

CONDITIONS OF PURCHASE

PAYMENT TERMS

Bank Windhoek's payment terms are 30 days from receipt of invoice, and subject to invoice verification and satisfactory delivery of goods and/or services.

Invoices in respect of goods delivered or services rendered during the month of June (Bank Windhoek financial year end) should reach the Procurement Department no later than the 25th of June.

INVOICES

An original invoice, quoting the official order number should accompany the goods ordered or produced soon after rendering the required service. In instances where goods are not accompanied by invoices, delivery notes should be furnished instead, and the invoices without delay should be forwarded to the Procurement mailbox, procurement@bankwindhoek.com.na or posted to PO Box 15, Windhoek. Separate invoices and delivery notes should be issued for each order.

Invoices issued for rental as well as monthly contract payments must be sent to the mail box procurementcontracts@bankwindhoek.com.na no later than the 25 of each month.

PURCHASE ORDERS

An official order number should be clearly endorsed on all invoices, delivery notes, statements, advise notes, etc. Creditors account statements should reach the Accounts Department not later than the 7th of each month. Failure to comply with the aforesaid may lead to delay processing of payments. Please take note that the Bank will not be held liable for delivery of goods and services without an official order. Conditions of purchase shall equally apply to the delegate(s) of the recipient of this Purchase Order.