

ADDENDUM 12

STANDARD OPERATING PROCEDURE (SOP)
Ordering, Receiving and Distribution of goods and services including the preparation of payment vouchers

Process Name	1. Ordering of goods/services		
Process Scope	To provide the Responsibility Manager with the requested goods/services.		
Applicable legislation/policy	<ul style="list-style-type: none"> • The Constitution of the Republic of South Africa, 1996, (Act no. 108 of 1996); • Public Finance Management Act (PFMA), 1999 (Act 1 of 1999); • Preferential Procurement Policy Framework Act (PPPFA), (Act no. 5 of 2000); • Preferential Procurement Regulations, 2022 (PPR); • Broad Based Black Economic Empowerment Act (BBBEE) (Act no. 53 of 2003); • National Treasury Regulations issued in terms of the PFMA; • Practice and Instruction Notes issued by the relevant Treasury; • Accounting Officer's System of the WCED; • Institutional Instructions; and • Standard Operating Procedures. 		
Process Beneficiary	Responsibility Managers (RM)		
Task no.	Task	Sub-Task	Responsibility
Process Name	2. Placing of orders for goods/services		
2.1	The Assistant Director: Evaluations and Orders receives the requisition package with quotations for goods or services from the Assistant Director: SCM Performance Management after the package has been assessed for compliance.	<ul style="list-style-type: none"> • If a valid contract exists place the order with the contracted supplier. • If the goods/services are available from the Government Printing Works or another Government Department, place order with the entity. • If supplier has been identified through quotation place the order on approved supplier. 	Assistant Director

		<ul style="list-style-type: none"> Verify that the Standard Chart of Accounts (SCOA) codes are indicated and correct. 	
2.2	Capture the requisition on LOGIS.	<ul style="list-style-type: none"> RQCP (requisition captured) Function on LOGIS. Ensure that SCOA codes are correct. Ensure that the contracted service provider is registered on LOGIS. Ensure that the requisition number has not been previously used. Capture Chief User. Capture requisition number. Capture the service provider's details. Capture/request new Item Control Number (ICN). Capture SCOA codes. 	Administrative Clerk
2.3	Authorize the requisition on LOGIS.	<ul style="list-style-type: none"> RQAT (authorise requisition) function on LOGIS. Verify and authorize the captured information. Print and sign the procurement advice (PA). 	Administrative Officer
2.4	Authorize Procurement advice on LOGIS within delegation.	<ul style="list-style-type: none"> PAAP (approve procurement advice) Function on LOGIS. Verify that approved supplier is registered on LOGIS. Verify that the order is for the correct Responsibility Manager. Verify ICN. Verify quantities. Verify price. Verify delivery period. Verify SCOA codes. Approve procurement advice. Return requisition to capturer if incorrect information was captured. 	Delegated official
2.5	Approve and print official order.	<ul style="list-style-type: none"> ORAT (authorize order) Function on LOGIS. Verify quote validity. Verify delivery address and period. Verify supplier code. Verify SCOA codes. 	Administrative Officer

		<ul style="list-style-type: none"> Print official order on LOGIS. 	
2.6	Complete order template.	<ul style="list-style-type: none"> Indicate that steps have been followed as per Provincial Treasury Order Checklist. 	Administrative Officer
2.7	Complete "Acknowledgement of receipt of order" letter to supplier.	<ul style="list-style-type: none"> Attach letter to suppliers' copy of order to package. 	Administrative Officer / Administration Clerk
2.8	Split order in "Supplier copy" and "Payment package".	<ul style="list-style-type: none"> Fax supplier's copy, together with letter to the supplier. Post supplier's copy with the endorsement "Confirmation Order" to supplier. Update IMS. Forward the order package to the Section: Specifications and Quotations for adjudication on the eProcurement Solution (ePS). Once adjudication has been done, forward the order package to the Section: Contract Management for filing in 0 to 9 file until the order is delivered and the invoice is produced for payment. 	Administrative Officer / Administration Clerk
Process Name	3. Receiving of Goods		
3.1	Follow up on the delivery of ordered goods/services until receipt thereof by Responsibility Manager.	<ul style="list-style-type: none"> Check the order package to determine that it is correctly completed when the package is received from the Section: Orders. Order pack is retrieved from 0 to 9 file for follow-up. Obtain proof of delivery (POD). Verify the quantity, quality and correctness of the goods/services. The simultaneous receipt (SR) is completed. The invoice is received, date stamped and checked for correctness. Receipt of the goods/services is certified by the Responsibility Manager. Capture receipt on LOGIS. 	Administrative Clerk / Administrative Officer

Process Name		4. Distribution of Goods	
4.1	Delivery of goods.	<ul style="list-style-type: none"> • Goods are delivered to the Responsibility Manager as per address on the relevant order. • If goods are delivered to SCM unit, the receiving official verifies the quantity, quality and correctness of the goods as per order package. • The Responsibility Manager collects the received goods and acknowledges receipt of the delivery by duly signing and dating the delivery note/invoice. The Responsibility Manager certifies on the invoice that goods have been correctly received/services have been satisfactorily rendered. 	Administrative Clerk.
Process Name		5. Preparation of Payment Vouchers	
5.1	Receipt of Invoice for payment.	<ul style="list-style-type: none"> • Receipt of the duly certified invoice is recorded in the Invoice Register. • Match the invoice to the relevant order package. • Validate the invoice for completeness in terms of quantities, value and whether VAT is included. • Check quantity ordered, received to the invoice quantity. • Verify whether the bank details recorded on the invoice (if indicated) match the registered details of the supplier. • Ensure completeness of the payment package by including all relevant documents. 	Administrative Clerk. Administrative Officer
5.2	Capture the invoice.	<ul style="list-style-type: none"> • Add the invoice via FINN (invoice capture) for payment within 30 days of receipt. • Submit package for capturing on Procurement Integration. • Check if invoice or quotation price is to be paid. • Amend payment amount, if required. • Enter the settlement date via FINN. 	Administrative Clerk. Administrative Officer

5.3	Pre-authorisation of payment.	<ul style="list-style-type: none"> • Verify the information under the heading of "Adding of Payment". • Check the SCOA codes - if incorrect, edit the commitment. • Match the recorded bank details with the details on the invoice. • Return package to capturer if errors are identified. • Confirm settlement date. • Print all payment vouchers. • Duly sign and date all payment vouchers by signing the payment part of the printed form. 	Administrative Officer. Assistant Director. Deputy Director. (As per the approval of the Accounting Officer, where required)
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