
AfriSam



Shared Services Centre Supplier Payment Guide

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Overview

AfriSam Shared Services Centre (SSC) payment process involves co-operation of 4 parties:

1. AfriSam Operational Unit
2. AfriSam Procurement Department
3. Supplier
4. AfriSam Accounts Payable Department SSC

Pre-requisites

1. Contract/agreement/quotations between the AfriSam Operational Unit/ Procurement and the Supplier for the supply of goods or services
2. AfriSam Purchase Order
3. Goods Receipting/ Maintaining Service Entry only on a proper signed delivery note or job card
4. Service Level Agreement (SLA) between the AfriSam operational business unit and the AfriSam Accounts Payable Department SSC for paying the Supplier based on legal and customer requirements

Receiving Payment

1. Send your invoice and statement electronically to accounts.payable@za.afrisam.com
2. Invoices to be sent only after delivery or completion of work and ensure that VAT Registration details, Purchase Order/ Service Order number is on the invoice
3. Payment will be made based on our agreed payment terms

Supplying Goods and Services to AfriSam



1 AfriSam operational unit creates and releases a requisition to request a quotation.
Note: A supplier should not deliver goods or services on the basis of a requisition only (except on a breakdown basis outside business hours)

2 AfriSam procurement evaluates and compares the quotes received from suppliers i.e. competitiveness of quoted price, product, quantity and turnaround time and BEE.

3 An AfriSam buyer creates a Purchase Order (PO) / Service Order (SO) and sends the PO/SO to the supplier. The approved purchase order /service order is the **1st checkpoint**.

4 The supplier delivers the goods/services on the agreed delivery date and issues a proof of delivery or job card which the operation should stamp, date and sign. Goods received voucher (GRV) or a service entry is created in SAP. The GRV/Service Entry is the **2nd checkpoint**.

*Note: The supplier must ensure that proper signed delivery documents or job cards are handed in at the Stores department/admin office of the operational unit. If the (tax) invoice is used as proof of delivery, the operational unit will forward the invoice to the SSC. **The onus still remains with supplier to ensure that all original tax invoices are sent to Accounts Payable department SSC***

5 The supplier produces a (tax) invoice. The (tax) invoice is the **3rd checkpoint**.

6 An electronic invoice to be sent to the Accounts Payable department SSC.

7 Sends a detailed monthly statement electronically to the Accounts Payable department SSC for reconciliation and payment purposes.

	1 Service/ Purchase Order	2 Goods Receipt Voucher/ Service Entry	3 Tax Invoice
A Supplier Info	✓	✓	✓
B Price	✓	✓	✓
C Quantity	✓	✓	✓
The Supply of Goods and Services			
Payment by the SSC is dependent on a 3-way match (see diagram) between the			
(1) AfriSam Service/Purchase Order,			
(2) Goods Receipt Voucher / Service Entry, and			
(3) (Tax) Invoice from Supplier			

Example Tax Invoice



Trading Name & Address of

Suppliers VAT number

SETLOBOKO's GROUP STORES
 PO Box 17254
 Witpoortjie
 1724
 Ck 2003/024490/23
 Vat: 4580227553

Phone 011 279-1089
 E-Mail. debtors@sgroupstores.gmail.com

The words 'TAX INVOICE' clearly indicated

TAX INVOICE

Invoice no: inv 16

Date: 30-Nov-11
 Purchase Order 4501079451

Tax invoice number serialised

Tax invoice Date

AfriSam Purchase Order Number

Billing Address:	
Company:	AfriSam (South Africa) (Pty) Ltd
Address:	P.O. Box 6367
	Weltevreden Park
	1715
Customer Vat no.	4710234701

Trading Name & Address of Recipient

AfriSam VAT Number

Nett value before vat

VAT amount

Product Code	Description	Quantity	Unit Price	Total
D254	Bova Hiker Boot Brown 08	1.00	R 413.10	R 413.10
			Vat @14%	R 57.83
			Total	R 470.93

Accurate description of goods & services

Quantity or volume shipped

Total amount charged

Invoice Requirements – AfriSam prefers electronic invoices

Tax invoice requirements

Legally, as per the South African Revenue Services (SARS) policy, a tax invoice should have:

1. The words “Tax Invoice” in a prominent place
2. The name, address, company registration and VAT registration number of the supplier
3. The correct name, address, and VAT registration numbers of AfriSam (South Africa) Pty Ltd,
4. An individual serialised invoice number and invoice issue date
5. A full and proper description of the goods or services rendered
6. The quantity or volume of goods or services rendered
7. The value of the goods and services supplied, and whether VAT is charged and the total value of invoice.
8. The invoice must be issued in South African Rand
9. The words “copy” must be in a prominent place if original invoice has been lost
10. A tax invoice must be issued within 21 days

It is important to know:

AfriSam (South Africa) Pty Ltd VAT registration number is 4710234701. This should appear on all invoices

Electronic tax invoicing

SARS has indicated that suppliers may exchange debit, credit notes and invoices electronically, provided that:

- Tax invoices received or issued must comply with all the requirements that would normally apply for valid invoices,
- Invoices must be issued in a PDF or TIFF document encrypted (at least 128 bytes) over a secure line;
- The recipient has confirmed in writing that he will accept electronic documents for VAT purposes;
- No other tax invoices, credit or debit notes are issued for the same goods/services and all copies extracted electronically by the recipient must bear the words” Copy tax invoice, “copy credit note etc.

A tax invoice sent by e-mail is not acceptable unless the parties to the transaction have implemented electronic invoicing as discussed above

AfriSam will accept electronic tax invoices, provided they comply with the above-mentioned criteria.

It is important to know:

The email address for invoices and statements to use is accounts.payable@za.afrisam.com

Statement Requirements- AfriSam prefers emailed statements in PDF OR TIFF format

1. Vendor account number should be in the header of your statement, under AfriSam's name and address.
2. Customer account number must also appear on your statement.
3. The following fields should reflect on your statement:
 - Date of invoice, credit note or payment received
 - Invoice, credit note or journal number
 - Inclusive amount of invoice, credit note or payment
4. Statements must be emailed on or before the 7th working day.

It is important to know:

The email address for invoices and statements to use is accounts.payable@za.afrisam.com

Services Companies and Labour Brokers

Personal Services Companies, Contractors and Labour Brokers

The law currently prescribes 34% tax in the case of labour brokers, personal services companies and independent contractors, as defined by SARS.

Such companies are required to provide a IRP30 certificate or IRP3 Tax Directive.

AfriSam SSC will, in terms of the legislation, subtract PAYE tax from payments in the absence of an IRP30 certificate or IRP3 tax directive.

All independent contractors, labour brokers and personal services companies must ensure that they provide the Compliance department SSC with a copy of the required IRP30 or IRP3 Tax Directive. Failing this, you will be treated as a personal services employee through payroll where PAYE and UIF will be deducted from your invoice in compliance with SARS legislative requirements.

It is important to know:

AfriSam (South Africa) Pty Ltd VAT registration number is 4710234701. This should appear on all invoices to AfriSam.

How to get paid promptly...

Invoicing AfriSam (South Africa) Pty Ltd

Submit an electronic Tax Invoice to the Accounts Payable email only if goods were delivered or services completed.

Clearly indicate A Supplier details, B price, C quantity as per the order and the Order Number on the invoice.

Make sure the invoice adheres to all legal and AfriSam requirements (see example invoice)

Verification and Payment

AfriSam Accounts Payable Department SSC receives the tax invoice and verifies it against:

- (1) Purchase/Service Order
- (2) Goods Received Voucher/Service Entry

If a 3-way match is achieved, the invoice is processed for payment.

If a statement is received, an automatic reconciliation is triggered by invoice dates to settle the invoices according to standard payment terms e.g. 30 days from end of month of invoice date.

Note: An electronic remittance advice as well as reconciliation will be issued and sent to you for reconciling your account and you may contact the Accounts Payable Clerk at Accounts Payable department at SSC to discuss any reconciling items.

Payment Terms

AfriSam (South Africa) Pty Ltd SSC will pay suppliers within agreed payment terms should the 3-way matching criteria be met. Payment of invoices will only be made if AfriSam has received a statement reflecting all outstanding invoices to reconcile the account.

What if I have a query?

Call the SSC Contacts

(011) 670 5578
(011) 670 5692
(011) 670 5583

Send document(s) as requested

Resolve query to get payment

Supplier
Payment

Frequently asked questions on payment queries which prevent effective 3-way matching

Question: What if there is no order or wrong purchase order on invoice?

Answer : You will be informed, please obtain the correct order number from the Operational Unit Supervisor/Line Manager or Procurement Dept.

Question: What if there is an incorrect AfriSam (South Africa) Pty Ltd VAT number on an invoice?

Answer : You will be informed, of the incorrect VAT number (as described on page 4 in this document) credit the invoice and issue a new invoice.

Question: What if there is a difference in order and invoice price/quantity?

Answer : Depending on the nature of the difference, the invoice will either be referred to the person to whom the goods/ services were delivered/Procurement or to the supplier for correction.

Question: What if there is no Goods Receipt Voucher?

Answer : The invoice will be referred to the Operational Unit for correction if delivered or work completed.

Question: What happens to an invalid tax invoice, not complying with SARS requirements?

Answer : The invoice will be referred to the supplier to credit and resubmit a new compliant invoice

Question: What if there is a VAT calculation error on a tax invoice?

Answer : The invoice will be returned to the supplier for correction, credit the incorrect invoice and resubmit a new correct invoice

How to contact the Accounts Payable Department at Shared Services Centre:

Annemarie Wyenberg

Accounts Payable Manager

Felicitas Mutizwa

Accounts Payable Team leader

Shamima Ranchod

Accounts Payable Team leader



011 670 5578

011 670 5692

011 670 5583



011 670 5040

011 670 5040

011 670 5040



accounts.payable@za.afrisam.com

Physical Address

AfriSam (South Africa) Pty Ltd
Constantia Office Park

Weltevredenpark
1715

Postal Address

AfriSam (South Africa) Pty Ltd
Crn 14th Avenue & Hendrik Potgieter Road
PO Box 6367
Weltevredenpark
1715

Company Registration No.: 2006/005970/07

VAT No: 4710234701