CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

# eProcurement: Guidelines to submit statements electronically

Accounts Payable:  Expenditure Directorate

June 2018

**THE AIM OF THIS GUIDE**

The purpose of this guide is to inform suppliers of the requirements to successfully submit statements to the City of Cape Town using e-Services: 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.

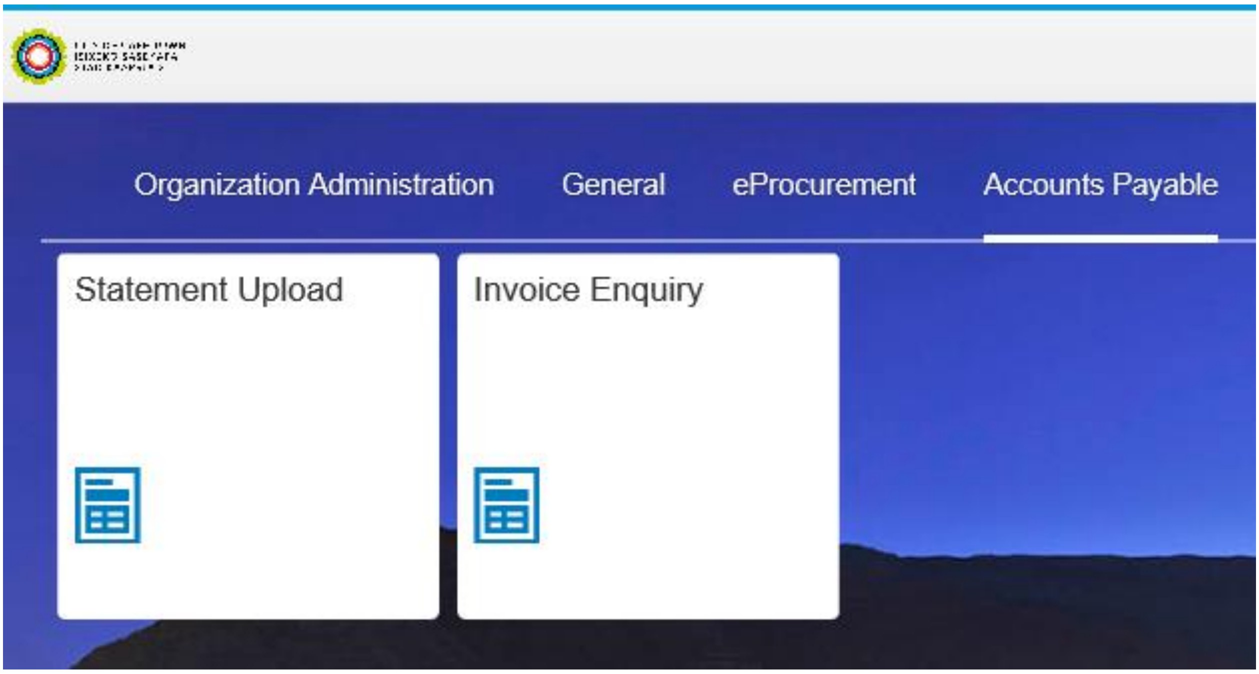
### 1.1 Supplier Registration

In order to use the new functionality, it is required for the suppliers to register (if not registered for eProcurement as yet.) They will require 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 Statement Upload tile will allow you to submit statements to the City of Cape Town and view all statements submitted the last 60 days.

## 2. FORMAT OF FILE

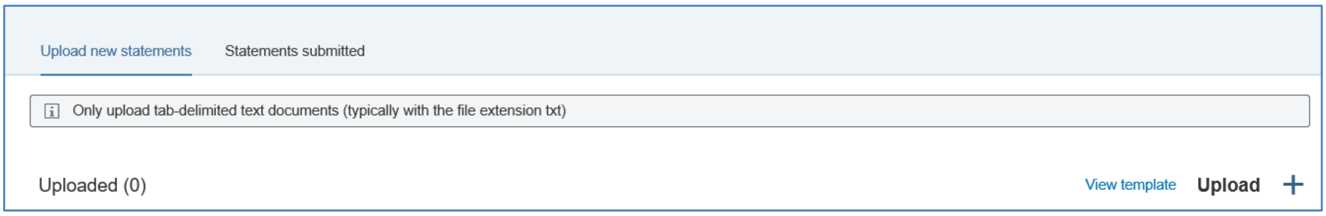
In order to submit the statement successfully the statement needs to be in a particular format. Below is the format required:

- The statement must be submitted in a tab delimited text format
- The file must contain one header row.
- The names of the column headings in the header row are of no importance.
- The columns must be provided in the sequence as indicated below:
- The file must only contain open items i.e. open item statement format, not balance carry-forward format.
- The file must not contain any blank rows and/or totals.
- The following fields are mandatory: date, transaction type, amount and reference 1.
- The following fields are optional: reference 2 and text.
- The following date formats are allowed: yyyy.mm.dd, yyyy/mm/dd, yyyy-mm-dd or yyyymmdd
- The following transaction types are allowed:
    - INV (invoice)
    - CRN (Credit note)
    - PMT (Payment)
    - JNL (Journal)
- The amount field must not contain any separators other than a decimal point i.e. no thousand separators allowed.
- Negative amounts (credits) can either be indicated by a leading or trailing minus sign i.e. no brackets allowed.
- The file must be named as follows: [statement date]_[Vendor Name]_[Vendor number] i.e. 20130401_Waltons_ 9203
- Each file must only contain one statement i.e. multiple statements must not be combined into a single file.

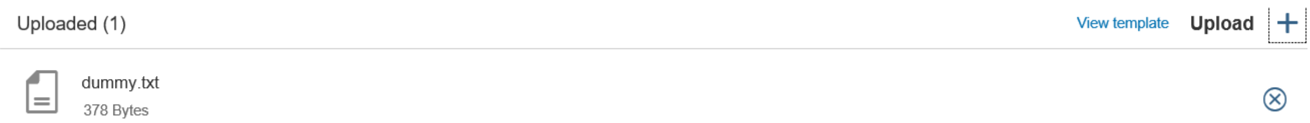
**Example:**

| Date | Type | Amount | Inv number | reference | Item text |
|---|---|---|---|---|---|
| 20180520 | INV | 825.01 | INV12345/2018 | PO4501231231 | not mandatory text |
| 20180520 | CRN | -100.56 | dummy cr | PO4501231231 | not mandatory text |
| 20180601 | JNL | 1497.88 | journal | | some text about the journal |
| 20180601 | PMT | 12123.12 | pmt 1 | | not mandotory text |

## 3. UPLOADING A STATEMENT



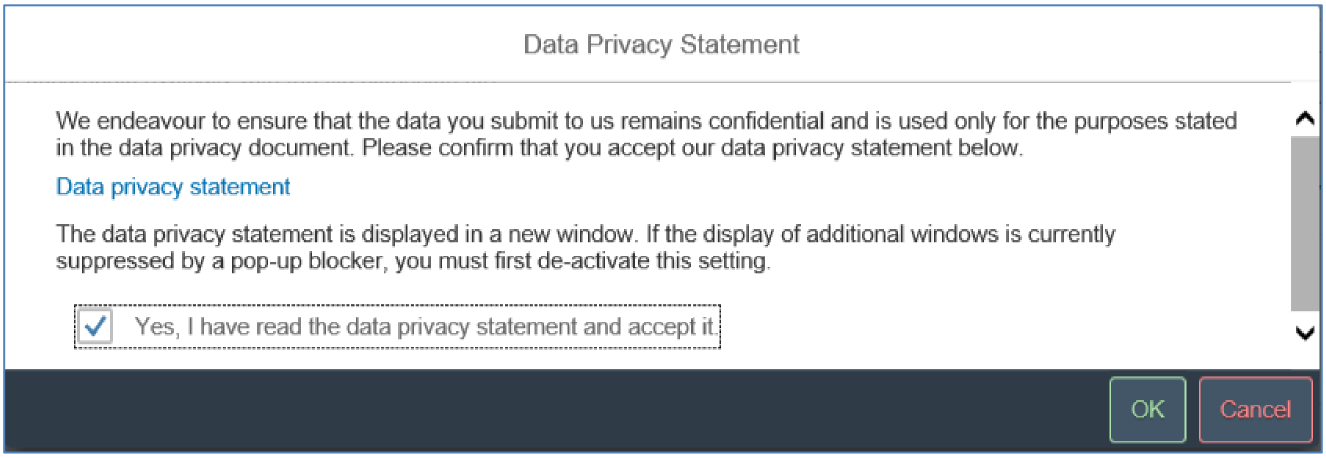

- Ensure that you select the option “Upload new statements”
- Select the +
- Select the statement from your system
- The selected file will appear under the heading “Uploaded” with the number of statements uploaded
- 




- Should you wish to delete the statement, select the ⊗. The statement will be removed.

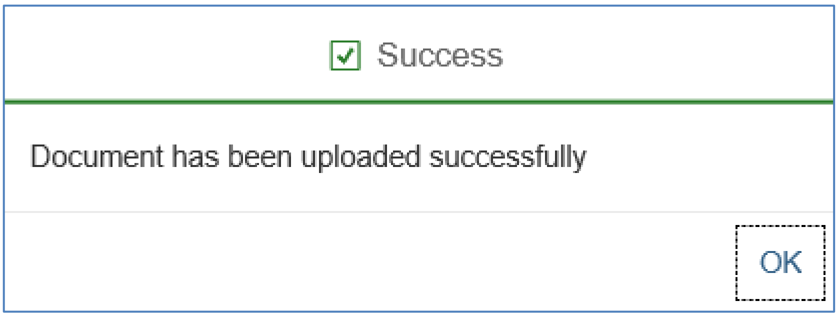
- To submit the uploaded statement, select the "submit statements" button:


- Read and accept the Data Privacy Statement:




**NOTE: The green OK button will only be available to select once the data privacy statement has been selected as read and accepted.**

- A message to confirm that the statement has successfully uploaded will be displayed:

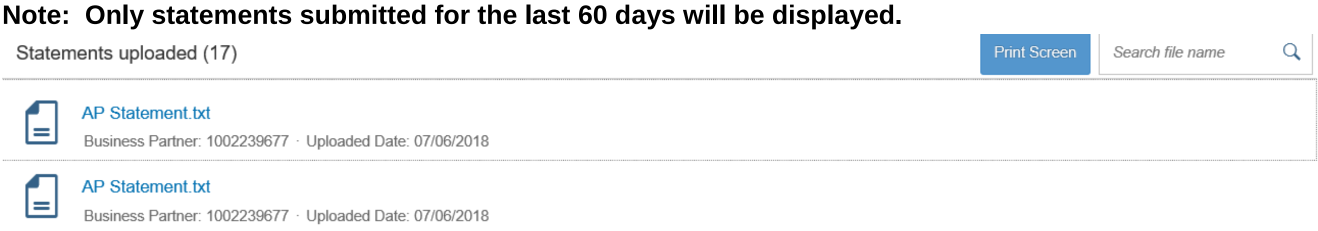



Selecting OK will clear the message.

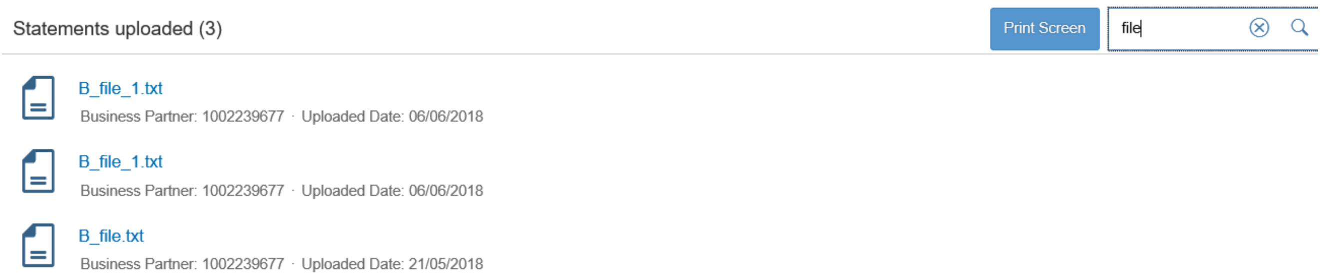
## 4. TO VIEW STATEMENTS SUBMITTED

To view statements previously submitted, select the "Statement submitted" option

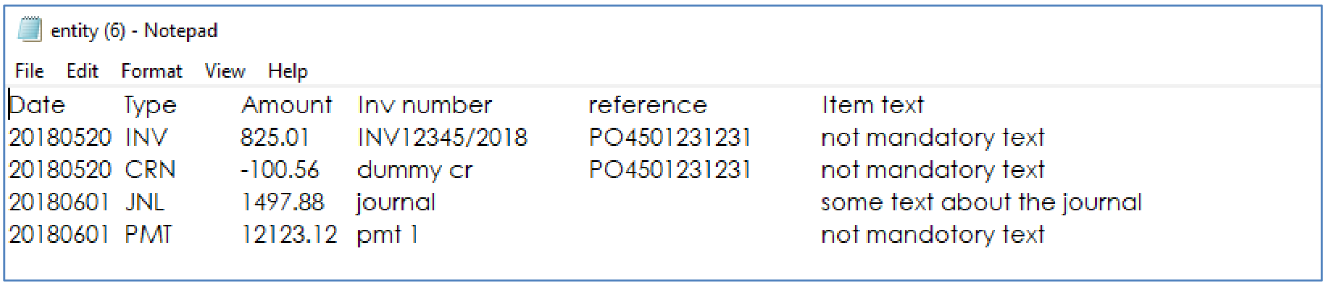

**Note: Only statements submitted for the last 60 days will be displayed.**




A print screen option is available. When selected it will prompt you for printer details.
A search option is available.




- When selecting a statement, the originally submitted statement can be viewed.
  Select the txt file and when prompted to save, select and open.  The statement can be opened with "notepad":

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**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