



UCT Invoice requirements

It is of critical importance that we receive valid supporting documentation, meeting all legal and tax requirements. To ensure efficient handling and payment of your invoices and improved customer service, it is essential that you refer to the mandatory legal and UCT requirements to be added to each invoice or credit note.

UCT may withhold payment if a vendor's invoice is inaccurate, or does not meet UCT's invoice requirements or legal or tax requirements.

SARS and UCT Requirements

Supplier Information

- Full name of the supplier
- Full address of the supplier
- Telephone and fax no of the supplier
- The VAT identification number of the supplier: tax registration number

Customer Information

- Full name – University of Cape Town
- Name, department and physical address of recipient of goods/services
- The VAT registration number of UCT, please quote:
University of Cape Town - VAT NO 4540125707

Checklist of requirements that MUST appear on your invoice:

- The words "Tax Invoice" clearly indicated.
- The invoice number (serialised)
- Date of issue of the invoice
- Description of goods and/or services
- The quantity of the goods/services supplied or nature of the services rendered
- The price per unit (excluding VAT) of the goods/services supplied.
- Taxable amount per VAT rate or exemption
- The total cost of the invoice.
- The UCT purchase order number on all invoices - UCT will not be held liable for payment if a purchase order number is not quoted on the invoice.
- Any discounts or rebates, not included in the unit price
- VAT rate(s) applied
- Total VAT amount must be shown separately on invoices and similar documents
- Total Invoice Amount
- Goods dispatch note number
- The UCT purchase order number must appear on all invoices.

General Information

- Original tax invoices must be provided. Photocopies and faxes of invoices are not allowed.
- No altered invoices

- No multiple PO numbers referenced on invoice
- Proper Remit address (that matches our system)
- Emailed PDF formatted invoices are allowed
- A 'systems generated' Copy Tax Invoice (printout or e-mail) with the words "Copy tax invoice" to be submitted if the original tax invoice has gone astray.
- No payments are made against quotations or from statements, delivery tickets, etc.
- Where advance payment is essential a Pro Forma invoice is required.
- A **monthly statement** of account is required for reconciliation purposes.

Vendor Highlights - What You Need To Know

1. Doing business with UCT
2. Payment terms
3. Ordering and payment
4. Where to send your invoices
5. Who to contact in Creditors
6. Changes to vendor information

1. Doing business with UCT

The University of Cape Town relies on a significant number of suppliers to provide our faculties, departments and research units with the goods and services they require in support of our mission to be an outstanding teaching and research University. It is therefore important for potential suppliers to understand how to partner with the University to enable us to meet our business goals and fulfil our responsibilities.

The University's Procurement and Payment Services (PPS) section is responsible for managing the University's procurement function. PPS is committed to providing the University community with an efficient, user friendly procure to pay service. This requires optimum administrative efficiency to provide the highest level of client support.

2. Payment terms

UCT' standard payments terms are 30 days from date of invoice. **Note that COD payment is not possible.** Please remember that every invoice must follow an established payment process, which is contemplated according to your payment terms with UCT.

3. Ordering and payment

UCT pays its registered vendors by EFT or by procurement card. In either case, **no goods or services should be supplied without receiving a UCT purchase order.** This purchase order number must be included on the invoice as UCT will not be held liable for payment if a purchase order number is not quoted on the invoice.

To ensure faster processing of your invoices, please ensure your billing invoice matches our purchase order (line by line); contains the proper unit of measure; and agrees with the PO price. We will not issue payment until the goods or services have been received in our system, and our procurement specialist/buyer has approved any discrepancies from the original purchase order. **ALWAYS ensure the remit-to address and name on your invoice is correct** and that we have received the same information to update our records. If different in our system, this will further delay processing of your invoice.

4. Postal address for invoices

University of Cape Town, Creditors, Private Bag X3, Rondebosch, 7700

5. Who to contact in Creditors for the following:

- Processing of all trade vendor invoices
- Processing of One Time Vendor invoices

- Invoices rejected(queries separated into alpha sections)
- Monthly reconciliation of Supplier Statement of account
- Payment notification and payment inquiries

Trade Creditors clerks and responsibilities

Direct matching on all sections -Trade vendors	Nomsa Kenana Tel.: 021 650 3723 Email: nomsa.kenana@uct.ac.za
Section A-C Queries & reconciliations	Achmat Salie Tel.: 021 650 4360 Email: achmat.salie@uct.ac.za
Section D-E Club Corp,Budget, Amex Queries & reconciliations	Mary Ransom Tel.: 021 650 2234 Email: mary.ransom@uct.ac.za
Section F-J Queries & reconciliations	Wendy Ntoyanto Tel.: 021 650 4753 Email: wendy.ntoyanto@uct.ac.za
Section K-M Queries & reconciliations	Melanie Karsten Tel.: 021 650 2236 Email: melanie.karsten@uct.ac.za
Section N-R Queries & reconciliations	Sylvia Paulson Tel.: 021 650 2024 Email: sylvia.paulson@uct.ac.za
Section S-Z Queries & reconciliations	Lindy Gomba Tel.: 021 650 2237 Email: lindy.gomba@uct.ac.za
Travel and Car Hire	Sharkey Abader Tel.: 021 650 2238 Email: sharkey.abader@uct.ac.za

Adhoc Creditors clerks and responsibilities

Payments <ul style="list-style-type: none"> ○ Electronic Payments 'Host to Host' ○ Cheque Payments ○ Third Party Payments Cheque maintenance: <ul style="list-style-type: none"> ○ Uncashed cheques ○ Stale cheques ○ Cheques to be cancelled ○ Cheques to be re-issued 	Ielhaam Adams Tel.: 021 650 2233 Email: ielhaam.adams@uct.ac.za
<ul style="list-style-type: none"> ○ Reimbursements ○ Subsistence and Travel ○ Mileage claims ○ Advances 	Meagan Adams Tel.: 021 650 2235 Email: meagan.adams@uct.ac.za
One Time Vendors <ul style="list-style-type: none"> ○ Vatable vendors ○ Non-Vatable vendors ○ Subscriptions ○ Registrations ○ Conferences 	Charmaine Buys Tel.: 021 650 3116 Email: charmaine.buys@uct.ac.za
Cheque Distribution	Moira Carelse Tel.: 021 650 3216 Email: moira.carelse@uct.ac.za