

# Payment Processing



## How We Process

The invoice must reference a valid Purchase Order (PO):

- Suppliers should coordinate with their CommonSpirit business partner to obtain valid PO or non-PO routing details.
- The CommonSpirit AP system matches invoice transactions to the valid PO.
- Invoices are eligible for payment based on the invoice date, established payment terms and payment methods, required approvals, and scheduled payment runs.



## Non-EDI Process

- All valid/compliant invoices (i.e. emailed invoices that meet PO standards) go through an OCR system within 48 business hours of arrival. Invoices without any OCR exceptions are then reviewed for additional vendor and PO validations. Department approvals are obtained if necessary.
- Invoices (associated with POs) are automatically matched by our system to the exact details on the PO.
- Any inconsistencies between the PO and vendor's invoice will generate a match error which will require additional reviews by CommonSpirit Health Purchasing, Accounts Payable, and the respective ordering department.