

## **GPG ELECTRONIC INVOICING SUBMISSION AND WEBBOARD TRACKING SYSTEM**

### **Supplier Benefits:**

- Invoices can be submitted by a supplier, and tracked online 24 hours a day, 7 days a week.
- Reduced supplier billing cycle and administration costs.
- Reduced supplier debtor collections costs.
- Elimination of processing delays in support of payments within 30 days.

### **ELECTRONIC INVOICE SUBMISSION OPTIONS**

#### **XML Invoice Submission:**

- Ideal option for suppliers with XML technical capabilities and high invoice volumes
- A predefined XML file layout is provided to suppliers.
- Engagement on a technical level for XML file lay-out set up is necessary.
- Only SAP purchase order based invoices can be accepted via XML.

#### **Email Invoices**

- Only invoices submitted in PDF and TIFF format can be accepted.
- SAP purchase order and manual order invoices are accepted.

#### **Webboard Invoice Submission**

- This is an internet based supplier portal which allows suppliers to upload invoices.
- SAP purchase order and manual order invoices are accepted.

#### **Webboard Invoice Tracking system**

- This is an internet based supplier portal which allows suppliers to upload invoices and to track invoice statuses. (Paid, rejected or in progress and at what stage).
- This system can be registered for and used irrespective of the method of invoice submission, be manual or one of the above electronic options.

### **ELECTRONIC INVOICE SUBMISSION AND TRACKING REGISTRATION PROCESS:**

- Registration on the CENTRAL SUPPLIER DATABASE (CSD) as a vendor is a prerequisite [www.csd.gov.za](http://www.csd.gov.za)
- The GPG Electronic Invoicing Agreement (attached) must be completed and signed.
- The agreement must be e-mailed to [TERRY-ANNE.RAMOO@gauteng.gov.za](mailto:TERRY-ANNE.RAMOO@gauteng.gov.za) . Terry can also be phoned on 011-689 8341.
- For queries or more information regarding Electronic Invoice Submission (EIS) please email [P2PSupport@gauteng.gov.za](mailto:P2PSupport@gauteng.gov.za) and provide your contact number.
- Suppliers already registered for EIS and WebBoard can access WEBBOARD with the following link:  
<http://www.e-invoicing.gpg.gov.za/webboard-SDV/init.do?sapsystem=SPD>