



## UCT Invoice requirements

It is essential that all supporting documentation submitted to UCT is complete, accurate, and fully compliant with legal and tax requirements. Providing valid documentation ensures efficient processing and payment of your invoices, as well as improved service delivery.

Please note that UCT may withhold payment if an invoice is incomplete, inaccurate, or does not meet the required UCT, legal, or tax standards.

### SARS and UCT Requirements

#### Supplier Information

- Full name and address of the supplier
- Telephone number and contact details of the supplier
- The VAT identification number of the supplier

#### Customer Information

- Full name – University of Cape Town
- Name, department, and physical address of recipient of goods/services
- The VAT registration number of UCT, please quote:  
**University of Cape Town - VAT NO 4540125707**

#### Checklist of requirements that **MUST** appear on your invoice/credit note:

- The words "Tax Invoice" or "VAT Invoice" clearly indicated if VAT registered.
- The words "Invoice" clearly indicated if not VAT registered.
- The invoice number (serialized).
- Date of issue of the invoice
- Description of goods and/or services
- The quantity of the goods/services supplied, or nature of the services rendered
- The price per unit (excluding VAT) of the goods/services supplied.
- Taxable amount per VAT rate or exemption
- The total cost of the invoice.
- The **UCT Purchase Order (PO) number** on all invoices - UCT will not be held liable for payment if a purchase order number is not quoted on the invoice.
- Any discounts or rebates, not included in the unit price
- VAT rate(s) applied
- Total VAT amount must be shown separately on invoices and similar documents
- Total Invoice Amount
- Goods dispatch note number
- The PO and invoice number relating to the Credit Note must be included.