



FP002

DATE:

ITEM CODE:

INVOICE NR:

CUSTOMER AGREEMENT:

Customer: If an <u>organisation</u> , the registered name: If an <u>individual</u> , the surname, initials and the full first name:	
Customer VAT number:	
Customer registration number: Customer ID number: Customer Passport number:	
Customer Postal Address:	
Customer full street address: (Domicilium citandi et executandi)	
Customer/Debtor's number at NWU: (If available)	
Customer official purchase order number:	
Is this invoice issued in terms of a signed contract or written agreement? (If so, please attach copy thereof or alternatively use the NWU's standard Memorandum of Agreement)	
Customer's account dept. contact person:	
Customer's contact number of above person:	
Customer email address:	
Customer telephone number:	
Customer fax number:	

NWU full street address: (Domicilium citandi et executandi)	
NWU VAT Number	
NWU contact person:	
NWU contact person email address:	
NWU contact person telephone number:	
Following documentation to be submitted with the application of a new customer:	Company registration documentation ID documentation VAT Registration BBBEE Certificate Bank account confirmation

Terms and Conditions

1. Nature of product or service rendered by the **NWU** (Give a short description of the product or service):

2. The total VAT inclusive cost of the product or service rendered by the **NWU** as set out in paragraphs 1 payable to the NWU is R_____

Signed at _____ by and on behalf of the CUSTOMER (duly authorized thereto)

on this ____ day of _____ 20____.

Customer

Office use only	
OE Code (ex. 3310):	
Chart:	
Object:	
Account:	
Are you 100% sure that the above accounting string is linked on KFS?	
Item Code (if available): <i>(If the item code does not exist yet, please contact PUK-Debtors to create one)</i>	
Faculty/Department/School/Unit:	
Name of person requesting the invoice:	
Telephone number of above person:	
Responsible OU Head:	

It is very important to complete every field on the application form as all is required to create an invoice. If all fields are not completed the system will reject the transaction.

Compliance to the Financial Intelligence Centre Act, No. 38 of 2001, as amended (FICA)

When the client is a South African organisation, the SARS VAT registration number is required and the name as displayed on the proof of registration will be used. If the organisation is not registered for VAT, the organisation's registered name would be used. When the organisation is a foreign entity, the registered name would be used. In all cases proof of registration and VAT are a prerequisite.

When the client is a natural person and a South African citizen, a copy of their ID is needed. A valid South African driver's licence or a valid South African passport is an acceptable alternative. If the client is a foreign person then we need a copy of their valid passport or proof of date of birth if no passport is available