



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

DEPARTMENT OF FINANCE
Accounts Payable Division

To: All Finance Managers, University of Pretoria Suppliers

SUBMITTING INVOICES TO THE UNIVERSITY OF PRETORIA

To ensure prompt processing and payment, please ensure that all documents submitted to the University's Accounts Payable Division, meet the following requirements.

A. SUPPLIER INFORMATION

1. INVOICES / TAX INVOICES AND CREDIT NOTES

INVOICES and CREDIT NOTES must clearly display **A DATE, A DOCUMENT NUMBER** and be **SARS** compliant, where VAT is applicable.

*** Source: **VAT 404 – VAT GUIDE FOR VENDORS (SARS)** ***

Also, ensure that all INVOICES and CREDIT NOTES clearly display your correct entity **NAME**, as it appears on your bank account and SARS Notice of Registration.

“**TRADING AS**” names may only be used, if such name has been registered with SARS and / or your banking institution. In such cases, we will require the documentary proof.

2. BANKING DETAILS

The University of Pretoria reserves the right, not to edit or amend a supplier's bank account information, without ORIGINAL supporting documents, namely.

- An original cancelled cheque OR
- An original letter from your Banking Institution, stating the new account details.
- Bank information supplied, may not be dated older than 3 months, from current date.

3. STATEMENTS

Please ensure that a MONTHLY statement of account is issued in an “**OPEN ITEM FORMAT** “. Electronic statements may be sent to: **creditors@up.ac.za**

4. PAYMENTS

Please ensure that ALL payments are receipted, on your financial system, strictly as per our “**PAYMENT ADVICE**“. Requests for advices may be sent to: **creditors@up.ac.za**

B. UNIVERSITY OF PRETORIA INFORMATION

5. INVOICES / TAX INVOICES AND CREDIT NOTES

All documents must be clearly addressed to the, **UNIVERSITY OF PRETORIA**, and NOT to faculties, departments, divisions or individual staff members of the University. Neither should our name be abbreviated or addressed to “TUKS or TUKKIES “

The University of Pretoria’s VAT number is: **461 011 7774**.

Example of addressing an invoice:

Invoice to:

UNIVERSITY OF PRETORIA The Director of Finance Private Bag X 20 Hatfield 0028	<i>Deliver to:</i> <i>(Location as per purchase order)</i>
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6. TERMS OF PAYMENT

The University’s terms of payment are strictly “**30 DAYS FROM FIRST MONTH END STATEMENT** “. No payment will be made until all goods have been received in good order / services satisfactorily rendered and our PURCHASE ORDER NUMBER quoted on your invoice.

The procuring of all goods and services must be done by means of an official order.

7. OUR ADDRESS DETAILS

Postal address

Physical address

UNIVERSITY OF PRETORIA The Director of Finance Private Bag X 20 Hatfield 0028	UNIVERSITY OF PRETORIA Hatfield Campus Cnr Lynnwood & University Road Hatfield 0028
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ACCOUNTS PAYABLE DIVISION

Tel. 012 420-3006 / 012 420-3357

Email: creditors@up.ac.za

January 2018