

# 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. In	troduction	3
2. Br	owser compatibility	3
3. Qi	ualification 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	
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 evalutation	23
3.11	Supplier qualification	23
3.12	Status of documents	25





## **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: <u>vendorlist.italy@it.sasol.com</u>

# 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: <u>http://windows.microsoft.com/it-it/internet-explorer/use-compatibility-view#ie=ie-10-win-7</u>



# 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

SASOL Italy – Suppliers portal User manual





- 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.





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LOGIN Username Password Forgot your username / password?	Registration Company (*) Email (*) Confirm Email (*) CEE	
USEFUL LINKS Commodity classes list Ethics code	Country     Image: Country       Province.     Image: Country       Municipality     Image: Country       Cap     Image: Country       Vat (*)     Image: Country	
L. 231 User manual Privacy Truthfulness of the data provided	Tax Code (*)	
CONTACTS write to Sasol Italy	Address Default Language Website Privacy Statement Privacy Statement Privacy Statement The undersigned, being fully aware of the oriminal penalties imposed by criminal law as	
	Send Registration * Once you have registered you will receive an email to activate your account. This activation will be made within 48 hours. This deadline has passed without activating the account the registration will be canceled. Check your email. Verify that the message is not in the spam.	

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



#### 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.)





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PERSONAL AREA HOME Welcome Sasol Italy O logout PERSONAL DATA CHANGE PASSWORD	New Request Verify the information 1 Step 1 Personal D	a and confirm by clicking the button 'Next' ata 2 Step 2 Evaluation Form	3 Classes Choice	4. Step 4 Summary / Submit	5 Upload Documents
MENU NEW REQUEST FOR QUALIFICATIONS STATUS OF QUALIFICATIONS STATUS OF DOCUMENTS	Company (*) Email (*) Confirm Email (*) Country	Sasol Italy sasolitaly@sasolitaly.com sasolitaly@sasolitaly.com			
USEFUL LINKS Commodity classes list Ethics code L. 231 User manual Privacy Truthfulness of the data provided	Municipality Cap Vat (*) Tax Code (*) Reference Person Phone	Milano		]	
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	the data provided	Criminal penalties imposed by	criminal law as 🗸	1	revious Next

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

Next

To proceed to the next step click on

#### 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.





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PERSONAL AREA	New Request
HOME	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'
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o Sasol Italy	
	Shareholders List
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	Coordination of third parties activities, with full responsibility?
	Licenses and (List any exclusive patents or licenses with commercial
	Patents
	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?
	Note (If adoption is in progress, indicate an expected
	completion date and a reference norm)
	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.

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			Lu.il	
PERSONAL AREA HOME Welcome Sasol Italy 🕐 logout	New Request Fill out the form below or download the form excel format, compile it, and re	eload it by doing one of 2	! choices 'Fill in form' or 'Up	load form file'
CHANGE PASSWORD	1 <sup>Step 1</sup> Personal Data 2 <sup>Step 2</sup> Evaluation Form 3 <sup>Step 2</sup>	ep 3 lasses Choice	Summary / Submit	5 Step 5 Upload Documents
MENU				C Fill in form
NEW REQUEST FOR QUALIFICATIONS	download the template of the questionnaire			Upload form file
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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.





	PP Sasol Italy - Portale Fornitori	
PERSONAL AREA	New Dequest	
HOME	New Request	
Welcome Sasol Italy () logout	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 rubelare	
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	Tyres X	
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. 231	On site activities	
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	OTHER MATERIALS FOR GENERAL SERVICES	
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vrite to Sasol Italy	SPECIAL CARPENTRY	
	Subclass	
	Medical items, infirmary products	-
	Jewellery/Silverware	
	Tyres	
	Awards, plates, cups, stamps	
	Previous Next	

To select subclassess you have to begin by choosing a macroclass, then a class and then, by clicking on a checkbox ( $\square$ ), 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.





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PERSONAL AREA
HOME New Request
Welcome Sasol Italy 🕐 logout 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
PERSONAL DATA
CHANGE PASSWORD     1     Step 1     2     Step 2     3     Step 3
MENU Company Reference Mail
NEW REQUEST FOR QUALIFICATIONS Sasol Italy sasolitaly@sasolitaly.com
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to Sasol Italy
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:

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CHANGE PASSWORD	Date	Macro	oclass	Class	Subclass	Qualification Status	
	11/12/2013	Consulting and p services	professional	TECHNICAL/SPECIALIZED	Certifications	Qualified	
MENU	11/8/2013	Materials		OTHER MATERIALS FOR GENERAL SERVICES	Tyres	Qualified	
NEW REQUEST FOR QUALIFICATIONS	9/6/2013	Materials		OTHER MATERIALS FOR GENERAL SERVICES	Awards, plates, cups, stamps	Qualified with reservation	
STATUS OF QUALIFICATIONS STATUS OF DOCUMENTS	9/G/2013	On site activities	5	RECLAMATION INTERVENTIONS	Environmental investigations in the plant	Qualified	
	Requests In P	rogress					
		Date	Number		Request Status		
USEFUL LINKS	9/16/2013 11:24	:01 AM	0000001178	Completed			
ommodity classes list	10/28/2013 11:2	7:24 AM	0000001180	Accepted			
thics code	11/12/2013 5:47	:06 PM	0000001198	Accepted			
. 231	11/13/2013 11:3	2:39 AM	0000001199	In Progress			
Jser manual							
Privacy							
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vrite to Sasol Italy							

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.





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PERSONAL DATA	Qualifying Re	sults / In Progr	ess					
CHANGE PASSWORD	Date	Mac	roclass	Class	Subclass	Qualification Status		
	11/12/2013	Consulting and services	professional	TECHNICAL/SPECIALIZED	Certifications	Qualified		
MENU	11/8/2013	Materials		OTHER MATERIALS FOR GENERAL SERVICES	Tyres	Qualified		
NEW REQUEST FOR QUALIFICATIONS	9/6/2013	Materials		OTHER MATERIALS FOR GENERAL SERVICES	Awards, plates, cups, stamps	Qualified with reservation		
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## 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.





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PERSONAL DATA	Qualifying Re	sults / In Prog	ress						
CHANGE PASSWORD	Date	Mac	roclass	Class	Subclass	Qualification Status			
	11/12/2013	Consulting and services	professional	TECHNICAL/SPECIALIZED	Certifications	Qualified			
MENU	11/8/2013	Materials		OTHER MATERIALS FOR GENERAL SERVICES	Tyres	Qualified			
NEW REQUEST FOR QUALIFICATIONS	9/6/2013	Materials		OTHER MATERIALS FOR GENERAL SERVICES	Awards, plates, cups, stamps	Qualified with reservation			
STATUS OF QUALIFICATIONS	9/6/2013	9/G/2013 On site activities		RECLAMATION INTERVENTIONS Environmental investigation		n Qualified			
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		Date	Number		Request Status				
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	Materials			UTREK MATERIALS FUR GENERAL S	Jeweilery/Silver	ware	_)=(		

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





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PERSONAL AREA HOME Welcome Sasol Italy O logout PERSONAL DATA	New Request To load the requested documents, Click on the button Completing qualification process. Looking forward the confirmation email by	on Loading Documents' or Sasol of qualification	ice loaded all	the documents required to proc	eed to complete	
CHANGE PASSWORD	1 Step 1 Personal Data 2 Step 2 Evaluation Form	3 Step 3 Classes Cho	ice d	Summary / Submit	5 Step 5 Upload Do	
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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.

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1 <sup>Step 1</sup> Personal Data 2 <sup>Step 2</sup> Evaluation Form	3 Step 3 Classes Choic	e d	Step 4 Summary / Submit	5 <sup>Step 5</sup> Upload Do	ocuments
Document Type	Other Doc	Doc	Note	Expiry	
Evaluation Questionnaire	ould bee	boc	index.	Copilit	
Company brochure with historical profile		📆 .pdf	vi allego guesto documento	12/12/2014	
Organization Chart		Thin bet			
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					0
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 (id/mm/yyyy) Upload			Completion L	oading Docume	nts
	Image: Second	Image: Second	Image: Second Barlow Personal Data       Image: Second Barlow Barlo	Image: Seal Rely - Portale Formion i X       Image: Seal Rely - Portale Formion i X         Image: Seal Rely - Portale Formion i X       Image: Seal Rely - Portale Formion i X         Image: Seal Rely - Portale Formion i X       Image: Seal Rely - Portale Formion i X         Image: Seal Rely - Portale Formion i X       Image: Seal Rely - Portale Formion i X         Image: Seal Rely - Portale Formion i X       Image: Seal Rely - Portale Formion i X         Image: Seal Rely - Portale Formion i X       Image: Seal Rely - Portale Formion i X         Image: Seal Rely - Portale Formion i X       Image: Seal Rely - Portale Formion i X         Image: Seal Rely - Portale Formion i X       Image: Seal Rely - Portale Formion i X         Image: Seal Rely - Portale Formion i X       Image: Seal Rely - Portale Formion i X         Image: Seal Rely - Portale Formion i X       Image: Seal Rely - Portale Formion i X         Image: Rel Rely - Portale Formion i X       Image: Seal Rely - Portale Formion i X         Image: Rel Rely - Portale Formion i X       Image: Seal Rely - Portale Formion i X         Image: Rel Rely - Portale Formion i X       Image: Seal Rely - Portale Formion i X         Image: Rel Rely - Portale Formion i X       Image: Rel Rely - Portale Formion i X         Image: Rel Rely - Portale Formion i X       Image: Rel Rely - Portale Formion i X         Image: Rel Rely - Portale Formion i X       Image: Rely - Portae Formion i X         <	P Sublity - Pottle Formital       Description         P Sublity - Pottle Formital       Description

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





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	Personal Data 2 Evaluation Form	3 Classes Choice	4 Summary / Submit	5 Upload Documents
MENU	Document Type	Other Doc E	Note	Expiry
NEW REQUEST FOR QUALIFICATIONS	Evaluation Questionnaire			0
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STATUS OF DOCUMENTS	Organization Chart	<u>مَ</u>	bit	
	Deed of Incorporation and Bylaws			
	Balance sheet for last 2 years			
USEFUL LINKS	Chamber of Commerce Certificate			•
ommodity classes list	(ONLY FOR ITALIAN SUPPLIERS)			
thics code	Certificate issued by tax authorities confirming compliance with fiscal			0
. 231	requirements	·		
Jser manual	Certificate confirming enrollment in professional register for sector of activity			
Privacy	Licence or other documentation authorising company activities	•		
Fruthfulness of the data provided				
CONTACTS write to Sasol Italy	Upload Document Document type Description (If not provided) Document Notes Deadline (dd/mm/yyyy) Upload		) Completion L	.oading Documents





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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.





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ite to Sasol Italy	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 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.





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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

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	STATUS OF QUALIFICATIONS
	STATUS OF DOCUMENTS
	USEFUL LINKS

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.