



WORLD FOOD PROGRAMME

c/o UNDP – Al-No'man St., Beit Hanina - Jerusalem
Tel (+972) 5401340/1/2 fax :(+972) 5401453

31 August 2009

TO: Vendor

FROM: **Christine van Nieuwenhuysse**

SUBJECT: Procedure for submitting invoices to WFP

We are pleased to inform you that our business process is changing to ensure more efficient payment process and therefore in future, all invoices will be sent to finance instead of current time, where invoices are sent by vendors to the WFP spending unit. In this regard, effective 31 August 2009, you are kindly requested to submit original invoices to:

**Finance Unit
World Food Programme (WFP)
Al-No'man St., Beit Hanina**

Please also note that in order to expedite payment you are encouraged to provide the following information on every invoice addressed to WFP:

- 1. WFP Vendor Number**
- 2. Purchase Order Number**
- 3. Contact Unit/Person at WFP (the person you normally deal with in WFP)**
- 4. Full Banking Instructions (including IBAN and SWIFT codes) and currency of Account**

Non-submission of this information can result in receiving your payment late. Should you have any questions concerning this matter or any other payables-related questions, please do not hesitate to contact **Ahmad Zeitawi**.

Thank you for your cooperation. We look forward to a successful working relationship.

Sincerely,



Christine van Nieuwenhuysse
Representative & Country Director