



GAUTENG PROVINCE

PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA

**Financial Governance
Financial Automation Management Systems**

**WEBBOARD SUPPLIER
PORTAL UPLOAD
TRAINING MANUAL**

PAGE: 1 OF 17

**WEBBOARD SUPPLIER PORTAL ONLINE INVOICE UPLOAD AND
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

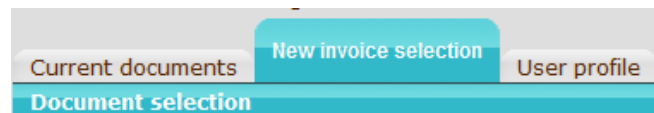


2. VIEWING OF INVOICE STATUS'S

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:

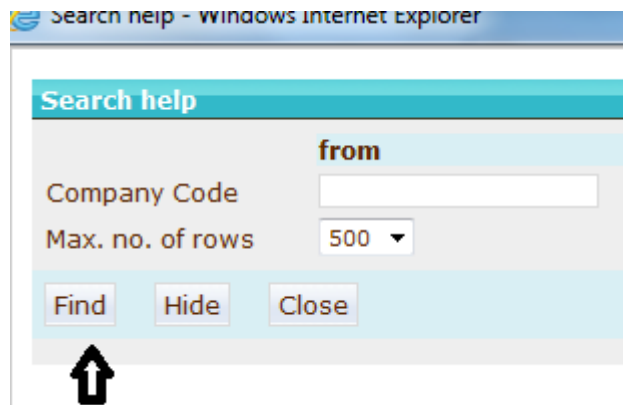
Firstly your vendor number will always appear. If you are registered on our system with more than one vendor number, the vendor number that is used most often will be linked to your profile.

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.

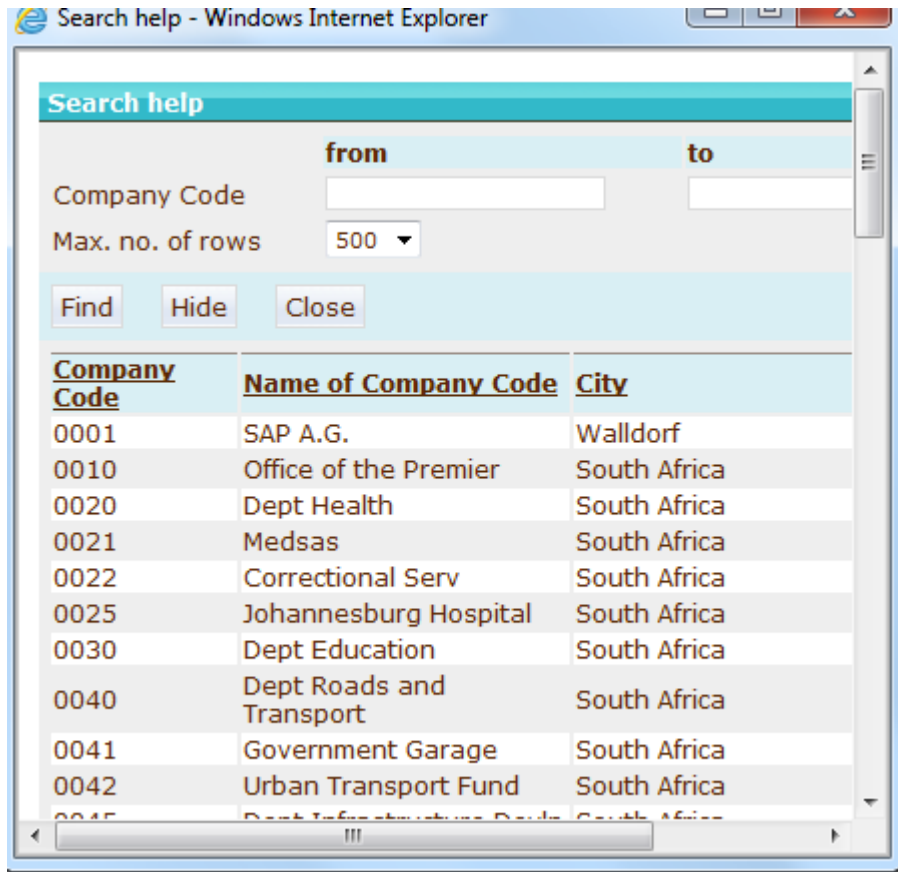
Click on the open search help icon

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



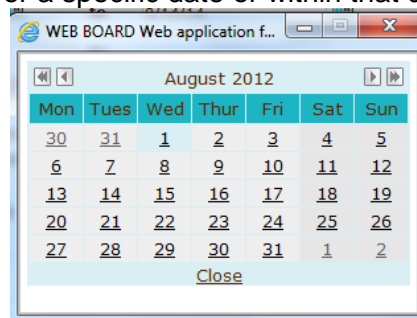
Click on Find


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.

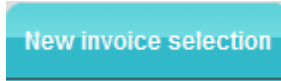
Sl	Invoice number	Invoice number	Invoice date	Disc/Disc	Partch.Disc.	Genral amount	Currency
1	1100001302	INW00009	6/10/14	279221		27,262.77	ZAR
2	1100001302	INW00461	11/10/12	13727		6,963.66	ZAR
3	1100001302	INW00075	6/20/14	351437		7,384.84	ZAR
4	1100001302	INW02297	5/28/13	1711275		2,643.23	ZAR
5	1100001302	INW06279	7/10/14	383446	620033102	22,999.06	ZAR
6	1100001302	INW03064	6/26/13	164771		4,222.13	ZAR
7	1100001302	INW03060	11/7/12	13736		6,095.37	ZAR
8	1100001302	INW04716	2/10/14	288085		6,937.61	ZAR
9	1100001302	INW03923	11/11/13	212478		6,325.71	ZAR
10	1100001302	INW00008	1/10/13	3113		1,531.35	ZAR
11	1100001302	INW04128	4/16/14	347063		6,515.47	ZAR
12	1100001302	INW01926	4/20/13	143063		16,447.32	ZAR
13	1100001302	INW03209	4/30/14	347068		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:
 2.8

Current documents | New invoice selection | Create invoice | User profile | WEB BOARD by ReadSoft

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)

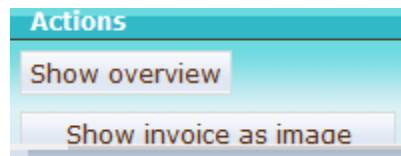
G/L acct	Gross amount	Cost Ctr	WBS elem.	Order	Profit Ctr	TaxC
	99,548.68					

Actions

Show overview

Show invoice as image

2.9 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	



3. UPLOADING INVOICES ON WEBBOARD SUPPLIER PORTAL

Your invoice must be a PDF original converted from your system – No scanned copies allowed.

3.1 Click on “Create invoice” Tab

Current documents | New invoice selection | **Create invoice** | User profile

Create document

Create invoice

Vendor S Mab Nursing Agency CC Arcadia

Invoice without purchase order reference

Invoice with purchase order reference

Invoice type selection Create FI document

3.2 Select whether the invoice has a purchase order or not.

Current documents | New invoice selection | **Create invoice** | User profile

Create document

Create invoice

Vendor Dinaledi Medical Pty Ltd Noordwyk (1100030735)

Invoice without purchase order reference

Invoice with purchase order reference

Invoice type selection Create FI document

3.3 If you select “invoice with Purchase order reference”, click on the in the purchasing document field and populate your purchase order number

Search help - Windows Internet Explorer

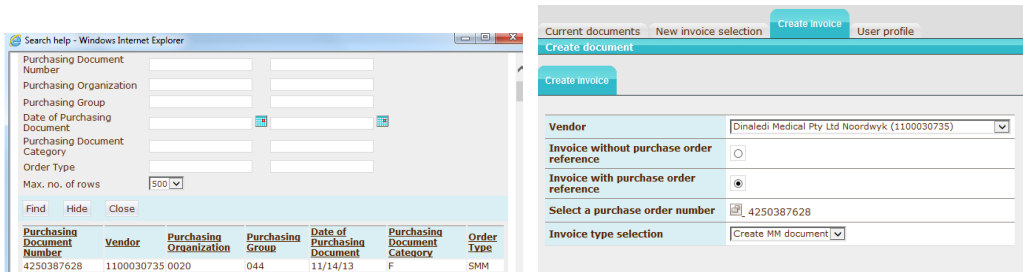
Search help

	from	to
Purchasing Document Number		
Purchasing Organization		
Purchasing Group		
Date of Purchasing Document		
Purchasing Document Category		
Order Type		
Max. no. of rows	500	

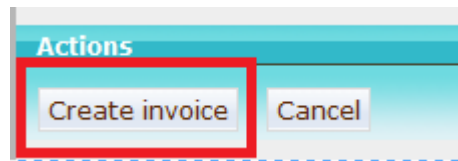
Find Hide Close



3.4 Click on “find” and double click on the Purchase order number



3.5 Click on “Create invoice”:





3.6 Capture the following information according to the invoice you are uploading:

3.6.1 Invoice: (if it is an invoice you would select yes and if it is a credit note you would select no)

3.6.2 Plant: this is the entity you delivered the goods and services to. If you are not sure of the code click on the to view all plants we have)

3.6.3 Currency: we only pay in ZAR. This is defaulted to South African Rands.

3.6.4 Company code: This is the department where you delivered the goods and services, it goes hand in hand with the plant. (i.e you cannot select a hospital by plant and department of Education by company code. This is a miss match)

3.6.5 Net Amount: Amount on the invoice excluding VAT

3.6.6 Gross amount: Amount on invoice including VAT

3.6.7 VAT amount

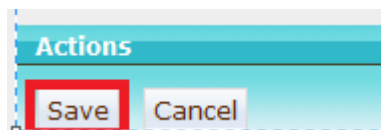
3.6.8 Reference: Invoice number

3.6.9 Vat Reg No: Your companies VAT Reg number.

3.6.10 Bank Account: You companies bank account number.

Partner name	Dinaledi Medical Pty Ltd				
Invoice	Yes				
FI / MM Doc	MM				
Plant					
Currency *	ZAR	Company Code *	0020	Net amount	0
Document date	6/5/15	Reference		Gross amount	0
Bank Account		Vat Reg No		VAT Amount	0
		Purchasing Document	4250387628		

3.7 Click on “Save”:



3.8 Click on “Detail view”

Jun - Testing Web board uploading of invoices Log off Help Disclaimer Copyright ReadSoft

Current documents New invoice selection **Create invoice** User profile

Create document

Invoice number 660205 has been created.

Type Message text

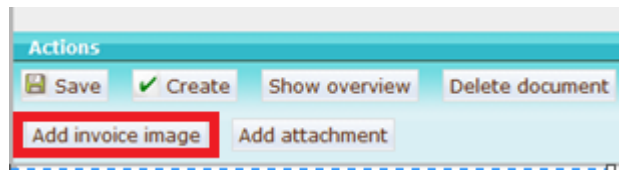
- External currency ZAR converted successfully into SAP currency ZAR
- An item has been created from the header data. Please correct this
- Single invoice item assigned to single purchase order item
- Assignment of PO items to invoice items complete
- Unit of measure BOX transferred from item 00001 in purchase order 4250387628
- Tax code V0 was found
- Item 000001 is ignored because of GR-based IV (reference missing).
- Item 000001: No quantity found
- Please check if already in PROCESS DIRECTOR as document number 656804
- Please check if already in PROCESS DIRECTOR as document number 659049
- Document created in WB can't be posted automatically
- TCC outstanding
- Data transferred

Actions

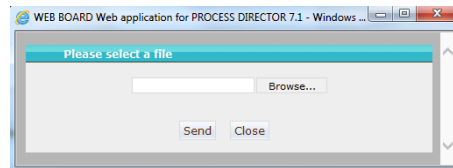
Detail view



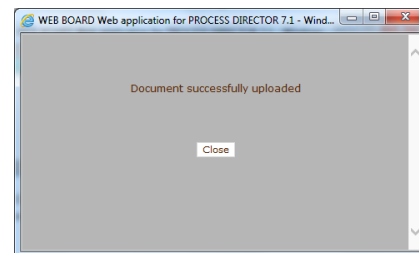
3.9 Click on “add invoice as image”



3.10 Click on “browse” and find invoice according to where you saved in on your computer

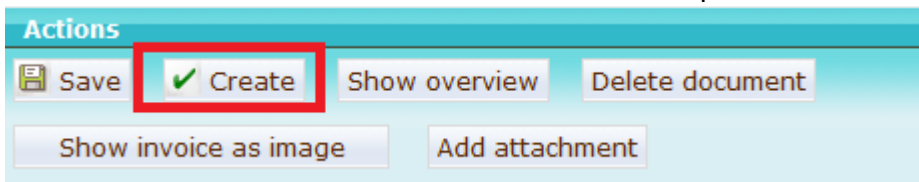


3.11 Click on “send”. You will receive a confirmation that the image has been successfully uploaded or not. Please note you can only upload PDF documents



Click on close.

3.12 Click on “Create”. Invoice has now been uploaded.



Please take Note: If you have not follow ALL the steps your invoice has not been submitted for processing.


*To ensure that you have completed the process and your invoice has been submitted click on the **New invoice selection** tab and do the following:*

3.13.1 **Go to Status** and select **Created, not submitted** and **Generate list** where a list of invoices will be displayed that you did not complete.



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	
Generate list	

3.13.2 **Click on**  *of the document relevant to upload the invoice and then “Edit”*

St	Status	Vendor number	Invoice number	Document date	DocNo
	IN PROCESS	1100111341	TEST	7/24/15	708480

Actions

Edit Create Show overview

3.13.2 *If you have already uploaded the image click on Show Invoice as image to confirm that the correct image was uploaded. If you have not uploaded an invoice click on Add invoice as image:*

Actions

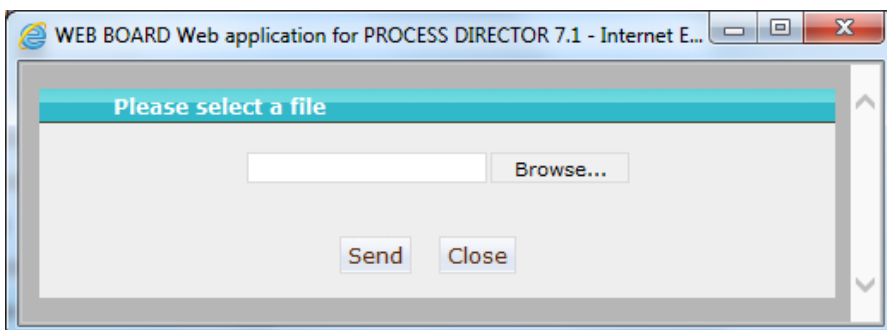
Save Create Show overview

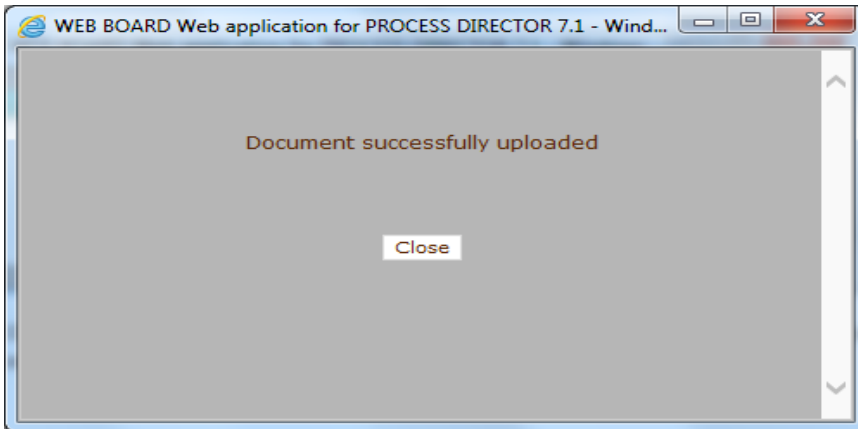
Add invoice image Add attachment

OR

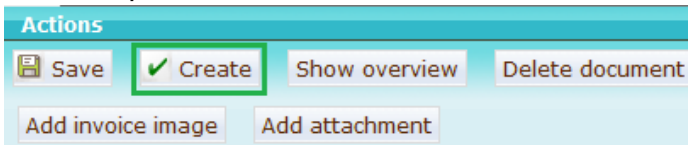
Show invoice as image Add attachment Display attachment

Click on “browse” and find invoice according to where you saved in on your computer and then close:





LAST Step: click on Create.



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”:

The screenshot shows a web interface with three tabs: "Current documents", "New invoice selection", and "User profile". The "User profile" tab is active. Below it, there are two sub-tabs: "User profile" and "Personal data". The "Personal data" sub-tab is active. The form contains the following fields:

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”.

The screenshot shows the same web interface as above, but the "Password" sub-tab is active. The form contains the following fields:

Old password*	<input type="password"/>
New password*	<input type="password"/>
New password*	<input type="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.