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Contact: Supplier Relationship Management	In response to DMS No: N/A
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MUNICIPAL SUPPLIERS: CHANGES TO PURCHASE ORDER PROCESS

The City of uMhlathuze embarked on a journey of implementing the SAP enterprise resource planning system. The project has reached its final preparation phase and is preparing to Go-Live or become operational. In this phase, the Municipality would like to inform current and future suppliers, that there will be a few changes in how the municipality operates with its supplier community. Please bear with the municipality during this period as the municipality might experience challenges that might cause delays.

The following changes will be in effect:

1. Request for Quotations that have a value of less than R200,000.00 will be communicated through the following channels as prescribed by the Supply Chain Management policy:
 - As an advertisement on the municipal notice board;
 - Via the official website <https://www.umhlathuze.gov.za/index.php/tenders-and-quotations>;
 - Emailed to potential service providers.
2. Supplier purchase orders will be distributed via email. Emailed purchase orders will strictly come from a valid uMhlathuze email accounts with a domain of @umhlathuze.gov.za. Purchase orders forwarded from another domain will not be considered to be valid;
3. All deliveries must be accompanied by a Delivery Note to effect payment;
4. All electronic invoices must be forwarded to invoices@umhlathuze.gov.za ;
5. All physical invoices must be submitted to Finance creditors section or to the Supply Chain Management section in Alton Richards Bay;
6. There is a new purchase order format and it is represented in page 2 of this newsletter.

To ensure that your details are up to date visit the official uMhlathuze tenders and quotations site listed above for further details. For more information please contact Miss Bonisiwe Zungu or Mr Sicelo Qwabe at 035 907 5773 /5976, or e-mail address: suppliersdatabase@umhlathuze.gov.za

Communication will be sent out to indicate duration in which you will start to receive the new purchase order.

Yours faithfully

MR MXOLISI KUNENE
CHIEF FINANCIAL OFFICER
(DMS 1923130 /BMA)