



SFD005e

DATE:

ITEM CODE:

INVOICE NR:

PLEASE COMPLETE THE APPLICATION FORM FOR EVERY INVOICE, EVERY NEW CUSTOMER (DEBTOR) OR THE UPDATING OF AN EXISTING DEBTORS DETAILS:

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

<b>NWU contact person:</b>	
<b>Customer telephone number:</b>	
<b>Customer fax number:</b>	
<b>Customer email address:</b>	
<b>Office use only</b>	
<b>Invoice amount VAT excluded?</b>	
<b>Invoice amount VAT included?</b>	
<b>Describe the service or items rendered:</b> (Please complete the description in as much detail as possible. This is exactly what is going to appear on the invoice)	
<b>OE Code (ex. 3310):</b>	
<b>Chart:</b>	
<b>Object:</b>	
<b>Account:</b>	
<b>Are you 100% sure that the above accounting string is linked on KFS?</b>	
<b>Item Code (if available):</b> (If the item code does not exist yet, please contact Cornelia Pruis/Leana (JC) Wagner to create one)	
<b>Faculty/Department/School/Unit:</b>	
<b>Name of person requesting the invoice:</b>	
<b>Telephone number of above person:</b>	
<b>Supervisor of the above person:</b>	

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