CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

eProcurement: Guidelines to invoice enquiry

Accounts Payable: Expenditure Directorate

June 2018

THE AIM OF THIS GUIDE
The purpose of this guide is to assist suppliers understanding the invoice enquiry tool available on eServices: eProcurement.

Once logged in to eServices, click on the eProcurement tab to access the new functionality available.

City of Cape Town eServices: www.capetown.gov.za/eservices

1 OVERVIEW

The City of Cape Town has embarked on an initiative to offer its suppliers the ability to engage electronically with the City using e-Services.

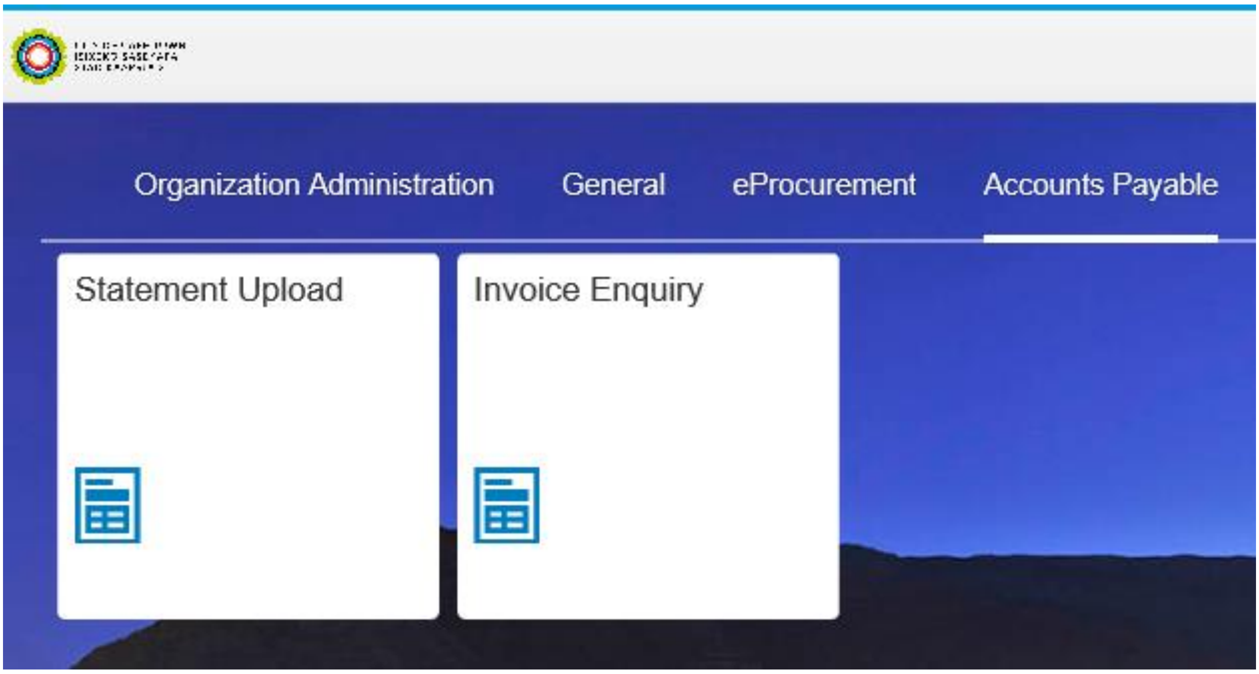
1.1 Supplier Registration

In order to use the new functionality, it is required for the suppliers to register (if not registered for eProcurement as yet.) They will need to apply for the Supplier Accounts Officer role.

Link to guide to register:

http://www.capetown.gov.za/City-Connect/Register/Business-and-trade/Register-as-a-supplier

When logging on eServices the Accounts payable title needs to be selected:



The invoice enquiry tool will assist you to:

- View the status of invoices submitted to the City of Cape Town
- Obtain paid invoice details

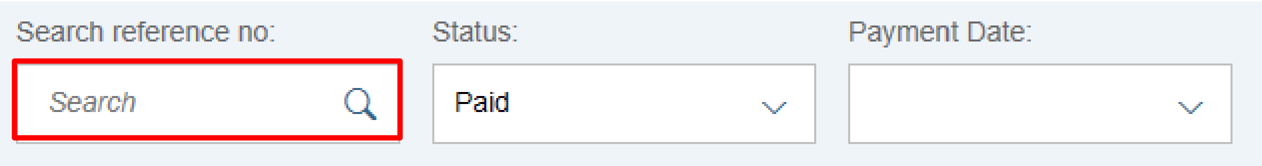
2 FUNCTIONALITY

The invoice enquiry tool allows you to search for an individual invoice; or invoices grouped by the following status:

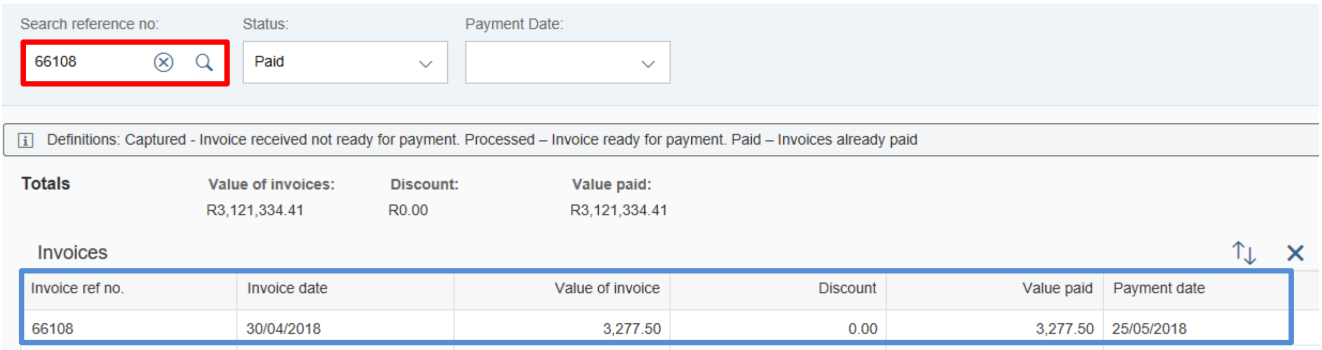
- All – this option will reflect all invoices in the City of Cape Town's system for a rolling period of 12 months.
- Captured – invoices received but not ready for payment due to outstanding requirements.
- Processed – invoices that are ready for payment.
- Paid – invoices that have already been paid.

2.1 Invoice search functionality

2.1.1 Search for individual invoice



Type the invoice document number you enquire about in this field. It is a dynamic search and will narrow the results as the value is typed.



2.1.2 Search for all invoices received but not ready for payment:

Search reference no: Search

Status: Captured

Definitions: Captured - Invoice received not ready for payment. Processed – Invoice ready for payment. Paid – Invoices already paid

Totals Value of invoices: R16,233.98

Invoices

Invoice ref no.	Invoice date	Value of invoice	Parked Reason
66427	25/05/2018	977.50	R001 No Goods/Services Receipt
66429	25/05/2018	977.50	R001 No Goods/Services Receipt

This table reflects all invoices received but not ready for payment, including reasons and values.

NOTE: Invoices emailed to Accounts Payable and not yet captured by them will not form part of this list. It may take up to 3 days for it to be captured.

2.1.3 Search for all invoices ready for payment:

Search reference no: Search

Status: Processed

Definitions: Captured - Invoice received not ready for payment. Processed – Invoice ready for payment. Paid – Invoices already paid

Totals Value of invoices: R167,747.13

Invoices

Invoice ref no.	Invoice date	Value of invoice
66400	28/05/2018	977.50
66389	25/05/2018	1,174.15

This table reflects all invoices ready for payment.

2.1.4 Search for all invoices paid:

Search reference no: Search

Status: Paid

Payment Date:

Definitions: Captured - Invoice received not ready for payment. Processed – Invoice ready for payment. Paid – Invoices already paid

Totals Value of invoices: R3,121,334.41 Discount: R0.00 Value paid: R3,121,334.41

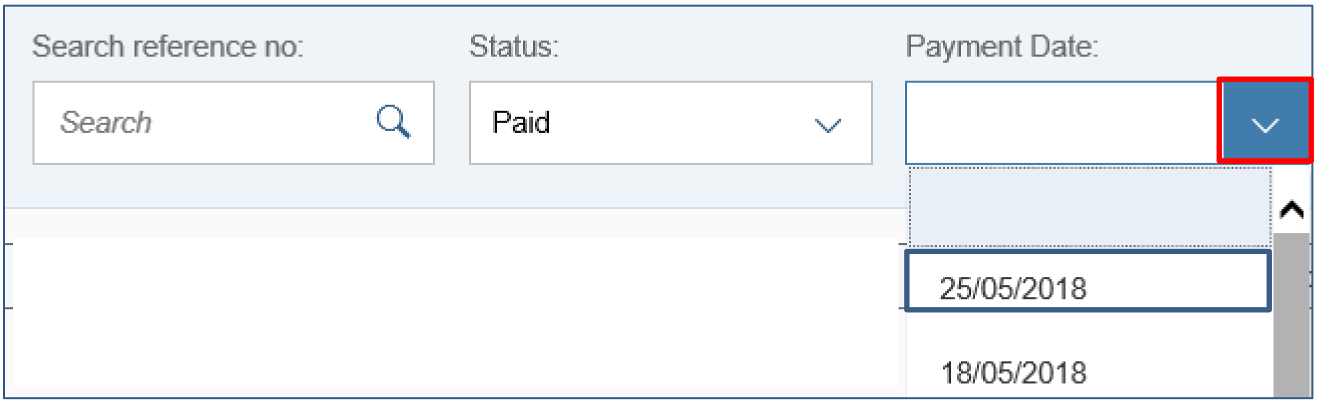
Invoices

Invoice ref no.	Invoice date	Value of invoice	Discount	Value paid	Payment date
66106	30/04/2018	969.00	0.00	969.00	25/05/2018
66107	30/04/2018	960.25	0.00	960.25	25/05/2018

When selecting the “Paid” status the table reflects all invoices paid for a rolling period of 12 months. An additional search field “Payment Date” becomes available to drill down to a specific payment date.

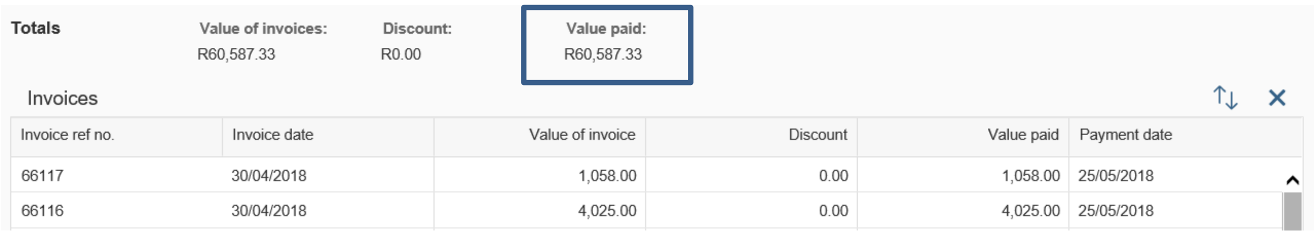
Note: The payment date reflected is the date the City of Cape Town has processed the payment. The funds will reflect in the nominated bank account the following day.

To view invoices paid on a specific payment date, select the status option “Paid”. In the “Payment Date” field, select the dropdown indicator to select the date the payment was processed. A list of dates will be available to choose from.



Select the appropriate date.

A list of invoices included in the payment will be reflected.



Totals	Value of invoices:	Discount:	Value paid:
	R60,587.33	R0.00	R60,587.33

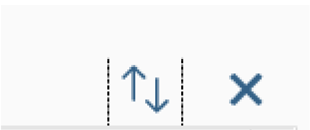
Invoices

Invoice ref no.	Invoice date	Value of invoice	Discount	Value paid	Payment date
66117	30/04/2018	1,058.00	0.00	1,058.00	25/05/2018
66116	30/04/2018	4,025.00	0.00	4,025.00	25/05/2018

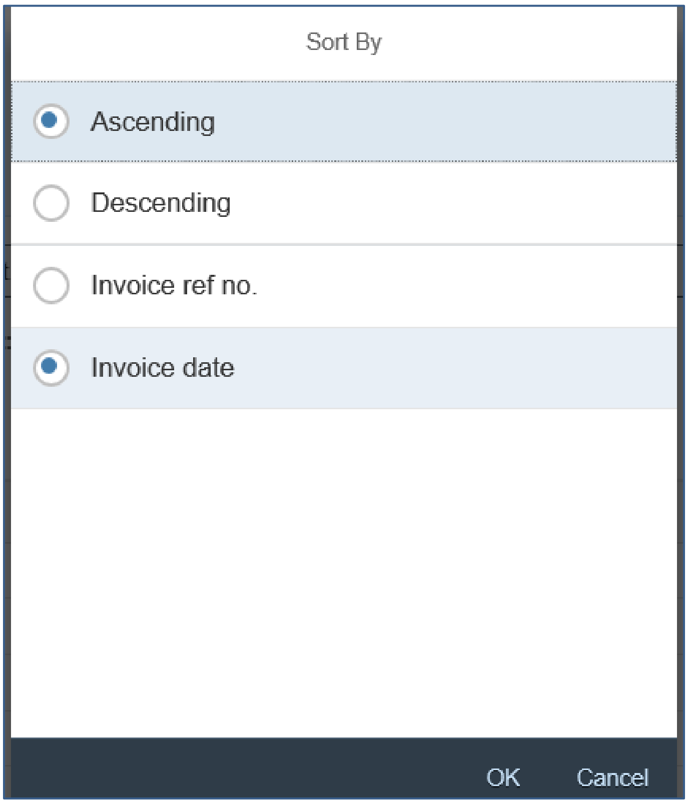
The total value paid equals the funds transferred the following day.

2.2 Sort options

Sort buttons are provided to enhance your interaction with the tool.



Selecting the up and down buttons will bring up a selection screen:



You are able to select to sort either by ascending/descending on either invoice reference or invoice date.

Should you wish to return to the default sort, select the X- button.

3 Contact us

Any queries relating to payments, unpaid invoices, statements and general queries must be raised with the Call Centre on 086 010 3089, option 5 or you can e-mail

AccountsPayable.Enquiries@capetown.gov.za