



Invoice Submission Options

To improve invoice processing times, CommonSpirit Health recommends electronic submission of invoices. The Accounts Payable Service Center will prioritize processing of invoices submitted in this manner.

Electronic Submissions

GHX 810

Preferred invoice submission method resulting in the quickest invoice cycle time.

Premier Invoice Delivery Service (<https://p2p.premierinc.com/>)

- **EDI**
Non-GHX suppliers that have the capability to deliver EDI 810/850/855s directly via SFTP, AS2 or VAN network quickly and easily.
- **Invoice File Upload**
Suppliers can upload multiple invoices at one time (Excel or CSV file) through the Remitra Portal.
- **P.O. Flip**
P.O. Flip for P.O. Suppliers who can flip their purchase order into an invoice and automatically submit the invoice to CommonSpirit Health.
- **Invoice Entry Form (IEF)**
Suppliers can enter their invoice details into an Invoice Entry Form which will then be submitted to CommonSpirit Health as an electronic invoice.

For Non-Electronic Invoice Submissions (Non-EDI/810), email:

- CHI and Dignity Health - APinvoices@commonspirit.org
- Mountain Region - apinvoices.mtregion@commonspirit.org
- Virginia Mason - vmmc4.virginiamason@commonspirit.org
- YRMC - Invoices.yrhc@commonspirit.org
- St. Alexius Health - STAINvoices@commonspirit.org
 - Bismarck
 - Garrison
 - Turtle Lake
- Clinical Engineering - ceaccounting@commonspirit.org