



To avoid delays with payment, please remember:

- 1 **All orders** must be placed via **an official HSE Purchase Order (PO)**. You must obtain this PO from the person placing the order for goods or services.
- 2 All supplier **invoices must quote this official HSE PO number** on the face of the invoice.
- 3 All supplier invoices must be emailed to **vendorinvoices@hse.ie** in PDF format.
- 4 **Each individual invoice** must be submitted as a **separate PDF document**.