

Question	Answer
Please provide the physical location as to where project is to be conducted?	<p>Cape Town Physical Address: Sabel Centre – South African Revenue Services Corner Paddington and De Lange Street Bellville</p> <p>Johannesburg Physical Address: SARS Alberton Campus 15 McKinnon Crescent New Redruth Shopping Village</p> <p>SARS retains the right to change both physical sites within a 50km radius from the offsite Service Provider sites.</p>
Where are the physical boxes/records currently?	<p>Cape Town Offsite Storage Service Provider</p> <p>Johannesburg Offsite Storage Service Provider 1 Offsite Storage Service Provider 2</p>
While daily volumes/throughput has been provided, please be so kind to provide estimate total records required to be scanned over the 24 month contract period?	We estimate 200 files per box with an approximate total estimate of 2000 pages per box.
The records to be scanned, what document types do they cover? Example: Tax files, correspondence, reports, acquittals etc.	<p>Tax Files Custom Files Other SARS files e.g. SARS HR, SARS Procurement etc.</p>
Minimum & Maximum number of fields for capturing?	<p>SARS Documentum solution Login: UserName* Password*</p> <p>Search Vendor Info: ----- Vendor Type Box Owner Name Box No Box Owner SID</p> <p>Update or Create Box Arrival Status: ----- Vendor Type** Box Owner SID Box Owner Name Tax Reference No** Tax Year** Box Number**</p> <p>View Updated History Details: -----</p>

	<p>From Date To Date</p> <p>Create Vendor Info: -----</p> <p>Box No** Vendor name** Box Date** Box Owner SID** Box Owner Name** Tax Reference No** Tax Year** Box Region Box Document Type Box Department Box Description 1 Box Description 2</p> <p>Total number of fields when Receiving boxes = 26</p> <p>Total number of clicks when Receiving boxes = 20</p>
--	---