



GUIDELINE FOR ADMIN PAYMENTS



TABLE OF CONTENTS

NO.	DESCRIPTION	PAGE NUMBER
1	INTRODUCTION	2
2	Receipt of Invoices	3
3	Payment Cycle	3
4	Payment Type	3
5	Payment Method	3
6	Vendor Information	4
7	Processing of Invoice	4 - 5
9	Notes	6



INTRODUCTION

Dear Stakeholder,

The purpose of this guideline is to induct entities on how to submit their invoices to the Services SETA to ensure that all invoices are paid timeously. Entities need to note that this guideline works in cohesion with all of the Services SETA policies and procedures. Should there be any conflicting information between this guideline and the signed contract, the signed contract will prevail.

National Treasury Regulations, Section 8.2.3, states that “unless determined otherwise in a contract or other agreement, all payments due to creditors must be settled within 30 days from receipt of an Invoice”. The Services SETA is therefore committed to pay all Stakeholders, Services Providers and Creditors within 30 days as prescribed, on condition that there is evidence that the service was rendered and or goods was delivered (compliant).

The Services SETA also commit to resolving any disputes in the shortest possible timeframe.

Receipt of Invoices

All Invoices are receipted at Invoices@serviceseta.org.za.

This is a dedicated address for all Invoice and the Services SETA discourages the receipt of invoices, addressed to project owners, staff and or other individuals.

In the event of a service provider/s addressing an invoice/s as above such should be redirected to the dedicated invoice address in order to track the status such Invoice and to avoid late payment and or non-payment of Invoices.

Payment Cycle

To comply and uphold the 30 day payment policy, payments are made in the middle of the month and at the end of the month.

This is to ensure that Invoices that were not compliant at the mid-month payment run are paid at the end of the month

Payment Type

1. Contract related
2. Non contract related

Payment Method

1. Electronic Funds Transfer (EFT)
2. Debit order

Debit orders payment are only loaded for specific payment such as utility payment and must be arranged and pre-approved via a signed agreement

The Services SETA strongly discourage cheque payments due to the risks associated with such transactions.

Vendor Information

Vendor Information, such as the company registration documents, tax clearance certificate, BBBEE certificate and banking detail is obtained at the time of tendering, request for quotation and or contracting. This information is verified against the Invoices submitted, contracts and/or purchase orders and the Standard Online Verification.

Vendors sourced through National Treasury Central Supply Database will be deemed correct and relevant, however the banking detail will still be verified against the Standard Bank Business Online Verification.

Processing of Invoices

All invoices received via the dedicated Invoice address is printed and recorded on a daily basis on the Invoice Register.

After recording the invoices on the register as "Received", the invoices are date stamped.

The invoices are then delivered to the project owner and/or department for verification and authorization.

The date of delivery (receipt) is recorded on the Invoice register and the project owner and to return the said Invoice together with the following documents

1. Completed and signed Payment Advise
2. Evidence that the service was rendered (Goods received note) and or any other relevant supporting document.
3. The printed order (where applicable)
4. Confirmation of banking detail (New vendors only)
5. Copy of contract (If and where applicable)

Regular follow ups are done and the register is updated accordingly.

Upon receipt of the completed and signed invoice together with the relevant supporting documents the Invoice register is updated and the invoices are validated against the supporting documents and then processed on the Financial System.

The Services SETA endeavour to send remittance advices to all paid supplier with 5 days after payment is made.

DOCUMENTS REQUIRED

Administration: Contract related payments:

- Fully signed agreement
- Proof of banking details (once off/as and when changed)
- Tax Invoice (claimed in line with the agreed schedule) - must contain at least but not limited to the following particulars:
 - Supplier Name
 - VAT Number (if applicable)
 - Banking Details
 - Company registration number
 - Purchase order number/Contract Number/Tender number
 - Amount (Indicate if VAT inclusive/exclusive)
- Proof of delivery in line with the milestones outline in the agreement

Administration: Non Contract related payments:

- Copy of Purchase Order
- Proof of banking details (once off/as and when changed)
- Tax Invoice (claimed in line with the purchase order)
 - Supplier Name
 - VAT Number (if applicable)
 - Banking Details
 - Company registration number
 - Purchase Order Number
- Delivery Note

In the event that the VAT number provided is not active on the SARS verification website, an enquiry will be launched with SARS and if it is still not active, the payment will be made excluding the VAT portion.

Notes

Non-compliant Invoices:

The Services SETA is compelled to only pay on service delivery unless agreed beforehand in a form of a contract or accepted quotation. Any invoice that cannot be substantiated with the relevant supporting documents, will be deemed non-compliant and cannot be considered for payment until it is resolved.

In such instance, the 30 days will only be counted from the date the Invoice became compliant.

It is therefore in the interest of all parties to ensure that such matters are adequately communicated and resolved as soon as possible

Change of Banking Detail:

It is the responsibility of all stakeholders, service providers, creditors and or individuals to formally inform the Services SETA (Peter Elias on petere@serviceseta.org.za) of any changes relating to banking detail as soon as it becomes applicable.

In the absence of such formal communication, the Services SETA will deem the current approved banking detail to be correct and relevant.