

**UMASIPALA
WASOLUNDI**

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" The City of Heritage "



**ULUNDI
MUNICIPALITY**

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Ref.: 5/2/11/2/5

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To whom it may concern

TEN KEY REQUIREMENTS FOR CORRECT INVOICES

It is hereby requested that the attached invoice requirements be implemented with immediate effect, any invoices / invoice with insufficient requirements indicated will not be acceptable for processing. The checklist is also available on the Municipal Website.

As per SARS requirements, it is compulsory for a person to register for VAT if the value of taxable supplies made or to be made is in excess of R1 million in any consecutive 12-month period.

It is recommended that invoices are certified by a company stamp to reduce risk of fake or altered invoice / invoices.

Yours faithfully

S M Khomo
MUNICIPAL MANAGER

" The City of Heritage "



Enquiries: Mrs N S Luzipho
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INVOICE CHECKLIST

TEN REQUIREMENT KEYS FOR CORRECT INVOICES

(In Terms of Vat Act 89 Of 1991)

1. Customer business name (in company logo)
2. Customer business address
 - a. Location details
3. Invoice details
 - a. Invoice number (essential for tracking)
 - b. Invoice date
4. Purchase order number
 - a. Link to order
5. Description and quantity purchased
6. Price per unit
 - a. Cost breakdown
7. Company details
 - a. Registration number
 - b. VAT number
 - c. Municipal VAT number: 4840154241
8. Subtotal before VAT
9. Plus VAT amount

10. Total payment