



**THE NATIONAL GAS COMPANY
OF TRINIDAD AND TOBAGO LIMITED**

Attention Vendors

REMINDER NOTICE

THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO LIMITED (NGC)

wishes to remind all vendors that before delivering any product or service, the following conditions should be adhered to:

- A valid and authorized Purchase Order, Service Contract Authorization (SCA) or Contract must be received by you or your representative
- The details on the above mentioned documents should match the details of the product and or service you are to supply
- Your invoice must clearly state your name or that of your registered company
- Your invoice must clearly state your registered business address
- Your invoice must clearly state your VAT registration number (if you have one)
- Your invoice must reference the relevant NGC Purchase Order/Service Contract Authorization Form/Contract Reference Number
- Your invoice/delivery note must contain a signature of the authorized NGC personnel as well as the employee's NGC identification number
- Your invoice must contain the name of the authorized NGC personnel in block letters
- Your invoice must contain the actual date of receipt once it is signed off by the receiver
- Where Delivery Notes are used at the actual time of delivery, then all of the above stated items must be included on the Delivery Note
- Your invoice must contain the correct Delivery Note/s numbers, as a cross reference, where Delivery Notes are used
- Your invoice must clearly indicate all the VAT and non-VAT items as well as the VAT amount (if any)
- Your invoice must clearly state the quantity, the unit price and the extended value of each line or item on the invoice
- Your invoice should state instructions for wire transfer if this is the required mode of payment
- Any representatives of NGC must produce upon request a valid Employee Identification Card, any alternate form of identification (e.g. a Driver's Permit or National ID card) and a contact number, when receiving and or requesting items and/or services outside normal working hours or established NGC locations
- Any vendor who wishes to validate any employee on Call Duty can call 800-4GAS (4427)
- All invoices should be delivered to the Accounts Payable Helpdesk in the Accounts Payable Department at NGC's Head Office
- All supplier statements should be delivered to the Accounts Payable Helpdesk in the Accounts Payable Department at NGC's Head Office by the 10th working day of the following month
- All enquires for payment should be directed to the Accounts Payable Helpdesk (ext. 1241) in the Accounts Payable Department at NGC's Head Office

NGC wishes to take this opportunity to remind all our vendors that adhering to the above criteria will facilitate the timely processing of your invoices.

Orinoco Drive, Point Lisas Industrial Estate, Couva
Republic of Trinidad and Tobago, West Indies
P.O. Box 1127, Port of Spain
Tel: (868) 636-4662/4680 • Fax: (868) 679-2384
Email: info@ngc.co.tt • Website: www.ngc.co.tt