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City of Johannesburg
Johannesburg Roads Agency

75 Helen Joseph Street
Cnr. Harrison Street
Johannesburg
2001

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Braamfontein
South Africa
2017

Tel +27(0) 11 298 5000
Fax +27(0) 11 298 5178
www.jra.org.za
www.joburg.org.za

TO : All Suppliers
FROM : Finance
DATE : 25 March 2020
SUBJECT : SUBMISSION OF INVOICES DURING LOCK-DOWN PERIOD ONLY

Kindly note that due to the national **lock-down**, you may not be able to submit your invoices (with supporting documents) to the Johannesburg Roads Agency Soc Ltd Centralized Supplier Invoice Box situated at JRA Head Office 75 Helen Joseph Street, Cnr Harrison Street, Johannesburg, effective period from 26 March 2020 to 16 April 2020 (subject to any presidential updates).

We therefore request that you email your invoices, purchase order, appointment letters and any other relevant supporting documents to the following email address.

accountspayable@jra.org.za

Original invoices and supporting documents thereof must be submitted to JRA, per the current process once the lock-down is lifted.


Statements and Bank details (Where accounts are new or changed) should also be emailed to the above email during this period.

Should you have any specific queries, kindly contact the following people:

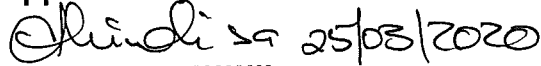
Khuthadzo Nemaangani knemaangani@jra.org.za
Kholeka Mfuko kmfuko@jra.org.za
Fazila Kaldine fkaldine@jra.org.za

We appreciate your cooperation in this process.

Requested by:


.....
Hilda Ndiweni
Ops Manger: Expenditure & Liabilities

Approved by:


.....
Makgopong Thindisa
Chief Financial Officer

Chairman: Dr. A Mokoena
Executive Directors - Managing Director: G Mbatha, Chief Financial Officer: D Thindisa
Non-Executive Directors: A Torres, L Mdluli, H Mtimkhulu, F Ntsadani, L Ndlovu, N Milla, T Seemela, M Qhomane, S Ndlungwana
Company Secretary: P Majola

Registration No. 2000/028993/30