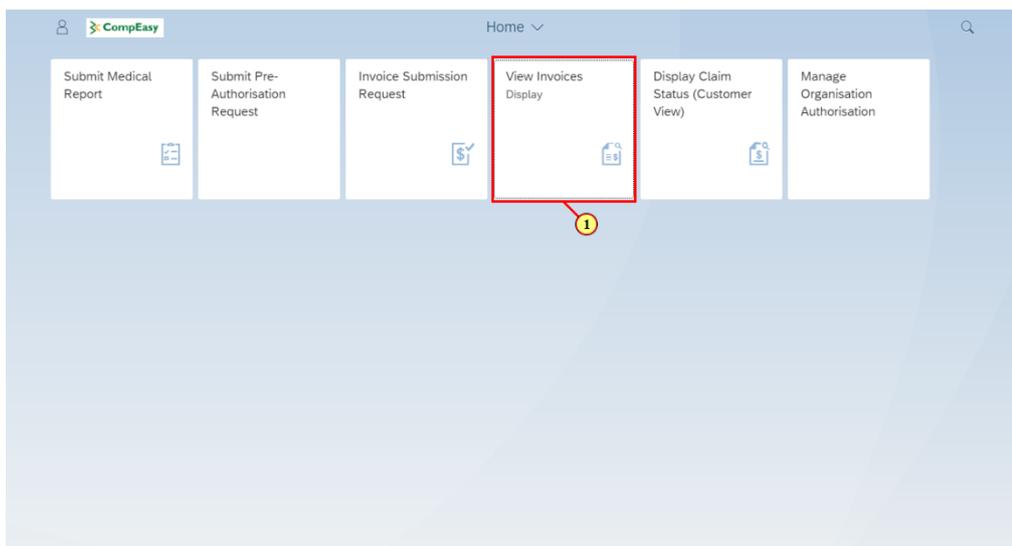




# 1.1. View Invoices

<p><b>Purpose</b></p> <p>The purpose of this transaction is for the MSP to view invoice using the External APP.</p>
<p><b>Business Scenario</b></p> <p>In this scenario an MSP view submitted invoices using CompEasy System.</p>
<p><b>Prerequisites</b></p> <p>The following prerequisites are applicable when processing this transaction:</p> <ul style="list-style-type: none"> <li>• Access to <a href="https://CompEasy.labour.gov.za">https://CompEasy.labour.gov.za</a> website.</li> <li>• User being linked to the Medical Practice.</li> </ul>

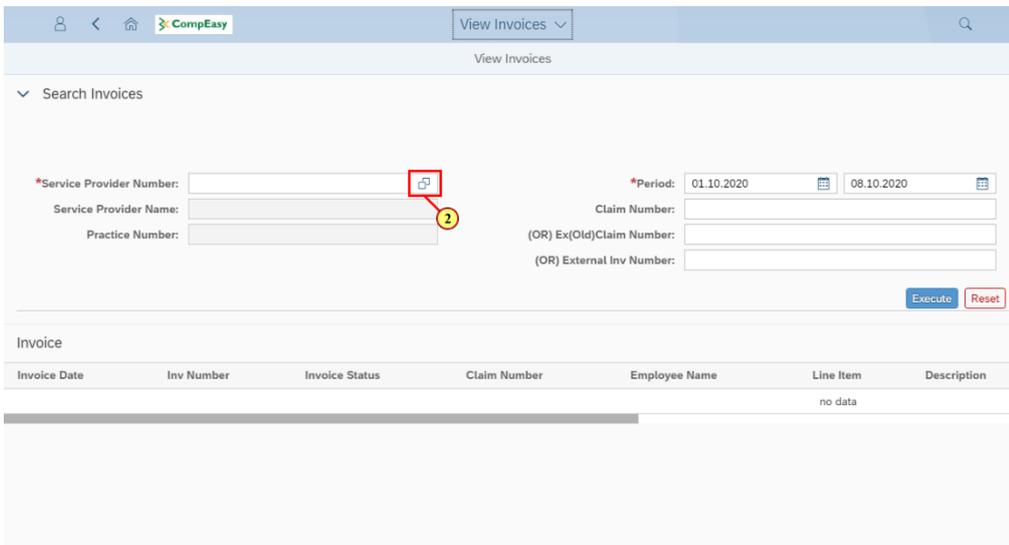
## 1.1.1. Home - Google Chrome



Step	Action
[1]	Click the <b>Submit Pre-Authorisation Request</b> <b>View Invoices Display</b> tile to access the transaction.

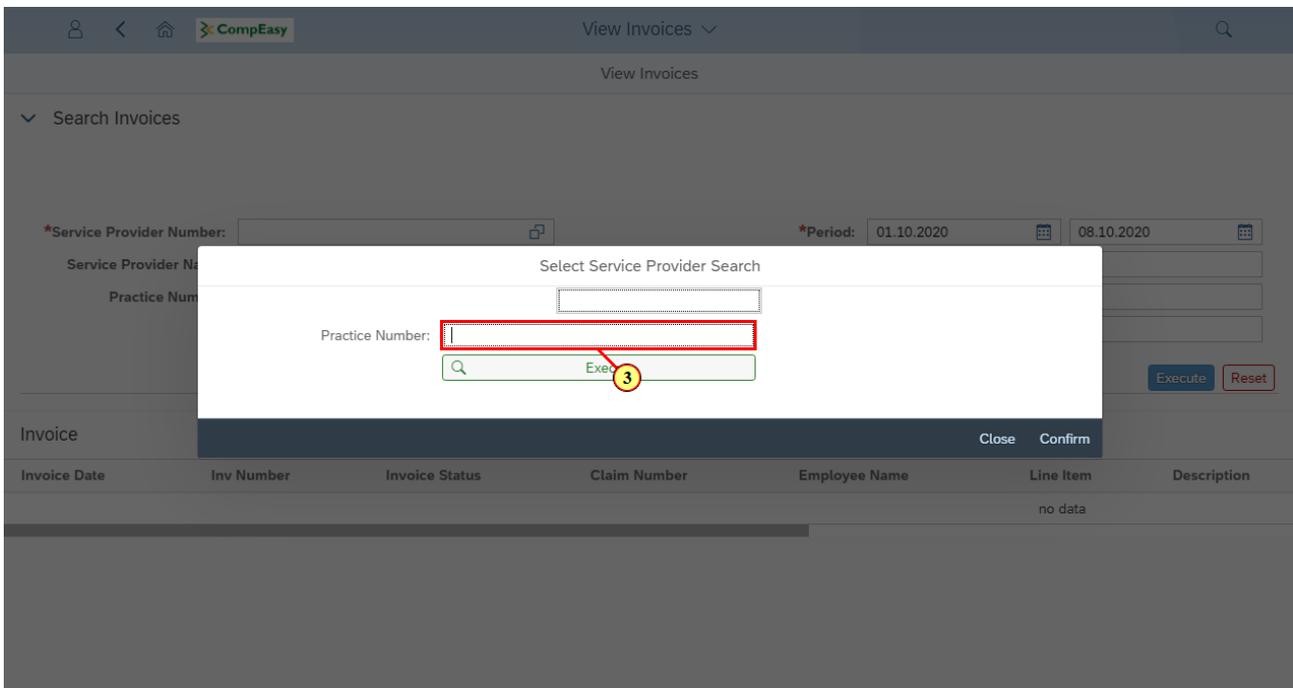


### 1.1.2. View Invoices - Google Chrome



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

### 1.1.3. View Invoices - Google Chrome

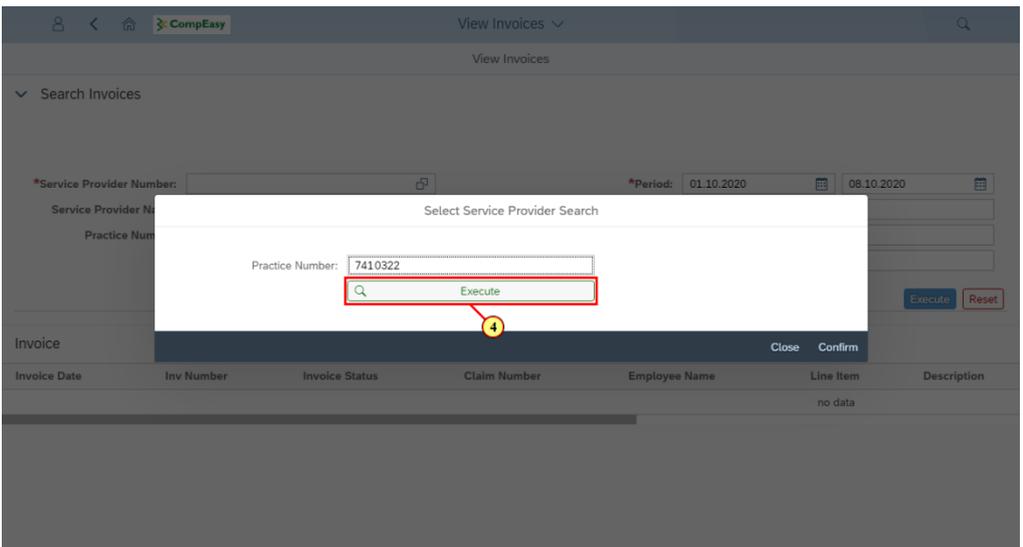




	The Practice Number required must be linked to the User.
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Step	Action
[3]	Enter <b>7410322</b> in the <b>Practice number</b> field.

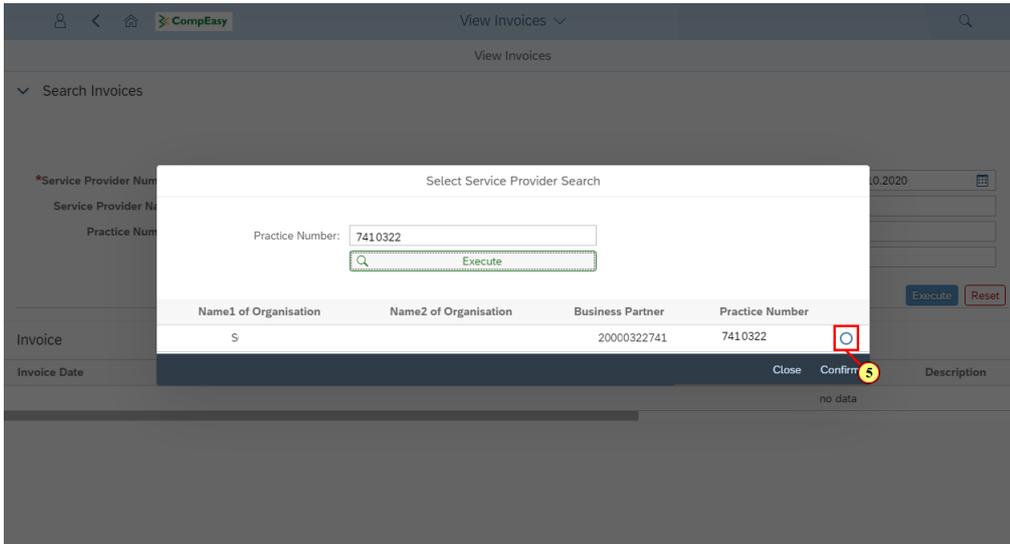
### 1.1.4. View Invoices - Google Chrome



Step	Action
[4]	Click the <b>Execute</b>  <input type="button" value="Execute"/> button to view the invoices.

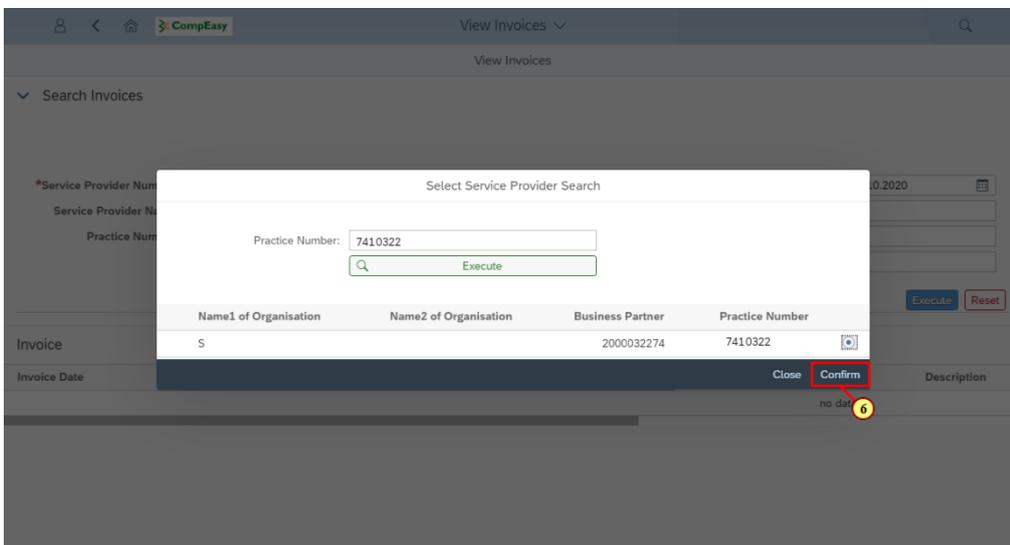


### 1.1.5. View Invoices - Google Chrome



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

### 1.1.6. View Invoices - Google Chrome



Step	Action
[6]	Click the <b>Confirm</b> <b>Confirm</b> button to confirm the selection.



### 1.1.7. View Invoices - Google Chrome

 The Period should not be longer than one month.

Step	Action
[7]	Enter <b>25.09.2020</b> in the <b>Period From Date</b> field.

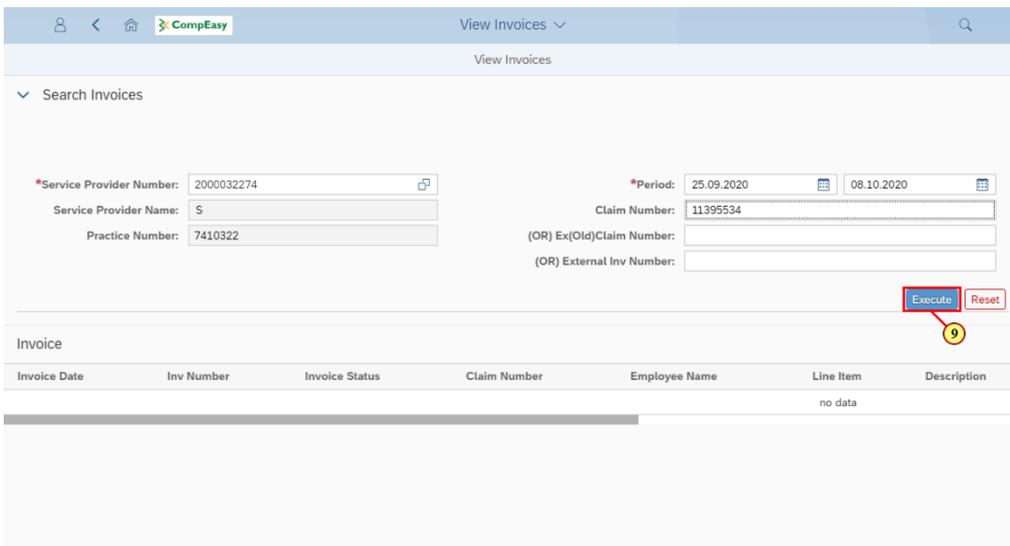
### 1.1.8. View Invoices - Google Chrome



Step	Action
[8]	Enter <b>11395534</b> in the <b>Claim Number</b> field.

	Other Search criteria can also be used: Ex/old claim number OR External Invoice Number.
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### 1.1.9. View Invoices - Google Chrome



Step	Action
[9]	Click the <b>Execute</b>  button to view the invoice.



### 1.1.10. View Invoices - Google Chrome

Search Invoices

\*Service Provider Number: 200032274  
 Service Provider Name: S  
 Practice Number: 7410322

\*Period: 25.09.2020 to 08.10.2020  
 Claim Number: 11395534  
 (OR) Ex(Old)Claim Number:  
 (OR) External Inv Number:

Execute Reset

Invoice Date	Inv Number	Invoice Status	Claim Number	Employee Name	Line Item	Description
01.10.2020	Test01	Open - Invoice	11395534	PIZZA PERFECT/SANDRINGHAM	A40290	Cush Jay xtreme 16x16 with trit

 The Invoice information will be displayed, scroll to the right to view more invoice details.

Step	Action
[10]	Click in the <b>area to the right of the scroll bar</b> to scroll right.

### 1.1.11. View Invoices - Google Chrome

Search Invoices

\*Service Provider Number:  
 Service Provider Name:  
 Practice Number:

\*Period: From Date ... To Date  
 Claim Number: 11395534  
 (OR) Ex(Old)Claim Number:  
 (OR) External Inv Number:

Execute Reset

Line Item	Description	Item Reject Reason	Amount Claimed	Amount Authorized
SHAM	A40290	Cush Jay xtreme 16x16 with tritex cover	100.05	0.00



Well done! You have successfully viewed invoices using the External APP.