Stellenbosch
UNIVERSITY
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Transport Services
48 Banghoek Road
Stellenbosch, 7600
Private Bag X1,
Stellenbosch, 7599
Website: http://www.su.ac.za/vehicle

PURCHASING OF A DEPARTMENTAL TRANSPORT ASSETS

i.e. Motor Vehicles, Trailers, Tractors, Caravans, Motorcycles,Quadbikes etc (all transport requiring registration at Traffic Dept)

DEPARTMENT

AFFORDABILITY OF VEHICLE INTERNAL FUNDS OR EXTERNAL FUNDS

REASON FOR PURCHASE GENERAL USE PROJECT PERIOD OF CONTRACT Year/s

IF FUNDS ARE OBTAINED THROUGH DONATIONS, IS THERE ANY CONDITIONS UPON EXPIRY OF CONTRACT OR PROJECT?

YEAR	MANUFACTURER	MODEL	EXTRAS

COST CENTRE / PROJECT NO OUT OF WHICH THE VEHICLE WILL BE AFFORDED

PURCHASE ORDER NO

ASSET NO

INVOICE AMOUNT *(Please atttach copy of Invoice)*

RESPONSIBLE PERSON US NO TEL

ADMIN PERSON US NO TEL

FINANCE PERSON US NO TEL

OE KODE of the ADMIN PERSON who will capture the trips on EVP209P

COST CENTRE, PROJECT / PROJECT & GRANT *where the running cost must be recovered from:*

ESTIMATED KILOMETERS / ANNUM

WHERE WILL THE VEHICLE BE PARKED OVERNIGHT

TARIFF OF VEHICLE REPLACEMENT OR BREAK-EVEN

ALL Motorised Vehicle's must have Tracker Fitted:

TRACKER NB CONNECT & RETRIEVE DASHCAM

	DRIVER NAME	ID NUMBER	CELL NUMBER
1			
2			

TAKE NOTE OF THE US POLICY: **ALL VEHICLES MUST BE REPLACED AFTER 4 YEARS OR 80 000KM'S.**

OFFICE USE	
REGISTRATION NUMBER	
FLEET	
VP-COST CENTRE	
TARIFF TYPE FOR VEHICLE	
INSURANCE CODE	
FIRST AUTO	COST CENTRE

TARIFFS:

There are two types of tariffs, namely a replacement tariff or a break-even tariff. Depending on the reason why the vehicle is being purchased — for example, a project with a specific contract period or a vehicle that will be used long-term — a tariff will be determined for the vehicle during the purchasing process.

Replacement Tariff: It is the University's policy that when a vehicle is purchased, an annual budget must be made for the replacement and maintenance of the vehicle. The replacement policy states that vehicles must be replaced within 4 years / 80,000 km. The replacement tariff is set in such a way that the vehicle's expenses (e.g., fuel, repairs, administrative costs, insurance, and other maintenance) are covered, plus an additional amount is budgeted to replace the vehicle.

Break-even Tariff: The break-even tariff is set to cover only the necessary expenses (e.g., fuel, repairs, administrative costs, insurance, and other maintenance).

PROCEDURE

"Uploading Departments kilometer readings"

General:

· Kilometer readings must be loaded promptly at the end of each month.

· The 72 fleets (consisting of departmental vehicles) are checked monthly to ensure that the readings are up to date.

· If the readings are not uploaded by the 10th of the next month, it will be uploaded automatically by the system.
· The income generated by the uploading of kilometer readings covers all the necessary expenses (insurance, fuel etc.), it is therefore very important to keep the readings up to date.

· The entry must stretch over the whole month, in other words the **start date** of the entry must be the **1st** and the **end date** the **last day** of the **month** (30th/31st). E.g. 20260101 to 20260131

· Note: If for some reason you are not able to upload the readings by the 10th of the following month, for example if you are going on leave, please send an e-mail in advance to **llang@sun.ac.za** to make alternative arrangements.

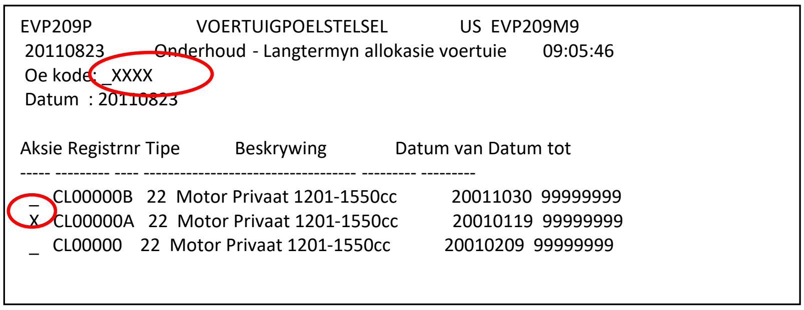
Rates and how it is calculated:

Rates are calculated on a kilometer- or minimum day rate. In the event that the kilometer rate is less than the minimum day rate, the minimum day rate will apply.

E.g. A Vehicle's kilometer rate is R 3.00 and the minimum day rate is R 100.00. The vehicle drives 20km a day.
The rate is calculated as follows:
Kilometer rate: 20km X R3.00 = R 60.00
Minimum day rate: R 100.00
Amount deducted is R 100.00. (The highest amount of the two.)

Procedure: Uploading Departments kilometer readings

Step 1:
· Open Tera Term program EVP209P.
· Enter your OE code. Press **ENTER.**
· The entire department's vehicle's registration numbers will be displayed.
Step 2:
· **TAB** to the registration number of the vehicle you want to update.
· Enter **X** next to the vehicle.
· It will be displayed as follows:



```
EVP209P            VOERTUIGPOELSTELSEL          US  EVP209M9
 20110823        Onderhoud - Langtermyn allokasie voertuie      09:05:46
 Oe kode: _XXXX
 Datum  : 20110823

Aksie Registrnr Tipe          Beskrywing             Datum van Datum tot
----- --------- ---- ---------------------------------- --------- ---------
  _  CL00000B   22  Motor Privaat 1201-1550cc         20011030  99999999
  X  CL00000A   22  Motor Privaat 1201-1550cc         20010119  99999999
  _  CL00000    22  Motor Privaat 1201-1550cc         20010209  99999999
```

Press **ENTER**

```
Registrasie: CL00000A_ 22 Motor Privaat 1201-1550cc
Langtermyn toegeken van: 19990119  tot  99999999
Oe kode   : XXXX XXXXXXXXX

Aksie  Ritnr   Datum Van Datum Tot Tyd Van  Tyd Tot  Km Begin   Km Eind  Kans
----- -------- --------- -------- -------- --------- --------- ----
  _    111111 20110701  20110731 09:00   09:00   2000.00     3500.00
  _    111112 20110601  20110630 09:00   09:00   1000.00     2000.00
  _    111113 20110501  20110531 09:00   09:00   1.00        1000.00

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hulp  Terug Menu  Skep  Versl      Bl    Bl+        Links Regs  Aftkn
```

Step 3:

· Press **F4** to create a new entry.

· Fill in the following:

- o Cost Centre
- o Account number
- o Project number if applicable.
- o Date to and from (1st of the month and last day of the month)
  E.g. 20110601 en 20110630
- o Driver of vehicle
- o Purpose of trip

· Press **ENTER**

· Press **F6** to **confirm entry.**

Problem solving:

· **If entry does not want to confirm (F6):**

- o A message will be displayed at the bottom of the screen.
- **o E.g.**

```
EVP208N1                 VOERTUIGPOELSTELSEL
 20110823   Onderhoud - Langtermyn allokasie voertuie per voertuig   09:17:21
 Registrasienr: CL00000A__ XX
 Vloot    : XX                        Rit nommer:   XXXXXX
 Kostepunt: XXXXX
 Rekening : XXXX      Projek  : ____       Begrjr    : 2011
 Datum van: 20110701    Tyd van  : 08:00
 Datum tot: 20110732    Tyd tot  : 17:00
 Km begin : __2000     Km einde : _3500_     Afstand   :
 Bestemming ________________________________
 Bestuurder: ________________________________    Tarief   :       sent/km
 Dept/Afd  : XXX                   Bedrag    :

 Gebruiker : XXXX      Skepdatum: 20110823    Tyd:         Program: EVP208N1

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12
      Hulp  Terug Menu            Bvstg                          Aftkn
SYSTEM0002 Rit datum van moet in JJJJMMDD formaat wees
```

- o Possible reasons:

There are insufficient funds in the cost centre / account.

· Arrange for funds to be transferred to the account.

There is already an entry for the dates you entered.

· E.g. You want to load the entry for the 1st of June to the 30th of June, but your previous entry ends on 20110601. The next entry must be loaded from 20110602.

Entry is not in the correct format (JJJJMMDD. (Like example above.)

· **If a vehicle is not displayed on the list of vehicles you have to administer:**

- o Possible reasons:

The vehicle that you administer might not be linked to your OE code. To correct this send an e-mail to **llang@sun.ac.za** where you list the following:

· The registration number of the vehicle that you need to administer.

· As well as your OE code.

You will then receive confirmation that the vehicle has been linked to your OE code, after which you will be able to upload the readings.

There are securities built into the system, if you are not authorised to use the cost centre linked to the vehicle, the vehicle will not appear. If you are authorised to use the cost centre to upload the readings, **send an e-mail to llang@sun.ac.za**. You will be notified as soon as you have access.

· If you still experience problems, **send an e-mail to llang@sun.ac.za**. Please state clearly in the subject line that the problem pertains to program EVP209P, as well as the problem that you are experiencing. The suitable person will then contact you to help solve the problem.