



Dear Supplier,

Donegal County Council is upgrading its' financial systems. The project will be implemented in two phases.

Phase 1 –Introduction of Central Invoice Matching (Aug – Sept '17)

Phase 2* - Implementation, of upgraded financial management system. (Jan -Oct '17)

As a result of the upgrade, the Councils financial systems will be unavailable for a period of time in October (see over for details).

Phase 1 is now nearing completion. From **25th September 2017** suppliers are required to:-

- Submit all invoices and credit notes to :

**Central Invoice Matching
Donegal County Council
Lifford
Co. Donegal
F93 Y622**

- Ensure all Invoices , Credit Notes & Delivery Notes have a **valid Purchase Order Number**
Any Invoice submitted without the appropriate purchase order number will be returned
This will delay payment.
- Ensure all Invoices are valid within the meaning of Section 66(1) Value Added Tax Consolidation Act 2010 and specifically the provisions outlined in Section 20 (2) Statutory Instrument 639/ 2010 etc (<http://www.revenue.ie/en/vat/vat-records-invoices-and-credit-notes/invoices/what-information-is-required-on-a-vat-invoice.aspx>)

The Council recognises that some organisations will have experienced disruption as a result of the flood events in late August. The Council will work with these organisations to mitigate any challenges faced by them as a result of this upgrade.

The contact details for the Central Invoice Matching Unit are:

Email : donegalcim@donegalcoco.ie
Address : As above
Telephone : 074 9153900

Yours faithfully

Garry Martin

Garry Martin CPFA

Director of Finance, Information Systems and Emergency Services

Cuir freagra chuig: Áras an Chontae, Leifear, Contae Dhún na nGall, Éire F93 Y622
Please reply to: County House, Lifford, Co. Donegal, Ireland F93 Y622

***Phase 2 – Implementation of upgraded financial management system**

The changeover to the upgraded software will commence on the 13th October 2017 and the Councils' Financial system will be down for a period of 6 working days.

The Councils upgraded software will go live on the 23rd October 2017

What does this mean for you as a Supplier?

During this period (from 13/10/2017 – 23/10/2017) the Council will be unable to process Invoices, Credit Notes etc. The Council will be unable to issue any payments.

You should note that only valid invoices submitted on or before the 6th October 2017 will be processed before the close down on the 13th October 2017.

Any Invoices etc received ***after the 6th October 2017 will not be processed until after 23rd October 2017***, and will be processed in line with contractual requirements.