



Companies and Intellectual  
Property Commission  
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# Step-by-step Guide

## Invoicing System Supplier Submit Invoice

On

## CIPC New e-Services

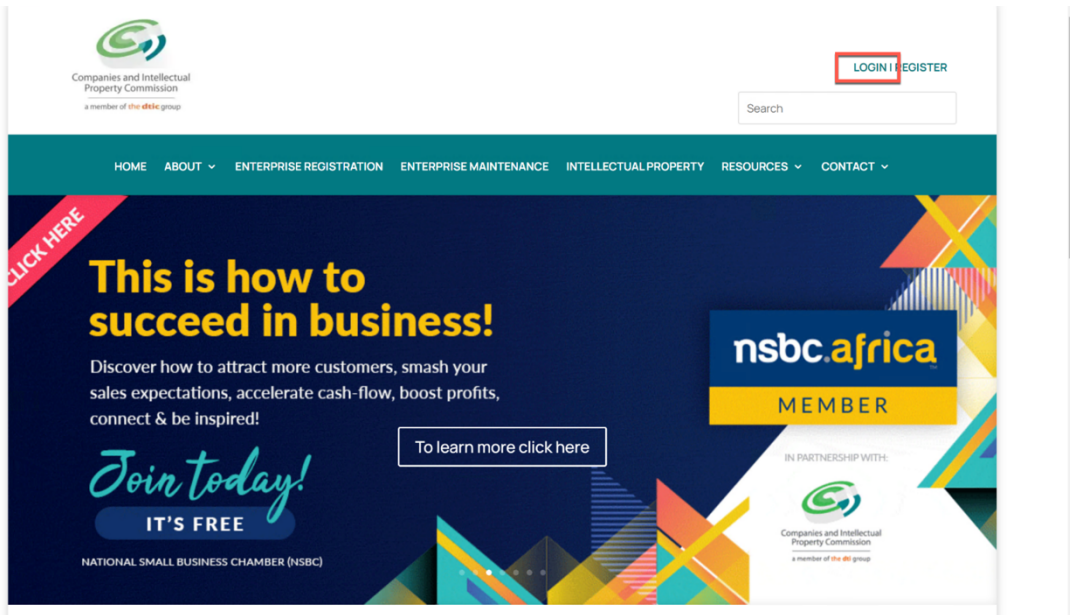
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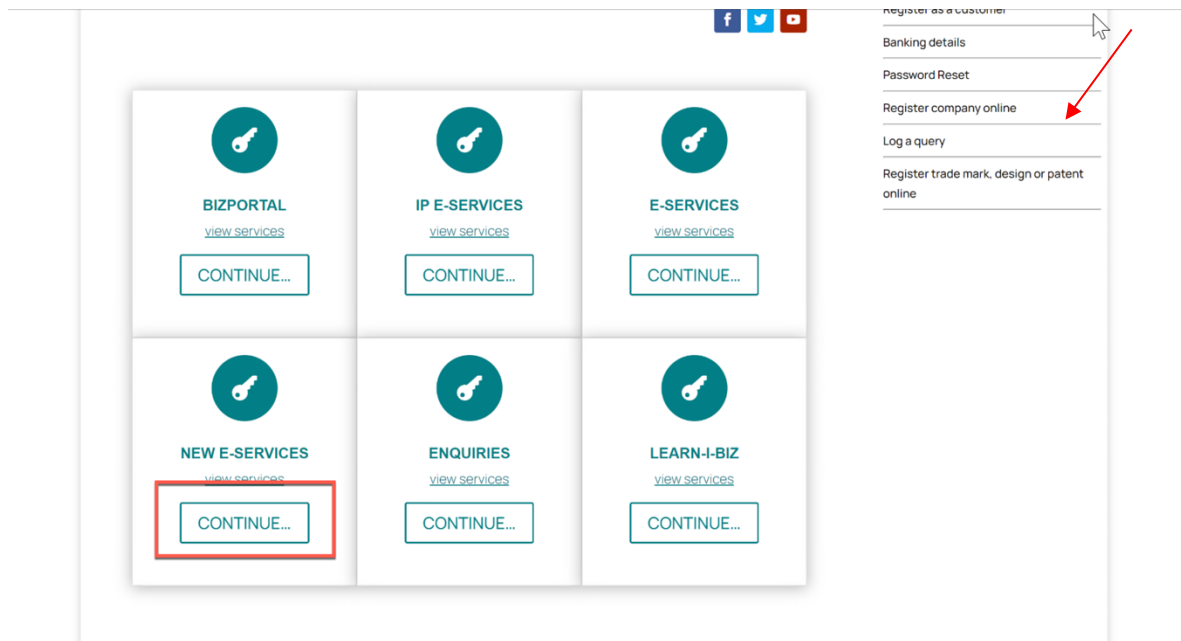
Created by Tebogo Masakale



**STEP 1. Visit the CIPC website: <https://cipc.co.za> and click on LOGIN.**



**Step 2. Click on Continue under New E-Services**



**Step 3. Select Type and Capture your ID Number.**  
**Then Click on the Search Button. You will be redirected to the Register Page if you are not a registered Customer. If Registered you will be redirected to the Login Page.**

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CIPC requires new or existing customers to have access to a private e-mail account. Use one of the links below for popular providers or make use of an alternative of your choice.

Gmail Outlook YAHOO! MAIL

NOTE: CIPC is not responsible for e-mail accounts. Please contact your e-mail provider for assistance on e-mail matters.

NOTE: Your e-mail account will be used as your primary login/transaction account.

NOTE: This system makes use of Card Payments for processing transactions.

Please search for your customer information below..

Type:  
Select an item

Identification:  
Type a value

Search

Companies and Intellectual Property Commission  
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**Step 4. Type in Email Address and Password, then Click on the Login Button**

Username

Password

LOGIN

[Learn More](#)

[Customer Password Reset](#)

## STEP 5. Click on the Financials Menu, then Click on Invoicing

CIPC Electronic Self Service Welcome, TEBOGO JOHN MAKAMA MASAKALE (TEBOGO.MASAKALE@GM/ Logout

Home Services Amendments Business Rescue **Financials** Shopping Cart **Invoicing** Invoice Dashboard Annual Returns PI Score Calculator

Invoice List

[+ Add New Invoice](#) [Edit Invoice](#) [Refresh](#)

REFERENCE NUMBER	INVOICE NUMBER	INVOICE TOTAL AMOUNT	STATUS
No items to display.			

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https://k2as.cipc.co.za/Customers/Runtime/Form/CIPCINVFormInvoiceSubmission

## STEP 6. Click on Add New Invoice Button.

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Home Services Amendments Business Rescue **Financials**

Invoice Dashboard

Invoice List

[+ Add New Invoice](#) [Edit Invoice](#) [Refresh](#)

REFERENCE NUMBER	INVOICE NUMBER	INVOICE TOTAL AMOUNT	STATUS
No items to display.			

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**STEP 7. Click on a PO from the List which you want to submit an Invoice against..**

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Home Services Amendments Business Rescue Authorization Financials

**Active Purchase Orders**

PO NUMBER	PO DESCRIPTION
PO00005255	DTI-CIPC MoU dated 18/07/2007-CIPC Telephone Costs 9 Months
PO00005260	RFQ034/22/23-Procure installation of CCTV Services for Campu
PO00005325	Tender08/20/21-Procure Modern, social media & Technology
PO00005351	RFQ070/22/23-Procure Security Services 12 Months

**Purchase Order**

PO Description: \_\_\_\_\_ PO Number: \_\_\_\_\_

Senior Manager: \_\_\_\_\_ Devisional Manager: \_\_\_\_\_

Executive Manager: \_\_\_\_\_

**PO Details**

PO NUMBER	DESCRIPTION	PAID	AMOUNT AVAILABLE	TOTAL PO AMOUNT
No items to display.				

Invoices Pending Approval

**STEP 8. Type the Invoice Amount, Invoice Number and upload Invoice, any supporting documents, and the Statement. Lastly Click on Save & Submit**

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Home Services Amendments Business Rescue Authorization Financials

INVOICE DATE	INVOICE NUMBER	INVOICE TOTAL AMOUNT
2023/11/18	tests202318	255,000.00
Sum		255000.00

**Invoice Details**

ACCPAC PO Amount Available: 434999.97

Total Amount Invoices Submitted: 255000.00

Available Amount: 179999.97

Invoice Total Amount: 160000.00 Invoice Number: INVEST111

Upload Invoice: Click here to attach a Invoice Upload Supporting Document: Click here to attach Supporting Document

Upload Statement: Click here to attach PO Statement

Save
Save & Submit
Cancel

**STEP 9. Your Invoice will be displayed on the List and the Status will be updated when the Invoice moves through the Approval Chain. You will also receive email notifications.**

### Invoice Dashboard

Invoice List

[+ Add New Invoice](#) [Edit Invoice](#) [Refresh](#)

REREFERENCE NUMBER	INVOICE NUMBER	INVOICE TOTAL AMOUNT	STATUS
60000063300	invoice123	0.00	Approved by Finance
60000063324	INV20231116	20,000.00	Approved by Finance
60000063429	INVTTEST111	160,000.00	Submitted
60000063327	2023ANOTHER	200,000.00	Approved by Finance
60000063323	INV250	250,000.00	Approved by Finance
60000063356	tests202318	255,000.00	Approved by Senior Ma...
60000063320	CCTV202311	600,000.00	Submitted
60000063325	INVNEW2023	600,000.00	Approved by Finance

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# END OF STEP-BY-STEP

