



To: All Suppliers IFMS Implementation Group 2 (IG2)
Subject: Supplier Readiness for IFMS Go-Live on April 1, 2025
Date: 6th March, 2025

Dear Supplier,

You have been identified as a supplier in IFMS Implementation Group 2 (IG2). Further to previous correspondence, I am writing to outline the necessary actions you should take to ensure your business is ready for the implementation of IFMS.

Please note if you are a Fair Deal, Transitional Care Bed (TCB), Intensive Homecare Packages (IHCP)/ Complex Home Support (CHS) Supplier, there is no change to the current process at present.

From IG2 Go-Live on 1 April, 2025 you need to ensure that:

- A valid HSE Purchase Order (PO) number is printed on all invoices. Invoices which do not contain a valid PO will be returned to you, resulting in delayed payment.
- Invoices relating to IG2 locations are sent to vendorinvoices@hse.ie.
- You include your BIC/IBAN on all invoices.
- Invoices submitted via email should be in .pdf format. One invoice per .pdf. Do not include supporting documents (GRN, Timesheets, etc.). These should be sent to the HSE staff member who issued the PO.
- No personal details for a patient/service user should be included on invoices.

To ensure prompt processing of your payment, please note the following:

- Invoices submitted prior to delivery of goods and services will result in delayed payment.
- Suppliers wishing to be set up to submit invoices via EDI/PEPPOL (HSE's preferred channels) should email vendorAPqueries@hse.ie
- Suppliers wishing to be set up to submit invoices via SAP Ariba should email procurement.helpdesk@hse.ie
- Our 'Bill To' address is changing. For further information see: <https://www.hse.ie/eng/about/who/finance/financereformprogramme/technologyfinancereform/hse-supplier-faqs-ifms-ig2-and-i-4.pdf>

Remittance advices will only be available via e-mail. Please contact MDUvendor@hse.ie should your email details need to be updated.

All supplier payments will be made as per HSE standard payment terms unless agreed otherwise in writing.



What supports will be provided to you?

A dedicated IFMS supplier helpdesk will be in place to assist you from Go-Live on 1 April, 2025.

For accounts payable (i.e. invoices, POs, etc.) contact: vendorAPqueries@hse.ie

For tenders, contracting etc. contact: Procurement.Helpdesk@hse.ie

A detailed FAQ is available on our website, as well as a Supplier Best Practice Guide.

<https://www.hse.ie/eng/about/who/finance/financereformprogramme/technologyfinancereform/information-for-suppliers-and-vendors.html>

The implementation of IFMS 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.

I would like to thank you for your co-operation in relation to the implementation of IFMS.

Yours sincerely,

Gareth Morton

Stiúrthóir Náisiúnta | National Director

An Rannán Náisiúnta Airgeadais agus Soláthair FSS

HSE National Finance and Procurement Division (NFPD)



Appendix

IFMS will be rolled out to IG2 on 1 April 2025, which includes the following locations:

HSE Mid West Region:

- Community
 - CHO 3 (which includes counties Limerick, Clare, North Tipperary, East Limerick)
- University of Limerick Hospital Group
 - University Hospital Limerick
 - University Maternity Hospital Limerick
 - Croom Hospital Limerick
 - Ennis Hospital
 - Nenagh Hospital
- HSE Corporate and National Services

HSE West and North West Region:

- Community
 - CHO 1 (this will only include counties Roscommon, Sligo, Leitrim, Donegal and West Cavan)
 - CHO 2 (which includes counties Galway and Mayo)
- Saolta University Health Care Group
 - University Hospital Galway
 - Mayo University Hospital
 - Sligo University Hospital
 - Roscommon University Hospital
 - Portiuncula University Hospital
 - Letterkenny University Hospital
 - Merlin Park University Hospital
- HSE Corporate and National Services

Suppliers for these locations are currently in receipt of remittances from:

- Former Western Health Board supplier payments from ARAN West Galway
- Portiuncula Hospital supplier payments from SAGE system Ballinasloe
- Former North Western Health Board and former Mid Western Health Board payments made from Stabilisation company code ST01