Requirements for outside providers for the import of invoices into accounting system.

The requirements are:

The following fields needs to be on the import file

1. Excel format or CSV

Document Type	Invoice Number (Travel Agent)	Invoice Date DD/MM/YYYY	SIU Purchase Order Number	Order Date DD/MM/YYYY	Name of Person Travelling	Date of Travel From (DD/MM/YYYY	To (DD/MM/YYYY	SIU Travel Authorisation Number	Type of Service	Travel Service Supplier	Voucher number (for service supplier)	Invoice Number of Service Supplier	Amount
Invoice or Credit Note	INV1023	15/01/2023	PO/121461	01/01/2023	A.Hoogenhout	12/01/2023	13/01/2023	HO1325/01	Accommodation	Holiday Inn Kimberly	T121009057	HOL1365	1,210.00
Invoice or Credit Note	INV1024	15/01/2023	PO/121462	01/01/2023	A.Hoogenhout	12/01/2023	13/01/2023	HO1325/01	Air Ticket	SaFair	T121009058	SAS5942	3,300.00
Invoice or Credit Note	INV1025	15/01/2023	PO/121463	01/01/2023	A.Hoogenhout	12/01/2023	13/01/2023	HO1325/01	Car Rental	Avis Rental	T121009059	AV1975	1,200.00
Invoice or Credit Note	INV1026	15/01/2023	PO/121464	01/01/2023	A.Hoogenhout	12/01/2023	13/01/2023	HO1325/01	Billing Service Fees	TMC		4682	100.00

On SIU side

1. Order per person per type of service and billing
2. TA number must be captured per order