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PROVINCIAL TREASURY CIRCULAR NO. 26 OF 2025

TO:

**DIRECTOR-GENERAL: OFFICE OF THE PREMIER OF MPUMALANGA
SECRETARY OF THE MPUMALANGA LEGISLATURE
HEADS OF DEPARTMENTS
CHIEF FINANCIAL OFFICERS**

SUBJECT: AUTOMATION OF BUSINESS PROCESSES

1. PURPOSE

The purpose of this Circular is to inform Heads of Departments about the current transitional arrangement prior to the mandatory application of Business Process Automation (BPA) Systems.

2. BACKGROUND

The Public Finance Management Act (PFMA), section 18 (1) (c) requires the Provincial Treasury to promote and enforce transparency and effective management in respect of revenue, expenditure, assets and liabilities of provincial departments and provincial public entities.

Mpumalanga Provincial Treasury introduced Smart Governance as the process of utilising modern technologies and ICT to create a collaborative communication-based, transparent and sustainable environment for the citizens and government via Mpumalanga Provincial Circular No.6 of 2020, through this initiative MPT has implemented four systems namely; eLeave Management System, Electronic Document Delivery System (EDD), Automation of Financial Statement and Invoice Tracking System.

3. ELECTRONIC SUBMISSIONS SYSTEM (E-SUBMISSIONS)

In 2024, MPT introduced the e-Submissions system which consists of four modules through Circular 9 of 2024. The modules provided by the e-Submissions system are as follows: S&T Claims, Memorandums, Legislative Questions, Task and Resolutions.

MPT Circular No.9 of 2024, From **11 October 2024**, required Head officials to start the implementation process of the e-submissions system. By submitting departmental standard operating procedures for all submissions to the Interlinked Financial System unit, for customisation, deployment, and training as per the needs of each department.

4. INVOICE TRACKING SYSTEM (ITS)

In April 2021, MPT issued Circular No. 16 of 2021 to ensure the optimal utilization of the invoice Tracking System. In accordance with Paragraph 3, point number 3 of this Circular, departments were instructed to implement the use of the supplier portal for receiving invoices from contracted service providers, effective 1 July 2021.

5. PERSAL NATIONAL MINIMUM INFORMATION REQUIREMENTS (NMIR)

The Circular 4 of 2001 deals with National Minimum Information requirements issued by the Minister of Public Service and Administration in terms of the regulation H of Chapter 1 of the Public Service Regulations, 2001. Departments are mandated to comply with this circular in order to ensure the completeness of employee profiles on the PERSAL system.

6. TRANSITIONAL PERIOD

- a. For adequate implementation, the transition period for the e-Submissions system will last up until **31 May 2025**.
- b. The due date for the mandatory capturing of emails and contact details on PERSAL is **31 May 2025** in order for the eSubmissions system to work effectively.
- c. Completion date for e-submissions training is **30 June 2025**.
- d. The mandatory application of e-Submissions system will come into effect from **1 July 2025**.
- e. The mandatory use of supplier portal was scheduled to take effect from 21 July 2021. Departments are advised to ensure the implementation of this requirement without a delay.

7. DISSEMINATION OF INFORMATION

- a. Heads of Provincial departments are requested to bring the contents of this circular to the attention of all General Managers, Senior Managers, Middle management and administrative support staff.

- b. All Departments that did not receive training, are requested to forward training requests to the Interlinked Financial Systems (IFS) Training unit via email to: bpatraining@mpg.gov.za. For more information, please contact the training manager Mr. Mpho Modupi, at 013 766 4141.
- c. For further information on the Implementation processes, contact the IFS Project Coordinators Mr. Johan Willemse at 013 766 4360, and Mr. Mathew Mkasi at 013 766 4349.

Your co-operation in this regard will be appreciated.

Regards



MS. GUGU MASHITENG
HEAD: PROVINCIAL TREASURY
DATE: 08-05-2025