

INVOICE TRACKER USER MANUAL



education

Department:
Education
North West Provincial Government
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

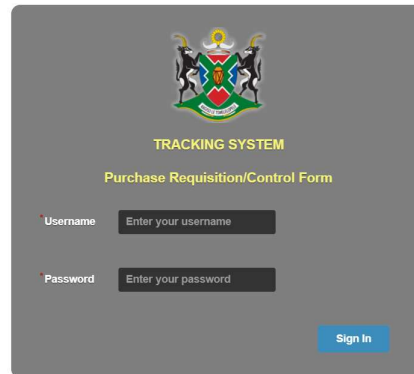
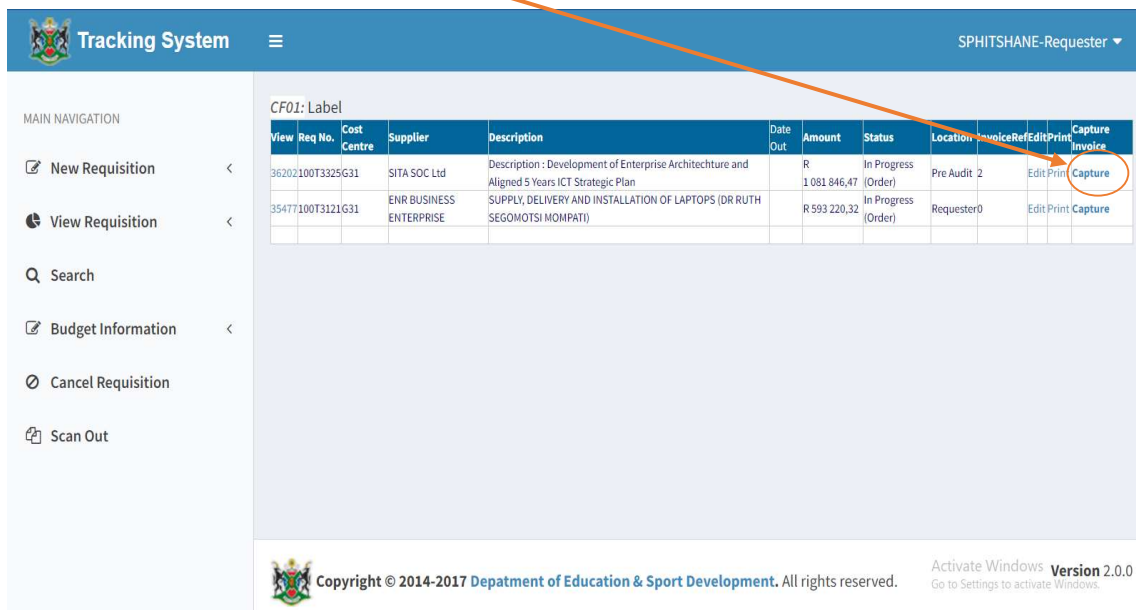


Figure 1- Login Screen

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



View	Req No.	Cost Centre	Supplier	Description	Date Out	Amount	Status	Location	Invoice Ref	Edit	Print	Capture Invoice
	36202100T3325G31		SITA SOC Ltd	Description : Development of Enterprise Architecture and Aligned 5 Years ICT Strategic Plan		R 1 081 846,47	In Progress (Order)	Pre Audit 2		Edit	Print	Capture
	35477100T3121G31		ENR BUSINESS ENTERPRISE	SUPPLY, DELIVERY AND INSTALLATION OF LAPTOPS (DR RUTH SEGOMOTSI MOMPATI)		R 593 220,32	In Progress (Order)	Requester0		Edit	Print	Capture

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

Figure 3 - Invoice Details Capture

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

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.

View	Req No.	Cost Centre	Supplier	Description	Date Out	Amount	Status	Location	Invoice Ref	Capture Invoice
	3620020013425631		SITA SOC Ltd	Description : Development of Enterprise Architecture and Aligned 5 Years MT Strategic Plan		R 1,081,846.47	In Progress (Order)	Pre Audit 3		Edit Print Capture
	3547720073121631		ENR BUSINESS ENTERPRISE	SUPPLY DELIVERY AND INSTALLATION OF LAPTOPS (DR RUTH SEGOMOTSI MOMPATI)		R 593 220.32	In Progress (Order)	Requester1		Edit Print Capture

Figure 5 - Details of Captured Invoice

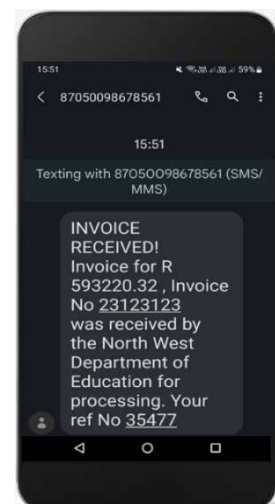


Figure 6 - Screen shot of the SMS sent to the supplier

NW EDUCATION: INVOICE PAYMENT, TRACKING AND NOTIFICATION BUSINESS PROCESSES



A 15 Days Turn Around Time Invoice Payment Business Process with Supplier Notification System

