

Postal Address
P.O. Box 1329, Rivonia,
2128, South Africa

Physical Address
01 Newtown Avenue,
Killarney, Johannesburg,
2193

Contact
Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 783 7745



23 January 2017

Dear Service Providers

In an effort to improve efficiency related to paying our service providers, Finance has created an invoice register and a mailbox dedicated to receiving and tracking service provider invoices. The new mailbox is invoices@cathsseta.org.za and it is currently in use. This mailbox will be used to receive, distribute and track finalization of invoice certification for payment processing.

This is in line with Treasury Regulation 8.2.3 which 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 invoice or in the case of a civil claim, from the date of settlement or court judgment". The introduction of the new mailbox will assist us in ensuring that we settle our invoices within the stipulated time.

Effective from 16 January 2017, all service providers are required to submit their invoices to invoices@cathsseta.org.za or if submitted manually at Head Office (01 Newtown Avenue, Killarney), to be signed for on the invoice register at reception. Training providers are further requested to submit all the supporting documents relating to learners around the same time they submit their invoices. This however, does not replace the standard submission process relating to learners but it is an addition for invoice processing purpose and to ensure that all invoices and supporting documents are traceable.

Your co-operation in this regard will be highly appreciated.

Kind Regards,

A handwritten signature in red ink, appearing to be "Malusi Shezi", is written over a horizontal line.

Malusi Shezi

CATHSSETA CFO