**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
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