



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

City of Cape Town Supplier Guidelines for Submitting Invoices and Statements

Making progress possible. Together.

City of Cape Town supplier guidelines for submitting invoices and statements

To ensure timeous payment, we have compiled this document to inform you of the correct procedures when submitting invoices and supporting delivery documentation.

Purchase orders

An official purchase order is required for any services or goods supplied to the City of Cape Town. The purchase order number must reflect on all documentation received from suppliers.

Proof of delivery

All goods and services must be supplied with a delivery note or invoice. A signed copy must be retained by the supplier, which is to be made available to the Accounts Payable Department on request.

The document must contain:

- The signature of the City official who received the goods
- His/her initials and surname and official staff number
- Date of receipt of goods/service
- The delivery note number must be referenced on the invoice

Submission of invoices

Invoices must be issued and submitted only after goods and services have been fully rendered. If VAT is charged, valid invoices must be issued as per South African Revenue Services requirements, found here:

<http://www.sars.gov.za/ClientSegments/Businesses/Government/Pages/Tax-Invoices.aspx>

Accepted methods of receipt of invoices

E-mail address or postal details are provided on the official purchase order. Please note the following:

- E-mail invoices must be scanned at a low resolution to reduce the size of the document.
- Supply one invoice per scanned image. Images with more than one invoice will not be processed for payment.
- Do not attach more than 10 (images) invoices per e-mail, as our system will reject e-mails greater than 10MB in total size.

Hand delivered invoices/statements are accepted at the Accounts Payable Registry office at Bellville Civic Centre. We are investigating electronic data interchange for possible future implementation. Contact the manager at Accounts Payable if you would like to be included in this functionality.

Contact us

All queries relating to payments, unpaid invoices, statements and general queries must be raised with the Call Centre on 086 010 3089, option 5 or you can e-mail AccountsPayable.Enquiries@capetown.gov.za

Statements

Supplier statements must be submitted monthly using the same accepted methods of receipt of invoices as mentioned above.

Remittances

All remittance advices will be sent to your e-mail address as provided to our Supplier Master Data. If there is no email address, the advices will be faxed or posted. The City will also use the same communication method to communicate with you.

Name changes, contact detail and banking detail changes

It is the supplier's responsibility to inform the Supplier Management Department of any name changes, contact and banking detail changes. The details must be sent to:

Supplier Management

Concourse Level
Civic Centre
12 Hertzog Boulevard
Cape Town

Email: supplier.management@capetown.gov.za
Tel: +27 21 400 9242/9245/9243/9247/9244/9250
Fax: +27 21 400 2018
Fax to e-mail: 086 546 1881

Yours sincerely,
Manager: Accounts Payable

