



SETSOTO

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
MASEPALA WA LEHAE

Head Office

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DEPT. FINANCIAL SERVICES

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All correspondence address to Head Office /Alle korrespondensie gerig te word aan Hoofkantoor /Mangolo ohle a lebiswe Ntlokolo

YOUR REF:

OUR REF:

Date 25 May 2023

NOTICE TO ALL SERVICE PROVIDER/SUPPLIERS

Kindly note that in order to ensure that payment due to you are processed without delays, kindly ensure that your invoice for services rendered or goods provided complies to the following requirements.

- Contains the words "Tax Invoice", "VAT Invoice" or "Invoice".
- Name, address, and VAT registration number of the supplier.
- Name, address and where the recipient is a vendor, the recipient's VAT registration number.
- Serial number and date of issue of invoice.
- Accurate description of goods and /or services (indicating where applicable that the goods are secondhand goods).
- Quantity or volume of goods or services supplied.
- Value of the supply, the amount of tax charged and the consideration of the supply (value and the tax).
- Date of goods and / or services rendered.

Please feel free to contact Mr S. Dube, Accountant Expenditure for any clarity in this regard.

I hope you find this in order.

Regards,

N F Malatjie
Municipal Manager

25/5/2023