## Annexure B

## Invoice Minimum Data Requirements: Data Dictionary

The following fields described in the minimum data requirements described must be included on all invoices for products delivered in terms of this contract.

### Invoice header (one of the three, as appropriate)

| 1 | Field | Definition |
|---|---|---|
| 1.1 | TAX INVOICE | For the original invoice, this must be the header |
| 1.2 | COPY TAX INVOICE (Supplier Copy) | For the copy tax invoice that will be held by supplier |
| 1.3 | COPY TAX INVOICE (Customer Copy) | For the copy tax invoice that will be held by facility |

### Supplier information (not distributor's info)

| 2 | Field | Definition |
|---|---|---|
| 2.1 | Supplier Logo | Logo of the Supplier (not the distributor) |
| 2.2 | Supplier Name | As per Supplier name on contract |
| 2.3 | NDoH Supplier Code | For the supplier, as per the contract circular |
| 2.4 | CSD registration number (MAAA) | For Supplier name on contract |
| 2.5 | Company Registration # | For Supplier name on contract |
| 2.6 | VAT # | For Supplier name on contract |
| 2.7 | Distributor name | Name of authorised distributor |

### Supplier contact information (not distributor's info)

| 3 | Field | Definition |
|---|---|---|
| 3.1 | Supplier address: Physical | Physical address of Supplier on contract |
| 3.2 | Supplier address: Postal | Postal address of Supplier on contract |
| 3.3 | Queries: Contact Number | Telephone number of the department dealing with public sector queries, including returns |

| | | |
|---|---|---|
| 3.4 | Queries: Email | E-mail address of the department dealing with public sector queries, including returns |
| 3.5 | Debtors: Contact Number | Telephone number of the debtors department dealing with public sector |
| 3.6 | Debtors: E-mail | E-mail address of the debtors department dealing with public sector |

**'Deliver To' information**

| **4** | **Field** | **Definition** |
|---|---|---|
| 4.1 | Account Number | The Supplier account number for the Invoice To entity |
| 4.2 | Facility Name | Name of facility as per Purchase Order |
| 4.3 | Demander code | Demander code as per Purchase Order |
| 4.4 | Master Health Facility Number (MHFL) | MHFL code as per Purchase Order |
| 4.5 | Delivery address | Delivery address as per Purchase Order |
| 4.6 | Name of person delegated to receive delivery | Name/Rank as per Purchase Order |
| 4.7 | Phone | Contact number of facility as per Purchase Order |

**Invoice details**

| **5** | **Field** | **Definition** |
|---|---|---|
| 5.1 | Invoice Number | Unique invoice number |
| 5.2 | Invoice number barcode | 1D barcode containing the invoice number and symbology |
| 5.3 | Invoice Date | Date the invoice was generated |
| 5.4 | Page Number | A number indicating number of pages<br>(e.g. Page 1 of 3) |

**Order details (as per Purchase Order)**

| 6 | Field | Definition |
|---|---|---|
| 6.1 | Purchase Order Number | Order reference from the official authorised purchase order. There can only be one Purchase Order number per invoice. |
| 6.2 | Purchase Order barcode | 1D barcode containing the Purchase Order number and symbology |
| 6.3 | Order Captured Date | Date on which order was captured by supplier |
| 6.4 | Special Instruction Notes as per PO | Special instructions as per Purchase Order (e.g. emergency order, to a specific person etc.) |

**Invoice line information**

| 7 | Field | Definition |
|---|---|---|
| 7.1 | Item Barcode | EAN 13 Barcode as it appears on a single sales unit |
| 7.2 | Generic Product Description | As per Contract Circular and Purchase Order |
| 7.3 | Brand Name | As per Contract Circular and Purchase Order |
| 7.4 | Contract#_Addendum#_Item# | Name of Contract, relevant addenda (for prices) and item number as per Contract Circular:<br>E.g. HP13-2013ARV_04_001<br>The addenda number should have two placeholders<br>The item number should have three place holders<br>Item number should correspond<br>with Generic Product Description |
| 7.5 | Quantity Ordered | Original requested quantity as per Purchase Order |
| 7.6 | Quantity Supplied | The quantity of product delivered on this invoice |
| 7.7 | Batch number | If there are multiple batch number per product then each batch must appear on a separate line with the appropriate quantity |
| 7.8 | Expiry | If there are multiple expiry dates per product then each expiry must appear on a separate line with the appropriate quantity |

| | | |
|---|---|---|
| 7.9 | Unit price (VAT INC) | Unit Price as per Contract Circular or addendum which includes VAT and delivery, must be to 4 (four) decimal points. |
| 7.10 | Total | Unit Price multiplied by the delivered quantity |

**Summary invoice line information**

| 8 | Field | Definition |
|---|---|---|
| 8.1 | Total Ex VAT | To 2 (two) decimal points |
| 8.2 | VAT amount | To 2 (two) decimal points |
| 8.3 | Total | Sum of Ex and VAT, to 2 (two) decimal points |

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**'Invoice To' information**

| 9 | Field | Definition |
|---|---|---|
| 9.1 | Pay office Name | Name of the entity holding the budget as per Purchase Order Invoice To address |
| 9.2 | Pay office Address | Address of the Invoice To entity as per Purchase Order. |
| 9.3 | VAT # | The VAT registration number of the entity buying the goods as per Purchase Order |
| 9.4 | Pay Office Phone | Telephone number of the Invoice To entity as per Purchase Order |

**'Goods Received By' information (Proof Of Delivery information)**

| 10 | Field | Definition |
|---|---|---|
| 10.1 | Date | Date goods were received |
| 10.2 | Name Print | Name of person receiving and<br>singing for goods |
| 10.3 | PERSAL # | PERSAL number of person receiving and signing for goods. |
| 10.4 | Signature | Signature of person receiving and signing for goods. |
| 10.5 | Number Cartons Received | Indicate the number of cartons received for the invoice. |

| | | |
|---|---|---|
| 10.6 | Facility stamp | Sufficient space to allow the facility to stamp the invoice without obscuring any detail on the invoice. |
| 10.7 | GRV number | Space for Goods Received Voucher number to be recorded on the invoice |
| 10.8 | Claim Reference Number | Number of claim reference associated with delivery if relevant |