

31 January 2025

Dear Sir/Madam,

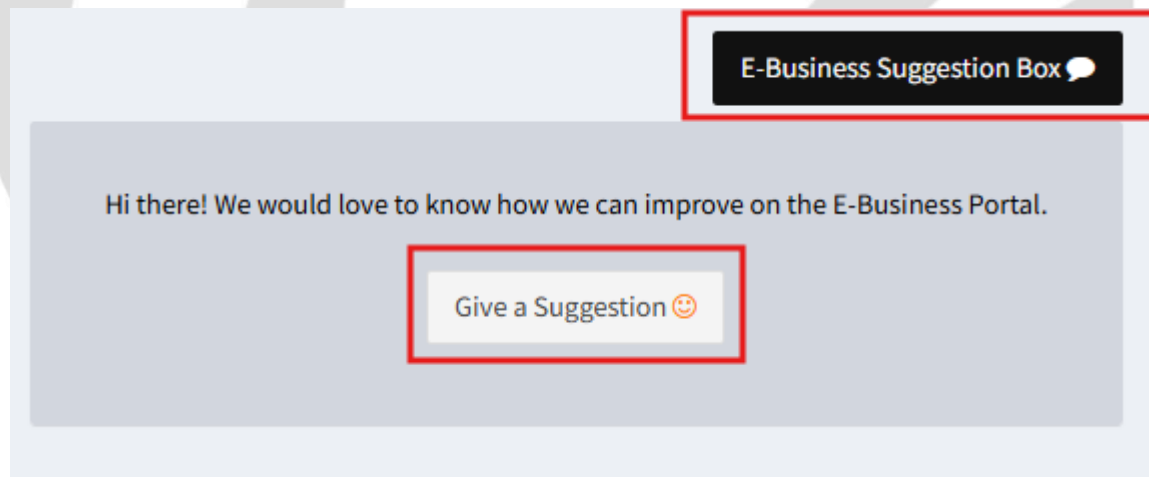
Circular to all Employers in the Road Freight & Logistics Industry

Re: Update Relating to the Online E-Business Portal

This is a notification to all Road Freight and Logistics Industry employers, of the following updates related to the Online E-Business Portal.

Take note of the below features that have been newly implemented:

1. E-Suggestion Box - Employers can utilise this option to submit improvements/suggestions relating to the E-Business Portal.



The screenshot shows a web interface for the E-Business Suggestion Box. At the top right, there is a black button with white text that says "E-Business Suggestion Box" followed by a speech bubble icon. Below this, the main content area has a light blue background with the text "Hi there! We would love to know how we can improve on the E-Business Portal." In the center of this area is a white button with a red border that says "Give a Suggestion" followed by a smiley face icon.

- Trade Union Resignation Request - Employers can utilise this option on the E-Business Portal to submit trade union resignations for further administration by the Membership Department.

Employee Details Trade Union History Sicknotes Notice Claims

General Details

Employee No [Input Field]	Clock Card Nr Clock Card Nr	Commencement Date 0000-00-00	Termination Date 0000-00-00	Termination Reason Choose Termination Reason
Surname Employee Surname	Name Employee First Name		Initial(s) Initials	Title Titl
ID Nr [Input Field]	ID Verified Yes	RSA Citizen Yes	Date of Birth [Input Field]	Gender Male
Passport Nr Passport Nr	Passport Issue Date 0000-00-00	Passport Expiry Date 0000-00-00	Foreign/ Personal ID Nr Foreign/ Personal ID Nr	

Employee Edit

Dashboard > Employee Menu > Employee Edit

Employee Details Trade Union History Sicknotes Notice Claims

Add New Trade Union Document +

Show 10 entries

Timestamp	Transaction Type	TU Code	Signature Date	Effective Date	Attachment
No Trade Union History Available					

Showing 0 to 0 of 0 entries

Previous Next

Trade Union History for Employee: [Input Field]

Dashboard > Employee Menu > Employee Trade Union History

Trade Union Details

Trade Union #1 10 : M.T.W.U.	Commencement Date 1996-05-31	Document Type Choose Document Ty
Trade Union #2 No Trade Union	Commencement Date 0000-00-00	Document Type Choose Document Ty
Trade Union #3 No Trade Union	Commencement Date 0000-00-00	Document Type Choose Document Ty
Trade Union #4 No Trade Union	Commencement Date 0000-00-00	Document Type Choose Document Ty

Clear Save changes

Trade Union History for Employee: 0065229 Dashboard > Employee Menu > Employee Trade Union History

Trade Union Details

Trade Union #1 10: M.T.W.U.	Commencement Date 1996-05-31	Document Type Resignation Letter	Resignation Date Resignation Date	Resignation Effective Period Resignation Effective Period	Resignation Letter Upload Resignation Letter
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Has this resignation been submitted to the union?
☐ Yes ☐ No

Trade Union #2 No Trade Union	Commencement Date 0000-00-00	Document Type Choose Document Type
Trade Union #3 No Trade Union	Commencement Date 0000-00-00	Document Type Choose Document Type
Trade Union #4 No Trade Union	Commencement Date 0000-00-00	Document Type Choose Document Type

Clear **Save changes**

3. Bulk Uploads (You will now be able to upload employee leave dates and expected payment dates). Please find the upload process below and the file format
- Please remove headings
 - File should only consist of data that should be on the bulk application
 - File will need to be saved in csv format
 - If you're struggling, please contact E-Business

Bulk Employee Payouts Dashboard > Payouts > Bulk Employee Payouts

Payout Selection

Payout Type Choose Payout Type	Employees All Employees <input type="radio"/> Upload File with Employee Nrs <input checked="" type="radio"/>	Attachment Upload File with Employee Nrs
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Clear **Generate Bulk Payout**

Upload File with Employee Nrs

Select from files

Choose file No file chosen

Upload File

- File format below

	A	B	C	D	E	F
1	Employee Number Council	Period From	Period To	Expected Pay Date	Include Sat	Pay To Employer
2	2249***	2024/11/01	2024/11/21	2024/11/01	N	Y
3	2281***	2024/11/01	2024/11/21	2024/11/01	N	N
4	1798***	2024/11/01	2024/11/21	2024/11/01	N	Y
5						

Any queries pertaining to this matter can be directed to the below:

E-Business Assistant

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E-Business Assistant

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Yours Faithfully

National Secretary

(This document has been sent electronically, and it is therefore not signed)