

Self-Billing Agreement



1. Global Medics agrees to issue self-billed invoices for all services supplied to it by the Supplier for the duration of each contract for services between the parties, including all details legally required for a full VAT invoice. Global Medics will advise the Supplier if it intends to outsource the issue of self-billed invoices to a third party.
2. The Supplier will accept invoices raised by Global Medics on its behalf for the duration of each contract for services between the parties and will comply with the conditions imposed by the Office of the Revenue Commissioners for approval of self-billing. In particular, the Supplier will not issue a VAT invoice in respect of any transaction covered by the self-billing system.
3. The Supplier shall supply copies of its Certificate of Incorporation and VAT registration certificate to Global Medics on request.
4. Global Medics shall not be liable for any loss, liability, damages, costs or expenses arising from any failure by the Supplier to comply with any conditions imposed by the Office of the Revenue Commissioners. The Supplier will fully indemnify Global Medics for any loss, liability, damages, costs or expenses incurred by Global Medics as a result of the Supplier's failure to comply with the conditions imposed by the Office of the Revenue Commissioners.
5. If the Supplier chooses, for compliance with their own internal systems, to raise dummy invoices it is their responsibility to reconcile such dummy invoices to the Self-Billing invoice. It is the Supplier's responsibility to reconcile their account internally with any factoring companies used.
6. The Supplier will ensure that rates, hours and expenses are verified before timesheets are submitted and should queries occur frequently due to unchecked timesheets Global Medics reserves the right not to process those timesheets. Global Medics accepts no liability for any delay, loss, liability, damages, costs and expenses that may be incurred by the Supplier as a result of the Supplier's failure to properly check the details of any timesheets.
7. The Supplier agrees to raise any queries on Self-Billing invoices within seven (7) days of the date on the invoice. In the absence of any queries after seven (7) days, such invoices will be treated as accepted by the Supplier.
8. Each party will immediately notify the other of any changes in its VAT registration position including without limitation, deregistration, change of VAT number or transfer of the business and the parties shall enter into a new Self-Billing Agreement to reflect such changes.
9. The Supplier agrees that Self-Billing Invoices may be delivered by email or online and agrees to give Global Medics at least seven (7) days' prior written notice of any changes to the required email address.
10. Notice to Global Medics under this Agreement must be given in writing and must be sent by first class post, recorded delivery or registered post to the Managing Director, Global Medics, Unit 9, Adelphi House, Upper Georges Street, Dun Laoghaire, County Dublin, Ireland.
11. This Agreement shall have retrospective effect from the date of the first supply under a contract for services between Global Medics and the Supplier.
12. This Agreement is subject to Irish law and the parties submit to the exclusive jurisdiction of the Irish courts.
13. If the Supplier does not agree to self-billing then you must contact Global Medics within seven (7) days of issue of this notice.

