

**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  
 Fax: 0124224338

**Purchase Order**

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

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

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
<b>Total Net Value VAT Inclusive:</b>					<b>194,750.00 ZAR</b>

## Purchase Order

<b>Description:</b>	TEXTBOOK-SANDTON
<b>Order Number:</b>	3100035441
<b>Order Creation Date:</b>	27.02.2024

### **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.