

# MPUMALANGA PROVINCIAL GOVERNMENT

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## Department of Finance *Office of the HOD*

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Litiko LeteTimali	UmNgango weZeemali	Departement van Finansies	Kgoro ya Matlotlo
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Enquiries : Mr SE Ntozini  
Ref No : DoF 14/6/4

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### PROVINCIAL TREASURY CIRCULAR NO. 21 OF 2014

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The Accounting Officer: vote 1: Office of the Premier (Dr. Nonhlanhla Mkhize)  
The Accounting Officer: Vote 3: Finance (Ms. NZ Nkamba)  
The **Acting** Accounting Officer: Vote 4: Cooperative Governance and Traditional Affairs (Mr. RM Mnisi)

The **Acting** Accounting Officer: Vote 5: Agriculture, Rural Development and Land Administration (Ms MJF Bezuidenhout)  
The **Acting** Accounting Officer: Vote 6: Economic Development, Environment and Tourism (Mr T Mdakane)  
The Accounting Officer: Vote 7: Education (Ms. MOC Mhlabane)

The Accounting Officer: Vote 8: Public Works, Roads & Transport (Mr. KM Mohlasedi)  
The Accounting Officer: Vote 9: Community Safety, Security & Liaison (Mr. W Mthombothi)  
The **Acting** Accounting Officer: Vote 10: Health (Dr. S Mhangi)

The Accounting Officer: Vote 11: Culture Sport and Recreation (Ms. SL Xulu)  
The Accounting Officer: Vote 12: Social Development (Ms NL Mlangeni)  
The Accounting Officer: Vote 13: Human Settlements (Mr. SM Mtsweni)

The Chief Financial Officer: Vote 1: Office of the Premier (Mr. K Dlamini)  
The **Acting** Chief Financial Officer: Vote 3: Finance (Ms. LC Mlambo)  
The Chief Financial Officer: Vote 4: Cooperative Governance and Traditional Affairs (Mr. MD Shipalana)

The Chief Financial Officer: Vote 5: Agriculture, Rural Development and Land Administration (Mr. CT Dlamini)  
The Chief Financial Officer: Vote 6: Economic Development, Environment and Tourism (Ms. JP Hlatshwayo)  
The Chief Financial Officer: Vote 7: Education (Mr. CB Mnisi)

The **Acting** Chief Financial Officer: Vote 8: Public Works, Roads & Transport (Ms. H Mdaka)  
The Chief Financial Officer: Vote 9: Community Safety, Security & Liaison (Ms. S Sefala)  
The Chief Financial Officer: Vote 10: Health (Mr V Makhubedu)

The Chief Financial Officer: Vote 11: Culture Sport and Recreation (Mr. T Nkojoana)  
The Acting Chief Financial Officer: Vote 12: Social Development (Mr. M Malele)  
The Chief Financial Officer: Vote 13: Human Settlements (Mr. SEB Matsebula)

GM: Provincial Treasury: Sustainable Resource Management: Ms. G Milazi  
GM: Provincial Treasury: Assets and Liabilities: Mr. JB Mbatha  
**Acting** GM: Provincial Treasury: Financial Governance: Mr. W Ngoma

## **CAPTURING OF SUPPLIER BANK DETAILS ON SAFETY WEB**

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Safety web Payment Clearing and fraud detection system is being implemented in the Province. In order to successfully implement the system, bank details of suppliers conducting business with Departments must be captured on the system.

Department officials were trained by Provincial Treasury on how to capture and Authorize supplier details on Safety web system.

Departments are therefore requested to henceforth capture all supplier details on Safety web in the following instances.

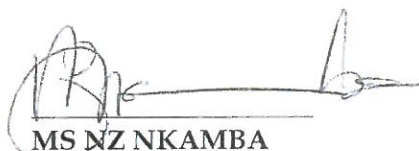
1. Supplier details rejected by Safety web will be sent to departments for capturing correct information
2. New suppliers to be captured on safety web directly

The capturing of suppliers information should be completed on the 24 July 2014.

Attached to this correspondence are relevant documents for the above mentioned function

1. BAS supplier registration form.
2. Problem solving guide in the event of challenges

Treasury officials will be available to provide further assistance



**MS NZ NKAMBA**  
**HEAD OF DEPARTMENT**  
DATE: 11 / 7 / 2014



MPUMALANGA  
PROVINCIAL  
GOVERNMENT

**SUPPLIER MAINTENANCE:**

BAS  PMIS  LOGIS  WCS  CONTRACTOR  
CONSULTANT

Head Office Only	
Captured By:	_____
Date Captured:	_____
Authorised By:	_____
Date Authorised:	_____
Supplier code:	_____
Enquiries. :	_____
Tel. No.:	_____

OFFICE: .....

**The Head of Department : \*NAME OF DEPARTMENT**

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post. information is validate as per required bank screens .

Please ensure

I/We understand that bank details provided should be exactly as per the records held by the bank.

I/We understand that the Department will not assume responsibility for any delayed payments, as a result of incorrect information supplied.

Company / Personal Details	
Registered Name	_____
Trading Name	_____
Tax Number	_____
VAT Number	_____
Title:	_____
Initials:	_____
First Name:	_____
Surname:	_____
Address Detail	
Payment Address ( Compulsory if Supplier )	_____
	_____
	_____
Postal Code	____
New Detail	
<input type="checkbox"/> New Supplier information	<input type="checkbox"/> Update Supplier information
Supplier Type:	<input type="checkbox"/> Individual <input type="checkbox"/> Department <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> CC <input type="checkbox"/> Other ( Specify )
Department Number	____



## PROBLEM SOLVING GUIDE

**NB!!!!!!In addition to manuals**

### Supplier bank details that can be fixed at department level

#### 1. Capturing

- Use standard branch codes/number for:

Bank	Standard branch code
Standard Bank	05 10 01
ABSA	63 20 05
FNB	25 06 55
Nedbank	19 87 65

- Always capture supplier details in capital letters.
- Use BAS maintenance form only (see attached annexure).
- Investigate if rejected, using Safetyweb enquiries and contacting the supplier.
- Misspellings by the department on supplier name.
- Do not capture the same supplier more than once in one day as it will be rejected as duplication in the safety web system.
- Do not go by trial and error as each verification has a cost implication.

#### 2. BAS ENTITY maintenance form

- Do not use Bank Statements/ cancelled cheques/ CIPRO printout. etc
- Require the Legal Name as captured by the banks
- Bank will obtain this information as per screen indicated below:
  - o FNB - Hogan system on the CIS4
  - o Nedbank - Banking platform under the Client Details Tab
  - o ABSA - CIF screen
  - o Standard Bank - Look-up screen
- Errors (inform suppliers of reason for rejection)

#### 3. Passport Suppliers

- Capture under individual
- Use the passport field

#### 4. Safety web Supplier Shortcut

- Ensure that you all using the latest version( 60 characters in the name field)
- Make sure all compulsory fields are completed. No N/A in any of the compulsory fields
- Capture titles separately (Dr, Ms, Mr etc.)
- Account Number must be captured **WITHOUT** spaces
- Branch code/number does not mean Branch name. See codes above.
- Ensure that the correct bank is captures e.g. not ABSA with a FNB bank account as it will reject

## 5. How to use BANK DETAILS REJECTION ENQUIRY

- Reflect the following rejection reason if one/ more of these are incorrect - account number, name, co reg no, ID & initials
- If the department is sure that everything was captured correctly they need to phone the supplier.
- The banks will not make the information available and the supplier will have to go back to the bank.
- Incorrect initials for ABSA indicate individual account.

**WE DO NOT GET A REASON FOR REJECTION FROM THE SMALL BANKS AND THUS WE CAN NOT SUPPLY THIS TO THE DEPARTMENTS**

## 6. Queries to PMG Office

- Should the bank spell the name incorrectly PMG can do nothing about that.
- Departments should follow up periodically on rejected details, should not take months to confirm status and make amendments to details.
- Departments must verify the status on the system before raising a query with the PMG office. Pending or not yet captured is not an acceptable query.
- If suppliers do not reflect departments should send the supplier that is not reflecting and not all the suppliers captured for that day.
- Incorrect account number - send BAS maintenance form back to supplier
- Only if pending for more than 4 working days departments can you query as to why no response has been received.
- The screens from the bank will not be made available to the department as these are confidential
- Supplier must correct incorrect details at the bank. Departments cannot tell the banks to fix any supplier details even if it is incorrect on the bank system
- Send to ALL supplier queries/ files [MPT.SAFETYWEB@MPG.GOV.ZA](mailto:MPT.SAFETYWEB@MPG.GOV.ZA)

## 7. Day end process

1. Follow the steps as indicated per manual
2. **Never** ever run find exception more than once

## 8. Cheques

1. Scanning should be done immediately on receipts of cheques and record each batch
2. During Visual verification ensure the images are visible for both front and back
3. When edit allocate (Activity tracker):
  - Missing cheques recovered are allocated to relevant department
  - Missing cashbook, listed cheque but not received (missing cheque) stale cheques and wrongly encoded cheques are returned to STD Bank for stop payment
4. When departments complete a stop payment for a cheque at Standard Bank the PMG be informed
5. If the cheque is a system generated cheque but reflects the reason "missing cashbook" the necessary linking was not done within the financial system
6. When doing OVM, identify and check the following for each w/v:

- Bank stamp
- Signatures
- Authorisation number
- Not R/D
- Bank stamp date and home branch
- Crossings not cancelled
- Payee match cashbook

If any of the OVM checks are missing the w/v is returned to Activity tracker