



AP Service Center Information

Invoice Inquiries

Self-Service Supplier Portal (Premier) Features

- **Invoice Tracking** – 24/7 access to track invoice payment status.
- **Statement Reconciliation** – Upload statements (Excel, CSV or PDF) to be compared against current AP data and view results instantly.
- **Customer Support** – Easily create support tickets and receive a response from the AP Service Delivery team.

How to Register on the Portal:

1. Visit the Self-Service Supplier portal: <https://Premier.com/>
2. Click on “Login or Register”.
3. Click on “Register” on the landing page.
4. Complete and submit a form W-9.
5. You will receive your login credentials within 24–48 hours.

AP Customer Service

- Email: apcustomerservice@commonspirit.org
 - Include excel statements of outstanding invoice and PO numbers.
 - Indication of credit hold, sales tax, PO invoice inquiry in subject line.

P.O. Boxes

CommonSpirit Health AP

PO Box 2400
Phoenix, AZ 85002

Mountain Region Facilities

P.O. Box 372660
Denver CO 80237

Physical addresses:

Dignity Health – Phoenix

3033 N 3rd Ave
Phoenix, AZ 85013

Virginia Mason Medical Center

1100 9th Ave
Seattle, WA 98101

Yavapai Regional Medical Center

1003 Willow Creek R
Prescott, AZ 86301

St. Alexius (Bismarck)

900 E Broadway Ave
Bismarck, ND 58501