

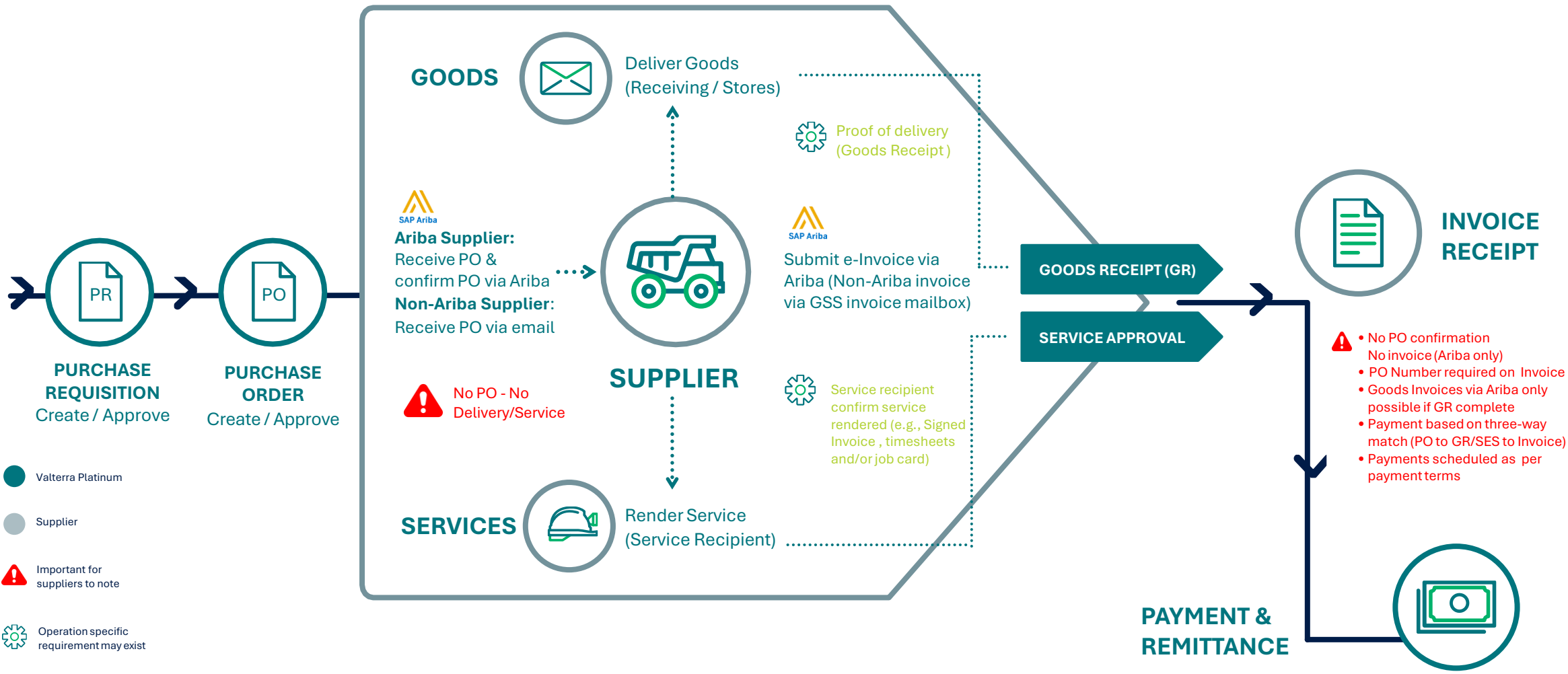
Procure-to-Pay Process for Suppliers

May 2025 | Version 1

External



Supplier Overview



*Anglo American will be providing some services for a transitional period.

Supplier Guide – POs, Invoices & Statements

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.

Invoices

Is your invoice 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

Is your statement correct?

Statements should include:

- Invoice date, value & document number
- PO number

Supplier Guide - Invoice & Statements Submission (EMEA)*

Where do you submit your non-Ariba invoices?

Business Unit	Invoice Mailbox	Statement Mailbox
Atomatic Trading (Pty) Ltd	emea.payinvoice@angloamerican.com	gss.emea.statement@angloamerican.com
Platmed (Pty) Ltd	emea.payinvoice@angloamerican.com	gss.emea.statement@angloamerican.com
Rustenburg Platinum Mine Ltd / RPM Ltd	emea.payinvoice@angloamerican.com	gss.emea.statement@angloamerican.com
Bokoni Platinum Mines (Pty) Ltd	bokoni.apinvoice@angloamerican.com	bokoni.apinvoice@angloamerican.com
Valterra Platinum Marketing Limited	emea.payinvoice@angloamerican.com	gss.emea.statement@angloamerican.com
Unki Mines (Pvt) Ltd	unki.accounts@angloamerican.com	unki.accounts@angloamerican.com
Modikwa Platinum Mine	invoices.modikwa@angloamerican.com	statements.modikwa@angloamerican.com



Submit documents in .PDF format only

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Supplier Guide – Query & Master Data Mailboxes

Where do you submit your non-Ariba invoices?

Business Unit	Query Mailbox	Master Data Mailboxes
Atomatic Trading (Pty) Ltd Platmed (Pty) Ltd Rustenburg Platinum Mine Ltd / RPM Ltd Bokoni Platinum Mines (Pty) 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.Services@angloamerican.com (Valterra Platinum) Bank Account changes: gss.cm.vmd@angloamerican.com



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

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Thank you

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