



To: Suppliers in IFMS Implementation Group 2 (IG2)

Re: HSE IFMS Update for Implementation Group 2

Date: 12th December, 2024

Dear Supplier,

Following my previous communication in October, 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).

Timing and Locations

IFMS will be rolled out to IG2 on 1st 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 including the National Ambulance Service (NAS)

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
 - 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 including the National Ambulance Service (NAS)

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

- Former Western Health Board supplier payments from ARAN West Galway
- Portlincora 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

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.

The HSE PO issuing email address will change to: noreply@hse.ie

2. Centralisation of invoicing

From 1st April 2025 IG2 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

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 be set up to submit invoices via SAP Ariba should email procurement.helpdesk@hse.ie. Priority will be given to suppliers with a high volume of HSE transactions.
- Suppliers wishing to be set up to submit invoices via EDI/PEPPOL (HSE's preferred channels) should email 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, 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 on our webpage 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 1st April 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 that reads 'Stephen Dunphy'. The signature is written over a horizontal line.

Acting National Director, HSE Procurement