


Tips on invoices

Your invoice details must match up with the purchase order



Thungela Operations (Pty) Ltd
 Khwezela Colliery
 Emalahleni
 X7275
 1035
 X
 4710102072

Vendor Company name
 Address line 1
 Address line 2
 Post code
 Province
 Country

PURCHASE ORDER

PO number/date/time
 1234567890 10.2023 / 07:46:06

Contact Person
 Navigation RECO

Telephone
 0136930215

Email :
 name.surname@thungela.com

Your vendor number with us:
 W12345

PLEASE INVOICE TO:
 Email: vendorinvoices@thungela.com

Ensure your invoice is the only attachment per email (one attachment per-mail) - the attachment size should not exceed 10MB.

PLEASE DELIVER TO:
 Company Khwezela - Navigation
 Clewer R 555 Clewer Road
 EMALAHLENI
 1035
 SOUTH AFRICA

Deliv. terms: DEL DELIVERED
 Payt. terms: 60 days from invoice date
 Currency: ZAR

Item	Material	Order Qty	Unit	Description	Price per unit	Net Value
10		1.000	EA	S&Q KMG006 CIRCLE DRIVE NOT LOCKING	198,033.27	198,033.27
Cost Center: Requisitioner: OMALINGA Tracking Number: Delivery Date: 30.01.2024						
Total net item value excl. tax					ZAR	198,033.27

Vendor Company name
 Address line 1
 Address line 2
 Post code
 Province
 Country

INVOICE

INVOICE # 100
 DATE: DATE

TO:
 Thungela Operations (Pty) Ltd
 Khwezela Colliery
 Emalahleni
 X7275
 1035
 X
 4710102072

SHIP TO:
 Company Khwezela - Navigation
 Clewer R 555 Clewer Road
 EMALAHLENI
 1035
 SOUTH AFRICA

COMMENTS OR SPECIAL INSTRUCTIONS:
 To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
					Due on receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
SUBTOTAL			
SALES TAX			
SHIPPING & HANDLING			
TOTAL DUE			

Line items must reflect what is on your PO.

Total amount must reflect what is on your PO.

Quantity must reflect what is on your PO. Do not over, or under deliver.

Unit price must reflect what is on your PO.

Ensure PO number is correct on your invoice.

Ensure correct delivery address.

Thungela entity details must match.