

SOUTH32 VENDOR PAYMENT QUICK REFERENCE GUIDE



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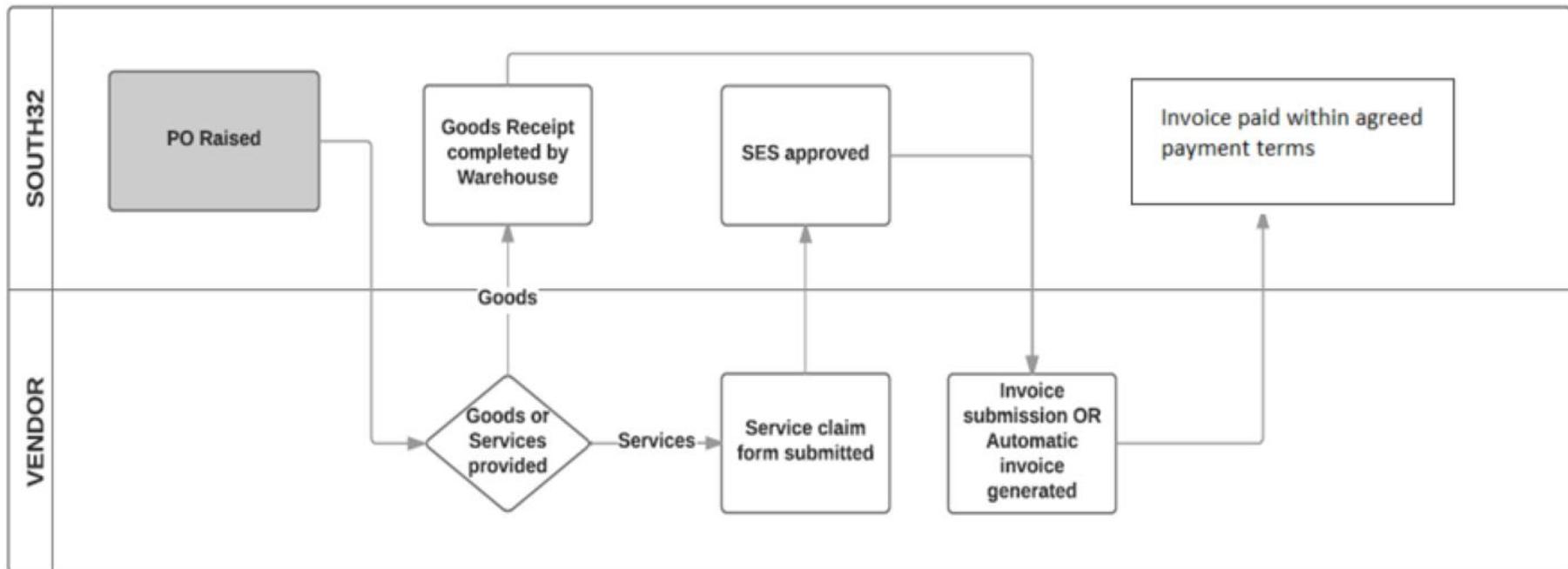
VENDOR PAYMENT OVERVIEW

This document outlines the process that need to be followed by all vendors to enable South32 to process payments efficiently and effectively. We believe that through compliance to these processes, suppliers will be able to reduce the time and effort required to obtain payment on work performed or goods delivered.

It is critical to note the South32 payment terms commence

- On lodgment of compliant invoice after approval of service entry sheet in South32 system
- On lodgment of compliant invoice, after successful goods receipt in South32 system.

OVERVIEW



INVOICE SUBMISSION TYPE

There are three methods for Invoice submission to South32. The method is detailed on the Purchase Order provided to the Vendor by South32.

Manual Invoice

On every Purchase Order there is a section that is headed Invoice address, which details

Invoice address:

All Invoices to be submitted via email to
SSCInvoices@South32.net

RCTI (ERS) Invoice

On every Purchase Order there is a section that is headed Invoice address, which details

Invoice address:

Upon receipt of goods/services, South32 will create an electronic record that will be automatically loaded into the South32 Accounts Payable system. Payment will be made in accordance with the agreed trading terms.

NO INVOICE IS REQUIRED

Ariba Invoice

Ariba Vendors will receive purchase orders through the Ariba network. Follow the processes detailed in Ariba Invoice Submission Guidelines to submit invoice

SERVICE CLAIM FORM INFORMATION

Submission of a service claim for Service Entry Sheet capture for NON -ARIBA VENDORS	Your service claim must be submitted using an online form, with the relevant supporting documentation attached. This form can be accessed using the following link: http://www.south32.net/serviceclaimform
Ariba Vendors	Ariba portal users must submit their SES claims via the Ariba platform https://connect.ariba.com/KAAcontent/1,,170311,00.html?bypass=1

SERVICE ENTRY SHEET SUBMISSION GUIDELINES

Adhering to the guidelines outlined below will assist in the service claim being processed as efficiently as possible.

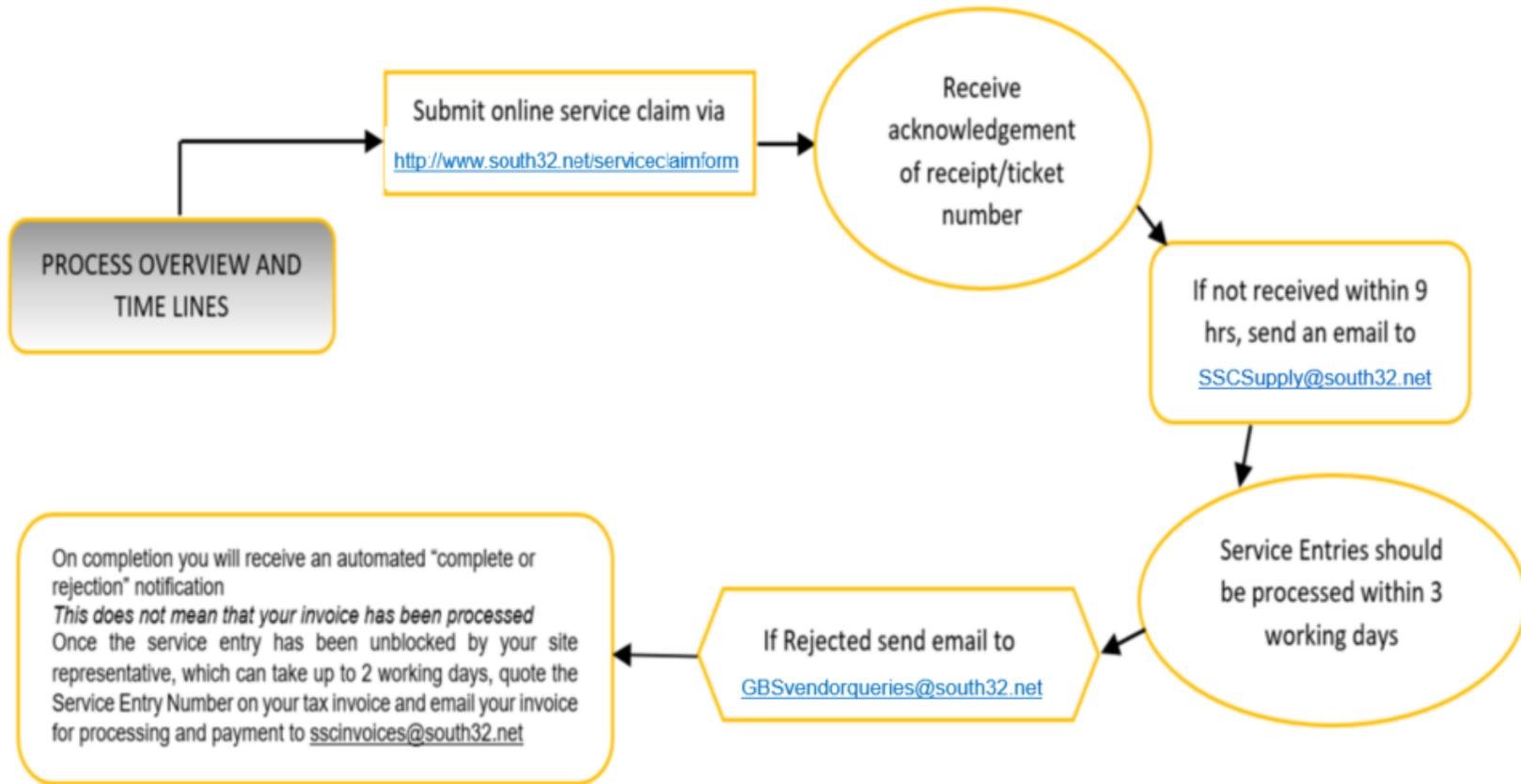
Prior to submission confirm:

- Purchase order number
- Claim Qty, description and rate match purchase orders
- Sufficient funds on Purchase order
- Tax code correct
- Attach all supporting documents
- Documents addressed to the relevant legal entity

You are now ready to submit your claim.

Help is available when completing your online form by hovering the cursor over the field with symbol “?” is displayed you will obtain additional navigation information

PROCESS OVERVIEW AND TIME LINES FOR MANUAL/ERS VENDORS:



HOW TO SUBMIT A SERVICE CLAIM FORM

STEP 1 (YOUR DETAILS)

Open your internet browser and go to:

<http://www.south32.net/serviceclaimform>

Complete the “Your Details” fields in the online service claim form:

- **Name** (Person submitting the claim)
- **Contact Number**
- **Email** (*This email address will be used to send you a confirmation of your submission*)
- **Click Next**



STEP 2A (New Service Claims: Claims Information)

Complete the “Claim Information” fields in the online service claim form:

- **Vendor Name:** The supplier name must match information listed on the Purchase Order
- **Invoice/Ref No:** The reference number provided on service claim form must match with the reference number on the supporting document attached - *limited to 16 characters*
- **PO No:** Valid 10digit Purchase Order Number, all PO's begin with 45xxxxxxx
- **Period From:** The start date of services provided
- **Period To:** The end date of services completed - *Period start date must not be later than period end date*
- **South32 Contact:** The name of the South32 contact person who signed off the services
- **Vendor Contact:** The name of the Supplier contact person who provided the services - limited to 12 characters
- **Short Description:** Short description about service provided as per the official Purchase Order



STEP 2B
**(Amended Service Entry Claims:
Claims Information)**

For Amendment Claims:

This is not applicable for rejected service claim form – you need to submit a new claim form.

- **Amendment Claim:** Only tick this option if you want to make a change to a previous SES created or approved claim that you have submitted.
- **Service Entry Sheet Number:** Insert a valid 10digit SES number that requires change
- **Reason for Amendment:** Select the reason for your amendment
 - SES undercharge
 - SES overcharge
 - Incorrect tax rate
 - Incorrect reference
 - Incorrect price per unit
 - Incorrect Purchase Order number
 - Processing Error: *Applicable if your SES has been created incorrectly by South32*
- **Note:** In the additional details (Step 4), please provide motivation for amendment
- Click **Next**



STEP 3
(Service Being Claimed)

Complete the “Services Being Claimed” fields in the online service claim form:

- **Currency:** Service claims can only be in one currency
- **PO Item No:** Purchase Order Line Item Number being claimed
- **SES Item No:** Service Line Item Number being claimed on the Purchase Order
- **Quantity:** Quantity claiming, as per purchase order.
e.g. If your PO is for 1 @ \$100 you must enter quantity 1.
- **Description:** Description to match with Purchase Order Service Line Item
- **Unit of Measure:** Must match with Purchase Order Service Line Item
- **Price per unit (Exclusive Tax):** Price per unit to match with Purchase Order Service Line Item
- **Tax Component:** Select only one option i.e. applicable for tax or tax free
- **Tax Rate:** Percentage of tax for the services provided

Add

Click the Add Button

After you have entered the service line item data, click the ADD button this will add the details into the summary section of your claim.

To add more service line items, repeat this process as many times as necessary.

Once you have added all your service line items your claim can be reviewed in the summary box.

PO Item No	SES Item No	Description	Qty	Unit of Measure	Price per unit	Cost	Tax	Tax Excl. Cost
3	1	Consultancy by John Doe - January	4,000	Days	5,000.000	20,000.00	2,000.00	20,000.00
							Subtotal (of Tax Applicable Items)	\$20,000.00
							Subtotal (of Tax Free Items)	\$0.00
							Subtotal - All Items	\$20,000.00
							Tax Amount	\$2,000.00
							TOTAL: Claim Payable Value (includes Tax Where Applicable)	\$22,000.00

- Click **Next**

STEP 4
(Additional Details)

Add additional details into the text box that relates to the service claim

If you have ticked Amendment Claim, please provide brief details the reason of amendment.

- Click **Next**

**STEP 5
(Attachments)**

Add your supporting documentation

- To upload your supporting documentation, click the **Add Attachment** Button



- Click on **Select File** and browse for your file
- Click **Add to List**
You may repeat these steps as many times as needed for multiple attachments
- Click **Close** once you have loaded all your attachments Your files will be listed in the textbox
Click **Next**



**STEP 6
(Submit Request)**

Once you have completed all the details and added your attachments you may submit your claim form.

Click **Submit**

The form will prompt you to confirm and if you wish to proceed, Click **OK**

A summary of your claim form will display, and a confirmation email will be sent.

INVOICE SUBMISSION

MANUAL INVOICE SUBMISSION GUIDELINES

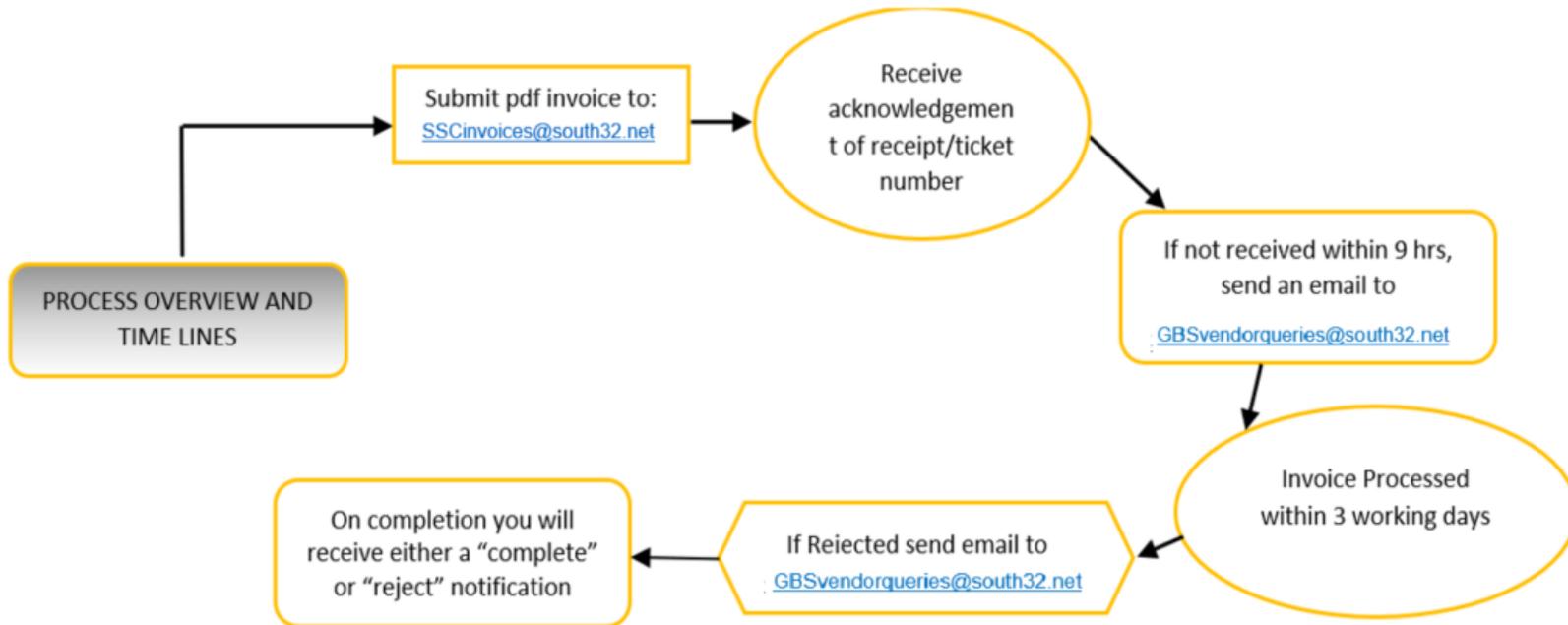
Submit all invoices **one by one in PDF** format to: SSCinvoices@south32.net

All invoices received by South32 must meet the below regulatory requirements (criteria). Failure to do so may result in the invoice being rejected back to the requester via email.

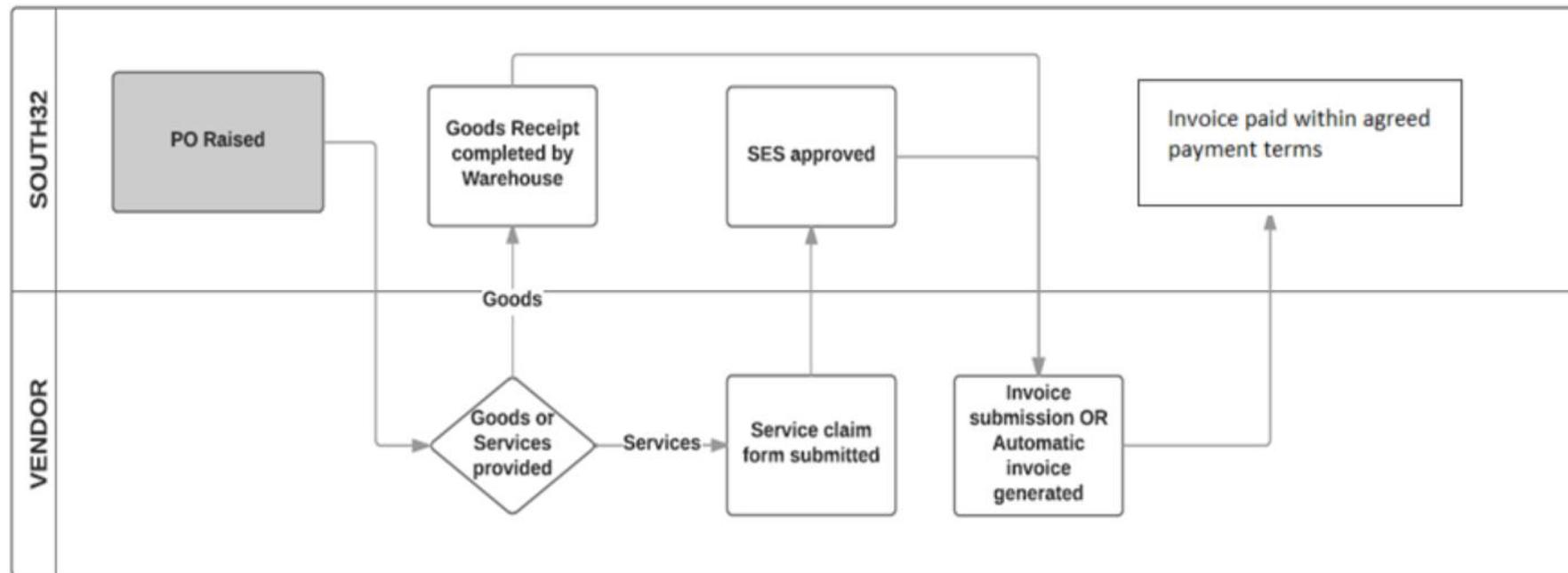
Prior to submission confirm:

- Invoices should be submitted once only
- Invoices must contain a valid Purchase Order number
- The vendor name on the invoice must match that listed on the Purchase Order, Goods Receipt / Service Entry Sheet
- The South32 entity on the invoice must match that listed on the Purchase Order
- The tax rate on the invoice must match the Purchase Order
- All invoices must be black and white (no color) to ensure it is legible
- Invoices sent via email must be less than 3MB and in PDF, TIF/TIFF, DOC/DOCX, JPG, HTM/HTML or RTF format
- Any legislative requirements on the invoices must be met

PROCESS OVERVIEW AND TIME LINES



ERS INVOICE SUBMISSION GUIDELINES



Process Overview

Material Suppliers – As a materials Vendor the ERS process allows a tax invoice to be automatically generated by South32 based on the purchase order price and physical quantity of goods received.

The reference number used to receipt goods, and subsequently quoted on payment notifications depends on the information contained on the delivery documentation

Service Providers – As a Service vendor the ERS process allows a tax invoice to be automatically generated by South32 based on the approval of the Service Entry Sheet (SES). The invoice created contains details such as the purchase order, description of the service, quantity claimed, unit price, GST, total amount to be paid and the reference number quoted when submitting the original SES.

Please note: The process applies to your Head Office, and any other branches you may have established in South32 Vendor system.

The payment terms start from generation of invoice in South32 system.

Vendors with an RCTI (ERS) agreement should not submit invoices via email – these will be rejected

ARIBA INVOICE SUBMISSION GUIDELINES

Material Suppliers – As a materials Vendor the ARIBA process allows a tax invoice to be generated by Vendor based on the purchase order price and physical quantity of goods received. South32 generates a goods receipt which transmits through Ariba to Vendor's portal. Depending on setup in Vendor Portal the invoice can be generated by the Vendor:

- Auto-Flip process – ARIBA generates the invoice based on Purchase Order and Goods Receipt details
- ARIBA entry process – Vendor submits the invoice into ARIBA

The reference number used to receipt goods, and subsequently quoted on payment notifications depends on the detail entered by the Vendor.

Service Providers – As a Service vendor, the Ariba process does not require a service entry sheet to be generated, except when the Vendor is utilising the ERS process. In this case the Vendor follows the process as detailed in ERS Invoice Processing.

If processing through ARIBA, the Vendor submits invoice into ARIBA, ARIBA generates the service entry sheet and submits to South32 for approval. Once service entry sheet is approved, the invoice can be generated by the Vendor, dependent on set up in Vendor portal.

- Auto-Flip process – ARIBA generates the invoice based on Purchase Order and Goods Receipt details
- ARIBA entry process – Vendor submits the invoice into ARIBA

Please note: The process applies to your Head Office, and any other branches you may have established in South32 Vendor system. Correct attachments are critical to process flow of invoice.

The payment terms start from generation of invoice in South32 system.

The link to Ariba invoice Submission Guidelines: <https://connect.ariba.com/item/view/171701>

Please copy and paste this address into your explorer tab.

For Service purchase orders go to Service order guides and scroll through to Invoice submission.

For Material purchase orders, go to material order guides

Click on the Link to Access the Training Material

SOUTH32 SPECIFIC CLIPS - (ENGLISH)



- [South32 Services Invoicing \(.mp4\)](#)
- [South32 Goods Invoicing \(.mp4\)](#)
- [South32 Credit Memo \(.mp4\)](#)
- [South32 Order confirmation \(.mp4\)](#)

SOUTH32 clips específicas - (español)

- [Material Order Clip](#)
- [Service Order Clip](#)

Coming soon

SOUTH32 SPECIFIC GUIDES - (ENGLISH)



- [Material Order Guide](#)
- [Service Order Guide](#)
- [Process flow Guide](#)

SOUTH32 guias específicas - (español)

- [Guía de Orden Material](#)
- [Guía de Orden Service](#)
- [Guía de Flujo de Proceso](#)

When to Expect Payment

Upon receipt of successfully completed notification, your tax invoice will become due and payable within the agreed payment terms, calculated from the original date of tax invoice submission to sscinvoices@south32.net.

Example:

- Tax invoice submitted for processing to sscinvoices@south32.net on 26 March 2020
- Agreed payment terms (30 days)
- Due date of tax invoice = 30 days from the 26th of March 2020

CREDIT ADJUSTMENTS

All credit adjustments must reference the applicable Purchase Order Number and relevant invoice number. Credit Notes must be submitted for the full credit value and quantity of the original invoice. It is advisable to submit invoice and credit **simultaneously as one PDF document** for **Netting** purposes.

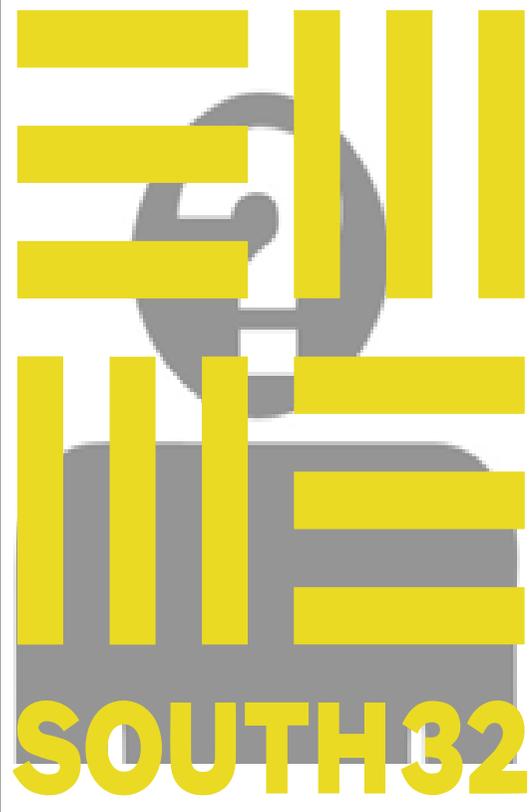
ARIBA

Unless otherwise expressly agreed, Vendors using Ariba for submission of invoices should not submit invoices via email.

Any invoices received from these vendors via email will be rejected back to the requester.

QUERIES AND ESCALATIONS

Further queries may be addressed to:



Payments & Invoice Queries (3 days response time): GBSvendorqueries@south32.net

eBusiness Queries (3 days response time): South32ebusinessquery@south32.net

Payments & Invoice Queries **Escalation** should the above not be met (2 days response time): vendorescalation@south32.net

Purchasing: purchasingau@south32.net

Expediting: expeditingau@south32.net

Vendor Master Additions or Changes: GBSvendorCreation@south32.net