



provincial treasury  
MPUMALANGA PROVINCE  
REPUBLIC OF SOUTH AFRICA

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Ref MPT14/6/1

**PROVINCIAL TREASURY CIRCULAR NO. 16 OF 2021**

**TO:-**

**ACTING DIRECTOR-GENERAL: OFFICE OF THE PREMIER OF MPUMALANGA: (MR TP NYONI)**  
**SECRETARY: PROVINCIAL LEGISLATURE OF MPUMALANGA: (MR L MWALE)**  
**HEAD: PROVINCIAL TREASURY: (MS GM MASHITENG)**  
**HEAD: CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS (ACTING): (MR S NGUBANE)**  
**HEAD: AGRICULTURE, RURAL DEVELOPMENT, LAND AND ENVIRONMENTAL AFFAIRS (ACTING): (DR MC DAGADA)**  
**HEAD: ECONOMIC DEVELOPMENT AND TOURISM (ACTING): (MS GM MASHITENG)**  
**HEAD: EDUCATION (ACTING): (MS L MOYANE)**  
**HEAD: PUBLIC WORKS, ROADS AND TRANSPORT (ACTING): (MR MC MOROLO)**  
**HEAD: COMMUNITY SAFETY, SECURITY AND LIAISON: (MS B NKUNA)**  
**HEAD: HEALTH: (DR S MOHANGI)**  
**HEAD: CULTURE, SPORT AND RECREATION: (MR GS NTOMBELA)**  
**HEAD: SOCIAL DEVELOPMENT: (MR MS MTSWENI)**  
**HEAD: HUMAN SETTLEMENTS: (MR DS NKOSI)**

**THE CHIEF FINANCIAL OFFICER: OFFICE OF THE PREMIER (MR BP DLALISA)**  
**TREASURY: PROVINCIAL LEGISLATURE (MR M MPIKA)**  
**THE CHIEF FINANCIAL OFFICER: PROVINCIAL TREASURY (MR MA KHOZA)**  
**THE CHIEF FINANCIAL OFFICER: (ACTING) CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS (MR N MASONDO)**  
**THE CHIEF FINANCIAL OFFICER: AGRICULTURE, RURAL DEVELOPMENT, LAND AND ENVIRONMENT AFFAIRS (MR M LETSWALO)**  
**THE CHIEF FINANCIAL OFFICER: ECONOMIC DEVELOPMENT AND TOURISM (MS H THRUSH)**  
**THE CHIEF FINANCIAL OFFICER: EDUCATION (MR D SHIPALANE)**  
**THE CHIEF FINANCIAL OFFICER: PUBLIC WORKS, ROADS AND TRANSPORT (MS H MDAKA)**  
**THE CHIEF FINANCIAL OFFICER: COMMUNITY SAFETY, SECURITY & LIAISON (MS S SEFALA)**  
**THE CHIEF FINANCIAL OFFICER: HEALTH (MR P MAMOGALE)**  
**THE CHIEF FINANCIAL OFFICER: (ACTING) CULTURE, SPORT AND RECREATION (MR MM THOBELA)**  
**THE CHIEF FINANCIAL OFFICER: SOCIAL DEVELOPMENT (MS BM MOJAPELO)**  
**THE CHIEF FINANCIAL OFFICER: HUMAN SETTLEMENTS (MR SB NYOKA)**

**THE CHIEF DIRECTORATE: SUSTAINABLE RESOURCE MANAGEMENT**  
**THE CHIEF DIRECTORATE: ASSETS AND LIABILITIES MANAGEMENT**  
**THE CHIEF DIRECTORATE: FINANCIAL GOVERNANCE**

**OPTIMAL UTILISATION OF INVOICE TRACKING SYSTEM**

**1. OBJECTIVE**

The objective of this Circular is to urge departments to utilise the invoice tracking system to its full potential and derive the full benefits of the system.

**2. BACKGROUND**

In an effort to improve business processes and ensure efficiencies in procurement value chain, Mpumalanga Provincial Treasury in collaboration with PMC Lekgotla and CFO Forum introduced a web-based invoice tracking system in the Mpumalanga Provincial Administration to derive the following benefits:

- Suppliers to receive purchase orders online through the suppliers portal
- Suppliers to submit invoices online after goods and services had been delivered
- Suppliers to track the payment stages of their invoices online
- Departments to track the bottleneck of losing invoices and stages of the invoices
- Enable the process of monitoring the payment of invoices within 30 days
- Notifications sent to delegated officials through e-mails and short message services for actions required on the invoices and escalation mechanism if actions not taken within the minimum service standard.

**3. INVOICE TRACKING SYSTEM PROCESS FLOW**

Departments are advised to follow the following steps when utilising the system to derive its full benefits:

- Upload the supporting documents after the requisition had been captured and authorised in Logis e.g. signed Log 1 form
- Capturing and uploading of the signed Purchase Order and other supporting documents
- Receive invoices through the suppliers portal (Please note that physical invoices may be accepted when delivered and sent through emails by suppliers who were unable to register through the suppliers portal until 30 June 2021.) With effect from 1 July 2021, all invoices must be submitted through the suppliers' portal.
- Acceptance of valid invoices online or rejection of invalid invoices with reasons to suppliers.
- Online confirmation of delivery of goods and services.
- Uploading of payment confirmation e.g. payment stubs and credit transfer letters.

**4. OPTIMAL UTILISATION OF THE SYSTEM**

Departments are urged to confirm delivery of goods and services on the system, upload the payment stubs and credit transfer letters on the system to enable the department to:

- Monitor accruals through a click of a button on the system
- Enable Departments and Provincial Treasury to draw 30 days report directly from the system

#### 5. SUPPLIERS PORTAL

Suppliers who are doing business or intend to do business with Mpumalanga Administration and are registered on CSD (Central Suppliers Database) will be expected to register on suppliers' portal not later than 31 May 2021 to enable them to submit invoices online and be able to track the stages of their invoices and payment statuses.


Suppliers are urged to log into <https://bpa.mpg.gov.za/login/> and follow the easy self-registration process to register themselves. The CSD username/e-mail address must be used for suppliers portal registration. For any inquiries suppliers may send their emails to [payme@mpg.gov.za](mailto:payme@mpg.gov.za) or call 0800 006 657.

Provincial Treasury will be conducting workshops through virtually to all suppliers and departments are requested to refer suppliers to the above email address and contact numbers for assistance.

Provincial Treasury would like to urge all Departments to utilise the system as per the above stated process flow.

Your co-operation in this regard is appreciated.

Regards

  
MS GUGU MASHITENG  
HEAD: PROVINCIAL TREASURY  
DATE: 27/05/2021