



To: All Suppliers IFMS Implementation Group 3 (IG3)
Subject: Supplier Readiness for IFMS Go-Live on July 1, 2025
Date: 30th June 2025

Dear Supplier,

Further to previous communications, I am writing to confirm that as of Tuesday, 1 July 2025, IFMS will be live in Implementation Group 3 (IG3) for which you are a supplier. (Please see Appendix for list of IG3 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 IG3 Go-Live on 1 July, 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.
- **There is no change to the current PO process for Pharmacy Suppliers.** Any PO generated from a pharmacy application is a valid HSE PO and should be processed as usual.
- 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 July the VAT/EORI number will change to **IE9984032I** and it will be included on any PO issued from this date.
- For non-EU vendors, please ensure the EORI number is included on all documentation (e.g. shipping documents and 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 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 July, 2025.

For accounts payable (i.e. invoices) 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,

Gareth Morton
Stiúrthóir Náisiúnta, Soláthar FSS
National Director, HSE Procurement



Appendix

IFMS Implementation Group 3 (IG3) will go live in July 2025 in the following areas:

HSE Dublin and Midlands, which includes:

- Part of CHO 8 (Laois, Offaly, Longford, Westmeath)
- Dublin Midlands Hospital Group (DMHG)

HSE Dublin and North East, which includes:

- Part of CHO 8 (Meath, Louth)
- Part of CHO 1 (Cavan, Monaghan)
- RCSI Hospital Group
- HSE Corporate

HSE Dublin and South East, which includes:

- All of CHO 5 (Kilkenny, Carlow, Tipperary South, Waterford, Wexford)
- Ireland East Hospital Group
- HSE Corporate

HSE South West, which includes:

- CHO 4 (Cork, Kerry)
- South/South West Hospital Group
- HSE Corporate

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