



wwetb

Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
*Waterford and Wexford
Education and Training Board*

Waterford Wexford Education and Training Board as a signatory to the Prompt Payment Code pledges to:

Pay suppliers on time:

- Within the terms agreed at the outset of our contract with you, or 30 days in accordance with legislation.
- Without attempting to change the payment terms retrospectively.
- Advise you wherever possible if there is any reason why an invoice will not be paid to the agreed terms.
- Deal with you with courtesy and respect and endeavor to ensure all queries will be dealt with promptly, efficiently and to the highest professional standard.

Further information:

- For information and guidance on our payment procedures please email creditors@wwetb.ie
- If you have a complaint regarding payment please email creditors@wwetb.ie
- We commit to responding to complaints within 3 working days.
- Information on our procurement processes can be had from our website.
- Any further questions, our finance department can be contacted at 051 301500.

We respectfully ask that you also adopt the prompt payment code throughout your own supply chains.

***Prompt payment as required by the European Communities (Late payment in Commercial transactions) regulations 2002 and contractual obligations.**