



To: All IFMS Implementation Group 1 (IG1) Suppliers
From: John Swords, National Director of Procurement
Date: 13 October 2023
Subject: Requirement for all invoices to quote official HSE Purchase Order (PO) number

Dear Supplier,

I refer to previous communications relating to the phased roll out of IFMS, the new financial management and procurement system for the HSE, which went live in the first of five implementation groups¹ in July 2023.

Thank you for your support during this period of transition.

IFMS has been designed to automatically match electronic-format invoices with related POs and goods receipt notes.

Therefore, I wish to re-emphasise the previously communicated requirement to quote the official HSE PO number on the face of every invoice.

Quoting the official HSE PO number on the face of your invoice is key to ensuring that your invoice is processed for payment without delay.

Unfortunately, the HSE is still receiving a high volume of supplier invoices which do not quote an official HSE PO number. In such cases, the requisitioner must be identified and the invoice must be re-routed to the requisitioner for manual validation and approval before processing can take place. This is resulting in processing backlogs and delays to payment.

With effect from 1 November 2023, the onus will be placed on suppliers to comply with the requirement to quote the official HSE PO number on every invoice. Invoices received after 1 November that do not quote an official HSE PO number will be returned to suppliers for re-issue.

Thank you for your continued support and co-operation.

Yours sincerely,

A handwritten signature in black ink that reads "John Swords". The signature is written in a cursive style and is positioned above a horizontal line.

John Swords
National Director of Procurement



¹ IFMS went live on 1 July 2023, as planned, in the first of five implementation groups and is in use in the following services:

- CHO 6 (which includes Wicklow, Dun Laoghaire, Dublin South-East)
- CHO 7 (which includes Kildare / West Wicklow, Dublin West, Dublin City, Dublin South West)
- CHO 9 (which includes Dublin North, Dublin North Central, Dublin North-West)
- Connolly Hospital Blanchardstown
- Naas General Hospital
- St. Columcille's Hospital
- St. Luke's Radiation Oncology Network
- HSE Corporate and National Services
- National Capital Income and Payments
- National Distribution Centre (NDC)
- Primary Care Reimbursement Scheme (PCRS)
- National Ambulance Service (NAS)
- Tusla