

INVOICING ARRANGEMENTS FOLLOWING THE SUPPLY OF GOODS & SERVICES TO ROCHDALE BOROUGH COUNCIL

The aim of the Council is to ensure its Suppliers are paid accurately and in a timely manner. In order to facilitate this we ask you ensure, you receive an official Purchase Order for all goods / services ordered by the Council.

All purchase orders will include an official order number. This order number must be quoted on all invoices. Also, it is imperative that your invoice is addressed to Rochdale BC, Number One Riverside, Smith Street, Rochdale, OL16 1XU. Our preference would be for you to **email your invoice to invoices@rochdale.gov.uk**.

Quoting the purchase order number and sending the invoice to the correct address will help avoid any potential payment delays.

In summary, to help us pay you on time:

- Always asking for a Purchase Order Number from the area of the Council you are supplying
- Where provided, always include the Purchase Order Number on the delivery note
- Always quoting the Purchase Order Number on your Invoice
- Always addressing your invoice to Rochdale BC, Number One Riverside, Smith Street, Rochdale, OL16 1XU and sending by email to invoices@rochdale.gov.uk as a PDF attachment
- Ensuring the invoice shows your name and address
- If you are VAT registered you need to quote your VAT registration number
- If we are being charged VAT – it needs to be shown separately
- The rate of VAT also needs to be shown i.e. 20% or 5%
- Always ensure the invoice has sufficient narrative to explain the charge
- If you are a CIS Supplier, your invoice shows labour and materials separately

We would like to improve our client focus and as such invite you to make any comments you may have about our invoice processing and payments service. This can be done by emailing invoices@rochdale.gov.uk or writing to me at the address below.