

ANNEXURE A

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Invoice Verification Form				
Line of business:		example.Human Capital		
Cost centre:		example. 710010		
Project:		example. 10987		
Supplier name:		example. AGSA		
Invoice number(s) (Multiple per supplier)		example. 1, 7, 9, 11 (from the s		
		Comments	YES	NO
1	General Issues (Done on renewal of the contract and or an Annual certification done)			
1.1	SITA officials have access to assess whether the Licensor has sufficient rights to license / to sell the software			
1.1.1	Check whether the software was developed entirely by the licensor			
1.1.2	Check whether the software or portion was developed by the third parties,obtain letter of right to sublicense or if open source, obtain type of open source license.			
1.1.3	SITA official to check type of licenses :			
1.1.3.1	"Off the Shelf" Software			
1.1.3.2	Custom Software			
1.1.3.3	Software as a Service (Saas)			
1.1.3.4	For distribution			
1.2	SITA should obtain Proof of Purchase (POP) or Certificate of authenticity of the licenses			
1.3	SITA to maintain a complete inventory of all software and related licenses and maintenance agreement.			
1.3.1	The SITA inventory list should include all records of all software licenses that have been :			
1.3.1.1	Purchased (License numbers or Serial number , version number)			
1.3.1.2	Installed (License number or Serial number of the machine where its installed, date, by whom, version of the license)			
1.3.1.3	Available for use (License number or serial number, location where its kept, Name of the person under its custody, version)			
1.3.1.4/ 1.3.1.4.1	Lost, stolen or replaced items are updated on the inventory records			
1.4	Name and Designation of the person responsible for copies of software license (Physical or electronic)			
1.5	SITA official to maintain a list of products procured under the software lisenace and assess on a quarterly basis whether all products are still being utilised. This should be signed for by the SAPS responsible person.			
1.6	SITA official should periodically reconcile the installed software to actual licenses purchased every quarterly			
2	The License (Done on renewal of the contract and or an Annual certification done)			
2.1	A SITA official has determined and obtained a schedule of who the licensee is			
2.1.1	What are the restrictions to the license : Specific hardware, operating systems, locations, users, or number of users.			
2.2	What has been granted under the license, this includes Software, hardware, documentation and other proprietary information			
2.2.1	Is the license granted exclusive or Non exclusive			
2.2.2	Is it transferable or Non transferable			
2.3	Determine if the scope of use is defined , this includes if its for internal business purpose only or as a service provider to third parties.			
2.4	Determine if there are rights to copy (i.e back up, production or testing), does it indicate the number of copies and the medium.			
2.5	Are there any restrictions to the license granted (i.e Licensee modification, Transfer to third parties			
2.6	Establish the rights to the software (i.e Retention of all rights not licensed , for custom software -who owns the final product (i.e developer or purchaser)			
3	Term			
3.1	Determine the term of the agreement vs the term of the license			
3.2	Is it a perpetual or a periodic agreement			
3.3	The procedure for renewal (Are there tasking orders for renewal, Is a business case properly approved)			
4	Delivery, Installation and Training			
4.1	Delivery- Establish what the deliverables are - (License disk, dongles, etc), Delivery location, the delivery method, Who signed for the delivery and were they authorised to.			
4.2	Installation- Who is responsible for the installation, where is the installation, on which assets the installation was done, who signed off the installation and were they authorised to sign for it.			
4.3	Training - Will the Licensor provide training, Who will the training be provided to (include the persal number), Attendance register of the trainees, location of the training, period of the training, training plan,content covered in the course (training manual and material),Signoff and certification of the training. Copy of the presentation or training manual to also be kept. Details of the person from ISS providing the service to also be maintained.			
5	Project Management			
5.1	If the Licensor is developing custom software, is there a project plan			
6	Service Level Agreement			
6.1	If software offered as a service (Saas) , then Service Level Agreement should be developed			
7	Maintenance and support			
7.1	Maintenance (Bug/Error Correction) SITA should be notified with established corrective times. Is there signoff of correction done within established corrective time frames (A plan or schedule that can be measured against).			
7.1.1	SITA official assessed the work performed based on supporting documentation and the scope of work to be done			
7.2	Improvements, Modifications and updates- Properly approved RFS received by SITA defining the nature of the improvements and differentiation from the previous version			
7.3	Support			
7.3.1	Determine what type of support (onsite or offsite)			

7.3.1.1	Evidence of all faults logged on ARS and call outs required for repairs			
7.3.1.2	Evidence include person logging the fault, fault reported, date, time and serial number of item			
7.3.1.3	Evidence confirming on-site/of- site repairs undertaken in response to call outs. This includes the description of the service			
7.3.1.4	Fault and the requisite repairs or action taken to rectify the fault			
7.3.1.5	End user sign-off confirming the fault was repaired and it's in working order			
7.3.1.6	Serial numbers, dates and times included to assess response periods between call logged and time taken to repair			
7.3.1.7	FPS officials sign-off for each maintenance undertaken			
7.3.1.8	Timesheets of FPS official undertaking the maintenance and travel logs			
7.3.1.9	Travel logs includes travel claims, flight details and proof of accommodation			
7.3.1.10	Confirmation and sign-off by appropriate SAPS representative at each location of each item			
7.3.1.11	Confirming that the call out was carried out by FPS official(s) and that the item is fully functional			
7.3.1.12	Reconciliation / Comparison on a monthly basis to determine the allocated hours vs actual hours. Reconciliation to determine if fixed vs variable costs should be charged for support and maintenance. Differences to be reported at monthly meetings to set trend for future contracts			
7.3.1.13	Obtain monthly a report from ARS regarding faults reported			
7.3.1.14	SITA to obtain and monitor the system testing plan for the system development lifecycle			
7.3.2	The SITA official to monitor the length of the support agreement and the cost			
7.3.3	Determine if there is right to discontinue the support after release of new version.			
8	Source Code			
8.1	Sita official to ascertain who owns the source code of the software			
9	Termination and Default			
9.1	Upon invoking of a termination clause, a SITA official must ensure that rights and obligation of termination are adhered to, this includes:			
9.1.1	Payment of all outstanding amounts once all sign- offs are obtained for terminations			
9.1.2	Return of software, documentation and confidential information			
9.1.3	Discontinue using the software			
9.2	SITA official to monitor events of default, which include amongst others (Non payment for software or services, Filing of bankruptcy, Breach of provisions of the agreement)			
10	Budget and Finance:			
10.1	Confirmation of available budget and budget codes			
10.2	Confirmation that invoice amount is as per contract (For license fees- (upfront, recurring) or support and maintenance -(As per the invoice)			
10.3	Calculation of line items and subtotals are correct			
10.4	Proof of goods/service delivery (i.e. delivery note) in place in support of the invoice			
10.5	Confirmation by appropriate authorised signatories of accuracy and validity of information			
10.6	Sign off the invoice, include initial & surname, employee number and the date of signature			
10.7	Invoice signed/approved in line with delegation of authority			

SITA must align the requirements to the current contracts, but most importantly in line with Treasury Regulations and PFMA

Line of Business Approvals:

LoB Requestor

LOB Approval Finance Approvals

Signature

Name of Official:

Title:

Date: