http://www.kerrycoco.ie/en/allservices/paymentpolicytosuppliers/

## Comhairle Contae Chiarraí
## Polasaí Íocaíochta do Sholáthróirí

I Márta 2011, de réir gealltanas an Rialtais don Phlean Téarnaimh Náisiúnta 2011-2014 agus do Chlár Tacaíochta an AE/IMF d'Éirinn, laghdaíodh an tréimhse íocaíochta do shonraisc bhailí ó 30 lá go 15 lá, le teacht i bhfeidhm ón 1d Iúil, 2011.

Leanfar ar aghaidh le hús ar íocaíochtaí déanacha de réir na téarmaí san Acht um Íoc Pras Cuntas 1997 agus Rialacháin 2012 d'Íocaíochtaí Déanacha ar Idirbhearta Tráchtála i leith aon íocaíochtaí a deintear 30 lá tar eis don sonrasc bailí teacht.

Seo leanas Polasaí Chomhairle Contae Chiarraí maidir le h-íocaíocht sonraisc do sholáthróirí, de réir an méid seo.

**Gealltanas:**
Tá Comhairle Chontae Chiarraí tiomanta don méid seo:

- Soláthróirí a íoc laistigh de 15 lá. Tosnóidh an tréimhse 15 lá ar an lá a thagann an sonrasc bailí isteach go Aonad Íocaíochtaí Creidiúnaithe na Comhairle.
- Deinfear monatóireacht ar na sonraisc a fhaightear chun a chinntiú go n-íoctar astu go tráthúil.
- Tabharfar treoir do sholáthróirí maidir lena ról chun a chinntiú go n-íocfar as sonraisc in am, agus
- Déileáilfear le sonraisc neamhbhailí nó fé chonspóid go h-éifeachtach

## Kerry County Council
## Payment Policy to Suppliers

In March 2011, under the Government's commitments to the National Recovery Plan 2011-2014 and the EU/IMF Programme of Support for Ireland, the payment period in relation to valid invoices was reduced from 30 to 15 calendar days with effect from 1st July, 2011.

Late payment interest will continue to be payable under the terms of the Prompt Payment of Accounts Act 1997 and Late Payment in Commercial Transactions Regulations 2012 for any payments made after 30 days from receipt of valid invoice.

In accordance with these requirements, the following is Kerry County Council's Policy in relation to the payment of invoices to suppliers.

**Commitment:**
Kerry County Council is committed to:

- Paying Suppliers within a timeframe of 15 days. The 15 day period will commence from the day on which the Council's Accounts Payable Unit receives a valid invoice.
- Monitoring invoices received to ensure that payments are processed in a timely manner.
- Giving clear guidance to suppliers on their role in ensuring timely payment of invoices, and
- Dealing with invalid and disputed invoices in an efficient and timely manner in accordance with existing

agus go tráthúil de réir Polasaithe reatha.

**Comhlíonadh Cánach:**
Éilíonn Comhairle Contae Chiarraí ar sholáthróirí a gcúrsaí cánach a choimeád in ord agus na sonraí cuí a chur ar fáil nuair a iarrtar iad.

**Sonrasc bailí:**
Íocfar na bunsonraisc bhailí amháin (crua-chóip nó ríomh-shonrasc), a sheolann soláthróir go 'n tAonad Íocaíochtaí Creidiúnaithe. Ní íocfar Ráitis chuntais. Moltar do sholáthróirí ríomh-shonraisc a sheoladh isteach go Comhairle Contae Chiarraí ag accountspayable@kerrycoco.ie

Is gá na sonraí a leanas a bheith ar Shonrasc Bailí:

- Ainm soláthróra, seoladh agus dáta
- Uimhir Shonraisc Leithleach
- Uimhir CBL na Comhlachta
- Uimhir Ordaithe Cheannaithe Oifigiúil ceart de chuid C.C.C.
- Sonraí oibre/seirbhísí déanta/ soláthraithe agus earraí seachadta.
- Ba chóir sonraisc a thagann faoi réimse Riail Frithmhuirear CBL (RCT) an deimhniú seo leanas a lua 'AN PRÍOMHCHONRAITHEOIR ATÁ FREAGRACH AS CBL AN tSOLÁTHAIR SEO' agus ní cheart CBL a ghearradh.

**Caithfear an Sonrasc a chur díreach chuig an tAonad Íocaíochtaí Creidiúnaithe, Comhairle Contae Chiarraí.**

**Bainfidh an sonrasc le hOrdú Ceannaithe amháin, nó le cuid de, agus is gá sin a lua ar an sonrasc.**

Policies.

**Tax Compliance :**
Kerry County Council requires all suppliers to be tax compliant and furnish details in relation to same when requested.

**Valid Invoice:**
Payment will only be made on original valid invoices (hard copy or e-invoice) submitted to Accounts Payable by a supplier. Payment will not be made on submission of Statements. Kerry County Council encourages suppliers to submit e-invoices. E-invoices should be sent to accountspayable@kerrycoco.ie.

A Valid Invoice must include the following:

- Supplier name, address and date.
- Unique Invoice Number.
- VAT number of the Company.
- Correct K.C.C. Official Purchase Order Number.
- Details of work/services carried out/provided and goods delivered.
- Invoices which come within the scope of the Reverse VAT Rule (RCT) should quote the following declaration "VAT ON THIS SUPPLY TO BE ACCOUNTED FOR BY THE PRINCIPAL CONTRACTOR" and VAT should not be charged.

**The Invoice must be submitted directly to Accounts Payable Unit, Kerry Co. Council.**

**The Invoice should only relate to one Purchase Order, or part of, which must be quoted.**

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| **Glacfar leis gur neamhbhailí iad na sonraisc a bhfuil níos mó ná uimhir ordaithe amháin orthu agus seolfar ar ais iad.**<br><br>**Sonraisc neamhbhailí:**<br>Muna gcloíonn Sonrasc leis na riachtanais chuí do Shonraisc Bhailí glacfar leis gur sonrasc neamhbhailí é agus seolfar ar ais go 'n soláthróir é laistigh de 3 lá de ghnáth, ón lá a bhfaightear é, le fógra a luann an fáth gur cuireadh ar ais é.<br><br>**Sonraisc fé chonspóid:**<br>Déanfar teagmháil le soláthróir sa chás go bhfuil conspóid fén sonrasc nó go lorgaíonn an roinn ceannaithe soiléiriú ón soláthróir fén sonrasc. Ní dheinfear íocaíocht go dtí go bhfuil gach rud réitithe.<br><br>**Modhanna Íocaíochta:**<br>Is é an modh íocaíochta is fearr le Comhairle Contae Chiarraí ná Aistriú Leictreonach Airgid (EFT). Seolfar fógra íocaíochta (Duillín Íocaíochta) go seoladh r-phoist an tsoláthróra. Sa chás nach gcuireann soláthróir seoladh r-phoist ar fáil ní sheolfar Duillín Íocaíochta chuige sa phost ach amháin ar iarratas an tsoláthróra nó má tá gá leis.<br>Íocfar le seic i gcásanna eisceachtúla amháin. Nuair a n-íoctar le seic beidh an Duillín Íocaíochta ceangailte leis.<br><br>**Gearáin:**<br>Muna bhfuil tú sásta, mar sholáthróir, leis an seirbhís a fuair tú ó Aonad Íocaíochtaí Creidiúnaithe, Comhairle Contae Chiarraí, ba cheart duit dul i dteagmháil linn go díreach ag cur síos ar do ghearán i scríbhinn le Patricia Crosbie, Oifigeach Foirne, Íocaíochtaí Creidiúnaithe, Comhairle Contae Chiarraí, Áras an Chontae, Ráth Teas, Trá Lí, Co Chiarraí, nó r-phost a sheoladh chuig accountspayable@kerrycoco.ie, nó glaoch a chur ar (066) 7183790. Déileáilfear le gearáin go tráthúil agus fé rún. | | **Invoices which quote multiple orders will be deemed invalid and returned.**<br><br>**Invalid Invoices:**<br>Should an Invoice fail to comply with the above requirements for a Valid Invoice, it will be deemed Invalid and will be returned to the supplier, generally, within 3 days of receipt with a notification identifying the reason for return.<br><br>**Disputed Invoices:**<br>Where a purchasing department has a dispute or requires clarification from a supplier in relation to an invoice the supplier will be contacted. Payment will only be made when the issues have been resolved.<br><br>**Payment Methods:**<br>Kerry County Council's preferred method of payment is by means of Electronic Funds Transfer (EFT). A notification of payment (Remittance Advice) will be sent to the supplier's e-mail address provided. Where a supplier has not provided an e-mail address a Remittance Advice will not be posted except if requested by the supplier or if otherwise required.<br>In exceptional circumstances payments will be made by Paying Order (cheque). Where a payment is made by Paying Order, the Remittance Advice is attached.<br><br>**Complaints:**<br>If, as a supplier, you are not happy with the timeliness of the services received from the Accounts Payable Unit of Kerry County Council you should contact us directly outlining your issues, in writing to Patricia Crosbie, Staff Officer, Accounts Payable Unit, Kerry County Council, County Buildings, Rathass, Tralee, Co. Kerry, by e-mail at (accountspayable@kerrycoco.ie), or by telephone to 066 7183790. All complaints will be dealt with in a timely and confidential manner. |

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| Muna bhfuil tú sásta leis an bhfreagra ba chóir duit dul i dteagmháil le Joanna Maher, Cuntasóir Bainistíochta Airgeadais, An Roinn Airgeadais, Comhairle Contae Chiarraí, Áras an Chontae, Ráth Teas, Trá Lí, Co. Chiarraí (finance@kerrycoco.ie) Fón: (066) 7183528.<br><br>Muna bhfuil tú sásta fós is féidir dul i dteagmháil leis an Ombudsman ag Oifig an Ombudsman, 18 Sráid Líosain Íochtarach, Baile Átha Cliath 2. Fón: (01) 6395600, R-phost: ombudsman@ombudsman.gov.ie Suíomh Idirlín: http://www.ombudsman.ie/<br><br>Tá súil ag Comhairle Contae Chiarraí go léiríonn an Polasaí seo gealltanais agus seasamh na Comhairle go soiléir maidir le soláthróirí a íoc. Is mór linn do chomhoibriú agus do thacaíocht.<br><br>Ceannasaí Airgeadais<br>Comhairle Contae Chiarraí<br>Meitheamh 2011<br>Márta 2012<br>Aibreán 2015<br>Aibreán 2016 | | If you are unhappy with the response received to your complaint you should contact Joanna Maher, Financial Management Accountant, Finance Department, Kerry County Council, County Buildings, Rathass, Tralee, Co. Kerry (finance@kerrycoco.ie) Telephone 066 7183528.<br><br>If you are still not satisfied you can contact the Office of the Ombudsman at Office of the Ombudsman, 18 Lower Leeson Street, Dublin 2, Tel: 01 6395600 E-Mail: ombudsman@ombudsman.gov.ie. Website: http://www.ombudsman.ie/.<br><br>Kerry County Council hopes that this Policy clarifies our commitments and position regarding payment to suppliers. Your co-operation and support is greatly appreciated.<br><br>Head of Finance<br>Kerry County Council.<br>June 2011<br>March 2012<br>April 2015<br>April 2016 |