

SELF BILLING FAQS

What is self-billing?

Self-billing is an arrangement between a contractor (Supplier) and Global Medics (The Customer) whereby Global Medics prepares a contractor's (supplier's) invoice. It means your Limited Company will no longer need to send an invoice to the Global Medics Accounts Department. You submit the timesheet and Global Medics sends you an invoice along with payment. It is a more efficient accounting process for contractors and Global Medics.

What's the benefit to me?

Self-billing is more efficient:

- You don't have to produce an invoice
- Invoices are produced to a standard format reducing administration for both parties

What are the benefits to Global Medics?

- The margin for error is reduced significantly as invoices are created from pre-approved timesheets
- The system we have in place allows us to quickly and efficiently send self-billed invoices electronically

Who designed the invoice format and layout?

The invoice format is a standard format that conforms to The Office of the Revenue Commissioners regulations and this cannot be changed.

How are the invoices numbered?

On creation of a timesheet record a unique timesheet reference is generated. This timesheet reference is also used as the self-bill invoice number, providing one reference number to both records.

When do the invoice numbers reset?

They do not reset.

Can anyone use self-bill?

Self-bill is only used for contractors working through a Limited Company. It's not relevant if you are a PAYE worker.

My self-bill Invoice is incorrect. Who do I contact?

It is unlikely that your self-bill invoice is incorrect as it is taken from the timesheet that you submitted and the client has authorised. However, if you have a query, please contact our accounts department on +353 (0) 1 202 0240.

Is the agreement with me or the Limited Company?

The agreement is between the Limited Company and Global Medics.

The company has a new VAT registration number. What do I need to do?

You need to send us a copy of the new VAT certificate. Global Medics will supply your Limited Company with a new self-billing agreement with the new VAT registration number, which needs to be signed by an authorised representative and returned to Global Medics.

The Limited Company has changed its name. What do I need to do?

If the Company has changed its name BUT maintained the same VAT number, send us a copy of the change of name certificate issued by the Companies Registration Office.

My system is set up to provide invoices. How will I cope with self-bill invoices?

Instead of providing your own invoices, you can use the self-bill invoices as part of your Limited Company's accounting records. This is accepted by The Revenue for VAT purposes. However, we recognise that you may have your own system to provide invoices. If you want to continue to do this, we suggest you produce your invoice but do not send it to us; instead attach it to the self-bill invoice.

My company has just become VAT registered. Do I need to send Global Medics a copy of my VAT certificate?

Yes, you will need to send a copy of the new VAT registration document.

My company has now deregistered from VAT. What do I need to do?

Please email us advising the effective date of the change.

When will my self-bill agreement expire?

There is no expiry date. The self-bill agreement will continue until you cease to work through Global Medics.

I don't want to agree to the self-bill agreement. Can I continue to provide my own invoices on a weekly basis?

Self-bill is our standard method and our systems are being changed to reflect this. Self-bill is more efficient for all parties. You are not required to agree to self-billing however if you do not, then you MUST submit invoices to Global Medics for each timesheet.