

Lehae La Sars  
299 Bronkhorst Street  
Nieuw Muckleneuk, 0181  
Private Bag X92  
Pretoria, 0001



South African Revenue Service

Billing Address

South African Revenue Service  
Accounts Payable Registration Division  
Private Bag X 923  
Pretoria, 0001

Accounts Queries & Statements

Thitakuwi Munyai  
E-mail: [tmunyai2@sars.gov.za](mailto:tmunyai2@sars.gov.za)  
Phone: 0124224338  
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Purchase Order

Purchase Order Information		Delivery Address	
Description:	TEXTBOOK-SANDTON	Deliver To:	Claudine Raubenheimer
Order Number:	3100035441		Claudine Raubenheimer
Order Creation Date:	27/02/2024		Bronkhorst
Reference:	RFX6-24804		54 Maxwell Drive
			Gauteng
Buyer:	Lungelo Ngema		WOODMEAD, SANDTON
Tel Number:		Tel Number:	0116023759 / 0618973866
E-mail:	lngema@sars.gov.za	Delivery Date:	14/03/2024

Vendor Information			
Vendor Number:	6000002118	Vat Number:	4210103133
Name:	PICSIE BOOKS	CSD Number:	MAAA0136187
Address:	PO Box 786340	Currency:	ZAR
	SANDTON	Payment Terms:	Z010 - SARS-within 7 days
	2146	Tel Number:	0114428175
		Fax Number:	0114427910
Email:	picsie@mweb.co.za		

Item	Description	Quantity	Unit	Unit Price	Net Amount
1	SILKE: SOUTH AFRICAN INCOME TAX	18	EA	1,030.00	18,540.00 ZAR
2	NOTES ON SOUTH AFRICAN INCOME TAX	18	EA	1,240.00	22,320.00 ZAR
3	INCOME TAX LEGISLATION	11	EA	710.00	7,810.00 ZAR
4	INDIRECT TAX HANDBOOK	33	EA	810.00	26,730.00 ZAR
5	PROFESSIONAL TAX HANDBOOK	90	EA	1,140.00	102,600.00 ZAR
6	THE TAXATION OF TRUSTS IN SOUTH AFRICA	1	EA	650.00	650.00 ZAR
7	OECD MODEL TAX CONVENTION ON INCOME AND	2	EA	2,960.00	5,920.00 ZAR
8	OECD TRANSFER PRICING GUIDELINES FOR MUL	2	EA	4,890.00	9,780.00 ZAR
9	DELOITTE VAT HANDBOOK	2	EA	200.00	400.00 ZAR
Total Net Value VAT Inclusive:					194,750.00 ZAR

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CONDITIONS & INSTRUCTIONS TO VENDORS:

1.     **Standard Conditions:**
  - SARS Procurement Procedures (as amended), will apply for this Purchase Order.
  - It is mandatory to acknowledge the receipt of this Purchase Order.
  - Adherence to the terms and conditions as stated on this page is essential; failure to comply could result in payment being delayed.
2.     **Price Basis:**
  - The price/s quoted is/are firm for the duration of this Purchase Order and includes VAT, where applicable.
3.     **Exchange Rate (if applicable):**
  - The price/s quoted is/are based on the ruling exchange rate at date of quotation/ Tender.
4.     **Invoices and Payment:**
  - In respect of a Purchase Order for goods, a Proof of Delivery (POD) , reflecting the Purchase Order number, must accompany the goods to be delivered. No goods will be accepted without a corresponding POD.
  - In respect of a Purchase Order for services rendered, a duplicate Invoice, reflecting the Purchase Order number, must be handed to the person receiving the service after such service has been completed.
  - The original invoice/s must reflect the relevant Purchase Order number and sent directly to the Billing Address as indicated on page 1 of this Purchase Order. If the Purchase Order number is not quoted on the invoice, said invoice will not be paid.
  - The Invoice number should not exceed 16 digits/characters.
  - The Invoice date cannot be earlier than the delivery date acknowledged on the Proof of Delivery (POD).
  - The Invoice descriptions and line items must match those reflected on this Purchase Order.
  - A statement of the SARS account must, on a monthly basis, be sent to the accounts contact person as indicated on page 1 of the Purchase Order.
5.     **Cash Discount:**
  - Invoices must be clearly endorsed with the conditions under which the discount is offered.
6.     **Value Added Tax:**
  - Value Added Tax (VAT) must be shown separately on Invoices. If you are not registered for VAT you may not charge VAT.
7.     **Correspondence:**
  - For payments and account statements, correspondence must be addressed to the Accounts contact persons as detailed on page 1 of this Purchase Order.
  - All other correspondence must be addressed to this office.
8.     **Alterations or Additions:**
  - Any alterations or additions to any of the terms of this Purchase Order must be made and confirmed in writing by this office.
9.     **Electronic Purchase Order Sign-Off:**
  - This Purchase Order has been electronically signed-off as part of the standard SARS Procurement process. The Supplier does not need any further approval from SARS to process this Purchase Order.