



Dear Supplier,

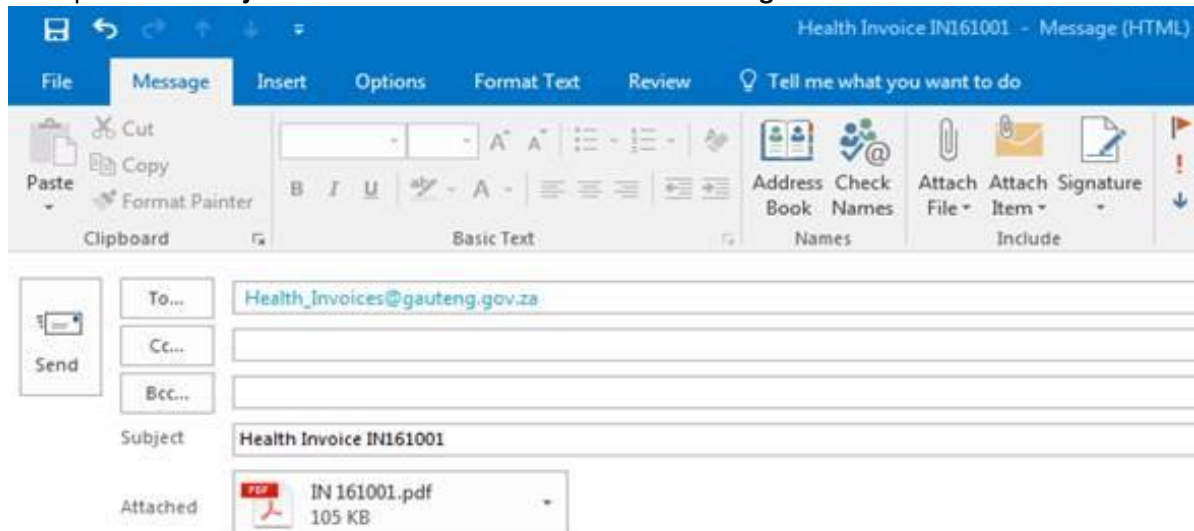
Thank you. You are now registered and may start to submit your invoices via email to the designated email addresses stipulated below. Please only use the email address that you supplied on your agreement to submit the invoices. Your invoices will be rejected if any other email address is used.

Firstly, please log onto webboard and reconcile which invoices have already been submitted – You will receive your webboard / Supplier portal credentials via email. ONLY submit invoices that have not been submitted previously.

Below is a list of guidelines that need to be adhered to for your invoice to be processed successfully:

1. Your **email subject field** must have the word **Invoice or Credit Note** in it and the invoice format must be the Original invoice converted into PDF - No scanned copies).

Example: **Email Subject - Invoice Health IN161001 or Invoice Agriculture IN100001**



2. The email must not exceed 2MB.
3. One invoice per PDF document. You can submit more than one invoice per email but must be separate PDF documents provided the email does not exceed 2MB
4. The PDF file name must not be longer than 14 Characters. It can be Alphabetic or Numeric but NO special characters (AVOID characters like @ ! # etc.)
5. The following should appear on your invoice:
 - Department who you rendered the service to
 - Invoice number – Maximum 14 Characters
 - Invoice Date – Format 2018/11/20 or 20/11/2018
 - PO number – If relevant
 - Vendor number
 - Your VAT registration Number – if relevant
 - Your bank account information
6. NO delivery notes, statements, queries or other documentation should be submitted to these email addresses.
7. Any change/additional email addresses for submission should be forwarded to EISRegistration@gauteng.gov.za with your vendor number as reference. Documents from unregistered email addresses will not be processed).



8. All Supplier payment queries should be forwarded to the following email addresses:

- hpcqueries1@gauteng.gov.za – Department of Health with all their hospitals and regions/districts
- Betty.Ntuli@gauteng.gov.za – Social Development with their regions
- P2Psupport@gauteng.gov.za – All other departments example Sports, Education, Agriculture:

No queries will be attended to if submitted to the incorrect email address.

Please submit your invoices to the following email address. Email addresses are case sensitive:

No	Company Code	Name of Department	Email Subject field when submitting	Correct Email address per department
1	0010	Office of the Premier	Invoice or Credit Note	Premier_Invoices@gauteng.gov.za
2	0020	Dept Health	Invoice or Credit Note	Health_Invoices@gauteng.gov.za
3	0030	Dept Education	Invoice or Credit Note	Education_Invoices@gauteng.gov.za
4	0040	Dept Roads and Transport	Invoice or Credit Note	Transport_Invoices@gauteng.gov.za
5	0045	Dept Infrastructure Devlp	Invoice or Credit Note	Infrastructure_Invoices@gauteng.gov.za
6	0050	Dept Community Safety	Invoice or Credit Note	Safety_Invoices@gauteng.gov.za
7	0060	Dept Agriculture & R/Dev	Invoice or Credit Note	Agriculture_Invoices@gauteng.gov.za
8	0070	Dept Human Settlements	Invoice or Credit Note	Humansettlements_Invoices@gauteng.gov.za
9	0083	Dept. of Social Develop.	Invoice or Credit Note	Social_Invoices@gauteng.gov.za
10	0090	Dept Economic Development	Invoice or Credit Note	EconomicDev_Invoices@gauteng.gov.za
11	0091	Dept of e-Government	Invoice or Credit Note	e-Gov_Invoices@gauteng.gov.za
12	0093	Gauteng Treasury	Invoice or Credit Note	Treasury_Invoices@gauteng.gov.za
13	0100	Dept Sports,Art,Cult &Rec	Invoice or Credit Note	Sports_Invoices@gauteng.gov.za
14	0110	Cogta - Co-Operative Gov & Trad A	Invoice or Credit Note	Cogta_Invoices@gauteng.gov.za
15	0200	GP: Dinokeng	Invoice or Credit Note	Dinokeng_Invoices@gauteng.gov.za
16	0210	GP: World Heritage Site	Invoice or Credit Note	WorldHeritage_Invoices@gauteng.gov.za
17	0220	GP: Liquor Board	Invoice or Credit Note	Liquorboard_Invoices@gauteng.gov.za
18	0300	GIFA	Invoice or Credit Note	Gifa_Invoices@gauteng.gov.za
19	0400	G-Fleet	Invoice or Credit Note	Gfleet_Invoices@gauteng.gov.za

Should you encounter any challenges with the submission process please send an email to EISregistration@gauteng.gov.za and quote "Submission challenges and your Vendor number"