



Tallaght University Hospital
Ospidéal Ollscoile Thamhlachta
An Academic Partner of Trinity College Dublin

Purchase Order Payment Terms



Chief Financial Officer
Suppliers to Tallaght University Hospital

1st January 2025

Re: Payment Terms and Conditions

Dear Sir / Madam,

We enclose two copies of the Terms and Conditions for Payment of supplier invoices relating to hospital purchase contracts. Copy A is your company file copy, copy B should be signed as indicating your acceptance of these terms and conditions. The signed copy should be returned to Head of Procurement, Procurement Sourcing Contracts Division, the Adelaide and Meath Hospital, Tallaght, Dublin 24.

In the event of a reply not being received by the hospital within fourteen days, the hospital will act on the understanding that your company accepts these terms and conditions fully.

Yours sincerely,

Dermot Carter
Chief Financial Officer

Peter Irvine
Head of Procurement



Tallaght University Hospital
Ospidéal Ollscoile Thamhlachta
An Academic Partner of Trinity College Dublin

Tallaght University Hospital

Tallaght, Dublin 24

COPY A

HOSPITAL PURCHASING ORDERS

TERMS AND CONDITIONS FOR PAYMENTS TO SUPPLIERS

These terms apply to all contracts and purchase orders issued by the hospital, and all invoices received from Suppliers, unless alternative terms have been agreed in writing, either in a Form of Agreement, Contract or other means.

1. The hospital undertakes to pay Suppliers for contracted goods delivered or services provided, at the end of the month following the month in which the supplier invoice is raised and dated. This will result in supplier invoices being paid on average within 45 days following the receipt of the relevant invoice, and delivery and acceptance of the goods or services, provided the costs outlined on the invoice are properly due by the hospital in accordance with the Purchase Order or contract issued. The invoice must also comply with the requirements set out in Paragraphs 2 to 4 hereunder.
2. All invoices must relate to a specific Purchase Order and should include
 - Purchase Order number
 - Relevant hospital product codes
 - Relevant price for each of the product codes, as detailed on the Purchase Order
 - All references and delivery details, as detailed on the Purchase Order
 - VAT Registration Number

VAT and other incidental costs (such as shipping, packaging, delivery etc.,) shall be itemised separately on each invoice if not included in the product code price. These costs should will not be accepted by the hospital unless they have been specified on the hospital Purchase Order. It would be helpful if the details of a contact person to deal with queries arising, together with their telephone number could be recorded on the invoice and this would also assist in the prompt payment of invoices.

3. It is the policy of the hospital not to accept part deliveries (this does not apply to equipment aspect of this Tender – refer to Invitation to Tender and suite of documents for



details / instructions). In the event of a part delivery of goods arising (which shall not be made without the prior consent of the Purchasing Officer) the supplier shall not be entitled to payment until the full order has been delivered. In the event that a supplier is unable to fulfil the complete order, **it will be the responsibility of the supplier to inform the Purchasing Officer that the relevant order is in fact completed.** Therefore, an invoice should not be issued until the completion of the order.

4. **Supplier invoices received by the hospital which do not correspond with the hospital's Purchase Order in all respects will not be accepted by the hospital until a corrected invoice is reissued, or a correcting Credit Note / Debit Note received. Additionally, invoices which are produced by suppliers, prior to delivery of goods services will not be accepted by the hospital and will be returned to the supplier for re-dating to the date of the supply of goods or services.**

Please signify your acceptance of the hospital's trading terms by signing one copy of this document. Please return the signed copy to this hospital within the next fourteen days.

It is the policy of the hospital to ensure that order commitments will only be undertaken with suppliers who accept the above trading terms.



Tallaght University Hospital
Tallaght,
Dublin 24

COPY B

HOSPITAL PURCHASING ORDERS

TERMS AND CONDITIONS FOR PAYMENTS TO SUPPLIERS

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It is the policy of the hospital to ensure that order commitments will only be undertaken with suppliers who accept the above trading terms.

I agree to the terms and conditions as set out above.

Name of Acceptor (in Block Letters)

Signature

Position in company:

Name of Company

Company Registration Number
