



## public works

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA

Private Bag X65, Pretoria, 0001, Tel (012) 337-2000  
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### To All Service Providers:

### Submission of invoices to the National Department of Public Works

In terms of PFMA section 38(1) (f), Government Departments are required to settle all contractual obligations and pay all money owing within the prescribed or agreed period.

National Treasury Regulations section 8.2.3 also requires that all payments due to creditors must be settled within thirty (30) days from receipt of a valid invoice or, in the case of civil claims, from the date of settlement or court judgment.

In line with the above policies we are required to pay valid invoices within 30 days upon receipt.

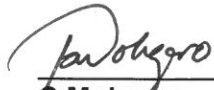
All invoices must be submitted to central registry offices in any one of the 11 Regions of the Department where the order was issued. No invoice may be given to any other officials, including Project/Works Managers.

Invoices may also be submitted to the Department through post, email or Fax to a specified delegated official, as per the attached address list, in the relevant office where the order was issued with the name of the officials who worked on the project.

The invoice should include the following minimum details:

- The name, address and phone number of the supplier submitting the invoice
- The invoice date
- The invoice must be made to the “Department of Public Works”
- One of the following is included on the invoice
  - Project number (WCS)
  - Order Number for day-2-day (PMIS)
  - Order number (Logis)
- Amounts on the invoice must be correct (individual amounts must agree to the total);
- The words “Tax Invoice” must be stated in a prominent place
- The VAT registration number of the supplier/ service provider, if applicable
- The amount of VAT indicating the % of VAT charged

Note that any deviation from the above may result in payment delays or non-payment.



C Mokgoro  
Chief Financial Officer

DATE: 29.3.16



## public works

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Public Works  
REPUBLIC OF SOUTH AFRICA

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