



NOTICE 47 OF 2023 SUPPLY CHAIN MANAGEMENT

VERY IMPORTANT NOTICE TO OUR SUPPLIERS

Please note that all suppliers must adhere to the processes and requirements as set out in this letter without exception.

1. Purchase orders

1.1 No payment to suppliers will be made unless an official purchase order was issued to the supplier **prior to the delivery of the goods or service**. Only in very exceptional emergency situations will we deviate from this principle in which case the **authorised official (SCM)** still need to provide you with confirmation of the emergency instruction followed by an official order within two working days after said emergency by the user department.

1.2 Suppliers must therefore not deliver goods and services without a valid purchase order or emergency confirmation. **Emergency confirmation would be directly converted from the Supply Chain Department.**

1.3 Suppliers are only authorised to proceed with the supply and delivery of goods and services for the work and amount stated on the official purchase order, and may not proceed with any additional work that may result in extra costs. The municipality would therefore not be liable for any additional costs unless an official purchase order has been issued which indicates the additional cost.

2. Your tax invoices

Your tax invoices submitted to us for payment must at least reflect the following information:

- Our official order number
- Our VAT number: 4750 104 632
- Information as required in terms of Section 20(4) and 20(5) of the VAT Act;

Full Tax invoice (Consideration of R3 000 or more) Section 20(4) of the VAT Act	Abridged Tax invoice (Consideration less than R3 000) Section 20(5) of the VAT Act
<ul style="list-style-type: none">The words TAX INVOICE must be in a prominent place on the invoice;Name, full physical and postal address of vendor;VAT registration number of the vendor;Name, address and VAT registration number of the recipient of the invoice;Serial number and date of issue of invoice,Full and proper description of the goods and/or services delivered;The quantity or volume of goods or services supplied (where possible indication whether it is new or used goods),The price & VAT for the goods and/or services must be clearly specified	<ul style="list-style-type: none">The words TAX INVOICE must be in a prominent place on the invoice;Name, full physical and postal address of vendor;VAT registration number of the vendor;Serial number and date of issue of invoice;Full and proper description of the goods and/or services delivered (where possible indication whether it is new or used goods)The price & VAT for the goods and/or services must be clearly specified.

If your company's tax invoices do not comply with these provisions it will be sent back to your offices for correction. Only after the corrected tax invoice has been received by our offices, will we proceed with payment.

3. Delivery of your tax invoices to us

All invoices and monthly statements must be delivered to our offices as follows:

- Hand delivered to the Finance Department, Creditors Section situated at 69 Voortrekker Road, Oudtshoorn, or
- Posted to PO Box 255, Oudtshoorn, 6620 for the attention of the Creditors section.
- Contacts number for inquiries (044) 203-3174 for the attention of Mr. J. Ladouce.

4. Payment of invoices

Payments will only be made within 30 days of receiving the relevant invoice or statement. It is recommended that invoices and monthly statements are also sent via email to creditors@oudtmun.gov.za. These will speed-up the processing of invoices and reconciliations.

Please refrain from forwarding invoices and monthly statements to persons other than those indicated above as receipt of documentation will be officially acknowledged once it is received at the creditors section.

MR W. HENDRICKS
MUNICIPAL MANAGER
Date published: 2023-03-02&03