



Online Invoice Submission Training Manual



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INTRODUCTION

The SCM & Expenditure Unit initiated a project to create an Online Portal for Suppliers to submit invoices in relation to approved orders to ensure the timeous payments to Suppliers. The “Online Invoice System” was introduced to address the following:

- Compliance with the Municipal Standard Chart of Accounts (mSCOA) Regulations which required in terms of the Accounts Payable Sub-process for the municipality to create a web portal for suppliers to enquire on payment status and uploading/submitting of invoices.
- Compliance with Section 65(2)(e) of the Municipal Finance Management Act (MFMA) No. 56 of 2003 which mandates that the Accounting Officer of a Municipality must ensure all money owing by the municipality is paid within 30 days of receiving the relevant invoice or statement, unless otherwise prescribed (14 days for SMME)

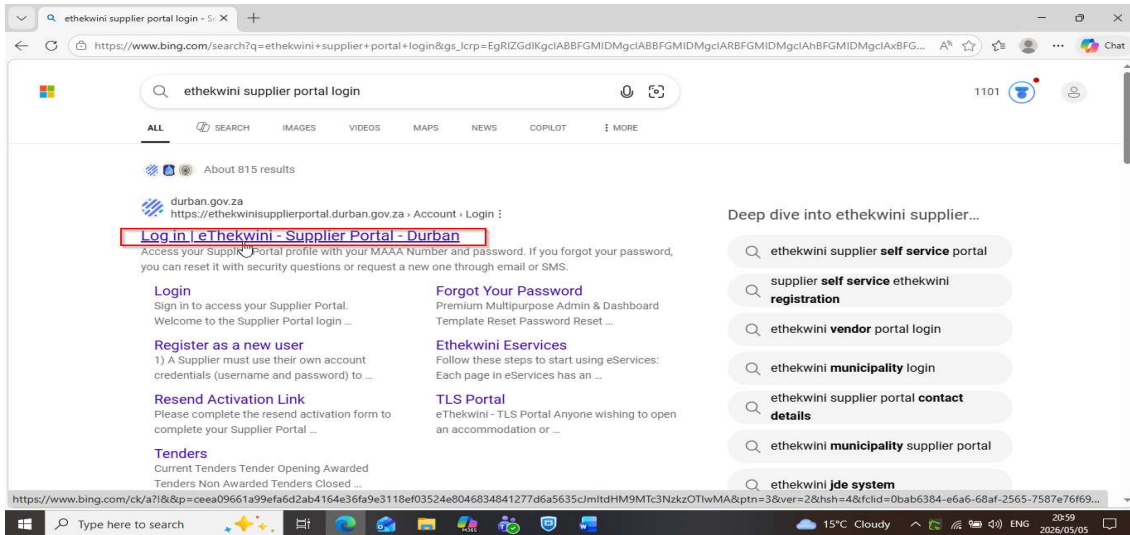
In the interim, an exception process has been created whereby Suppliers can still submit their invoices to the respective Line Departments for them to upload the invoices. This should only be done in exceptional circumstances where the Supplier is experiencing issues uploading their invoices. This process is not recommended as it can still result in delays in payment.

Note that Suppliers would need to be registered on the Municipality’s Supplier Database to transact with the Municipality. Only approved orders or contracts will be displayed on eThekweni Supplier Portal (ESP) for the Supplier to upload an invoice. Also, orders will not appear on ESP if the Line Department has manually submitted the invoice on behalf of the Supplier, this is to prevent duplicated invoices in the system. The Supplier should follow up with the Line Department that issued the order or contract if the orders do not appear on the ESP.

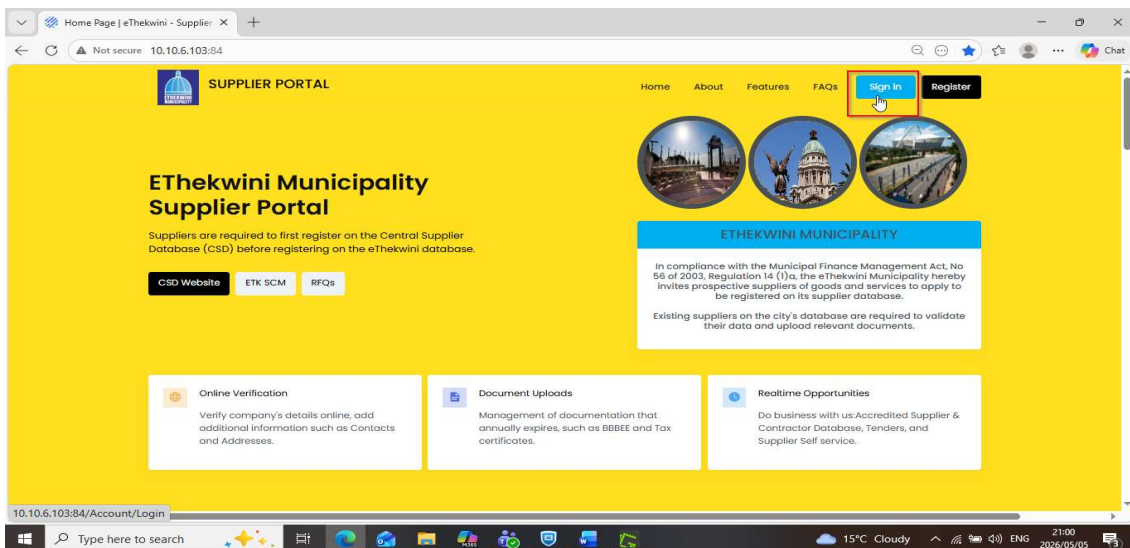


PROCESS 1 - LOGGING ONTO THE ETHEKWINI SUPPLIER PORTAL

Step	Action
1.	To log into the eThekweni Supplier Portal, go to https://ethekwiniupplierportl.durban.gov.za

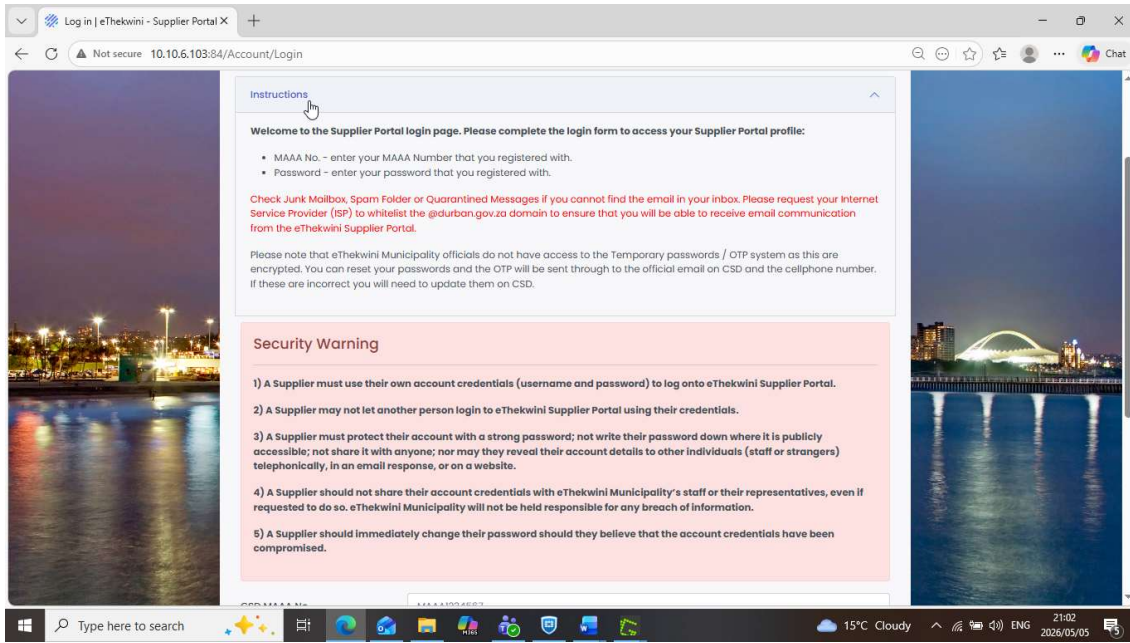


Step	Action
2.	Click the Sign In tab to sign in as a supplier. 

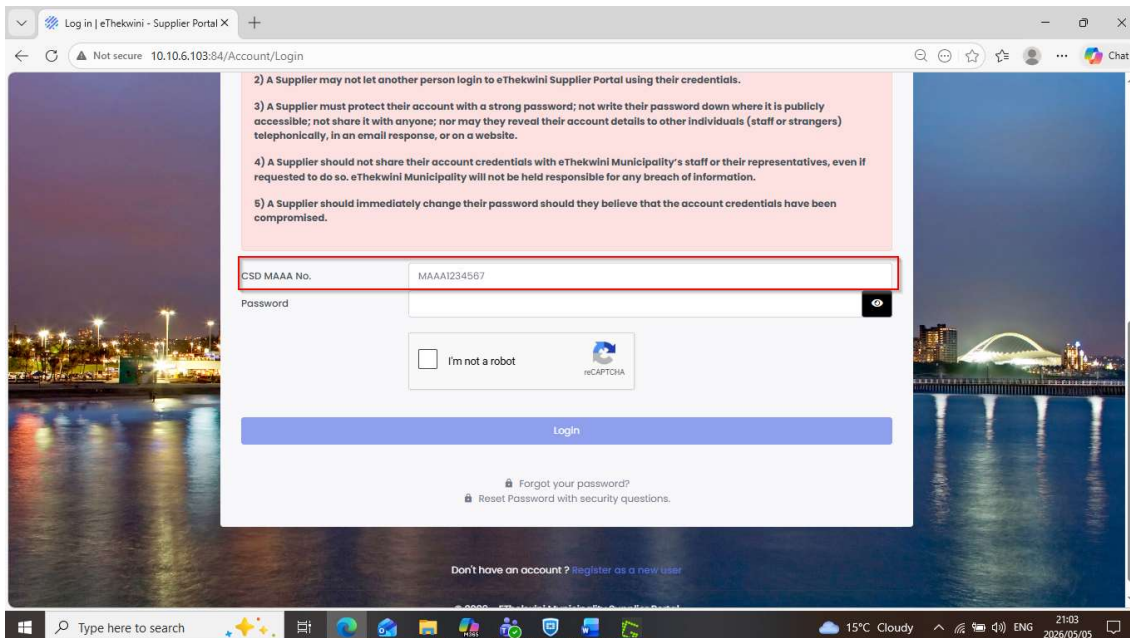




Step	Action
3.	Read the Sign-in Instructions.



Step	Action
4.	To log into your supplier profile, enter your MAAA number “e.g. MAAA1234567 (NOTE: This is not a valid MAAA Number)” into the field.



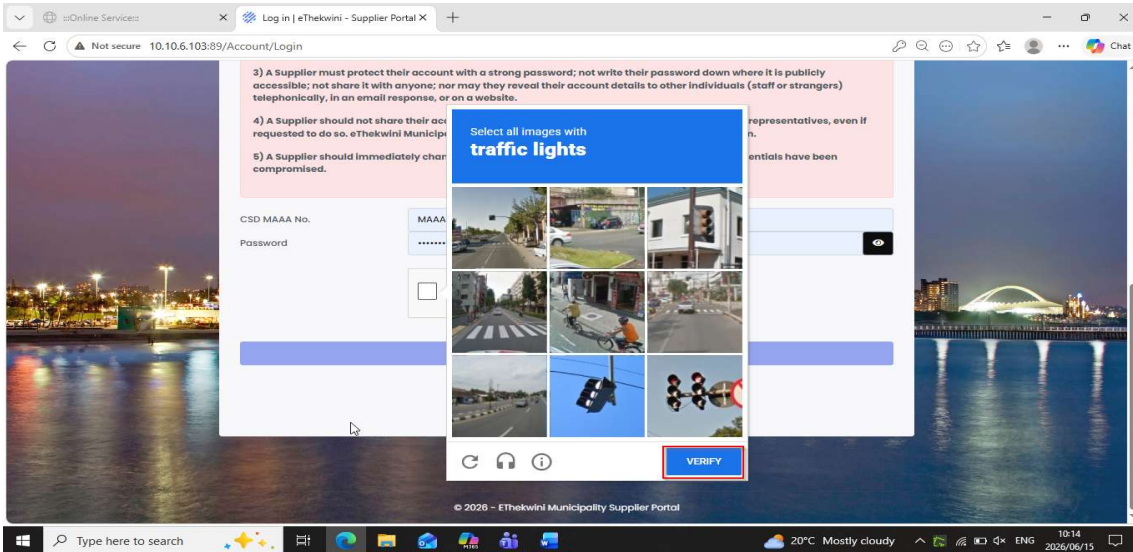


Step	Action
5.	Enter your password into the password field.

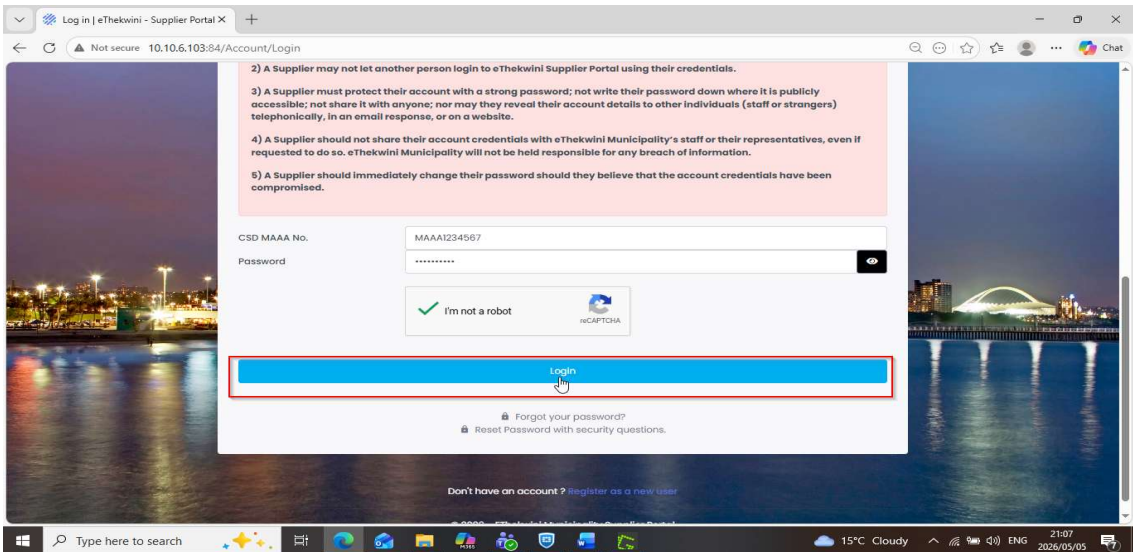
Step	Action
6.	Click on the I'm not a robot button to authenticate that you are a human to continue.



Step	Action
7.	Select the images as instructed and click verify to continue. 



Step	Action
8.	Click on the Login button to login into your Supplier profile. 

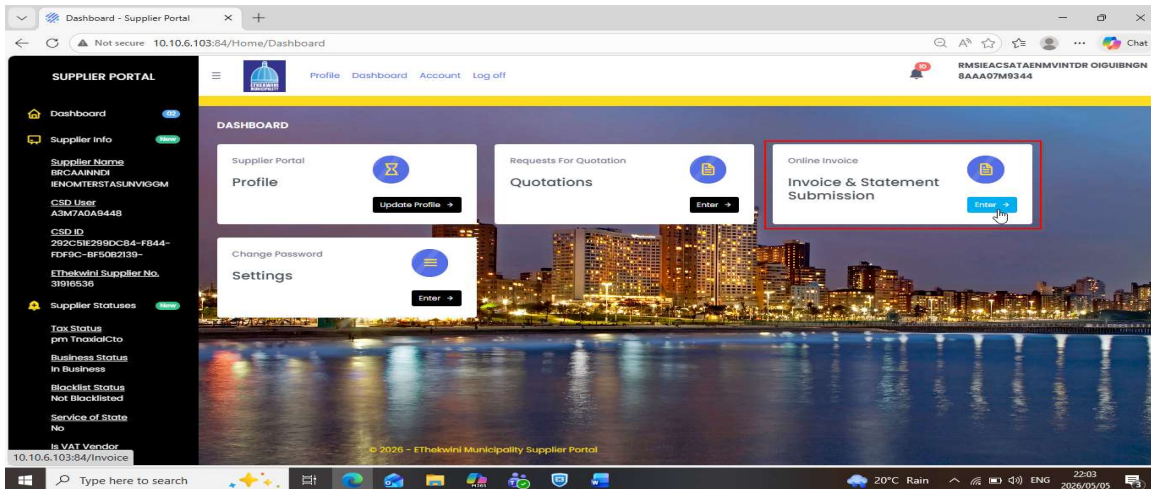


Step	Action
9.	End of Procedure.

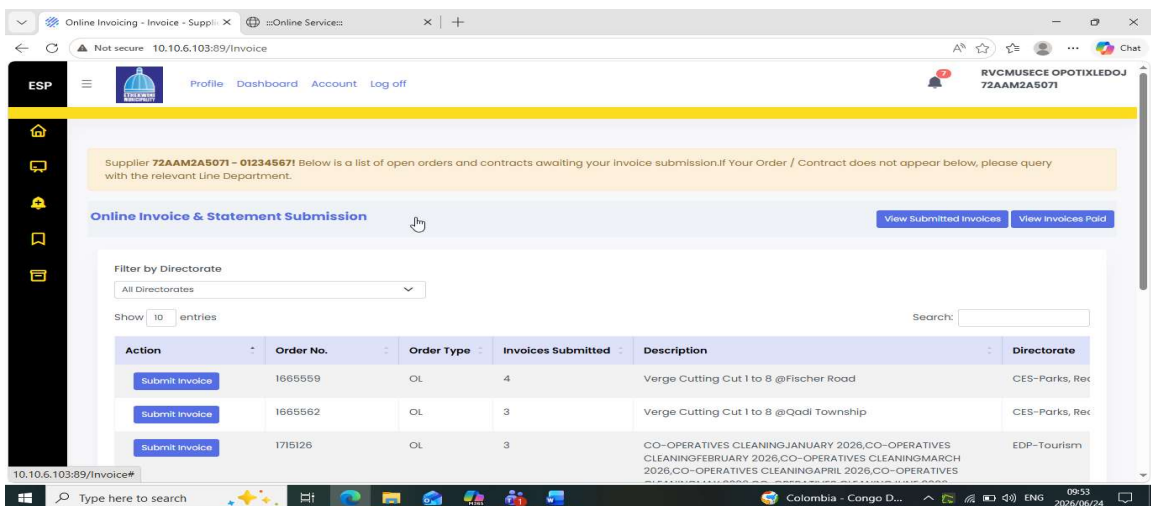


PROCESS 2 – VIEWING OPEN ORDERS AWAITING INVOICE SUBMISSION

Step	Action
1.	Click the <i>Invoice & Statement Submission</i> tab to enter. Enter →



Step	Action
2.	Viewing Open Orders awaiting invoice submission. The supplier should follow up with the Line Department that issued the order or contract if the orders do not appear on the Online Invoice and Submission Statements Form.

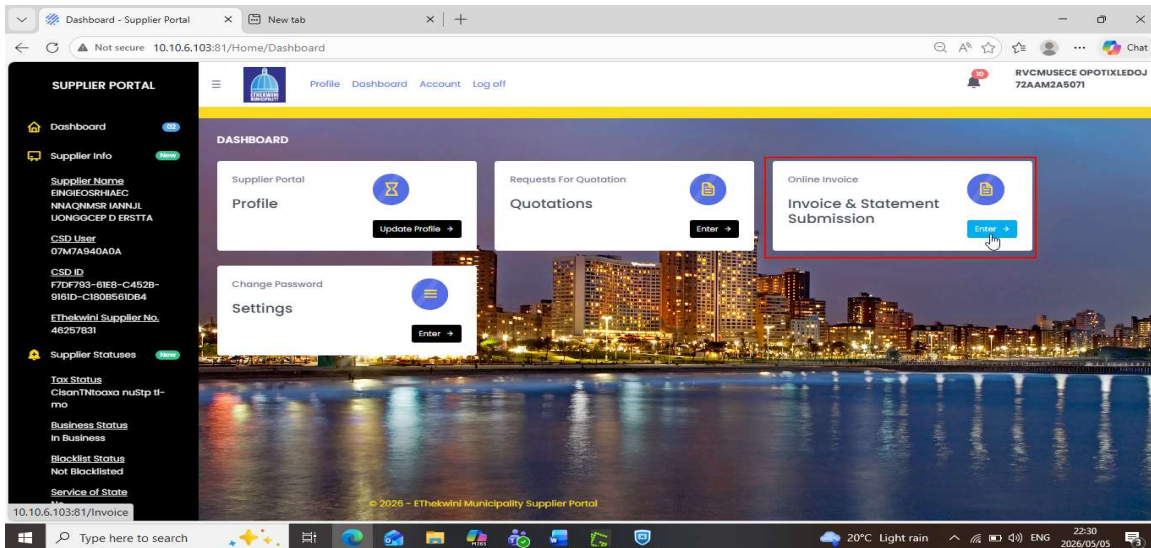


Step	Action
3.	End of Procedure.

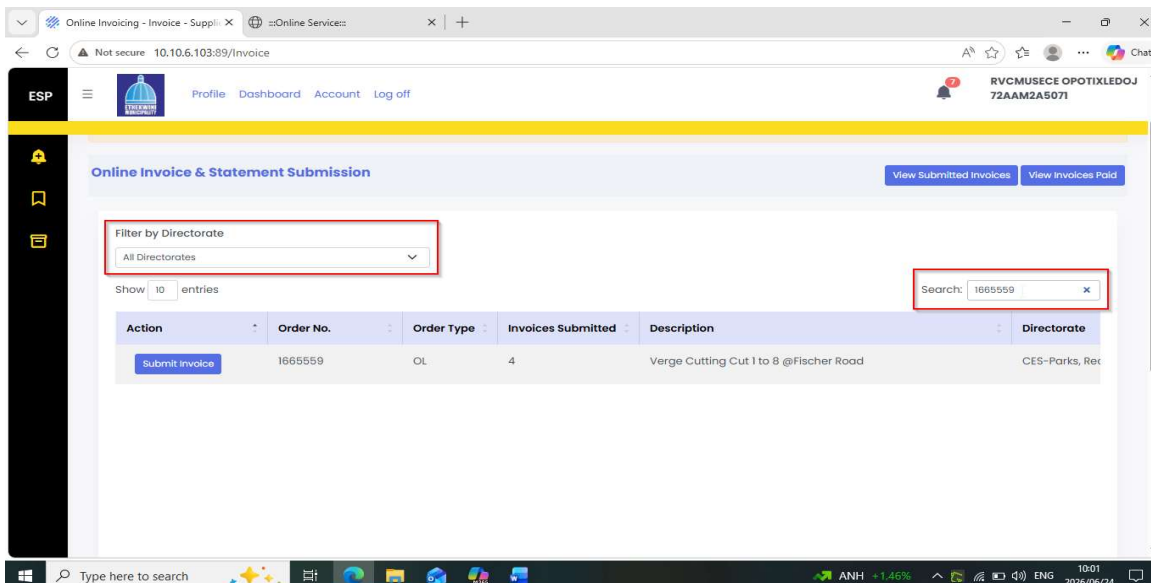


PROCESS 3 – SUBMITTING AN INVOICE FOR AN OPEN ORDER

Step	Action
1.	Click the Invoice & Statement Submission Tab. Enter →



Step	Action
2.	You can either use the Filter by Directorate or Invoice Number search bar to easily find your Invoice.





Step	Action
3.	Click Submit Invoice to submit your invoice. Submit Invoice

Step	Action
4.	View Order Details.



Step	Action
5.	To see the Order details, click on the expand button to view the order line details.

Online Invoicing - Invoice Capture x Online Service:: x | +

Not secure 10.10.6.103:89/Invoice/Details?orderNo=1665559&orderType=OL

ESP Profile Dashboard Account Log off

RVC MUSECE OPOTIXLEDOJ 72AAM2A5071

Order Details: Please complete the following information

Order No. 1665559

Order Type OL

Order Amount 153,373.12

Order Line Items: Click here to expand or collapse

Line No	Item No	Description
1	903841	Verge Cutting Cut 1 to 8 @Fischer Road

Invoice Details: Please complete the following information as per your invoice

Step	Action
6.	Capture Invoice Details.

Online Invoicing - Invoice Capture x Online Service:: x | +

Not secure 10.10.6.103:89/Invoice/Details?orderNo=1665559&orderType=OL

ESP Profile Dashboard Account Log off

RVC MUSECE OPOTIXLEDOJ 72AAM2A5071

Invoice Details: Please complete the following information as per your invoice

Early Settlement Discount ☐ Early settlement discount applies, letter will be attached.

Total Invoice Amount (Excl. VAT) 0.00

VAT Amount 0.00

Total Amount Incl. VAT 0.00

Invoice Date yyyy/mm/dd

Invoice No.

Payment Ref.

Goods/Services Description



Step	Action
7.	You can select the early settlement discount tick box if you wish to provide an early settlement discount for an earlier payment date. This can be left blank if you do not wish to provide an early settlement discount.

Online Invoicing - Invoice Capture

Not secure 10.10.6.103:89/Invoice/Details?orderNo=1665559&orderType=OL

ESP Profile Dashboard Account Log off

RVC MUSECE OPOTIXLEDOJ 72AAM2A5071

Order Details: Please complete the following information

Order No. 1665559

Order Type OL

Order Amount 153,373.12

Order Line Items: Click here to expand or collapse

Invoice Details: Please complete the following information as per your invoice

Early Settlement Discount ☒ Early settlement discount applies, letter will be attached.

Total Invoice Amount (Excl. VAT) 0.00

VAT Amount 0.00

NOTE

If you select the Early Settlement Discount option, it is mandatory to attach an early settlement discount letter in the “Invoice Attachment section”.

Online Invoicing - Invoice Capture

Not secure 10.10.6.103:89/Invoice/Details?orderNo=1665559&orderType=OL

ESP Profile Dashboard Account Log off

RVC MUSECE OPOTIXLEDOJ 72AAM2A5071

Invoice Attachments: Please upload all required attachments

Invoice (Required) .pdf,.jpg,.jpeg,.png Single file

No documents available.

Supporting Documents .pdf,.jpg,.jpeg,.png You can select multiple files

No documents available.

Early Settlement Discount Letter (Required) .pdf,.jpg,.jpeg,.png Single file

No documents available.

Evidence Documents (Required) .pdf,.jpg,.jpeg,.png You can select multiple files

No documents available.

Statement (Required) .pdf,.jpg,.jpeg,.png Single file

No documents available.



Step	Action
8.	Enter the Total Invoice Amount (Excluding VAT).

Step	Action
9.	Capture the VAT Amount, which must reconcile to the VAT Amount on your Invoice. NOTE: That this field is not automatically calculated due to Zero Rated, Exempt and Non-Vatable items that may be included in the invoice. The system will not allow you to capture a VAT Amount that exceeds 15% of the Total Amount Excluding VAT.



NOTE

The VAT field will be greyed out and not permitted to capture VAT data if you are not VAT registered.

Online Services: Online Invoicing - Invoice Capture

Not secure 10.10.6.103:89/Invoice/Details?orderNo=1665559&orderType=OL

ESP Profile Dashboard Account Log off

RVC MUSECE OPOTIXLEDOJ 72AAM2A5071

Invoice Details: Please complete the following information as per your invoice

Early Settlement Discount ☐ Early settlement discount applies, letter will be attached.

Total Invoice Amount (Excl. VAT) 0.00

VAT Amount 0.00

Please consider all VAT scenarios when calculating VAT; viz. Standard Rated, Zero Rated, Exempt, Non-VATable, etc.

Total Amount Incl. VAT 0.00

Invoice Date yyyy/mm/dd

Invoice No.

Payment Ref.

On the Supplier Portal Profile, you have selected a mandatory Single or Multiple Payment Reference.

Goods/Services Description

VAT Reg. No.

Step	Action
10.	The Total Amount Including VAT will be calculated automatically.

Online Services: Online Invoicing - Invoice Capture

Not secure 10.10.6.103:89/Invoice/Details?orderNo=7583&orderType=5W

ESP Profile Dashboard Account Log off

RVC MUSECE OPOTIXLEDOJ 72AAM2A5071

Invoice Details: Please complete the following information as per your invoice

Early Settlement Discount ☒ Early settlement discount applies, letter will be attached.

Total Invoice Amount (Excl. VAT) 10,000.00

VAT Amount 1,500.00

Please consider all VAT scenarios when calculating VAT; viz. Standard Rated, Zero Rated, Exempt, Non-VATable, etc.

Total Amount Incl. VAT 11,500.00

Invoice Date yyyy/mm/dd

Invoice No.

Payment Ref.

On the Supplier Portal Profile, you have selected a mandatory Single or Multiple Payment Reference.

Goods/Services Description

VAT Reg. No.



Step	Action
11.	Enter the Invoice Date (your Invoice date cannot be greater than the current date) and enter your Invoice Number. NOTE: These are mandatory fields

Step	Action
12.	If your Supplier Portal profile was set up for a mandatory single or multiple payment reference, then the Payment Reference field will appear, and it would be mandatory to enter a reference. NOTE: this field will not appear if you have selected the default payment reference on your supplier profile.



NOTE

The Payment Reference field will not appear if you have selected the default payment reference on your supplier profile.

Online Services: Online Invoicing - Invoice Capture

Not secure 10.10.6.103:89/Invoice/Details?orderNo=1665559&orderType=OL

ESP Profile Dashboard Account Log off

RVC MUSECE OPOTIXLEDOJ 72AAM2A5071

Invoice Details: Please complete the following information as per your invoice

Early Settlement Discount ☒ Early settlement discount applies, letter will be attached.

Total Invoice Amount (Excl. VAT) 10,000.00

VAT Amount 0.00

Please consider all VAT scenarios when calculating VAT; viz. Standard Rated, Zero Rated, Exempt, Non-VATable, etc.

Total Amount Incl. VAT 10,000.00

Invoice Date 2026/06/24

Invoice No. 56546845

Goods/Services Description

VAT Reg. No.

Not VAT Registered

Bank Name -- Please select --

Step	Action
13.	Enter the Description of the Goods or Services provided. NOTE: This field is mandatory.

Online Services: Online Invoicing - Invoice Capture

Not secure 10.10.6.103:89/Invoice/Details?orderNo=7583&orderType=5W

ESP Profile Dashboard Account Log off

RVC MUSECE OPOTIXLEDOJ 72AAM2A5071

Invoice Details: Please complete the following information as per your invoice

Early Settlement Discount ☒ Early settlement discount applies, letter will be attached.

Total Invoice Amount (Excl. VAT) 10,000.00

VAT Amount 1,500.00

Please consider all VAT scenarios when calculating VAT; viz. Standard Rated, Zero Rated, Exempt, Non-VATable, etc.

Total Amount Incl. VAT 11,500.00

Invoice Date 2026/06/24

Invoice No. 56546845

Payment Ref. BSG

On the Supplier Portal Profile, you have selected a mandatory Single or Multiple Payment Reference.

Goods/Services Description

VAT Reg. No.



Step	Action
14.	Enter the VAT Registration Number as it appears on the Invoice and if you are VAT registered. NOTE: your VAT Number will be validated against your information on CSD, if it is incorrect, you will either need to correct the invoice or update your details on CSD. Your invoice will be rejected if the VAT Number that is captured on the system differs to the VAT Number on the Invoice.

NOTE
The field will not allow you to input a value if you are not VAT registered.



Step	Action
15.	Enter the Bank Name as per your Invoice. NOTE: This information will be validated on CSD, if it is incorrect please either update the Invoice or update your details on CSD.

The screenshot shows the 'Online Invoicing - Invoice Details' page. The 'Bank Name' field is highlighted with a red box, and a dropdown menu is open, displaying a list of banks including ABSA BANK LIMITED, ACCESS BANK (SOUTH AFRICA) LTD., and others. The dropdown menu is titled '-- Please select --'.

Step	Action
16.	Enter the Account Type as per your Invoice. NOTE: This information will be validated on CSD, if it is incorrect please either update the Invoice or update your details on CSD.

The screenshot shows the 'Online Invoicing - Invoice Capture' page. The 'Account Type' field is highlighted with a red box, and a dropdown menu is open, displaying a list of account types including Bonds Accounts, Current Accounts, and International Account. The dropdown menu is titled '-- Please select --'.



Step	Action
17.	Enter the Account Number as per your Invoice. NOTE: This information will be validated on CSD, if it is incorrect please either update the Invoice or update your details on CSD.

Step	Action
18.	Capture Delivery Note information by selecting the Add Delivery Note button. You will not be able to capture your Delivery Note Information if your Delivery Note date is beyond the current date and time. NOTE: Contract Orders (Order type 1A to 7Z) do not require any Delivery Note Information.

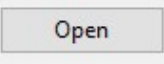
Add Delivery Note

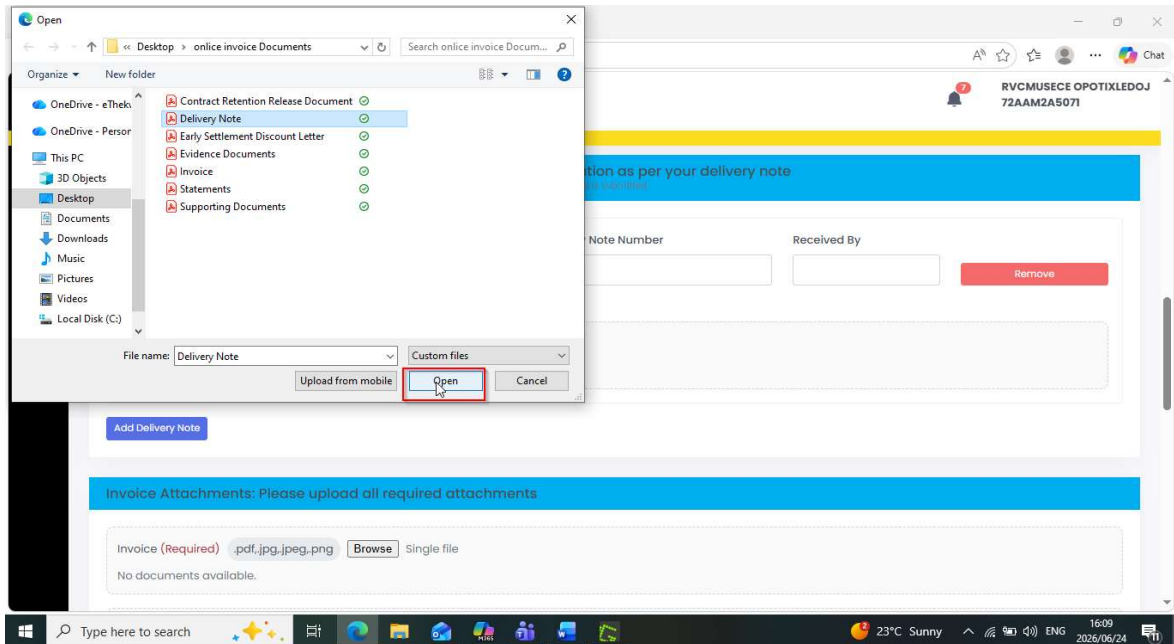


Step	Action
19.	Enter Delivery Note Information that includes (Delivery Date, Delivery Time, Delivery Note Number and Received By.

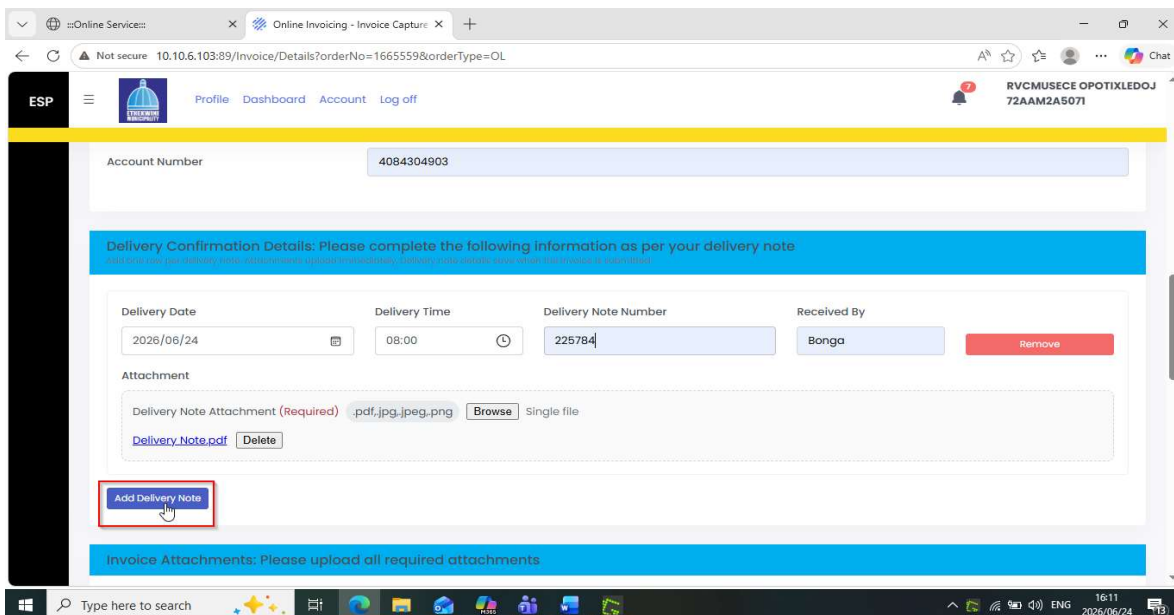
Step	Action
20.	Click Browse to add Delivery Note Attachment (Required) 



Step	Action
21.	Click open to Add Delivery Note Attachment. 



Step	Action
22.	You can also add multiple Delivery Notes.





Step	Action
23.	Order types for a Contract Order go from 1A To 7Z and in a Contract Order there is no Delivery Note Information required.

Online Invoicing - Invoice Capture

Not secure 10.10.6.103:89/Invoice/Details?orderNo=7583&orderType=5W

ESP Profile Dashboard Account Log off

RVCUSECE OPOTIXLEDOJ 72AAM2A5071

Delivery Confirmation Details: Please complete the following information as per your delivery note

No delivery notes added yet.
No delivery notes is required for contract orders.

Invoice Attachments: Please upload all required attachments

Invoice (Required) .pdf,.jpg,.jpeg,.png Browse Single file
No documents available.

Supporting Documents .pdf,.jpg,.jpeg,.png Browse You can select multiple files
No documents available.

Early Settlement Discount Letter .pdf,.jpg,.jpeg,.png Browse Single file
No documents available.

Step	Action
24.	Attach the required documentation. NOTE: Where "Required" is displayed, it is mandatory to attach the document.

Online Invoicing - Invoice Capture

Not secure 10.10.6.103:81/Invoice/Details?orderNo=1498402&orderType=ON

ESP Profile Dashboard Account Log off

OGNHRUSIMACATEBD MISRATNEINOV 70M84AA934A

Invoice Attachments: Please upload all required attachments

Invoice (Required) .pdf,.jpg,.jpeg,.png Browse Single file
No documents available.

Supporting Documents .pdf,.jpg,.jpeg,.png Browse You can select multiple files
No documents available.

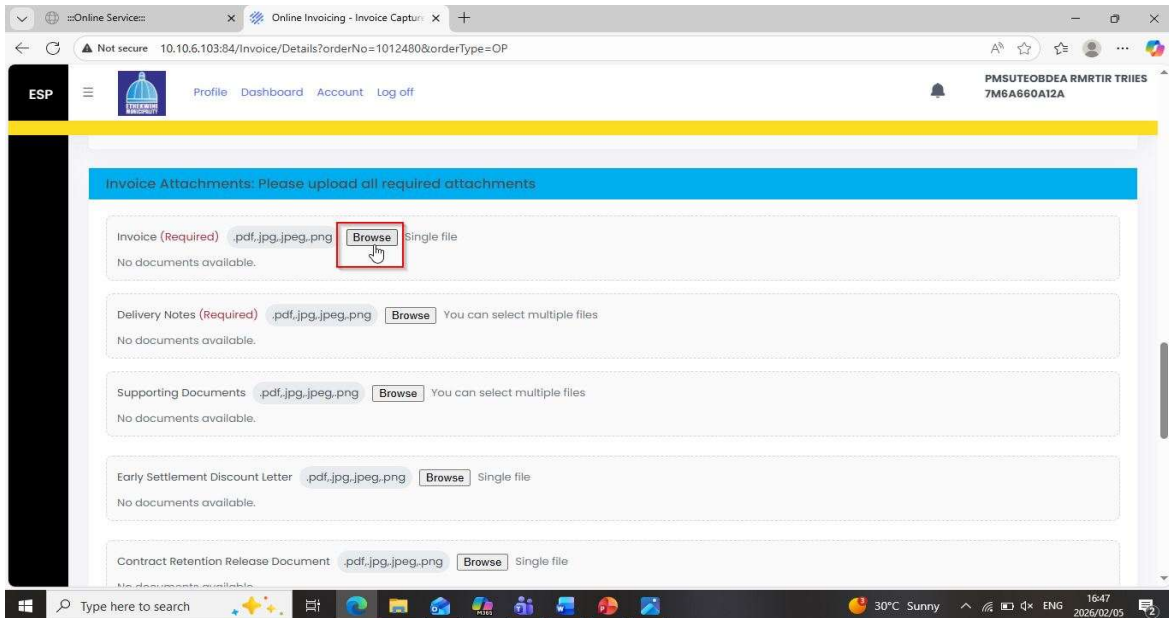
Early Settlement Discount Letter (Required) .pdf,.jpg,.jpeg,.png Browse Single file
No documents available.

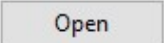
Evidence Documents (Required) .pdf,.jpg,.jpeg,.png Browse You can select multiple files
No documents available.

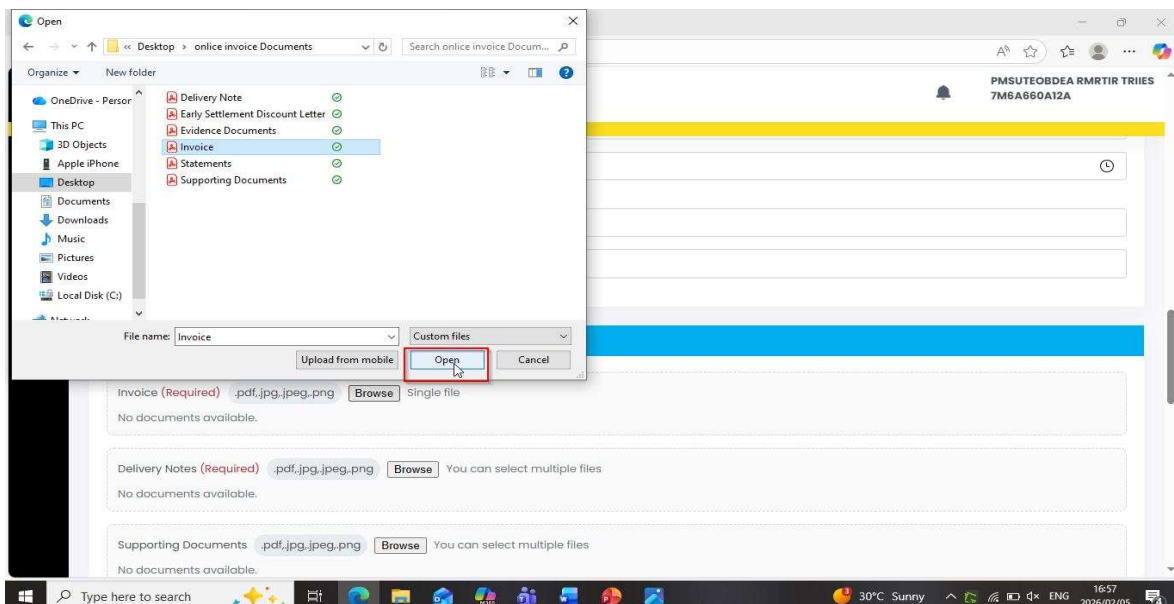
Statement (Required) .pdf,.jpg,.jpeg,.png Browse Single file
No documents available.



Step	Action
25.	Click Browse Invoice (Required). 

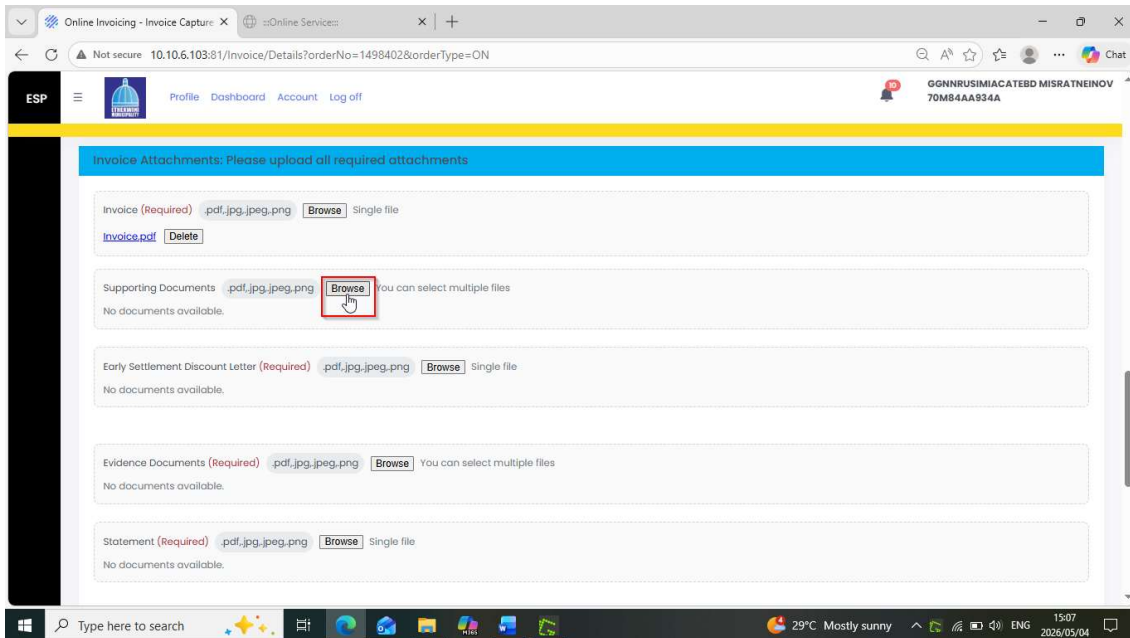


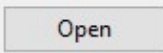
Step	Action
26.	Click open to Add Invoice Attachment 

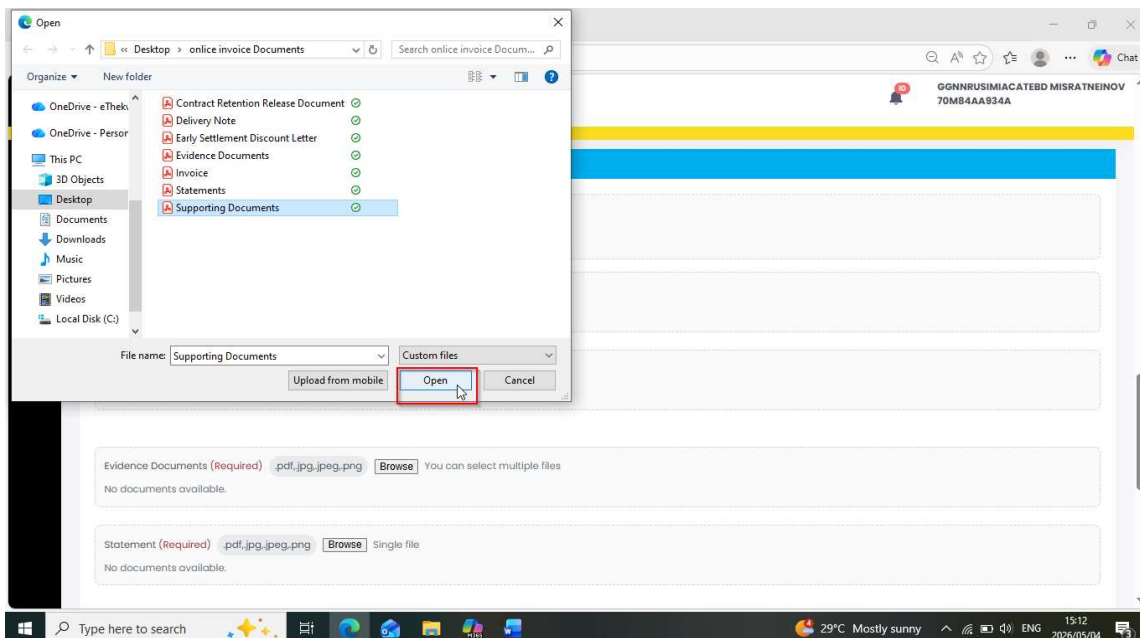




Step	Action
27.	Click Browse Supporting Documents. 

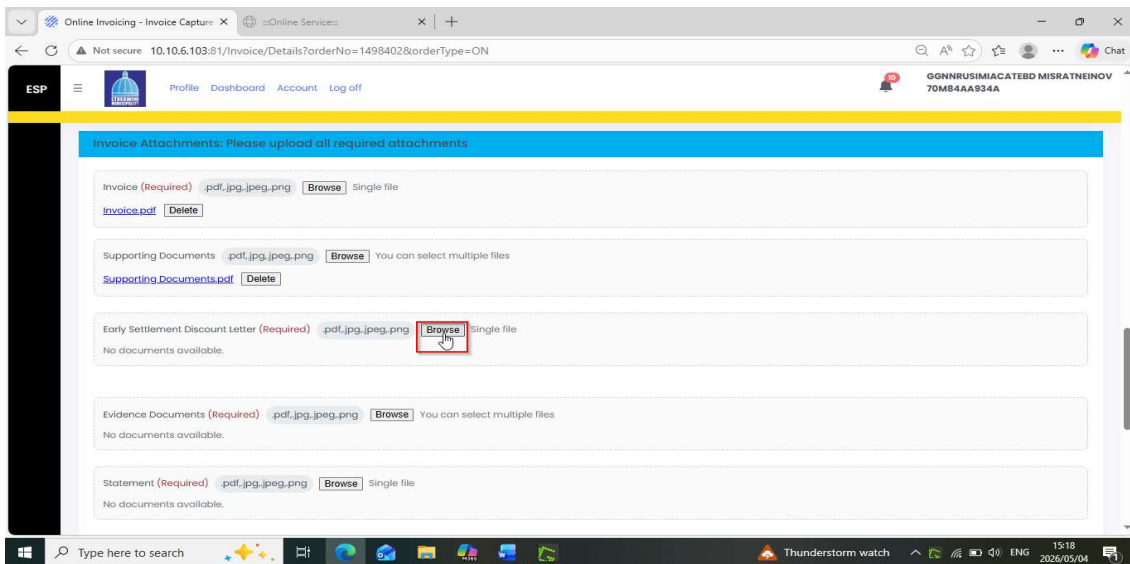


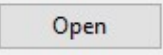
Step	Action
28.	Click open to Add Supporting Documents attachment. 

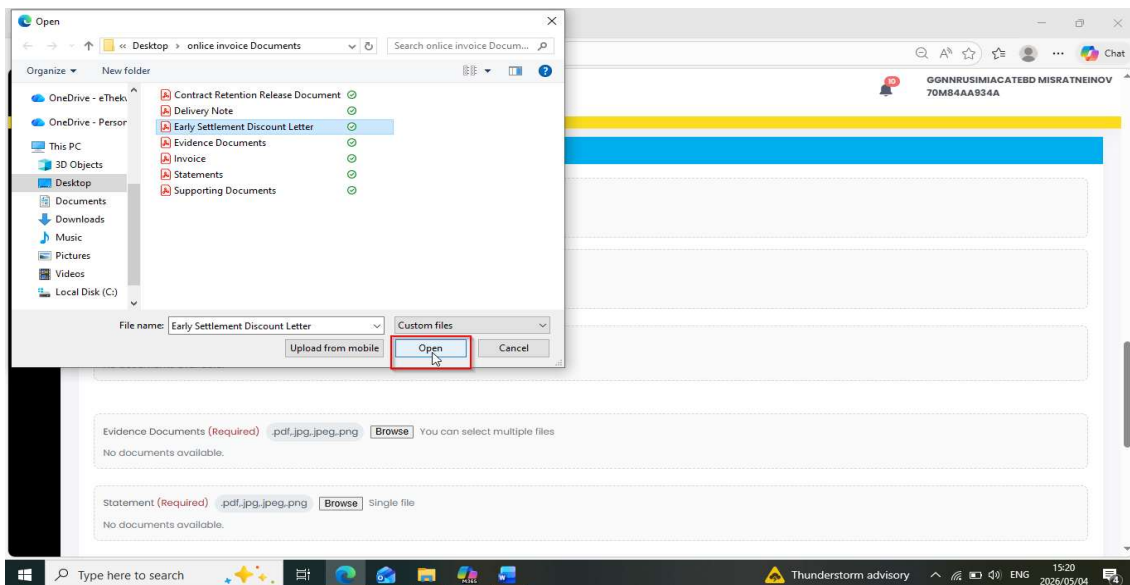




Step	Action
29.	Click Browse Early Settlements Discount Letter (Required). NOTE: the Early Settlement Discount Letter becomes a mandatory field only if you have ticked the Early settlement discount box above. 

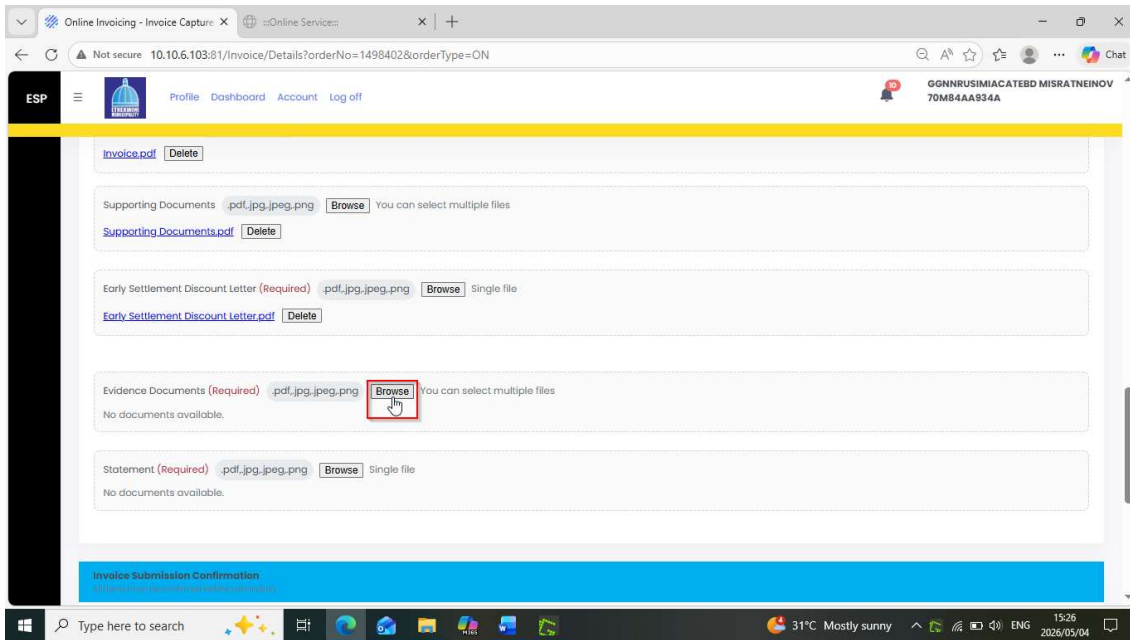


Step	Action
30.	Click Open to Add Early Settlements Discount Letter (Required). 

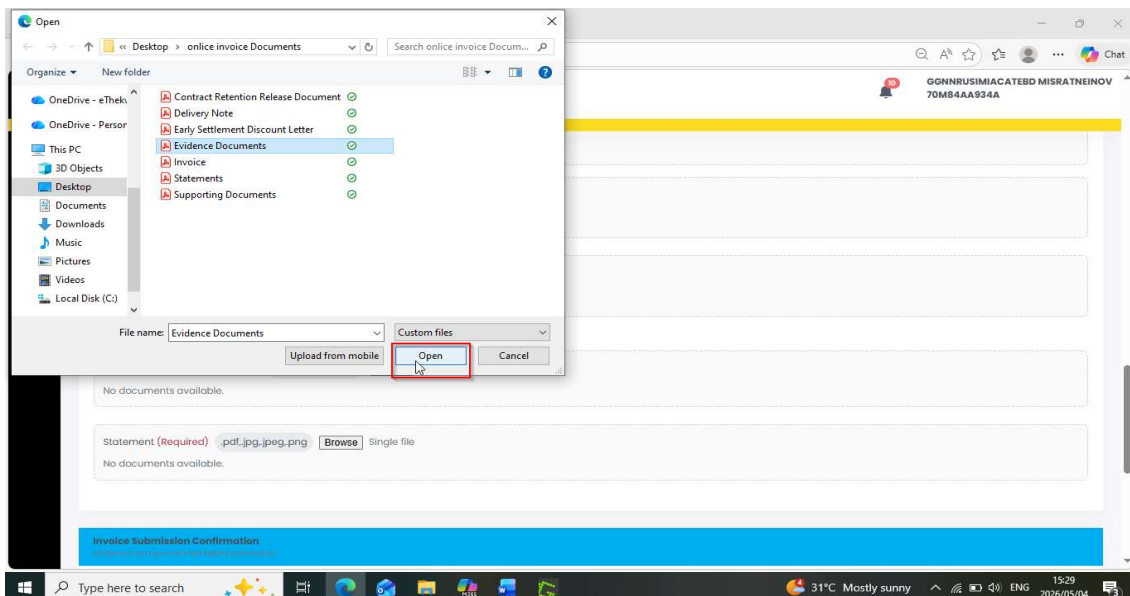




Step	Action
31.	Click Browse Evidence Documents (Required). 

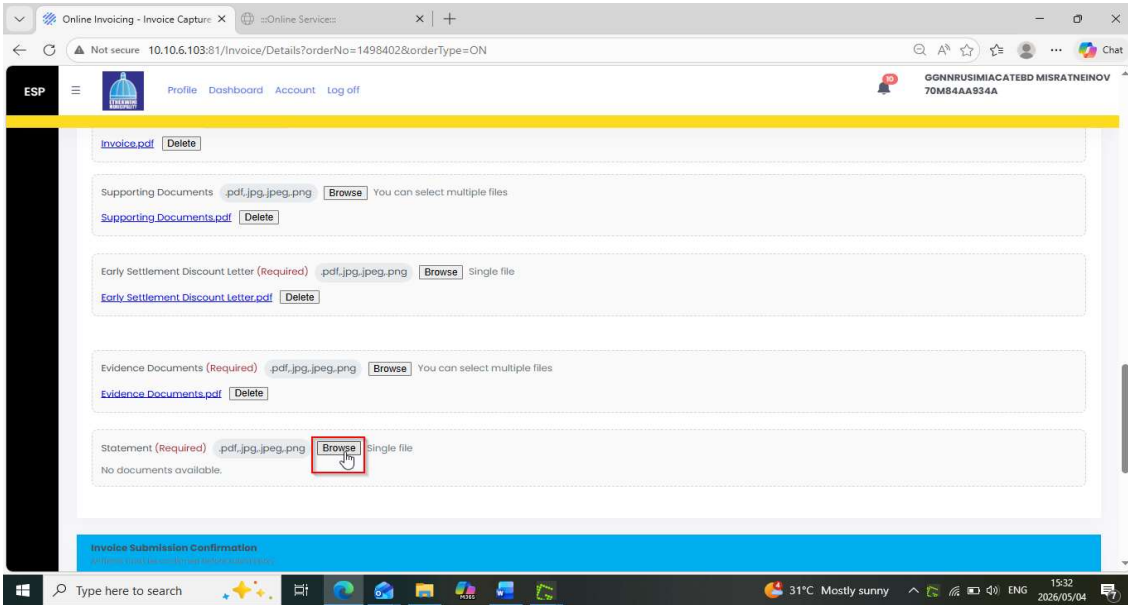


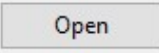
Step	Action
32.	Click Open to Add Evidence Documents (Required). 

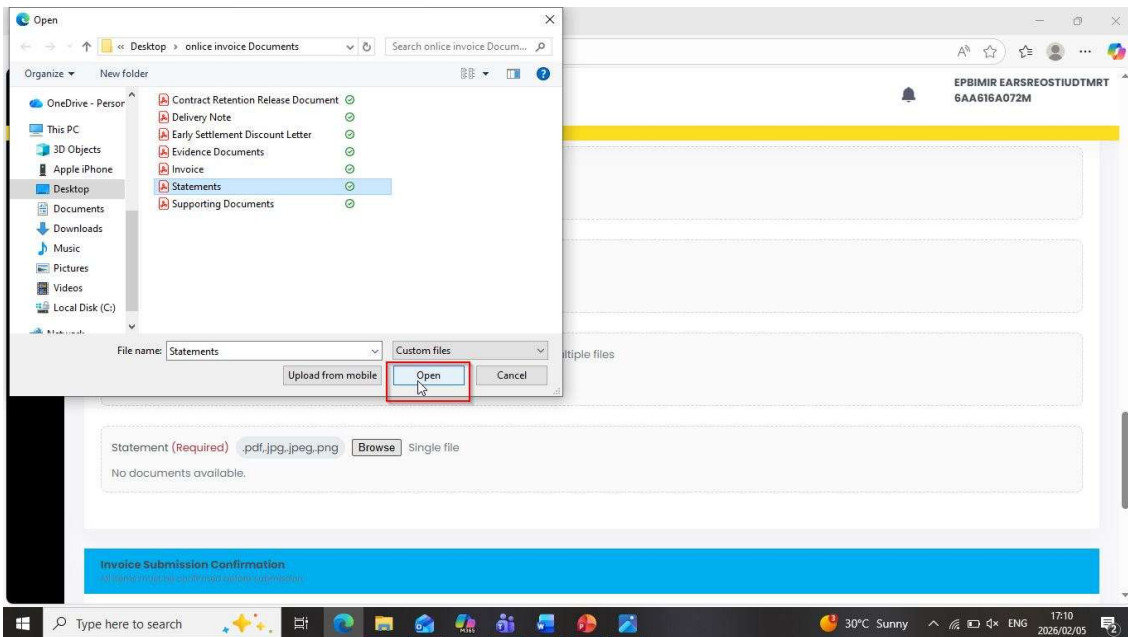




Step	Action
32.	Click Browse Statement (Required). 

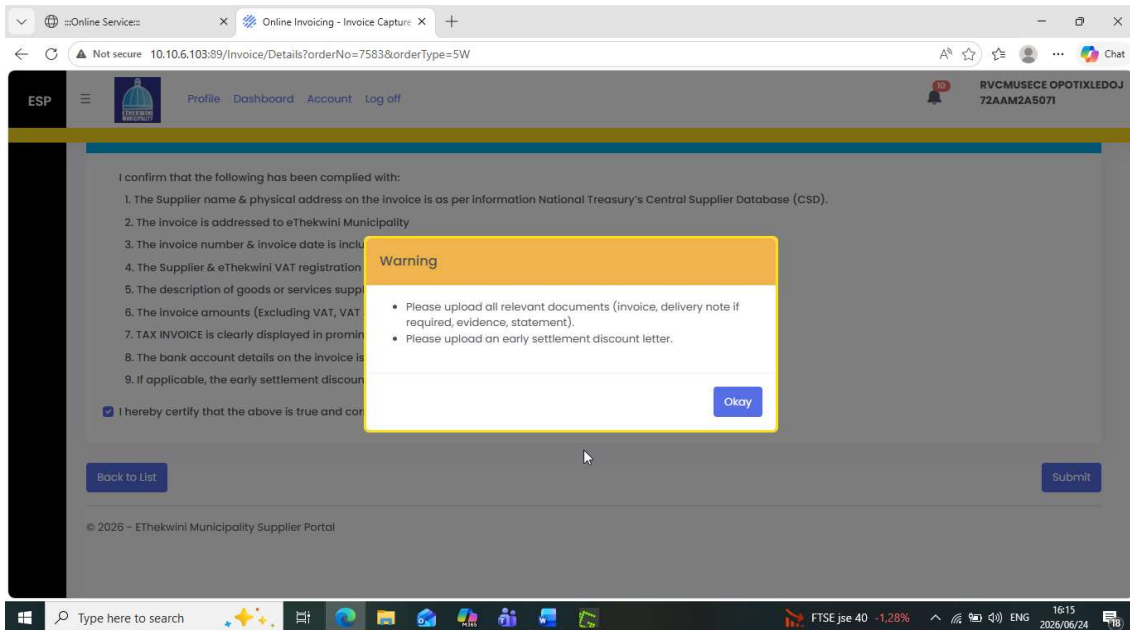


Step	Action
34.	Click Open to Statements (Required). 

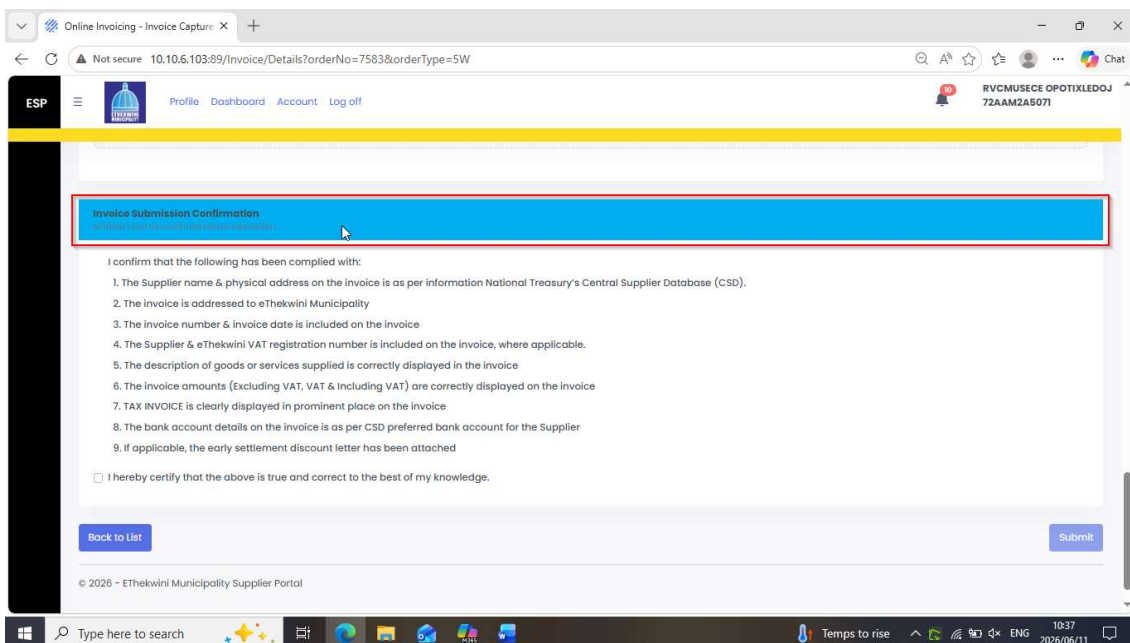




Step	Action
35.	NOTE: If you did not attach one of the required Documents, you will not be able to submit your invoice and you will receive a warning.



Step	Action
36.	Invoice Submission Confirmation, you need to read through all the different clauses here to ensure all the information is correct, to avoid your invoice being rejected.





Step	Action
37.	Once you have verified everything is correct, click the verification box to submit.

ESP

Profile Dashboard Account Log off

EPBIMIR EARSREOSTIUDTMR7
6AA616A072M

I confirm that the following has been complied with:

1. The Supplier name & physical address on the invoice is as per information National Treasury's Central Supplier Database (CSD).
2. The invoice is addressed to eThekweni Municipality
3. The invoice number & invoice date is included on the invoice
4. The Supplier & eThekweni VAT registration number is included on the invoice, where applicable.
5. The description of goods or services supplied is correctly displayed in the invoice
6. The invoice amounts (Excluding VAT, VAT & including VAT) are correctly displayed on the invoice
7. TAX INVOICE is clearly displayed in prominent place on the invoice
8. The bank account details on the invoice is as per CSD preferred bank account for the Supplier
9. If applicable, the early settlement discount letter has been attached

☐ I hereby certify that the above is true and correct to the best of my knowledge.

Back to List Submit

© 2026 - eThekweni Municipality Supplier Portal

Step	Action
38.	Click Submit.

ESP

Profile Dashboard Account Log off

RVC MUSECE OPOTIXLEDOJ
72AAM2A5071

Invoice Submission Confirmation

I confirm that the following has been complied with:

1. The Supplier name & physical address on the invoice is as per information National Treasury's Central Supplier Database (CSD).
2. The invoice is addressed to eThekweni Municipality
3. The invoice number & invoice date is included on the invoice
4. The Supplier & eThekweni VAT registration number is included on the invoice, where applicable.
5. The description of goods or services supplied is correctly displayed in the invoice
6. The invoice amounts (Excluding VAT, VAT & including VAT) are correctly displayed on the invoice
7. TAX INVOICE is clearly displayed in prominent place on the invoice
8. The bank account details on the invoice is as per CSD preferred bank account for the Supplier
9. If applicable, the early settlement discount letter has been attached

☒ I hereby certify that the above is true and correct to the best of my knowledge.

Back to List Submit

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Step	Action
39.	Submission Notification. Your Invoice is only submitted if you receive the successfully submitted notification.

The screenshot shows a web browser window with the URL '10.10.6.103:89/Invoice'. The page displays a notification box with the following text: 'Dear Supplier MAA1234567 Your invoice for 1665559-OL has been successfully Submitted. 2026-06-24 16:20:13.58'. Below the notification, there is a table titled 'Online Invoice & Statement Submission' with columns: Action, Order No., Order Type, Invoices Submitted, Description, and Directorate. The table contains three rows of data, each with a 'Submit Invoice' button. The first row is for Order No. 1665559, Order Type OL, 5 Invoices Submitted, Description 'Verge Cutting Cut 1 to 8 @Fischer Road', and Directorate CES-Parks, Recr. The second row is for Order No. 1665562, Order Type OL, 3 Invoices Submitted, Description 'Verge Cutting Cut 1 to 8 @Qadi Township', and Directorate CES-Parks, Recr. The third row is for Order No. 1715126, Order Type OL, 3 Invoices Submitted, Description 'CO-OPERATIVES CLEANING JANUARY 2026, CO-OPERATIVES CLEANING FEBRUARY 2026, CO-OPERATIVES CLEANING MARCH 2026, CO-OPERATIVES CLEANING APRIL 2026, CO-OPERATIVES', and Directorate EDP-Tourism.

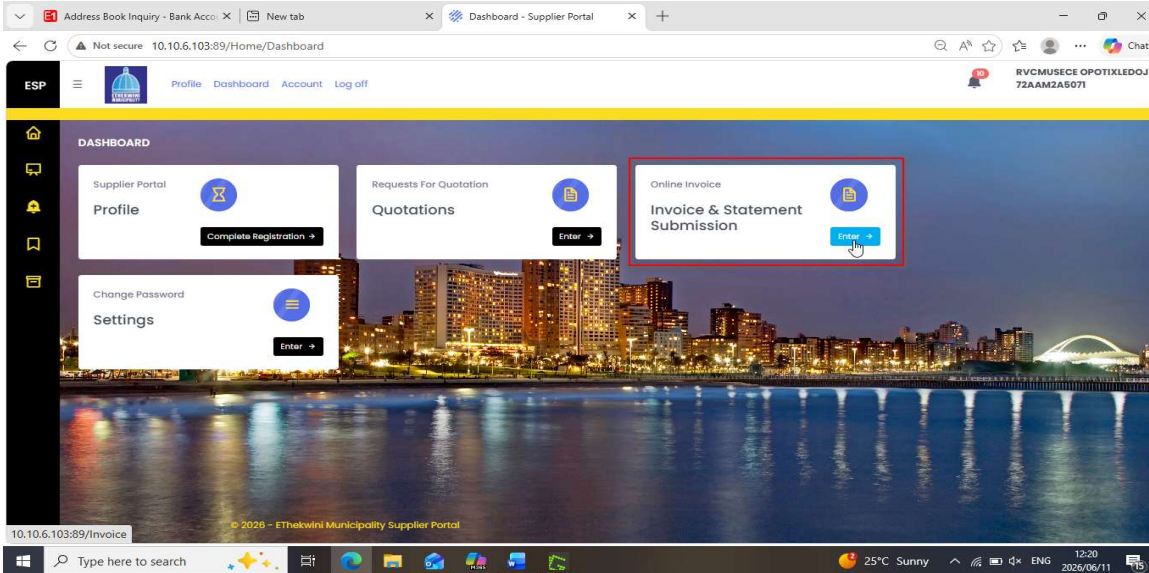
NOTE
Ensure all your details captured are as per the Invoice attached to prevent your invoice being rejected.

Step	Action
40.	End of Procedure.

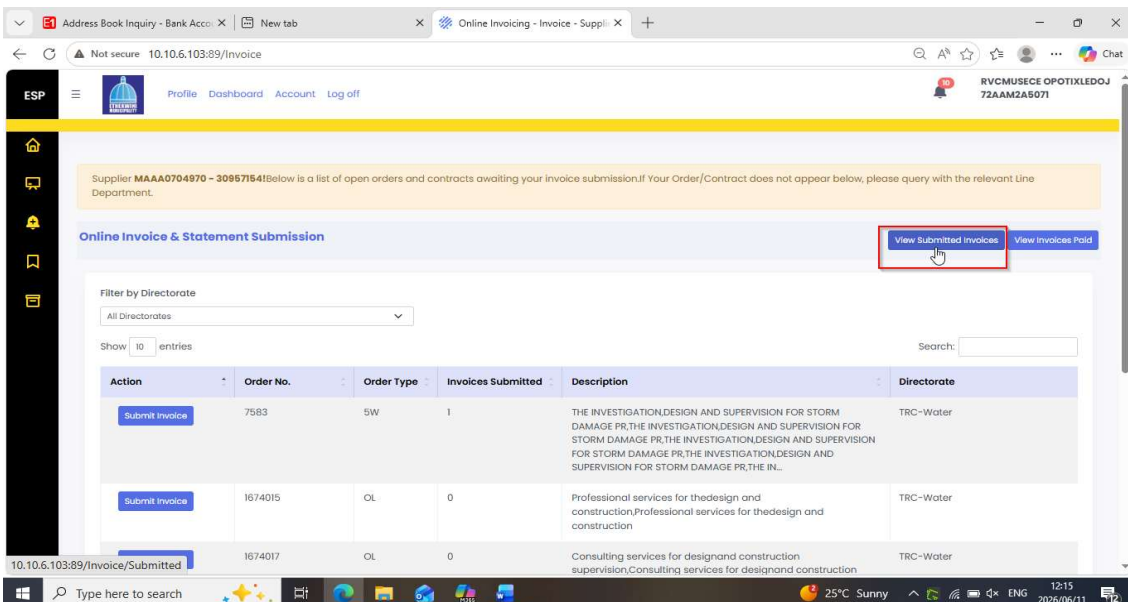


PROCESS 4 – VIEWING SUBMITTED INVOICES AND THEIR STATUS

Step	Action
1.	Click the Invoice & Statement Submission Tab.



Step	Action
2.	Click Submitted Invoice to view your submitted Invoice.





Step	Action
3.	Find the Invoice that you want to view, using the different search options and select the View button.



Supplier MAA1234567 - 123456 - submitted invoices.

Submitted Invoices

Filter by Status

Show 10 entries

Action	Status	Submission	Invoice No.	Order No.	Order Type	Description
View Edit / Re-submit Withdraw	Invoice Submitted	Online Submission	56546845	1498402	ON	50 Boxes of C
View Edit / Re-submit Withdraw	Invoice Submitted	Online Submission	INV123456A	1498402	ON	Goods and S
View Edit / Re-submit Withdraw	Invoice Submitted	Online Submission	INV20260504	1483696	OL	Goods and S
View Edit / Re-submit Withdraw	Invoice Submitted	Online Submission	1738697	1738697	ON	

Step	Action
4.	Once selected, you will only be able to view the details of the invoice, no amendments can be made on this screen.

Supplier 04707AAMBA0, you have selected to submit an invoice for Order No.:1674017-OL.

2026-05-13 15:46:17

back to list

Order Details: Please complete the following information

Order No. 1674017

Order Type OL

Order Amount 4,500,000.00

+ Order Line Items: Click here to expand or collapse

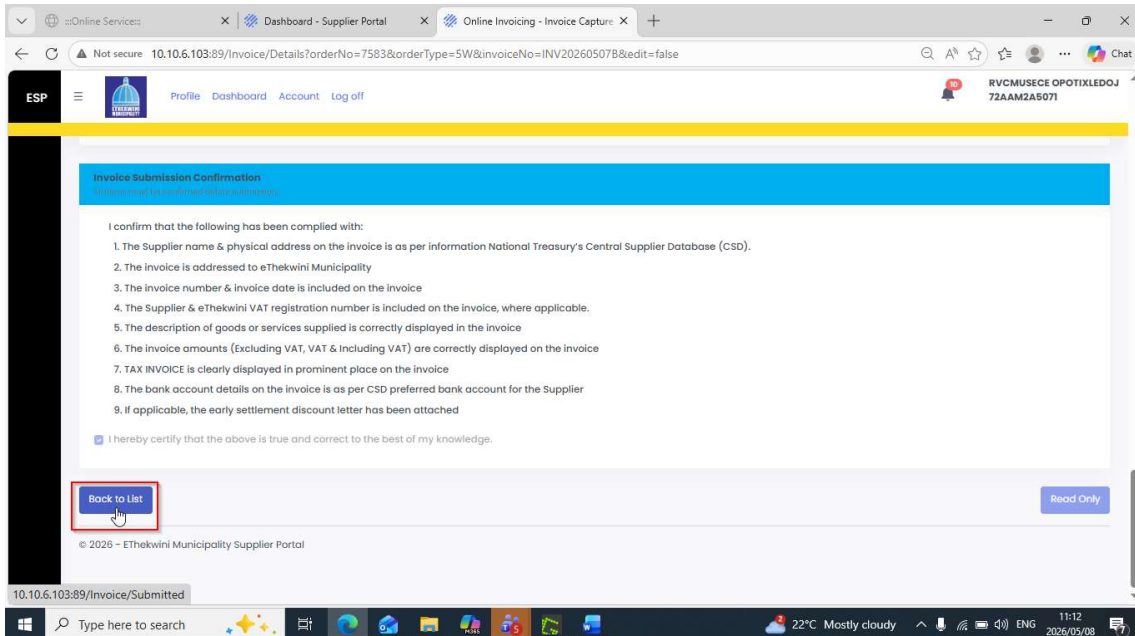
Invoice Details: Please complete the following information as per your invoice

Early Settlement Discount ☐ Early settlement discount applies, letter will be attached.

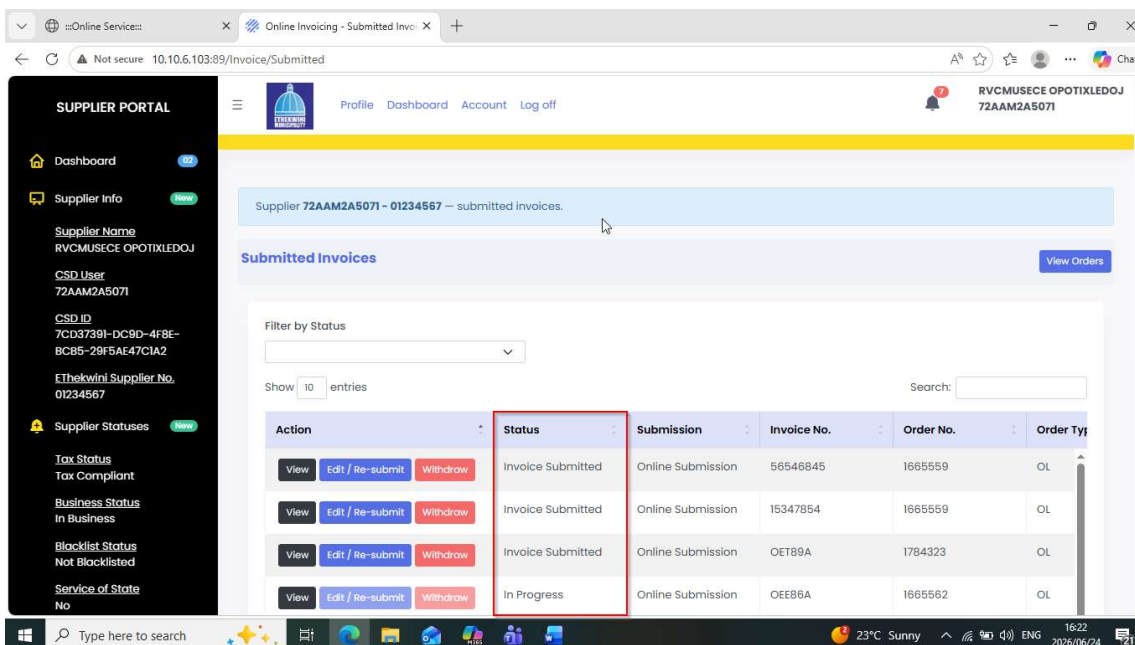
Total Invoice Amount (Excl. VAT) 0.00



Step	Action
5.	Click the Back to the list button to go back to the landing page.



Step	Action
6.	This is the landing page from viewing the Invoices submitted. Supplier can view the status of their invoice on this page.





Step	Action
7.	Suppliers can view the status invoices by filter.

SUPPLIER PORTAL

Dashboard | Supplier Info | Supplier Name: RVC MUSECE OPOTIXLEDOJ | CSD User: 72AAM2A5071 | CSD ID: 7CD37391-DC9D-4F8E-BCB5-29F5AE47C1A2 | EThekweni Supplier No: 01234567 | Supplier Statuses | Tax Status: Tax Compliant | Business Status: In Business | Blacklist Status: Not Blacklisted | Service of State: No

Submitted Invoices

Filter by Status: All Statuses, Invoice Submitted, Invoice Rejected, In Progress, Approved For Payment, Invoice Paid

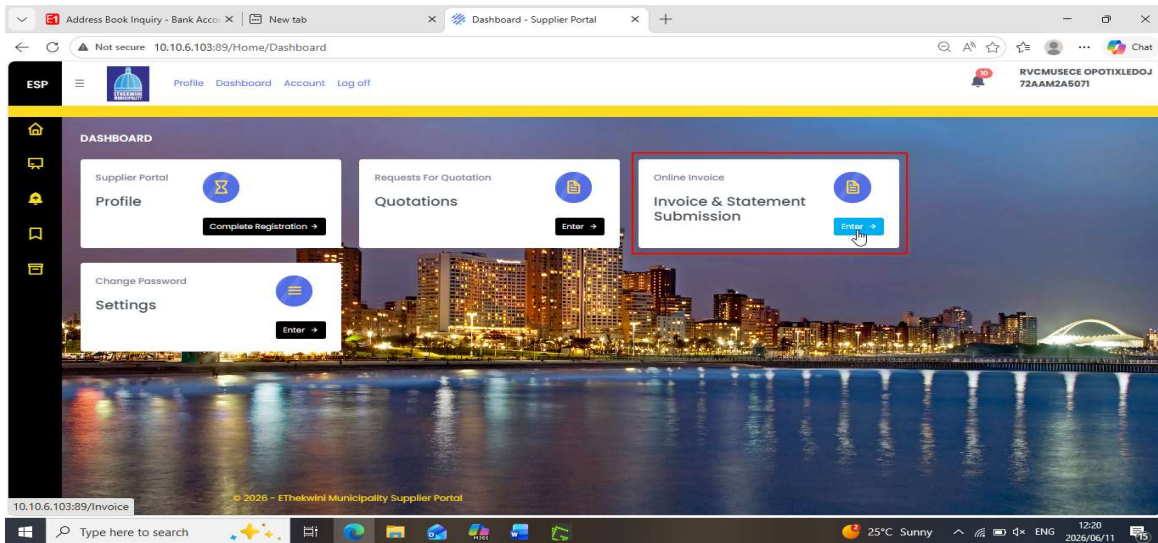
Submission	Invoice No.	Order No.	Order Type
Online Submission	59546845	1665559	OL
Online Submission	15347854	1665559	OL
Online Submission	OET89A	1784323	OL
Online Submission	OEE86A	1665562	OL
Online Submission	OEE87A	1665559	OL
Online Submission	OEE87	1665559	OL

Step	Action
8.	End of Procedure.

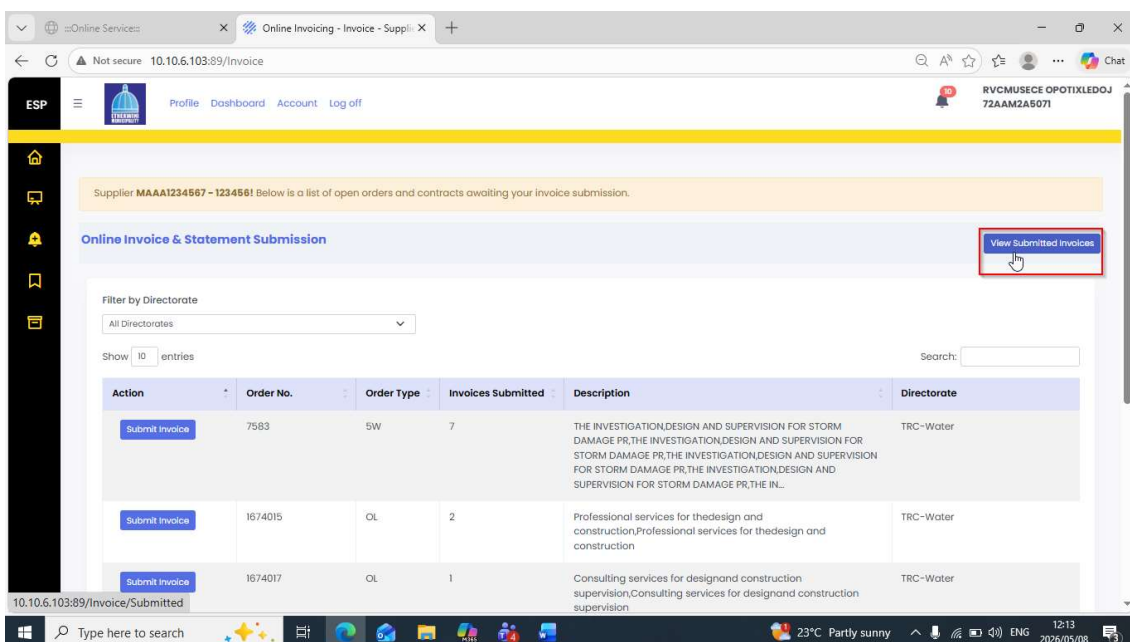


PROCESS 5 – WITHDRAWING A SUBMITTED INVOICE

Step	Action
1.	Click the Invoice & Statement Submission Tab.



Step	Action
2.	Click Submitted Invoice to view your submitted Invoice.





Step	Action
3.	Find the Invoice you wish to withdraw using the search options and then click the Withdraw button. NOTE: You will only be able to withdraw an Invoice that has been REJECTED or if the Invoice is in the INVOICE SUBMITTED Status. The withdraw button will be disabled and not selectable for other statuses.

Withdraw

Supplier 72AAM2A5071 - 01234567 - submitted invoices.

Submitted Invoices

Filter by Status

Show 10 entries

Action	Status	Submission	Invoice No.	Order No.	Order Type	Description
View Edit / Re-submit Withdraw	Invoice Withdrawn	Online Submission	56548845	1665559	OL	Verge Cutting Cut 1 to 8 @Fis
View Edit / Re-submit Withdraw	Invoice Submitted	Online Submission	15347854	1665559	OL	Verge Cutting Cut 1 to 8 @Fis
View Edit / Re-submit Withdraw	Invoice Submitted	Online Submission	OET89A	1784323	OL	Cut and remove tree services
View Edit / Re-submit Withdraw	In Progress	Online Submission	OEE86A	1665562	OL	Verge maintenance services at
View Edit / Re-submit Withdraw	In Progress	Online Submission	OEE87A	1665559	OL	Verge maintenance services at

Step	Action
4.	Click OKAY to withdraw invoice.

OKAY

Supplier Portal

Dashboard

Supplier Info

Supplier Name: RVC MUSECE OPOTIXLEDOJ

CSD User: 72AAM2A5071

CSD ID: 7CD3739H-DC9D-4FBE-BCB5-29F5AE47C1A2

EtheKwini Supplier No. 01234567

Supplier Statuses

Tax Status: Tax Compliant

Business Status: In Business

Blocklist Status: Not Blocklisted

Service of State: No

Submitted Invoices

Filter by Status

Show 10 entries

Search:

Invoice Withdrawal

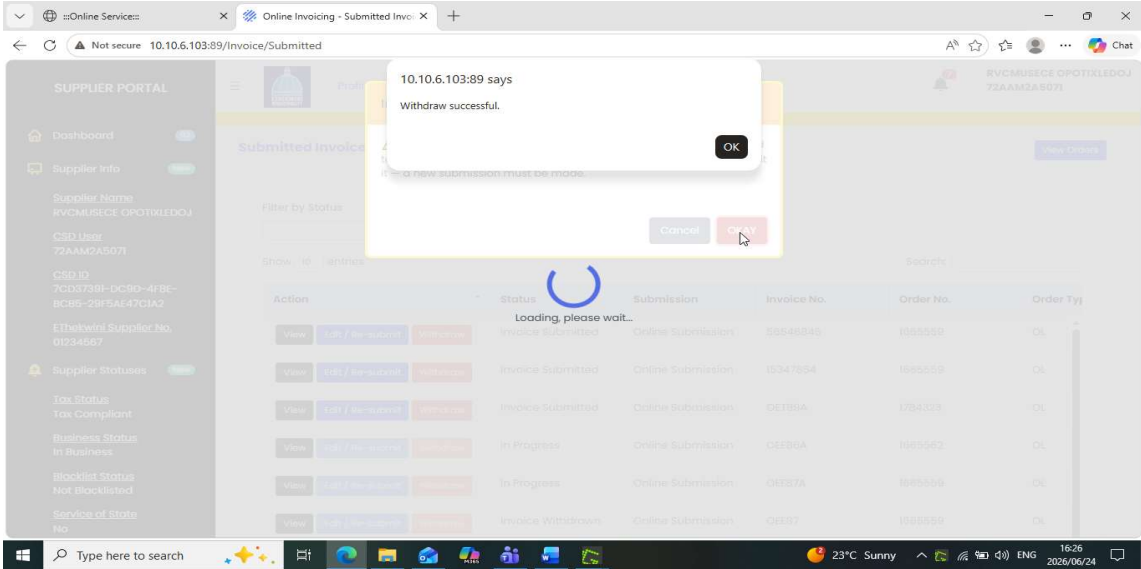
Please note that the invoice will be removed and its status updated to Withdrawn. Once you have withdrawn the invoice, you may resubmit it - a new submission must be made.

Cancel OKAY

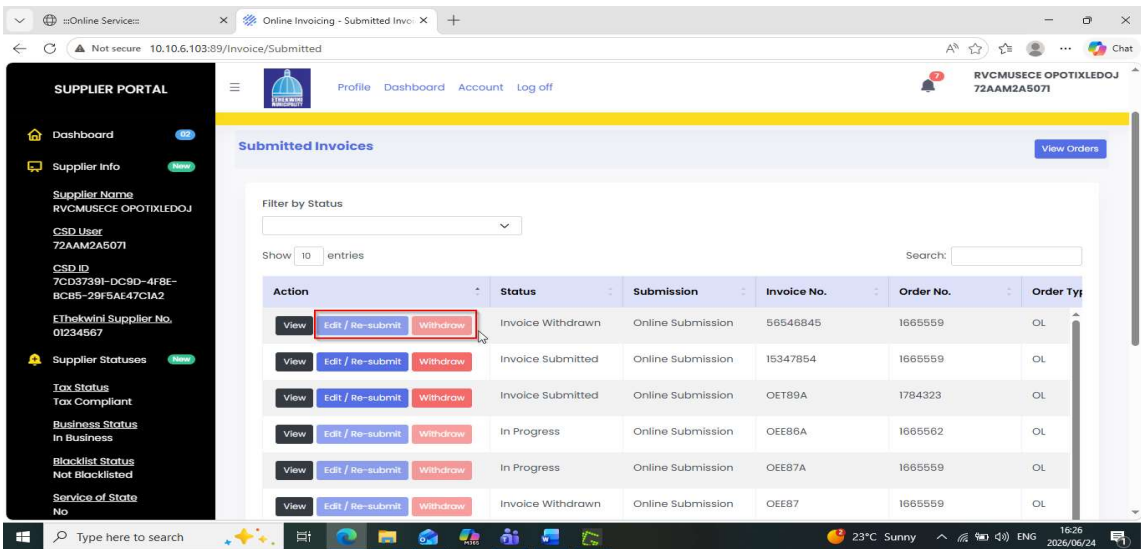
Action	Status	Submission	Invoice No.	Order No.	Order Type
View Edit / Re-submit Withdraw	Invoice Submitted	Online Submission	56548845	1665559	OL
View Edit / Re-submit Withdraw	Invoice Submitted	Online Submission	15347854	1665559	OL
View Edit / Re-submit Withdraw	Invoice Submitted	Online Submission	OET89A	1784323	OL
View Edit / Re-submit Withdraw	In Progress	Online Submission	OEE86A	1665562	OL
View Edit / Re-submit Withdraw	In Progress	Online Submission	OEE87A	1665559	OL
View Edit / Re-submit Withdraw	Invoice Withdrawn	Online Submission	OEE87	1665559	OL



Step	Action
5.	Click OKAY to confirm. 



Step	Action
6.	The Invoice after withdrawal will be greyed out and you cannot resubmit the same record.

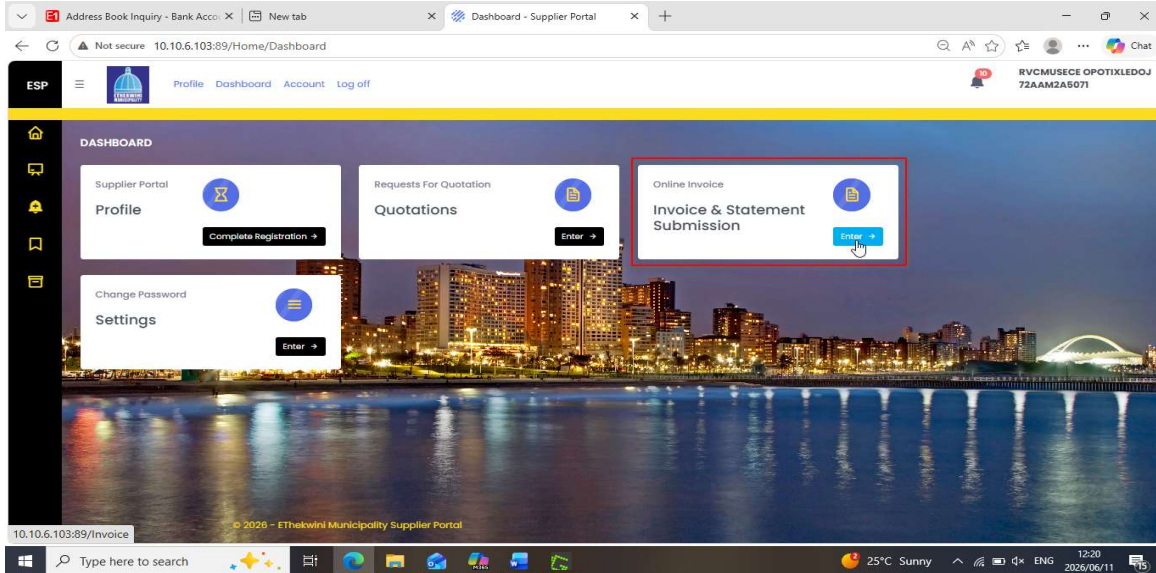


Step	Action
7.	End of Procedure.

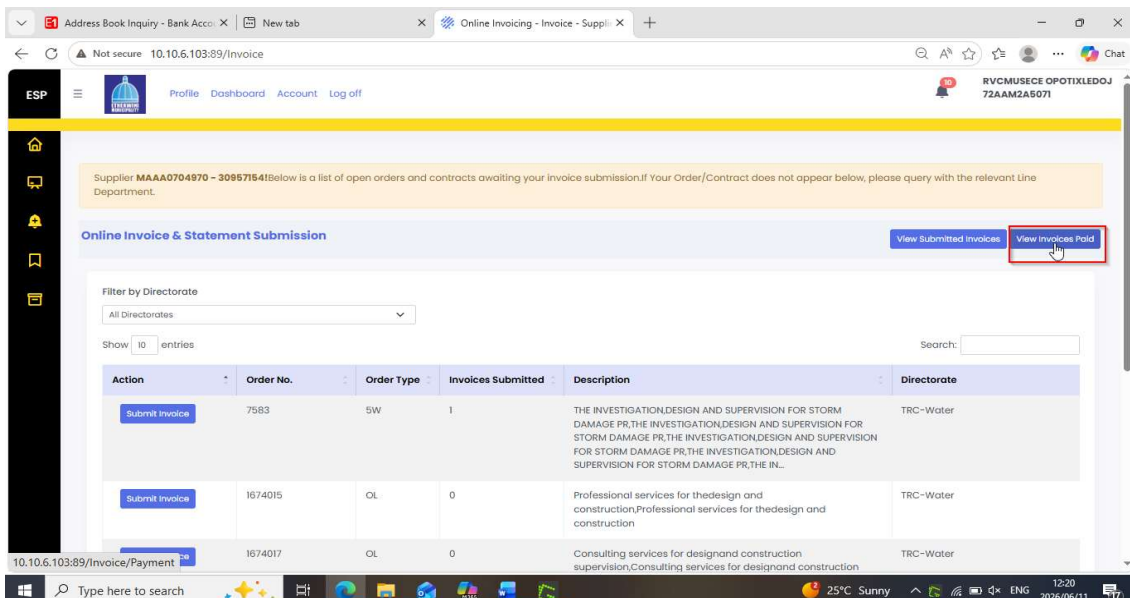


PROCESS 6 – VIEW PAID INVOICE DETAILS

Step	Action
1.	Click the Invoice & Statement Submission Tab.



Step	Action
2.	Click View Invoices Paid to view paid Invoices.





Step	Action
3.	To search for Invoices Paid, you need to insert either the Order Number, Invoice Number or the From Payment Date and To Payment Date filter. NOTE: You will be only able to view payment going back to the last 12 months.

Address Book Inquiry - Bank Account | New tab | Online Invoicing - Review Payment

Not secure 10.10.6.103:89/Invoice/Payment

ESP | Profile | Dashboard | Account | Log off

RVC MUSECE OPOTIXLEDOJ 72AAM2A5071

Invoices - Review Invoices Paid (Payment history goes up to 12 month period)

Order Number: e.g. 12345 Invoice Number: Enter invoice number From Payment Date: yyyy/mm/dd To Payment Date: yyyy/mm/dd

Search Reset

Enter an order number, invoice number, or payment date range to view payment status.

Back to List

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Type here to search 25°C Sunny 12:21 2026/06/11

Step	Action
4.	Click Search to view the Invoices Paid.

JD Edwards | Online Invoicing - Review Payment

Not secure 10.10.6.103:89/Invoice/Payment

ESP | Profile | Dashboard | Account | Log off

RVC MUSECE OPOTIXLEDOJ 72AAM2A5071

Invoices - Review Invoices Paid (Payment history goes up to 12 month period)

Order Number: 7583 Invoice Number: 55877478 From Payment Date: 2025/06/01 To Payment Date: 2026/06/30

Search Reset

Enter an order number, invoice number, or payment date range to view payment status.

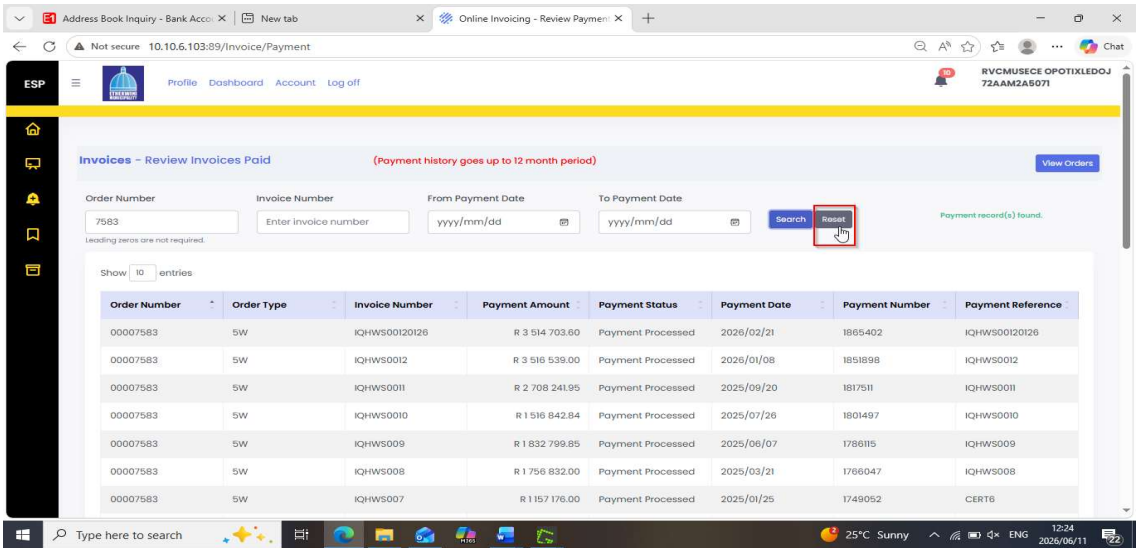
Back to List

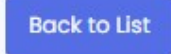
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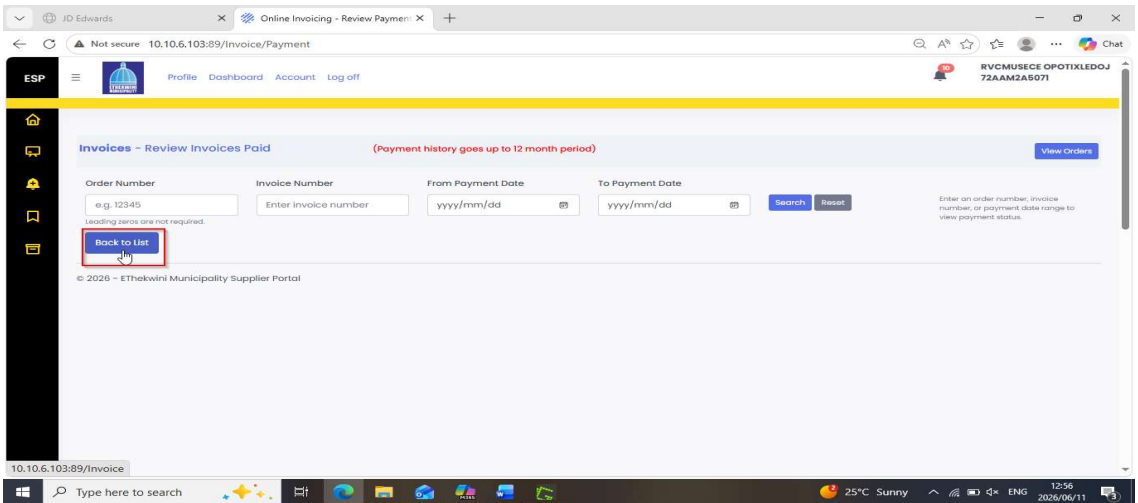
Type here to search FTSE jse 40 +0.71% 12:36 2026/06/11



Step	Action
5.	After viewing the search results, Click Reset to clear the search criteria to perform a new search. 



Step	Action
6.	Click Back to List to exit the View Invoices Paid page. 



Step	Action
7.	End of Procedure.