

National Library of Ireland Invoice Submission Arrangements

The National Library of Ireland is committed to paying its suppliers in a timely and efficient manner.

To support the prompt processing of invoices, suppliers are requested to ensure that:

- Correct invoices are sent directly to Accounts Payable
 - by email to: accounts@nli.ie or
 - by post to: Accounts Payable, National Library of Ireland, Post & Delivery Centre, Leinster Lane, Dublin 2, D02 Y7FA
- Invoice details are complete and accurate and include quotation of a valid National Library of Ireland Purchase Order (PO) number
- Bank account details provided are complete, accurate and up to date.
- The supplier's tax clearance status with the Irish Revenue Commissioners is current.

Suppliers should note the following:

- The National Library of Ireland aims to pay all suppliers promptly. Where delays in payments occur and are not as a result of a dispute, suppliers may be entitled to compensation in accordance with relevant legislation. Late payments are defined as payments not made within the terms of the contract or within 30 days of the later of:
 - receipt of a valid invoice, or
 - receipt of the goods or services.
- A Tax Reference Number (TRN) is a supplier's unique identification number with the Irish Revenue Commissioners and is required to demonstrate tax compliance. This is usually a VAT number or, where a supplier is below the VAT threshold, a PPS number or TRN. Failure to provide a valid TRN may result in delays to payment. Further information is available on the Revenue Commissioners' website.
- To receive payments from an Irish public sector body to the value of €10,000 or more (inclusive of VAT) within a 12-month period, a supplier is required to demonstrate a satisfactory level of Irish tax compliance. This requirement applies to both Irish and foreign suppliers. The National Library of Ireland verifies the tax status of suppliers prior to payment processing, and suppliers are

required to be tax compliant on the Revenue Online Service (ROS) system before payment can be made. The National Library of Ireland will suspend payments where tax compliance requirements are not met.

- The National Library of Ireland considers an invoice received only when it is received by the Accounts Payable function (by email or post as outlined above) and contains sufficient information to allow the invoice to be validated and processed, including quotation of a valid National Library of Ireland Purchase Order number.
- Invoices submitted elsewhere within the National Library of Ireland may result in delays to processing and payment.