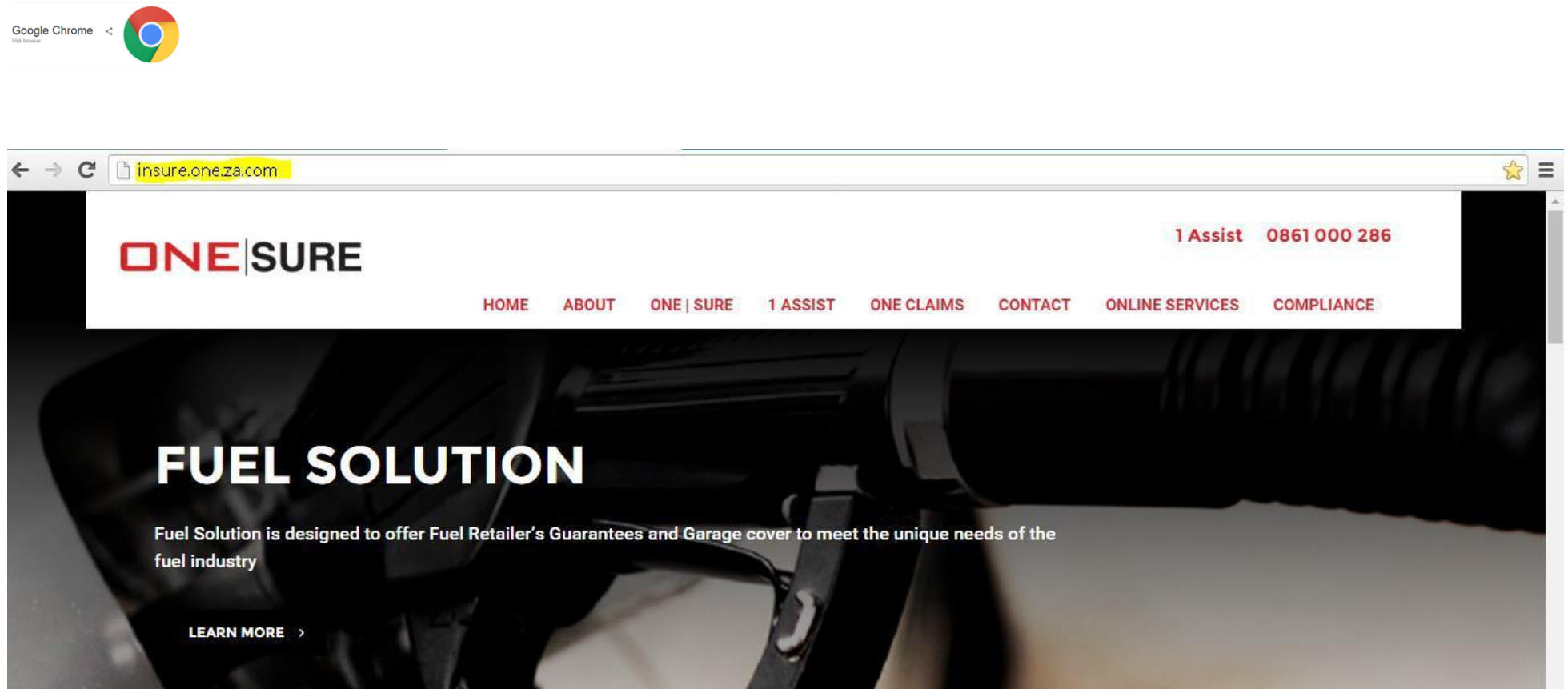
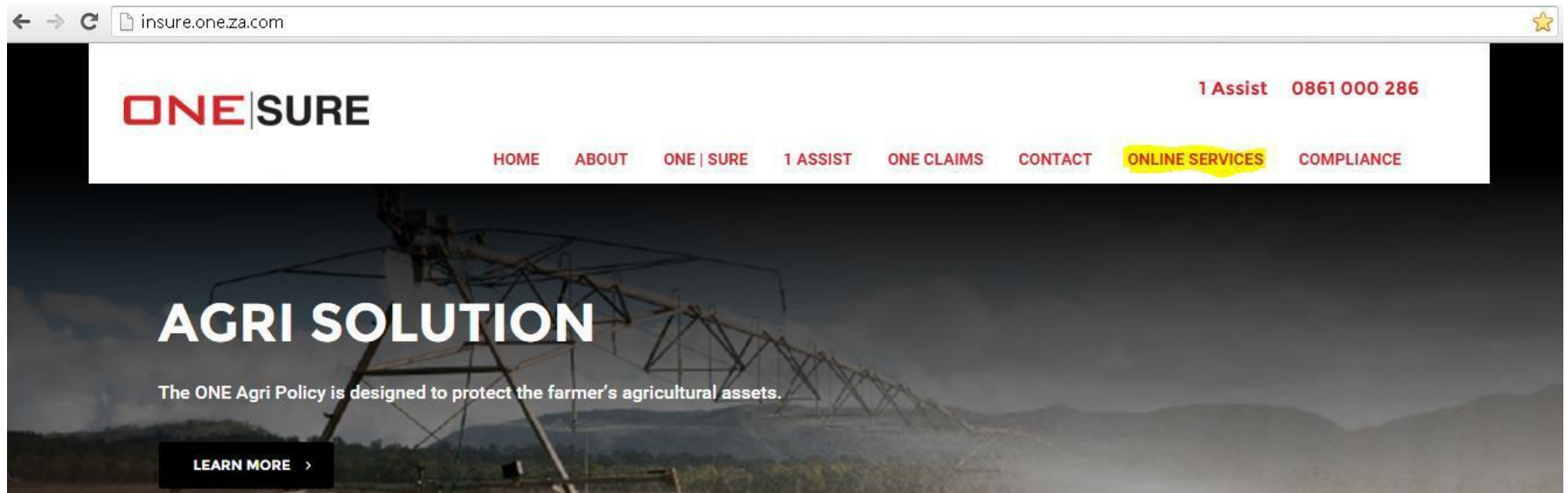


Invoice submission guide

1. Using **Google Chrome**, Log on to: **insure.one.za.com**



2. Click on **Online Services**:



The screenshot shows a web browser window with the URL insure.one.za.com. The website header features the **ONE|SURE** logo on the left and the text **1 Assist 0861 000 286** on the right. A navigation menu below the header includes links for **HOME**, **ABOUT**, **ONE | SURE**, **1 ASSIST**, **ONE CLAIMS**, **CONTACT**, **ONLINE SERVICES** (highlighted in yellow), and **COMPLIANCE**. The main content area has a dark background with a large image of an irrigation system. The text **AGRI SOLUTION** is prominently displayed in white, followed by the subtext: **The ONE Agri Policy is designed to protect the farmer's agricultural assets.** A **LEARN MORE >** button is located at the bottom left of this section.

3. Click on **Submit Invoice**:

The screenshot shows a web browser window with the URL `insure.one.za.com`. The page features the ONE SURE logo and a navigation menu with links for HOME, ABOUT, ONE|SURE, 1 ASSIST, ONE CLAIMS, CONTACT, ONLINE SERVICES, and COMPLIANCE. In the top right corner, there is a contact number: 1 Assist 0861 000 286. On the left side, there is a stylized logo that says "1web Your Solution". The main content area is divided into two columns. The left column contains a list of links: "1Web", "Submit an Invoice" (highlighted with a green circle), "Agreement of Loss", "View Policy Schedules", "Cover Search", and "Payment Reference". The right column contains a login form with fields for "Username" and "Password", a checkbox for "Keep me logged in", and a red "Sign In" button.

4. The following pop up will appear, here you can insert your **Company Registration Number / ID Number** (ID number is applicable to Individuals and Sole Proprietors) and **Purchase Order number**: Once complete, click on **Search**

The screenshot shows a web browser window with the URL `insure.one.za.com/submit_invoice.php`. The page header features the ONE|SURE logo and a navigation menu with links for HOME, ABOUT, ONE|SURE, 1 ASSIST, ONE CLAIMS, CONTACT, ONLINE SERVICES, and COMPLIANCE. A contact number '1 Assist 0861 000 286' is also visible. The main content area has a dark background with the text 'Submit an Invoice' and 'ANALYSIS'. Below this, a breadcrumb trail reads 'Home / 1Web / Submit an Invoice'. The central form is titled 'Submit Invoice' and contains a red 'Search' button with a magnifying glass icon. There are two input fields: the left one contains 'XXXX/XXXXXX/XX' and is labeled 'Company Registration / ID Number'; the right one contains 'PUO XXX XXXX' and is labeled 'Purchase Order'. Both labels are highlighted in yellow.

insure.one.za.com/submit_invoice.php

ONE|SURE

1 Assist 0861 000 286

HOME ABOUT ONE|SURE 1 ASSIST ONE CLAIMS CONTACT ONLINE SERVICES COMPLIANCE

Submit an Invoice

ANALYSIS

Home / 1Web / Submit an Invoice

Submit Invoice

Search

XXXX/XXXXXX/XX

PUO XXX XXXX

Company Registration / ID Number

Purchase Order

5. Once loaded, you have the option to **view the Purchase Order**.
Once viewed please click on **Upload Supplier Invoice**:

Submit Invoice

🔍 Search

XXXX/XXXXXXXXXX

Company Registration / ID Number

PUO XXX XXXX

Purchase Order

View Purchase Order

Upload Supplier Invoice

6. After clicking on Upload Supplier Invoice: The **Upload Invoice** box will open:

Upload Invoice

Invoice DateInvoice Number

	Excl. VAT	VAT	Incl. VAT
Damaged item repairs:			<input style="width: 100%; height: 20px;" type="text"/>
Excess recovered:			<input style="width: 100%; height: 20px;" type="text"/>
Total:			

📄 Upload Invoice

📄 Upload Client Release

📄 Submit to Insurer

6.1 **Damage item repairs:** Here you must insert the **Gross Amount** (VAT inclusive, if applicable, and Excess inclusive):

Upload Invoice

<input type="text" value="06/04/2016"/>	<input type="text"/>
Invoice Date	Invoice Number

	Excl. VAT	VAT	Incl. VAT
Damaged item repairs:	R 4 385.96	R -614.04	<input type="text" value="R 5 000"/>
Excess recovered:	R 0.00	R 0.00	<input type="text" value="R"/>
Total:	R 4 385.96	R 614.04	R 5 000.00

Purchase Order was R 7 895.53. There is a R 2 895.53 difference.

Upload Invoice

Upload Client Release

Submit to Insurer

6.2 **Excess Recovered:** Here you must insert the **Excess Amount:**

Upload Invoice

<input type="text" value="06/04/2016"/>	<input type="text"/>
Invoice Date	Invoice Number

	Excl. VAT	VAT	Incl. VAT
Damaged item repairs:	R 4 385.96	R -614.04	<input type="text" value="R 5 000"/>
Excess recovered:	R -2500.00	R -350.00	<input type="text" value="R 2 850"/>
Total:	R 1 885.96	R 264.04	R 2 150.00

Purchase Order was R 7 895.53. There is a R 5 745.53 difference.

Upload Invoice

Upload Client Release

Submit to Insurer

7. Then click on **Upload Invoice**, attach pdf copy, and **Client Release**, attach pdf copy - if applicable.
Once complete Click on **Submit to Insurer**:

Upload Invoice

<input type="text" value="06/04/2016"/>	<input type="text"/>
Invoice Date	Invoice Number

	Excl. VAT	VAT	Incl. VAT
Damaged item repairs:	R 4 385.96	R -614.04	<input type="text" value="R 5 000"/>
Excess recovered:	R -2500.00	R -350.00	<input type="text" value="R 2 850"/>
Total:	R 1 885.96	R 264.04	R 2 150.00

Purchase Order was R 7 895.53. There is a R 5 745.53 difference.

Upload Invoice

Upload Client Release

Submit to Insurer

Note:

Invoice must reflect the following:

- Correct Insurer – As per instruction to proceed
- Our VAT and Company Registration number
- The Purchase Order number – As per instruction to proceed

Please ensure invoice is calculated correctly

If there are additional costs, please ensure this is signed off by the assessor. The signed document must be included with the invoice.