



Date: 9 June 2023

Subject: IFMS Project Update to Suppliers 9 June 2023

FMS will be rolled out on a phased basis to all publicly funded health organisations commencing with Implementation Group 1 (IG1), on 3 July 2023. IG1 consists of the following:

- 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)

Details of the timing of Implementation Groups 2-5 can be found [here](#).

What changes can be expected with the implementation of IFMS?

1. Expansion of self-service procurement by HSE Staff

Supporting the IFMS implementation is the introduction of SAP Ariba for eligible suppliers. With this introduction, eligible suppliers will be set up on digital catalogues enabling self-service procurement by HSE staff. Separate communications will be issued to eligible suppliers to register for SAP Ariba.

2. Introduction of an enhanced purchase order (PO) process

Through the introduction of new technologies, our PO process is being enhanced. The following systems will now be used to support the PO output process:

- SAP Ariba;
- PEPPOL (Pan-European Public Procurement On-Line); and
- EDI (file to file transfer).

The numbering sequence of POs will change with the introduction of IFMS. Furthermore, if you receive POs via email, we ask that you review and confirm that the email address you have provided is correct, in the event of a change please contact



the PO owner. Please note that the HSE PO issuing email address will change to a system generated mail.

It is important to note that all invoices must quote an official HSE purchase order (PO) number.

If invoices do not quote an official HSE PO number, the invoice will be placed in dispute, and payment will be delayed.

3. Centralisation of invoicing

All HSE invoicing will move to one central team commencing with IG1 on 3rd July 2023. Following which, supplier invoices will be submitted via the following preferred invoicing channels:

- Email [email address TBC];
- SAP Ariba;
- PEPPOL (Pan-European Public Procurement On-Line); and
- EDI (file to file transfer).

Please see our [Supplier Good Practice document](#) for further guidance on invoicing for the HSE – it is important to note that the HSE “Bill To” address is changing, please update your records with this address.