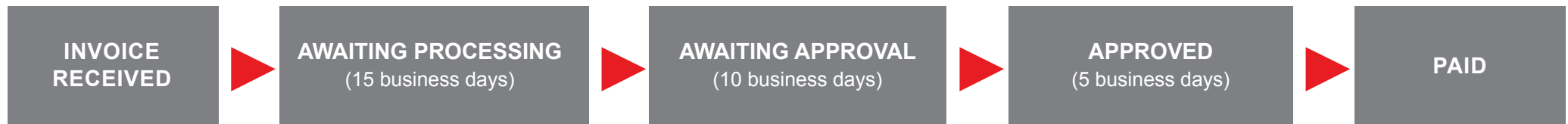


INVOICE PAYMENT LIFECYCLE



SHARED SERVICES SA



30 calendar days from invoice receipt to payment

Estimated business days until payment for each phase is shown in brackets

INVOICE RECEIVED

Vendor sends invoice to a Government Agency or directly to Shared Services SA.

It may take up to 5 business days for the invoice to be scanned into the electronic procurement system and made available on MyInvoice.

If your invoice is not visible on MyInvoice after 5 business days, please contact Shared Services SA rather than submitting another copy.

Payment should be expected to be received in 30 calendar days (20 business days).

AWAITING PROCESSING

Invoice details are being checked by Shared Services SA for compliance and to ensure sufficient information has been provided for processing.

If your invoice is within this stage, you should expect payment of the invoice within an estimated 15 business days.

AWAITING APPROVAL

Invoice has been sent to the relevant Government Agency for certification to confirm goods/services have been provided and for payment approval.

If your invoice is within this stage, you should expect payment of the invoice within an estimated 10 business days.

APPROVED

Invoice is approved and is scheduled for payment.

If your invoice is within this stage, you should expect payment of the invoice within an estimated 5 business days.

PAID

Invoice has been paid via electronic funds transfer or cheque and a remittance advice has been issued to the vendor containing details of the payment.

Please be aware cheques and manual remittances will no longer be available as of 1 April 2017