



LOGIS News

THE BIRTH OF THE LOGIS NEWSLETTER

Annetté Swart

Communication is the key ingredient to successful relations, both private and public. Successful communication can also positively contribute to work satisfaction. We have identified a dire need for users to receive communication regarding LOGIS issues, which lead to the birth of this newsletter. The aim is to tackle LOGIS issues, provide useful information and relay some important statistics. We hope to positively contribute to both the operation of LOGIS, and your involvement in critical issues. If there are specific issues that you would like us to address, please tell us about it, per e-mail or fax. You can find our contact information on the last page of the newsletter.

Happy Reading

LOGIS: THE INSIDE STORY

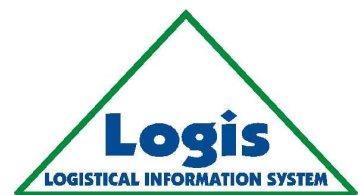
Amanda Purcell

The LOGIS mission is to provide an appropriate procurement and provisioning system, which is fair, equitable, transparent, competitive and cost effective, thus enabling economic, efficient and effective logistical operations. (<http://web.logis.gov.za/logisweb/> 2017/04/26)

The first LOGIS implementation for the Free State was at Dihlabeng Regional Hospital, which went live on 1 April 1995. Provincial Treasury (FSPT) is responsible for provincial implementation of LOGIS in the province, and to date we have implemented 57 stores and covers all the Provincial Departments. This leaves the Province with a total of 22 years of LOGIS Implementation - a very big achievement. Implementation remains an ongoing task.

LOGIS

Newsletter



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SPECIAL POINTS OF INTEREST

- LOGIS Statistics
- NEW Preferential Procurement Regulations
- Newsletter title

STATISTICS: LOGIS SERVICE CENTRE

Current Statistics

DEPARTMENT	CALLS LOGGED	CALLS OPEN
1. Health	20	4
2. Medsas	0	0
3. Premier	1	0
4. Education	5	2
5. Agriculture	1	1
6. PRT	2	0
7. Fleet Mgt	2	1
8. Social Dev	4	2
9. SACR	9	1
10. DESTEA	2	0
11. COGTA	1	0
12. Human Stlmt	3	0
13. FSPT	9	3
14. Works & Rural Dev	1	0
TOTAL APRIL 2017	60	14

Previous Financial Year

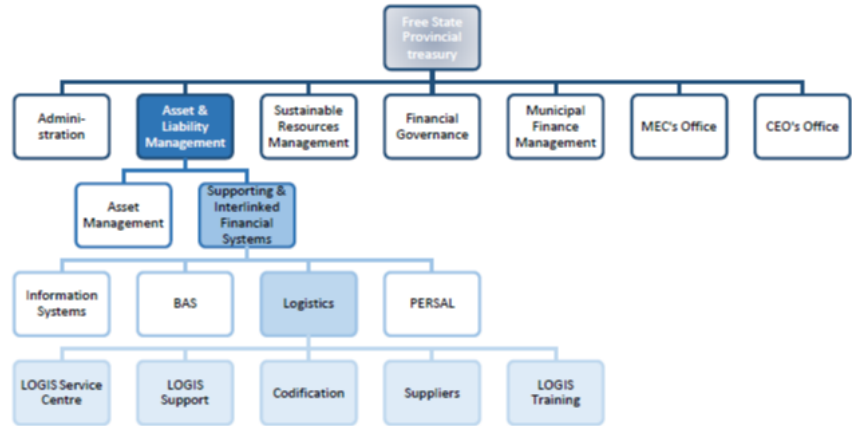
DEPARTMENT	CALLS LOGGED
1. Health	758
2. Medsas	1
3. Premier	29
4. Education	168
5. Agriculture	89
6. PRT	55
7. Fleet Mgt	29
8. Social Dev	47
9. SACR	21
10. DESTEA	16
11. COGTA	20
12. Human Stlmt	32
13. FSPT	118
14. Works & Rural Dev	22
TOTAL APRIL 2016—MAR 2017	1405

FSPT Service Centre Contact Information:

Katiso Sebusi (051) 405-5827
 Bennie Botha (051) 405-5757
 Offline Fax Number (051) 405-5825
 Online Fax Number 0867644342
 E-mail Address: logishelp@treasury.fs.gov.za

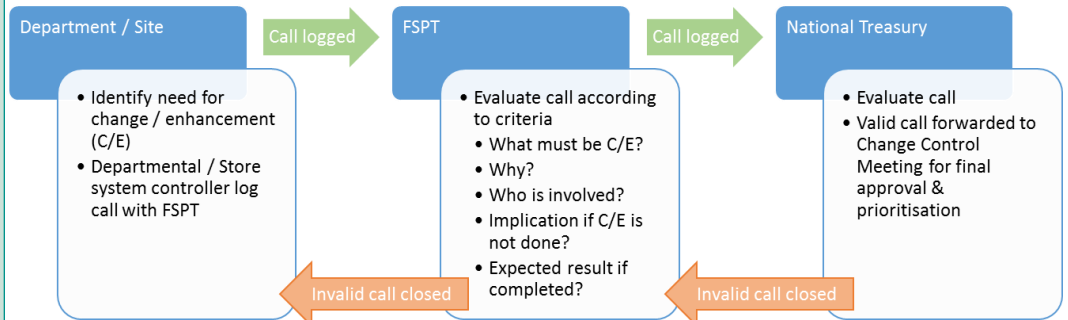
INSIDE STORY CONTINUED FROM PAGE 1

The LOGIS team in FSPT consists of the following units in the department's organogram:



CHANGES / ENHANCEMENTS

System changes/enhancements happen weekly to accommodate the need for change and improvement. The system change process is as follows:



FSPT LOGIS KNOWLEDGE SHARING

Additional to electronic communication, circulars and practice notes to communicate system changes / enhancements, we host LOGIS User Workshops twice a year. The Workshops normally take place around February and August every year and is presented centrally in Bloemfontein. The main target groups are the system controllers, sub system controllers or a designated person who are responsible to relay the information to users at their institutions. LOGIS workshop manuals may be viewed / downloaded on the LOGIS web at *Quick launch* ⇒ *Contact Centre* ⇒ *Presentations*.

You can peruse more information on the National Treasury LOGIS webpages at <http://web.logis.gov.za/logisweb/> and <http://wiki.logis.gov.za>

Coming next month: Financial Year End Issues

SUPPLIER REGISTRATION & MAINTENANCE

Sello Legegeru & Monica Mafata

The Central Supplier Database (CSD) was introduced and adopted in 2016. All suppliers must register on CSD, which stores all the required information .

You still need to log a call with FSPT, (1) to ensure new CSD suppliers exist on LOGIS and (2) to ensure all CSD supplier banking details are the same as on LOGIS. You **must not submit** Entity Maintenance Forms anymore. You must submit a CSD registration report.

To successfully log a call and reduce time and efforts spent on supplier maintenance:

1. Retrieve a CSD registration report.
2. Check the following fields:-
- 2.1 Supplier Identification

Business status must be “In Business”. If it is not, the request will not be processed until the supplier contacts CIPC and files his annual returns.

SUPPLIER IDENTIFICATION			
Supplier number	MAAA0XXXXXX	South African company/CC registration number	2017/XXXXXX/07
Is supplier active?	Yes	Have Bank Account	Yes
Supplier type	CIPC Company	Registration date	10 Mar 2017 00:00:00.000
Supplier sub-type	Private Company (Pty)Ltd	Created by	sxxxxxxxxx@gmail.co.za
Legal name	SXXXXXX HOLDINGS	Created date	16 Apr 2017 11:10:44.000
Identification type	South African Company/Close Corporation Registration Number	Edit by	sxxxxxxxxx@gmail.co.za
Government breakdown	Private Companies (Pty) (Ltd)	Edit date	25 Apr 2017 09:10:53.343
Business status	In Business	Restricted Supplier	No

- 2.2 Supplier Bank Account

Bank verification status must indicate “Verification Succeeded”. If it is not, no updates will be done on LSB

SUPPLIER BANK ACCOUNT			
BANK ACCOUNT 1			
Account type	Current Accounts	Created date	21 Apr 2017 13:31:32.000
Bank	FIRST NATIONAL BANK	Edit by	csd.safetynetbatch@treasury.gov.za
Branch number	252005	Edit date	25 Apr 2017 09:10:53.343
Branch name	SOUTHERN CENTRE BLOEMFONTEIN	Bank Verification Status	Verification Succeeded

- 2.3 TAX information

Overall Tax Status must be “Tax Compliant”. If the status is “Non-compliant”, we will not amend Procurement Integration and the old TCC information will remain on the system.

TAX INFORMATION			
Income tax number	9008173263	Overall Tax Status	Tax Compliant
Income Tax Status	Compliant tax status Verified	Created by	sxxxxxxxxx@gmail.co.za
Is this supplier a VAT vendor?	No	Created date	16 Apr 2017 11:10:45.490
Are you Registered with SARS?	Yes	Edit by	sxxxxxxxxx@gmail.co.za
Last validation date	25 Apr 2017 16:32:00.000	Edit date	16 Apr 2017 11:10:45.000

NB: CSD no longer shows TCC dates .Always attach the TCC to the registration report.

3. If the supplier information complies as indicated you can log a call to update LOGIS or to register the supplier on LOGIS.

CSD ACCESS

At least two officials per institution should have access to CSD. System controllers should contact the following persons in this regard:

Caroline Motsemme
(051) 403-3283
Motsemme@treasury.fs.gov.za

Pamela Sidinile
(051) 405-5972
Pamela@treasury.fs.gov.za

Moeketsi Mohoase
(051) 405-5402/4850
Mohoase@treasury.fs.gov.za

Ramasokoane Phakoe
(051) 405-5402/4850
phakoer@treasury.fs.gov.za

STATISTICS: SUPPLIER MAINTENANCE

SUPPLIER REQUESTS 2016-2017	
Total requests received	2522
New Supplier Numbers created	1459
Existing Suppliers modified	1063
Completed requests	2187
Rejected / returned requests	-335

Statistics for April 2017 not available at time of distribution

SUPPLIER MAINTENANCE CONTACT DETAILS

To log a call for supplier maintenance, provide FSPT with the relevant LOGIS Supplier number (if applicable) and CSD Supplier number or send the CSD Registration Report to :-

Room 123 Trustfontein Building, 151 St. Andrew Street; BLOEMFONTEIN.

Alternatively you may email the information to : LOGIS.supplier@treasury.fs.gov.za or call FSPT at (051) 409-8665

For LOGIS Supplier related queries contact FSPT on (051) 409-8653 or email : logis.supplier@treasury.fs.gov.za.

STATISTICS: CODIFICATION

Current Statistics

CODIFICATION REQUESTS APRIL 2017	
Total requests received	1310
New ICN's created	1273
Existing ICN's provided	17
Total ICN's provided to users	1290
Enquiries not answered	1

Previous Financial Year

CODIFICATION REQUESTS 2016-2017	
Total requests received	11797
New ICN's created	7249
Existing ICN's provided	5540
Total ICN's provided to users	12789
Enquiries not answered	26

WHAT YOU DIDN'T KNOW ABOUT CODIFICATION

Lidia du Plessis

Codification - noun: 'the act, process or result of arranging (something) in a systematic form or code'. (www.dictionary.com 2/5/2017).

Codification – LOGIS: allocating a set of numbers (14) in a specific order to identify an item on the system.

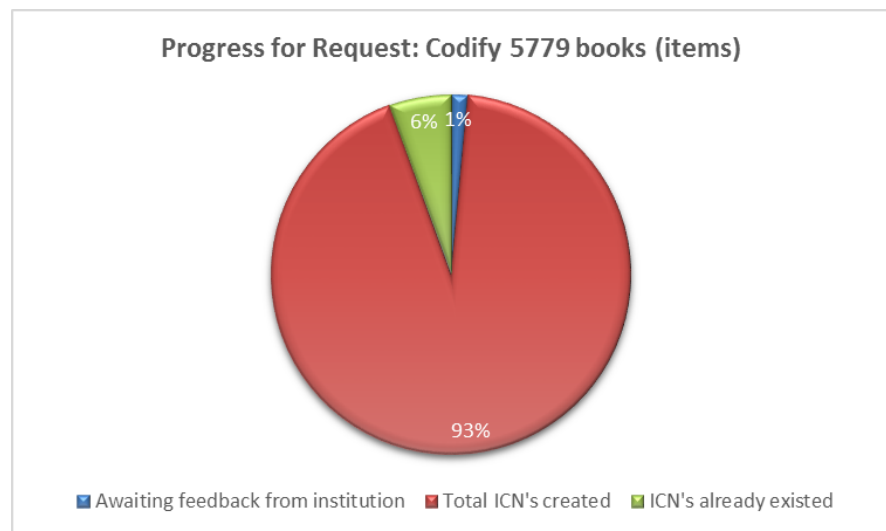
Codification request: a user re-

quest for FSPT to allocate a set of numbers to an item for use on the system.

Did you know? During the previous financial year 43% of ICN's requested from the Codification Unit already existed on LOGIS.

During the last quarter, the Codification Unit started with a Project to codify 5779 school books.

Progress is as follows:



"I think the one lesson I have learned is that there is no substitute for paying attention" ~ TV Anchor Diane Sawyer

CODIFICATION CONTACT DETAILS

The FSPT Codification section may be reached at (051) 409-8658 or by e-mail at codification@treasury.fs.gov.za

Codification Requests receive attention within 24 working hours. Consider this in your planning.

Did you know? *Completing the correct supplier information on the data submission document is compulsory.*

Have you sent a request for an ICN only to receive an enquiry for more information? All you want is your ICN, right?

Imagine receiving your ICN without enquiries? Impossible? NO!

Help us to help you: Forward brochures/manufacturer literature from the supplier with clear specifications together with your request. This enables us to attend to your request with the minimum enquiries and delays, or even without enquiries or delays.

SCM 101

Annetté Swart

Supply Chain Management (SCM) was implemented in December 2003 and all departments must use an SCM system to ensure uniformity. This article and the ones following aim to shed some light on a system that we use daily, but might not quite understand.

What is SCM? “SCM is the management of the flow of goods and services. It includes the movement and storage of raw materials, work-in-process inventory, and finished goods from point of origin to point of consumption.” (wiki.logis.gov.za 24/06/2016)

Items and Institutions affected by SCM: SCM policy applies to the acquisition and disposal of all goods, services, construction and road works and immovable property of all constitutional institutions, public entities, national and provincial departments, trading entities, municipalities and municipal entities and all school governing bodies as set out in schedules 3A and 3C of the PFMA, in the MFMA and section 21 of the SA Schools Act of 1996 respectively.

SCM’s relation to the financial affairs of organs of state: SCM is an integral part of financial management and requires accounting officers and accounting authorities to extract accurate commercial and other relevant information to enable them to measure the achievement of government’s procurement objectives.

SCM policy is guided by financial legislation and government’s preferential procurement objectives, and has five elements (demand management, acquisition management, logistics management, disposal management & supply chain performance) that are all evident in government infrastructure (systems, i.e. LOGIS & BAS). SCM further integrates with various databases so that transactions are accurate and verifiable. These databases include the national item master, SCoA and CSD, to name but a few.

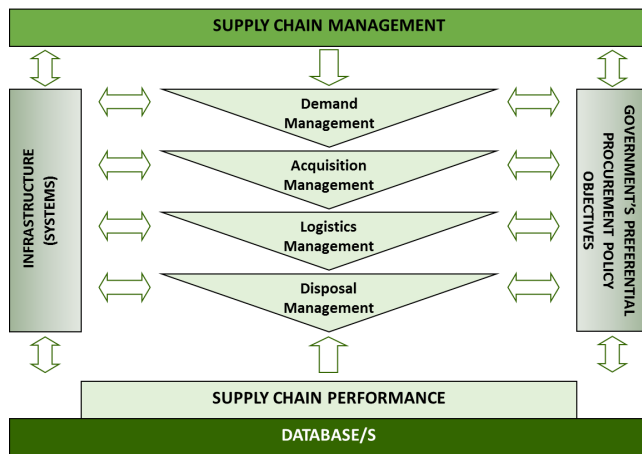


Figure 1 SCM Diagram

SCM further integrates with various databases so that transactions are accurate and verifiable. These databases include the national item master, SCoA and CSD, to name but a few.

PREFERENTIAL PROCUREMENT REGULATIONS

2017

New regulations in terms of the PPPFA were released on 20 January 2017, to be applied from 1 April 2017.

These regulations cover:

- Pre-qualification criteria
- Evaluation of tenders on functionality
- 80/20 preference point system: R30000–R50 million
- 90/10 preference point system: R50 million and above
- Local production and content
- Subcontracting
- Breaking deadlock in scoring
- Awarding contracts to tenderers with less points
- Subcontracting after tender awarding
- Tender cancellation
- Remedies for falsely submitted information

The regulations (Vol. 619 No.40553) can be viewed at <http://www.gpwonline.co.za> under the heading *Published National Regulation Gazettes*

STATISTICS: LOGIS TRAINING 2016/2017

Since April is always the month in which Annual Financial Statements are drawn up, the LOGIS Training Division does not present any courses during April.

Statistics for the 2016 / 2017 financial year are as follows:

Course Results

a) Departments

Best average marks was achieved by:

1. MEDPAS 85.6 %
2. Fleet Management 83.8 %
3. Human settlement 81.9 %

The following departments achieved 100% pass rate

1. MEDPAS
2. Fleet Management
3. Public Works

a) Individuals

The following individuals achieved 100%:

1. KM Hlalele from Health, Botshabelo Hospital for the LOGIS Payments Course
2. SN Sibi from Health, Qwa-Qwa Laundry for LOGIS Induction

Course Attendance

a) Best attendance

The department with the best attendance was COGTA, with 93.3 % attendance (only 6.7 % absenteeism)

The course with the best attendance was the LOGIS Level I course with 88.8 % attendance (11,2 % absenteeism)

b) Worst attendance

Department of Human settlement has the worst attendance with 50 % absenteeism.

The Cost Centre Managers course had the worst overall attendance with 52 % absenteeism.

Training Division Performance

The LOGIS Training Division presented a total of 24 courses and trained 394 people.

The best course results was for the Transware course, with an average of 88.6 %.

SCM101 CONTINUED FROM THE PREVIOUS PAGE

It is not possible to cover all the supply chain elements in one article; allow me therefore to provide the chief objectives of each:

Demand Management

- Identify the resources required to achieve the strategic plan

Acquisition Management

- Compose bid documents, determine bid evaluation criteria, invite, evaluate and adjudicate bids, and complete contract administration

Logistics Management

- Purchase and issue stock and pay suppliers according to demand and acquisition management activities
- Ensure proper stock and asset control
- Perform warehouse, supplier and transport management

Disposal Management

- Do away with unserviceable, redundant or obsolete assets to the best advantage of the State

Supply Chain Performance

- Determine whether proper processes are/were followed and whether the desired objectives are achieved

Free State Provincial Treasury issued a provincial SCM procedure manual in 2009, which applies to all provincial departments and public entities defined in schedule 3A and 3C of the PFMA. You can view this document at <http://www.dot.fs.gov.za>.

Please read this document in conjunction with the latest procurement thresholds and preferential procurement regulations (<http://www.treasury.gov.za>).

In the Next Issue: Demand management activities and its relation to LOGIS.

Sources:

FSPT 2016. LOGIS I manual chapter 2.

FSPT 2009. Provincial SCM procedure manual.

www.dot.fs.gov.za

The screenshot shows the website for the Department of Treasury, Free State Province. The main menu includes: Administration, Asset & Liability Management, Sustainable Resources Management, Financial Governance, Municipal Finance Management, MEC's Office, and CEO's Office. The 'Manuals' section is highlighted, and a list of documents is displayed:

Home	OES
About Us	Guide Uniformity:SCM
Documents	Human Resource Development
News & Media	Human Resource Management
Microsoft Exchange	Finance and Budget Control
Email Signature	Financial Administration
Downloads	Supply Chain Management
Careers	FS Supply Chain Management Procedure Manual
Databases	Information Systems
Links	LOGIS

A search bar is visible with the text 'Search Site' and a 'Go' button. A profile picture of Ms. Etobhe Rockman, MEC for Finance, is shown on the right side of the page.

LOGIS FUNCTIONAL RELEASE NOTES

Amanda Purcell

What is a Functional Release Note (FRN)?

A document published on the LOGIS website to inform LOGIS Users of changes to the system, its purpose, and impact on the users.

Where can I find release notes?

<http://web.logis.gov.za> ⇒ Quick launch menu ⇒ Publications ⇒ Releases.

How often does the system change?

According to request prioritisation.

When are changes released?

Thursday after 16:00 (unless urgent changes are necessary)

When can I see the change?

The following working day, i.e. Friday.

How often should I access the web to read the FRNs?

Weekly – to stay up to date with changes.

What is the format of the FRN and can I download it?

FRN's are published in pdf (portable document file) format and you can download FRN's. *If you do not have a PDF reader, contact your departmental IT section to assist you.*

What is a data fix?

A data fix is an action / step taken by the LOGIS Project to assist users to correct data and ensure data integrity (reliability).

Can I e-mail a FRN to other users in the institution?

Yes, if it is relevant to them.

Who should be informed about functional releases?

All users in the institutions that are impacted by the changes.

What should I do if some changes cause difficulties?

Urgently inform your LOGIS system controller and supply any relevant proof of the difficulty encountered.

What must the LOGIS System Controller do if I experience difficulties / problems?

The system controller must contact the LOGIS Service Centre at Provincial Treasury in Bloemfontein to log a call to resolve this matter.





8

FRN'S FOR APRIL 2017

We will now address some of the more urgent issues in the FRN's. Due to limited space, we cannot cover all issues. Please access the LOGIS web for the full versions of the FRN's.

Please note that training-related requests do not apply directly to you.

FRN DATE: 4 APRIL 2017, RELEASE 8.0 INTERIM 60

This FRN addressed five issues, of which two relate to procurement integration and three to training tools.

1. Request 001632578: SCoA Toning project in LOGIS

SCoA (Standard Chart of Accounts) version 5 was implemented 1 April 2017. This change affected the structure of allocations on BAS and LOGIS. This request addressed the SCoA toning project and the FRN contains before and after steps that institutions had to follow. The SCoA toning was also discussed in LOGIS Workshop 1 / 2017 (you may view the document at <http://web.logis.gov.za> ⇒ Quick launch menu ⇒ Contact Centre ⇒ Presentations)

2. Request 001655025: Amend RR016 to exclude SCoA V5 updated orders

RR016 was modified to exclude active commitments, where the order status was updated to Paid in respect of SCoA V5 changes. The output of report RR016 must be used by the users to re-capture the Commitments for all Orders that were not closed with the SCoA toning project. If users do not capture Commitments for open Orders, this will result in inaccurate budget availability.

FRN DATE: 10 APRIL 2017, RELEASE 8.0 INTERIM 61

This FRN addressed nine issues that relate to asset management and procurement integration. We will only touch on certain issues. Please view the full FRN for more information.

1. Request 001655852, 001655859: Populate asterisks on serial number

Serial numbers updated on AMMA (after 6 March 2017) were saved wrongly. This request corrected the problem.

2. Request 001656158: Update document statuses of closed orders

A data fix was created that will update the Invoices and Payments to a "R"ejected status of those orders closed during the SCoA toning activities.

3. Request 001655994: Close orders with create status

In line with the SCoA toning activities, a data fix was created to change the status of all created Orders to 'D' closed with rejected reason code '95'. The status of linked Requisitions has been updated to 'D' closed. If the requisition is linked to an Issue; the requisition header status remains 'A' authorised but the requisition detail status changes to 'I' inactive if the Requisition detail is linked to the Order (C-items). The issue status will remain active until the item is issued, in which case the requisition status will be closed.

4. Request 001655899: FYE problems – Reporting Categories & Depreciation values

Some Assets and FY2017 depreciation values were updated incorrectly on Asset Register.. This release corrected these problems.

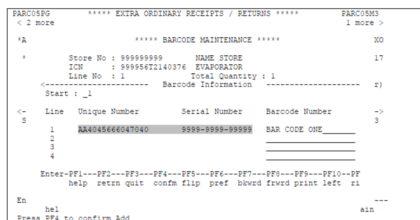
5. Request 001656284: FYE problems – ScoA toning

This request relates to two data fixes that corrected errors that occurred during the SCoA toning project.

6. Request 001644766 & 001652175: Barcode error on RCXO

Manual barcodes on RCXO did not update on the asset register since the screen to add barcodes no longer displayed the unique number and the serial number for the Asset.

The screen to add manual Barcodes has been updated to display the Unique number and the Serial number.



8. Request 001646364: Static data change – LOGIS policy parameters

LOGIS policy parameters were updated with the thresholds as per the Preferential Procurement Regulations of 2017 as per Gazette 10684 effective as follows from 1 April 2017:

SAGC table 00248 (PPPFA THRESHOLDS): Minimum value for 90/10 changed from One million (1000000) to Fifty million (50 000 000)

SAGC table 00267 (BB-BEE STATUS LEVEL OF CONTRIBUTOR)

- 80/20 Preference points for BBEE status level 3 changed from 16 to 14
- 90/10 Preference points for BBEE status level 3 changed from 8 to 6.

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FRN'S APRIL 2017 CONTINUED FROM THE PREVIOUS PAGE

FRN DATE: 21 APRIL 2017, RELEASE 8.1 INTERIM 00

This FRN addressed 14 issues that relate to various topics. We will only touch on certain issues. Please view the full FRN for more information.

2. Requests 001649571 & 001640324: Site bug fixes

Problems were experienced on the Site page relating to the display of data and the address sequence. This FRN corrected (1) compulsory mouse selection (you can no longer press ENTER on this functionality) (2) the display of the user department and (3) the field sequence of the site address.

3. Request 001647643: Check digit on download for RYOI3 & RYOI9

The download of RYOI3 and RYOI9 did not display the check digit (14th character of the ICN). This release corrected that mistake and the downloads will now contain 14-digit ICN's instead of 13-digit ICN's.

4. Request 001636643: RYO A6 –BDPI influences

Back Dated Price Increase payments on assets influenced the asset cost price and asset costing classification. I.e. prior to the BDPI the asset was a minor asset (< R5000), but after the BDPI the asset was a major asset (≥ R5000), but this did not update correctly on RYO A6. FRN 8.1 Intermin 00 corrected RYO A6 to report on Major and Minor reports when a BDPI has been made in such a case.

6. Requests 001410624 & 001633677: Reason codes for quotations

These requests addressed the issues of (1) the stage at which quotations above the threshold values should be blocked and (2) accommodating paragraph 3.4.3 of National Treasury practice note 8 of 2007/2008. The result is that the system will only check if the quote exceeds the threshold amount when the quote is accepted (selection PACP) and you will be able to accept a quote that is above the threshold value as per paragraph 3.4.3 of NTPN 8/2007/8, provided that you enter either reason code 97 (urgency) , 98 (emergency) or 99 (sole supplier).

11 and 12. Requests 001648163 & 001648494: Grid and LOG21

The security grid and LOG 21 forms were updated and published on LOGIS Wiki <http://wiki.logis.gov.za/index.php?title=Guides> and http://wiki.logis.gov.za/index.php?title=LOG_Forms

LOGIS PORTAL HINTS & TIPS

Annetté Swart

LOGIS Portal Homepage

The Portal homepage has two sections, namely knowledge sharing & shortcuts and user selections.

The 'user selections' section contains tiles that represent the functionalities that you have access to on Portal. It all depends on your function at the office.

RED ALERT

A red ALERT tile, means that there is a problem with your profile. Click the tile to investigate.

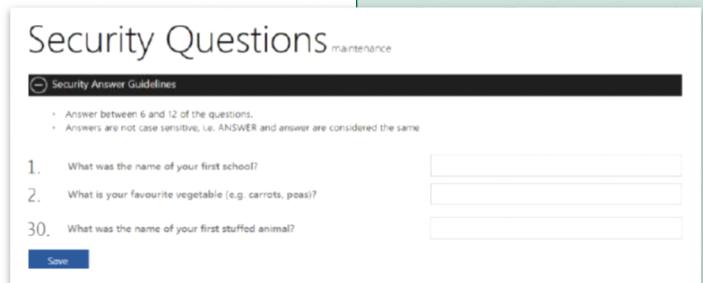
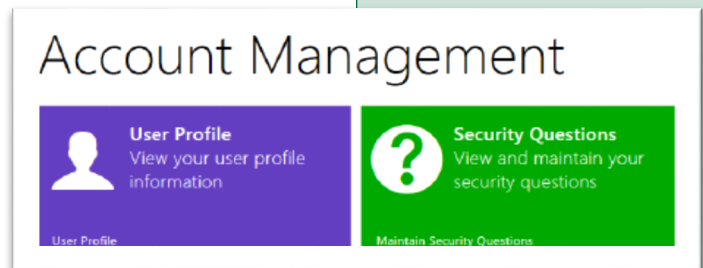
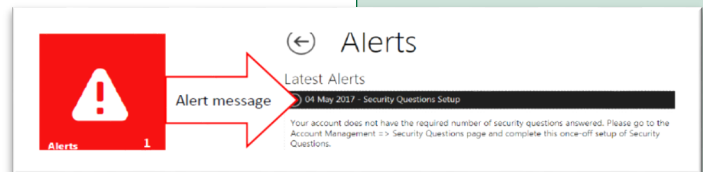
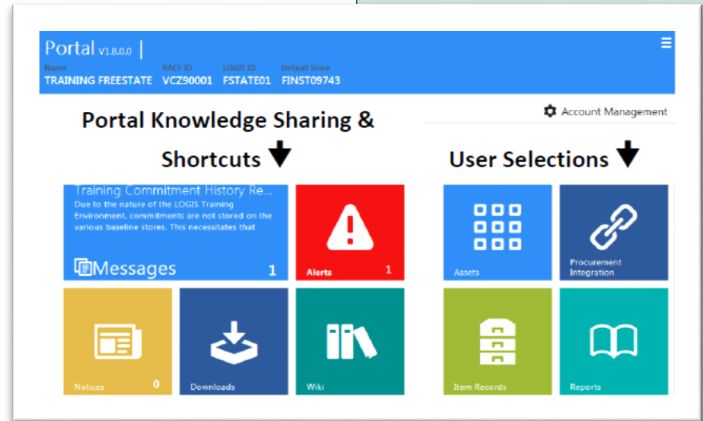
The message to the right indicates that the user profile's security questions are not set correctly.

To set up your security questions, click Account Management ⇒ Security Questions

Set up between 6 and 12 question-answer combinations, that will assist with password recovery in future.

Remember to SAVE your data.

More hints and tips in the next issue.



FREE STATE PROVINCIAL TREASURY

<http://www.dot.fs.gov.za/>

WE NEED YOUR HELP

WE NEED YOUR



help to come up with a title
for the newsletter

Think of an appropriate title and if there is a story or significance attached to it, or if it is a Sesotho name with a specific meaning, please write a short note / essay, and forward it to

logisnews@treasury.fs.gov.za

If we choose your title submission, we will publish your title and name with the story in the third issue.

Due date for submissions:

31 July 2017

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55 Miriam Makeba Street
Bloemfontein

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E-mail: logisnews@treasury.fs.gov.za



treasury

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Treasury
FREE STATE PROVINCE