



# Characteristics

*of a*

# Valid Invoice

## **“CHARACTERISTICS OF A VALID INVOICE” ADVICE FOR SUPPLIERS**

Account NI considers invoices as correctly rendered where the criteria at 1 and 2 are met.

### **1. Criteria for Valid Invoices**

Valid invoices are those which are legible, from which a clear scanned image can be produced, and which clearly show the following information:

- (a) the department being billed (one of the following must be included irrespective of the agency, section or location being billed):
  - "DARD" or "Department of Agriculture and Rural Development"
  - "DCAL" or "Department of Culture, Arts and Leisure"
  - "DE" or "Department of Education"
  - "DEL" or "Department for Employment and Learning"
  - "DETI" or "Department of Enterprise, Trade and Investment"
  - "DFP" or "Department of Finance and Personnel"
  - "DHSSPS" or "Department of Health, Social Services and Public Safety"
  - "DOE" or "Department of the Environment"
  - "DRD" or "Department for Regional Development" (NB. includes Roads Service)
  - "DSD" or "Department for Social Development"
  - "OFMdfm" or "Office of the First Minister and deputy First Minister"
- (b) where related to a purchase order (PO), the wording "Purchase Order" or "PO" followed by the 10 digit PO number, or where not related to a PO, the contact name in the Department (ie. the person requesting the goods)
- (c) the invoice number, or where a utility bill, the account number
- (d) payment terms
- (e) invoice date / tax point
- (f) supplier name, address, postcode and VAT registration number
- (g) remittance name and address where this is different to (f) above
- (h) goods / service details which match the PO details, including quantity billed, item description, unit of measure, unit price and total value
- (i) the agreed charge, including any discounts, handling and freight charges and a breakdown clearly showing each VAT amount and the applicable VAT rate (and where not complete, a breakdown of the relevant work or services as they relate to this charge or an explanation of a difference in expected charge)

## 2. Criteria for the Correct Address

With the exception of invoices for the Works Order Processing System (WOPS) which should continue to be sent to departments through normal channels, the correct address to send all other invoices to Account NI depends on the department being invoiced and must be one of the following:

<b>Department Being Billed</b>	<b>Account NI Address</b>
<b>DARD -</b> Department of Agriculture and Rural Development	Account NI – DARD PO Box 1190 Belfast BT1 9JE
<b>DCAL -</b> Department of Culture, Arts and Leisure	Account NI – DCAL PO Box 1191 Belfast BT1 9JF
<b>DE -</b> Department of Education	Account NI – DE PO Box 1193 Belfast BT1 9JH
<b>DEL -</b> Department for Employment and Learning	Account NI – DEL PO Box 1147 Belfast BT1 9FT
<b>DETI -</b> Department of Enterprise, Trade and Investment	Account NI – DETI PO Box 1148 Belfast BT1 9FU
<b>DFP -</b> Department of Finance and Personnel	Account NI – DFP PO Box 1120 Belfast BT1 9FZ
<b>DHSSPS -</b> Department of Health, Social Services & Public Safety	Account NI - DHSSPS PO Box 1173 Belfast BT1 9HQ
<b>DOE -</b> Department of the Environment	Account NI - DOE PO Box 1205 Belfast BT1 9JT
<b>DRD -</b> Department for Regional Development (NB. includes Roads Service)	Account NI - DRD & Roads Service PO Box 1207 Belfast BT1 9JW
<b>DSD -</b> Department for Social Development	Account NI - DSD PO Box 1176 Belfast BT1 9HT
<b>OFMdfM -</b> Office of the First Minister and deputy First Minister	Account NI – OFMDFM PO Box 1119 Belfast BT1 9FY