



To: All IFMS Implementation Group 1ⁱ (IG1) Suppliers
From: John Swords, National Director of Procurement
Date: 7 March 2024
Subject: Requirement for all IFMS related invoices to quote official HSE Purchase Order (PO) number

Dear Supplier,

I refer to [previous communications](#) relating to the roll out of IFMS, the Integrated Financial Management and Procurement System, the first phase of which went live in July 2023.

As previously communicated, IFMS processes have been designed to automatically match electronic format .pdf invoices with related HSE purchase orders and goods receipt notes.

IFMS related PO numbers are 10 digit and begin with the digits 43, 47 or 48.

Unfortunately, the HSE is still receiving a large volume of non-compliant documents:

- invoices which do not quote an official HSE PO number;
- invoices that relate to HSE areas that are outside the scope of IFMS;
- other documents submitted through the dedicated invoice channel (worksheets, statements, delivery notes, etc.);
- multiple invoices in a single .pdf document;
- invoices submitted in other non-compatible electronic formats (invoices should be submitted in .pdf format only).


All non-compliant documents submitted via the dedicated invoice channel vendorinvoices@hse.ie require manual intervention in our process. This interruption to automated processing is resulting in some delays to payment.

Therefore, I wish to re-emphasise the previously communicated requirement to quote the official HSE PO number clearly on the face of every invoice and submit in electronic .pdf format directly to vendorinvoices@hse.ie (see detailed IFMS P2P Guidance Note attached).

Invoices that do not quote an official HSE PO number are being **returned to suppliers** for re-issue with official HSE PO number.

Thank you for your continued support and co-operation.

Yours sincerely,



John Swords
National Director of Procurement



IFMS Supplier Guidance Note

1. Suppliers should always obtain an official HSE Purchase Order (PO) number in advance of supplying any goods/services.
2. All supplier invoices must quote an official HSE PO number, beginning with the digits 43, 47 or 48.
3. Supplier invoices that do not quote an official HSE PO number will not be processed. Invoices will be returned to suppliers who must obtain an official HSE PO number and re-submit the invoice, via vendorinvoices@hse.ie, quoting same.
4. Until the phased implementation of IFMS is complete, the HSE will continue to operate multiple legacy P2P systems. Suppliers must ensure that invoices are submitted for processing to the address specified on the PO. Invoices sent to the incorrect address will not be processed (and will be automatically returned).
5. All IFMS invoices should be submitted directly by vendors to vendorinvoices@hse.ie.
6. Each individual invoice must be submitted electronically as an individual .pdf format document. Multiple invoices submitted in a single .pdf document will be returned.
7. Relevant queries should be directed to:

Invoices: vendorAPqueries@hse.ie or by contacting the Helpdesk at 01- 5119700

Purchasing: Procurement.helpdesk@hse.ie or the Helpdesk at 01-5119700



^[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
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