

<p>If I have more then one person dealing with Sasol Chemicals, do I need to create multiple accounts for the Coupa Supplier Portal?</p>	<p>No, a single account is sufficient for the Coupa Supplier Portal. This account allows you to manage multiple customers, such as Sasol Chemicals, and enables you to add multiple users to streamline operations. You can also manage the system access the additional users should have and what information is visible to them.</p>
<p>We already have an account on the Coupa portal for another customer. Is it possible to use the same account by linking it to Sasol Chemicals or do I have to create a new profile?</p>	<p>You do not need to create a separate account. Upon receiving the invitation from Sasol Chemicals, you can seamlessly link your existing account and update the necessary Sasol-specific information.</p>
<p>Will freight forwarders book collection slots for the Sasol Warehouse on the Coupa Supplier Portal?</p>	<p>No, the Coupa Supplier Portal will not be used to book collection slots.</p>
<p>Who will receive the invite to join the Coupa Supplier Portal?</p>	<p>The invitation to join the Coupa Supplier Portal will be sent to your company's primary contact for Sasol Chemicals. Currently, these are the individuals who received the webinar invitation.</p>
<p>Can the invite to join be forwarded to other people?</p>	<p>Yes, the invite can be forwarded. Detailed instructions will be provided in the invitation email. Please note that this email can only be forwarded to email addresses with the same domain as the original invite.</p>
<p>Can we have different contacts for processing orders and invoices?</p>	<p>Yes, multiple users can be added to your Coupa Supplier Portal account for managing purchase orders and invoices.</p>

Our company is currently doing business with Sasol Germany, Sasol Chemie and Sasol Italy. Do we need to use the portal for all the Sasol entities?	Sasol Chemicals is implementing Coupa in a phased approach. Sasol Italy will go live on 1 April 2025, with additional regions following throughout 2025 and 2026. Globally, all regions will utilize Coupa to manage sourcing events starting 1 April 2025. You will use the same account to access transactions with Sasol as and when the other regions go live.
How do I submit invoices for goods and service delivered during March, but invoiced in April?	All outstanding purchase orders as of March 31 will be transferred to Coupa. From 1 April invoices with Italian VAT should be sent via SDI, while foreign invoices must be submitted directly through the Coupa Supplier Portal.
From 1 April, do we continue to send invoices as we have done before?	Invoices with Italian VAT should continue to be sent via SDI, while foreign invoices must be submitted directly through the Coupa Supplier Portal. Both types of invoices can be monitored on the Coupa Supplier Portal.
Will my current invoices be transferred to the Coupa Supplier Portal?	Invoices already sent via SDI or manually will be transferred to the Coupa Supplier Portal. You do not need to resend the invoices.
When can I monitor my invoices on the Coupa Supplier Portal?	From 1 April invoices can be monitored in Coupa Supplier Portal.
How will I get notified about new purchase orders on the Coupa Supplier Portal?	Coupa will notify your company's specified purchase order receiving email address once a purchase order is issued. You can then act directly from the email notification or by logging into the Coupa Supplier Portal.

Do I need to enter my payment method and banking details when I create my account for the Coupa Supplier Portal?	You do not need to specify your payment method (virtual card, check, bank transfer) during the creation of your public profile. Sasol will request specific banking details through a supplier onboarding form once your public profile is completed.
Will I need to fill out the supplier onboarding form even if I am already a supplier with Sasol?	Yes, you will have to fill out an onboarding form as part of your registration to on the Coupa Supplier Portal. This process also allows you as the supplier to ensure that your details with Sasol Chemicals are correct. Please complete the questions on the form with your latest information.
How will I transmit my offers to Sasol?	Sasol Chemicals will utilize Coupa to obtain offers from you in the future. You will receive an email from Coupa to participate for the sourcing event. You can upload your offers directly to the specific sourcing event in Coupa Supplier Portal, eliminating the need for email submissions.