



DLR Contact Name & Department: .....



## **DLR County Council Invoicing Requirements**

***Suppliers should not provide goods and/or services to DLR County Council without the existence of a valid Purchase Order detailing the respective goods and services to be supplied and the prices of same.***

- All invoices must be sent directly to the Accounts Payable Section, either by e-mail to [accountspayable@dlrcoco.ie](mailto:accountspayable@dlrcoco.ie) or by regular post.
- All invoices must quote a **valid Purchase Order number** which specifically relates to the goods or service provided, at the price agreed.
- Any invoice that does not quote a valid Purchase Order number will be returned to the Supplier.
- All invoices must be dated and quote a unique invoice number.
- Invoices must be made out to Dún Laoghaire/Rathdown County Council.
- Remittances will issue by e-mail only, to the supplied e-mail address; if an e-mail address has not been provided, a remittance will not issue.

**Please be advised that failure to adhere to these requirements may result in delays to payment of Supplier invoices.**

**NOTE: *Where any monies are due and owing to the Council such as Rates or any other charges, these outstanding sums may be offset in whole or in part against any payments due to a Supplier, without any further notice being issued.***