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| A close up of a logo  Description automatically generated | **IÉ CONTRACTOR PTS**  **TRAINING &**  **INVOICE REQUEST** |

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| **COMPANY CONTACT DETAILS** | | | | | | | | |
| **COMPANY NAME:** | | | Click or tap here to enter text. | | | | | |
| **ADDRESS:** | | | Click or tap here to enter text. | | | **IÉ CUSTOMER NUMBER:** | | Click or tap here to enter text. |
| *7 Digit Customer Account Number*  *(NOT Vendor Number) starting with 97* | | |
| **EIR CODE:** | | Click or tap here to enter text. |
| **PHONE NUMBER:** | | Click or tap here to enter text. |
| **CONTACT DETAILS** | | | | | | | | |
| **PRIMARY CONTACT NAME:** | | | | Click or tap here to enter text. | | | | *We require a primary point of contact from your company* |
| **PRIMARY CONTACT NUMBER:** | | | | Click or tap here to enter text. | | | |
| **PRIMARY CONTACT EMAIL ADDRESS:** | | | | Click or tap here to enter text. | | | |
| **BILLING EMAIL ADDRESS:** | | | | Click or tap here to enter text. | | | | *We require an email address for your Accounts Department* |
| ***(Tick the box)*** I agree to the Terms & Conditions pertaining to IÉ Contractor PTS Training: | | | | | | | | |
| **SIGNATURE:** |  | | | | **DATE** *(DD/MM/YYYY)*: | | Click or tap to enter a date. | |
| **COURSE FEE** | | | | | | | | | |
| * The quoted fee for training is €200 per person payable by the company (reviewed yearly).   Do you require the invoice to be endorsed with a Purchase Order Number: Choose an item.  If YES INCLUDE YOUR PO NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| **APPLICATION CATEGORY GUIDANCE** | | | | | | | | | |
| **INITIAL TRAINING** | | First Time Holder of IÉ Contractor PTS Certification  (Nominees must be at least 18 years of age) | | | | | | | |
| **REFRESHER/ REPEAT TRAINING** | | Refresher Training for IÉ Contractor PTS Certification  (3-year cycle) | | | | | | | |
| **CERTIFICATION EXTENSION** | | Where the validity of the Medical is less than the standard 3-year refresher cycle from the date of training for IÉ Contractor PTS Certification  (NO CHARGE) | | | | | | | |
| **CERTIFICATE REISSUE** | | For Lost or Misplaced Certificates – Fee €25 | | | | | | | |

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| **APPLICANT DETAILS** | |
| NAME: | **Click or tap here to enter text.** |
| DATE OF BIRTH *(DD/MM/YYYY)*: | **Click or tap to enter a date.** |
| APPLICATION CATEGORY: | **Choose a Category** |

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| **APPLICATION SUBMISSION GUIDELINES** |
| * EMAIL ONLY – Submit to [**contractor.pts@irishrail.ie**](mailto:contractor.pts@irishrail.ie) * Title the subject bar – REQUEST FOR INVOICE * Attachments must be in a titled PDF format. * Title each attachment – *for example* – REQUEST FOR INVOICE\_COMPANY NAME |

**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](mailto: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](mailto: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.