



## **Important Notice to all Suppliers doing business with the Commission for Aviation Regulation**

### **Terms and Conditions for Payment of Invoices**

From 1 July 2011, the Commission for Aviation Regulation will pay invoices within 15 days of receipt.

Invoices will be returned to the supplier for correction:

- if the invoice includes additional items or charges not quoted at the time the order was placed; or
- if the prices on the invoice are in excess of those agreed.

All invoices must be sent directly to Accounts Payable, Commission for Aviation Regulation, 3rd Floor Alexandra House, Earlsfort Terrace, Dublin 2, Ireland.

Invoices are considered to be received upon arrival directly into Accounts Payable by email or when received and opened centrally by Reception where they are date-stamped and passed to Accounts Payable.

The Commission undertakes to resolve any disputed invoices within 10 days of receipt of the invoice so as to facilitate payment within 15 days.

Where invoices are submitted which meet the terms and conditions set out in any relevant agreement between the Commission and the supplier, and the goods and/or services in question have been received in acceptable condition and in accordance with any relevant agreement between the Commission and the supplier, the Commission will pay the invoice within 15 days of receipt.

Any amendments to these standard terms and conditions in any specific case must be agreed in writing by an authorized officer of the Commission for Aviation Regulation.