

E-INVOICING

Electronic Invoice Submission



GAUTENG PROVINCE

PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA

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Background

- E- Invoicing was implemented in Gauteng in 2008.
- In September 2016 the E-Invoicing system was upgraded with the following functional enhancements added to the existing solution:
 - ✓ Suppliers can submit invoices via e-mail or in SMARTXML format.
 - ✓ Suppliers can capture and view the status of their invoices online.

Process - E mail

- Suppliers can only send invoices in PDF format.
- A maximum file size of 2MB will be set.
- The order number and customer must be specified on the invoice.
- A response will be sent to suppliers if they are sending files in the incorrect format.
- The subject line of the email from the Vendor should at least contain the word “invoices” and the relevant Departments’ name when sent to GPT.
- The transmitted electronic document will constitute the original tax invoice. The E-Invoicing system will endorse hard copies with the words "computer generated copy tax invoice” when printed.
- Invoices will be sent to Departmental specific designated email addresses which will be provided to the supplier should they choose this option.

Process - SUPPLIER PORTAL

- Supplier Portal is an internet based application which allows for invoice capturing and tracking
- Vendors can track invoices on-line
- The status of the invoice will reflect. (Paid, rejected or in progress and at what stage)
- Invoice or purchase order number can be used to access the information.
- Suppliers can modify their logon data

Process – SMARTXML

- A predefined SMARTXML layout is provided to suppliers.
- The XML file is picked up by SAPXI from an outwardly exposed folder on a designated server provided by the supplier. (FTP)
- The file is then transferred to the E-Invoicing system for processing.
- Only SAP purchase order based invoices can be accepted via XML.
- XML (Extensible Markup Language) is currently being used for the payment of NGO's and NPO's of GPG

Benefits

- Invoices can be submitted and processed 24 hours a day.
- Invoice exceptions (GRV not captured) can be addressed much earlier.
- Printing and submission costs will be eliminated.
- Elimination of pre-capturing process delays. (DMC).
- Predefined SMARTXML file lay-out and PDF invoice lay-out will result in accurate, immediate processing of invoices by the system.

Way forward

- Decision on use of SMARTXML, e-mail or Supplier Portal by suppliers.
- Sign the agreement between GPT and supplier in terms of SARS regulations and ECT Act and forward your agreement and a sample of your companies invoice as a systems generated PDF document to EISRegistration@gauteng.gov.za
- Engagement on technical level if SMARTXML option is selected.
- Supplier will receive a confirmation email that they can start submitting invoices electronically.

THANK YOU