

REMINDER: SANAS ANNUAL FEES 2016/2017

PREPARED BY ELWINA DANIELS

We are fast approaching that time of year where the SANAS Annual fees invoices will be issued. Over the years, it has become apparent that some accredited facilities delay payment due to their procurement processes. Most of these processes require a quotation to be issued in order to provide a purchase order number. Therefore, in order to assist with this process, SANAS will first issue quotations during the week of 01 – 05 February 2016 and once the required purchase orders are received we will thereafter issue invoices on 29 February 2016.

Should your facility require a purchase order number included on the invoice, a signed quotation and purchase order need to reach SANAS finance by 19 February 2016. Withholding tax (WHT) is not included in the total amount reflected on the quotations. Facilities are advised to indicate the percentage of Withholding tax (WHT) to be included before the final invoice is issued.

Please take note of the following process and dates:

- 01-05 February 2016 – Quotations issued for annual fees;
- 09-19 February 2016 – signed quote and purchase order sent to SANAS; and
- 29 February 2016 – Invoices issued for annual fees.

Facilities are reminded to make payment of the annual fees by **31 May 2016**. Should your facility not be in a position to make full payment by the required time, payment arrangements may be submitted in writing for review and possible approval.

Should you have any queries regarding this process or would like to make payment arrangements, please Ms Angelique Brits on (012) 394 3772 / angeliqueb@sanas.co.za.

CHANGE IN TITLES

In order to better align titles with the functions of various SANAS managers and staff, the SANAS Board has approved the following changes in titles:

- Senior Managers are now called Executives
- Field Managers are now called Accreditation Managers
- SANAS permanent Lead Assessors are now Assessment Specialists.

Note: Contracted Lead Assessors will still be called Lead Assessors.

CONTACT INFORMATION

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