



**To: Suppliers in IFMS Implementation Group 2 (IG2)**

**Re: HSE IFMS Update for Implementation Group 2**

**Date: 31<sup>st</sup> January, 2025**

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Dear Supplier,

Following previous communications, 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 2 (IG2), which is scheduled to **Go-live on April 1, 2025**. *Please see appendix for IG2 locations.*

**Please note, if you are already on IFMS you will keep your current IFMS vendor number. If you are new to IFMS, your new IFMS vendor number will be visible on your Purchase Orders (POs) from Go-live.**

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

1. 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 payment will be delayed.
2. From 1st April 2025 IG2 supplier invoicing will move to one central HSE team. Suppliers should submit their invoices via one of the following invoicing channels:
  - EDI/PEPPOL (HSE's preferred channel)
  - SAP Ariba
  - Email: [vendorinvoices@hse.ie](mailto:vendorinvoices@hse.ie)
3. The HSE PO issuing email address will change to: [noreply@hse.ie](mailto:noreply@hse.ie)

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

- Invoices submitted via email must be in .pdf format with only one invoice per .pdf attachment. Multiple invoices can be submitted in one email, but each individual invoice must be attached as a separate .pdf.
- The system cannot accept handwritten invoices.
- Do not submit a duplicate invoice as both the original and copy will be flagged as duplicates and payment will be delayed.
- **The HSE's preferred channel for receipt of invoices is EDI/PEPPOL.** Suppliers wishing to be set up to submit invoices via EDI/PEPPOL should email [vendorAPqueries@hse.ie](mailto:vendorAPqueries@hse.ie).
- 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 processing.
- Suppliers wishing to be set up to submit invoices via SAP Ariba should email [procurement.helpdesk@hse.ie](mailto:procurement.helpdesk@hse.ie).



- If the provision of supplementary information (GRN, Timesheets, etc.) is required, these should be sent directly to the HSE staff member who issued the PO, before the invoice is submitted centrally.
- 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?**

Further communications will be issued over the coming weeks as we get closer to Go-Live. To ensure a smooth transition for you and your business, dedicated helpdesks will be in place from Go-Live on April 1, 2025.

A detailed FAQ is available on our website, with answers to most commonly asked questions, as well as, a Supplier Good Practice Guide.

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

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

**Yours Sincerely,**

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



Appendix

### **Timing and Locations**

IFMS will be rolled out to IG2 on 1<sup>st</sup> 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 & 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