



To: All Suppliers IFMS Implementation Group 2 (IG2)
Subject: Supplier Readiness for IFMS Go-Live on April 1, 2025
Date: 28 March 2025

Dear Supplier,

Further to previous communications, I am writing to confirm that as of Tuesday, 1 April 2025, IFMS will be live in Implementation Group 2 (IG2) for which you are a supplier. (Please see Appendix for list of IG2 locations). IFMS standardises and automates invoice processing which will benefit both suppliers and the HSE, but only if you adhere strictly to the requirements below.

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 number **will be automatically returned to you**, resulting in delayed payment i.e. until you submit an invoice that quotes a valid PO number.
- Invoices are sent to vendorinvoices@hse.ie. Do not send invoices or copy invoices to locations directly.
- 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.) **as this will result in delayed payment**. 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.
- For suppliers outside the Republic of Ireland - from 1 April the VAT/EORI number will change to **IE9984032I** and it will be included on any IFMS Purchase Orders issued from this date.

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 our Supplier FAQ on the IFMS webpage:



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

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.

The current processes for Fair Deal, Transitional Care Bed (TCB), Intensive Homecare Packages (IHCP)/Complex Home Support (CHS) payments are not changing at present.

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

Supplier Phone Line: (01) 511 9700

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 some 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,

Stephen Mulvany
Príomhoifigeach Airgeadais FSS | HSE Chief Financial Officer
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
 - Croom Hospital Limerick
 - Ennis Hospital
 - Nenagh Hospital
 - University Hospital Limerick
 - University Maternity Hospital Limerick
- 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
 - Letterkenny University Hospital
 - Mayo University Hospital
 - Merlin Park University Hospital
 - Portiuncula University Hospital
 - Roscommon University Hospital
 - Sligo University Hospital
 - University Hospital Galway
- HSE Corporate and National Services