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PanSALB
PAN SOUTH AFRICAN LANGUAGE BOARD

Enquiries: SCM Official

ATTENTION: PANSALB SERVICE PROVIDERS
AND POTENTIAL SERVICE PROVIDERS

NOTICE: PROCESSING OF INVOICES WITHOUT PURCHASE ORDER NUMBERS

The Pan South African Language Board is a Constitutional Institution established in terms of the PanSALB Act (No 59 of 1995 as amended in 1999) to promote and create conditions for the development and use of

- All official languages
- The Khoi, Nama, and San languages
- Sign languages

PanSALB is aware that the late or non-payment of valid invoices and claims has dire consequences for both the PanSALB and some suppliers doing business with PanSALB. In order to comply Treasury Regulation 8.2.3, PanSALB is expected to pay their service providers within 30 days. Treasury Regulation 8.2.3 states 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 or, in the case of civil claims, the date of settlement or court judgment."

This notice is directed to all service or potential providers, doing, or wishing to do business with PanSALB. All invoices received by PanSALB through the central payment email system (payments@pansalb.org) shall reflect an order number (**e.g. PO10484**) or agreement number issued by PanSALB to the successful service provider and failing to adhere to the above request will lead to the following:

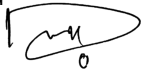
1. Delay in processing of invoices by the Finance division and in the process PanSALB will be violating Treasury Regulations 8.2.3.
2. Failure by PanSALB to meet its constitutional obligation.

The submission of invoices containing or reflecting purchase order numbers to our central email will increase our ability to pay for any service rendered or goods delivered on time. You are also advised not to accept or render any service to PanSALB without a Purchase Order or signed SLA/Contract Agreement or Appointment Letter signed by either Head of SCM, CFO or CEO.

Yours Faithfully

Head of Supply Chain Management

Mr. Daniel Vuma



Date: 17 March 2023