



DARLINGTON
Borough Council

**RESOURCES AND
GOVERNANCE GROUP**
Law & Governance Division
Town Hall, Darlington DL1 5QT

To whom it may concern

(01325) 405497
Corporate.procurement@darlington.gov.uk
16th March 2026

Our ref: P2P
Please ask for: Claire Weatherburn
Document Name: Procure to Pay

To whom it may concern,

Re: Procure to Pay Process – Submitting Invoices

Darlington Borough Council is currently undergoing a review of its Procure to Pay process to streamline the payment of invoices.

As part of the review please note the following changes:

- Requests for goods, services or works should not be accepted without an official order number. As of the **1st April 2026** your invoice will be returned if an order number is not quoted on the invoice, which will delay our payment to you.
- Invoices must be addressed to **Darlington Borough Council** and not Xentrall Shared Services.

The email address and address for the purchase order and for supplier invoice and payment enquiries;

Darlington Borough Council
Xentrall Shared Services
Transactional Finance
PO Box 877
Stockton-on-Tees
TS19 1JA
Telephone number: 01642 528391
Email address:
creditors@xentrall.org.uk

Please ensure that the invoicing and contact details you hold for the Council are amended accordingly.

Yours faithfully

Claire Weatherburn
Procurement Manager