



Introducing the new Coupa Supplier Portal

March 2025

Introducing the new Coupa Supplier Portal (1/3)



1 Why are we implementing Coupa?

- Coupa is **replacing** any other previous platforms.
- **Simple** and **transparent** global interaction and communication with our suppliers.

2 When should I start using Coupa?

- **From 1st April 2025**, the Coupa Supplier Portal will be the only way to receive purchase orders and monitor invoice status.

Invoice Submission from 1st April 2025:

- Italian suppliers will continue to submit invoices that include an Italian VAT through the SDI system.
- Suppliers from other countries submitting invoices to Sasol Italy that include Italian VAT will continue to submit invoices through the SDI system.
- All other invoices will be submitted directly in the Coupa Supplier Portal.

Invoice Submission BEFORE 1st April 2025:

- Invoices unprocessed by Sasol should be visible in Coupa Supplier Portal from 1st April 2025. This also applies to open purchase orders.

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3 What do I have to do?

- On **31st of March**, you will receive an invitation from Sasol Chemicals to:
 1. Confirm the correct email address to receive Purchase Orders, as well as primary contact for the same.
 2. Register on the Coupa Supplier Portal
- **It is vital that you follow this request at your earliest convenience and prior to your next invoice to Sasol Chemicals to avoid payment delays.**
 - Via the Coupa Supplier Portal, you can view any past or on-going transactions with Sasol Chemicals and review and manage the information we hold about you.
 - The invitation will also include details on how to access the Coupa Supplier Portal.

4 What do I get out of this?

Simple and fast way to do business with Sasol.

We are also introducing new or improved functionality:

- You can now **make update requests to the data** (such as your name, tax ID and bank details) we have stored
- You can **scale your account with Sasol Chemicals** by creating and/or managing catalogues
- You will **have full transparency** of past and current orders and invoices with Sasol Chemicals
- You can **see the payment status in the real-time** directly into the Coupa Supplier Portal

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5 What else is part of the Coupa roadmap?

- Via the Coupa platform, we will also enforce a “No PO, no Pay” policy.
- Invoices submitted to Sasol Chemicals must contain a valid purchase order (PO) number to be processed.
- The purchase order is mandatory for any work conducted or delivered.
- In addition, we will soon transition to eInvoicing via the free portal provided by Coupa. Details will be provided with your purchase order. Please note that in Germany, eInvoicing is binding from January 2025.

6 Where can I get further information?

- Please visit our webpage for training reference guides and further information
 - [Sasol Supplier Site](#)
- For any additional questions, please reach out to your procurement representative directly
- You can also reach out to Coupa via the below links
 - [Coupa Supplier Support](#)
 - [Coupa Homepage](#)



**Thank you for supporting our efforts to
improve the way we collaborate!**