

Supplier guide

Trade vendor payment process

Start



Receive PO

Supplier receives Purchase Order (PO) stipulating order details including quantity, price and line item.



Delivers goods

Supplier delivers goods or service as per PO.



Complete goods receipt

Thungela Supply Chain representative completes Goods Receipt (GR) or Service Entry Sheet (SES).



Email invoice

Non-Ariba supplier emails invoice to vendorinvoices@thungela.com.
Invoice matches PO: quantity, price and line item. (With exception of value driven/services orders).

NEW!



Successful invoice

Supplier gets email of successful invoice received with reference number.

NEW!



Unsuccessful invoice

Should there be a non-compliance to any invoice requirements, supplier gets an email of unsuccessful invoice submission from vendornoreply@thungela.com and reason.

NEW!



Validation

Validation not passed.



Invoice is validated

Invoice is validated automatically by Thungela Invoice Platform (TIP). 3-way match is completed by comparing and matching PO, GRV/SES and invoice.

NEW!



Validation

Validation passed.



Receive invoice and proposed payment date

Supplier receives email of invoice to be processed and proposed payment date.

NEW!



Follow-up on invoice progress

Supplier can follow up on invoice progress by contacting Thungela using Service Now (SNOW) and including their reference (VINVC number).

NEW!



Receives payment

Supplier receives payment based on agreement payment terms.

End