Staff access to the HSE Procurement Assisted Sourcing System (PASS)

The HSE Procurement Assisted Sourcing System (PASS) is a portal/platform that provides controlled access to specific applications like the Procurement Agreements and Contracts e-Repository (PACE).

The PACE App contains details of HSE Procurement agreements and contracts for users to utilise. The App offers enhanced features such as:

➢ Instructions on 'How to Use' each agreement and contract listed

➢ Viewing and search functionality

➢ Registration for notification preferences, i.e. if you wish to be proactively notified of a change to any contract on a daily basis in any given category of interest

➢ Tutorial Videos on how to navigate and use the App

Users should ensure they have an up-to-date internet browser, e.g. Google Chrome (recommended), Mozilla Firefox or Microsoft Edge. **Internet Explorer is not compatible.**

Firstly, you will need to register on the Procurement Assisted Sourcing System (PASS). Please follow below instructions:

Access to PASS

1. Please go to www.hsepass.ie
2. Click 'Register', complete the registration form and submit.

Following receipt of your username and password for PASS, you will need to use these to 'Login' at www.hsepass.ie.

Following login, you will then need to apply for access to the PACE App. Please follow below instructions:

Access to PACE

1. On the 'Welcome Page', please click 'App List' (bottom left hand corner)
2. Click on the arrow icon beside the 'Application Name' called PACE
3. Complete form and submit*

*Please note that as the PACE App contains commercially sensitive information, line manager approval is required and additional validation may be required to be carried out by HSE Procurement.

All applications for PASS & PACE access including Line Manager approvals must use a valid work email address. Use of generic or personal e-mails, e.g. @yahoo.ie, @gmail.com, etc. will not be processed.