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**RFQ-0014-2023 ­- Request for Proposal: Supply of Invoice Verification Automation**

**ANNEXURE A** **– Specification Sheet**

1. **PURPOSE**

The South African National Blood Services (SANBS) is seeking a suitably qualified and innovative service provider to render professional services for the implementation of an automated invoice verification system on SAP. The response to this proposal shall include a detailed methodology and project plan of how the activities will be carried out. The SANBS technical teams will be responsible for the support of the SANBS SAP environment.

**2. BACKGROUND**

* 1. The South African National Blood Services (SANBS) is a non-profit organization, as incorporated not for gain, and receives no funding from the government.
  2. The SANBS is primarily responsible for providing blood and blood products.
  3. The SANBS operates across South Africa, with the exclusion of Western Cape. The SANBS is further regarded as a major role player in the provision of support to countries in the SADC region.
  4. The SANBS implemented SAP software as its choice of Enterprise Resource Planning (ERP) solution in 1998. The system has a user base of approximately 2700 users.
  5. SANBS has the following SAP ECC modules implemented:
     1. SAP Document Management System (DMS)
     2. SAP Quality Management (QM)
     3. SAP Sales and Distribution (SD)
     4. SAP Finance/Controlling (FI/CO)
     5. SAP Investment Management (IM)
     6. SAP Project Systems (PS)
     7. SAP Plant Maintenance (PM)
     8. SAP Human Resource-HR (Payroll, Time, Org Management)
     9. SAP Employee Self Service & Management Self Service (ESS & MSS)
     10. SAP Performance Management (PMS)
     11. SAP Clinic Planning (CP)
     12. SAP Business Warehouse/Business Objects (BW & BOBJ)
     13. SAP Solution Manager
     14. SAP Governance Risk and Compliance (GRC)
     15. SAP Materials Management (MM)
     16. SAP Batch Management (BM)
     17. SAP Supply Relation Management (SRM)
     18. SAP Contract Lifecycle Management (CLM)
     19. SAP Supplier Lifecycle Management (SLM )
     20. SAP Supplier Self Service (SUS)
     21. SAP Master Data Management (MDM)
     22. SAP Petty Cash and Expense Claims
     23. SAP Time and Attendance
     24. SAP Process Orchestration (PO)
     25. SAP ABAP
     26. SAP Workflow
  6. Third party Systems
     1. Invoice Portal (AWS)
     2. BEST (Supplier statements Reconciliation solution)
     3. Mediswitch
     4. Enterprise Information Management-Open Text
     5. Meditech

2.7 Technical Information

Landscape : 4 tier landscape i.e. Sandbox, Dev, QA, PRD

Version : ECC6 EHP8

Operating system : AIX 7.2

Database :DB2   
Back Up : Spectrum

**3. SPECIFICATIONS**

The scope of the required services is detailed below:

Accounts payable currently verifies all confirmed invoices manually. This is highly labour intensive and can result in many inefficiencies. A solution is sought to eliminate all manual verification of invoices into SAP and the process to be automated. The verification required on invoices includes the following but not limited to:

- Line items matching

- Duplicate Invoice

- Document balances

- Invoice and Purchase Order Currency

- Is there enough goods receipts quantity available to invoice

on the PO?

- Is the price higher than the purchase order price?

- Is the Invoice quantity greater than Purchase Order quantity?

A high-level process flow of what is required is included below:

SCAN

Requires manual work to sort and scan incoming paper invoices.

INTERPRET

Extracts data from the images (OCR) and provides the extracted invoice meta

data at header and / or line item level.

VERIFY

AP Clerk verifies the extracted data, if

necessary, corrects misinterpreted data.

Only required if data cannot be

successfully extracted via OCR.

TRANSFER

After processing in MIRO , all invoices

are automatically transferred

to SAP.

Reporting capability - Push notification/ workflows and escalations

**5. INTENDED DURATION OF THE CONTRACT**

SANBS Intends to complete the above initiative over a six (6) months period.

Additionally, SANBS would prefer the supplier to provide support services for three (3) years following deployment.

**6. EVALUATION METHODOLOGY**

The information requested from the bidders in this proposal has been identified by the SANBS as necessary in order for the organization to be able to evaluate the commitment, capability, suitability and capacity of the bidders. SANBS will utilize the below evaluation methodology to select the preferred bidder.

SANBS will embark on a Combined Evaluation methodology which will comprise of the following criteria,

|  |  |  |
| --- | --- | --- |
|  | **Evaluation Criteria** | **Total Score** |
| 1 | Desktop Evaluation | 33 |
| 2 | PoC Evaluation | 33 |
| 3 | Price Evaluation | 23 |
| 4 | BEE Evaluation | 11 |
|  | **Cumulative Score** | **100** |

Refer to TOR Annexure B – Technical Evaluation sheet.