



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA  
Denkleiers • Leading Minds • Dikgopolo tša Dihalefi

To: The Manager of Finance

03 January 2012

## Subject: Submitting Invoices to the University of Pretoria

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

## 1. VENDOR'S REQUIREMENTS

### INVOICES / TAX INVOICES AND CREDIT NOTES

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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.

### BANKING DETAILS

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The University of Pretoria reserves the right, NOT to edit or amend a Vendor's BANK account information, without ORIGINAL or CERTIFIED supporting documents, namely.

- An original cancelled cheque OR
- An original letter from your Banking Institution, stating the new account details.

### STATEMENTS

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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**

### PAYMENTS

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

## 2. UNIVERSITY OF PRETORIA'S REQUIREMENTS

### INVOICES / TAX INVOICES AND CREDIT NOTES

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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 :*

<b>UNIVERSITY OF PRETORIA</b> The Director of Finance Private Bag X 20 Hatfield 0028	<b>HATFIELD CAMPUS</b> Department of Finance Att : Devon Govinden Admin. Building : room 3-54.1 Tel. 012-420 3006
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##### *Deliver to :*

### TERMS OF PAYMENT

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The University's terms of payment are strictly " **30 DAYS FROM DATE OF 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.

### OUR ADDRESS DETAILS

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##### *Postal address*

<b>UNIVERSITY OF PRETORIA</b> The Director of Finance Private Bag X 20 Hatfield 0028	<b>UNIVERSITY OF PRETORIA</b> Cnr Lynnwood & University Road Hatfield 0028 MAIN CAMPUS
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##### *Physical address*

Sincerely,

**Devon Govinden**

Tel. 012-420 3006

Email: Devon@up.ac.za