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DIRECTORATE: SUPPLY CHAIN MANAGEMENT

To: Office of the MEC  
Office of the HOD  
Chief Directors  
Directors  
Managers

**AGRICULTURE SUPPLY CHAIN MANAGEMENT CIRCULAR NO 6 OF 2008  
RE: THE COMPLETION OF ENTITY FORMS AND SUBMISSION TO TREASURY**

1. The following forms must be submitted to the Logistics Section at Glen to enable Treasury to register a Suppliers/Service Providers bank details on Logis and to create a Supplier number.


- 1.1. An **original** Entity Form completed by the Supplier/Services Provider
- 1.2. Cancelled cheque
- 1.3. Valid Tax Clearance Certificate
- 1.4. Suppliers/Service Providers with a Post Bank account are not accepted.
- 1.5. Suppliers/Service Providers with a Standard Bank Account must attach a confirmation letter from the bank confirming the Supplier/Service Provider as the account holder.

2. Failure to submit an **Original Entity Form** with its attachments will prolong the creation of a Supplier Number and the issuing of an order by Logistics.

3. Supplier Numbers can only be created in a time frame of 2 weeks after it was submitted to Treasury.

3. attached an example of an Entity Form as annexure A.

Your cooperation regarding this matter will be appreciated.

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Me F Claassen  
Acting Chief Director: Financial and Corporate Services

Date: ..24/11/2008.....