

LWETB Supplier Charter

Longford Westmeath ETB 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 endeavour to ensure all queries will be dealt with promptly, efficiently and to the highest professional standard.

On a quarterly basis, we are obliged to to publish details of payments or purchase orders for goods and services of more than €20,000 on our website www.lwetb.ie ** and annually in our Annual Report.

Further information:

- For information and guidance on our payment procedures please email finance@lwetb.ie
- If you have a complaint regarding payment please email finance@lwetb.ie
- We commit to responding to complaints within 3 working days.
- Information on our procurement processes can be had from our website: follow the links to our Publication Scheme on our website www.lwetb.ie
- If you have any further questions, our finance department can be contacted at 044 9348389, option 1, or at finance@lwetb.ie

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.

** Freedom of Information Act 2014 s8.(1)(a)