

**Supply Chain Management Department**

**NOTICE TO ALL SERVICE PROVIDERS/SUPPLIERS**

Nelson Mandela University wishes to remind all service providers that goods and services must only be provided to the University upon receipt of a valid Purchase Order (PO).

In cases of emergency, goods or services must only be provided upon receipt of written instruction from a duly delegated University official. Such written instruction will subsequently be followed by an official Purchase Order before an invoice can be paid.

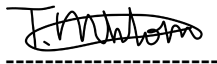
**Please note** that the University will not be liable for payment for any goods delivered or services rendered in contravention of this instruction, with effect from **01 June 2026**.

The issuing of a Purchase Order or written authorisation ensures that:

- The purchase is for valid business purposes
- Abuse, fraud, and financial loss to both service providers and the University are prevented and
- Funds are available to pay service providers.

Your cooperation and adherence to this process are appreciated.

Yours faithfully,



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**Director: Supply Chain Management**  
Nelson Mandela University