

Suppliers doing business with the Department of Transport, Tourism & Sport

Use of Purchase Orders

The Department of Transport, Tourism and Sport will only accept invoices that quote a valid purchase order number and where the invoice details match the purchase order details (excludes Utility billing or where the value of the invoice is less than €200 for goods or services).

Department of Transport, Tourism and Sport purchase order numbers are in the format 1000xxxxx.

Invoices will be returned to the supplier for correction if the invoice includes additional items or charges not quoted on the purchase order

All invoices must be sent directly to Accounts Payable, Department of Transport, Tourism and Sport, 25 Clare Street, Dublin 2, IRELAND or emailed to accounts@dtas.ie

Note: if the Department has an account with you then that account number or an invoice number must be quoted in all correspondence sent to accounts@dtas.ie

The Department will pay the invoice within 30 days of receipt when the goods and/or services in question have been received in acceptable condition and in accordance with any relevant agreement between the Department and the supplier.