



SAMED Public Sector Figures

How to participate

It is essential that you assign the correct person or persons (Public Sector Figure Coordinator) to this role as this person must have access to the amounts owed per public institution.

To ensure data integrity, this person needs to submit monthly figures between the 1st and the 7th of each month – the data entered should only be until the last day of the previous month.

If you have already registered an account, log in and under Dashboard click Users. Click on create user (right hand side). Add them as a user and assign the position of Public Sector Figure Coordinator. You will then need to send the user a password that you created for them. You can assign this position to more than one user which will ensure that each of them will receive the monthly reminder to submit the public sector figures. Thereafter you will need to grant that user access through permissions to the public sector figures tab in step two of creating the user. Their position and their permissions must be correct to ensure participation.

If you have not yet registered an account, you will first need to do so in order to add users.

How to participate

Assigning a role to a user

Dashboard

- Users
- Company information
- Ratification
- Public Sector Submission
- Document Library
- Events
- Committees: Join/Query

Create User

Users

Register a new account

Email / Username:

Password:

A strong password is required to move to the next step. The password must be at least 8 characters long and include a capital letter, a lower case letter, special character (*#!) and a number.

Name:

Last name:

Select position:

Please Select

Cancel

- Please Select
- Chief Executive Officer
- Human Resource Manager
- General Manager / Managing Director
- Operations Manager
- Financial Manager
- Marketing Manager
- Sales Manager
- Principal Representative
- B-BBEE/Transformation responsible person
- Tender/Quote Coordinator (Product Queries)
- Regulatory Manager / Authorised Representative
- Reimbursement Manager
- Public Sector Figure Coordinator
- Compliance Manager
- Administrator
- Customer Services
- Sales
- Other (not listed)
- Quality Manager
- Please Select

- Permissions
- Companies
 - Ratification
 - Public Sector Submissions
 - Document Library
 - Events
 - Committee

How to participate

Log in and click the Public Sector Submission button and then click 'Create'.

The screenshot displays a web application interface. On the left is a vertical navigation menu with a teal header labeled 'Dashboard'. Below the header are several menu items, each with an icon: 'Users' (person icon), 'Company information' (calendar icon), 'Ratification' (plus icon), 'Public Sector Submission' (document with dollar sign icon), 'Document Library' (book icon), 'Events' (calendar icon), and 'Committees: Join/Query' (calendar icon). A red arrow points from the 'Public Sector Submission' menu item to the main content area. The main content area has a teal header with the SAMED logo and the text 'Public Sector Submission'. Below this is a white box containing the text 'All Public Sector Submission'. To the right of this text is a teal button with a plus icon and the word 'Create'. A red arrow points from this button to the right. Below the white box are three buttons labeled 'Copy', 'Excel', and 'PDF'. At the bottom right of the white box is a search field with the label 'Search:' and an empty input box.

How to participate

Add your outstanding invoice

Region

Institution

Description

Invoiced / Purchase Order


Less than 30 days

More than 30 days

More than 60 days

More than 90 days

More than 120 days



The user will select the province, then the institution and indicate if the amounts you are submitting are outstanding invoices or invoices pending purchase orders. The user will then capture the numerical values into the various categories (less than 30 days, more than 30 days, etc.). Do not include the rand symbol or spaces in the numbering and use a full stop to add cent values

How to participate





Once submitted, the data will appear on the public sector submissions dashboard.

Public Sector Submission

All Public Sector Submission [Create](#)

Copy Excel PDF

Search:

	Description	Month	Year	Region	Institution	Type
		January	2021	Gauteng	Wits Oral & Dental Hospital	Invoiced Amounts
		January	2021	Western Cape	False Bay Hospital	PO Amounts
		January	2021	Kwazulu-Natal	King Edward VIII Hospital	Invoiced Amounts

