

Invoice Checklist for Suppliers

Your Invoice **must** be addressed to;

Roscommon County Council, Accounts Payable Section, Áras an Chontae, Roscommon
and contain the following information;

1. The Name & Address of the Supplier
2. A Roscommon County Council Purchase Order number relevant to
the goods or services noted on the Invoice(s)
3. A Unique invoice number
4. An accurate description of goods/services provided
5. Reference to relevant Delivery docket number(s)
6. Your VAT No/ Tax No/Not VAT Registered, as applicable.

If the Invoice relates to a Construction Contract, as defined by the Revenue Commissioners, please refer to the notes on 'Relevant Contracts Tax' for further information on procedures and requirements.

Roscommon County Council will not be in a position to process payments which do not comply with the above and invoices which contain inadequate information will be returned.

Invoices which contain errors in relation to the cost and/or quantity of goods or services provided will also be returned to the supplier and a corrected invoice should issue as credit notes will not be accepted in such circumstances.