

Suppliers and Quotes

These Terms and Conditions apply to every application

Providers and suppliers

- All providers and suppliers must be qualified, registered with the relevant professional or accrediting body, compliant with tax and other laws and regulations and approved by Caranua
- From time to time Caranua will have arrangements with “preferred suppliers” and these are the only suppliers we will approve
- A provider can never be a relative or a friend
- The contract for services is between the applicant and the service provider. Caranua’s role is to provide payment and Caranua is not liable for any issues that may arise, for example regarding quality of service provided

Quotations, invoices and receipts

Where there is a Caranua “preferred supplier” we do not need quotes. We need quotes for all other applications.

- Where the cost is less than €1000 or other currency equivalent, we need one quote
- Where the cost is between €1000 and €5000 we need two quotes. For amounts above this, we need three quotes
- Where the cost is over €10,000 the supplier must provide a tax clearance certificate

We require receipts for all services that we pay for. This can be in the form of a **receipt** or an **invoice marked paid**. If we do not receive receipts from you, you may be subject to audit by Caranua.

Quotes, invoices and receipts must be **printed on official paper and must be received within three months of the date of issue**. It must also contain the following:

- Your name, address and telephone number
- The supplier’s name, address, contact details, VAT registration number, membership of relevant trade or professional organisation
- An itemised description of the work (including itemised costs) to be undertaken
- Information on the materials to be used
- A statement as to why the work is necessary