

3<sup>rd</sup> June 2025

Dear valued Supplier,

**SUBJECT: INDUSTRIAL DEVELOPMENT CORPORATION (IDC)  
INVOICING AND PAYMENT PROCESS**

To streamline the supplier invoicing and payment process, the following changes shall be implemented with effect from 9<sup>th</sup> June 2025.

**KEY STEPS**

- 1) Suppliers shall obtain an official system generated Purchase Order (PO) before making any supply of goods/services/works to IDC.
- 2) Once goods/services/works are delivered to IDC, the supplier shall obtain a system generated Goods Received Note (GRN) as confirmation of delivery of goods/services/works.
- 3) The supplier shall then issue a tax invoice ensuring that quantities and values match the PO and GRN. For running contracts, the invoice amount should match the GRN amount.
- 4) The tax invoice shall quote the PO and GRN numbers and should be compliant with the ZRA requirements of a tax invoice.
- 5) The tax invoice shall be delivered to IDC's Finance Department. Alternatively, scanned copies can be sent to the following email address:

[IDCSuppliers@idc.co.zm](mailto:IDCSuppliers@idc.co.zm)

Suppliers should not send invoices to user departments or stores.

- 6) Finally, suppliers shall issue a receipt and deliver it to IDC's Finance Department following payment. The receipt can also be sent through the email address provided in paragraph 5 above.

Should you have any queries regarding these changes, kindly contact any of the following IDC staff:

Name	Designation	Email Address
Thomas Lwenje	Head of Procurement	Thomas.Lwenje@idc.co.zm
Christopher Sichinga	Head of Finance – Operations	Christopher.Sichinga.co.zm

Your support on these changes is greatly appreciated.



Thomas Lwenje

Head of Procurement

**INDUSTRIAL DEVELOPMENT CORPORATION LIMITED**