



Advice for Suppliers when Invoicing the Council

Please **do not** invoice prior to delivery as invoices can only be paid once the council has received the goods, services or works.

For **ALL** invoices, please include the following as a minimum:

- Order/job number - failure to quote the order number will result in your invoice being returned.
- A sequential number based on one or more series which uniquely identifies the document (invoice number).
- Your supplier name, address and contact information.
- The name and address of your customer (e.g. Doncaster Council or Doncaster Children's Services Trust).
- Site address(es) or delivery address(es).
- The date the goods, services or works were provided (supply date/tax point).
- The date of issue of the invoice (where different to the supply date).
- A description of the services provided or work carried out and/or;
- Items delivered and product codes (both the Council's and suppliers).
- Quantity of goods/services delivered and/or;
- Quantity delivered against the schedule of works.
- The amounts charged for each description or the unit price where appropriate.
- The total amount of the invoice.

For **VAT invoices**, and to ensure compliance with VAT regulations, please include the above and the following as a minimum:

- Your name, address and VAT registration number - you may issue invoices under a trading name, but **you must show the name and address that you are registered for VAT on the document.**
- The rate of VAT and the amount payable excluding VAT against each quantity or description of goods/services/works provided.
- The gross total amount payable, excluding VAT.
- The rate of any cash discount offered.
- The total amount of VAT chargeable.



Please note:

- It is the supplier's responsibility to ensure that invoices are submitted to the correct address for payment.
- Electronic invoicing should be used and invoices should be submitted by e-mail as pdf file attachments (1 invoice per file) to: accountspayable@doncaster.gov.uk
- If the above advice is followed and the invoice matches the goods/services/works received against the order/job number, invoices will be paid **30** days after the invoice date (unless otherwise agreed contractually).
- Any errors or omissions on the invoice will result in delayed payments.
- Where a credit is required to be offset against an invoice, the invoice will be withheld for payment until the credit note is received.
- All payments will be made electronically via BACS.