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TO: JDA SERVICE PROVIDERS

CIRCULAR 003 OF 2024

RE: INVOICE SUBMISSION PROCESS

1. PURPOSE

The purpose of this circular is to provide guidance on the process to be followed by service providers when submitting invoices to the JDA.

2. BACKGROUND

The JDA is striving to be efficient and effective in the turnaround time to process invoices for services rendered. To ensure that all invoices submitted to the JDA are tracked and processed on time, the invoice submission process has been reviewed.

3. APPROACH

All invoices are to be submitted through e-mail to the following e-mail addresses:

- (i) CAPEX Invoices – jdacapexinvoices@jda.org.za
- (ii) OPEX Invoices – idaopexinvoices@jda.org.za

No invoices must be submitted directly to JDA employee that is responsible for the project or that requested the services or goods as this may result in the invoice not being recorded in the system and tracked accordingly, only e-mail to the above email addresses.

Invoices must not be hand delivered to reception the JDA reception as this may result in invoices not recorded in the system for processing.

4. APPLICABILITY

This circular is applicable to all service providers with immediate effect.

Sinovuyo Mpakama
Chief Financial Officer

Date: 18 June 2024

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