

Ref No.: ENA-GEN-18-0550L

FE PSC

Date: 19 September 2018

Reply required:  Yes  No

Attention: All Suppliers

**Subject: Acceptance of Invoices without Goods/Services Received Note (GRN) or Service Acceptance Certificate (SAC)**

Dear Valued Supplier,

As part of ENEC efforts to enhance the efficiency of our operations and support to our valuable suppliers, we are pleased to inform you that ENEC allows you to submit an invoice without a supporting Goods/Services Received Note (GRN) or Service Acceptance Certificate (SAC) issued by ENEC as long as the goods/services have been delivered/provided as per the Purchase Order or Task Order and adequate supporting documentation is attached with the invoice. To support prompt processing of your invoice, kindly ensure that your invoice is accurate and that the scanned copy of the invoice includes your bank details and the Purchase Order number. Also, please submit one invoice per Purchase Order or Task Order, and do not group multiple Purchase Orders / Task Orders into one invoice. As a reminder, ENEC requests all suppliers to use the e-invoicing system which may be accessed through the link <https://esupply.enec.gov.ae>.

Yours sincerely,

**Amal Al Sulaimani**

Procurement and Supply Chain Director

Enclosure(s):  Yes  No

JS/mc

Document delivery:  Email  Courier  Fax  Hand delivered

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