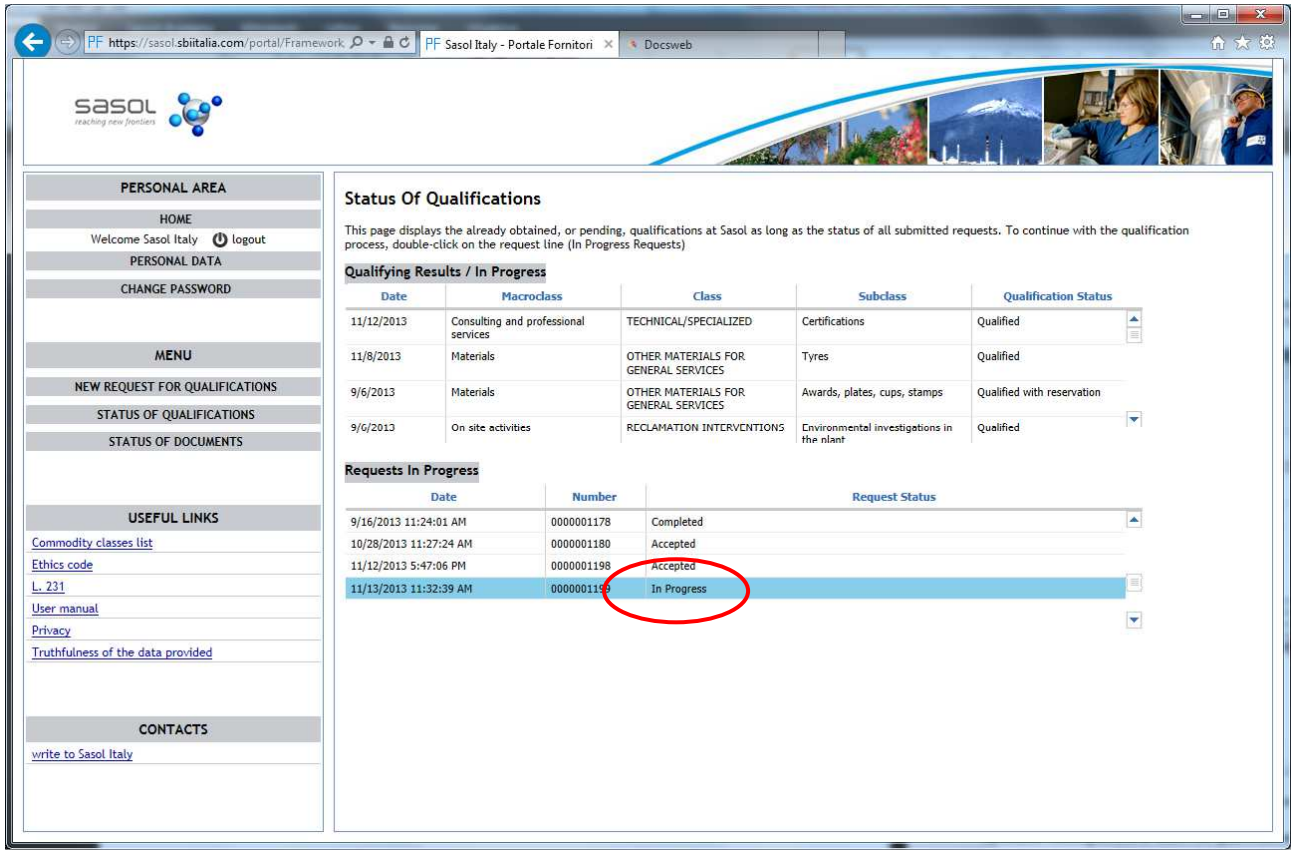
The window summarizes the filled-in data.


https://sasol.sbiitalia.com/portal/Framework
Docsweb
Sasol Italy - Portale Fornitori
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, infirmary 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:



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.

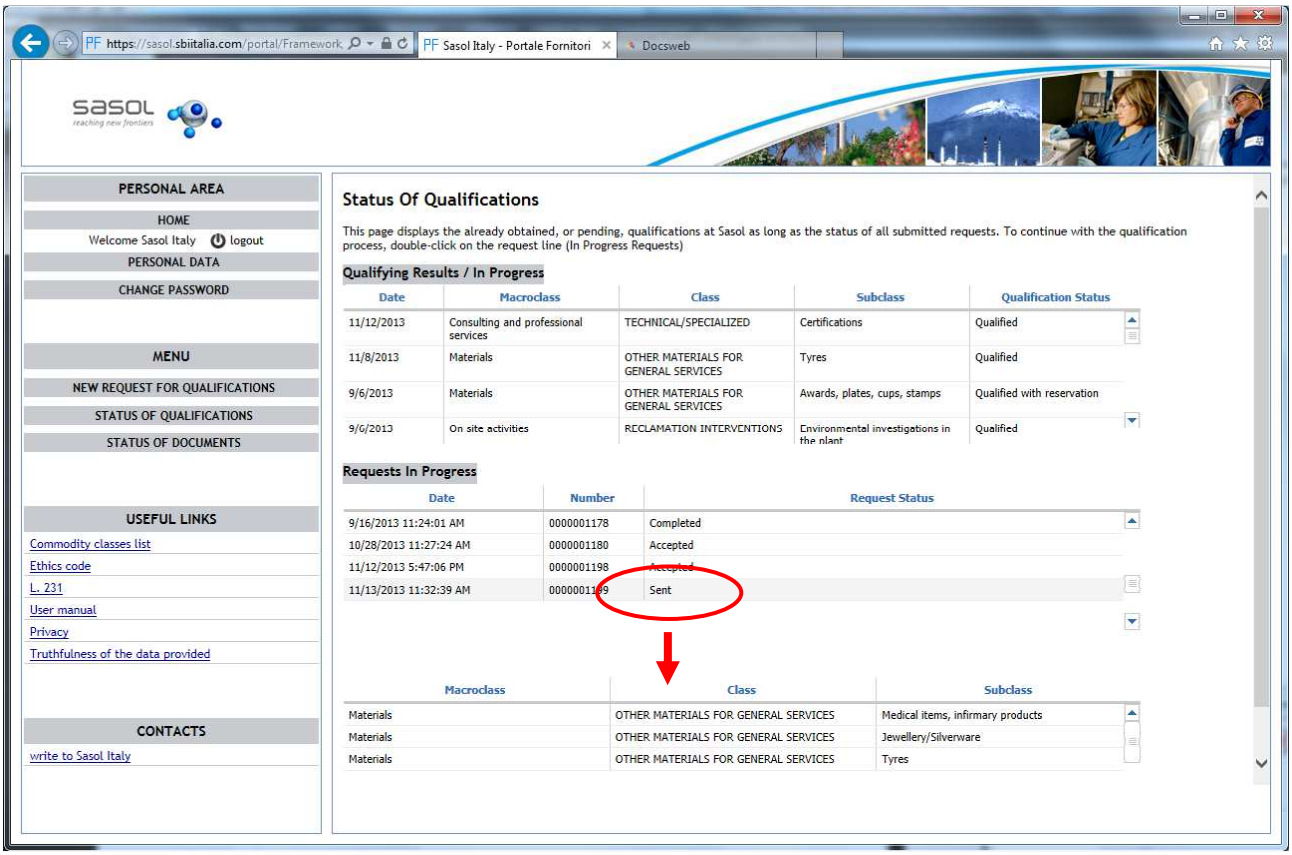
By clicking once on a request, the systems shows the select subclasses (in a list showed underneath)

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)

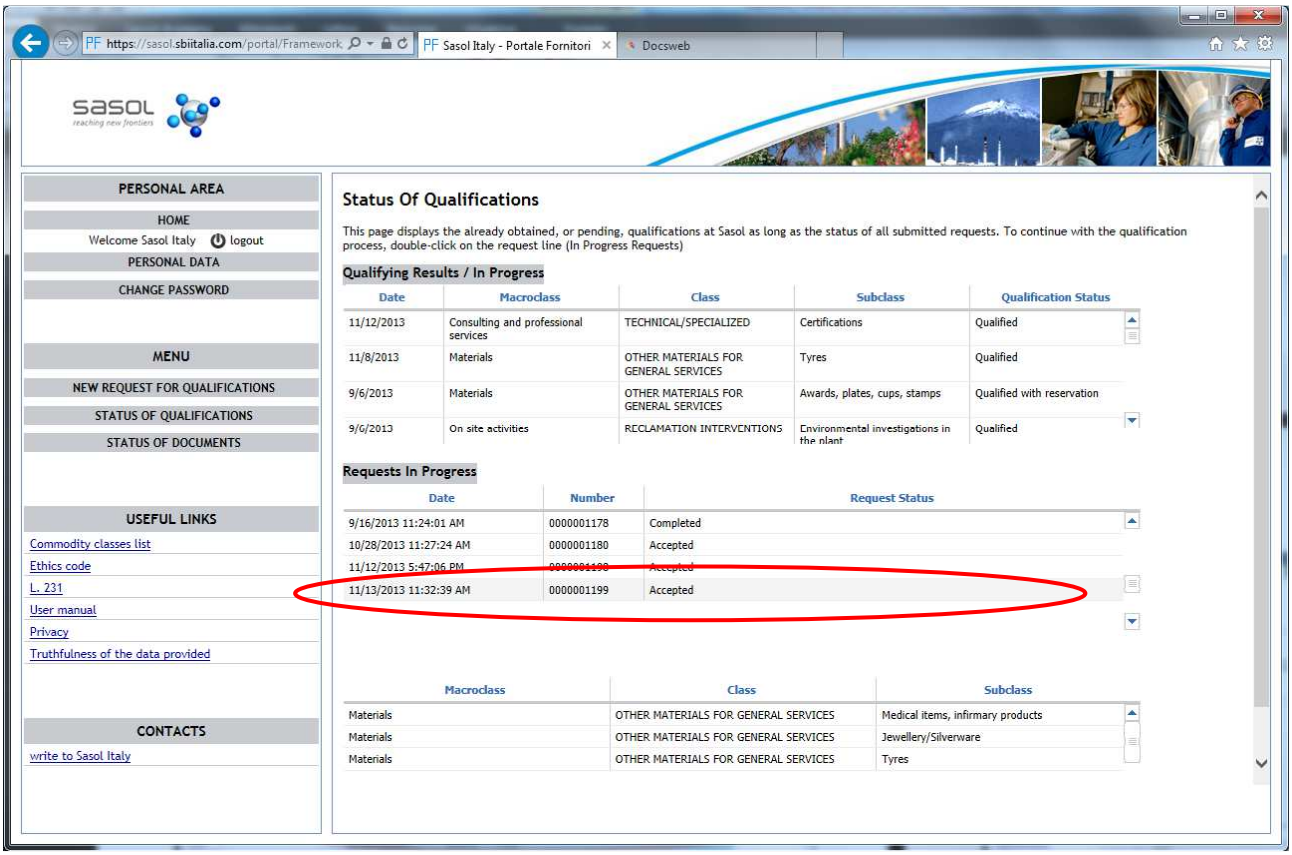
3.8. Sasol pre-approval

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.



3.9. Requested documents Upload

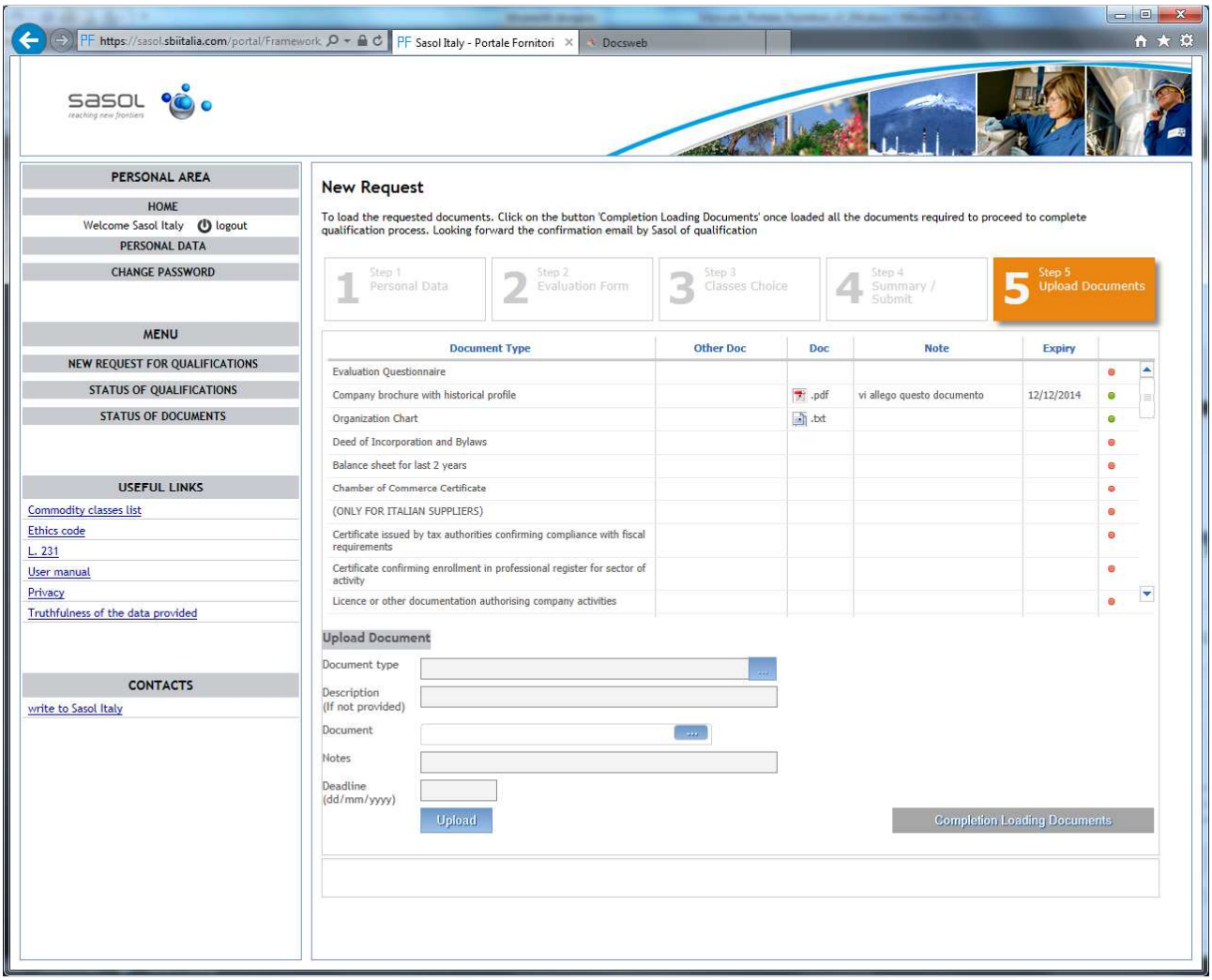
Once the approval is obtained it is possible to continue the qualification process by uploading the documents which Sasol requires for each subclass in which the supplier is a candidate.
By double-clicking on the application (as shown below) it is possible to access the documents uploading window.



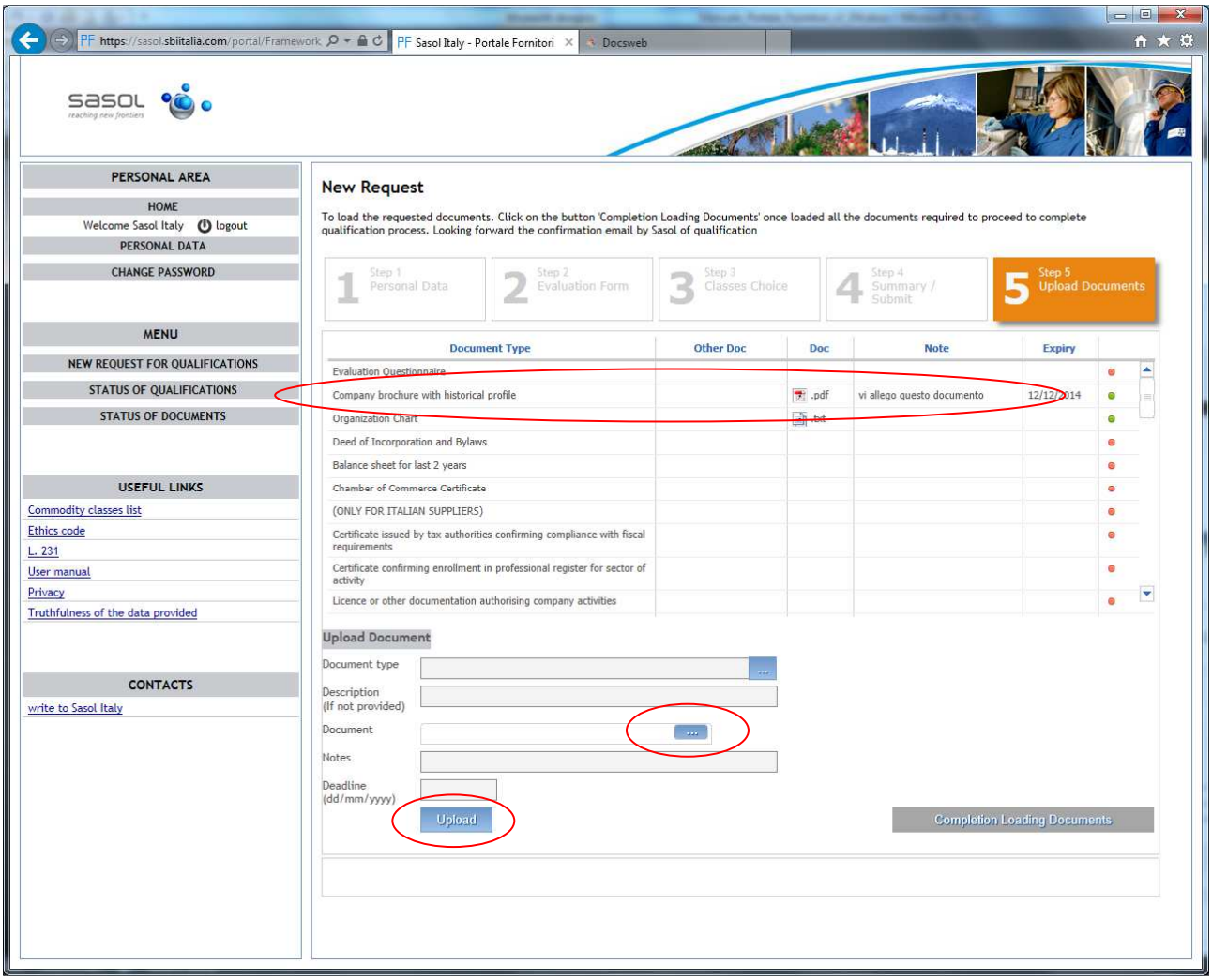
The required documents list is displayed in the form below.
There may be however uploaded documents not specifically required by Sasol (eg. Technical certificates or other).

File extensions allowed for upload are:
***.pdf, *.tiff, *.jpg, *.jpeg, *.xls, *.xlsx, *.doc, .*docx**

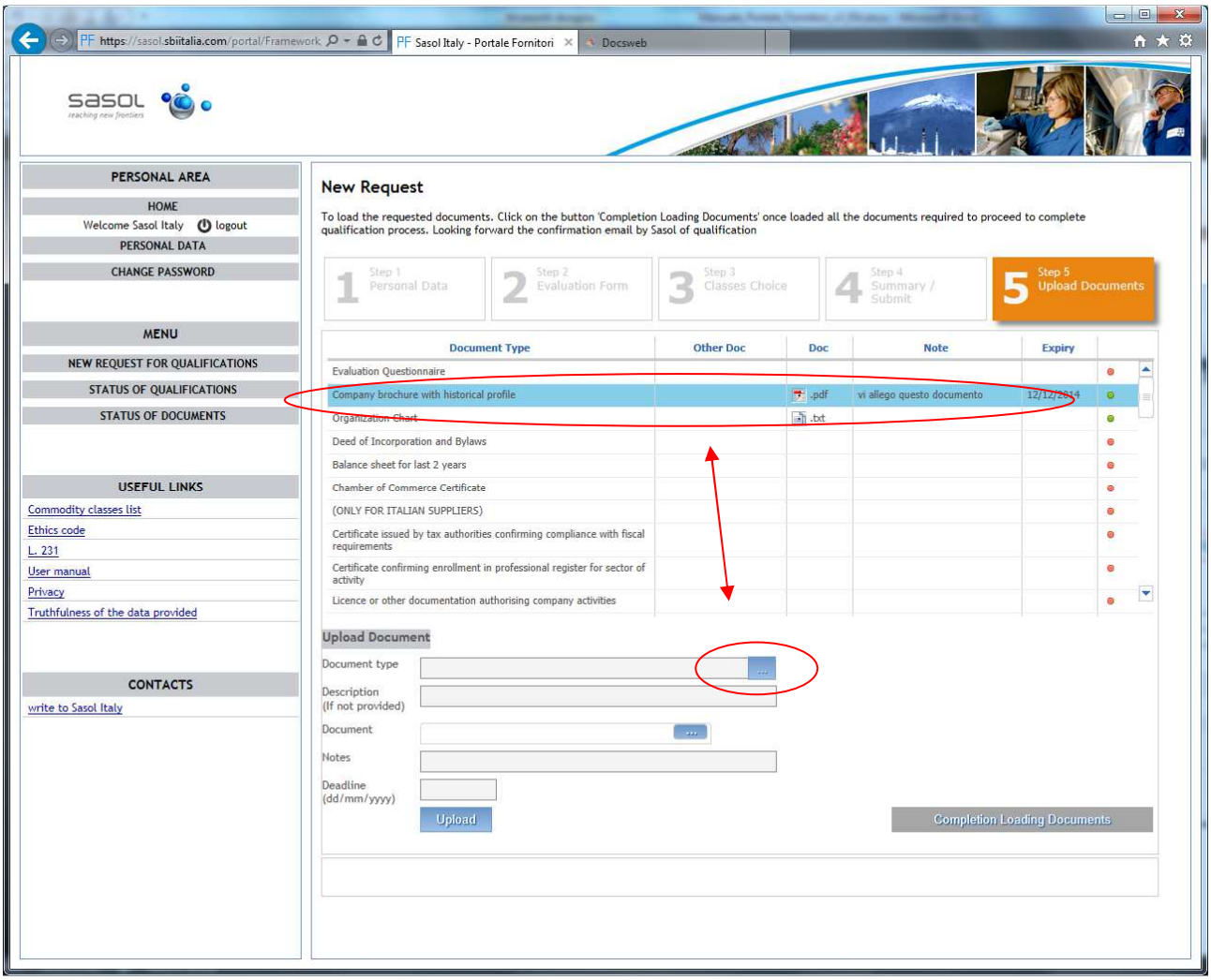
T he file size can not exceed 10 MB


https://sasol.sbiitalia.com/portal/Framework
Sasol Italy - Portale Fornitori
Docsweb
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)
Upload
Completion Loading Documents

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.



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


PF https://sasol.sbiitalia.com/portal/Framework
PF Sasol Italy - Portale Fornitori
Docsweb
PERSONAL AREA
HOME
Welcome Sasol Italy logout
PERSONAL DATA
CHANGE PASSWORD
MENU
NEW REQUEST FOR QUALIFICATIONS
STATUS OF QUALIFICATIONS
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USEFUL LINKS
Commodity classes list
Ethics code
L. 231
User manual
Privacy
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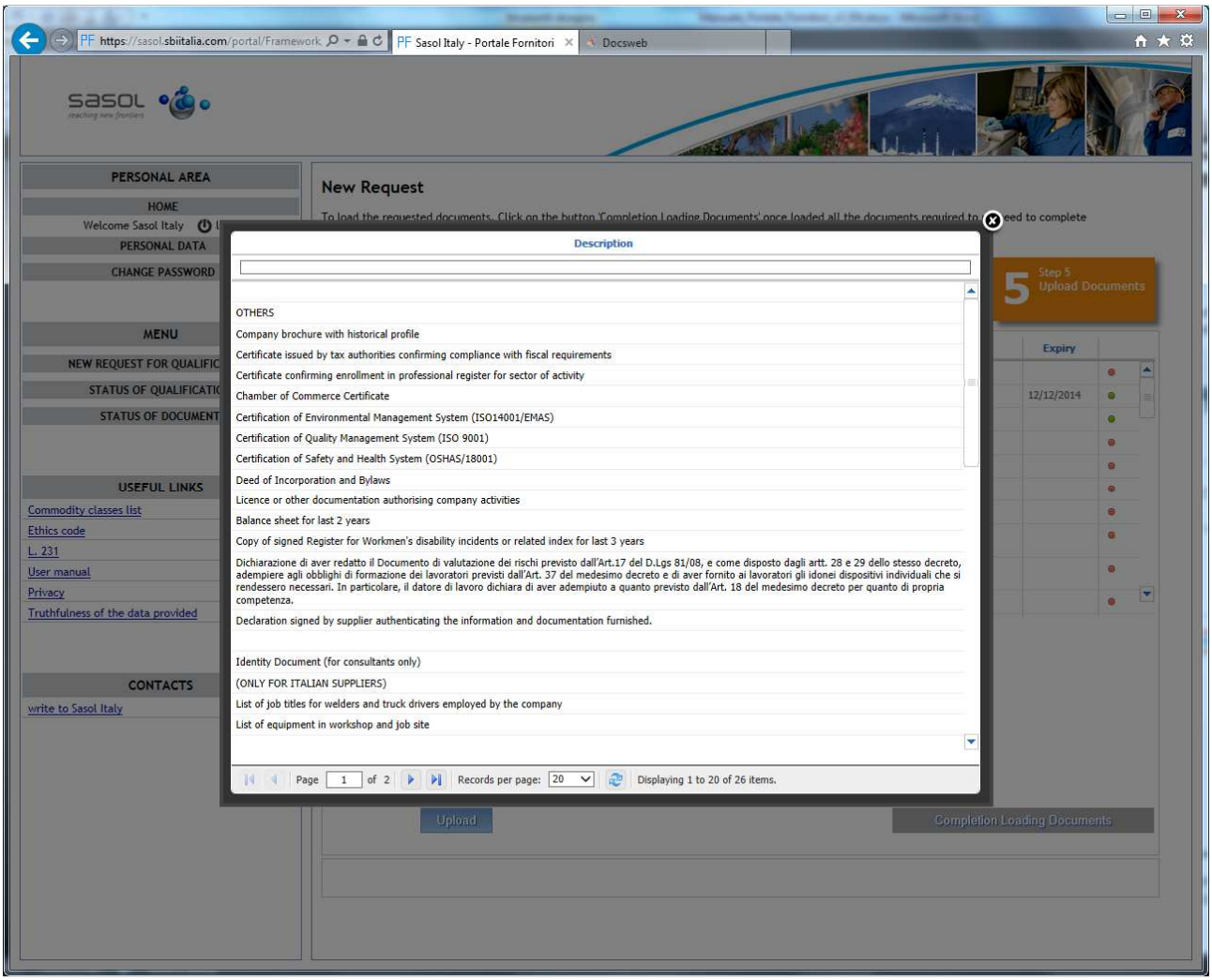
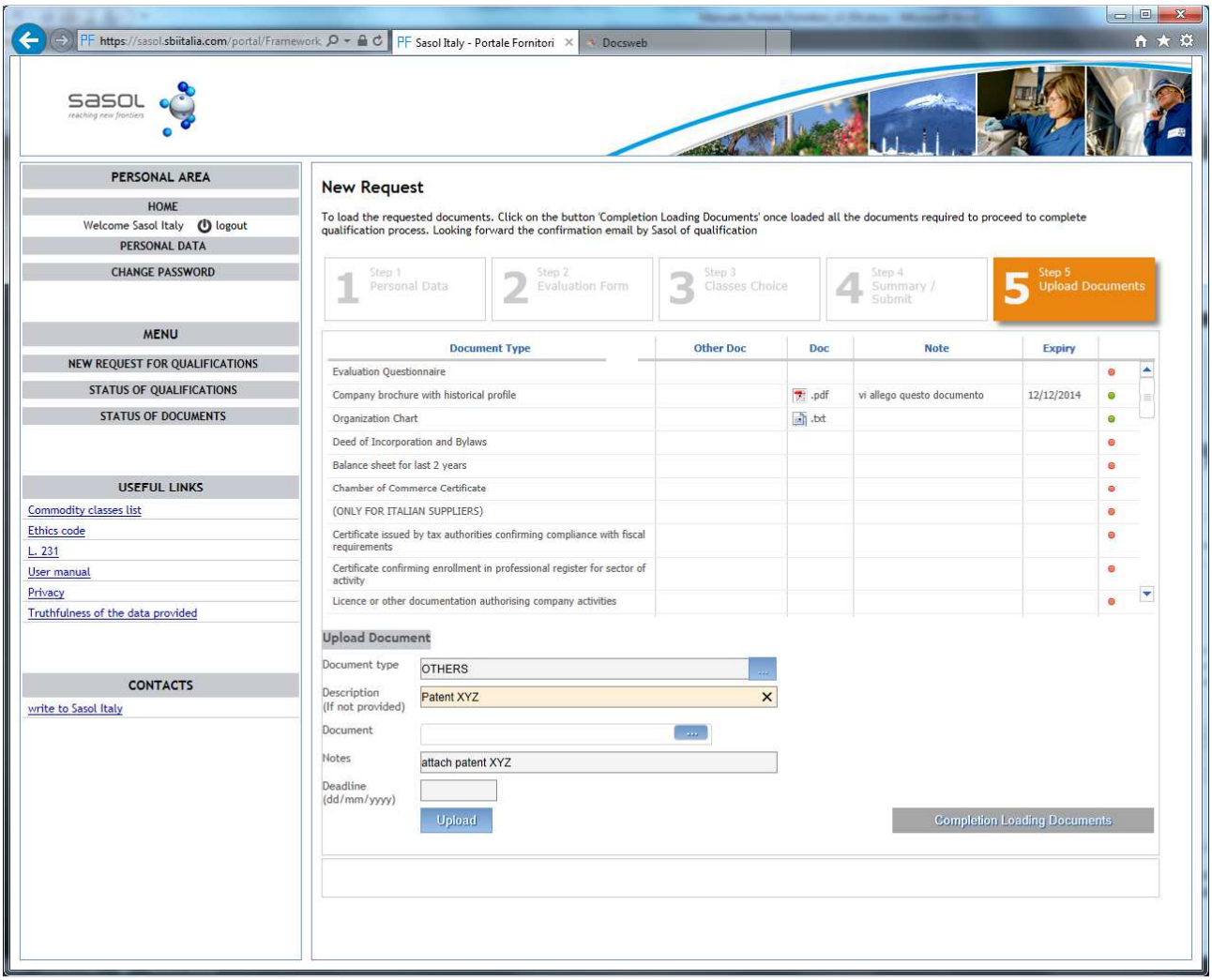
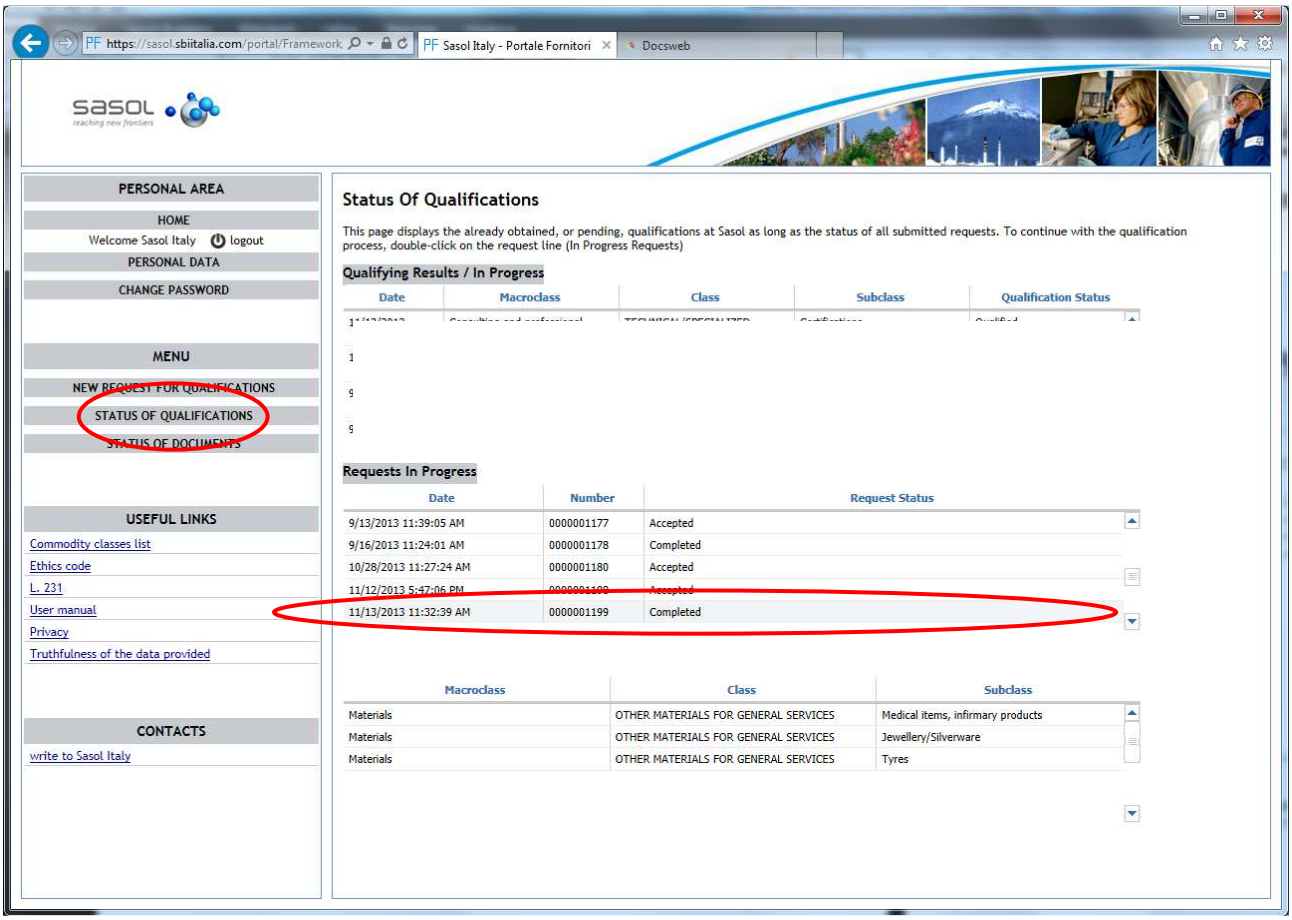
CONTACTS
write to Sasol Italy
New Request
To load the requested documents. Click on the button 'Completion Loading Documents' once loaded all the documents required to proceed to complete qualification process. Looking forward the confirmation email by Sasol of qualification
1 Step 1 Personal Data
2 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)
Upload
Completion Loading Documents



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



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.



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

3.10. Sasol provided documents evalutation

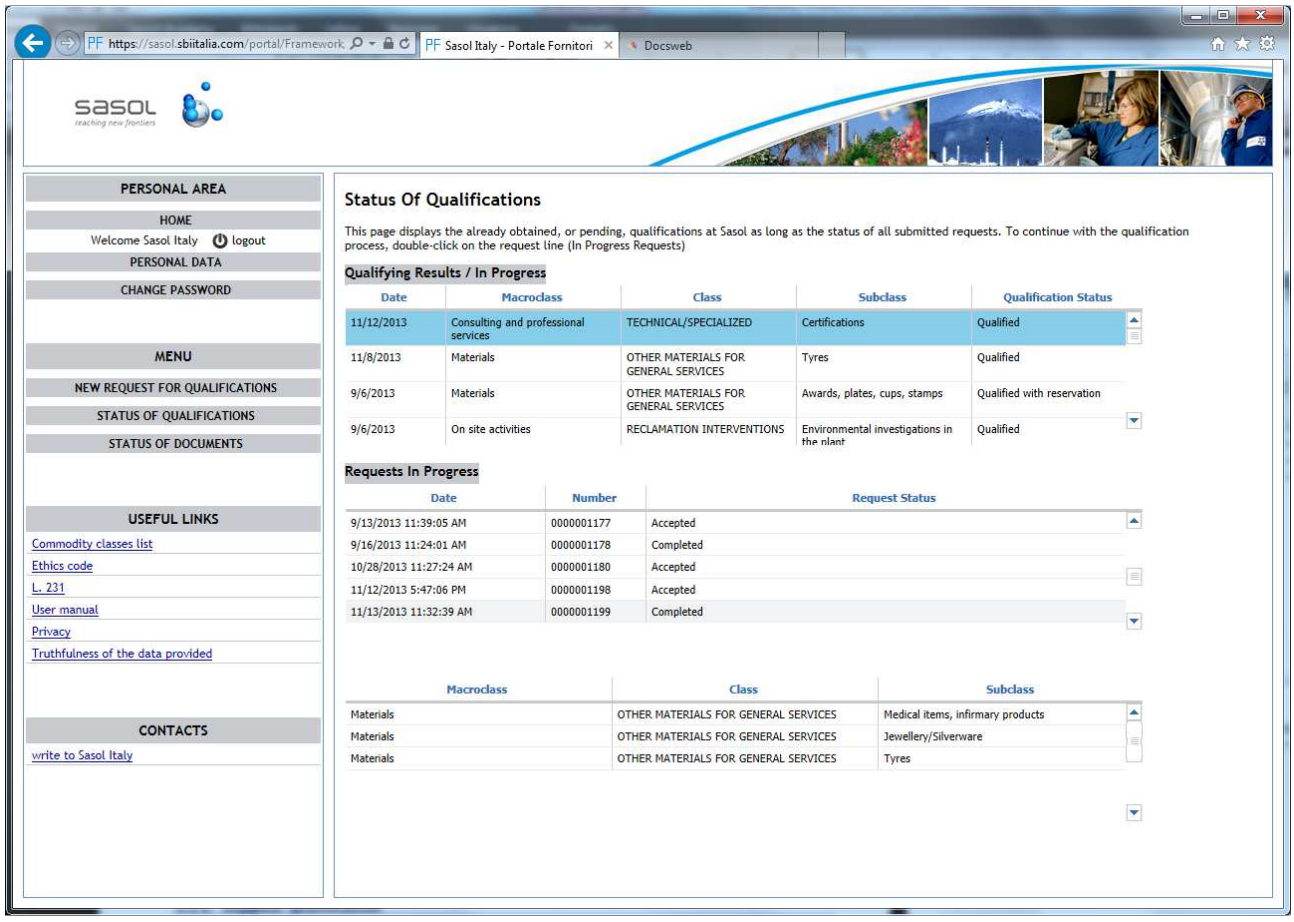
At this point, Sasol will evaluate and verify suppliers documents and will communicate the status of the request via email.

3.11. Supplier qualification

The outcome of the qualification process can be the following:

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

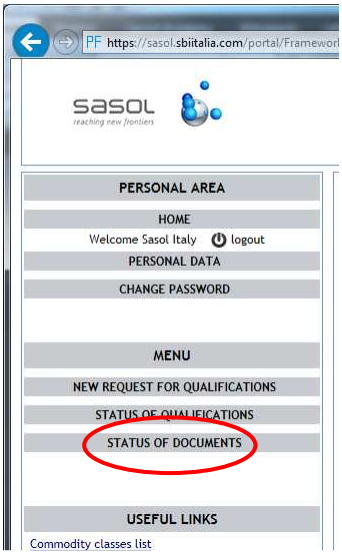
Sasol will communicate the outcome via email.



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

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