



**To: Suppliers in IFMS Implementation Group 3 (IG3)**

**Re: HSE IFMS Update for Implementation Group 3**

**Date: 22nd January 2025**

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Dear Supplier,

Following previous communication in October 2024, I am writing to provide you with further information about the Integrated Financial Management and Procurement System (IFMS) for the Health Sector and the changes you can expect as a HSE supplier in IFMS Implementation Group 3 (IG3).

### **Timing and Locations**

IFMS will be rolled out to IG3 on 1<sup>st</sup> July 2025 which includes the following locations:

**HSE Dublin and Midlands**, which includes:

- Part of CHO 8 (Laois, Offaly, Longford, Westmeath)
- Dublin Midlands Hospital Group (DMHG)
- HSE Corporate and National Services including the National Ambulance Service (NAS)

**HSE Dublin and North East**, which includes:

- Part of CHO 8 (Meath, Louth)
- Part of CHO 1 (Cavan, Monaghan)
- RCSI Hospital Group
- HSE Corporate and National Services including the National Ambulance Service (NAS)

**HSE Dublin and South East**, which includes:

- All of CHO 5 (Kilkenny, Carlow, Tipperary South, Waterford, Wexford)
- Ireland East Hospital Group
- HSE Corporate and National Services including the National Ambulance Service (NAS)

**HSE South West**, which includes:

- CHO 4 (Cork, Kerry)
- South/South West Hospital Group
- HSE Corporate and National Services including the National Ambulance Service (NAS)

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

- Former Midland Area Health Board payments from SAP Midlands Tullamore
- Former North Eastern Health Board payments from SAP NEHB Kells
- Former Southern Health Board payments from ARAN South Cork
- Former South Eastern Health Board payments from ARAN South East Kilkenny



## What changes can be expected with the implementation of IFMS?

### 1. Introduction of an enhanced purchase order (PO) process

All invoices will be required to quote an official HSE IFMS **Purchase Order** number (**PO**).

**Invoices without this official HSE PO number will be returned to you, and your payment will be delayed.**

From 1<sup>st</sup> July 2025 the numbering sequence of POs will change. The HSE PO issuing email address will change to: [noreply@hse.ie](mailto:noreply@hse.ie)

### 2. Centralisation of invoicing

From 1<sup>st</sup> July 2025 IG3 supplier invoicing will move to one central HSE team. Suppliers should submit their invoices via the following preferred invoicing channels:

- SAP Ariba
- EDI/PEPPOL
- Email: [vendorinvoices@hse.ie](mailto:vendorinvoices@hse.ie)

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

- Invoices submitted via email should be in .pdf format. One invoice per .pdf.
- Invoices should not be submitted until goods or services have been delivered. Invoices submitted prior to delivery of goods and services will result in delayed payment.
- Suppliers wishing to submit invoices via SAP Ariba should email [procurement.helpdesk@hse.ie](mailto:procurement.helpdesk@hse.ie). Priority will be given to suppliers with a high volume of HSE transactions.
- Suppliers wishing to submit invoices via EDI/PEPPOL (HSE's preferred channels) should email [vendorAPqueries@hse.ie](mailto:vendorAPqueries@hse.ie). Priority will be given to suppliers with a high volume of HSE transactions.
- Do not submit a duplicate invoice. Both the original and copy will be flagged as duplicates and payment will be delayed.
- If the provision of supplementary information (GRN, Timesheets, Statements, etc.) is required, these should be sent directly to the HSE staff member who issued the PO, before the invoice is submitted centrally.
- The system cannot accept handwritten invoices. Please see our Supplier Good Practice Guide for further information on invoicing the HSE.  
<https://www.hse.ie/eng/about/who/finance/financereformprogramme/technologyfinancereform/information-for-suppliers-and-vendors.html>

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



### **What support will be provided to you?**

To ensure a smooth transition for you and your business, the following ongoing support will be provided.

- A detailed FAQ is available on our website as well as a Supplier Good Practice Guide <https://www.hse.ie/eng/about/who/finance/financereformprogramme/technologyfinancereform/information-for-suppliers-and-vendors.html>
- Dedicated helpdesks will be in place from Go-live on 1<sup>st</sup> July 2025.

I would like to thank you for your co-operation in relation to the implementation of IFMS. Further communications will be issued over the coming months.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Gareth Morton', written over a faint horizontal line.

**Gareth Morton**  
**National Director, HSE Procurement**