**ANNEXURE B**

**PROVINCIAL DEPARTMENTS**

**REASONS FOR NON-PAYMENT OF INVOICES**

| **Province** | **December 2016** | **January 2017** |
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| Eastern Cape | **Reasons for late payment**   * Banking details and invoice discrepancy * Changing banking details * Late submission of invoices * Incorrect billing by suppliers * Disputes about rate charges * Late recommitment of accruals * Internal Delays * Order recommitted. * Awaiting Tax Clearance Certificate * Suppliers disputes * Awaiting supporting documents * Incorrect casting * Incorrect banking details on the system * Suppliers de-registered by PT * Suppliers changing banking details without notifying the department * Delay in recommitments * De-commitments process and shifting of funs * Accruals and rejection * Inactive banking details   **Reasons for non-payment**   * Changing of banking details * Late submission of invoices (internal) * Disputed about the rates * Incorrect billing by the supplier * Budget shifting * Late recommitment of accruals * Expired Tax Clearance Certificate * Awaiting supporting documents * Problem with Item code * Suppliers de-registered by PT * Awaiting new invoice and expenditure approval * Delay in recommitments * Awaiting shifting of funds * Inactive banking details and system rejection | **Reasons for late payment**   * Changing banking details * Late submission of invoices * Incorrect billing by suppliers * Disputes about rate charges * Challenges with item codes * Delays with service rendered confirmation * Challenges with trial LOGIS implementation * Awaited supporting documentations * Accruals, rejections, incorrect allocation * Delay in recommitments * De-commitment process * Awaiting shifting of budget * Service rendered without an order * Inactive banking details   **Reasons for non-payment**   * Change of banking details * Late submission of invoices * Incorrect billing by the suppliers * Incorrect invoice details * Incorrect order details * Internal queries * Delay in commitment * LOGIS system rejection |
| Free State | **Reasons for late payment**   * Restricted cash management in releasing funds * Funds shifting * Internal process delay * Expired contracts * Unavailability of Cash allocation * Cash flow challenges * Tax Clarence Certificate * System Errors   **Reasons for non-payment**   * Internal process delays * Shifting of funds and accruals | **Reasons for late payments**   * Delays in Internal process * Cash flow challenges * Incorrect suppliers number used * Incorrectly invoice date captured * LOGIS and BAS system error   **Reasons for non-payment**   * Delays in Internal process * System errors * Cash flow challenges * Awaiting invoices from suppliers * Incorrect invoice amount |
| Gauteng | **Reasons for late payment**   * Non-purchase order based documents * Goods receipt missing on purchase order * Invoice incorrect/not meeting standards * Expired/incorrect purchase order * Price/quantity difference between purchase order and invoice * Incorrect/missing vendor data * Selected late for payment run * Delays in submission of Tax Clearance Certificate * Delays in certification of work completed * Delays in submission of invoices by suppliers * Internal delays * Allocation error on purchase order   **Reasons for non-payment**   * Non-purchase order based documents * Goods receipt missing on purchase order * Invoice incorrect/not meeting standards * Expired/incorrect purchase order * Price/quantity difference between purchase order and invoice * Delay in acknowledging goods received * Cash flow availability | **Reasons for late payment**   * Goods receipt missing on purchase order * Expired/incorrect purchase order number * Incorrect/missing vendor data * Price/quantity difference between purchase order and invoice * Late submission of Tax Clearance Certificate * Delays in certification of work completed * Late submission of invoices by service providers * Expired Tax Clearance Certificate * Disputed invoices   **Reasons for non –payment**   * Expired / Incorrect order number * Incorrect/ disputed invoices * Missing supporting documents * Incorrect order number * Expired tax clearance certificate * Delays in certification of the infrastructure projects * Price /quantity difference between purchase order and invoice * Late submission of invoices * Disputed invoices with suppliers * Incorrect vendor data * Allocation error on purchase order * Incorrect or missing vendor data * Duplicate/Invalid invoices * Late creation of P/O * Vendor not registered * Outstanding supporting documentation |
| Kwazulu-Natal | **Reasons for late payment**   * Delay in disbursement date and incomplete documentations * Further investigations by SCM * No banking details * Awaiting original invoices * Awaiting generation orders * SCM delays commitment of orders * Delays in obtaining compliance documents * Delays in internal process * Partial delivery of invoices * Delays due to Tax Clearance Certificate, entity forms, SBD4 forms. * Late submission from regions * Delays in submission delivery note and attendance register.   **Reasons for non- payment**   * Awaiting banking details * Internal query * Delays in commitment of orders * Delays in obtaining compliance documents * Delays in submitting payments and obtaining authorising signature * Partial delivery of goods * Awaiting corrected invoices/ credit notes * Invoices under dispute * Supplier has not submitted all the required documentation * Invoice not signed in time for processing * Delay due to insufficient documentation submitted * Invalid tax clearance * Non submission of documentation for processing of payments | **Reasons for late payment**   * Delay in disbursement date and incomplete documentations * Internal investigation by SCM * No banking details * Internal processes delayed * Partial delivery of goods * Incomplete supporting documentations * Late submission of invoices by service providers * Delays in confirmation of banking details * Awaiting confirmation of banking details from suppliers   **Reasons for non-payment**   * Awaiting banking details * Internal query * Delays in submitting of invoices and authoring signatures * Partial delivery of goods * Disputed invoices * Delays in verification of invoices * Incomplete supporting documentations * Delays with internal processes * Delays in obtaining compliance documents * Disputed invoices * Awaiting entities forms from service providers * Delays in verification of invoices |
| Limpopo | **Reasons for late payment**   * Insufficient budget * Late turnaround time * System and SCM issues * Wrong date captured * Invalid banking details   **Reasons for non-payment**   * Late turnaround time * System issues | **Reasons for late payment**   * Incorrect banking details * Late turnaround time * System issues * Wrong date captured * Insufficient budget * Invoice discrepancies   **Reasons for non-payment**   * Late turnaround time * Insufficient budget |
| Mpumalanga | **Reasons for late payment**   * Cash flow constrains * Lack of funding * System(LOGIS) error     **Reasons for non-payment**   * Submission of invalid Tax Clearance Certificate | **Reasons for late payment**   * Incorrect amount on the invoice * Submission of incorrect invoices * Cash flow constraints * Delays in processing of invoices and reconciliation of accounts   **Reasons for non-payment**   * Cash flow constraints * Delays in processing of invoices and reconciliation of accounts * Non-submission of correct banking details |
| North West | **Reasons for late payment**   * Delays in internal process * Supplier not registered in the CSD * Insufficient documentations * Incomplete information on the voucher * Accruals and bank account closed * Delays due to verification process * BAS system breakdown   **Reasons for non-payment**   * Disputed invoices * Internal investigations * Suppliers not registered on data base * Tax Clearance Certificate expired * Verification order not approved * Incorrect calculations * Duplicate invoices * Invalid suppliers details | **Reasons for late payment**   * Returned invoices * Delays in internal process * Invoice date wrongly captured * System Errors * Delays in internal processes * Incorrect calculations * Duplicate invoices * Invalid supplier details   **Reasons for non-payment**   * Returned invoices * Delays in internal process * Insufficient funds * Late submission of invoices * Supplier not registered * Delays in generating of orders * Expired Tax Clearance Certificate * Incorrect calculations * Duplicate invoices * Invalid suppliers details |
| Northern Cape | **Reasons for late payment**   * Outstanding supporting documents * Unresolved SCM related issues * Delays in submission of invoices * Delays in internal processes * IT system issues and technical problems * Banking details queries * Internal Investigations * Incomplete payment documentations * Budget constrains   **Reasons for non-payment**   * Delays in internal process * IT system errors (BAS, LOGIS and Safety web) * Budget constrains | **Reasons for late payment**   * Invoice date incorrectly captured * IT System errors * Delays in payment approval * Unresolved invoice discrepancies * Internal Investigations * Delays in submission of invoices * Cash flow management issues   **Reasons for non-payment**   * Budget constraints * Outstanding supporting documents * Allocation and financial year pressure * Unresolved invoice discrepancies * Delays in payment approval * IT system issues |
| Western Cape | **Reasons for late payment**   * Delays in internal processes * Delay in submission of invoices by end-users * Outstanding supporting documentations * Banking details not registered timeously * Delay in certification of goods and services * Waiting for Tax Clearance Certificate * LOGIS system errors * Source document date captured incorrectly   **Reasons for non-payment**   * Disputed invoices * Awaiting banking details from the suppliers | **Reasons for late payment**   * Clarification of the budget cost implication * Update of the expired declaration * LOGIS system errors * Outstanding supporting documentations * Late submission of invoices * Delays in internal processes * Delays in payment authorisation * Invoice date wrongly captured   **Reasons for non-payment**   * Disputed invoices * Late submission of invoices for processing |