



1.1. Invoice Submission Request APP

Purpose

The purpose of this transaction is for the MSP to submit Invoice request using the External APP.

Business Scenario

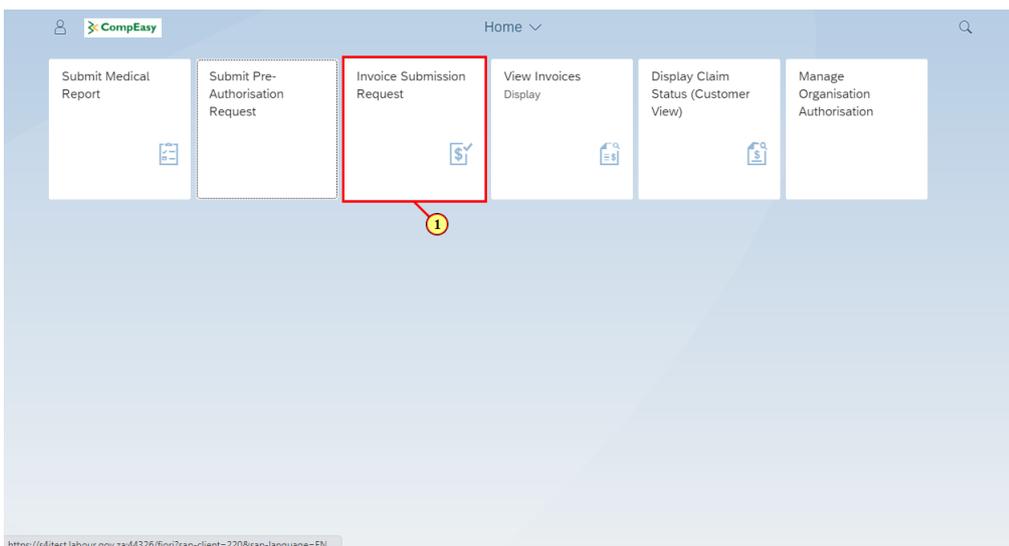
In this scenario an MSP submit an Invoice request using CompEasy System.

Prerequisites

The following prerequisites are applicable when processing this transaction:

- Access to <https://CompEasy.labour.gov.za> website.
- User being linked to the Medical Practice.

1.1.1. Home - Google Chrome



Step	Action
[1]	Click the Invoice Submit Request Request tile to access the transaction.



1.1.2. MSP Invoice Creation for Claim - Google Chrome

Step	Action
[2]	Click the Service Provider Number  possible entries button to search for the required value.

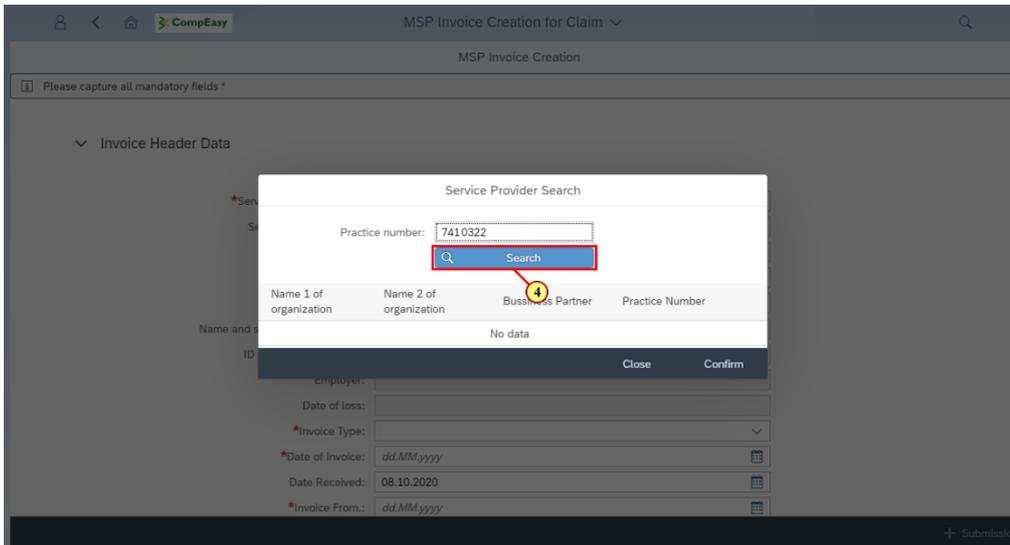
1.1.3. MSP Invoice Creation for Claim - Google Chrome

 The Practice Number required must be linked to the User.



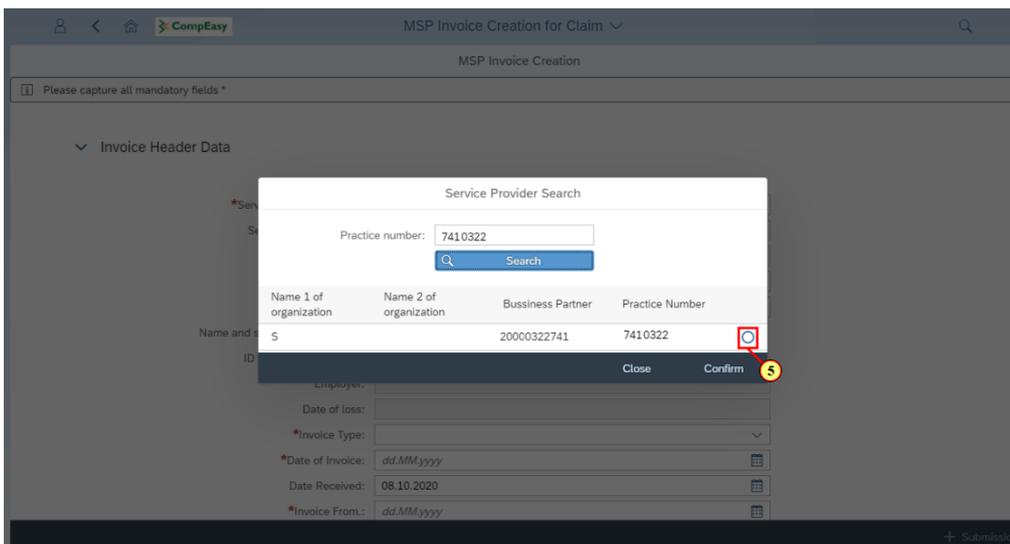
Step	Action
[3]	Enter 7410322 in the Practice number field.

1.1.4. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[4]	Click the Practice number Search  Search button to start the search.

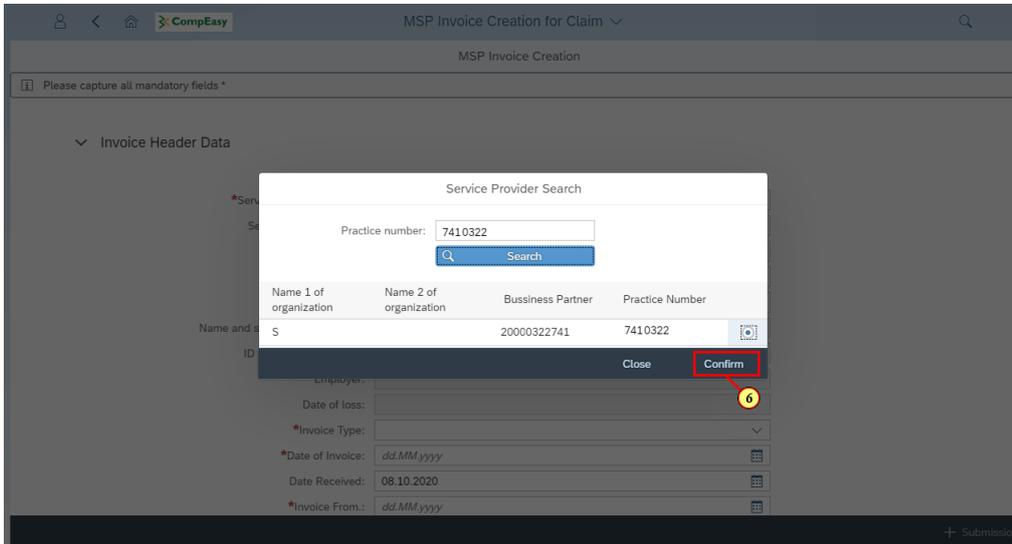
1.1.5. MSP Invoice Creation for Claim - Google Chrome





Step	Action
[5]	Click to select the Service Provider Number <input type="radio"/> radio button.

1.1.6. MSP Invoice Creation for Claim - Google Chrome



	The Service Provider Number, Service Provider Name and Practice Number will auto-populate.
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Step	Action
[6]	Click the Confirm  button to confirm the selection.



1.1.7. MSP Invoice Creation for Claim - Google Chrome

 The Name and Surname of Employee, ID Number of Employee, Employer Name and Date of Loss will auto-populate

Step	Action
[7]	Enter 11395534 in the Please enter Claim number field.

1.1.8. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[8]	Click the Invoice Type  drop down option button to display the available list.

1.1.9. MSP Invoice Creation for Claim - Google Chrome

Please capture all mandatory fields *

Invoice Header Data

*Service Provider Number: 2000032274

Service Provider Name: S

Practice Number: 741 0322

*Claim Number: 11395534

Ex(Old)ClaimNo: M/1030674/1

Name and surname of employee: Mic

ID number of Employee: 5138082550513

Employer: FECT

Date of loss: 01.04.2020

*Invoice Type: Medical Invoice

*Date of Invoice: Hospital Invoice

Date Received: dd.MM.yyyy

*Invoice From: dd.MM.yyyy

+ Submission

Step	Action
[9]	Click the Invoice Type Medical Invoice option to select it.

1.1.10. MSP Invoice Creation for Claim - Google Chrome

Please capture all mandatory fields *

Invoice Header Data

*Service Provider Number: 2000032274

Service Provider Name: S

Practice Number: 741 0322

*Claim Number: 11395534

Ex(Old)ClaimNo: M/1030674/1

Name and surname of employee: Mic

ID number of Employee: 5138082550513

Employer: FECT

Date of loss: 01.04.2020

*Invoice Type: Medical Invoice

*Date of Invoice: dd.MM.yyyy

Date Received: 08.10.2020

*Invoice From: dd.MM.yyyy

+ Submission



Step	Action
[10]	Click in the area below the scroll bar to scroll down.

1.1.11. MSP Invoice Creation for Claim - Google Chrome

MSP Invoice Creation for Claim

MSP Invoice Creation

*Invoice Type: Medical Invoice

*Date of Invoice: 01.10.2020

Date Received: 08.10.2020

*Invoice From: dd.MM.yyyy

*Invoice To: dd.MM.yyyy

*External Invoice Number:

*Notes:

*Invoice Total Amount(Inc.VAT): Including VAT Amount

Approval Number: / /

VAT Registered

Tax Number:

> Invoice Benefits Selection

+ Submission

 You can select the date using the Calendar icon/button.

Step	Action
[11]	Enter 01.10.2020 in the Date of Invoice field.



1.1.12. MSP Invoice Creation for Claim - Google Chrome

Step	Action
[12]	Enter 30.09.2020 in the Invoice From field.

1.1.13. MSP Invoice Creation for Claim - Google Chrome

Step	Action
[13]	Enter 01.10.2020 in the Invoice To field.



1.1.14. MSP Invoice Creation for Claim - Google Chrome

Step	Action
[14]	Enter Test01 in the External Invoice Number field.

1.1.15. MSP Invoice Creation for Claim - Google Chrome

Step	Action
[15]	Enter Invoice for services in the Notes field.



1.1.16. MSP Invoice Creation for Claim - Google Chrome

Step	Action
[16]	Enter 1000 in the Invoice Total Amount(Inc.VAT) Including VAT Amount field.

1.1.17. MSP Invoice Creation for Claim - Google Chrome

Step	Action
[17]	Click the Expand > node to open the Invoice Benefit Selection.



1.1.18. MSP Invoice Creation for Claim - Google Chrome

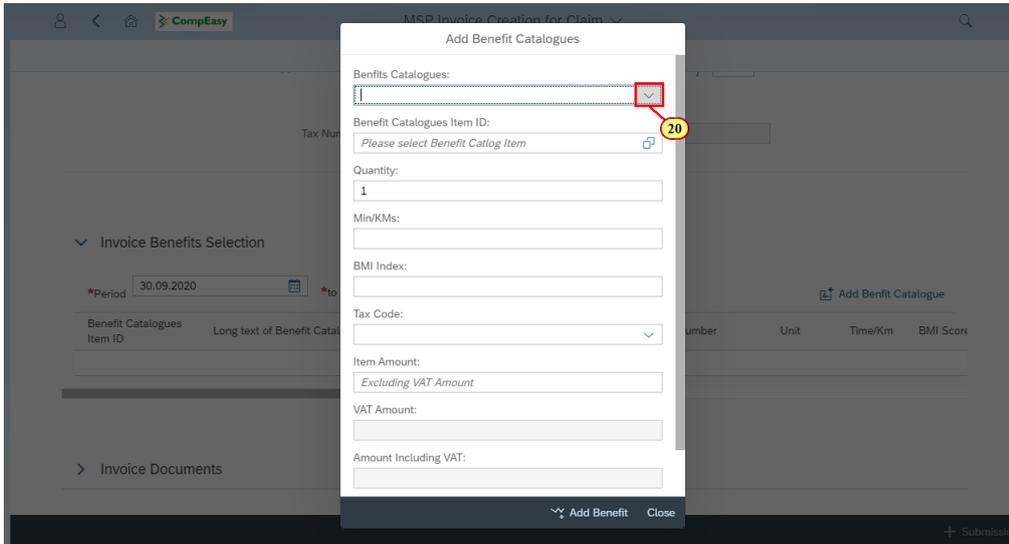
Step	Action
[18]	Click in the area below the scroll bar to scroll down.

1.1.19. MSP Invoice Creation for Claim - Google Chrome

Step	Action
[19]	Click the Add Benefit Catalogue  Add Benefit Catalogue button to add the benefits catalogue.

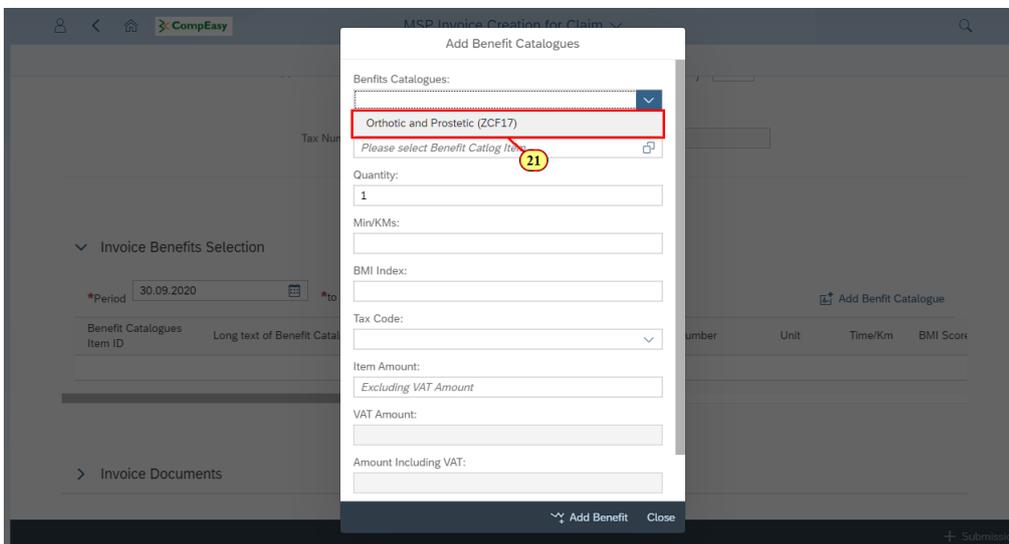


1.1.20. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[20]	Click the Benefit Catalogues  drop down option button to display the available list.

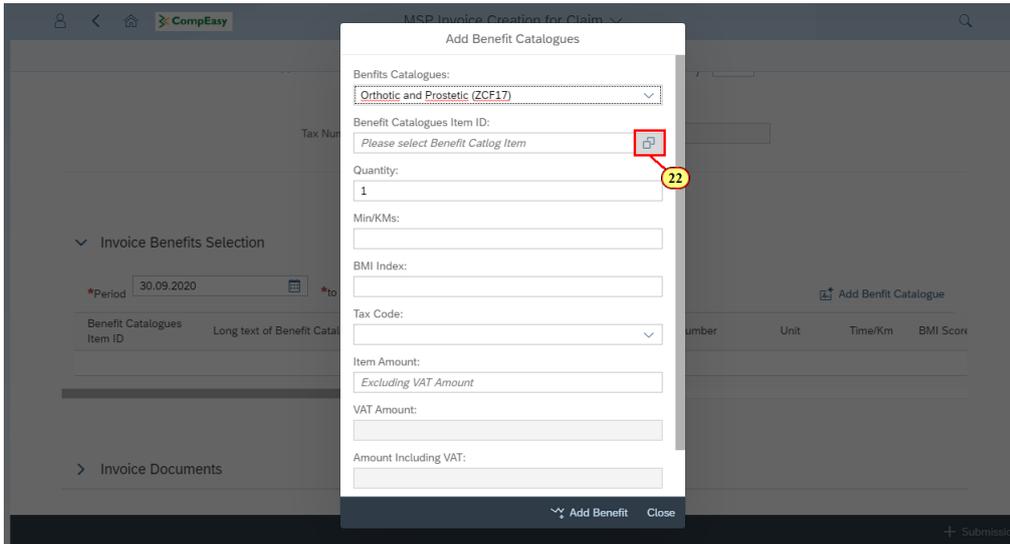
1.1.21. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[21]	Click on the Orthotic and Prosthetic (ZCF17) option to select it.

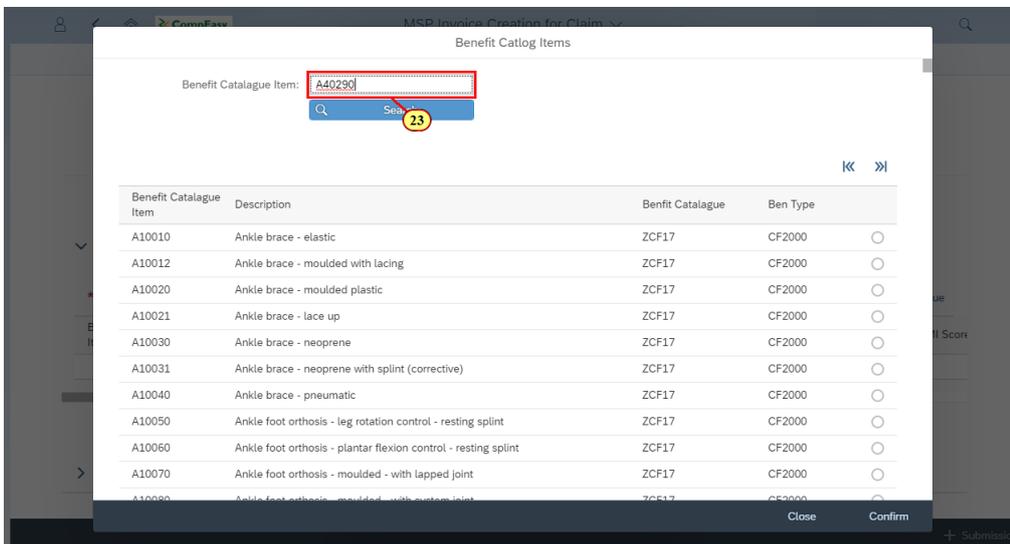


1.1.22. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[22]	Click the Benefit Catalogues Item ID  possible entries button to search for the required value.

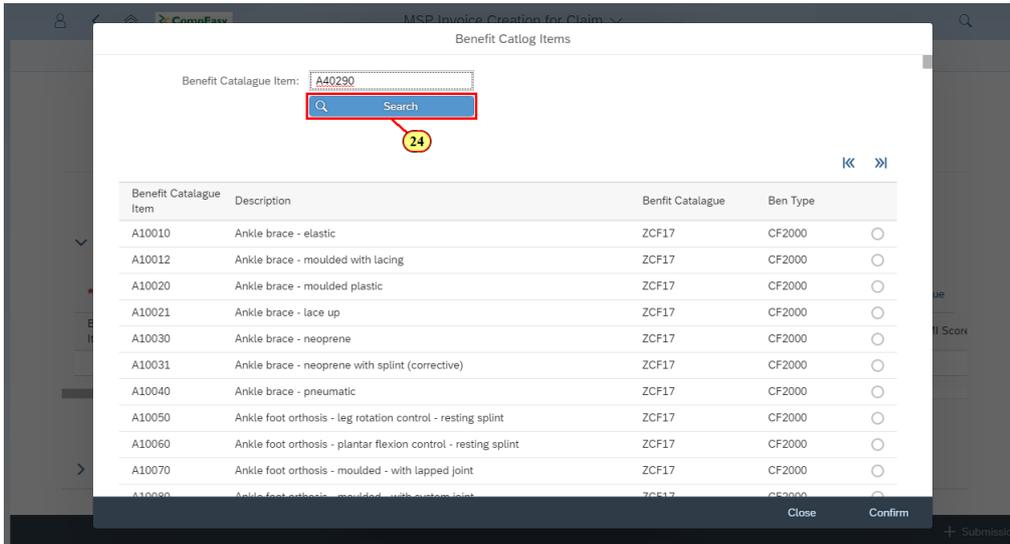
1.1.23. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[23]	Enter A40290 in the Benefit Catalogue Item field.

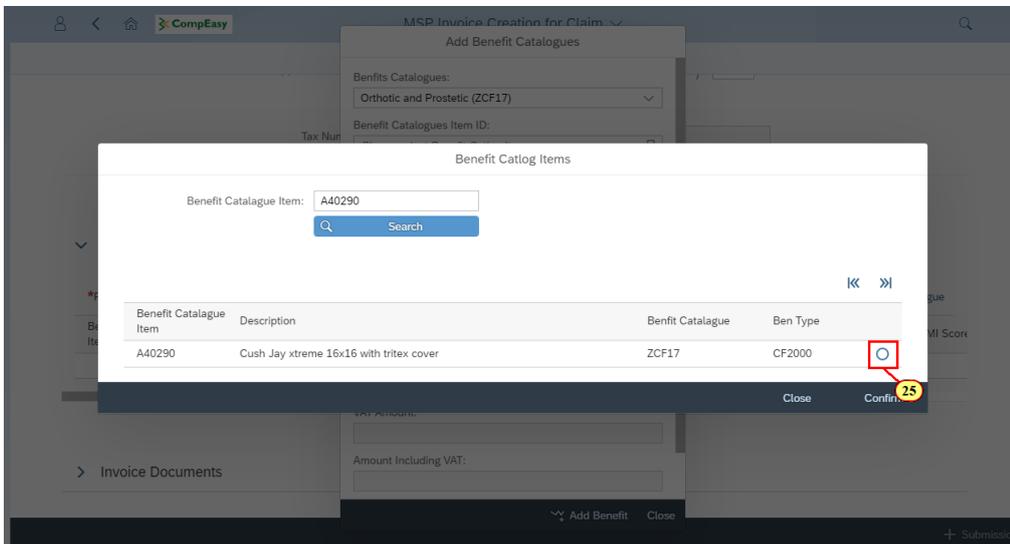


1.1.24. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[24]	Click the Search  Search button to start the search.

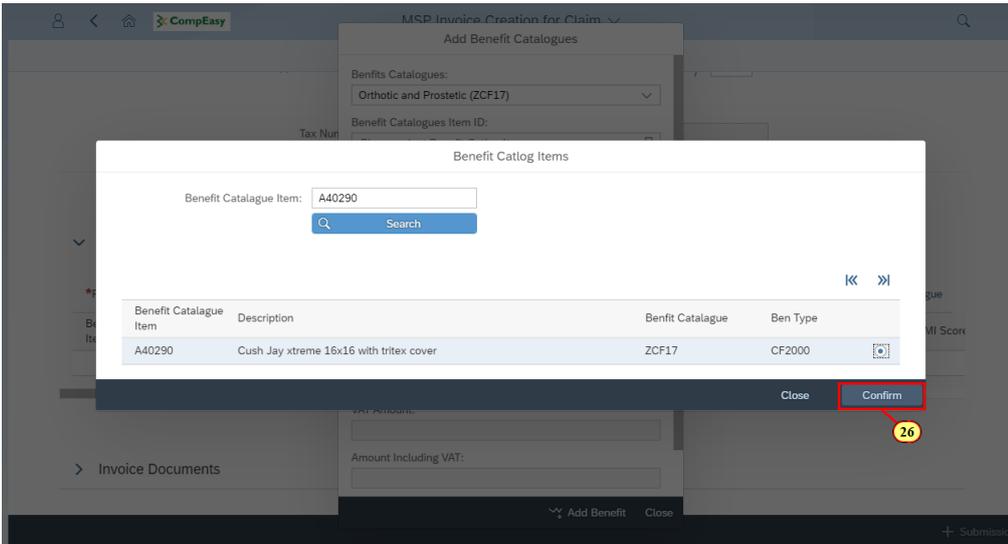
1.1.25. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[25]	Click to select the Benefit Catalogues Item ID  radio button.

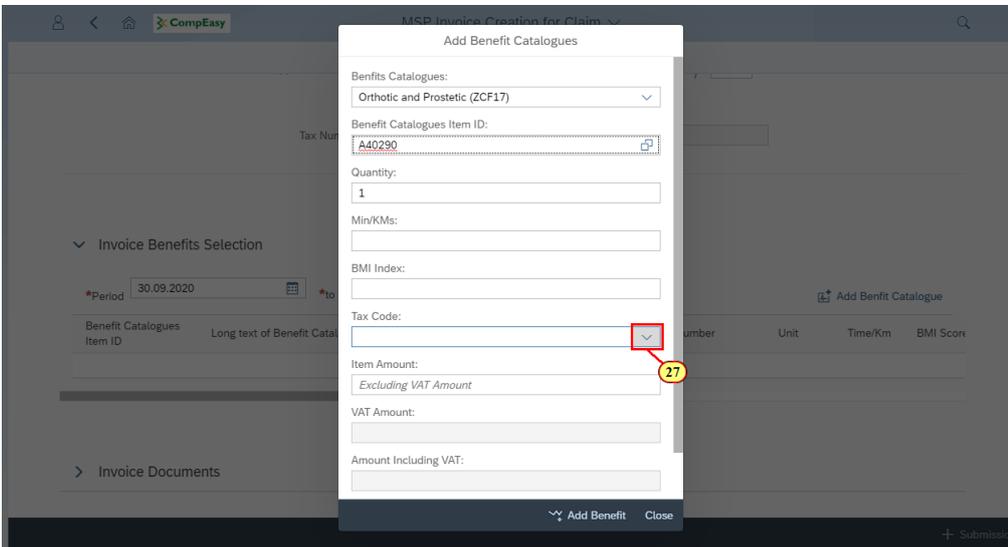


1.1.26. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[26]	Click the Confirm  button to confirm the selection.

1.1.27. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[27]	Click the Tax Code  drop down option button to display the available list.



1.1.28. MSP Invoice Creation for Claim - Google Chrome

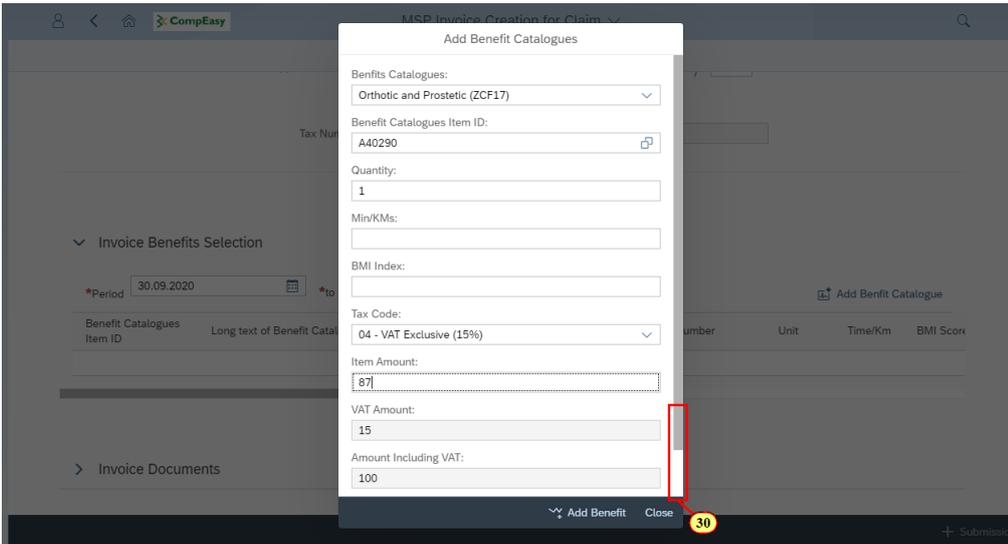
Step	Action
[28]	Click on the Tac Code 04 - VAT Exclusive (15%) option to select it.

1.1.29. MSP Invoice Creation for Claim - Google Chrome

Step	Action
[29]	Enter 87 in the Item Amount Excluding VAT Amount field.

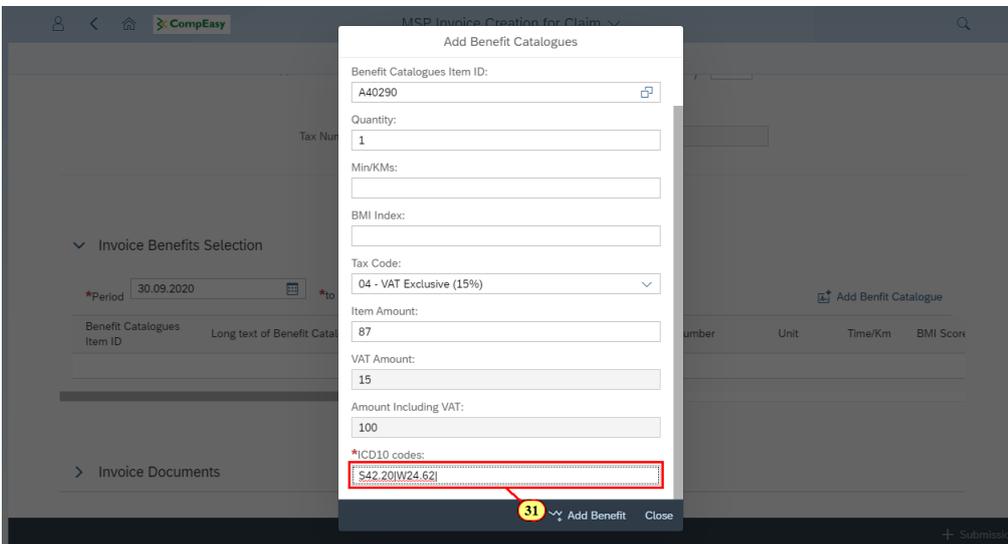


1.1.30. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[30]	Click in the area below the scroll bar to scroll down.

1.1.31. MSP Invoice Creation for Claim - Google Chrome

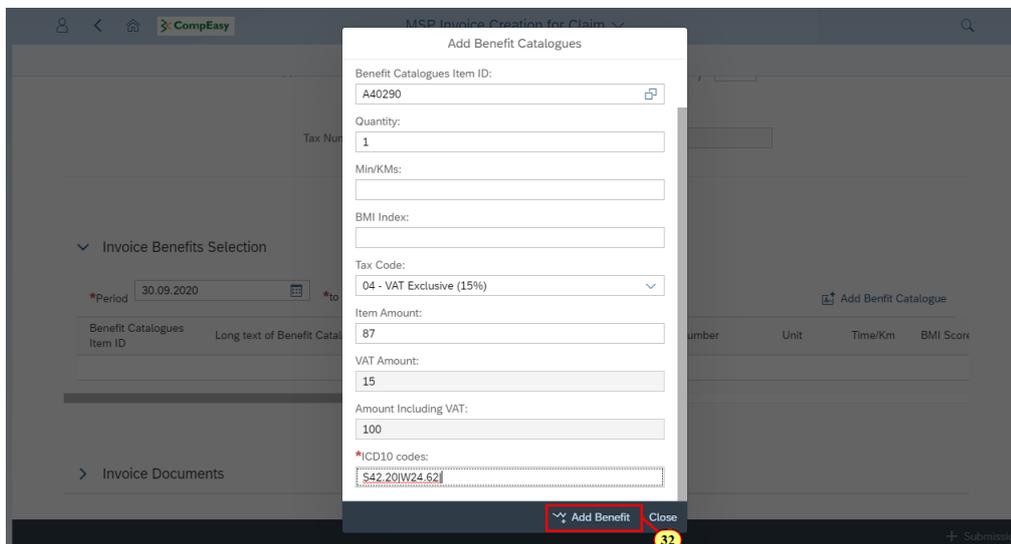


	ICD10 Code is case sensitive, use capital letter's when inserting alphabets. Please note the format: the must be added between and after the codes, no spaces allowed.
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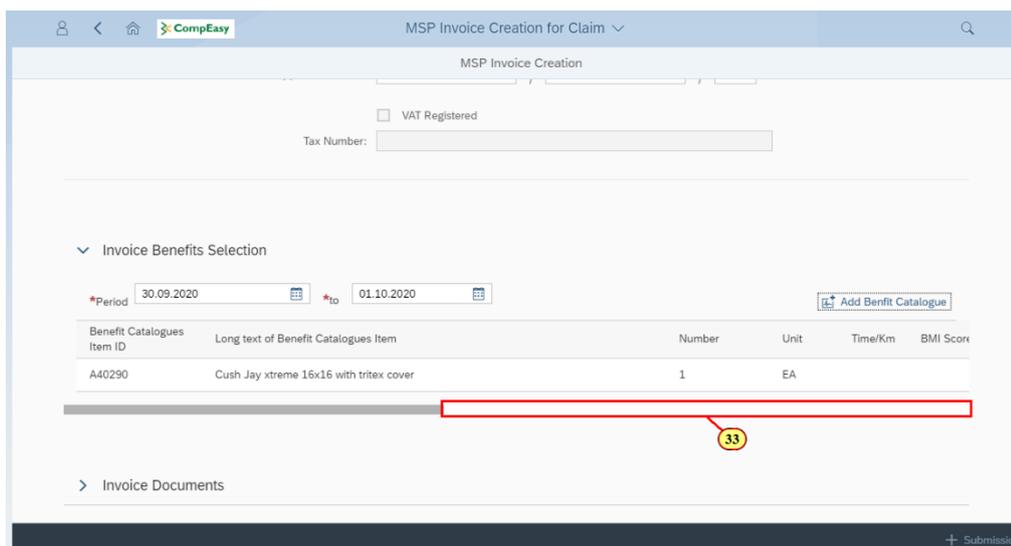
Step	Action
[31]	Enter S42.20 W24.62 in the ICD10 codes field.

1.1.32. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[32]	Click the Add Benefit  button to add benefit.

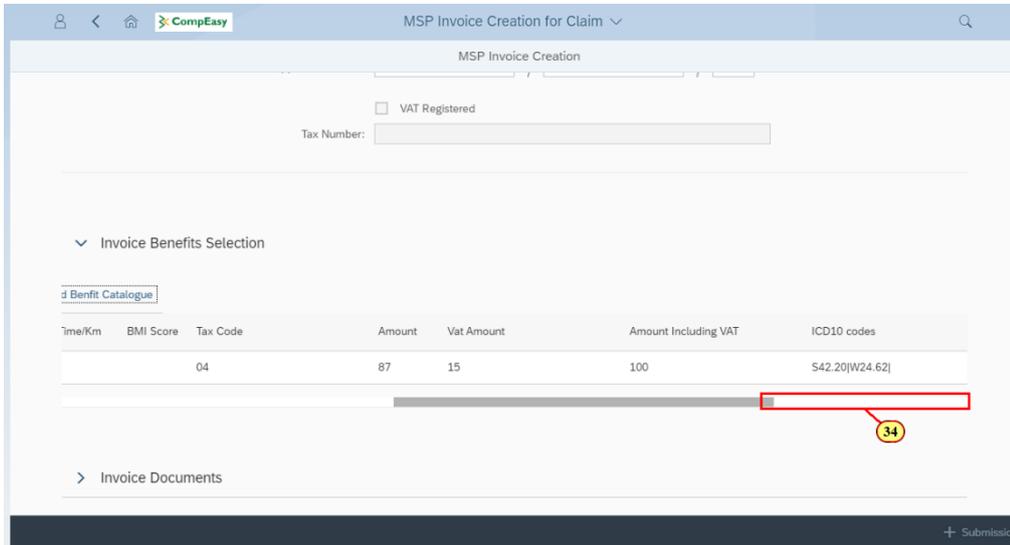
1.1.33. MSP Invoice Creation for Claim - Google Chrome





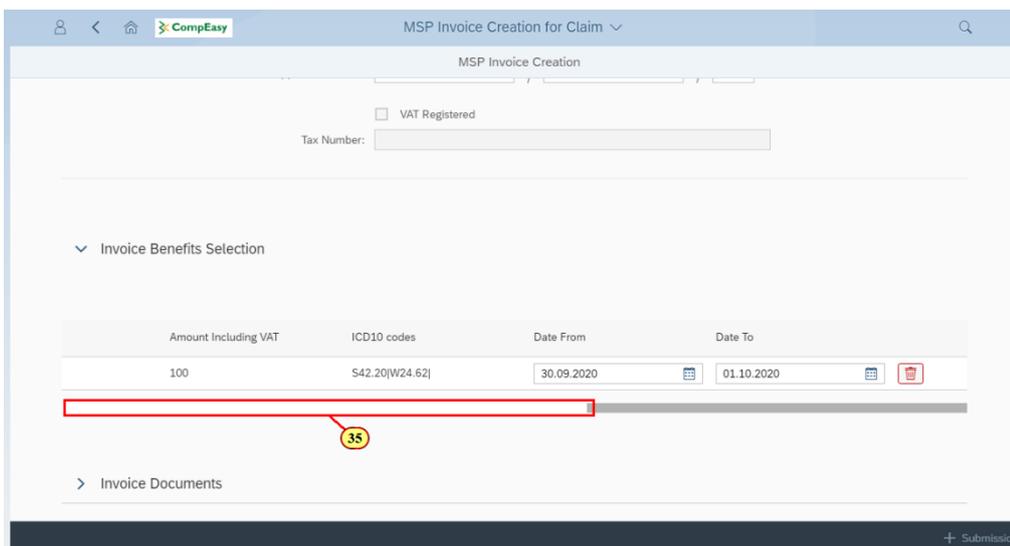
Step	Action
[33]	Click in the area to the right of the scroll bar to scroll right.

1.1.34. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[34]	Click in the area to the right of the scroll bar to scroll right.

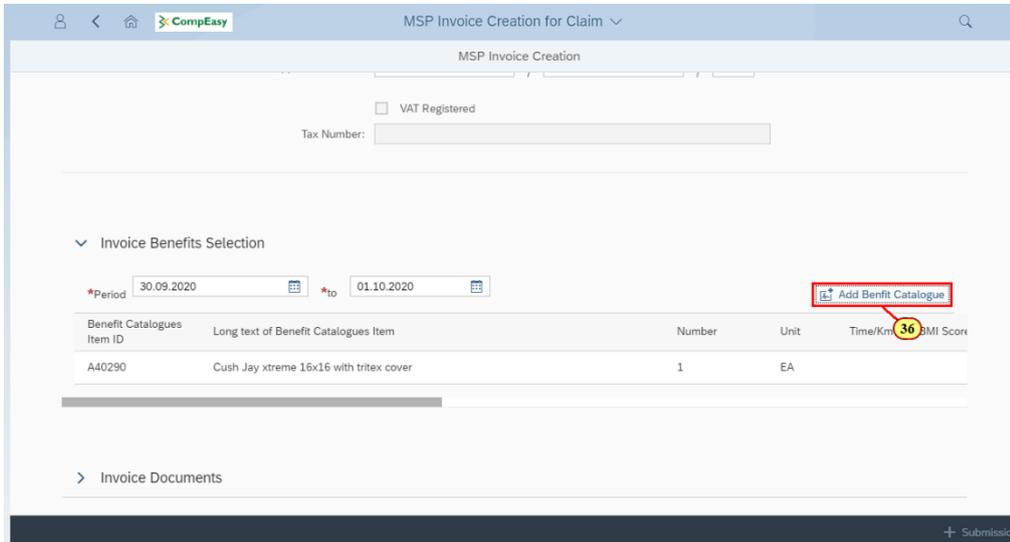
1.1.35. MSP Invoice Creation for Claim - Google Chrome





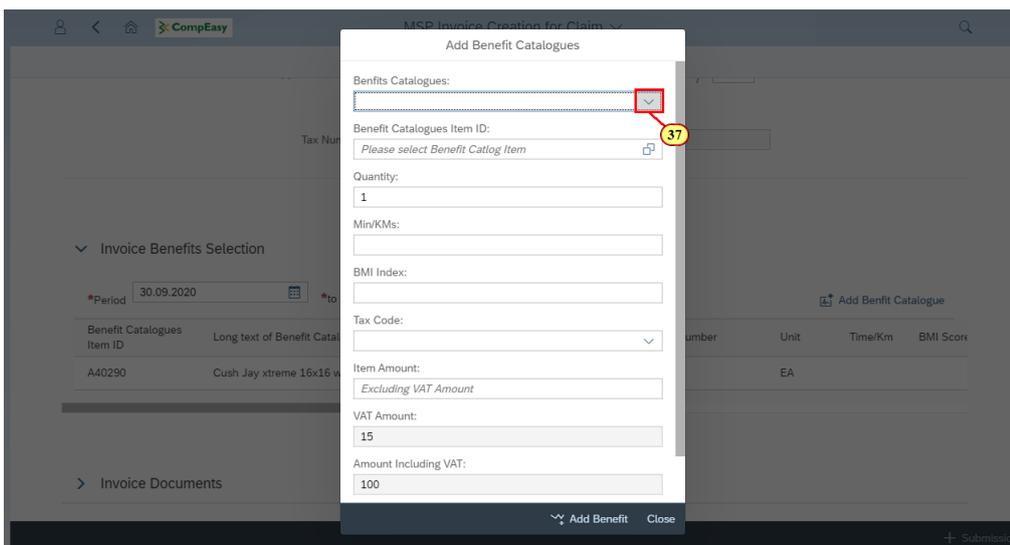
Step	Action
[35]	Click in the area to the left of the scroll bar to scroll left.

1.1.36. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[36]	Click the Add Benefit Catalogue  Add Benefit Catalogue button to add the benefits catalogue.

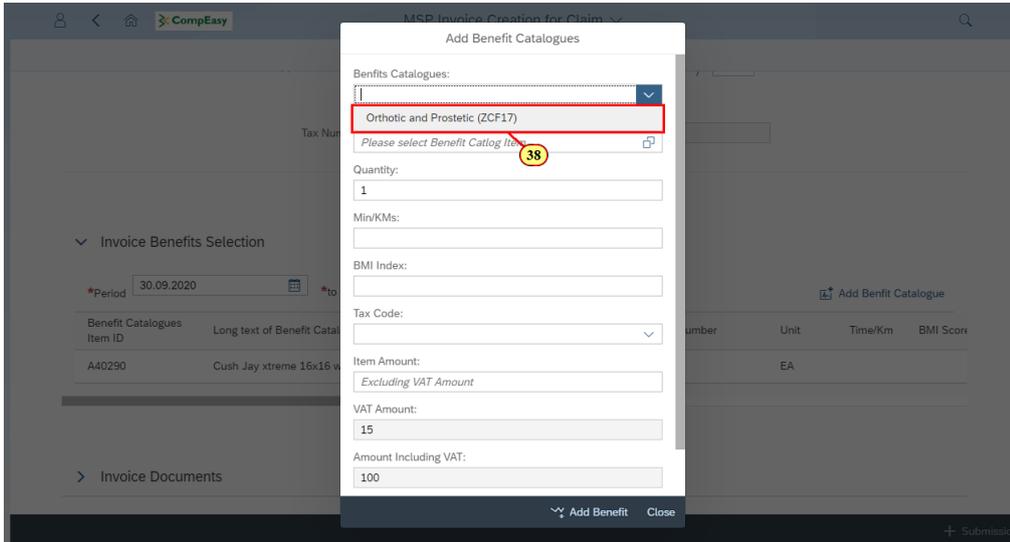
1.1.37. MSP Invoice Creation for Claim - Google Chrome





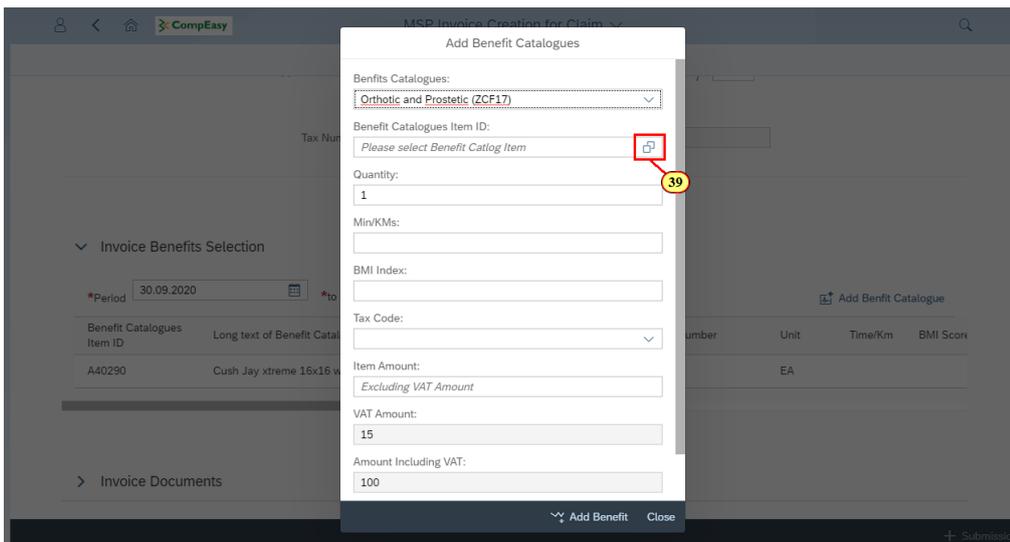
Step	Action
[37]	Click the Benefit Catalogues  drop down option button to display the available list.

1.1.38. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[38]	Click on the Orthotic and Prosthetic (ZCF17) option to select it.

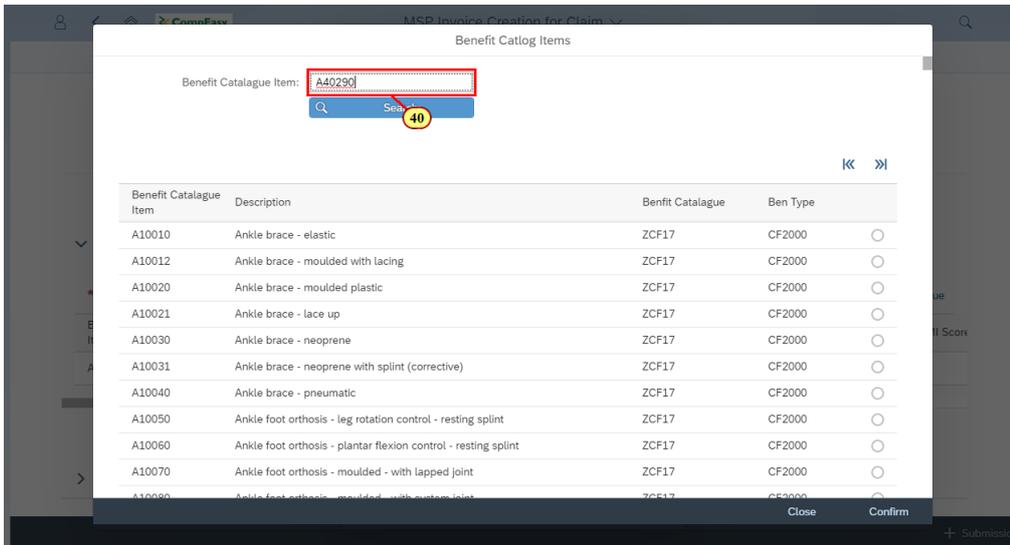
1.1.39. MSP Invoice Creation for Claim - Google Chrome





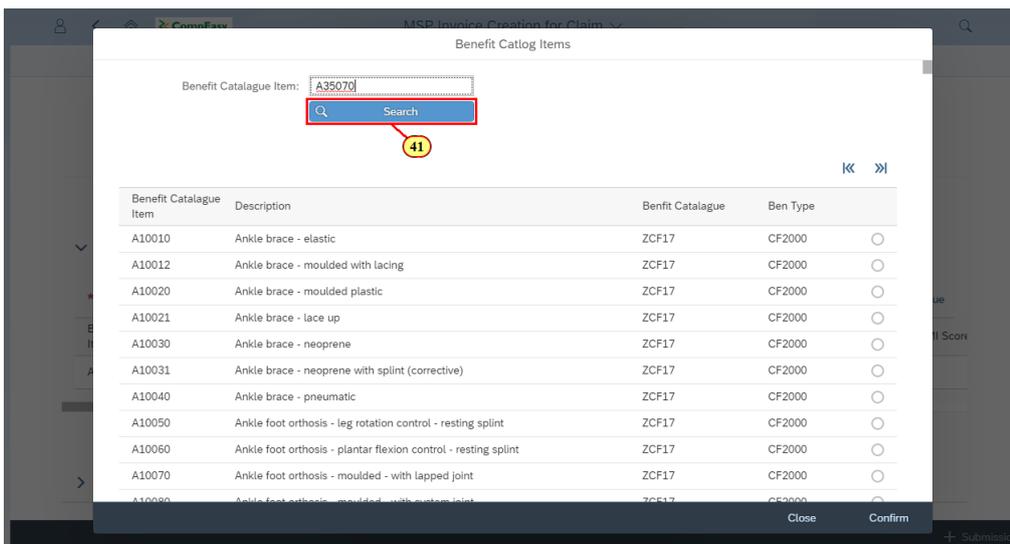
Step	Action
[39]	Click the Benefit Catalogues Item ID  possible entries button to search for the required value.

1.1.40. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[40]	Enter A40290 in the Benefit Catalogue Item field.

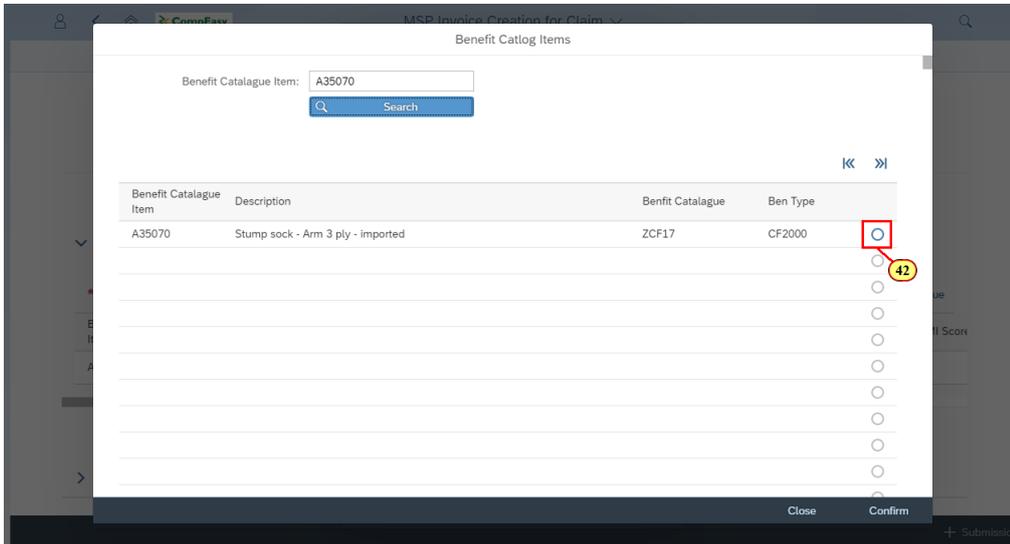
1.1.41. MSP Invoice Creation for Claim - Google Chrome





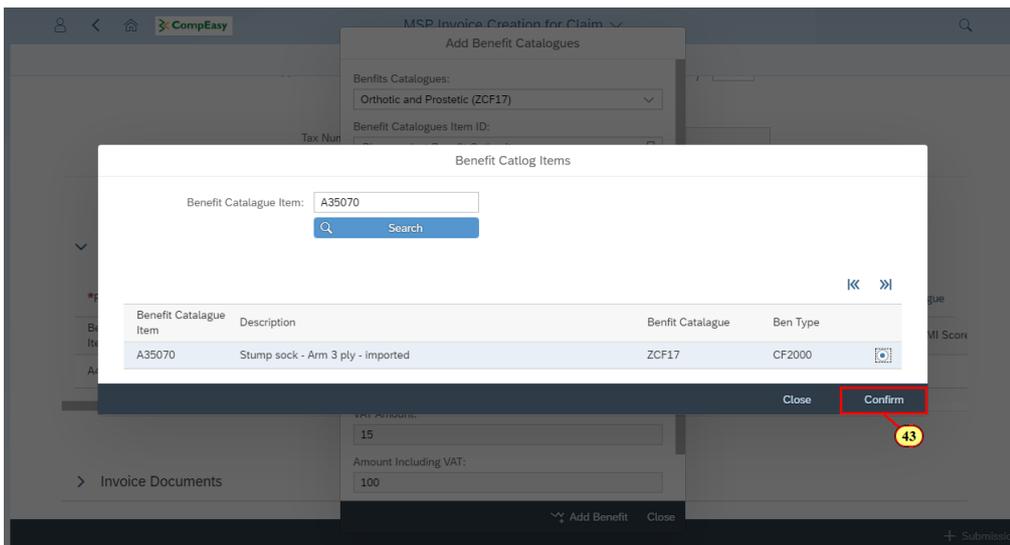
Step	Action
[41]	Click the Search  Search button to start the search.

1.1.42. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[42]	Click to select the Benefit Catalogues Item ID  radio button.

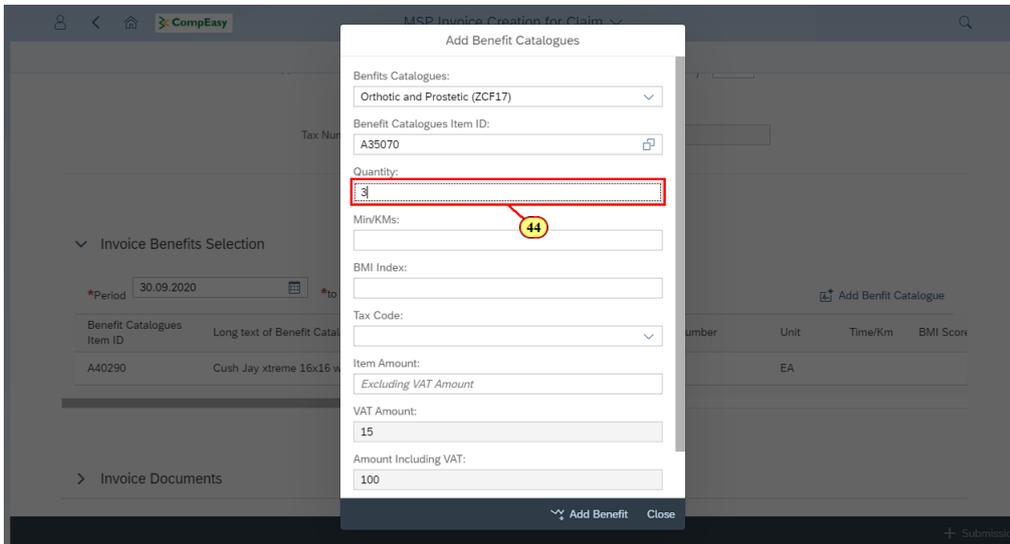
1.1.43. MSP Invoice Creation for Claim - Google Chrome





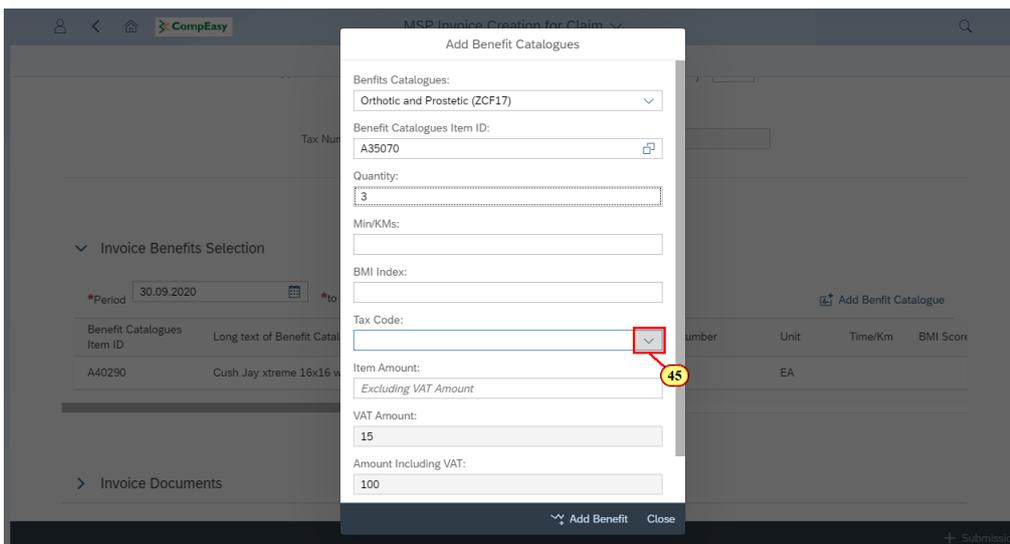
Step	Action
[43]	Click the Confirm  button to confirm the selection.

1.1.44. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[44]	Enter 3 in the Quantity field.

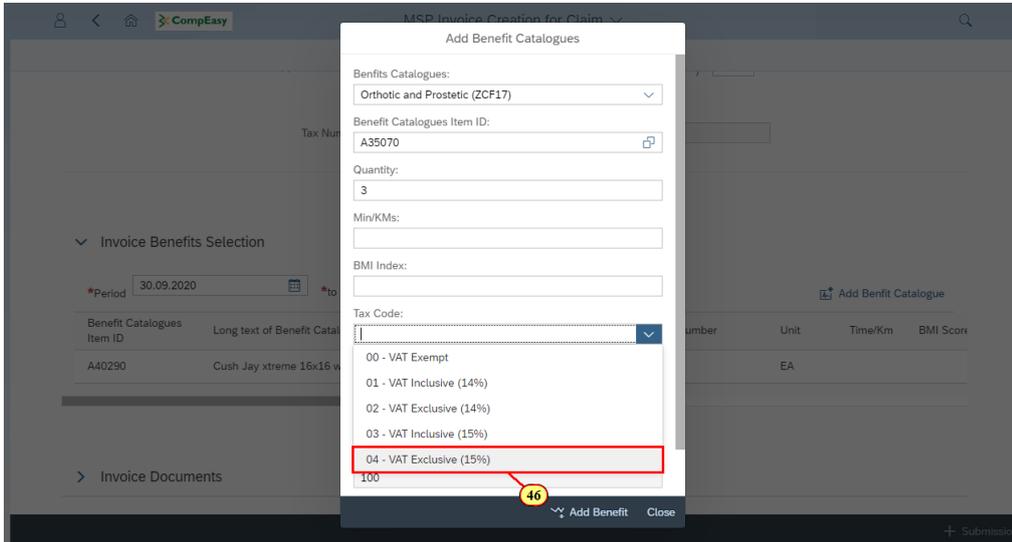
1.1.45. MSP Invoice Creation for Claim - Google Chrome





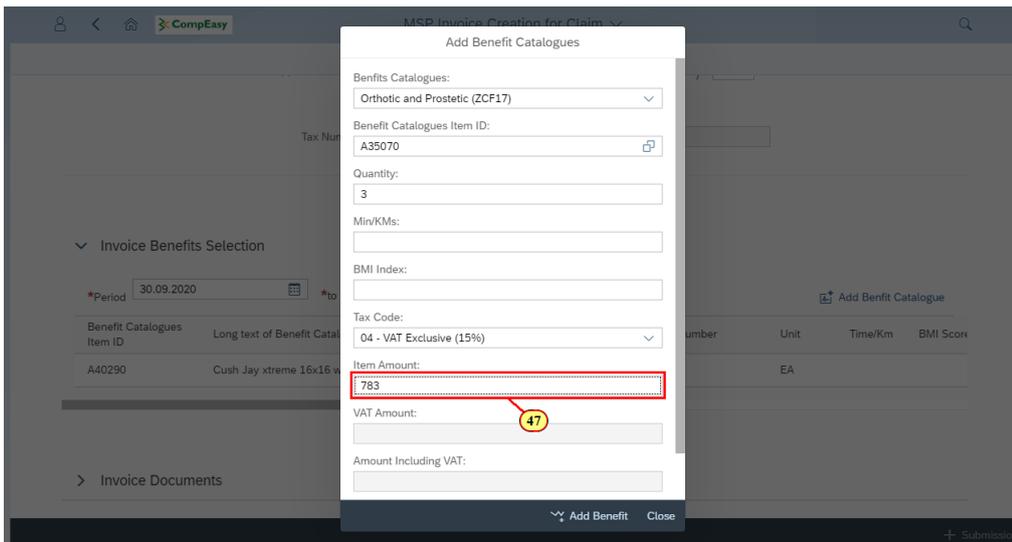
Step	Action
[45]	Click the Tax Code  drop down option button to display the available list.

1.1.46. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[46]	Click on the Tac Code 04 - VAT Exclusive (15%) option to select it.

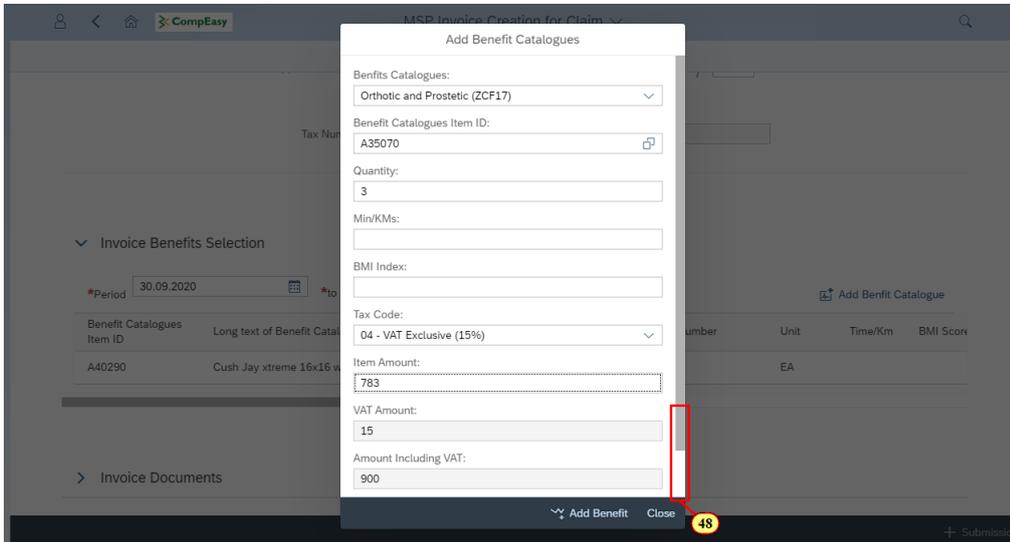
1.1.47. MSP Invoice Creation for Claim - Google Chrome





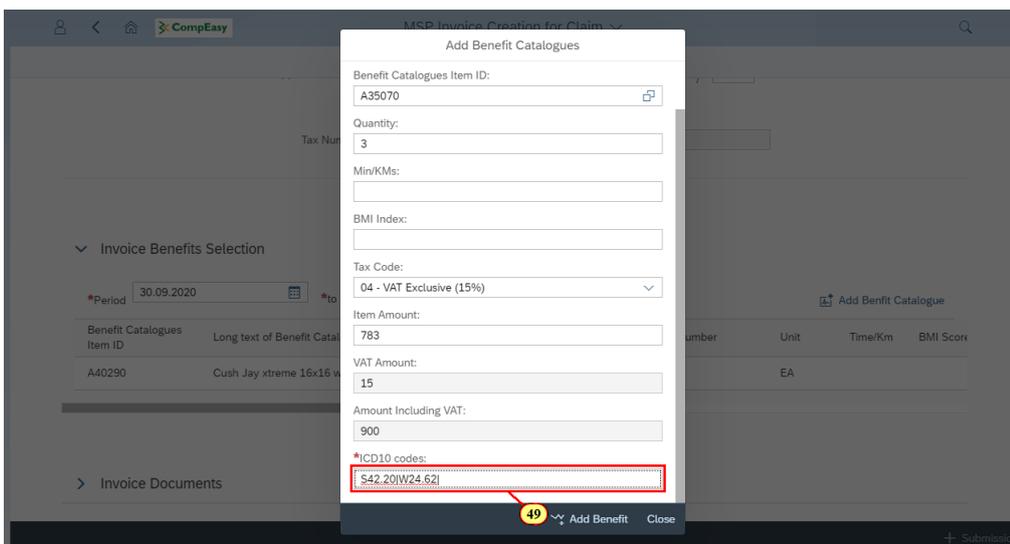
Step	Action
[47]	Enter 783 in the Item Amount Excluding VAT Amount field.

1.1.48. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[48]	Click in the area below the scroll bar to scroll down.

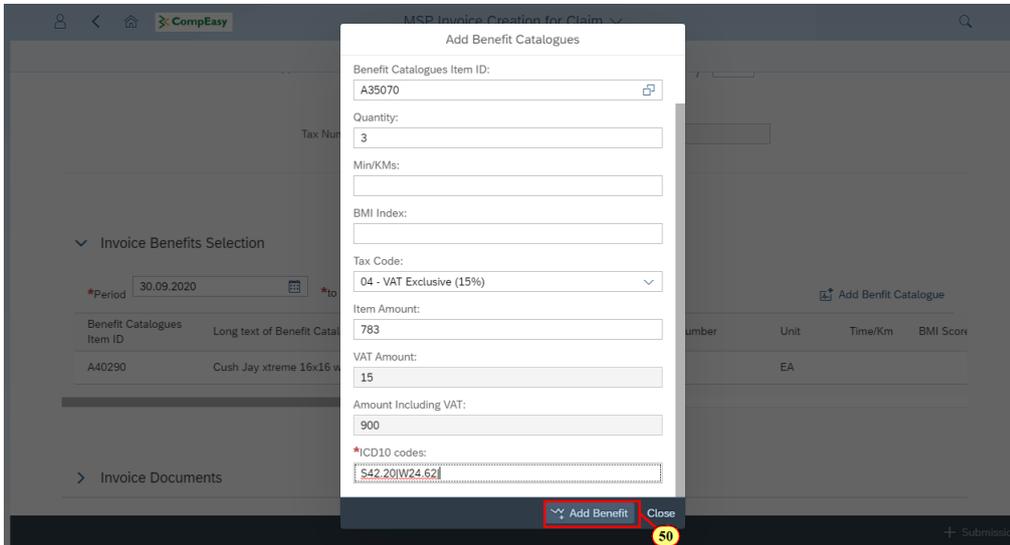
1.1.49. MSP Invoice Creation for Claim - Google Chrome





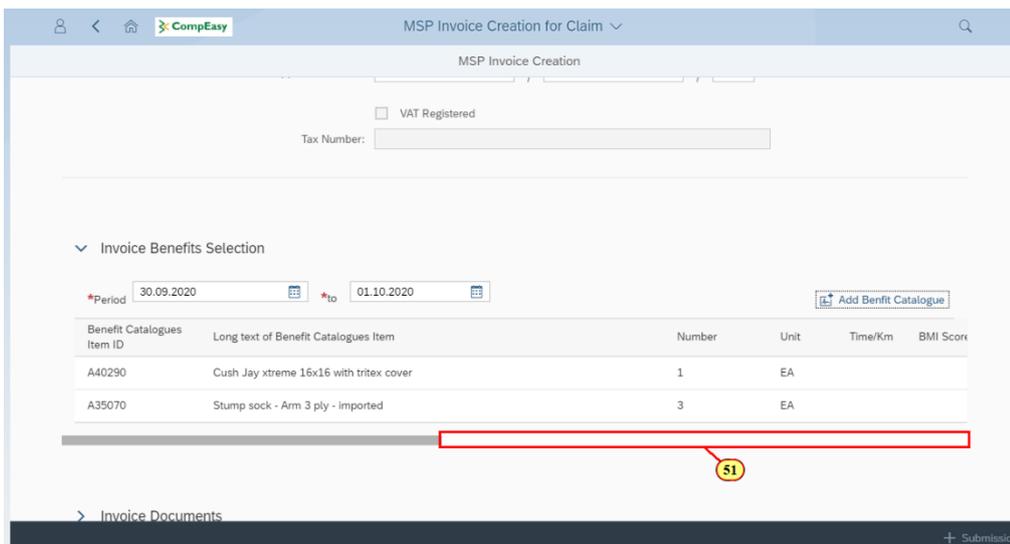
Step	Action
[49]	Enter S42.20 W24.62 in the ICD10 codes field.

1.1.50. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[50]	Click the Add Benefit  button to add benefit.

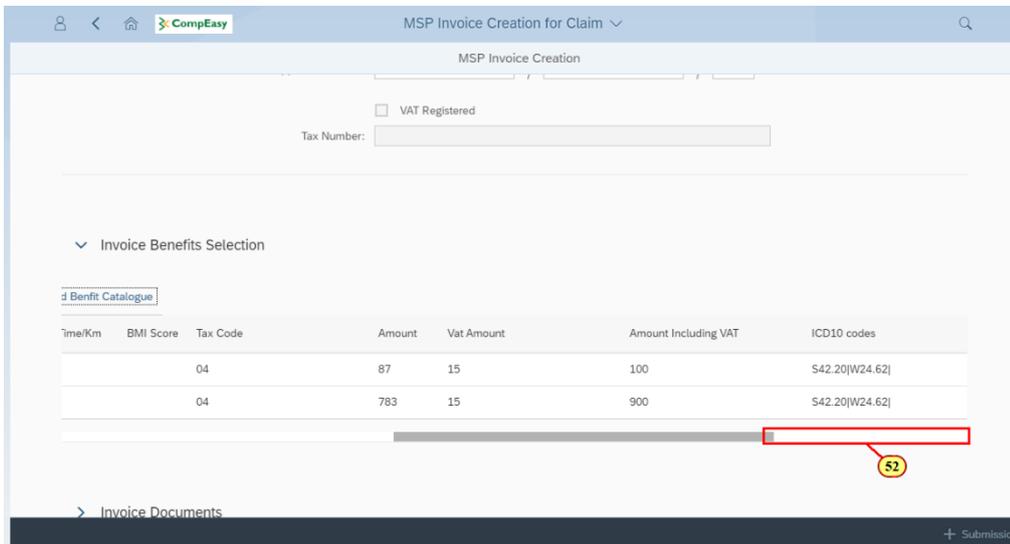
1.1.51. MSP Invoice Creation for Claim - Google Chrome





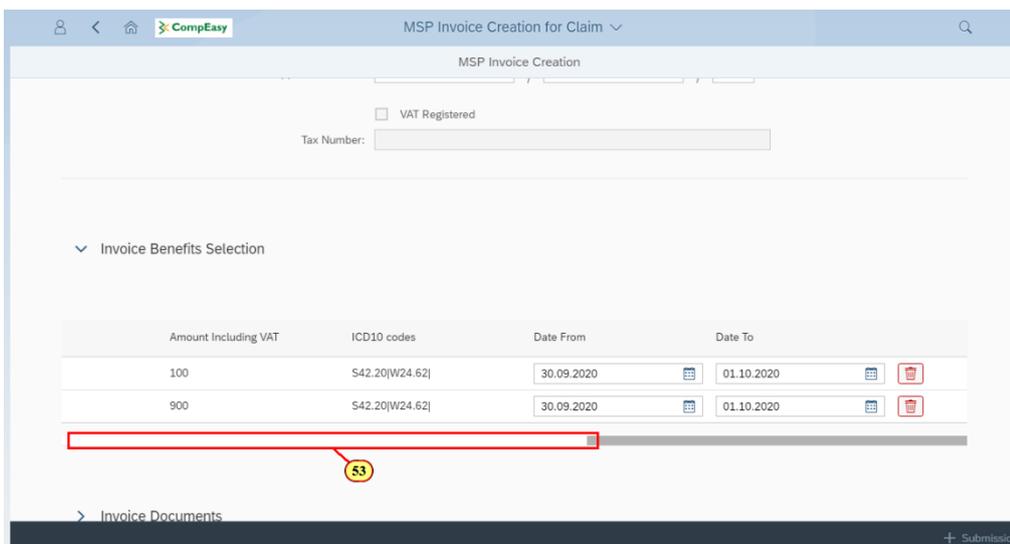
Step	Action
[51]	Click in the area to the right of the scroll bar to scroll right.

1.1.52. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[52]	Click in the area to the right of the scroll bar to scroll right.

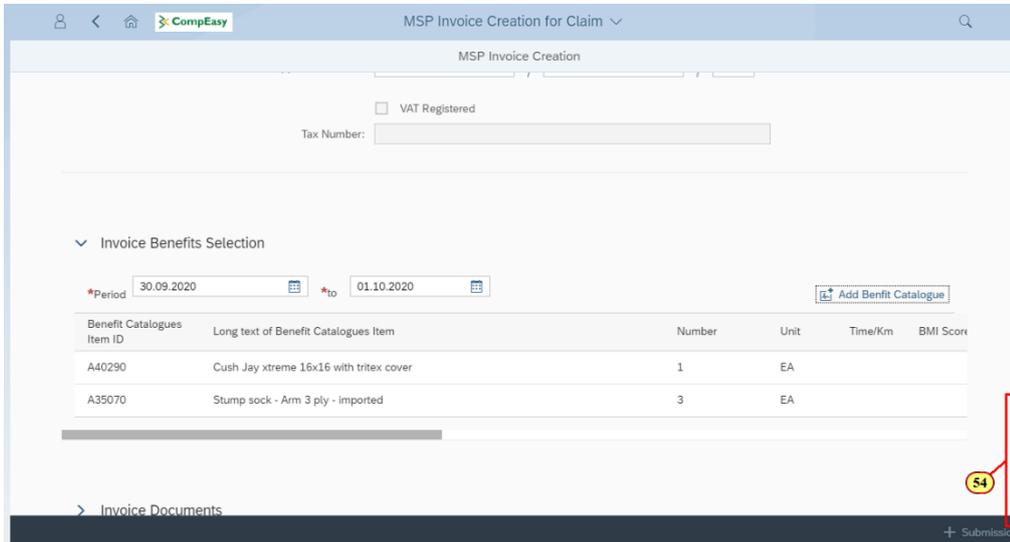
1.1.53. MSP Invoice Creation for Claim - Google Chrome





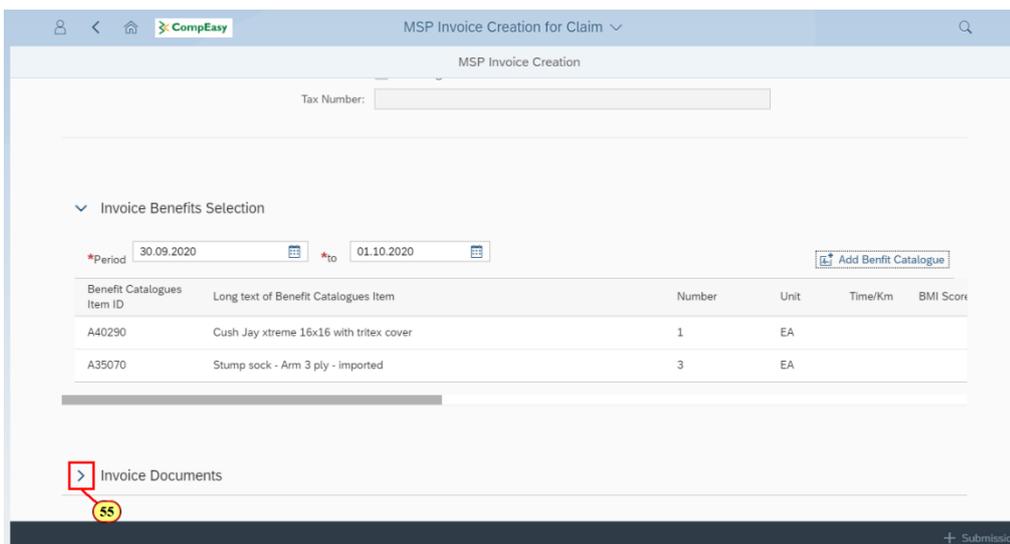
Step	Action
[53]	Click in the area to the left of the scroll bar to scroll left.

1.1.54. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[54]	Click in the area below the scroll bar to scroll down.

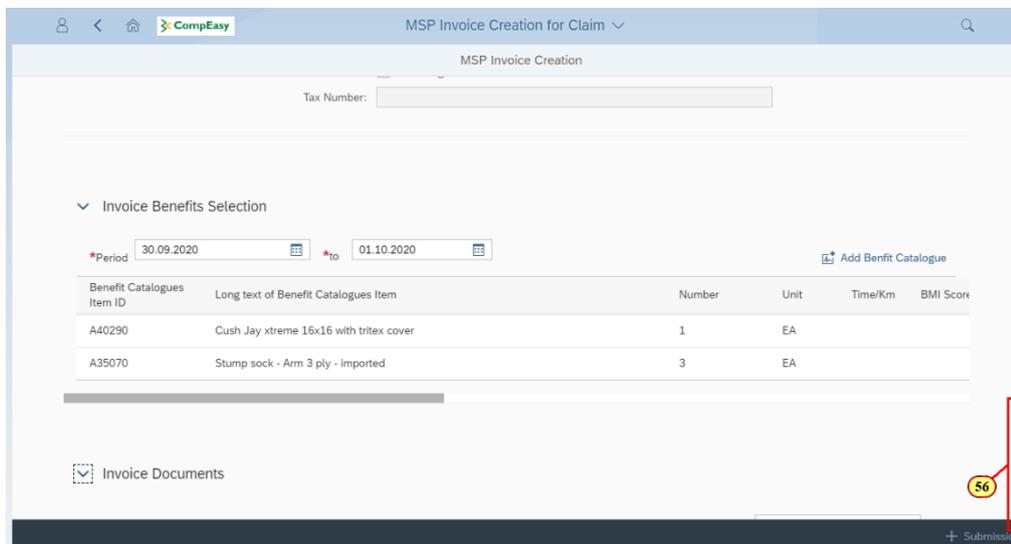
1.1.55. MSP Invoice Creation for Claim - Google Chrome





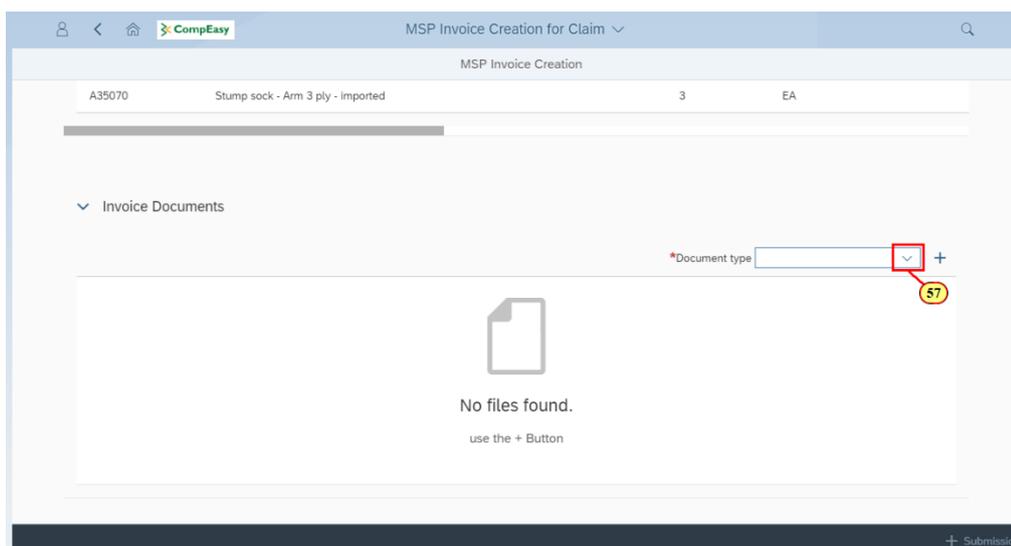
Step	Action
[55]	Click the Expand > node to open the Invoice Documents.

1.1.56. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[56]	Click in the area below the scroll bar to scroll down.

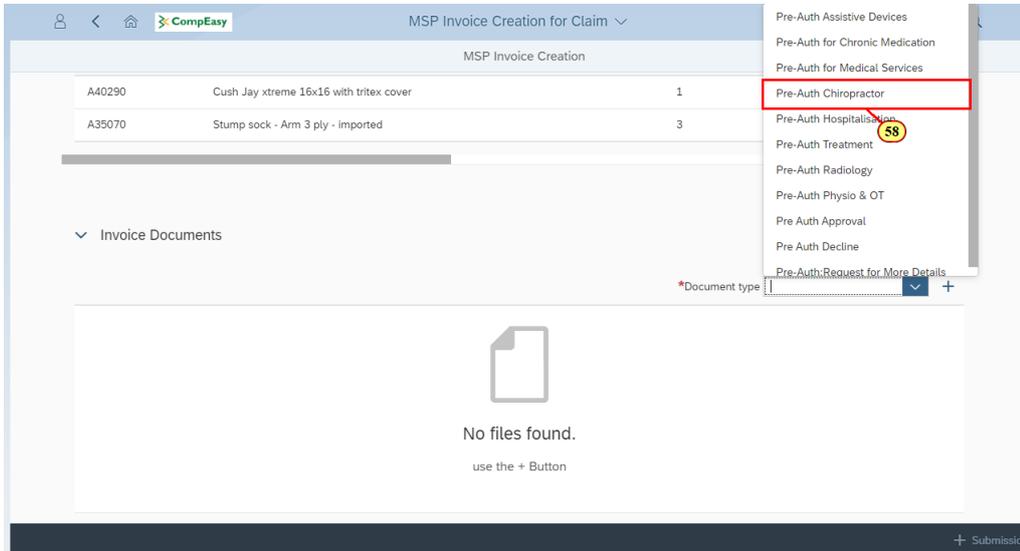
1.1.57. MSP Invoice Creation for Claim - Google Chrome





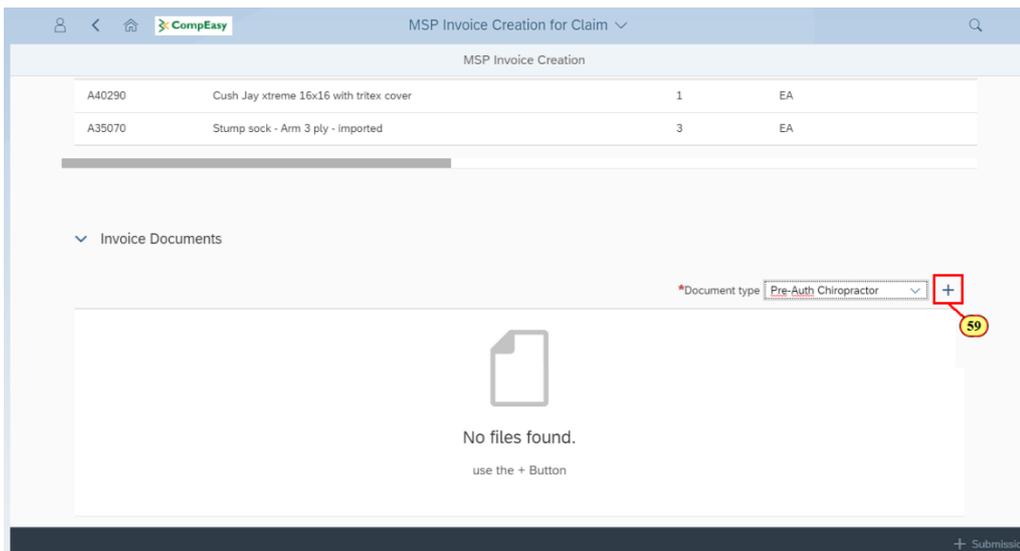
Step	Action
[57]	Click the Document type  drop down option button to display the available list.

1.1.58. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[58]	Click on the Document Type Pre-Auth Chiropractor option to select it.

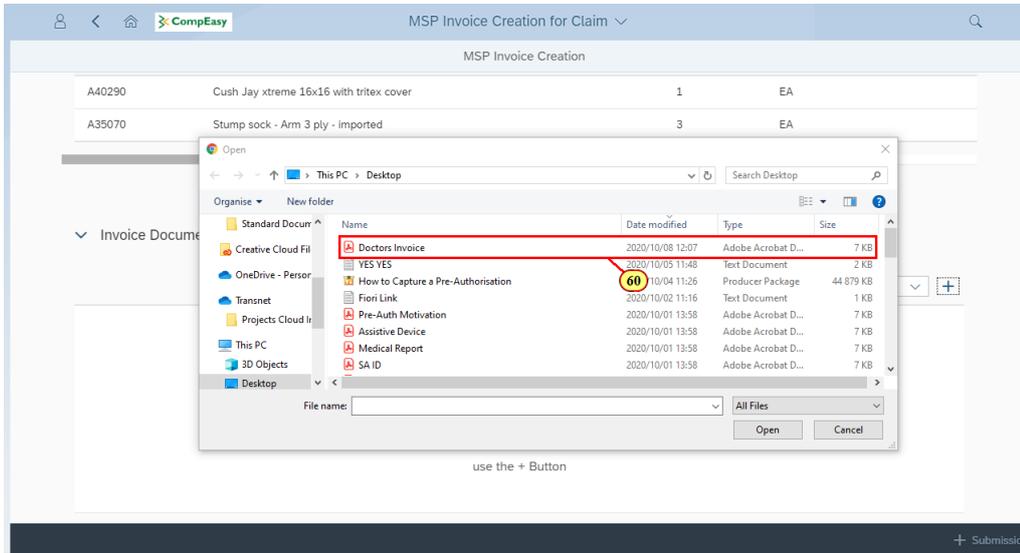
1.1.59. MSP Invoice Creation for Claim - Google Chrome





Step	Action
[59]	Click the Add  button to upload a document.

1.1.60. MSP Invoice Creation for Claim - Google Chrome

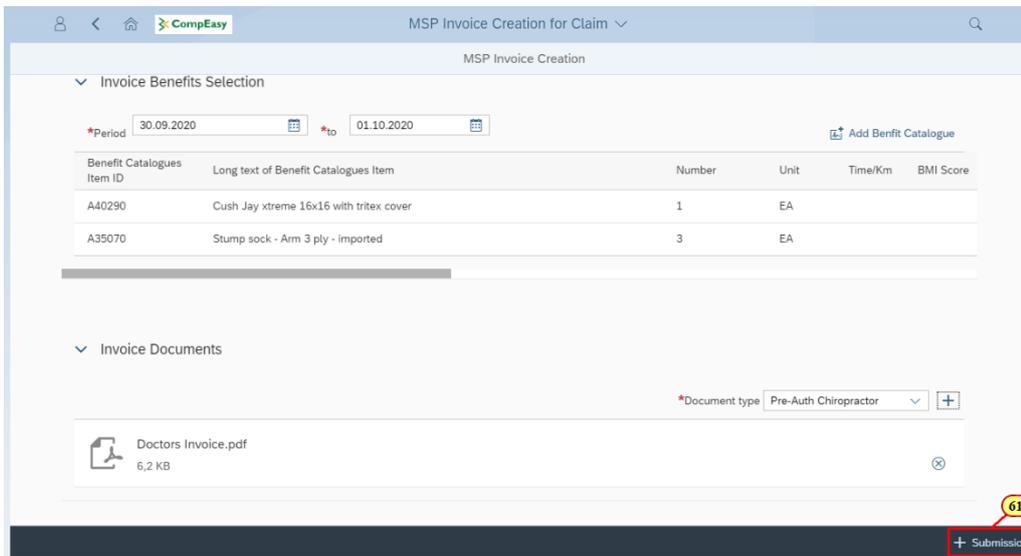


	Repeat Step 1.1.57 to 1.1.60 to add more documents.
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Step	Action
[60]	Double click on the Document Type  Doctors Invoice option to select it.

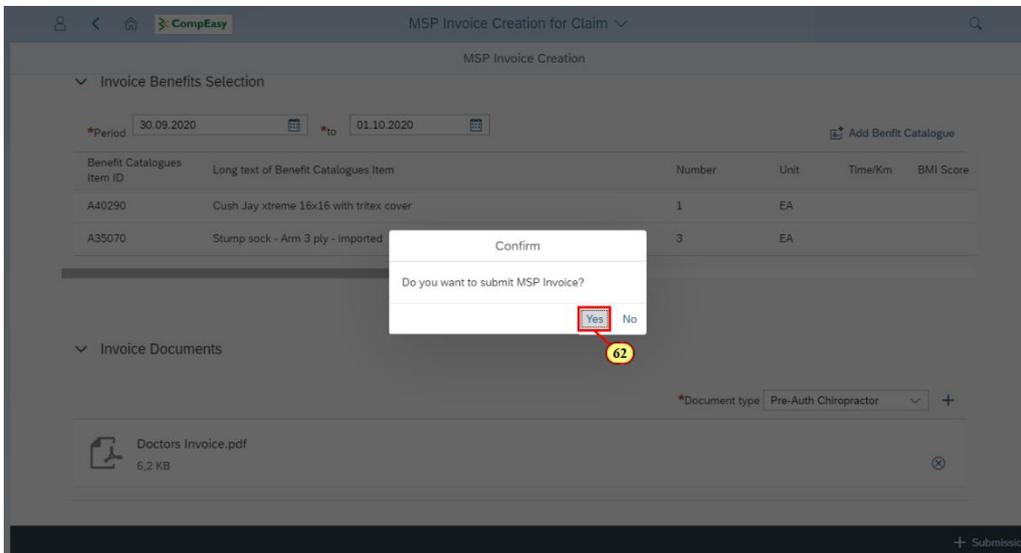


1.1.61. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[61]	Click the Submission  button to submit the invoice request.

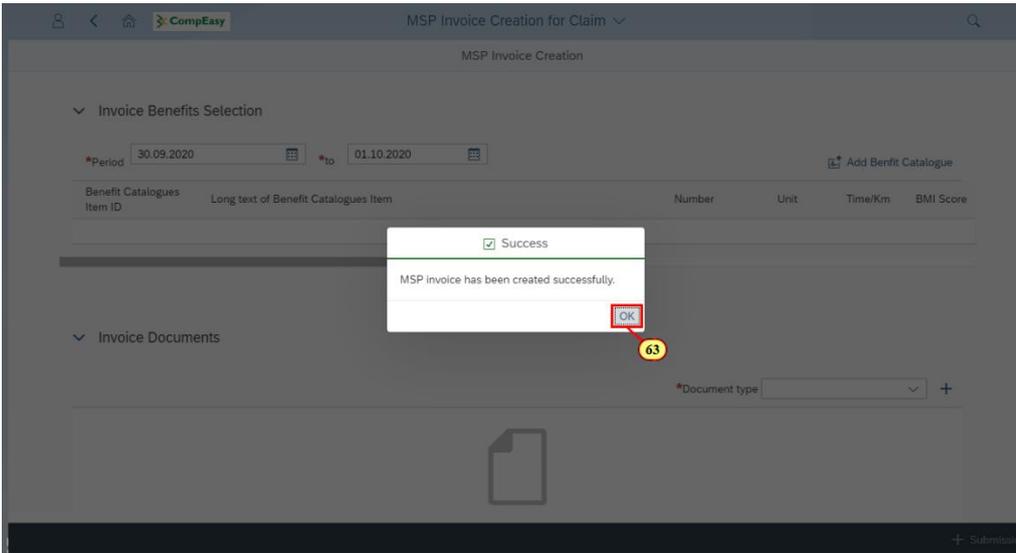
1.1.62. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[62]	Click the OK  button to acknowledge the message.

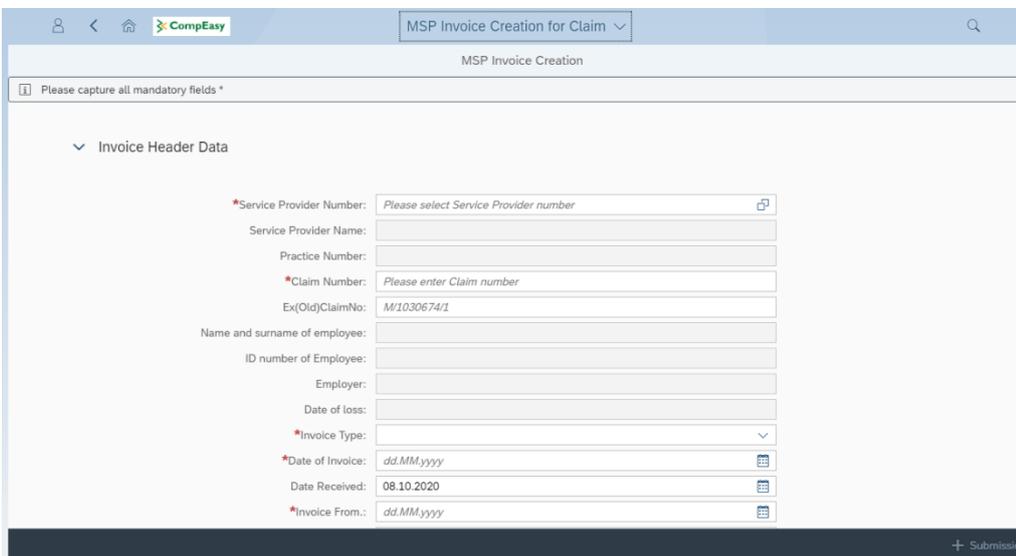


1.1.63. MSP Invoice Creation for Claim - Google Chrome



Step	Action
[63]	Click the OK  button to acknowledge the message.

1.1.64. MSP Invoice Creation for Claim - Google Chrome



	Well done! You have successfully submitted Invoice Request using the APP.
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