



THE NATIONAL GAS COMPANY
OF TRINIDAD AND TOBAGO LIMITED
www.ngc.co.tt



Attention Vendors

NGC ACCOUNTS PAYABLE SYSTEM IS FULLY DIGITAL

Reminder Notice

The National Gas Company of Trinidad and Tobago Limited (NGC) wishes to advise that our Accounts Payable System is fully digital. All payments are being made via Automated Clearing House (ACH) or wire transfers.

In order to facilitate timely payment of invoices, all vendors/suppliers should adhere to the following guidelines:

- All invoices, statements and enquiries must be emailed to the Accounts Payable Helpdesk – accounts.payablehelpdesk@ngc.co.tt. You can also copy your NGC liaison(s).
- Hard copies of invoices WILL NOT be accepted or used in the payment process. Statements must be emailed by the eighth working day of the following month.
- Vendors/Suppliers MUST be registered with and provide current banking information to NGC's Vendor Management Department.
- The invoice must clearly state vendor/supplier company or business name.
- The invoice should be dated with the date the goods were supplied or services provided to NGC.
- The invoice must clearly state a VAT registration number (if your company is VAT registered).
- The invoice must reference the relevant NGC Purchase Order/Service Contract Authorisation Form/Contract Reference Number.
- The invoice must clearly state the quantity, unit price and extended value of each line or item on the invoice.
- The invoice should state instructions for the preference of either a wire transfer or ACH payment.



PHOENIX PARK
GAS PROCESSORS LIMITED



LA BREA INDUSTRIAL
DEVELOPMENT COMPANY LIMITED



Trinidad and Tobago NGL Limited



NGC CNG
Company Limited



National Energy
CORPORATION OF TRINIDAD AND TOBAGO