



# Suppliers Brochure

## Ordering & Invoicing



## Ordering & Invoicing Arrangements

Official Purchase Orders will be issued in the following numbering format:

Order numbers beginning	Division
310xxxxxxx	DSRL
47xxxxxxx	DSRL Stores

The Purchase Order document provides the Purchase Order Number , name and email address of the DSRL contact, description of the goods / services and details of any specific delivery instructions.

## Invoice address

Invoices should be sent to:

**Dounreay Site Restoration Limited**  
**Invoice Processing Section**  
**Dounreay**  
**Thurso**  
**KW14 7TZ**

Please ensure that the Purchase Order number is quoted on the invoice to avoid payment delay. Payment will be made within 30 days of receipt of a correctly rendered invoice.

Invoices and invoice queries should be forwarded to: [accounts@dounreay.com](mailto:accounts@dounreay.com)

