

# 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 items 1 to 9 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 **800-4-GAS**
  - All invoices should be directed to the Accounts Payable Department in the Accounting Services Division
  - All enquires for payment should be directed to the Accounts Payable Helpdesk (ext 1241) in the Accounting Services Division
- 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.

**"Help us to help you"**

