

Supplier Best Practice Guide for Invoicing the HSE

To assist scanning and timely payment of your invoice ensure

- Invoice has a valid HSE PO Number
- PO is printed close to your reference number with a space before and after it
- To include delivery address and contact details of HSE PO provider
- To include company name, address (including eircode), email, phone number and BIC/IBAN
- To send pdf of invoice to vendorinvoices@hse.ie
 - From April 1 2025 for suppliers in IG2
 - From July 1 2025 for suppliers in IG3
- Invoice is in .pdf format. One invoice per .pdf. Multiple invoices can be submitted in one email but each individual invoice is to be attached as a separate .pdf
- Invoice is on white paper and black print (Logos / non-relevant text can be colour).
- No handwriting on invoice
- No personal details for a patient/service user is included on invoice
- No duplicate invoices submitted. Original and copy will be flagged delaying payment.
- Any supplementary information (GRN, Timesheets, Statements etc.) should be sent directly to the HSE PO provider
- To provide delivery docket with goods delivery.
- Ensure your invoice complies with Revenue.ie guidance;
<https://www.revenue.ie/en/vat/vat-records-invoices-credit-notes/index.aspx>