



## Invoicing Requirements

### Dublin City University and Subsidiary Companies [*Hereinafter* *“DCU”*]

DCU is fully committed to ensuring payments are made to suppliers for contracted goods and services within 30 days of receipt by DCU of a valid invoice. This applies unless alternative agreed payment terms have been put in place.

DCU is obliged to ensure that all valid invoices processed for payment comply with Revenue requirements and must include **ALL** the items listed below. Please note that DCU reserves the right to reject invoices missing any of the items listed below.

1. Company/Entity name
2. Company/Entity address
3. Company/Entity VAT registration number
4. Invoice number
5. Invoice date
6. Nine (9) digit DCU Purchase Order Number
7. Description of goods / services provided
8. Net amount excluding VAT
9. VAT rate (including the zero rate)
10. VAT amount at each rate
11. Gross amount including VAT

12(a). The format of the **invoice BILLING address** for the DCU Group entities listed in **Table A** should be as follows:

**FAO: Accounts Payable, Finance Office**  
**Relevant DCU Group Entity Name**  
**Dublin City University**  
**Dublin 9**  
**Ireland**

<b>Table A</b>
<b>DCU Group Entity</b>
Dublin City University
Campus Residences Ltd
DCU Invent Ltd
DCULS Ltd
DCU Ryan Academy Ltd
Dublin Software Park Ltd
The Helix
Trispace (Sport) Ltd

12(b). The format of the ***invoice BILLING address*** for the DCU Group entities listed in **Table B** should be as follows:

**Relevant DCU Group Entity Name**

**Dublin City University**

**Dublin 9**

**Ireland**

<b>Table B</b>
<b>DCU Group Entity</b>
Campus Property Ltd
Trispace (Catering) Ltd

13. The ***Invoice DELIVERY Address*** should be clearly identified on the invoice in addition to the invoice billing address. The format of the Invoice Delivery Address for DCU Group Entities should be as follows (*unless expressly stated otherwise by the relevant Buyer or on the purchase order*):

**Table C**

<b>DCU Group Entity</b>	<b>Delivery Address</b>
Dublin City University	Dublin City University, Dublin 9 , Ireland
Campus Property Ltd	Campus Property Ltd, Dublin City University, Dublin 9, Ireland
Campus Residences Ltd	Campus Residences Ltd, Dublin City University, Dublin 9, Ireland
DCU Invent Ltd (Innovation Campus)	DCU Invent Ltd, Innovation Campus, Glasnevin Hill, Dublin 9, Ireland

<b>DCU Group Entity</b>	<b>Delivery Address</b>
DCU Invent Ltd (Invent Centre)	DCU Invent Ltd, Invent Centre, Dublin City University, Dublin 9, Ireland
DCULS Ltd	DCULS Ltd (DCU Language Services), Dublin City University, Dublin 9, Ireland
DCU Ryan Academy Ltd	DCU Ryan Academy Ltd, 3013 Lake Drive, Citywest Business Campus, Dublin 24, Ireland
Dublin Software Park Ltd (Including Digital Sentry Systems)	Dublin Software Park Ltd, Dublin City University, Dublin 9, Ireland
The Helix	The Helix, Dublin City University, Dublin 9, Ireland
Trispace (Catering) Ltd	Trispace (Catering) Ltd, Dublin City University, Dublin 9, Ireland
Trispace (Sport) Ltd	Trispace (Sport) Ltd, Dublin City University, Dublin 9, Ireland

### **Reminder**

- No copies of invoices should be emailed or faxed to DCU unless requested by Accounts Payable staff.
- All payments are to be made by Electronic Funds Transfers.
- All queries must be emailed to [accounts.payable@dcu.ie](mailto:accounts.payable@dcu.ie) quoting purchase order and invoice number. Overdue invoice queries must be followed up with the buyer directly.