



CENTRAL BANK OF IRELAND SUPPLIER GUIDELINES

Procurement Operations – July 2021

CENTRAL BANK OF IRELAND, PO 559, New Wapping Street, Dublin 1, IRELAND





We wish your commercial interaction with the Central Bank of Ireland to operate smoothly and our goal is to ensure you are paid promptly for your supply of goods, works or services. In order to achieve this it is important that you understand and apply the operating processes and standards we have put in place to ensure timely payment and in order to protect both suppliers and the Central Bank of Ireland.

- Orders from the Central Bank of Ireland for goods, services and works will be authorised by a unique Purchase Order number. In general, the Purchase Order will be issued via email from the address procurement@centralbank.ie ; this is the only valid email address from which Purchase Orders will be issued. Please do not send mail to this mailbox as it is not monitored and its sole purpose is for the issuance of Purchase Orders. Purchase Orders may be issued via standard post in certain circumstances.
- A valid Purchase Order number **must be provided in advance** in order to commence the supply of goods, works or services.
- For the avoidance of doubt, no other form of instruction, oral request or email from Central Bank of Ireland personnel is an accepted substitute for a valid Purchase Order. Any such requests for supply (e.g. verbal, in writing or via email) are neither authorised nor valid and **should be declined** pending receipt of a valid Purchase Order.
- Works, goods or services supplied in the absence of a valid Purchase Order shall not constitute a payment obligation on the Central Bank of Ireland. Invoices received pertaining to the supply the goods, works or services in the absence of a valid Purchase Order **will be returned unpaid.**
- You should ensure that all quantities and values on the Purchase Order match the agreed price(s). Where additional supply is requested over and above the Purchase Order value, either confirmation of Purchase Order adjustment or an additional Purchase Order must be provided **before** the additional supply commences. Supply conducted over the value of the original Purchase Order is not authorised by the Central Bank of Ireland and any invoices pertaining to it **will be returned unpaid.**
- The Purchase Order number **must be quoted** on all Invoices. Failure to comply with this will mean Invoices will be **returned unpaid**, even where you have been



supplied with a valid Purchase Order number.

- Invoices must be emailed directly to invoicecontrol@centralbank.ie, or addressed to “Accounts Payable, Financial Control Department, PO Box 559, New Wapping Street, Dublin 1, Ireland”. **Do not send** invoices to any other destination (including your contact within the Central Bank of Ireland).
- The contact for any queries in relation to the Purchase Order is the Buyer name and email address that are included on the Purchase Order.
- The contact for any queries in relation to Invoices is Accounts Payable (accountspayable@centralbank.ie , Telephone (01) 224 6216).
- Any personal data provided by you will be processed by the Central Bank for procurement purposes and to create an appropriate record for audit trail. If you have any questions in relation to the processing of your personal data by the Central Bank, you may contact our Data Protection Officer at dataprotection@centralbank.ie. A copy of the Central Bank’s Data Protection Notice is available on <https://www.centralbank.ie/fns/privacy-statement>

Please quote your vendor number in any queries to the above.

Characteristics of the Purchase Order are as follows:

- It will always have a unique reference number.
- It will contain a description of the goods or services, quantity, unit of measure and price for each line item.
- The Buyer’s name and email address will appear on the Purchase Order.
- The delivery address will be shown, e.g. Currency Centre Sandyford, or Spencer Dock or New Wapping Street. Note that items with different delivery addresses may be included on the same Purchase Order.
- The invoice address will be clearly identified –
invoicecontrol@centralbank.ie

For reference a sample of our purchase order form is included at the end of this guideline.

To ensure payment eligibility your Invoices must include:



1. Central Bank of Ireland address
2. Your unique Invoice number and Invoice date.
3. The Central Bank of Ireland **Purchase Order number** (**Reminder:** Invoices will be returned **unpaid** if they do not contain a valid Purchase Order number)
4. Description, quantity and value of the goods or services at the same level of detail and using the same unit of measure as on the Purchase Order.
5. A total invoice value detailing Gross, Net & VAT amounts.
6. Currency as quoted on the Purchase Order.

An Invoice missing any of the above information **will be returned unpaid**. An Invoice that includes items not contained in the Purchase Order, or where the amounts exceed the Purchase Order values, or where the unit of measure differs, **will be returned unpaid**.

Credit Notes

The Central Bank of Ireland would request that Credit Notes should contain:

1. Central Bank of Ireland address
2. Your unique credit note number and credit note date.
3. The Central Bank of Ireland **Purchase Order number** and line item number, where applicable.
4. Description, quantity and value of the goods or services at the same level of detail and using the same unit of measure as on the Purchase Order.
5. A total credit note value detailing Gross, Net & VAT amounts.
6. Currency as quoted on the purchase order.
7. Your original invoice number.
8. The credit note must state the reason why it has been raised e.g. overcharge or goods return.

Changes to Supplier Details

Please send any request for amendments to your current details to centralbankofirelandprocurementcompliance@centralbank.ie. You will then be contacted to provide appropriate documentation for completion to enable the changes to proceed.

Please note that once a request to amend any detail is received no payments or purchase orders will be issued pending completion and verification of the changes.



SAMPLE PURCHASE ORDER



Vendor xyz
Street 1
Dublin 2

Please deliver to:
Central Bank of Ireland
PO Box 559
New Wapping Street
North Wall Quay
DUBLIN 1

Purchase Order

PO Number/Date
4500042511 / 21.04.2017
Our VAT registration no.
IE0646290P
Vendor No
11855

Terms of Payment: 30 days net

Currency EUR

Item	Description	Order Qty	Unit	Price per Unit	Delivery Date	Net Value
1	Product 1	10	each	10.00	30.04.2017	100.00
Total net value excl. tax EUR						100.00

Please quote this Purchase Order Number on all related documentation, including invoices. Failure to quote a PO number will lead to invoices being returned. Invoice to: invoicecontrol@centralbank.ie or Accounts Payable, Financial Control Department, Central Bank of Ireland, PO Box 559, New Wapping Street, North Wall Quay, Dublin 1.

Save in circumstances in which the Vendor and the Central Bank of Ireland agree and execute an alternative contract for the provision of goods and/or services as part of a formal tender competition, the purchase above shall be made in accordance with the accompanying terms and conditions. By performing any act consistent with fulfilling this order, the Supplier shall be deemed to accept these terms and conditions.



THIS SECTION ONLY APPLIES TO NON-IRISH VENDORS THAT HAVE PERSONNEL WORKING IN THE CENTRAL BANK OF IRELAND:-

Irish Employer Withholding Tax Obligations - Pay As You Earn (PAYE)

The Central Bank of Ireland is obliged to establish the tax position of various third party resources utilized, or proposed to be utilized, by the Central Bank of Ireland.

In line with Irish tax legislation governing the taxation of employments held with non-Irish companies; PAYE obligations may exist for such non-Irish companies in respect of its employees, where duties are performed by those employees in Ireland for certain durations.

The Irish Revenue has acknowledged that in some cases tax may be relieved by the provisions of a Double Taxation Agreement. However, published guidance (Irish Revenue: Tax and Duty Manual Part 42-04-65, eBrief No. 58/18) confirms that PAYE should still be operated in respect of individuals working in Ireland for more than 30 workday days in any tax year or in a continuous period (subject to conditions), unless an application is made to the Irish Revenue to relieve this obligation. If no relief is available under a Double Taxation Agreement, PAYE will be due.

The Central Bank of Ireland is obliged to ensure that all individuals and companies supporting their operations in Ireland are in full compliance with these provisions.

In this regard, please find enclosed a draft letter which we kindly request be typed on your company headed note paper confirming your understanding of the provisions and confirming that you are in full compliance.



We thank you in advance for providing a letter of confirmation (see Draft below) and we look forward to working with your company and employees on an ongoing basis.

DRAFT LETTER FROM VENDOR/CONTRACTOR TO THE CENTRAL BANK

To be typed on Company Headed Paper

Central Bank of Ireland
PO Box 559
New Wapping Street
Dublin 1
Ireland

Dear XXX

I refer to your email dated xxxx in respect of our employees that are currently assisting the Central Bank of Ireland with its operations in Ireland.

We confirm that we are aware of the Irish PAYE withholding provisions exercised by the Irish Revenue for non-Irish companies in relation to employees carrying out the duties of their employment in Ireland on both a temporary and long term basis.

We confirm that **[Insert Overseas Company Name]** is compliant with these PAYE provisions and **[Insert Overseas Company Name]** is fulfilling its PAYE obligations for our employees in Ireland. For clarification our company's Irish Employer reference number is **YYYYYYYY**.

Should it transpire that **[Insert Overseas Company Name]** has not complied with our Irish PAYE withholding obligations in respect of all employees carrying out duties of employment in Ireland and this non-compliance resulted in the Central Bank of Ireland being required to make a disclosure to the Irish Revenue, we undertake and warrant that any amount remitted to Revenue in this regard by the Central Bank, including interest and penalties, will be reimbursed to the Bank in full and without delay.

We trust this is satisfactory.

Signature

Position

Company Name