



To: All IG1 Suppliers
From: John Swords, National Director of Procurement
Date: 6th July 2023
Subject: IFMS is now live for IG1

Dear supplier,

Further to previous communications, I am writing to you to confirm that as of Monday 3rd July, IFMS is live for the first [implementation group](#),

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

The implementation of IFMS – the integrated financial management and procurement system for the entire health service – is a major business transformation programme.

I am writing to remind you of the steps you need to be aware of to ensure your business can align with the implementation of IFMS.

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

1. Invoices for IG1 impacted sites should be sent to vendorinvoices@hse.ie
2. An official HSE Purchase Order (PO) number should be quoted on all invoices.

Note: If the invoice does not quote an official HSE PO number, you should provide the purchaser's e-mail address. Invoices without either a PO number or the purchaser's e-mail address will be deemed in dispute and returned to you for re-issue with correct information.



3. For invoices to IG1 impacted sites our 'Bill To' address has changed; you may need to update your records for this change if you haven't already done so. The updated 'Bill To' address will be:

Finance Shared Services (FSS) Payment Services
Accounts Payable 1010
Block D
Parkgate Business Centre
Parkgate Street
Dublin 8
D08 YFF1

The implementation of IFMS – the integrated financial management and procurement system for the entire health service – is a major business transformation programme for the HSE. As such, there may be inconvenience while we changeover our systems. We ask for your continued support and patience during this time. Thank you.

Please see our [FAQ Document](#) and our [Supplier Good Practice Document](#) on our webpage for more information.

If you need further support, we have a dedicated IFMS supplier helpdesk in place to assist suppliers. You can contact the helpdesk by:

- Email:
 - ❖ For queries in respect to accounts payable (i.e., invoices, remittances etc.) please contact us at vendorAPqueries@hse.ie
 - ❖ For queries in respect to tenders, contracting etc. please contact us at procurement.helpdesk@hse.ie
- Phone: 01 511 9700

Yours sincerely,

John Swords
National Director of Procurement