



SIMPLE GUIDE TO TIMEOUS PAYMENTS

A Supply Chain guideline to help Anglo American vendors achieve timeous payment of their e - invoices submitted in **Ariba**.

THREE-WAY MATCH FOR A SUCCESSFUL PAYMENT

Vendor invoices are paid according to the three-way match as indicated below:

	GOODS RECEIPT VOUCHER	TAX INVOICE
PURCHASE ORDER	✓	✓
PRICE	✓	✓
QUANTITY	✓	✓

01 PURCHASE ORDER

- Do not provide any goods or services without a valid purchase order received in Ariba. Do not trust a telephonic order.
- Check the item description, quantity and unit of measure.
- Check the order price and delivery date.
- Check the VAT rate.
- Check the authorised delivery address.
- Do not over supply – always adhere to the quantity as indicated on the purchase order.
- If any of the above are incorrect, please reject the order or line item and provide the reason for the buyer to amend.
- Please confirm your order in Ariba: no confirmation = no goods receipt = no payment.

02 GOODS DELIVERED

- Only deliver to the authorised delivery address as per your purchase order.
- Obtain a valid proof of delivery which includes a stores stamp clearly indicating the date, receiver’s signature, printed name, payroll number and contact number.
- If mine employees collect goods from your premises, ensure the employee is from Anglo American by validating their employee card and ensuring they are in possession of the valid purchase order you received in Ariba. Ensure that the proof of delivery includes the date, the receiver’s signature, printed name, payroll number and contact number.
- Where goods are collected by or delivered to Crossroads, obtain a valid proof of delivery which includes a Crossroads stamp clearly indicating the date, the receiver’s signature, printed name and vehicle registration number.
- If you have not received a goods receipt notification in Ariba within 2 business days, please follow up with receiver directly as you will not be able to submit your invoice in Ariba until the goods receipt has been done.

03 SERVICES RENDERED

- Please ensure you have a valid purchase order before commencing any services.
- Once the service has been rendered, ensure the job completion certificate / timesheet / job card or similar documents are signed by authorised representatives at the operation, clearly indicating the order number, date, signature, printed name, payroll number and contact number.
- Attach the approved documentation above when you submit your invoice in Ariba.
- Please monitor the status of your service entry submission closely and if it does not update to “approved” status within 5 business days, please follow up with the person who approved your paperwork.
- In the case of a credit note, please submit your service invoice for the value of the invoice **less the credit note** and attach both the invoice and the credit note as supporting paperwork.

04 TAX INVOICE

- Ensure that you capture the invoice date and invoice number **exactly** as it would appear on your accounting system and / or statement
- Each invoice submission can only relate to one purchase order number. If you have more than one purchase order you will need to submit more than one invoice.
- If your delivery note number is different to your invoice number, please capture your delivery note number in the comments field on the invoice capture screen in Ariba.
- Statements must include the following information: invoice date, invoice number, order number and invoice value and be submitted promptly to the designated mailbox referred to on page 2.

Global Shared Services Contact Centre
Tel: 0860 289 987 (0860 BUZZ US) - South Africa
Tel: +44 (0) 20 3450 7627 - UK
E-mail: queryinvoice@angloamerican.com

Contact Centre Hours: Mon to Fri – 08:00 to 15:00 (Time Zone: South Africa GMT+2hours)

These Services are brought to you by Anglo American Shared Services on behalf of Thungela

SUPPLIER INFORMATION

1. Who do I contact if I need Ariba enablement support or training?

- SAP Ariba Online Training – Compulsory
<https://bookwhen.com/ariba-training>
- SAP Ariba Training Guide
[SIPSA-AngloAmerican](#)
- Infographic & Frequently Asked Questions
<https://www.angloamerican.com/suppliers/tools-for-suppliers/procure-to-pay>
- Additional training material
<https://connect.ariba.com/KAAcontent/1,,173443.00.html>
- Procurement Process related queries
Your Supply Chain Buyer
- Ariba Network related queries
angloamericanrunsariba@ariba.com

2. Who do I contact if I have enrolled with Ariba and know how to use the system but have a query related to my invoice I need to capture in Ariba?

Please mail the GSS Contact Centre at queryinvoice@angloamerican.com Enquiries will be responded to within two working days or please call the GSS Contact Centre on [0860 289 987](tel:0860289987) **(0860 BUZZ US) SA Only. For UK +44 (0) 203 450 7627**

3. How do I follow up on my remittance advice?

Call the GSS Contact Centre on [086028997](tel:086028997) with the following information:

- Vendor number
- Bank statement reference number and amount
- Date payment received

4. How do I update my company's banking details?

To request a change of banking details, please submit the following supporting paperwork:

Sole Trader: letter requesting change, clearly displaying the sole trader's identity number; initials and surname

Company: company resolution signed by current directors instructing the change of banking details; Companies and Intellectual Properties Commission (CIPC) Document reflecting current Directors details; confirmation letter from bank with a bank stamp or cancelled cheque.

Submit your email request to the GSS Vendor Master Data team at gss.cm.vmd@angloamerican.com

5. How do I update my company details?

To request a change of company details please submit your request to:

Platinum – For legal entity changes or changes in company contact details and addresses submit your request to smm@angloamerican.com

Thermal Coal – submit request to MDMCOAL@angloamerican.com

Kumba Iron Ore - contact the relevant buyers on site

6. Where do I send my statement?

Rustenburg Platinum Mines Ltd

Kumba Iron Ore

Anglo American JHB Corporate

gss.platinum.statement@angloamerican.com

gss.kumba.stat@angloamerican.com

Gss.corporate.stat@angloamerican.com

Global Shared Services Contact Centre
Tel: 0860 289 987 (0860 BUZZ US) - South Africa
Tel: +44 (0) 20 3450 7627 - UK
E-mail: queryinvoice@angloamerican.com

Contact Centre Hours: Mon to Fri – 08:00 to 15:00 (Time Zone: South Africa GMT+2hours)

These Services are brought to you by Anglo American Shared Services on behalf of Thungela