

## Re: European Communities (Late Payment Commercial Transaction) Regulations

### 2012-Statutory Instrument No. 580 of 2012

B.I.M financial procedures comply with Statutory Instrument No. 580 of 2012 in addition BIM has signed up to the prompt payments code of conduct portal.

By signing up to the code of conduct portal B.I.M is showing its commitment to these regulations. In order to ensure compliance, we are requesting suppliers to meet the following requirements when submitting invoices:

1. All invoices must be addressed directly to:

*Bord Iascaigh Mhara, Accounts Department, P.O. Box 12, Crofton Road, Dun Laoghaire, Co. Dublin.*

Or emailed to [Invoices@bim.ie](mailto:Invoices@bim.ie)

2. All invoices must quote a valid Purchase Order Number.
3. Suppliers must furnish a current Tax Clearance Certificate in advance of submission of an Invoice and it is the obligation of the supplier to renew and ensure that a valid Tax Clearance Certificate remains in place at all times.
4. The Invoice must be correct and must contain all necessary information to enable the invoice to be certified.

Where these conditions are complied with you will receive payment within 30 days. Failure to meet any of these conditions will result in the Invoice being returned to supplier under dispute and payment will be delayed.

Thanking you for your co-operation in this matter