thψgela Supplier Townhall



April/May2025

Agenda

Introduction
Procurement
Physical Supply Chain
Accounts Payable
Responsible Sourcing
Questions & Answers

thungeld Procurement

PURCHASING

NO-ORDER NO-PAYMENT POLICY

- No service should be rendered or goods delivered without a valid Purchase Order(PO). This applies to contracted goods/services as well.
- □ In resolution, reach out to the respective end-user in the operation for sign off.

AFTER-THE-FACT PURCHASE ORDERS

□ What are After-the-fact Purchase Order (Premature Invoices)

✓ Purchase Orders created after Invoices are created

□ When should an invoice be issued ?

- ✓ Invoices should be issued after the requirement of the order has been fulfilled.
- ✓ The invoice cannot be dated before the date of services rendered/ goods delivery.

□ What happens to the back dated invoices ?

- The practice of back dating invoices is fraudulent. When such invoices are picked up, they will be referred to a query queue and that will delay your payment.
- ✓ A service complaint will be raised against your company when we receive fraudulent invoices

PURCHASING QUERIES

- □ Contact details on Purchase Orders(POs) & Request for Quotes (RFQs) templates
- E-mail address: purchasinginfo@thungela.com

thuged Physical Supply Chain

Supply of Material (Goods) Purchase Order



- A PR is a request from a department to buy goods of services (Internal review and approval required)
- **RFQ** is a competitive bid process used when inviting suppliers to submit a bid
- PO is a commercial document issued by a buyer to a supplier indicating types, quantities and agreed prices for products and/or services required
- Delivery of goods refers to the transfer of goods from one party to another at a specified location
- **GRN** is a document that acknowledges the delivery of goods to a customer by a supplier
- GRN endorsement: As proof of delivery, documents must ne endorsed by the SC representative prior to the suppliers' driver departing from our premises. The document must include the representative's full name and company number, signature only is not permitted. A copy will be retained by the SC representative for our records and verification
- Suppliers are responsible for submitting invoices to vendorinvoices@thungela.com once the GRN has been successfully posted on the SAP ERP system (Ariba vendors will load on the Ariba portal)
- **Payment** will be released as per the agreed payment terms

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Supply Service Purchase Order

Service orders provide and essential method for procuring services that may be planned or unplanned in future, e.g. to service air conditioning or attend to a blocked drain.

When providing a service, important steps must be taken to ensure payment is concluded after completion of the service



thungeld Accounts Payable

How to ensure your invoice is paid on time



Please refer to our Quick Payment Guide on our website for this and other important information related to accounts payable: https://www.thungela.com/suppliers/suppliers-quick-payment-quide

Basic principle: Masterdata = Invoice = Goods/services receipt = Purchase order



If you have not already done so, please register on SNOW (<u>https://usmnow.service-now.com/thungela_portal</u>). Log onto your SNOW account to raise and monitor queries related to your invoices and payments. Please read all emails coming from SNOW as they contain important information about the processing status of your invoice. Emails to Thungela employees will be disregarded as the approved process to be followed is not being followed.

thungeld Responsible Sourcing

Responsible Sourcing

Responsible Souring can be defined as the **ethical and sustainable procurement** of goods and services while ensuring compliance with social, environmental, and governance standards. It involves working with suppliers and stakeholders that conduct business :



https://www.thungela.com/suppliers/responsible-sourcing



What should Suppliers expect?

THUNGELA'S RESPONSIBLE SOURCING REQUIREMENT FOR SUPPLIERS

Suppliers show compliance to the Policy by meeting the Responsible Sourcing Requirements:



COMMIT TO RESPONSIBLE SOURCING

Every supplier to Thungela is required to comply with relevant laws and commit to Responsible Sourcing requirements as a pre-condition to supply.

2) COMPLETE A SELF-ASSESSMENT

Suppliers will be required to complete a self-assessment questionnaire (SAQ) prior to the assessment. IBIS will provide a link for suppliers to access the SAQ.



)UNDERGO A 3RD PARTY ASSESSMENT- IBIS

Suppliers are required to undergo a 3rd party assessment, conducted by IBIS Consulting. In preparation for this assessment, suppliers should ensure they have communicated with the auditors and all relevant documentation and information must be sent to the auditors beforehand.

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MANAGE YOUR RISK

We expect suppliers to develop Corrective Action Plans with realistic timelines to address any issues identified during the SAQ or assessment process

Assessment Process: How does it work?



Thank you, any questions?