



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

TO: ACCOUNTING OFFICERS OF DEPARTMENTS AND CONSTITUTIONAL INSTITUTIONS
ACCOUNTING AUTHORITIES OF ALL SCHEDULE 2 AND 3 PUBLIC ENTITIES
HEAD OFFICIALS OF PROVINCIAL TREASURIES

NATIONAL TREASURY SCM CIRCULAR NO 13 OF 2016/2017

UTILISATION OF GCOMMERCE FOR ITEMS ON TRANSVERSAL CONTRACTS

1. PURPOSE

1.1 The purpose of this SCM Circular is to provide guidance to the Accounting Officers and Accounting Authorities participating in transversal contracts on the utilisation of Government's commercial portal – (gCommerce).

2. BACKGROUND

2.1 On the 10 December 2014, the Cabinet resolved that Chief Procurement Officer (OCPO) accelerates Supply Chain Management reforms by modernising the SCM function in the public sector. Cabinet approved as per Cabinet Resolution of 10 December 2014 that the Chief Procurement Officer (OCPO) accelerates Supply Chain Management reforms by modernising the SCM function in the public sector. The resolution focused on the following aspects:

- a) the legal framework governing the OCPO and SCM function in government;
- b) simplify, standardise and automate procurement processes across all spheres of government;
- c) modernise SCM technology and upscale the intelligent use thereof; and
- d) develop SCM capacity of government.

2.2 In pursuant to the Cabinet resolution, National Treasury through the OCPO has implemented a central point of purchasing goods and services through transversal contracts to modernise the SCM operations in the public sector. Thus the development and operationalization of a **gCommerce platform** in order to support the purchases from gCommerce.

2.3 The gCommerce platform is a web based platform for Organs of State aimed at:

- a) simplify, standardise and automate procurement processes;

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- b) scm practitioners within Organs of State to create a **requisition** through baskets or shopping carts, same as when making use of other buysites or ecommerce sites – this process will ease the utilisation and viewing of items available on Transversal Contracts; and
- c) suppliers will be able to check the requisitions from the system.

2.4 Treasury Regulation 16A6.5 states that the Accounting Officer or Accounting Authority may opt to participate in transversal term contracts facilitated by the relevant treasury. Should the Accounting Officer or Accounting Authority opt to participate in a transversal contract facilitated by the relevant treasury, the Accounting Officer or Accounting Authority may not solicit bids for the same or similar product or service during the tenure of the transversal term contract.

2.5 In order to perform the function mentioned in paragraph 2.4 of this circular, Section 6 (2) (a) of the Public Finance Management Act (PFMA) empowers the National Treasury to prescribe uniform treasury norms and standards. To the extent necessary to effect transparency and accessibility as required by the act, the National Treasury has established the **gCommerce Portal** for the generation of **requisition** from Transversal Contracts.

3. ACCESS TO THE GCOMMERCE BY DESIGNATED OFFICIAL(S)

- 3.1 As provided in Treasury Regulation 16A.6.5 the Accounting Officers and Accounting Authorities may opt to participate in the transversal contract facilitated by the relevant treasury.
- 3.2 Notwithstanding paragraph 3.1, Accounting Officers or Accounting Authorities are required to get the approval of the National Treasury to participate in the Transversal Contracts facilitated by the National Treasury.
- 3.3 The manual for the gCommerce is attached on **Annexure A** of this Circular.
- 3.4 The National Treasury will grant access to the gCommerce Portal to designated official(s) upon receipt of a complete System Account Application Form that is approved by an Accounting Officer, please refer to 3.5 for the link.
- 3.5 The form to be used when applying for access on gCommerce may be downloaded from:
http://ocpo.treasury.gov.za/Contact_Us/_layouts/15/FormServer.aspx?XsnLocation=http://ocpo.treasury.gov.za/FormServerTemplates/OCPOSystemAccountApplication.xsn&SaveLocation=http%3A%2F%2Focpo%2Etreasury%2Egov%2Eza%2FContact_Us%2FSystemAccountApplication&ClientInstalled=true&DefaultItemOpen=1&Source=http%3A%2F%2Focpo%2Etreasury%2Egov%2Eza%2FContact_Us%2FSystemAccountApplication%2FForms%2FAllItems%2Easpx and circulated to Accounting Officers' for signatures in ones respective organisation.
- 3.6 The completed and signed form needs to be sent for user creation to the following email address: gcommerce@treasury.gov.za
- 3.7 Upon receipt of the completed form, the user validation and activation will be performed by the National Treasury Help Desk within 48 hours or more. Should the information however not be adequate or deemed correct, activation will not be possible.

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- 3.8 Should the information be complete and deemed correct, an email with login credentials will be mailed to the provided email address. Upon first login, one will be required to change the temporary password.
- 3.9 Change or loss of passwords can be initiated by the user online. An email with login credentials will be mailed to the provided email address. Upon first login, one will be prompted for change of password.
- 3.10 In the event that a gCommerce registered employee leaves the Organ of State or department, it is the responsibility of the department to send a deregistration request to gcommerce@treasury.gov.za with the email address of the employee as per information given on the registration form.

4. CREATION OF REQUISITIONS ON GCOMMERCE

- 4.1 After logging in, Practitioners will be able to search via the search functionality by making use of keywords such as contract code, contract number, item code, item name, brand name, short description and long description.
- 4.2 A list of items will be displayed along with pictures and icons of items available. These items will be able to be added to a basket, which will indicate total price and quantity for the selection. Multiple items could be added to a single basket.
- 4.3 The basket can be accessed via the checkout button after clicking the trolley icon on top of the webpage. In the basket one is able to manage quantities of the items.
- 4.4 At this point a **requisition** is able to be generated when clicking on the Process Order button, at the bottom of the page. A **requisition** will be generated per Supplier based on the content of the basket.
- 4.5 It is the Organ of State's responsibility to raise a Purchase Order after they have made the **requisition** from gCommerce.
- 4.6 **Requisitions** could be retrieved and perused at any stage after they have been generated.
- 4.7 For support the OCPO call centre can be contacted on 012 406 9222 or mailed on gcommerce@treasury.gov.za

5. COMMENCEMENT DATE

The gCommerce site has been in operation since **1 October 2015**, and this Circular supports the usage thereof.

6. NEXT PHASES

The next phases for gCommerce will include interfacing with ERP systems such as IFMS, BAS, Oracle, SAP etc to initiate and track transactions on transversal contracts for the purpose of analysing spend. Development on this is underway and it is envisaged that it will be completed by the next financial year 2017/2018. Inputs will be taken from stakeholders as the system matures with public sector procurement.

8. DISSEMINATION OF INFORMATION CONTAINED IN THIS CIRCULAR

- a. Head Officials of Provincial Treasuries are requested to bring the contents of this Circular to the attention of Accounting Officers and Accounting Authorities of Departments, Public Entities in their respective provinces.
- b. Accounting Officers of National Departments are requested to bring the contents of this Circular to the attention of Accounting Authorities of Public Entities reporting to their respective executive authorities.

9. NOTIFICATION TO THE AUDITOR-GENERAL

The Auditor-General will be notified of the contents of this Circular.

10. CONTACT INFORMATION

Enquiries related to this Circular may be directed to:
Pumezo Gulwa
Director: eCommerce Centre
Phone: 012 315 5432
Email: Pumezo.gulwa@treasury.gov.za
Email : gcommerce@treasury.gov.za

Yours sincerely,



KENNETH BROWN
CHIEF PROCUREMENT OFFICER

DATE: 14/12/2016



gCommerce User Guide - From Start to Purchase Requisition -



E-PROCUREMENT
FOR GOVERNMENT



Document Purpose:

This document serves to give an overview of the Users interaction with the gCommerce Buysite

Document Control:

Reference:	Buysite Guide SHORT 20161115.doc
Date:	2016-11-15
Version:	0.1
Release:	0.1
Author/s:	OCPO

Revision History:

Version:	Issue Date:	Author of Changes:	Description of Change:	Sections Affected:
0.1	2016/11/15	National Treasury		N/A

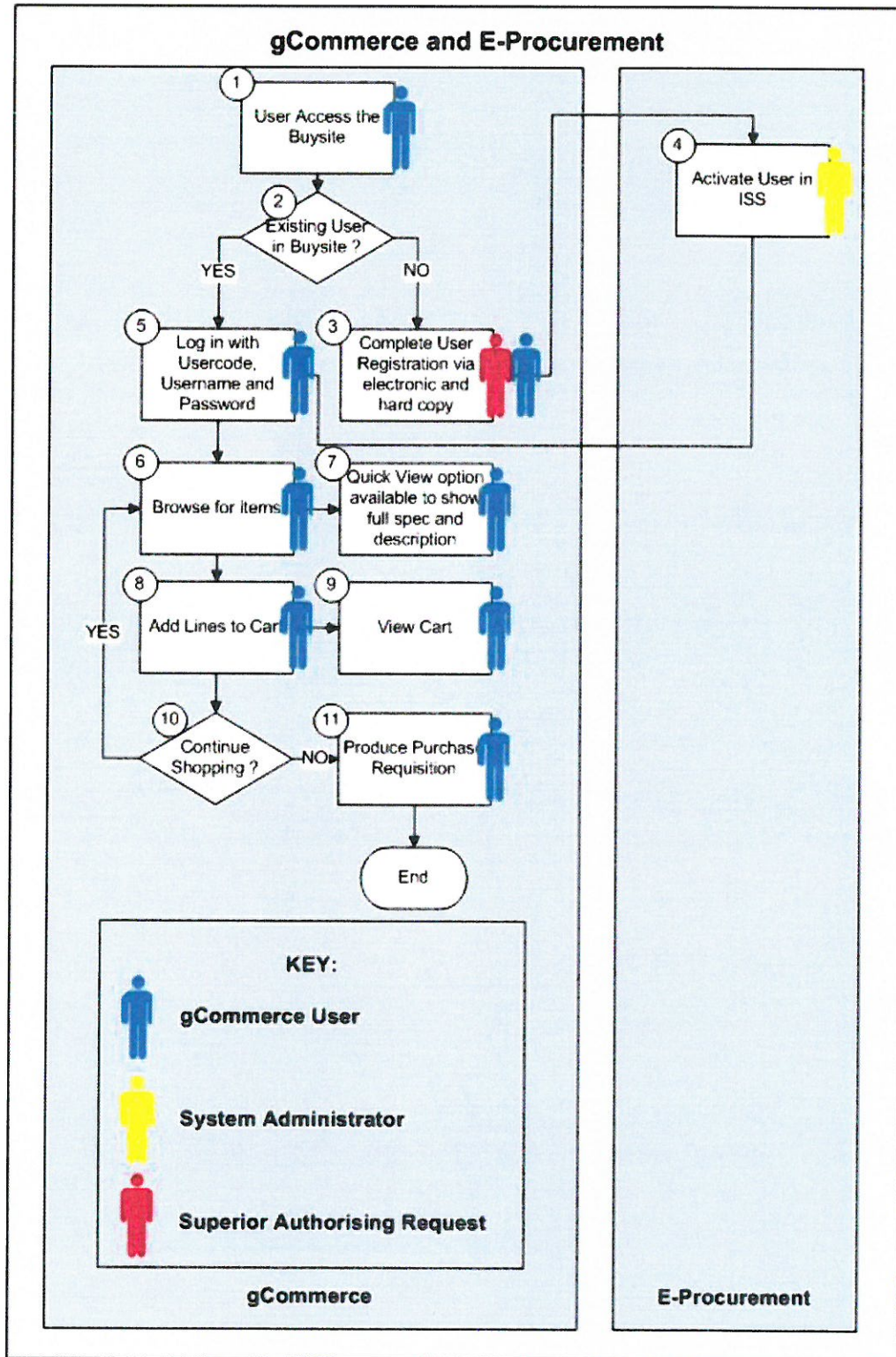


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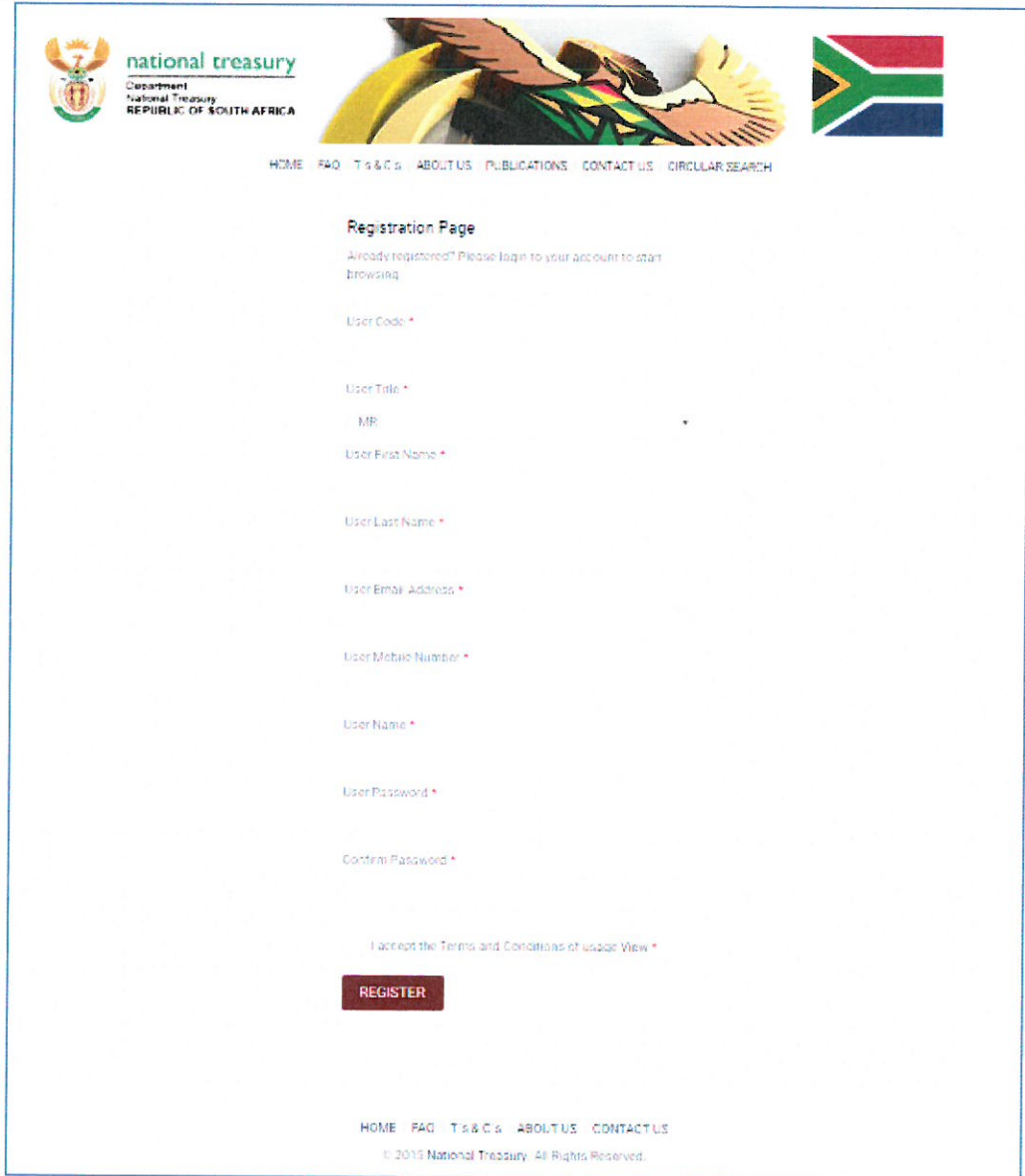
1. Diagrammatical Representation





2. Reference Elaboration

1. The User dedicated to purchase off RT contracts from National Treasury, enters the www.gcommerce.gov.za site.



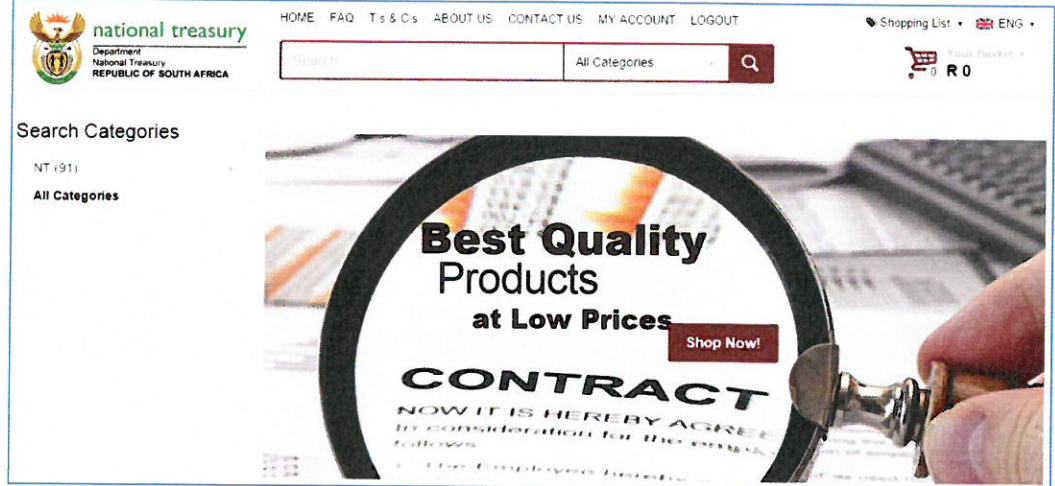
2. Should the user be an existing user, immediate access will be available.
3. Should the user however not be registered yet, the user will be required to complete the **"REGISTRATION PAGE"** section, and complete the User Registration Request Form to be retrieved from the National Treasury Website.

When the form has been stamped and signed by the superior, it should be scanned and mailed to gcommerce@treasury.gov.za.

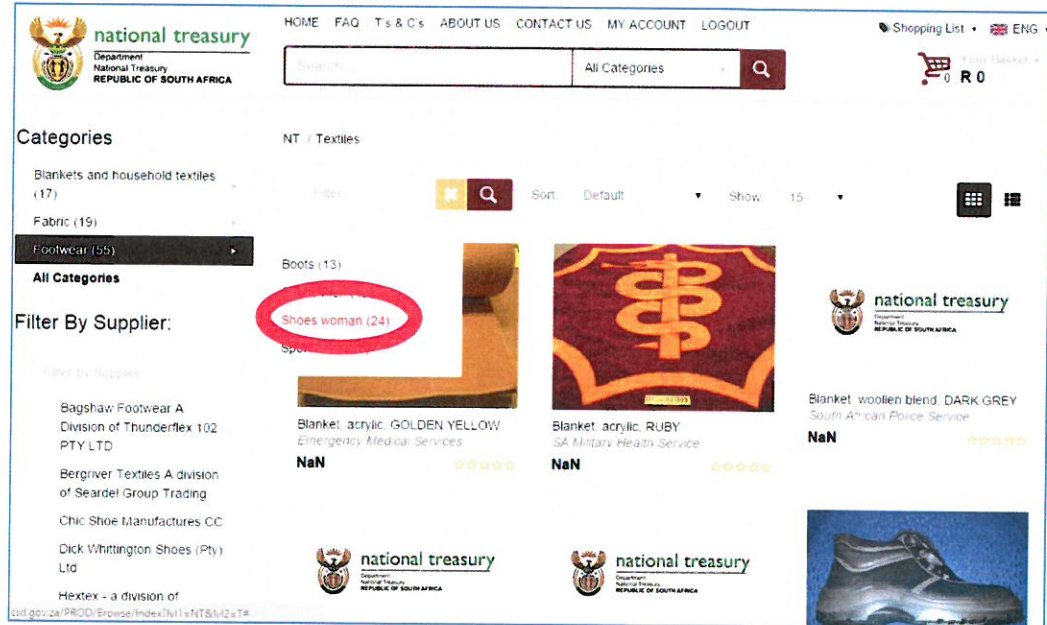
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- Upon completion of the registration fields, an Administrator will access the users profile from within ISS's user account registration section, and verify the content, before unlocking the user's password, as for the user to transact on the Buysite.
- The user will now be able to log in with the Username, User code and password as supplied at action 3



- Upon successful login, the user will have the ability to search for items via structures commodity search, or free text search



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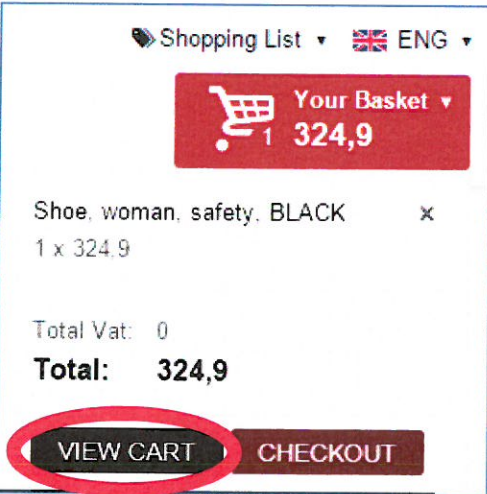
7. When the item is located, a quick view option is available to show the item in full view



8. In order to add the items to the cart, the option "ADD TO CART" perform that action



9. The user further has the option to view the items in the cart





10. Once all items are in the cart, the user could decide to proceed with shopping

The screenshot shows a shopping cart interface for the National Treasury. At the top, there is a search bar and a category dropdown set to 'All Categories'. A shopping cart icon in the top right corner shows '1' item and a total value of '324,9'. Below this is a table with the following columns: Picture, Item Description, Item, Value, Qty, and Total Value (Incl Tax). One item is listed: 'Shoe, woman, safety, BLACK' with item ID 'RT59-03-015' and a value of 'NaN'. The total value for this item is '324,9'. Below the table, there are two buttons: 'CONTINUE SHOPPING' and 'CLEAR BASKET'. At the bottom right, a summary section shows 'Total', 'Sub Total' (324,9), 'Tax' (0), and 'Total Value' (324,9). A 'PROCESS ORDER' button is located at the bottom right of the summary section and is circled in red.

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11. The Summary Screen is presented

Purchase Order	Status Code	Items on Order	Sub Total	Tax Value	Total Value	Processed Date
PO0000000314	CREATED	1	R610	R85,4	R695,4	Nov 15 2016 9:48AM
PO0000000313	CREATED	1	R110	R15,4	R125,4	Nov 14 2016 2:55PM
PO0000000312	CREATED	1	R15,27	R0	R15,27	Nov 14 2016 1:35PM
PO0000000311	CREATED	1	R13152,52	R0	R13152,52	Nov 14 2016 1:27PM

The Purchase Requisition is now able to be printed and signed

PURCHASE REQUISITION

Purchase Requisition: PO000000314
 Description: Buy the Purchase Order for User (MURMAN)
 Issue Date: 15 November 2016 09:42
 Status: Created
 Comment:

Supplier: OUTSOURCE TELECOM
 Supplier Address: 55 Kyalami Residence
 Midrand
 Midrand Park
 Midrand
 City of Johannesburg
 2009
 Midrand

Contact: Gersh Steven Wafar
 0839532091

Consumer: The Dept Commercial Services
 Delivery Address:
 Contact:
 Mobile:
 Tel:
 Fax:

Item Code	Item Description	Qty Required	Unit of Measure	Special Instructions	Delivery Point	Date Required	Item Price	Total Price (incl)
PT349444	APPLE 2.575TB 32GB 2160 JETRA PRODUCE/1 JETRA (ORDER) (16.44 PARTN. 30 EXPD PRIC 12 000)	120	UNIT			2016-12-22	662,50	79,500
							Total Incl	79,500
							Tax	63,42
							Total	142,92

Approved by: _____ Signature of approver: _____
 Signature of requester: _____