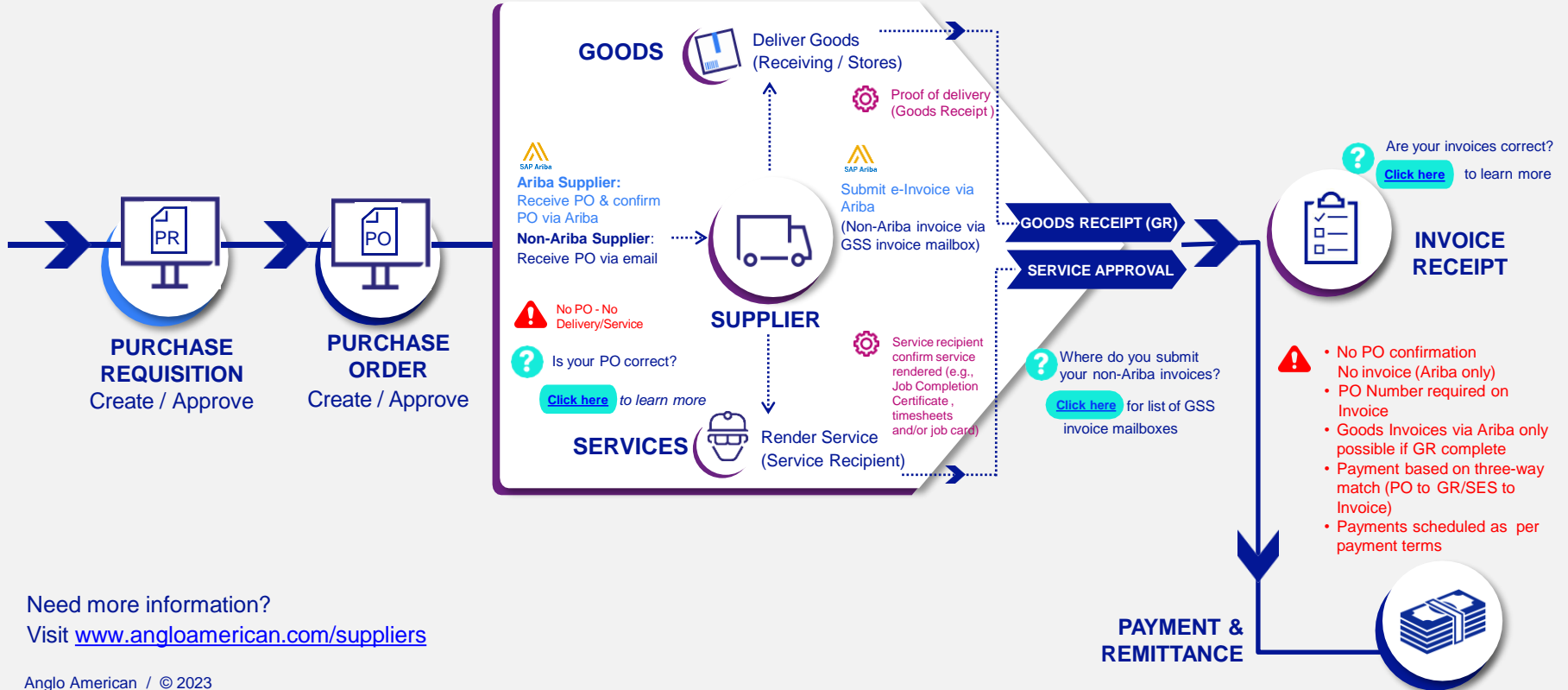


Supplier Overview - Procure to Pay Process (EMEA)

- Anglo American / De Beers Group (Internal)
- Anglo American / De Beers Group
- ? Help
- Supplier
- ! Important for suppliers to note
- ⚙️ Operation specific requirement may exist



Need more information?
Visit www.angloamerican.com/suppliers

Purchase Order (PO)

Is your PO correct?

- **Do not** provide goods or services **without a valid PO**
- When receiving a PO **please check** the following content:
 - Item Description
 - Quantity and Unit of Measure
 - Price
 - Delivery Date
 - VAT rate
 - Authorised Delivery Address
- If you received your PO **on Ariba** please:
 - **Confirm your order** if each of the above are correct or;
 - Reject the PO line item and provide the rejection reason so that it can be corrected
- If you received your PO via **email** (non Ariba) and any of the content is incorrect, please contact the buyer displayed on the PO

Note: Rejecting your PO or requesting a correction does not mean you are rejecting doing business with us. This steps ensures you have an accurate PO.

Need more information?

Visit www.angloamerican.com/suppliers

Invoice & Statements

Is your invoice or statement correct?

- Tax invoices must always **comply with the Tax/VAT requirements** (where suppliers are registered for Tax/VAT)
- When submitting a **manual invoice via email** please ensure:
 - The Invoice has been issued to the correct 'BILL TO' party
 - The correct PO number is displayed on the invoice
 - That each invoice relates to a unique PO (i.e. you cannot have one invoice across different POs)
 - That delivery note numbers are referenced on the invoice (where applicable)
 - Original tax invoices or original copy tax invoices are submitted
 - Submitted invoices are of good quality to support our scanning process. Note that faxed documents will not be accepted.
- When submitting an **e-Invoice via Ariba** please ensure:
 - The invoice capture date and invoice number align to your accounting system and/ or statement
 - The subtotal, total tax and amount due in Ariba match your system generated invoice
 - Delivery note numbers are captured in the comments field in Ariba (if different from invoice number). These delivery note numbers appear in the 'Packing Slip ID' column of the GRV/Receipt
 - Mandatory attachments are added as required
- **Statements** should reflect:
 - Invoice Date
 - Invoice Number
 - PO Number
 - Invoice Value

Where do you submit your non-Ariba invoices?

Region	Business Unit	Invoice Mailbox	Statement Mailbox
EMEA	Anglo American T&S Services Ltd	emea.payinvoice@angloamerican.com	
	Anglo American UK services	emea.payinvoice@angloamerican.com	
	Anglo American EMEA Shared Services Pty Ltd	emea.payinvoice@angloamerican.com	gss.corporate.stat@angloamerican.com
	Anglo Corporate Services South Africa Pty Ltd	emea.payinvoice@angloamerican.com	gss.corporate.stat@angloamerican.com
	Anglo American Services (UK) Limited	emea.payinvoice@angloamerican.com	
	Sishen Iron Ore Company Pty Ltd	emea.payinvoice@angloamerican.com	gss.kumba.stat@angloamerican.com
	Zimele	emea.payinvoice@angloamerican.com	gss.zimele.stat@angloamerican.com
	Atomatic Trading (Pty) Ltd	emea.payinvoice@angloamerican.com	gss.platinum.statement@angloamerican.com
	Platmed (Pty) Ltd	emea.payinvoice@angloamerican.com	gss.platinum.statement@angloamerican.com
	Rustenburg Platinum Mine Ltd / RPM Ltd	emea.payinvoice@angloamerican.com	gss.platinum.statement@angloamerican.com
	Rustenburg Platinum Mine Ltd / RPM Ltd (Mogalakwena Mine)	emea.payinvoice@angloamerican.com	gss.platinum.statement@angloamerican.com
	Bokoni Platinum Mines (Pty) Ltd	bokoni.apinvoice@angloamerican.com	
	De Beers Consolidated Mines Ltd	dbrsa.payinvoice@angloamerican.com	gss.dbrsa.statement@angloamerican.com
De Beers UK Limited	dbuk.payinvoice@angloamerican.com		
Canada	De Beers Canada Inc	ap.invoices@debeersgroup.com	gss.debeers.statement@angloamerican.com

 **Submit documents in .PDF format only**

Need more information? Visit www.angloamerican.com/suppliers

Where do you submit your Accounts Payable queries or Master Data change requests?

Region	Business Unit	Query Mailbox	Master Data Mailboxes
EMEA	Anglo American T&S Services Ltd	Payment Status, remittance, good receipt, Ariba Network, and general AP queries: E: queryinvoice@angloamerican.com T: 0860 289 987 (0860 BUZZUS) - South Africa T: +44 (0) 203 450 7627- United Kingdom / International	General Company Information changes: Supplier.EMEA@angloamerican.com Bank Account changes: gss.cm.vmd@angloamerican.com SMM-Ariba@debeersgroup.com
	Anglo American UK services		
	Anglo American EMEA Shared Services Pty Ltd		
	Anglo Corporate Services South Africa Pty Ltd		
	Anglo American Services (UK) Limited		
	Atomatic Trading (Pty) Ltd		
	Platmed (Pty) Ltd		
	Rustenburg Platinum Mine Ltd / RPM Ltd		
	Rustenburg Platinum Mine Ltd / RPM Ltd (Mogalakwena Mine)		
	Sishen Iron Ore Company Pty Ltd		
	Zimele		
	Bokoni Platinum Mines (Pty) Ltd		
De Beers Consolidated Mines Ltd			
De Beers UK Limited			
Canada	De Beers Canada Inc		

 Queries are logged, assigned a reference number and routed to the relevant department for resolution

Need more information? Visit www.angloamerican.com/suppliers

For Thungela Resources Group visit <https://www.thungela.com/suppliers>

Where do you submit your Accounts Payable (AP) queries or Master Data change requests?

Region	Business Unit	Query Mailbox	Master Data Mailboxes												
EMEA	Anglo Operations Pty Limited (Thungela Resources)	Payment status, remittance, good receipt, Ariba Network, and general AP queries: E: queryinvoice@angloamerican.com T: 0860 289 987 (0860 BUZZUS) - South Africa T: +44 (0) 203 450 7627- United Kingdom	Thungela Resources Group suppliersinfo@angloamerican.com												
	Anglo American Inyosi Coal (Pty) Ltd		General Company information changes: Supplier.EMEA@angloamerican.com												
	Mafube Coal Mining (Pty) Ltd			Bank Account changes: gss.cm.vmd@angloamerican.com											
	Anglo American T&S Services Ltd				SMM-Ariba@debeersgroup.com										
	Anglo American EMEA Shared Services Pty Ltd														
	Anglo Corporate Services South Africa Pty Ltd														
	Anglo American Services (UK) Limited														
	Atomatic Trading (Pty) Ltd														
	Platmed (Pty) Ltd														
	Rustenburg Platinum Mine Ltd / RPM Ltd														
	Rustenburg Platinum Mine Ltd / RPM Ltd (Mogalakwena Mine)														
	Sishen Iron Ore Company Pty Ltd														
	Anglo American Zimele Loan Fund (Pty) Ltd														
	Bokoni Platinum Mines (Pty) Ltd														
	De Beers Consolidated Mines Ltd														
De Beers UK Limited															
Canada		De Beers Canada Inc													

 Queries are logged, assigned a reference number and routed to the relevant department for resolution