

CBRE EXCELLERATE FACILITIES MANAGEMENT (PTY) LTD
 Excellerate on Summit
 3A Summit Road
 Dunkeld West, Johannesburg, 2196
 Contact Centre: 087 086 2508

Work Order / Instruction: Checkers - Western Cape 2113091
Priority: P3 - Medium

Expected Response Date & Time:
Expected Resolved Date & Time:

Building / Store Information	
Building / Store Code:	042981
Building / Store Name:	Checkers Protea Heights
Building / Store Address:	Cnr Brackenfell Boulevard and Protea Street
Contact Tel:	+27832725857
Building Tech. Manager:	Ronald Barnard Ronald.Barnard@cbreexcellerate.com 0827733921

Contractor Details	
Contractor:	Vision Elevators (PTY) LTD
Contact Name:	Kelly Peterson
Telephone:	0860 105 727
Mobile Number:	087 550 0534
Fax Number:	086 610 5575
Email Address:	serviceadmin@visionelevators.co.za
Contractor Code:	568 9347 226

Reported	
Reported by:	Noluvuyo (Back Admin Manager) (021) 980 5860
Reported on:	Nov 13, 2025 6:03:22 PM
Location / Asset:	Checkers Protea Heights (042981)
Discipline:	Goods Lift

Call Centre	
Service Request:	1082752
Reference Number:	
Agent:	CBRE Contact Centre - Agent 52 : Serge Moundanga frnhelpdesk.orders@cbreexcellerate.com
Contact Centre:	087 086 2508
Status:	Assigned Supplier

Description:	
To have a site meeting with another supplier at 8am.	
Line	Line Description
10	To have a site meeting with another supplier at 8am.

CHECKERS PROTEA HEIGHTS (42981)

GRN No. 600176 DATE 14/11/25

SHORTAGE: _____ RETURNS: _____

CLAIM No. _____ CLAIM No.: _____

No OF CARTONS: _____

PACKS NOT CHECKED

RECEIVED BY: _____

FULL SIGNATURE: _____

EMPLOYEE No: 4071146

SIGNATURE INVALID UNLESS GRN No. IS QUOTED

Work Order / Instruction Closing Procedure:

1. Please add comments in the comments section below,
2. Complete the Work Order / Instruction with relevant signatures,
3. Forward the signed Work Order / Instruction to the Shoprite Call Centre or Upload the Invoice Pack as required.

USSD Quick Response Codes: Please make use of the following USSD Codes to respond to the Work Order / Instruction issued ...

- For the Store / Branch Manager to respond: *134*43549*<USSID><USSDPIN>#
- For the Contractor / Supplier to respond: *134*43549*<USSID><USSDPIN>#

Authorisation Instructions:

- To ensure YOUR Invoices are approved for payment timeously, adherence to the below is required:
1. Notify CBRE Excellerate of any delays to complete work.
 2. Notify Call Centre when arriving on site and once work is completed – Incl. Date & Time In and Time Out (Below to be completed).
 3. Time Sheets - Signed by an Authorised Client on arrival and Departure. If Authorised Client is unavailable, advise Call Centre to allow Status change. Once signature is obtained, forward the Work Order / Instruction to the Call Centre or Upload the Invoice Pack as required.
 4. Asset Data Sheet – Complete when an Item is replaced and submit with your Invoice.
 5. Invoice Submission:
 - Fixed and Fixed Variable Costs – submit on or before the 10th working day of each month
 - Variable and Reactive Costs – Submit within 5 working days after Job completion
 6. Please ensure that the field 'actual date job completed' is completed when uploading your invoice packs

Approval Limits:

- A supplier may proceed with repairs to the value of 5,000 ZAR, any work above the 5,000 ZAR requires the supplier to contact the CBRE Excellerate Technical Manager for approval and further process before any work may continue.
- Any work above 5,000 ZAR will require a quotation to be sent to the CBRE Excellerate Technical Manager even if a verbal approval for emergency work is given.

Comments: STANDBY FOR ELECTRICIANS - ACCESS TO SHOPT

Date Responded: 14/11/25 Time IN: 08:00 Time OUT: 11:45 Manager: E. DAVOS (Name & Signature)

Please note: By signing this Work Order / Instruction the Manager indicates that work has been completed to a satisfactory level.



NB Store are not permitted to issue CAPEX orders
To :

VISION ELEVATORS (PTY) LTD
7A DONNINGTON ROAD
KILLARNEY GARDENS
7441

Supplier Number : E710000072

The goods/services against this order must be delivered / addressed to

Company Name
SHOPRITE CHECKERS (PTY) LTD

Branch Name and Number
CX PROTEA HEIGHTS
42981

Address
Cnr Brackenfell Blvd and Pro
Brackenfell
7560

Vat Registration No.
4420106777

External Work Instruction : 2113091

Delivery/Completion : 14.11.2025

Description of Tendered Goods/Services Required	UoM	Quantity	Unit Cost	Cost
Tender Price excluding VAT				0.00

Description of Services Required :

Site meeting to assist electricitians

For Supplier

For Shoprite/Checkers : US5434289.

Refer to our Expense Creditors Guidelines for Terms and Conditions.

Please submit your invoice to **CBRE EXCELLERATE**.

CHECKERS PROTEA HEIGHTS (42981)
 100176 DATE 14/11/2025
 RETURNS: _____
 CLAIM No: _____
 CONFIRMED NOT CHECKED
 FULL NAME: _____
 EMPLOYEE No: _____
 SIGNATURE INVALID UNLESS GRN No. IS QUOTED