

## **IMPORTANT NOTICE TO ALL SERVICE PROVIDERS**

### **LOADING INVOICES FOR PAYMENT ONLINE**

We are pleased to announce that all service providers are now able to upload their invoices electronically for payment.

This will ensure that :-

- The requisite documentation (invoice, release note and approved FRC) required for payment is received and attached to the claim, therefore no lost documents or re-emailing of documents
- You have confidence in knowing that your invoice will be settled in terms of the set payment terms
- Please ensure you confirm your bank account from the drop down list when submitting your invoice and supporting documents to ensure payment is made to the correct account and avoid settlement delay.

Please remember that you must obtain a purchase order from the claims department to utilise this online facility.

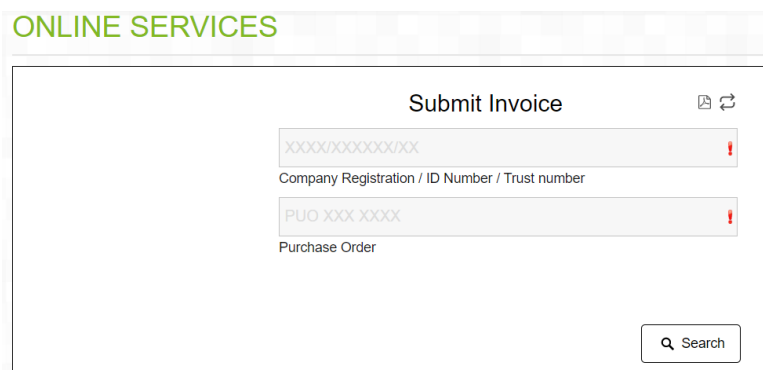
**NO INVOICES WILL BE SETTLED WITHOUT THE RELEVANT PURCHASE ORDER NO. AND CLAIM NO. REFLECTING ON THE SAME.**

***INCORRECT/INCOMPLETE SUBMISSIONS FOR PAYMENTS REQUESTS WILL RESULT IN PAYMENT DELAYS.***

The process of uploading your invoices electronically is simple, quick and easy.

**Please follow the below steps :-**

- Log on to <https://www.mobilityins.co.za/supplier-invoice-upload> (click on the link, this will take you to the online services portal) Scroll down until you see the below :



The screenshot shows a web interface titled 'ONLINE SERVICES' in green. Below the title is a section titled 'Submit Invoice' with a refresh icon. There are two input fields: the first is labeled 'Company Registration / ID Number / Trust number' and contains the placeholder text 'XXXX/XXXXXXX/XX'; the second is labeled 'Purchase Order' and contains the placeholder text 'PUO XXX XXXX'. Both fields have a red exclamation mark icon to their right. At the bottom right of the form is a 'Search' button with a magnifying glass icon.

- In the first block, enter your entity registration details ,i.e. Company Registration number, ID number or Trust number (ensure you insert the “/” where applicable when inserting your company registration number, e.g. 2022/123456/012)
- In the second block, enter the purchase order number, e.g. PUO 001 1234 (ensure you type the PUO in capital letters and leave a space between the PUO and first 3 digits, as well as between the first 3 digits and the last 4 as indicated on the purchase order)
- Click on the “Search” tab

- The “View Purchase Order” tab will open as below, here you will view your purchase order details to ensure it is correct. If the purchase order is blank, you need to re-enter the entity and purchase order number as there was most probably an error when capturing those :

ONLINE SERVICES

- Once you have confirmed that the purchase order details are correct, click on “Upload Supplier Invoice” which is the tab next to “View Purchase Order” as below :

ONLINE SERVICES

- Here, you need to check and insert all details to ensure correct payment.
  - In the “Debtor/Creditor” block, your entity name will reflect.
  - In the “Bank Account” block, your bank account details (last 4 digits of your bank account number) will reflect. Please click on the drop down to confirm that the bank account number is correct.

If the dropdown does not reflect your bank account number or the incorrect bank account number is reflected, please email request along with your proof of banking details dated not older than 3 months to [supplierpayments@mobilityins.co.za](mailto:supplierpayments@mobilityins.co.za) to load the new banking details.

  - In the “Payment Terms” block, the available payment term options will reflect. Our standard payment term is 5% discount if paid within 15 days unless arrangements were made for a different term. Please select your preferred option.
  - In the “Payment Reference” block, insert the claim number, e.g. CLM123456
  - In the “Invoice Number” block, insert your invoice number.
- Once the above inputs have been completed, check that the amount reflecting on the purchase order corresponds with the amount on the approved final costing (FRC), which should also tie in with the amount on your invoice

**NB: Remember when calculating and submitting this payment, you exclude the discount amount as the discount, if applicable, gets automatically calculated on our system- after you submit the payment based on the payment term preference you have selected.**

- **NOTE:-**

- Should your invoice amount (must agree with the approved final costing amount) correspond with the purchase order amount, confirm the payment terms and the bank account, add in the payment reference and invoice number, attach all documents (invoice, release note and approved final costing) as one attachment in the invoice attachment block, and the release note in the release note block and submit. See below for ease of reference :-

**ONLINE SERVICES**

View Purchase Order | **Upload Supplier Invoice** | Run Log

Upload Invoice for PUO 002 5431

Debtor / Creditor: [Redacted] (Pty) Ltd, \*\*\*3598 -

Bank Account: [Redacted]

Date of Invoice: 11/04/2022

Payment Terms: 5% Discount if paid within 11 days

Payment Reference: [Redacted] payable on 08/06/2022

Invoice Number: [Redacted]

**Attachments**

Invoice: Click to Browse or Drag file here

Release note: Click to Browse or Drag file here

Submit Invoice

- Should your invoice amount (must agree with the approved final costing amount) differ from the purchase order amount, confirm the payment terms and the bank account, add in the payment reference and invoice number, and then :
  - Insert-in the VAT Exclusive Column (2nd column) of the row “999. Miscellaneous” (highlighted in yellow below) the subtotal (after extras and savings, before discount, vat and excess) per the approved final costing – you will find this on the last page of your approved final costing.

Upload Invoice for PUO 002 5431

VAT / Line Item	Previous Purchase Order VAT Inclusive	VAT Exclusive	VAT	VAT Inclusive
Damaged item repairs	Use Supplier Status	R	R	R
1. Parts	R 0.00	R 0.00	R 0.00	R 0.00
2. Paint	R 0.00	R 0.00	R 0.00	R 0.00
3. Labour	R	R	R	R
4. Strip & Assemble	R 0.00	R 0.00	R 0.00	R 0.00
5. Frame	R 0.00	R 0.00	R 0.00	R 0.00
6. Shop Supplies	R 0.00	R 0.00	R 0.00	R 0.00
7. Outwork	R 0.00	R 0.00	R 0.00	R 0.00
999. Miscellaneous	R 0.00	R 0.00	R 0.00	R 0.00
Minus: Excess recovered from repairer	Use Supplier Status	R	R	R

- Ensure the amount (as highlighted below) corresponds with the approved final costing amount by taking the subtotal after extras and savings from the approved final costing, add the 15% Vat if you are Vat registered and subtract the excess. The discount will be automatically calculated once payment is submitted. Attach all documents (invoice, release note and approved final costing) as one attachment in the invoice attachment block, release note in the release note block and submit.

Total Excluding VAT R  
 VAT amount R  
 Total Including VAT R

#### Attachments

Click to Browse  
or Drag file here

Invoice

Click to Browse  
or Drag file here

Release note

Submit Invoice

- Please contact [supplierpayments@mobilityins.co.za](mailto:supplierpayments@mobilityins.co.za) should you experience any problems in uploading your invoices.