



Oifig Náisiúnta
um Sheirbhísí
Comhroinnte

National
Shared Services
Office



Supplier Information NSSO, Finance Shared Services

www.nssso.gov.ie

Background

The purpose of this leaflet is to let you, as a supplier, know that the way in which Government Departments will be doing business with you is changing. Over the coming years the National Shared Services Office (NSSO) will take over the responsibility for making payments on behalf of certain Government Departments and Offices. This will happen in stages, with groups of Departments and Offices moving at different times. The effect of this change is that NSSO will be responsible for making payments to you but, in all other respects, your relationship with the Department or Office will remain unchanged.

When will this change take place?

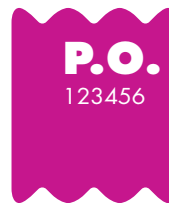
From 29th September 2025, the NSSO will carry out invoice processing and payments on behalf of Government Departments and Offices, as listed below:

1	Data Protection Commission
2	Department of Rural and Community Development and Gaeltacht
3	Department of the Taoiseach
4	Department of Transport
5	Fiosrú
6	National Museum of Ireland
7	The Policing and Community Safety Authority
8	Tailte Éireann

PLEASE NOTE: If you have a supply arrangement with any other Departments or Offices that are not listed above, the process with them will remain unchanged. You will be notified when the new arrangements apply to additional Groups.

What will change for you?

1 PURCHASE ORDERS MUST BE QUOTED on your INVOICES



When a Department/Office emails an order to you, it will contain a Purchase Order number. To get paid you must quote this purchase order number on your invoice. If you do not have a Purchase Order number it is likely that your payment will be delayed until the Department/Office resolves the issue. Therefore please ensure that you obtain a Purchase Order number from your contact in the Department/Office.

2 INVOICES AND CREDIT NOTES



In order to receive a prompt payment from the above listed Departments and Offices, you will be required to send invoices and credit notes directly to the NSSO.

You can submit your invoices or credit notes to the NSSO using one of the following options:

By emailing the documents in pdf format to:
support@FSSCustomerService.cloud.gov.ie

eInvoicing - <https://www.nssso.gov.ie/en/services/einvoicing-for-suppliers/>

Post Accounts Payable, NSSO Finance Shared Services,
Unit 2 Central Business Park, Clonminch , Tullamore, Co. Offaly, R35W7A4.

What is eInvoicing?

The European eInvoicing directive requires all public sector bodies to be able to receive and process electronic invoices which complies with the European standard (European Directive 2014/55/EU) from April 2019.

As part of the service delivery of Finance Shared Services, we will enable suppliers to submit invoices electronically, as required by the European eInvoicing directive. It is important to note that there is no obligation on suppliers to send electronic invoices at this time.



Essential information

1. Email address

All communication on Purchases Orders and Remittances with Suppliers will be by email only. It is therefore very important that NSSO has a current email address for you and this should be provided to your contracting Department/Office.

2. Invoice checklist

To ensure that your invoice is paid promptly the following information is required on all invoices:

• Supplier and Department/Office details

Name of Government Department/Office (Public Service Client full name)

Your Company name

Your full postal address

Your contact telephone number

Your current email address

If VAT is included you must quote a VAT registration number. If VAT is not included please provide an alternative Tax Registration Number.

Relevant Contract Tax (RCT) Contract ID where relevant. This is supplied by your Government Department/Office.

• Order specific details

Valid Purchase Order number from the Government Department/Office

Purchase Order Line Number

A unique Invoice number

A description of the Goods and/or Services supplied

• Price details

The unit price

Any carriage cost applicable

Where registered for VAT in Ireland, the payee must show the VAT due on the Invoice, the VAT rate and the VAT amount for the quantity of the Goods and/or Services supplied

The net total value, the VAT amount, and the gross total value including VAT

All prices should be given in Euro where applicable or the pre-agreed currency if not Euro.

3. Supplier payment schedule and late payments

The NSSO aims to pay all suppliers promptly. Where delays in payments occur, and are not as a result of a dispute, the Supplier is appropriately compensated according to the relevant legislation. Late payments are defined as those not made within the terms of the contract or within 30 days of a valid invoice being received.

4. Tax reference number

A Tax Reference Number (TRN) is your unique identification number with Revenue and is required to demonstrate that you are tax compliant. This is usually your VAT number or, if you are below the threshold for VAT, your PPS number or your TRN. If you do not provide a valid TRN this will result in payment delays.

If you have a tax related query or need to request a TRN, please visit the Revenue website at: www.revenue.ie

5. Tax compliance

The NSSO checks the tax status of Suppliers nightly and a Supplier is required to be tax compliant on the Revenue (ROS) system before any Purchase Contracts can be entered into.

To receive payments from an Irish Public Sector Body to the value of €10,000 or more (inclusive of VAT) within a 12 month period, a supplier is required to demonstrate a satisfactory level of Irish tax compliance. The tax clearance requirement applies to both Irish and Foreign Suppliers. The NSSO system will suspend payments where compliance does not meet the tax regulations.

6. Invoice regulations (mandatory)

The NSSO will only pay valid invoices received from an approved Supplier. Payments will not be made on statements or altered invoices.

7. Foreign payments

The NSSO supports electronic payment transfers in many worldwide currencies. For further information please contact your Government Department/Office directly.

8. GDPR

Your data has been transferred in advance to the NSSO for the purposes of making payments to you. Your data will continue to be used solely for the purpose for which it was given, in line with GDPR guidelines and according to data sharing rules for the public service.

