



To: All IG1 Suppliers
From: John Swords, National Director of Procurement
Date: 17 August 2023
Subject: IFMS – Important Steps to take to Avoid Delay in Payment

Dear supplier,

Further to previous communications, I am writing to you to remind you of important steps you will need to take to ensure any delays in payment of your invoice are minimised

Please see below the listing of sites included within IG1 that are now live with IFMS:

- 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)
- Tusla

As a supplier to an IG1 impacted site, see the following steps you need to take:

1. An official HSE Purchase Order (PO) number should be quoted on all invoices.

Invoices without a PO number will be deemed in dispute and returned to you for re-issue with correct information.
2. All Invoices for IG1 impacted sites should be sent to vendorinvoices@hse.ie and not to local HSE offices or delivery locations.
3. Only invoices should be sent to this address and not any other document e.g. statement.
4. Invoices should be sent in PDF format (ideally system generated).
5. Each individual invoice must be submitted as a separate PDF document.
6. Avoid sending duplicate invoices.



7. Notification on the invoices of bank account changes needs to be sent formally to the HSE vendor master teams, email MDUVendor@hse.ie

Yours sincerely,

John Swords
National Director of Procurement