

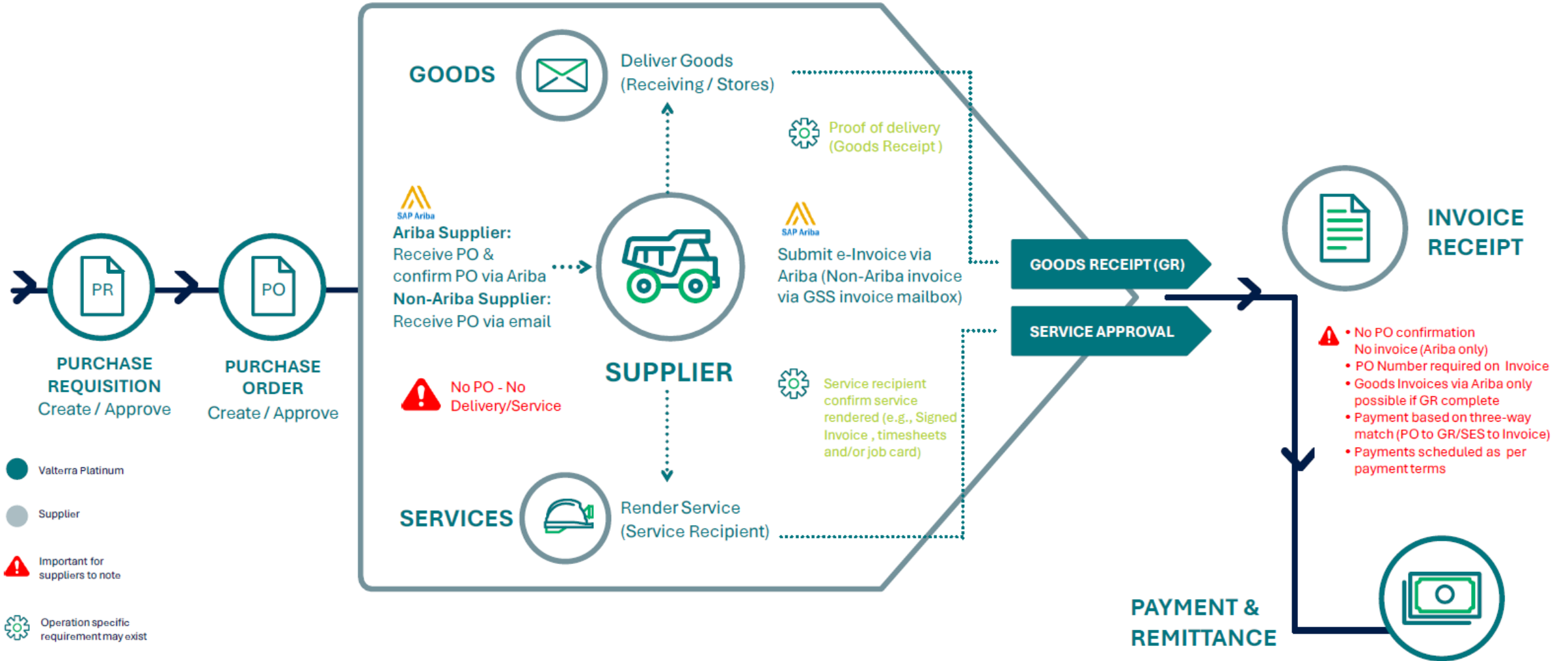
# Procure-to-Pay Process for Suppliers

June 2026 | Version 2

External



# Supplier Overview



# Supplier Guide – POs, Invoices & Statements

## Purchase Orders (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 is 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. These steps ensure you have an accurate PO.

## Invoices

Is your invoice correct?

- Tax invoices must always comply with 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 the delivery note numbers are referenced on the invoice (where applicable)
  - The original tax invoices or original copy tax invoices are submitted
  - Submitted invoices are of good quality to support our scanning process. Please note: 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

Is your statement correct?

Statements should include:

- Invoice date, value & document number
- PO number

# Supplier Guide – Invoices and Statements

## Where to submit your non-Ariba invoices & statements

Legal Entity	Invoice Mailbox (Valid with immediate effect)	Statement Mailbox
Atomatic Trading (Pty) Ltd	<a href="mailto:emea.payinvoice@valterraplatinum.com">emea.payinvoice@valterraplatinum.com</a>	<a href="mailto:gss.plat.statements@valterraplatinum.com">gss.plat.statements@valterraplatinum.com</a>
Platmed (Pty) Ltd		
Rustenburg Platinum Mine Ltd / RPM Ltd		
Valterra Platinum Marketing Limited		n/a
Unki Mines (Pvt) Ltd	<a href="mailto:unki.accounts@valterraplatinum.com">unki.accounts@valterraplatinum.com</a>	<a href="mailto:Unkisupplier.queries@valterraplatinum.com">Unkisupplier.queries@valterraplatinum.com</a>
Modikwa Platinum Mine	<a href="mailto:Invoices.modikwa@valterraplatinum.com">Invoices.modikwa@valterraplatinum.com</a>	<a href="mailto:statements.modikwa@valterraplatinum.com">statements.modikwa@valterraplatinum.com</a>



**Submit documents in .PDF format only**

# Supplier Guide – Queries

## Where to submit your invoice queries

Legal Entity	Query Mailbox
Atomatic Trading (Pty) Ltd	<a href="mailto:queryinvoice@valterraplatinum.com">queryinvoice@valterraplatinum.com</a>
Platmed (Pty) Ltd	
Rustenburg Platinum Mine Ltd / RPM Ltd	
Valterra Platinum Marketing Limited	
Unki Mines (Pvt) Ltd	<a href="mailto:unkisupplier.queries@valterraplatinum.com">unkisupplier.queries@valterraplatinum.com</a>
Modikwa Platinum Mine	<a href="mailto:Invoices.modikwa@valterraplatinum.com">Invoices.modikwa@valterraplatinum.com</a>

# Supplier Guide – Queries and Supplier Detail Changes

## Where to submit your queries & supplier detail changes

Legal Entity	Contact Centre	Query Mailboxes	Supplier Detail Changes
		Payment Status, remittance, good receipt, Ariba Network and general AP queries:	
Rustenburg Platinum Mine Ltd / RPM Ltd	<b>T:</b> 080 122 9082 Or <b>T:</b> +27 (0)11 603 9600 (Local & International)	<a href="mailto:queryinvoice@valterraplatinum.com">queryinvoice@valterraplatinum.com</a>	General Company Information changes:  <a href="mailto:Supplier.Services@valterraplatinum.com">Supplier.Services@valterraplatinum.com</a>
Valterra Platinum Marketing Limited			Bank Account changes: <a href="mailto:masterdatarequests@valterraplatinum.com">masterdatarequests@valterraplatinum.com</a>
Unki Mines (Pvt) Ltd		<a href="mailto:unkisupplier.queries@valterraplatinum.com">unkisupplier.queries@valterraplatinum.com</a>	
Modikwa Platinum Mine		<a href="mailto:Invoices.modikwa@valterraplatinum.com">Invoices.modikwa@valterraplatinum.com</a>	



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

# Thank you

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