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# All you need to know Guide to Invoicing Arrangements

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# **Invoicing Arrangements**

## **Departments Covered**

Account NI is the financial processing centre for Northern Ireland Civil Service Departments, processing all purchase orders and invoices for:-

- Department of Finance and Personnel (DFP)
- Office of the First Minister and deputy First Minister (OFMdFM)
- Department of Enterprise, Trade and Investment (DETI)
- Department for Employment and Learning (DEL)
- Department of Health, Social Services and Public Safety (DHSSPS)
- Department for Social Development (DSD)
- Department of Agriculture and Rural Development (DARD) including the Agri-Food and Biosciences Institute (AFBI)
- Department of Education (DE)
- Department of Culture, Arts and Leisure (DCAL)
- Department of the Environment (DOE)
- Department for Regional Development (DRD) including Roads Service.

## **What Suppliers Need To Do**

If you have been provided with a Purchase Order, you can identify the Department you are dealing with from it. If you have been provided with a Purchase Order, you must include the Purchase Order Number on your invoice. If no Purchase Order has been issued, then the departmental contact name must be stated on the invoice. If the relevant Purchase Order Number or departmental contact number is not included on the invoice, it may lead to a delay in the processing of the payment.

Invoices for all departments should be sent directly to Account NI and not the purchaser (except invoices for the Works Order Processing System (WOPS) and "utility" bills e.g. phones - including mobiles, water, electricity, fuel, rent, rates and postage top ups for franking machines).

### **Address (For Correspondence)**

Account NI  
Goodwood House  
44-58 May Street  
Belfast  
BT1 4NN

### **Address (For Invoices)**

The address to send your invoices to varies according to the department that an invoice relates to. For details, see the table in the "Prompt Payment - Q & A" section below.

### **Service Desk**

Telephone 08456 713133

Fax 028 9025 6800

E-mail [servicedesk@accountNI.gov.uk](mailto:servicedesk@accountNI.gov.uk)

Internet [www.accountni.dfpni.gov.uk](http://www.accountni.dfpni.gov.uk)

## Prompt Payment - Q & A

### Invoice Processing Times

Account NI has taken steps to reduce invoice processing times to within 10 days of receipt of invoice for goods and services. Invoices are paid as soon as they have been fully authorised and quality assured by the Departmental officials. This applies to all suppliers of goods and services but our existing contractual terms and conditions remain unchanged.

### Questions and Answers

**Q Does this apply to my organisation?**

**A** Yes, we have speeded up the payment process for all suppliers.

**Q Even if we are not an SME?**

**A** Yes, larger organisations also benefit from faster payment. If you have subcontractors we would ask you to pass on those faster payment terms to help smaller organisations further down the supply chain.

**Q Have the terms and conditions of my contract changed?**

**A** No.

**Q My organisation is a grant recipient - are our payment terms faster?**

**A** The grant payments we make are paid immediately on receipt of a valid payment authorisation.

**Q Where should I send my invoices to?**

**A** As follows:

| Department  | Send invoices to...   |
|---|---|
| Department of Finance and Personnel (DFP)                       | Account NI – <b>DFP</b><br>PO Box 1120<br>Belfast<br>BT1 9FZ    |
| Office of the First Minister and deputy First Minister (OFMdFM) | Account NI - <b>OFMdFM</b><br>PO Box 1119<br>Belfast<br>BT1 9FY |

|   |  |
|---|--|
| Department of Enterprise, Trade and Investment ( <b>DETI</b> )  | Account NI - <b>DETI</b><br>PO Box 1148<br>Belfast<br>BT1 9FU                    |
| Department for Employment and Learning ( <b>DEL</b> )   | Account NI – <b>DEL</b><br>PO Box 1147<br>Belfast<br>BT1 9FT                     |
| Department for Social Development ( <b>DSD</b> )  | Account NI - <b>DSD</b><br>PO Box 1176<br>Belfast<br>BT1 9HT                     |
| Department of Health, Social Services & Public Safety ( <b>DHSSPS</b> )   | Account NI - <b>DHSSPS</b><br>PO Box 1173<br>Belfast<br>BT1 9HQ                  |
| Department of Agriculture and Rural Development ( <b>DARD</b> )<br><i>- see separately the Agri-Food and Biosciences Institute (AFBI) below</i> | Account NI - <b>DARD</b><br>PO Box 1190<br>Belfast<br>BT1 9JE                    |
| Agri-Food and Biosciences Institute ( <b>AFBI</b> )   | Account NI - <b>AFBI</b><br>PO Box 1192<br>Belfast<br>BT1 9JG                    |
| Department of Education ( <b>DE</b> )   | Account NI - <b>DE</b><br>PO Box 1193<br>Belfast<br>BT1 9JH                      |
| Department of Culture Arts and Leisure ( <b>DCAL</b> )  | Account NI - <b>DCAL</b><br>PO Box 1191<br>Belfast<br>BT1 9JF                    |
| Department of the Environment ( <b>DOE</b> )  | Account NI - <b>DOE</b><br>PO Box 1205<br>Belfast<br>BT1 9JT                     |
| Department for Regional Development ( <b>DRD - including Roads Service</b> )  | Account NI - <b>DRD &amp; Roads Service</b><br>PO Box 1207<br>Belfast<br>BT1 9JW |

**Notes:**

- *If you have been provided with an Account NI Purchase Order then you must include the Purchase Order Number on your invoice.*
- *If no Purchase Order has been issued then the Departmental Contact name must be stated on the invoice.*
- *If the relevant number or name is not included on the invoice it will lead to a delay in the processing of this payment.*
- *The following invoices should continue to be sent through normal channels - phone bills (including mobiles), water, electricity, fuel, rent, rates and postage top ups for franking machines.*
- *Invoices for the Works Order Processing System (WOPS) should also continue to be sent through the normal channels.*

**Q Who do I contact if I have a query about an invoice or a payment?**

**A** Get in touch with the Account NI Service Desk on 0845 671 3133, quoting a valid Purchase Order number and your invoice number

**Q When will Account NI start counting the 10 days?**

**A** We will count from the day Government receives the invoice. Please note that it may delay your payment if your invoice is not sent directly to Account NI.

**Q How will I know when a payment has been made?**

**A** You will receive a remittance advice by email, fax or post. We make payments every working day and the advice will be sent out on the day after we make the payment. Where possible all payments are made by BACs and will take a minimum of three days to arrive in your account.

## **Account NI – Good Invoicing Practice for prompt payment**

Account NI is keen to work closely with suppliers to the departments / AFBI in order to provide the best service possible and facilitate prompt payment of invoices.

To help ensure that Account NI can process invoices quickly and efficiently and to avoid the possibility of our having to return invoices, we ask that suppliers follow the good invoicing practice set out below.

1. Highlight clearly which department (or if AFBI) you are billing and use the correct name as follows:

|               |   |
|---------------|---|
| <b>DFP</b>    | Department of Finance and Personnel                     |
| <b>OFMdFM</b> | Office of the First Minister and deputy First Minister  |
| <b>DETI</b>   | Department of Enterprise, Trade and Investment          |
| <b>DEL</b>    | Department for Employment and Learning                  |
| <b>DSD</b>    | Department for Social Development                       |
| <b>DHSSPS</b> | Department of Health, Social Services and Public Safety |
| <b>DARD</b>   | Department of Agriculture and Rural Development         |
| <b>AFBI</b>   | Agri-Food and Biosciences Institute                     |
| <b>DE</b>     | Department of Education                                 |
| <b>DCAL</b>   | Department of Culture, Arts and Leisure                 |
| <b>DOE</b>    | Department of the Environment                           |
| <b>DRD*</b>   | Department for Regional Development                     |

\*DRD includes Roads Service

2. Ensure that the Company Name and Address is clearly stated on the invoice - the postcode is essential as this allows us to pay the correct site within our accounting system. Should remittance be to a different name and address, ensure this is prominent.
3. Clearly identify if the item is an invoice or credit note and ensure that it has:
  - an invoice / credit note number;
  - a purchase order number;
  - or in the case of a utility bill, an account number

4. Ensure that the tax point / invoice date is clearly shown and state your payment terms on all invoices.
5. Quote all purchase order numbers provided - if there is no purchase order number provided, quote the contact name in the department / AFBI (i.e. the person requesting the goods).
6. Ensure that all goods / service details are provided, i.e. Quantity billed, item description, unit of measure, unit price and total value. Item description and unit of measure should match exactly what was provided in the purchase order.
7. Our preferred method of payment is BACs. BACs is a more secure and convenient method for both Account NI and suppliers and we would encourage you to provide your bank details and avail of it.
8. Ensure that a clear breakdown of invoice value is provided. Identify any handling or freight charges. Ensure that a clear VAT breakdown is provided, including VAT rate(s).
9. Ensure that your invoice / credit note is legible, especially if handwritten (our preference is for typewritten). In addition, ensure that it is not:
  - printed on dark paper;
  - printed in a colour of ink that is difficult to scan such as purple;
  - stapled, as this also creates problems for scanning
10. To facilitate the processing of invoices, send them to the correct address as set out on the Account NI website:

[www.accountni.dfpni.gov.uk](http://www.accountni.dfpni.gov.uk)