



GAUTENG PROVINCE
PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA

**Financial Governance
Financial Automation Management Systems**

**WEBBOARD SUPPLIER
PORTAL TRACKING
TRAINING MANUAL**

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WEBBOARD SUPPLIER PORTAL ONLINE INVOICE TRACKING SYSTEM

TRAINING MANUAL

GAUTENG PROVINCIAL TREASURY

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1. INTRODUCTION

The purpose of this training manual is to provide you with the required information that will enable you to track invoices already submitted and to upload invoices if you have been registered to do so.

WebBoard is a web based system and can be accessed 24 hours a day, 7 days a week.

Electronic submission of invoices can be done by:

1. WebBoard Upload
2. Email
3. XML

Access to the system is subjected to the completion of a GPG Electronic Invoice Submission Agreement and Registration. Registration requests can be submitted to ESregistration@gauteng.gov.za

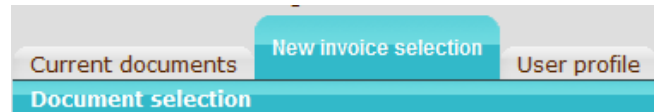


2. VIEWING OF INVOICE STATUS'S

2.1 Type in the link: <http://www.e-invoicing.gpg.gov.za/webboard-SDV/init.do?sapsystem=SPD>

2.2 Insert your Log in credentials, user name is your vendor number which consists of ten digits and password then clicks on “Log on”

2.3 The below window will open with four tabs



2.4 The below window will open and it offers you different options where you can type in information you're looking for. These fields do not ALL have to be completed. Type in either ONE of the below fields: e.g If you are looking for a specific invoice you should ONLY capture the invoice number.



Below is a short description of each field:


2.4.1 Vendor Number:

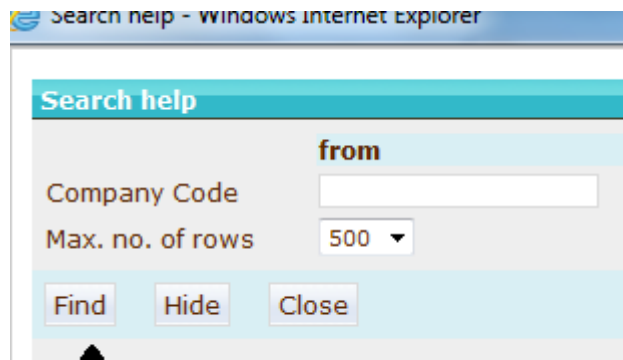
Firstly your vendor number will always appear. If you are registered on our system with more than one vendor number, the vendor number that is used most often will be linked to your profile.

2.4.2 Company Code:

The company code refers to the Department where you have rendered services: 0030 is Department of Education, 0020 is the Department of Health, and 0010 is the Office of the Premier. At the end of this training manual you will find a list of all the GPG Departments.

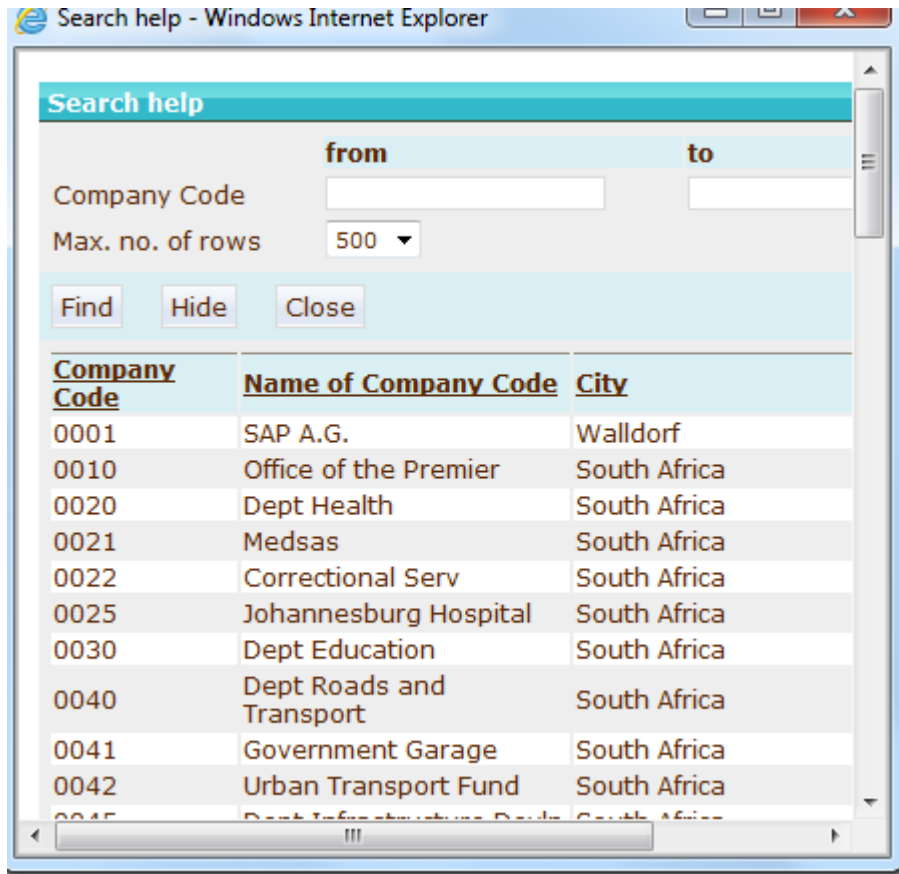
Click on the open search help icon

Vendor	Dinaledi Medical Pty Ltd Noordwyl
Company Code	<input type="text"/> 



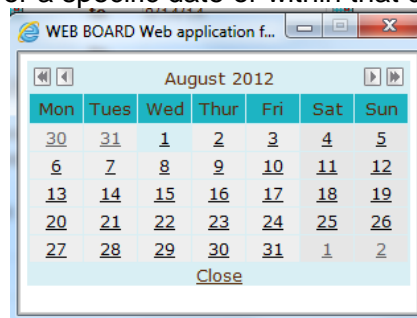
Click on Find

A list of the company codes will be displayed. You can then double on the company code where you have rendered services.





2.4.3 Invoice Date:

You can insert a specific invoice date or a date range which will allow you to see invoices submitted to Gauteng Department of Treasury for a specific date or within that date range.



Invoice date  to 

You could also enter your purchase order number or you can go and search for it with all fields that has an information icon ( or ).



2.4.4 Invoice number:

Please capture your invoice number exactly how it appears on your invoice except leaving spaces. No spaces allowed.

Eg: Invoice Number on invoice: INV 123
Capture on system as INV123

2.4.5 Purchasing Document:

You are again able to search either for a specific P.O number or a range of P.O numbers. If you select a range of P.O numbers you will only see the orders which we have received invoices for your company.

Purchasing Document 4250377342 to

OR

Purchasing Document 4250377342 to 425039000 x

2.4.6 Status:

These are the different status of the invoices we have received.

Status

- Received - In process
- Awaiting payment run
- Paid
- With Department - In process
- Rejected

If you would like to see all statuses, please tick all blocks as below:

Status

- Received - In process
- Awaiting payment run
- Paid
- With Department - In process
- Rejected

2.4.7 Waybil Number

Waybill number: This is your reference number that you receive when submitting invoices directly to Gauteng Department of Treasury. You can also put in a singular waybill number or a range of waybill numbers and you will view all invoices submitted under the waybill numbers for your company.

Waybill number 009946375811 to

OR

Waybill number 009946375811 to 009946375822 x

2.4.8 Maximum number of hits:

This allows you to see only a certain amount of transactions. Should you want to see all invoices submitted for your company, please select all on the drop down.



Max. no. of rows

Max. no. of rows

Waybill number to







Waybill number to

2.5 Then click on “Generate list” **Generate list** to view report.

This list will provide you with all invoices received by Gauteng department of Finance according to the Search criteria you have provided. You will then be able to see each invoice and the status there of.

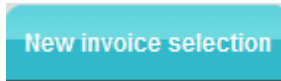
Sl	Invoice number	Invoice number	Invoice date	Disc/Disc	Partch./Disc.	Genral amount	Currency
1	1100001502	INW00009	6/10/14	279221		27,262.77	ZAR
2	1100001502	INW00461	11/10/12	13727		6,963.66	ZAR
3	1100001502	INW00075	6/20/14	351437		7,384.84	ZAR
4	1100001502	INW02297	5/28/13	1711275		2,643.23	ZAR
5	1100001502	INW06279	7/10/14	383446	822032102	22,999.06	ZAR
6	1100001502	INW03064	6/26/13	164771		4,222.13	ZAR
7	1100001502	INW03060	11/7/12	13736		6,095.37	ZAR
8	1100001502	INW04716	2/10/14	288085		6,937.61	ZAR
9	1100001502	INW03923	11/11/13	212478		6,325.71	ZAR
10	1100001502	INW00008	1/10/13	3113		1,531.35	ZAR
11	1100001502	INW04128	4/16/14	347363		6,515.47	ZAR
12	1100001502	INW01926	4/20/13	143363		16,447.32	ZAR
13	1100001502	INW03209	4/30/14	347268		6,537.60	ZAR

2.5.1 Each of the six icon has a specific meaning, namely:

1.  Received - In process
2.  Awaiting payment run
3.  Paid
4.  With Department - In process
5.  Rejected
6.  Created, not submitted



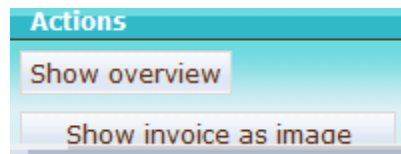
2.6 Should you want to change your search criteria, click on the “New Invoice Selection” tab, make the necessary changes and click generate list again:



2.7 To view detailed information of a particular invoice double click on the icon, a screen will open as below:

WEB BOARD by ReadSoft						
Current documents		New invoice selection		Create invoice		User profile
Document number 637491 Invoice						
Vendor name						
Vendor number	1100123342					
Invoice number	0005					
Document date	3/19/15					
FI / MM Doc	FI					
Document number	637491					
Gross amount	99,548.68					
Company Code	0030					
Plant	3003					
Tax amount	0.0000					
VAT Registration No.						
Net amount	99,548.68					
Bank Account						
Currency	ZAR	Invoice	Yes	BAS Reference number		
Taxes		Purchasing Document		BAS Disbursement		
				BAS Action date		
Posting lines (1)						
G/L acct	Gross amount	Cost Ctr	WBS elem.	Order	Profit Ctr	TaxC
	99,548.68					
Actions						
Show overview						
Show invoice as image						

2.8 If you want to view the image of the invoice select “Show invoice as image” on bottom left corner



COMPUTER GENERATED COPY TAX INVOICE						
INVOICE NR: GREEN27		DELIVERY INVOICE		DATE: 2015/06/10		
DEPARTMENT OF EDUCATION				TEL NR: FAX NR: CELL NR: E-MAIL: ATTENTION:		
Our Ref	Your Ref.	Vendor Number	PO NUMBER	Sales Code		
GT/GDE/081/2012	90% CLAIM	1100093319	4250492311	INCLUSIVE		
Service Date	Description	Quantity	Days	Unit Price	Nett Price	
2015/06/10	SCHOOL NUTRITION :SUPPLY OF FOOD STAFF	1346	19	R 3.02	R 69,510.13	
PAYMENT TERMS:				Sub Total R 69,510.13		



Status	<input type="checkbox"/> Received - In process
	<input type="checkbox"/> Awaiting payment run
	<input type="checkbox"/> Paid
	<input type="checkbox"/> With Department - In process
	<input type="checkbox"/> Rejected
	<input checked="" type="checkbox"/> Created, not submitted
Waybill number	<input type="text"/> to <input type="text"/>
Max. no. of rows	500
Actions	
<input type="button" value="Generate list"/>	

Should you have any difficulties using the system please send an email to P2psupport@gauteng.gov.za



5. LIST OF GPG GOVERNMENT DEPARTMENTS

Amount	Company Code	Name
1	0010	Office of the Premier
2	0020	Department of Health
3	0030	Department of Education
4	0040	Department of Roads and Transport
5	0045	Department of Infrastructure Development
6	0050	Department of Community Safety
7	0060	Department of Agriculture & R/Dev
8	0070	Department of Human Settlements
9	0083	Department of Social Develop.
10	0090	Department of Economic Development
11	0091	Department of Finance
12	0092	Gauteng Fund Project Office
13	0093	Gauteng Treasury
14	0100	Department of Sports
15	0130	Liquor Board
16	0200	GP: Dinokeng
17	0210	GP: World Heritage Site
18	0220	GP: Liquor Board
19	0230	GIFA



6. USER PROFILE

You are also able to change your user profile.

6.1 Click on the “user profile” tab and make the changes as required and click “save”:

User profile	
Personal data	
First name, last name *	Chantell Abrahams Testing
Email address*	Chantell.Abrahams@gauteng.gov.za
Telephone*	011 689 6661
Language	English

Actions
Save
Back

6.2 You can change your password by clicking on the “password” tab, change your password and click “save”.

User profile	
Password	
Old password*	
New password*	
New password*	

Actions
Save
Back

If you have forgotten your password you would be required to send an email specifying your vendor details to p2psupport@gauteng.gov.za and cc Terry-Anne Ramoo (TERRY-ANNE.RAMOO@gauteng.gov.za) in order to have your password reset.