

1.1. View Invoices

Purpose

The purpose of this transaction is for the MSP to view invoice using the External APP.

Business Scenario

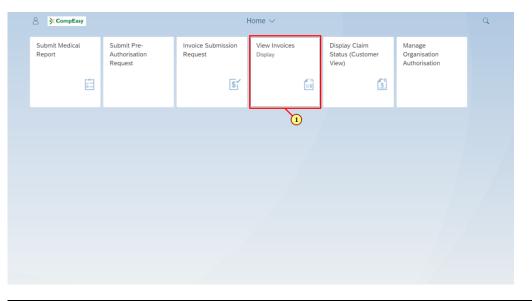
In this scenario an MSP view submitted invoices using CompEasy System.

Prerequisites

The following prerequisites are applicable when processing this transaction:

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

1.1.1. Home - Google Chrome



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







1.1.2. View Invoices - Google Chrome

8 < 6	S CompEasy		View Invoices $ \smallsetminus $				Q
			View Invoices				
✓ Search Invoice	25						
*Service Provider Service Provide Practice	er Name:	ð		*Period: Claim Number:)Claim Number: nal Inv Number:	01.10.2020	08.	10.2020 📰
Invoice							
Invoice Date	Inv Number	Invoice Status	Claim Number	Employee	Name	Line Item	Description
						no data	

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

1.1.3. View Invoices - Google Chrome

<u>۲ ۲ ۵</u>	CompEasy		View Invoices $ \smallsetminus $			Q
			View Invoices			
✓ Search Invoices						
*Service Provider Numb				*Period: 01.10.2020	m 08.10.202	20 🛅
Service Provider Numb	ber:		Select Service Provider Sear			
Practice Num			Select Service Provider Search	-11		
Fractice Hull						
		Practice Number:	_			
		Q	Exe 3			Execute Reset
Invoice					Close Confirm	
Invoice Date	Inv Number	Invoice Status	Claim Number	Employee Name	Line Item	Description
					no data	







•	The Practice Number required must be linked to the User.

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

1.1.4. View Invoices - Google Chrome

 Search Invoices 								
 Search Invoices 			View Invoices					
*Service Provider Number:		6		*Period:	01.10.2020		08.10.2020	
Service Provider Na		Sel	ect Service Provider Search					
Practice Num								
	Practice Number:	7410322						
	ſ	Q	Execute				- 10	
	L							Execute Reset
nvoice			(4)			Close	Confirm	
nvoice Date Inv Number	Invoice S	tatus	Claim Number	Employee	Name	L	ine Item	Description
							no data	

Step	Action		
[4]	Click the Execute	Q Execute	button to view the
	invoices.		







1.1.5. View Invoices - Google Chrome

8 < 🍙	≩ CompEasy	View Invoices	~			Q
		View Invoice	s			
✓ Search Invoices						
*Service Provider Num		Select Service Provid	er Search		.0.2020	
Service Provider Na						
Practice Num	Practice Number:	7410322				
		Q Execute			_	
						Execute Reset
	Name1 of Organisation	Name2 of Organisation	Business Partner	Practice Number	_	
Invoice	S		20000322741	7410322	0	
Invoice Date				Close (Confirm 5	Description
				r	io data	

Step	Action
[5]	Click to select the Service Provider Number $igodot$ radio button.

1.1.6. View Invoices - Google Chrome

8 < ⋒ ≽	CompEasy	View Invoice	s ∨			Q
		View Invoice	es			
 Search Invoices 						
					_	
*Service Provider Num		Select Service Provi	der Search		10.202	20 🗰
Service Provider Na						
Practice Num	Practice Number:	7410322				
		Q Execute				
						Execute Reset
	Name1 of Organisation	Name2 of Organisation	Business Partner	Practice Number	_	
Invoice	S		2000032274	7410322	\odot	
Invoice Date				Close	Confirm	Description
					no dat 6	
					Ŭ	

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







1.1.7. View Invoices - Google Chrome

 Search Invoices 				
*Service Provider Number: 200	0032274 🗗	*Period:	25.09.2020	20 🛅
Service Provider Name: S		Claim Number:		
Practice Number: 741	0322	(OR) Ex(Old)Claim Number:		
		(OR) External Inv Number:		Execute
nvoice				
nvoice Date Inv Num!	er Invoice Status	Claim Number Employee	Name Line Item	Description
			no data	



The Period should not be longer than one month.

Step	Action
[7]	Enter 25.09.2020 in the Period From Date field.

1.1.8. View Invoices - Google Chrome

≗ < ⋒ <u>≽</u> ∽	mpEasy		View Invoices $ \smallsetminus $				Q
			View Invoices				
✓ Search Invoices							
*Service Provider Number:	2000032274	đ		*Period:	25.09.2020	08.10.2020	
Service Provider Name:	S			Claim Number:	11395534		
Practice Number:	7410322		(OR) Ex(Old	l)Claim Number:		8	
			(OR) Exter	nal Inv Number:		U	
						E	xecute Reset
Invoice							
Invoice Date Inv	Number	Invoice Status	Claim Number	Employee	Name	Line Item	Description
						no data	







Step	Action
[8]	Enter 11395534 in the Claim Number field.



Other Search criteria can also be used: Ex/old claim number OR External Invoice Number.

1.1.9. View Invoices - Google Chrome

8 < 🏠 🌶	CompEasy		View Invoices $ \smallsetminus $					Q
			View Invoices					
 Search Invoices 								
*Service Provider Numb	er: 2000032274	8		*Period:	25.09.2020		08.10.2020	
Service Provider Nam	ne: S			Claim Number:	11395534			1
Practice Number	er: 7410322		(OR) Ex(Old)	Claim Number:				
			(OR) Extern	al Inv Number:				
								Execute Reset
nvoice								0
	Inv Number	Invoice Status	Claim Number	Employee	Name	Line	ltem	Description
						no d	lata	

Step	Action
[9]	Click the Execute button to view the invoice.







1.1.10. View Invoices - Google Chrome

8 <	r () 	ompEasy			View Invoices \sim		Q
					View Invoices		
 Search Inve 	oices						
*Service Provi	der Number:	20000322	274	6	*Period:	25.09.2020	08.10.2020
Service Pro	ovider Name:	S			Claim Number:	11395534	
Pract	tice Number:	7410322			(OR) Ex(Old)Claim Number:		
					(OR) External Inv Number:		
							Execute Reset
Invoice							
Invoice Date	Inv Num	ber	Invoice Status	Claim Num	ber Employee Name	Line Item	Description
01.10.2020	Test01		Open - Invoice	11395534	PIZZA PERFECT/SANDRINGHAM	A40290	Cush Jay xtreme 16x16 with
							10



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

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

1.1.11. View Invoices - Google Chrome

	8	< 6	} ≩C omp	Easy	View Invoices \checkmark			Q
					View Invoices			
~ \$	Search	n Invoice	25					
*s	Service	Provider	Number:	6	*Period:	From Date	To Date	
	Servio	ce Provide	er Name:		Claim Number:	11395534		
		Practice	Number:		(OR) Ex(Old)Claim Number:			
					(OR) External Inv Number:			
							E	cecute Reset
		L	ine Item	Description	Item Reject Reason	Amount Claimed	Amount Aut	horized
HAM		A	40290	Cush Jay xtreme 16x16 with tritex cover	,	100.05	0.00	







View Invoices



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



