



SETSOTO

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
MASEPALA WA LEHAE

Head Office

P.O. Box 116
Voortrekker Street
FICKSBURG
9730
Tel: (051) 933 9300
Fax: (051) 933 3309

DEPT. FINANCIAL SERVICES

P.O. Box 116
FICKSBURG
9730
Tel: (051) 933 9300 Fax: (051) 933 9343
e-mail: finance@setsoto.co.za
income@setsoto.co.za

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

YOUR REF:

OUR REF:

Date 16 November 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.
- The address for Setsoto Local Municipality to be used on original invoices are as follows:

Setsoto Local Municipality

27 Voortrekker street

Ficksburg

9730
- Setsoto Local Municipality's VAT number is 4 000 846 511.

4. The original invoice must include the Purchase Order Number for easy reference and to ensure compliance issues.

5. Payments will not be made on copy invoices but only on original compliant invoices. The original invoices must be submitted to the Expenditure Division via creditors@setsoto.co.za and cc the staff member on the email for who you provide the goods and services. The staff member of the Municipality must then ensure that his/her signature is applied on the Invoice before payment will be made.

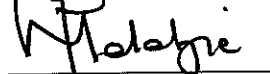
6. Furthermore, all invoice above R 15 000.00 is not allowed to be hand-written invoices.

7. Also include the following on your invoice:
 - CSD registration number
 - Email Address
 - Contact detail

8. Please feel free to contact Mr S. Dube, Accountant Expenditure at 051 9339385 for any clarity in this regard.

I hope you find this in order.

Regards,



N F Malatjie
Municipal Manager

16/11/2023