

1. **What documents are required when submitting a notice to GPW?**

When submitting your notice to GPW, all documents must be attached separately in your email.

Electronic Adobe form
 Payment document (Proof of payment, Purchase Order or Cash receipt)
 Valid GPW Quotation
 Notice Content (where applicable)

2. **How do I submit a notice to GPW for publication in a gazette?**

Email your notice submission with all required documents to submit.egazette@gpw.gov.za.

3. **Where and how do I get a quote?**

To obtain a quote, simply get in touch with the GPW Contact Centre on 012-7486200 or email info.egazette@gpw.gov.za.

4. **Do all notices require quotes?**

Yes, all notices require quotes. Irrespective of whether it a fixed price notice, all notices require quotes.

5. **What is the lead time for obtaining a quote from the GPW Contact Centre?**

The lead time for requesting a quote from GPW is at least 2 working days before the submission deadline for that specific publication.

6. **What business rules apply for submitting my notice to GPW?**

a. Quotations are valid until the next tariff change.

Take note: *GPW's annual tariff increase takes place on 1 April therefore any quotes issued, accepted and submitted for publication up to 31 March will keep the old tariff. For notices to be published from 1 April, a quote must be obtained from GPW with the new tariffs. Where a tariff increase is implemented during the year, GPW endeavours to provide customers with 30 days notice of such changes.*

- Every notice submitted **must** be accompanied by a quote. Quotations and payment documents must be included as separate documents when submitting your notice.
- b. Each quote has a unique number.
- c. Every notice submitted **must** be accompanied by a valid & legible proof of payment document.
- d. Form Content notices **must** be emailed to the eGazette Contact Centre for a quote.

The Adobe form supplied is uploaded by the Contact Centre Agent and the system automatically calculates the cost of your notice based on the layout/format of the content supplied. It is critical that these Adobe Forms are completed correctly and adhere to the guidelines stipulated by GPW.

APPLICABLE ONLY TO GPW ACCOUNT HOLDERS - GPW Account Customers **must** provide a **valid GPW account number** to

- f. obtain a quote.
- APPLICABLE ONLY TO GPW ACCOUNT HOLDERS** - Accounts for GPW account customers **must** be active with sufficient credit to transact with GPW to submit notices.
- g. If you are unsure about or need to resolve the status of your account, please contact the GPW Finance Department prior to submitting your notices. (If the account status is not resolved prior to submission of your notice, the notice will be failed during the process).
 The responsibility to ensure that the payment made for your notice(s) to be published is sufficient to cover the cost of the notice(s) lies with you, the customer.
- APPLICABLE TO CASH CUSTOMERS ONLY** – Cash customers doing **bulk payments** must use a **single email address** in order to use the **same proof of payment** for submitting multiple notices.
- j. Each quote will be associated with one proof of payment / purchase order / cash receipt.
 This means that the quote number can only be used once to make a payment.
- k. Every proof of payment **must** have a valid GPW quote number as a reference on the proof of payment document.

7. **Can I request a bulk quote for notices?**

Yes, bulk quotes for notices can be requested via the GPW Contact Centre for all notice types. Variable Priced - Form Content notices must be emailed to the Contact Centre for a bulk quote.

Online Quoting caters for bulk quotes for Fixed Priced and Variable Priced - Separate Content notices only.

8. **Why do I need to comply with the Business Rules?**

As part of streamlining GPW's finance processes, the Notice Quoting Module was implemented to ensure that each customer receives a standard GPW quote PDF document with a unique number. This ensures that there are no duplicate quote numbers and each customer is linked to a specific quote number thus making inquiries to GPW much more efficient and effective. Further to this, each customer is required to use their unique quote number as the payment reference number – this enables GPW to link customers to their unique quotes and to the payments received.

Compliance to the Quoting business rules is the first requirement to ensuring that all customers request and obtain a quote from GPW before submitting their notices for publishing. Customer adoption of the business rules is essential before payment validation rules is implemented. These validation rules will verify if a valid GPW quote is included in your notice submission, and if your payment reference number matches the quote number.

If either of these criteria is not met, your notice submission will be failed back to you.

9. **Where can I find the tariffs for notices?**

For a list of tariffs charged for notices per pricing category, please refer to the GPW website: www.gpwonline.co.za. The list can be found on the Gazette Services page under the Tariff Rates 2016 tab. Please also take note that these tariffs were effective from 1 April 2016.

10. **Where can I find the electronic Adobe forms?**

The electronic Adobe forms can be found on the GPW website: www.gpwonline.co.za. on the Gazette Services page under the Notice Submission Forms tab.

Simply download the required form to your computer and complete the required fields.

11. **Who do I contact at GPW should I require assistance or information?**

For further information or assistance, please contact the GPW Contact Centre on 012-7486200 or email info.egazette@gpw.gov.za.

12. **What happens to my notice if my notice submission does not comply with the business rules?**

Your notice will be failed back to you with a reason for failure. You will have to resubmit your notice for the next available publication date.