



## **STANDARD TERMS AND CONDITIONS APPLICABLE TO PURCHASE ORDERS**

All suppliers are hereby informed of the following standard terms and conditions applicable to purchase orders issued by Drakenstein Municipality:

1. Only purchase orders approved by Supply Chain Management, are valid.
2. Only official purchase orders without amendments will be acknowledged for payment.
3. It remains the responsibility of the supplier to ensure that all information printed on the official purchase order, is correct. If not, the supplier must contact the Municipality.
4. Official purchase orders are processed in line with and subject to Council's Supply Chain Management Policy and Preferential Procurement Policy, as amended from time to time.
5. The official purchase order number must be reflected on all invoices.

**ISSUED BY SUPPLY CHAIN MANAGEMENT**  
**29 November 2024**

