



INVOICING RULES FOR JORDAN HUMAN RESOURCES
IC/SUPPLIER

It is YOUR responsibility to ensure the invoice is submitted by 10th of each month.

No invoice = No Payment

You are to send invoices to ic.invoices@jordanhr.co.za

The following information **MUST** be included on your invoice:

- Date of invoice
- Month services rendered
- **Your** name as representative of the company
- Your **company** name
- Your company registration number
- That the amount is in South African Rands and not another currency
- That the invoice has an invoice number
- That your calculations are for your hourly rate x 163.33
- That your bank details are correctly reflected on your invoice
- Invoices must be in PDF format

VAT

- Your company VAT number (if you are VAT registered)
- Please do not charge VAT unless you are VAT registered
- Please note VAT is 15 %

Our details for your invoices :

JorDan Human Resources (Pty) Ltd
Unit 2 Oaklane Office Park,
Grippen Road
Bartletts
Boksburg
1465

Our VAT number is : 4810223893



B-BBEE LEVEL 1
PROUD CONTRIBUTOR

www.jordanhr.co.za

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We lead by service, and not by invoice.
— 66 —