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Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

**SUPPLIERS GUIDE FOR USING THE
the dtic INVOICE SOLUTION**

the dtic Invoice Solution

Suppliers Guide



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SUPPLIERS GUIDE FOR USING THE the dtic INVOICE SOLUTION

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1. Purpose

The purpose of this document is to provide suppliers with a step-by-step process to be followed to be able to:

- ❖ Gain access to the system (Registration).
- ❖ Upload invoices
- ❖ Check the status of the submitted invoice.
- ❖ Reset the password

To access the system in your browser, click/type the following address:

<https://invoiceportal.thedtic.gov.za/>

or

Visit **the dtic** website, click on the Procurement and Tenders tab



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2. Registration to use the system

1. To use the solution to submit invoices, the service provider must register. To activate the registration, the Supplier must click on “[Register here](#)” (See note 1 below.)

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Please enter your email and password to login. [Register here](#) if you don't have login details.

Email address

Password

[Forgot your password?](#)

Log On

2. To register, please read **the dtic Privacy Policy** and tick the “I have read **the dtic Private Policy**” tick box if in agreement with **the dtic** privacy. If this is not ticked access for registration will not be allowed. (See note 2 below.)

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Welcome

We use cookies on our website. Please read [the dtic Privacy Policy](#) before registering.

I have read [the dtic Privacy Policy](#)
[or login here.](#)

Company Name

Central Supplier Database Number

Company Registration Number

Contact Person

Contact Number

Email

Password

Confirm Password



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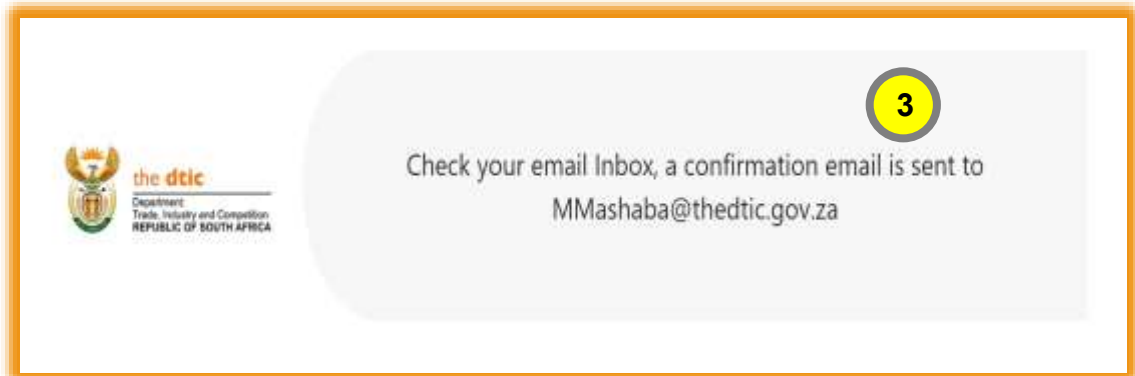
Complete all fields and click on “[Register](#)” (See note 3 below.)

The screenshot shows the registration page for the dtic. On the left, there is a 'Welcome' message with a 'Privacy Policy' link and a checkbox for 'I have read the dtic Privacy Policy'. The main form contains the following fields:

- Company Name: Tshemo CC
- Central Supplier Database Number: MAAA0978078
- Company Registration Number: 2003/026078/23
- Contact Person: Masaba
- Contact Number: 0837317615
- Email: MMashaba@thedtic.gov.za
- Password: [masked]
- Confirm Password: [masked]

A 'Register' button is located at the bottom left of the form.

3. A confirmation message will appear referring to an email that must be attended to confirm the registration



4. Click on the link “[Click here](#)” in the email to confirm the registration . (See note 4 below.)



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3. Log in to use the system

5. A message will appear for the confirmation of the registration Click on “[Login here](#)” to access the system. (See note 5 below.)



6. Login with your credentials provided during the registration. (See note 6 below.)



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Please enter your email and password to login. [Register here](#) if you don't have login details.

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Email address

Password

[Forgot your password?](#)

Log On

7. Once you logged in the following landing page appears in. This page shows all your previously submitted invoices and the status thereof. A filtered version can also be seen by selecting “In process”, “Paid” or “Referred Back”. (See note 7 below.)

Invoice Solution iuser@thedtic.gov.za Log off

[Upload Invoice](#) [My Invoices](#)

Show: [In Process](#) | [Paid](#) | [Referred Back](#)

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Search:

Invoice Number	Status	Submitted date	Order Number	Action
1234599999	Paid	12-10-2022	OR-333333	View
45445454545454	In Process	29-08-2022	OR-434364	View
9900000000000000	In Process	23-08-2022	OR-606060	View
test10	Paid	20-07-2022	OR-555555	View
test 6	Referred Back and Cancelled	23-05-2022	OR-123456	View
3030300303000000	In Process	12-05-2022	OR-123456	View
test 4	In Process	06-05-2022	OR-999988	View
test 03	In Process	06-05-2022	OR-999777	View
test2	Referred Back and Cancelled	06-05-2022	OR-999988	View



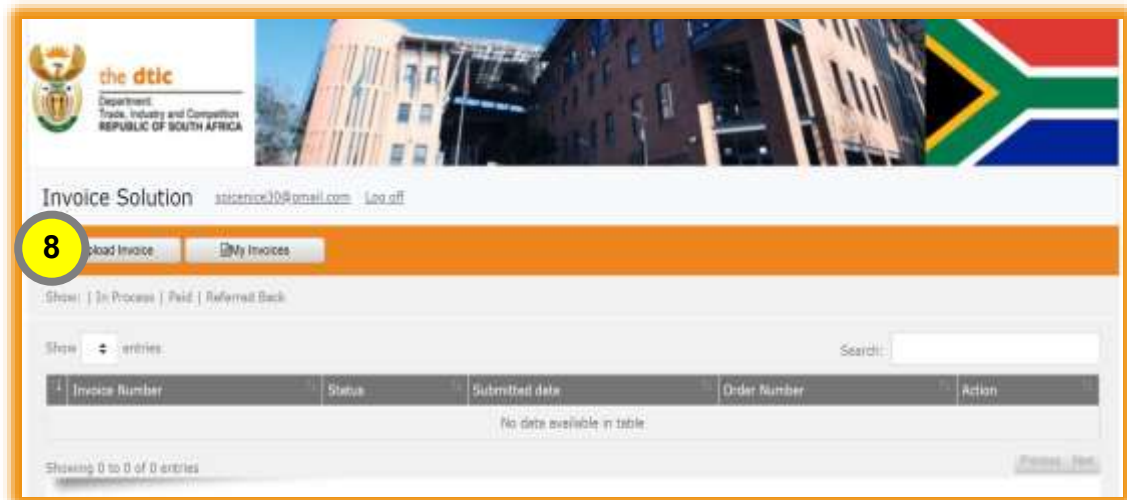
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4. How to submit an invoice for payment

8. To submit an invoice click on “ Upload invoice. (See note 8 below.)



9. Complete invoice details in full. Click “[Choose File](#)” to upload the invoice in a “PDF format from your computer. (See note 9 below.) **NB! Only PDF format documents can be attached.** When completed click on the “[Next](#)” button. (See note 10 below.)



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1 Invoice Information 2 Invoice Prechecks 3 Declare and Submit

Invoice Information

Company Name *

Invoice Number *

Invoice Date *

Service Delivery Date(Start)* Service Delivery Date(End)* Invoice Amount *

Invoice Order Number * must be 9 characters long.

the dtic Contact Person *

Upload Invoice *

Choose File No file chosen

Next

10. Complete the Invoice Prechecks checklist to confirm the accuracy and completeness of the uploaded invoice that will be sent for payment. (See note 11 below.) When completed click on the “Next” button. (See note 12 below.)

Invoice Solution [myinvoice20@gmail.com](#) [Log out](#)

1 Invoice Information 2 Invoice Prechecks 3 Declare and Submit

Invoice Prechecks

Question	Yes	No
Are there bank details on the invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do the bank details on CSD correspond to the bank details on the invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the description of the goods and services rendered indicated on the invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are the invoice totals correct	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the vendor name match the name on the order	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the invoice number indicated on the invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the invoice dated	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If you are a VAT vendor, do the words tax invoice appear on the invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes, is the VAT registration number indicated on the invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Next

11. Click on the “I agree” of the declaration and fill in the requested declaration fields. (See note 13 below.) Click on “Submit” to submit the invoice for payment. (See note 14 below.)



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Invoice Solution [submit@dtic.gov.za](#) [Log off](#)

[Upload Invoice](#) [My Invoices](#)

1 Invoice Information 2 Invoice Prechecks 3 **Declare and Submit**

Declare and Submit

I hereby declare that I am the duly authorized person to do this declaration.

I further declare that the information provided on this invoice is a fair and true reflection of the services rendered and all relevant information has been disclosed. I am aware that should any of the information on CSD found to be incorrect or non-compliant, the dtic reserves the right to withhold payment until the matter/s are resolved. If at any stage it transpires that the information submitted is incorrect, action can be taken for misrepresentation.

I Agree

Title*

Firstname*

Lastname*

Capacity*

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[Submit](#)

12. Confirm whether you want to submit the invoice, by clicking on “Yes”. (See note 15 below.)

Declare and Submit

I hereby declare that I am the duly authorized person to do this declaration.

I further declare that the information provided on this invoice is a fair and true reflection of the services rendered and all relevant information has been disclosed. I am aware that should any of the information on CSD found to be incorrect or non-compliant, the dtic reserves the right to withhold payment until the matter/s are resolved. If at any stage it transpires that the information submitted is incorrect, action can be taken for misrepresentation.

I Agree

Title*

Firstname*

Lastname*

Capacity*

Submit Invoice

Are you sure you want submit this invoice?

[Yes](#) [No](#) [Cancel](#)

[Submit](#)

13. Once submitted the invoice will appear on the portal and indicate the status. (See note 16 below.)



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Invoice Solution jventer@thedtic.gov.za Log off

[Upload Invoice](#) [My Invoices](#)

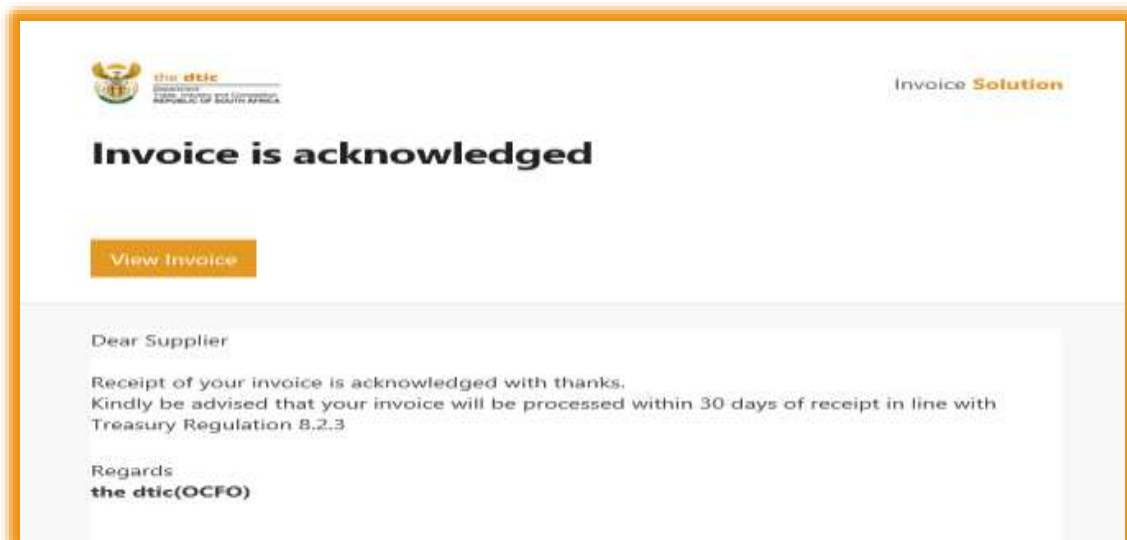
Show: [In Process](#) | [Paid](#) | [Referred Back](#)

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Search:

Invoice Number	Status	Submitted date	Order Number	Action
123456789	Paid	12-10-2022	OR-333333	View
+5445454545454	In Process	29-06-2022	OR-434344	View
990000000000000	In Process	23-08-2022	OR-886666	View
test10	Paid	28-07-2022	OR-555555	View
test 6	Referred Back and Cancelled	23-05-2022	OR-123456	View
303030030303030	In Process	12-06-2022	OR-123456	View
test 4	In Process	06-05-2022	OR-999999	View
test 33	In Process	06-05-2022	OR-999777	View
test2	Referred Back and Cancelled	06-05-2022	OR-999998	View

14. You will receive an email as an acknowledgement stating the following:



5. How to reset your password

15. To reset your password, click on “[Forgot your password](#)”. (See note 17 below.)



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Please enter your email and password to login. [Register here](#) if you don't have login details.

Email address

Password

[Forgot your password?](#)

Log On

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16. Type your registered email address and click “[Get New Password](#)”. (See note 18 below.)

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Forgot your password?

Please enter the email address registered on your account. or [login](#) if you know your account credentials.

Enter your email address

Email address

Enter the email address you used during the registration. Then we will email a link to this address.

Get New Password

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17. confirmation that an email was sent will appear



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Check your email Inbox, a confirmation email is
sent to jventer@thedtic.gov.za

[Click here to login.](#)

18. Click on “[Click here](#)” to reset the password. (See note 19 below.) An email will be sent to you

Hi,

The Department of Trade, Industry, and Competition has received your request for resetting your password to submit an invoice. Please [click here](#) to reset your password.

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Regards
the dtic (CFO)



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together, growing the economy

the dtic Customer Contact Centre: 0861 843 384



19. Reset your password and click on “[Reset Password](#)” to activate the new password. (See note 20 below.)

Forgot your password?

Please enter the email address registered on your account, or [login](#) if you know your account credentials.

Email

Password

Confirm password

Enter the email address used during the registration.
Then we will email a link to your email address.

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20. You will receive a confirmation message that the password reset was successful.



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Password Reset successful

To continue, please [Click Here!](#) to login.