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28 April 2022

Dear Supplier

Datacentrix Group (includes Infracol and eNetworks) Procurement Procedures

Datacentrix Group (“Datacentrix”) has implemented preventative measures in order to eliminate the possibility of uncertainty with regard to instructions or requests related to procurement. These procedures have been implemented with the objective of reducing risk for all parties concerned.

Datacentrix has a dedicated mailbox for reporting of any suspicious or fraudulent activity, should you wish to report any such instances, email vendors@datacentrix.co.za.

If not adhered to Datacentrix will not be held liable for payment or related losses or theft of any equipment. Strict adherence to Datacentrix procedures is essential to enable payment in line with agreed terms.

If any uncertainty arises regarding the Purchase Order, please contact your regional Logistics Management, Creditors, or Financial Manager.

1. The Purchase Order

Purchase Orders may only be generated for pre-approved Suppliers. Goods or services may only be provided to Datacentrix upon the issue of a valid Datacentrix Purchase Order via email.

Every invoice received from a Supplier must contain the relevant Datacentrix Purchase Order number and be compliant with the relevant SARS legislation, where applicable.

The following details will be reflected on the Purchase Order issued by Datacentrix:

- Official system generated Datacentrix Purchase Order number
- Your company details
- Ship to Address (either a Datacentrix regional address or our customer address for direct deliveries)
- Stock details (item number, description, quantity)
- Terms applicable to a specific order
- The below fields will reflect the following in the event of each instance (*only upon approval from an authorized Datacentrix representative*):

Field on Purchase Order	Collections from Suppliers by Datacentrix or Third Party personnel	Direct Supplier Deliveries
Shipping Method	DIRECT-SALES	DIRECT-SUPPLIER
Ship to Address	Details of the person who will collect the products (Name, Surname, ID number)	The third party details (Client Name, Delivery Address, Contact Person, and Telephone Number)

Purchase Order Example

(Logo will be company specific i.e., Datacentrix, Infracol or eNetworks)




DATACENTRIX SAMRAND
 26 Landmarks Avenue
 Kosmosdal Ext 11
 Centurion
 Gauteng
 VAT No. 4450173814
 Reg. No. 1996/015806/07

Creditor:

Ship To:

DATACENTRIX
 26 Landmarks Avenue
 Kosmosdal Ext 11
 Centurion
 Gauteng
 Contact:
 Tel No. (012) 657-5000 Ext. 0000

Purchase Order	
Purchase Order No.	GTIPO
Date	
Vendor Acc No.	
Datacentrix Acc No.	
Buyer ID.	
Config Number	
Vendor VAT Reg No.	
Revision Number	
Exchange Rate	

PO Code	Shipping Method	Payment Terms	Confirm With	Page
INF	LOCAL	ST07		1

L/N	Item Number	Description	Reg. Date	U/M	Ordered	Unit Price	Ext. Price
		Reference Number BIN	FOB				

2. Proof of Delivery

- Proof of collection (related to collections done by Datacentrix or 3rd party personnel) and related invoices must be emailed within twenty-four (24) hours of collection to the relevant Datacentrix contact.
- Proof of delivery (related to direct deliveries) and related invoices must be emailed within seventy-two (72) hours of delivery to the relevant Datacentrix contact.
- Services rendered to and/or on behalf of Datacentrix:
 1. Proof must be supplied of completion of the requested service, signed off by the Datacentrix contact or the agreed Datacentrix customer contact.
 2. The Supplier invoice, in addition to standard invoice details, must clearly state the description of the service rendered, completion date, and Datacentrix customer name.

3. Delivery cut off times to the Datacentrix Warehouse

The cut off time for deliveries is 15H30 except for the last day of the month which is at 10H00, unless a prior arrangement has been made with Datacentrix Logistics.

4. Protection of Personal Information Act (“POPIA”)

Datacentrix is required to comply with the substantive provisions currently in force and effect as detailed in the Protection of Personal Information Act, 2013 (Act 4 of 2013).

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