

## Ways of dealing with us - *Electronically*

The following advice sets out the arrangements in place to deal with **Account NI** electronically, which is both cheaper and faster.

### 1. Purchasing

Suppliers can have orders emailed or faxed directly to them, by requesting this and providing their email address or fax number in an email to [procurement@accountni.gov.uk](mailto:procurement@accountni.gov.uk).

### 2. Invoicing

Please consider using email to send your invoices to. The email address to send invoices to is [invoices@dfpni.gov.uk](mailto:invoices@dfpni.gov.uk). Please note that we cannot process emailed invoices which are not in 'PDF' format.

### 3. Payment

Suppliers who are paid by cheque can, if they wish, ask for their payment to be made directly to a bank account by emailing the following details to [procurement@accountni.gov.uk](mailto:procurement@accountni.gov.uk).

- bank or building society name and address;
- account name;
- account number;
- sort code;
- building society roll number (if applicable);
- remittance address

