



Tel: +27 (0) 12 366 2600
Fax: +27 (0) 12 366 2601

146 Lunnon Road
Cnr Jan Shoba & Lunnon Road
Hillcrest 0183

P.O Box 13186
Hatfield
Gauteng
Republic of South Africa

www.samsa.org.za

Dear Supplier

We are writing to inform you that SAMSAR SCM has implemented a central invoice submission email programme for all goods and service providers. Your participation in this programme is essential for initiating successful payment of invoices submitted to SAMSAR. Our strategy is to ensure that all service providers doing business with SAMSAR submit invoices, accompany by a statement, and proof of delivery to a central email starting from September 2018, with an overall goal to cease processing invoices from different section and offices.

Improving on time payment

Submission of invoices to a central point will increase our ability to pay you on time. Improving on time payment is a key objective for SAMSAR and by embracing this programme you will be assisting us and benefiting your business. Also, invoices lost in the post or sent to the wrong department which in turn lead to delays in payment will thankfully become a thing of the past.

What do you need to do?

SCM will include the invoice email to each RFQ or Purchase Order in the next 5-10 days to ensure that all our service providers familiarise themselves with the new email address. In the meantime you may obtain further information via our website at <http://www.samsa.org.za> and the invoice must be email to: InvoiceVerification@samsa.org.za

Further Instruction

- Cut-off date for the use of central email for invoice, statement and proof of delivery is end of September 2018, all service providers are expected to comply with the above request by this date.
- You are also advice not to accept any manual order issued by SAMSAR unless authorised by the Chief Financial Officer of the entity.
- Please note that our payment terms is 30 days from the date of the invoice as stipulated in the Treasury Regulation 8.2.3, which provide that "unless determined otherwise in a contract or other agreement, all payments due to creditors must be settled within 30 days from receipt of an invoice". In SAMSAR case, it will be from date of the invoice.

If you wish to contact Supply Chain Management directly please do so on 012 366 2600 or at Dvuma@samsa.org.za or InvoiceVerification@samsa.org.za

BOARD MEMBERS

M. Msimang (Chairperson), Ms N.M Cele (Deputy Chairperson), Mr M.R Burton, Ms A.S Molemane

This new changes has the full support of SAMSA's senior management team. We thank you in advance for your participation and look forward to receiving your invoices via the central email indicated above in the very near future.

Yours sincerely,



Daniel Vuma

SNR Manager: Supply Chain Management

South African Maritime Safety Authority

Date: 20 August 2018



BOARD MEMBERS

M. Msimang (Chairperson), Ms N.M Cele (Deputy Chairperson), Mr M.R Burton, Ms A.S Molemane