

IMPORTANT ANNOUNCEMENT

RE: IÉ Contractor PTS – Payment Process

We are writing to inform you of an important update to the application process for IÉ Contractor PTS Training.

Effective **June 3, 2025**, all training must be **PRE-PAID**.

The IM Training Department will only offer a training date once the remittance notification has been received, and the payment has been verified by IÉ Accounts as received.

While the rest of the application process remains unchanged (including the completion and submission of necessary documents like Medicals, Application Forms, etc.), this new payment verification step will be required going forward.

Step 1

Request for Training & Invoice to be raised

Step 2

Make payment

It is essential that you include both your **Customer Number** and **Invoice Number** in the payment reference. Failure to include both will delay your application process.

Step 3

Remittance Notification must now be submitted with your application

Submit your application to IEContractorPts@irishrail.ie

Ensure that you include all required paperwork (Application Form, Medicals, Invoice & Remittance Notification)

Once the IM Training Department can approve & validate your application, the next available training date will be offered.

How to Make Payment:

Payment is made by **Electronic Funds Transfer** directly to Iarnród Éireann Bank Account. IÉ Bank Account details are available from the IÉ Contractor PTS Application Form.

When making payment by EFT, it is essential that you include both your **Customer Number** and **Invoice Number** in the payment reference. Failure to include both will delay your application process.

If you require a **Purchase Order Number** to be endorsed on the invoice, **please include the Purchase Order Number on Step 1** as outlined above.

We appreciate your attention to this change and kindly ask that you ensure the correct details are included in the payment reference to avoid any delays in scheduling your training.

If you have any questions or need further clarification please visit: <https://www.irishrail.ie/en-ie/about-us/iarnrod-eireann-infrastructure/iarnrod-eireann-contractor-pts>

Or alternatively, please contact us at: IEContractorPts@irishrail.ie

Thank you for your cooperation, we look forward to continuing working with you and ensuring your team receives the training they need.