

Service Entry Approval Form Supplier Job Confirmation

samancor 

Site:
Indicate the Site

Mooindooi

Supplier Job Confirmation Form

After completion of a service to one of the Samancor Sites, kindly complete this form to ensure that the Service Entry/ time sheet is approved.

There is two parts to the form – one part for the Supplier of the Service and another to the Samancor employee (End user / Supervisor) complete their section for quality control purposes.

This document will serve as proof that the Service was rendered and must be attached to the Service Time Sheet together with other supporting documents.

1. The Service Provider

This document must be completed by each Service Provider entering the plant to perform work. The following information is needed from the supplier:

Service Provider Name	Elashib group of companies	
Service Provider / Vendor number	4025947	
Service Provider Representative Name & Cellphone number:	Stanley Phoku	0813779975
Date(today):	01/10/2025	
Purchase Order number:	50007 28956	
Person to report to in plant:	B Chauke	
Task Based Service Was the task completed, or only partially done?	Partially	
Percentage completed	20%	
Explain reason for partial completion	Work is for 6 months	
Hourly Based Service Was the task completed, or only partially done?	-	
Number of Hours?	-	
Other Comment	-	

2. The Plant Responsible Person:

Please complete the attached information. Attach all relevant documentation.

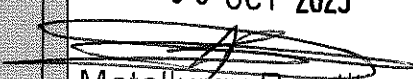
Who performed the quality inspection on the work performed? Specify Company No	B Chauke 370601
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Was the work done according to the Scope of Work provided? Yes/ No	Yes
If No - Elaborate why work was not done according to SOW.	-
Was the quality of the work performed satisfactorily?	Yes
Will the Tax invoice amount be less than the Order amount?	Yes
Who in the plant can be contacted w.r.t. queries on Coupa /SAP?	B Chauke
Was all documentation submitted to Plant i.e. Delivery note, Job card, Time Sheet	Yes
Other Comment	

Signature: Service Provider	
Date:	

Signature: Samancor Employee	<p>Beejo Chauke 370601</p> <p>03 OCT 2025</p>  <p>Metallurgy Practitioner</p>
Date	