

Dún Laoghaire - Rathdown County Council

Dun Laoghaire Rathdown County Council

Invoicing Requirements

Works should not be undertaken for the Council, or goods delivered to the Council, without a valid Purchase Order detailing the works to be undertaken or the goods to be delivered and the price of same.

- All invoices must be sent directly to the Accounts Payable Section.
- Invoices can be sent by post to Dun Laoghaire Rathdown County Council, Accounts Payable Section, County Hall, Marine Road, Dun Laoghaire, Co. Dublin.
- Invoices will also be accepted by email to acctspayable@dlrcoco.ie
- **All invoices must quote a valid purchase order number relating specifically to the goods/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 Dun Laoghaire Rathdown County Council.

Failure to adhere to these requirements may result in a delay to payment of your invoices.

Remittances will issue by e-mail only to the e-mail address supplied.

Where an e-mail address has not been supplied a remittance will not issue.

PLEASE NOTE

Where any monies are owing to the Council such as Rates or any other charges, these may be offset in whole or in part without further notice against any payments due to you.