INVOICE TRACKER USER MANUAL



education

Department: Education North West Provincial Covernment REPUBLIC OF SOUTH AFRICA



Purpose

This manual purpose is to illustrate how user should go about capturing invoice on the Requisition and Invoice tracking system.

The system has the functionality that will alert the supplier via SMS once the Invoice has been received and captured on the tracking system for processing

1. Login screen

User use you credentials to login into the system



Figure 1- Login Screen

2. You will then be redirected to the View CF01 or CF02 screen. click on the **Capture** under Capture Invoice.

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MAIN NAVIGATION		CF01: Label View Req No. Cost Centre	Supplier	Description	Date Out	Amount	Status	Location	nvoiceRefEdit	Print	Capture
New Requisition	<	36202100T3325G31	SITA SOC Ltd	Description : Development of Enterprise Architechture and Aligned 5 Years ICT Strategic Plan		R	In Progress	Pre Audit	2 Edit	Prin	Capture
View Requisition	<	35477100T3121G31	ENR BUSINESS ENTERPRISE	SUPPLY, DELIVERY AND INSTALLATION OF LAPTOPS (DR RUTH SEGOMOTSI MOMPATI)		R 593 220,32	In Progress (Order)	Requester) Edit	Print (Capture
Q Search											
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O Cancel Requisition											
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		Copyright © 2014-2017 Depatment of Education & Sport Development. All rights reserved.						Activate Windows Version 2.0.0 Go to Settings to activate Windows.			

Figure 2 - Invoice Capturing Screen





3. Once you click on the **Capture** menu, the system will take you to **the Capture Invoice screen**. You will be required to Capture the Invoice details and Supplier Cell phone number

Tracking System	em	=		SPHITSHANE-Requester 🔻
 MAIN NAVIGATION New Requisition View Requisition Search Budget Information Cancel Requisition Scan Out 	< < <	PURCHASE ORDER DETAILS Requisition ID Supplier Service/Goods Amount Status Location Duration (Days) Priority Level Asset/ Non Asset Order NO	35477 ENR BUSINESS ENTERPRISE SUPPLY, DELIVERY AND INSTALLATION OF LAPTOPS (DR RUTH SEGOMOTSI MOMPATI) R 593220.32 In Progress (Order) Requester Normal Asset/s	Capture Invoice Number/Refno:
		Copyright © 2014-203	17 Depatment of Education & Sport Dev	velopment. All rights reserved. Activate Windows Version 2.0 Go to Settings to activate Windows.

Figure 3 - Invoice Details Capture

4. Once all the information has been captured, you click **SAVE** button and that's it.

Tracking System			SPHITSHANE-Requester 🔻
MAIN NAVIGATION	PURCHASE ORDER DETA	ILS	
	Supplier		Capture Invoice
New Requisition	< Supplier		Number/Refno: 23123123
View Requisition	Service/Goods	INSTALLATION OF LAPTOPS (DR RUTH SEGOMOTSI	Amount: 593220.32 Order No: 08H 34555 5 P 000000
Q Search	Amount	P 593220 32	Supplier Cell no 072031158
	Status	In Progress (Order)	Received Date: page/co.
Budget Information	Location	Requester	
	Duration (Days)		2023/02/10
Ø Cancel Requisition	Priority Level	Normal	SAVE
	Asset/ Non Asset	Asset/s	
Can Out	Order NO		
	Copyright © 201	14-2017 Depatment of Education & Sport Dev	Activate Windows Version 2.0.0 Go to Settings to activate Windows.

Figure 4 - Save and Send SMS

5. The system will automatically send an **SMS** to the Suppliers' cell number you entered to confirm receipt of goods and/or services and that the invoice is accepted as correct and will be sent for payment.

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Figure 5 - Details of C	Captured Invoice								Figur	e 6 - Screei	n shot of supplie	the SMS s er	Sent to



