



RCSI Royal College of Surgeons in Ireland
Coláiste Ríoga na Máinleá in Éirinn
Finance Department
121 St Stephen's Green
Dublin 2, Ireland

Tel +353 1 402 2136
Email po@rcsi.ie
www.[rcsi.ie](http://www.rcsi.ie)

Dear Supplier,

Re: RCSI Purchase Order & Supplier Policy

To facilitate a more efficient relationship with our suppliers, we are writing to all suppliers to ensure that you are aware of RCSI's purchasing policies.

It is ***essential*** to have an official RCSI Purchase Order (PO) in advance of any goods/services being dispatched/undertaken.

If a PO does not appear on your invoice, it will be returned to you to liaise with your RCSI contact to request a PO.

1. All invoices must be billed to the following address and emailed to accountspayable@rcsi.ie for processing -

**Accounts Payable, Finance Department,
Royal College of Surgeons in Ireland
121 St Stephen's Green,
Dublin 2,
Ireland**

2. Payments are made by electronic transfer and a remittance advice is distributed by email at the time of transfer.
3. A monthly statement must be forwarded and emailed to statements@rcsi.ie by last working day of the month.

Please note, non-compliance may result in delay in payments to your company.

Thank you in advance for your co-operation in this matter,

Yours sincerely,

Niall McMahon
Accounts Payable Manager

Ann Cumiskey
Financial Controller